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THE EDUCATION ACT, 1928-1943.

Education Department,
Perth, 6th November, 1944.

HIS Excellency the Lieutenant-Governor in Council has been pleased to approve of the regulations set forth in the Schedule hereunder which have been made by the Minister for Education under section 28 of the Education Act, 1928-1943, for the purposes of the said Act as and by way of consolidation and amendment of the regulations heretofore made under the said Act and in force immediately prior to the publication of this notice, and to declare that the said regulations set forth in the Schedule hereunder or such of them as are not disallowed shall come into operation and take effect on the day after that day when they are no longer liable to disallowance by a resolution of either House of Parliament.

M. G. LITTLE,
Director of Education.

Schedule.

THE EDUCATION ACT, 1928-1943.

Regulations.

1. These regulations may be cited as the Education Act Regulations, 1944.
2. These regulations, or such of them as are not disallowed, shall come into operation and take effect on the day after that day when they are no longer liable to disallowance by a resolution of either House of Parliament.
3. These regulations are divided into Parts as follows:—

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PART I.—PRELIMINARY.

4. In these Regulations, unless the context requires a different construction—

“Minister” means the Minister for Education.

“Department” means the Education Department.

“Director” means the Director of Education.

“Inspector” means an Inspector of Schools under the Education Act, 1928-1943.

“Efficient School” means a school recognised by the Minister as giving efficient instruction for the purposes of the compulsory clauses of the Education Act, 1928-1943. The masculine includes the feminine.

PART II.—PRIMARY SCHOOLS.

Division I.—Establishment of Primary Schools.

5. (a) A full-time Government School may be established in any locality where, in the Minister's opinion, the permanence of settlement is sufficiently assured, and where there is a reasonable prospect of a continued average attendance of not fewer than ten children between the ages of six and fourteen years: provided that no school in which the average attendance is likely to be less than twenty shall be established within three miles of any existing Government School. The necessary buildings, furniture and apparatus shall be provided by the Department.

(b) A full-time Government School may be established in any locality where there is a reasonable prospect of an average attendance of eight children, provided that a suitable room is available and that there is no other Government School within five miles. The furniture and apparatus shall be provided by the Department, but the room must be provided by the applicants. The room must have at least 11 square feet of floor space for each scholar, a boarded floor, and a fireplace, and must be properly lighted and ventilated. Satisfactory sanitary arrangements must be made and a supply of drinking water provided. Suitable accommodation shall be provided for the teacher at a charge approved by the Department.

6. (a) Half-time Government Schools may be established where there can be brought together, to two centres within reasonable distance of each other, two groups of children between the ages of six and fourteen years of sufficient number to give a prospect of an aggregate average attendance of fourteen, no child being counted twice. The necessary furniture and apparatus shall be provided by the Department, but suitable buildings must be provided by the applicants. Each school-room shall have at least 11 square feet of floor space for each scholar, a boarded floor, and a fireplace, and must be properly lighted and ventilated. Satisfactory sanitary arrangements must be made, and a supply of drinking water provided.

(b) The teacher's time shall be divided equally between the two centres, and the arrangements adopted shall be such as are approved by the District Inspector. The teacher shall arrange systematic courses of home lessons for the periods when a school is closed.

7. (a) Children who reside beyond the compulsory radius of any school may be taught by correspondence. Applications for admission to the Correspondence School shall be made to the head teacher of the school.

(b) Students between the ages of 14 and 21 years may be enrolled for certain correspondence courses without fee although they have ceased to devote their full time to school work. If students over 21 years of age are enrolled for any course, they shall pay a fee of 10s. per quarter for each subject.

8. (a) Schools may be assisted in districts where the number of children available is insufficient for the establishment of a Government school. The applicants must satisfy the Minister that—

(i) A proper room has been provided such as is required under regulation 5 (b).

(ii) A competent teacher has been secured.

(iii) There is no Government school within three miles of the homes of any of the children, and that the conveyance of the children to an existing school is impracticable.

(iv) Suitable accommodation has been provided for the teacher at a charge approved by the Department.

- (v) They guarantee (1) to supplement the grant from the Department so that the teacher after paying all charges for board and lodging, shall have at least £70 per annum over, or, on the Goldfields, at least £80, such supplementary payment to be made monthly and (2) to pay the fare of the teacher from her home to the school.
- (b) The grant for such schools shall be at the rate of £15 per annum, or on the Goldfields £16 per annum for each pupil in average daily attendance. After the first month the salary of the teacher shall be paid on the average of the previous month. The necessary furniture, books, and apparatus shall be provided by the Department.
9. (a) As a condition of the payment of the grant referred to in regulation 8 (b) the teacher must—
- (i) Keep a record of pupils' attendances in a satisfactory manner.
 - (ii) Furnish punctually and accurately such returns as may be required by the Department.
 - (iii) Devote five hours of each school day to the instruction of the children in accordance with a Time Table and Syllabus approved by the District Inspector.
- (b) Teachers employed in assisted schools shall be deemed not to be in the service of the Department.
10. Notification of the establishment of every Government School provided for in this Division of this Part of these regulations shall be published in the *Government Gazette*.

Division 2—Classification of Primary Schools.

11. (a) Full-time schools shall be classified as follows—
- Class Ia—Class I schools containing at least 80 children above Standard VI, and at least 30 above Standard VII, calculated on the average attendance for the year ending on the 30th September.
- Class I—Average attendance of over 500.
- Class II—Average attendance of over 300.
- Class III—Average attendance of over 200.
- Class IV—Average attendance of over 85.
- Class V—Average attendance of over 40.
- Class VI—Average attendance of over 20.
- Class VII—Average attendance of 20 or under.
- (b) Half-time schools shall be classified on the aggregate attendance of the two schools.
12. (a) At the annual revision of classification a school may be raised to a higher or reduced to a lower class upon the figures for the year, provided that the Department is satisfied that the alteration is likely to be permanent.
- (b) Alterations of classification at other periods shall be made only on the removal of a teacher, or if the Minister considers that special circumstances render them advisable.
- (c) When a school fails to maintain an average attendance of eight it may be closed at the discretion of the Minister, unless the parents are willing to keep it open as an assisted school.
13. Schools in which children in the upper standards are collected from within a prescribed district may be declared Central Schools. The Minister may direct that a Central School shall be classified as in Class Ia provided that the average attendance of post-primary children is not less than 300 and in Class I provided that the average attendance of all children is not less than 300.
14. The Minister may direct that a school shall be termed an Intermediate High School if he is satisfied that the number of children enrolled for a course of at least three years beyond Standard VI is sufficient to justify such a classification. Until the complete High School course of five years is taken, and separate buildings are provided, Intermediate High Schools shall be subject to the regulations for Primary Schools.

Division 3—Admission of Teachers.

15. No person may teach in any school, with or without pay, unless he has been appointed to that school, or has received special permission from the Minister.
16. Applicants for appointment as teachers shall satisfy the Department of their good character, literary attainments, practical skill in teaching, and physical fitness. They may be required to undergo such examinations and such courses of training as the Department may prescribe. They shall undertake to accept employment in any part of the State to which the Minister shall appoint them.
17. (1) The following persons may be employed as teachers in Government Schools without examination, provided that they satisfy the Department as to their experience as teachers:—
- (a) Persons holding certificates from a recognised training institution in the United Kingdom or in any of the British Dominions.
 - (b) University graduates who have had experience as teachers.
 - (c) Teachers holding certificates of the Education Departments of the United Kingdom or of any of the British Dominions.
- (2) The classification awarded shall be at the discretion of the Minister.
18. (1) On their first admission into the service of the Department all teachers shall be appointed provisionally. They shall not be permanently classified until an

official report on their skill in practical school management has been received. A teacher appointed with a provisional classification shall be liable to have such classification reduced or cancelled unless it is confirmed within two years. Before it may be confirmed the Department shall be thoroughly satisfied, by reports on the teacher's work, that his practical skill is sufficient to justify the permanent classification.

(2) Teachers shall be deemed to be civil servants, and may be placed on the permanent staff after six months' probation if their work and conduct are satisfactory. Satisfactory service shall imply that the reports of the Inspectors have been favourable and that a teacher's conduct has been exemplary.

19. Married women shall not, as a rule, be accepted as teachers. Female teachers intending to marry shall give due notice in accordance with Regulation 41. Their appointments shall lapse on marriage, and they shall be eligible for re-appointment only as "supply" teachers.

20. Unclassified teachers who fail to become classified within two years following their admission to the service shall have no claim to be retained in the service.

Division 4—Examination of Teachers.

21. The attainments of teachers shall be tested by written and oral examinations. A teacher may sit for any annual examination, but shall not be entitled to sit for any portion of the examination for a higher class while his examination for the lower class is incomplete.

22. (1) Teachers wishing to take an examination in parts shall offer at least five complete subjects (apart from Writing and Spelling) in the "C" examination, the "B" examination, the M.T. class II and III examinations and the D.S. class II and III examinations and three subjects in the M.T. class I examination. The only exception shall be those cases in which teachers have a lesser number of subjects remaining to complete the examination. Where there is clear evidence of absolutely insufficient preparation for the subjects offered permission to sit again in the following year may be refused.

(2) A "complete subject" means all that is included under one heading in the syllabus.

23. Teachers' examinations other than for the "A" Certificate shall be held annually and syllabuses and conditions pertaining to these examinations and for the "A" Certificate examination shall be published from time to time in the "Education Circular."

24. Travelling expenses necessarily incurred by a teacher attending the annual examination shall be refunded for any sitting at which he is successful in completing the examination or in passing in all but one or two of the number of subjects required for the whole examination. Travelling expenses shall include fares, and allowances according to the scale prescribed in Regulation 53 for the period covered by the actual journey only.

25. (1) Candidates who have taken a portion of the examination only shall not be required to sit again for those subjects in which they have already passed.

(2) A candidate may have a special report upon any paper on payment of a fee of 10s. 6d. Application shall be made within one month of the publication of the results.

Division 5—Classification of Teachers.

26. (1) Teachers shall be classified in classes and grades, as follows:—

Class A.—Grades A1, A2, A3.

Class B.—Grades B1, B2.

Class C.—Grades C1, C2.

(2) Classification shall depend upon (a) efficiency, (b) attainments.

27. (1) The efficiency of teachers shall be judged on the basis of the reports of the Inspectors. The Inspectors shall take into consideration ability and effectiveness in teaching, skill in the management of a school or a standard, interest in work, and diligence and tact in the discharge of duties. A teacher who receives thoroughly unsatisfactory reports for two consecutive years may have his classification reduced.

(2) The attainments of teachers shall be judged on the basis of examinations, as prescribed in Regulations 21 to 25.

28. (1) A teacher may be promoted from one class to another when he has—

(a) passed the prescribed examination,

(b) received thoroughly satisfactory reports,

(c) completed the period of service as prescribed in Regulation 29.

(2) A teacher may be promoted to a higher grade when he has received satisfactory reports and has completed the prescribed period of service.

(3) Teachers who entered the service before 1915, and have held the C1 Certificate for ten years may be granted the "B 2" Classification without examination provided that during the ten years in question they have received efficiency marks as follow—at least 75 in each of five years during the first six years and at least 81 in each of the last four years. They shall not be eligible for promotion to "B 1" classification until the "B" examination has been passed.

29. (1) In order to qualify for promotion the following periods of service and efficiency marks shall be required:—

(a) From C2 to C1: Two years' good service with an efficiency mark of not less than 70 in the final year.

(b) From C1 to B2: Two years' good service, with an average efficiency mark of not less than 75 and a mark of not less than 75 in the final year.

(c) From B2 to B1—until the first day of January, 1945, three years' good service with an average efficiency mark of not less than 75 and a mark of not less than 75 in the final year, and as from and including the said date, three years' good service with an average efficiency mark of not less than 77 and a mark of not less than 77 in the final year.

(d) From B1 to A3: Three years' good service, with an average efficiency mark of not less than 80, and a mark of not less than 80 in the final year. An assistant must have served for at least one year continuously as a First Assistant, or in teaching a standard or standards higher than standard VI.

- (e) From A3 to A2: Three years' good service as permanent Head Teacher of a school or schools not lower than Class V., or one year's good service as First Assistant, and two years' good service as permanent Head Teacher of a school or schools not lower than Class V., with efficiency marks required for promotion from B1 to A3. In the case of women assistants three years' good service as a First Assistant in a first or second class school, or in teaching a standard above standard VI., one of the three years must have been spent as First Assistant in a school of Class 1A, or in a District High School taking the full secondary course.
- (f) From A2 to A1: Three years' good service as permanent Head Teacher of a school or schools not lower than Class IV., of which at least one year shall have been spent as permanent Head Teacher of a school not lower than Class II. The average efficiency mark must be over 80, and the mark for the final year not less than 81.

(2) The classification of a teacher who has given thoroughly satisfactory evidence of his capacity to manage a large school, has held the "A" Certificate for eight years, and has served for at least four years as a Teachers' College Lecturer or as a First Assistant in a High School, may be raised from A2 to A1 after two years' service as Head Teacher, provided that for one year he has been head of a school not lower than Class II.

(3) (a) Notwithstanding anything to the contrary contained elsewhere in these regulations any higher classification gained by an assistant while attached to the staff of the Correspondence School shall become provisional should such assistant be promoted to a higher position elsewhere.

(b) Such provisional classification shall be confirmed after two years if during the second or subsequent years an efficiency mark at least equal to that required by the preceding paragraphs of this regulation for promotion to such classification be gained.

30. Promotions to higher classifications shall date from the 1st day of January for teachers who have fulfilled the requirements of regulation 29 and whose service under that regulation has been completed between the 1st day of October and the 31st day of March. For all others, subject to regulation 29 promotions shall date from the 1st day of July.

Provided that no teacher shall be granted an increase in classification as a result of the completion of an examination before the 1st day of January in the year following that in which he completed the examination.

31. A teacher who completes the thesis requirements for the "A" Certificate shall, if the conditions relating to service and efficiency have been fulfilled, receive his new classification on that one of the following dates which occurs next after the writing of his final thesis, namely—the 1st day of March, the 1st day of July, and the 1st day of October.

Provided that if the Department is unable to make the necessary arrangements for the writing of the final thesis on a date prior to one of the said fixed dates, the Minister may grant the certificate and classification to the successful candidate as from the nearest preceding date specified in this regulation.

32. The classification of any teacher shall be liable to reduction or cancellation for inefficiency, neglect of duty, breaches of these regulations, or misconduct.

Division 6.—Appointments, Promotions and Transfers of Teachers.

33. (a) The minimum classification required of head teachers considered eligible for appointment to schools shall be in accordance with the following:—

- Class VI schools: C1 Classification.
- Class V schools: B2 Classification.
- Class IV schools: B1 Classification.
- Class III schools: A3 Classification.
- Class II schools: A2 Classification.

(b) Head Teachers shall be eligible only for the promotion list pertaining to the class of school next above that in which they are placed.

(c) Assistant teachers holding the A2 certificate shall not be eligible for the headship of a school above Class IV: those holding the A3 certificate for the headship of a school above Class V: those holding the B1 certificate for the headship of a school above Class VI.

(d) Head teachers of schools, other than infants' schools, shall not be eligible for the headship of an infants' school.

(e) For the purpose of this regulation, an infants' school shall be deemed to be a Class VII school, a Class VI school, or a school of higher classification having no children above Standard II. Provided that in cases where a Standard III has been added to an infants' school to suit Departmental exigencies, such addition shall not prejudice the claim of the head mistress to be considered a head teacher of an infants' school, nor the claim of an assistant teaching such Standard III. Infants' standards shall be deemed to consist of standards not higher than Standard II.

(f) No female assistant shall be eligible for the headship of a Class VI infants' school unless she has had, in addition to the qualifications required by paragraph (c) of this regulation, during the three years immediately preceding the drawing up of the list, not less than two years' good service in an infants' school, or in teaching infants' standards; for the headship of a Class V infants' school, unless during the four years immediately preceding the drawing up of the list, she has had not less than three years' good service in an infants' school or in teaching infants' standards, or two years as first assistant in an infants' school, or in receipt of the allowance under Regulation 43 (b) while teaching infants' standards; for the headship of a Class IV infants' school unless during the five years immediately preceding the drawing up of the list she has had not less than four years' good service in an infants' school or in teaching infants' standards, or two years as first assistant in an infants' school, or in receipt of the allowance under Regulation 43 (b) while teaching infants' standards.

(g) A female teacher shall not be eligible for appointment to a vacant first assistantship of a class II school unless she holds the "B" or higher classification.

(h) A female teacher shall not be eligible for appointment to a vacant first assistantship of a Class I school unless she holds the "B" or higher classification and is a first assistant in a Class II school, or is in receipt of an allowance payable under Regulation 43 (a) or (b).

(i) A female teacher shall not be eligible for appointment to a vacant first assistantship of a Class 1A school, unless she holds the "A" classification and is a first assistant, or an assistant in receipt of an allowance payable under Regulation 43 (a) or (b).

(j) Assistant teachers shall not be eligible for appointment to first assistantship of Class II or Class I infants' schools, unless they hold the classification required by paragraph (g) or (h) respectively of this Regulation, and during the three years immediately preceding the drawing up of the list have served for two years with infants' standards.

(k) Where a female teacher is called upon to serve in a position higher in grade than that to which her certificate entitles her because there are no other applicants with the necessary certificate available to fill the position, such service shall count for rise in grade of certificate and the teacher may after two years' service in the position be appointed permanently to it.

(l) A teacher who refuses to accept promotion, or to apply for promotion when invited to do so, shall not lose his place on the promotion list, but thereafter all teachers who by reason of his refusal to accept or to apply for promotion or through any other cause hold positions superior to that of such teacher shall be granted preference over such teacher in relation to any transfers. A teacher who has accepted promotion to a school outside the metropolitan area shall not be permitted to retrogress to a school of lower status within the metropolitan area until he has served for at least eighteen months in the former position, unless on the recommendation of the Director the Minister otherwise decides.

(m) University graduates who hold the Diploma of Education and who have completed one year's satisfactory service as monitors may be appointed as assistants or head teachers with a provisional salary and classification of C1 (2nd year) provided they have first fulfilled the requirements of the Department's "C" examination in Music, Art, Physical Education, and, in the case of women, needlework. A person so appointed shall not have the provisional classification so granted to him confirmed until after the confirmation thereof has been recommended by the district inspector.

(n) Notwithstanding anything to the contrary contained elsewhere in these regulations, University graduates who have not fulfilled the requirements of the Department's "C" examination but who qualified for the Diploma of Education before the 1st day of January, 1934, and entered the service of the Department before that date may be appointed as assistant or head teachers with a provisional salary and classification of "C1" (2nd year) provided they have completed one year's satisfactory service as monitors. A person so appointed shall not have the provisional classification so granted to him confirmed until he has fulfilled the requirements of the Department's "C" examination in the aforementioned subjects; and if a person so appointed shall not fulfil the said requirements within two years from the date of his appointment his provisional classification and salary shall be liable to reduction.

34. Relative claims for promotion to vacant positions shall be determined by the Board of Classifiers. Promotion lists shall be formed for the head-mastership of schools of Class I to V (inclusive) for the head-teachership of Class VI schools, for the head-mistress-ship of each class of infants' school and for female first assistantships of Class I and II schools and of Class I and II infants' schools. The board shall take into consideration in each case the record of the teacher, the teacher's literary or scientific qualifications, and the length and nature of the teacher's service. Such promotion lists shall be compiled in each year before the 31st day of July, or at such other time as is appointed by the Minister, and shall govern the promotions until the compilation of the next annual list: provided that the Board may add to the promotion list, at any time during the year, the name of any teacher who has completed all the necessary qualifications, and such addition shall take effect from the date upon which the qualifications are completed.

35. (a) The Board of Classifiers shall consist of a representative of the administrative staff, to be nominated by the Minister, of a member of the teaching service to be elected by the W.A. State School Teachers' Union of W.A. Incorporated, and of a nominee of the Minister who is not a member of the Public Service. The said Teachers' Union shall also have the right to elect a deputy-member, who shall take the place of the member elected by it as aforesaid if any question arises in which the interests of the said member are involved.

(b) Members or deputy members elected by the said Teachers' Union as aforesaid shall hold office as such respectively for two years from the date of their election and shall be eligible for re-election.

(c) Any member of the teaching service shall be eligible for election by the said Teachers' Union as member or deputy member under paragraph (a) of this regulation and every election shall be held at the time, in the manner and otherwise in accordance with rules made by the said Teachers' Union for the purpose.

(d) The board shall meet from time to time to consider matters affecting the promotion and classification of teachers, and to consider any appeal from teachers against their classification or position on the promotion list. No appeals against Inspectors' reports shall be referred to the board.

(e) A teacher who wishes to appeal against a decision of the Board of Classifiers shall make his appeal in writing, setting out fully the grounds on which he considers that an alteration should be made. The appeal shall be made within one month from the publication of the decision appealed against. The appeal shall be considered by the Board at its next meeting, and the Board's decision shall be submitted to the Minister, and, if approved by him, shall be final, unless an appeal lies to the Public Service Appeal Board.

Provided that in order to enable rectification should an appeal to the Appeal Board be successful all appointments made pursuant to the approval of the Minister shall be provisional for one month from the date of the publication thereof in the Education Circular,

(f) Except that for the purposes of regulation 36 and when making promotions from the special lists provided for in paragraph (m) of this regulation the Board may also consider special qualifications.

Efficiency as a teacher shall be determined by the nature of the Inspector's report as indicated in the teacher's record. In these reports Inspectors shall estimate the teacher's worth under various headings by using any of the terms Excellent, Very Good, Good, Very Fair, Fair and Weak. Such an estimate shall be made, so far as possible, for every teacher every year.

(g) The Board shall award efficiency marks, the maximum being 90.

(h) The following table shows the numerical value assigned by the board to the various terms employed by the Inspectors:—

(i) For Assistants and Teachers in sole charge of schools:

	Ex.	V.G.	G.	V.F.	F.
Teaching skill	30	28	24	18	14
Discipline	20	19	17	14	12
Organisation of class work	20	19	17	14	12
Zeal and industry	20	19	17	14	12
Total	90	85	75	60	50

(ii) For Head Teachers with an Assistant or Assistants:

	Ex.	V.G.	G.	V.F.	F.
Directing influence	30	28	24	18	14
Control	20	19	17	14	12
Teaching skill	20	19	17	14	12
Organising capacity	20	19	17	14	12
Total	90	85	75	60	50

(i) (i) In assessing certificate marks the board shall assign the following values:

"A" Teachers.	"B" Teachers.	"C" Teachers.
A1—10	B1—5	C1—1
A2—9	B2—4	
A3—8		

(ii) Where a teacher holds a University Degree one additional mark shall be added to his certificate value.

(j) (i) In calculating seniority the whole of the teacher's service under the Department shall be taken into consideration.

(ii) Marks for service shall be awarded as under:—

Each year as a monitor	1/4
Each year as a student in college	1/4
Each year as head teacher or assistant	1/2

(iii) For teachers who have served in localities where a district allowance is payable, an additional 50 per cent. shall be added for service in such localities up to the end of April, 1926, and an additional 25 per cent. for service in such localities from that date to the end of 1932. A similar addition shall be made, for those who served abroad in the expeditionary forces during the years 1914-1918, for the period from the date of enlistment to the date of discharge.

(k) When an assessment of marks from the teacher's staff reports has been made the Board shall arrange teachers into groups according to their marks. Teachers who obtain a mark of 81 or over for efficiency shall be placed in Group 1, and only those teachers whose efficiency mark is under 81 but not below 75 shall be eligible for Group 2. The efficiency mark shall be calculated on the average of the marks gained by the reports for the four years immediately preceding the year in which the promotion list is being compiled.

(l) When a teacher considers that owing to his absence on long service leave or on sick leave or for any just cause his reports for any of the four years should not be included for the purpose of assessing his efficiency mark, he may appeal to the Board in writing, setting out the grounds of his appeal and the Board shall decide whether or not such report or reports shall be included.

(m) If a teacher's work has not been reported on during the year, he may submit a request for an inspection. Should the Department find it impossible to comply, the teacher may write to the Board, representing the special circumstances, and the Board shall take these into consideration.

(n) From Group 1 the Board shall compile a list containing the names of all teachers in the group, the order in which they are arranged for promotion being determined by seniority and certificate marks combined.

Promotions from Group 1 shall be made as follows:—

All vacancies other than every third shall be filled by the appointment of teachers from Group 1. Such third vacancies shall be filled by the Board of Classifiers from teachers in the aforesaid Group 1, regard being paid to outstanding ability and success irrespective of the teacher's position in the aforesaid group. The Board shall have access to the complete records of all teachers concerned. The Department may, by annual notice in the "Education Circular," in sufficient time to enable appointments to be made for the ensuing 1st day of January, request teachers whose names appear on such lists to notify the Department of their intentions and preferences for promotion. Teachers who neglect to respond to the aforesaid request shall be deemed to have forfeited their right to the promotion in question.

Should the names in Group 1 be exhausted, promotion shall be made from Group 2, the order being determined by seniority and certificate marks combined. No teacher shall be eligible for further promotion until he has served for two years in his new position with an efficiency mark of at least 81 in each of such two years. This time limit shall not apply to appointments of First Assistants nor to the special positions mentioned in Regulation 36. Transfers may be made after less than two years if special circumstances are considered to warrant them.

(o) Should the available promotions for the year not exhaust the list of Group 1 teachers, those who remain without receiving promotion for the current year shall be placed at the head of Group 1 for the following year, provided their efficiency warrants their retention in Group 1.

(p) Appointments to all vacant positions for which there are promotion lists shall be made in accordance with paragraph (n) of this regulation.

Any vacant position, for which there is no appropriate promotion list, or any position which carries extra remuneration over and above the usual remuneration payable in any one grade or position shall be advertised and filled on the recommendation of the Board of Classifiers from eligible applicants.

(q) If a teacher is moved at his own request to an inferior position, the Board of Classifiers shall decide whether he shall have the right to be restored, when he so desires, to a position equivalent to that which he vacated, on the occurrence of a suitable vacancy, and whether he shall be retained in his position on the list for promotion to a school of the class above that of the school which he vacated.

(r) (i) Where any teacher previously withdrawn by the Department from the ordinary primary schools' service is retransferred thereto the Board may forthwith place his name upon the then current promotion list, and notwithstanding anything to the contrary contained in this or any other regulation may place such name on such list in such position as it would have occupied therein if the teacher had never been withdrawn from the said service and his name had remained in the annual promotion lists successively whilst he continued to be so withdrawn.

(ii) This paragraph shall apply to and have effect for the benefit of every teacher herein provided for notwithstanding that he had been retransferred to the said service prior to the commencement of this paragraph and notwithstanding that his name may have already been placed upon the promotion list and in such case this paragraph shall have and be given such retrospective effect as may be necessary to enable such teacher to obtain that promotion in the ordinary primary schools' service to which he would have been entitled if he had not been withdrawn from such service as aforesaid.

36. For positions needing special qualifications, including the head teachership of Class 1A Schools and for positions in which the allowances stated in Regulation 43 (a) are payable, the Director shall ask the Board to make recommendations after taking the particular circumstances into consideration, and departing, if necessary, from the ordinary rules of priority, irrespective of any other regulations.

37. Teachers with less than twenty years' service, who have been stationed for not less than five consecutive years in the metropolitan district or other favourable locality, may be required to exchange with others less favourably situated.

38. When a school is raised to a higher class, the position shall be considered vacant, and the teacher in charge shall have no claim to remain there if there are other teachers who, by reason of efficiency and seniority, have prior claims to promotion. When a school is reduced to a lower class the teacher shall, if his service is satisfactory, retain his salary until he is offered a school in accordance with it. Should he be permitted to decline the transfer, his salary shall be reduced to that prescribed for the lower class.

39. Teachers who desire a transfer shall state their wishes in writing to the Department through their District Inspector. Teachers shall be prohibited from seeking, directly or indirectly the interest of influential persons for the purpose of obtaining promotion, transfer, or any other advantages.

40. A teacher may be removed from the school in which he is employed to one of a lower class for inefficiency or misconduct.

41. (1) A teacher, whatever his grade, on appointment to any school, shall notify the Minister of the date of his commencing duty and shall forward to the Department on the prescribed form an inventory of all departmental stock found in the school on his taking charge. Teachers on the permanent staff and monitors shall give one month's notice of intended resignation. In the case of female teachers intended marriage shall be deemed to be intended resignation. No such notice may terminate between the 1st day of January and the 31st day of March except for teachers whose term of continuous service began between those dates. Such teachers may resign on any date subsequent to that of their first appointment followed by continuous service. When full notice is not given, pay may be forfeited at the discretion of the Minister. Before receiving the salary for the last month a retiring teacher shall if in charge of a school, hand over to a person duly authorised all school property belonging to the Minister, and make out, in duplicate, an inventory of the same, of which one copy shall be forwarded to the Minister and the other shall be left in the school portfolio. Both copies shall be certified by the person authorised to receive the school property. He shall also have sent in attendance returns made up to the date of his leaving, and he shall be able to show all books and records complete and in order.

(2) The Minister, on a report from the Director, may require the retirement of any teacher who has reached the age of 60 years and such teacher shall be advised by the Director of the reasons for his retirement. A teacher shall automatically vacate his position on reaching the age of 65 years, unless the Governor in Council has previously directed him to continue in the service.

Division 7.—Salaries and Allowances of Teachers.

42. (1) The salaries of classified teachers shall be determined by—

- (a) the position held.
- (b) the personal qualification as shown by classification.

(2) The salaries shall be the total of the position quota and the classification quota, as shown in the following scale:—

A.—Position Quota.

	Class of School.							
	VII.	VI.	V.	IV.	III.	II.	I.	IA.
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
Head Masters	203 6	232 7	261 8	†290 9	319 10	348 11	377 12	406 13
Head Mistresses of Complete Schools	176 5	203 6	218 16	234 16	246 6	257 16	269 6	280 16
First Assistants (men)....	217 17	222 14	232 7
First Assistants (women)	188 16	193 13	203 6
Assistants (men)
Assistants (women)
	£193 13s. in all schools.							
	£164 12s. in all schools.							

* After three years. † Head Teachers who immediately prior to the 1st January, 1921, were in charge of a Class IV school and in receipt of the maximum salary of their class, shall receive an allowance of £20 in addition to their position quota of £290 9s.

B.—Qualification Quota.

	C2	C1	B2	B1	A3	A2	A1
	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.	£ s.
Men	38 15	67 15	106 10	125 17	164 12	183 19	203 6
Women	29 1	52 5	77 9	91 0	125 17	145 5	164 12

Teachers who have held the B1 Certificate and female teachers who have held the C1 Certificate for fifteen years and have consistently obtained thoroughly good reports, shall be eligible for two annual increments of £10 each.

(3) Headmasters who have been in charge of a Class IV School and in receipt of the maximum salary of their class for ten years shall receive an increase of £10 in addition to their position quota of £290/9/. This shall be in addition to the former allowance of £20 to head teachers who immediately prior to 1st January, 1921, were in charge of a Class IV School and in receipt of the maximum salary of their class.

(4) Head Mistresses of Class VII Schools holding a certificate not higher than C2 shall receive an allowance of £10.

43. The following additional allowances shall be made to classified assistants in certain positions:—

- Assistants with six years' continuous good service who have been teaching for one year a standard or standards higher than standard VI shall receive an additional £29 (men) or £24 (women) while they continue to hold such positions.
- Assistants in the East Claremont Demonstration school, and such Assistants in the Claremont Central Demonstration school and the Claremont Infants' Demonstration school as give demonstration lessons to students in training, shall receive an allowance at the rate of £29 per annum (men) or £24 per annum (women) while they continue to hold such positions.
- Assistants in Practice schools appointed as Practice assistants shall receive an allowance at the rate of £10 per annum while they continue to hold such positions.
- No male assistant of the age of 21 years shall receive less than £185, and if married £195 per annum, and no female assistant of the age of 21 years shall receive less than £140 per annum.
- Women First Assistants with B1 or B2 Certificates in Class I or Class II schools shall receive an allowance of £5.
- The Head Teachers of the Claremont Central Demonstration school and the Jolimont Demonstration school shall receive an allowance at the rate of £29 per annum and the Head Teacher of the Claremont Infants' Demonstration school shall receive an allowance at the rate of £24 per annum. Head Teachers of Practice schools shall receive an allowance at the rate of £20 per annum.
- Headmasters who give tuition to pupils in standards VII, and (or) VIII, and (or) IX shall receive an annual allowance based on the number of pupils receiving such tuition. The allowance shall be calculated on the average attendance of such pupils throughout the year in accordance with the following scale:—

Where the average attendance—

exceeds 24	£29
exceeds 18, but not 24	£22
exceeds 12, but not 18	£15
does not exceed 12	Nil

- If a teacher is transferred from a first assistantship in a first class or second class school to the charge of a standard above standard VI in a central school, he may continue to receive the salary formerly paid to him as first assistant for a period not exceeding two years.

44. (1) The annual salaries of ex-students and ex-monitors shall be as follow:—

Assistant Teachers on Probation.

Men—	1st Year.	2nd Year.
B2	£213	£250
C1	£184	£221
C2	£174	£202
Unclassified	£155	£174
Women—		
B2	£184	£212
C1	£165	£187
C2	£155	£174
Unclassified	£136	£145

Head Teachers on Probation in Class VII Schools.

Men—	1st Year.	2nd Year.
B2	£243	£273
C1	£214	£241
C2	£204	£222
Unclassified	£183	£193
Women—		
B2	£214	£234
C1	£196	£210
C2	£186	£200
Unclassified	£156	£166

Provided that a male teacher at the age of 21 shall not receive less than £185 per annum, and if married £195 per annum, and a female teacher at the age of 21 shall not receive less than £140 per annum.

(2) Increases of salary under these scales shall be dependent upon satisfactory service.

The efficiency marks required for promotion in classification under this regulation shall be as follow:—

From unclassified to C2 classification	63
From C2 1st year to C2 2nd year	63
From C2 2nd year to full C2	70
From C1 1st year to C1 2nd year	63
From C1 2nd year to full C1	70
From B2 1st year to B2 2nd year	73
From B2 2nd year to full B2	75

(3) All students leaving the Teachers' College and appointed as assistants shall be ranked as ex-students, except those who have, before entering the College, served as head teachers or assistants for two years. Service as head teacher or assistant before entering the College may be allowed to shorten proportionately the period of ex-studentship.

(4) Before an ex-student or ex-monitor is raised to an assistant's position he shall have received thoroughly satisfactory reports on his teaching skill.

45. The salaries of unclassified teachers shall be as follows:—

(a) Men—	
In charge of schools	£203
Assistants	£194

Provided that no male teacher of the age of 21 years shall receive less than £195 per annum, if married.

(b) Women—	
In charge of schools	£176
Assistants	£165

46. (1) Where quarters are provided, head teachers shall pay rent which shall be deducted from their salaries. The rent to be paid shall not exceed the following sums:—

	£	s.	d.
Schools of Class I	72	0	0
Schools of Class II	65	0	0
Schools of Class III	58	0	0
Schools of Class IV	52	0	0
Schools of Class V	39	0	0
Schools of Class VI	26	0	0
Schools of Class VII	12	0	0

(2) Rent shall be paid where quarters are provided unless (a) quarters are, in the opinion of the Minister, inadequate or unsuitable for the residence of the teacher of such a school, or (b) special sanction of the Minister has been obtained for some other arrangement.

(3) Married head teachers who are on long service leave or sick leave shall be allowed to retain possession of their quarters. If the head teacher does not require the quarters during his absence and they are made available for and are occupied by the relieving teacher the latter shall be required to pay rent. The head teacher may let the quarters to a responsible tenant, subject to the approval of the Department. If he does not let them, and if the relieving teacher does not require them, the head teacher shall be responsible for the rent.

47. Teachers of half-time schools and teachers who cannot obtain accommodation within reasonable distance from their schools may have forage allowance paid at the discretion of the Minister. Payments shall be made only on production of documentary evidence of the cost incurred.

48. (1) When a teacher is employed continuously for more than two months in filling temporarily a position of which the salary is higher than that attached to his permanent position he shall receive for the full period during which he has held the temporary position half the salary of his own position and half that of the position held temporarily, subject to a favourable report upon his service by an inspector, and at the discretion of the Minister. Mid-summer holiday weeks shall not be included in the calculation, but the intervention of such holiday weeks shall not be held to break the continuity of the period during which the temporary position has been held.

(2) If a teacher, when relieving another teacher, has, in addition to his own maintenance, to maintain an establishment elsewhere, or is put to expense which he would not otherwise have incurred, and which is not covered by the Department's allowance, he shall be dealt with on similar lines to those adopted for officers under the Public Service Act, 1904-1935.

49. (1) Teachers of schools in the Goldfields and North-West districts shall be granted special allowances in accordance with the scale of allowances set forth in paragraph (2) hereof.

(2) The scale of allowances referred to in paragraph (1) hereof shall be as follows:—

School.	Scale of Allowances.	
	Married.	Single.
Agnew	£ 40	20
Boddalin	20	10
Boodarockin	20	10
Boulder	10	5
Broad Arrow	30	15
Broome	80	40
Bullfinch	20	10
Brown Hill	10	5
Carnarvon	40	20
Circle Valley E.	20	10
Comet Vale	30	15
Coolgardie	10	5
Cue	30	15
Derby	80	40
Dowak East	20	10
Dulyalbin	20	10
Esperance	10	5
Gatherer	20	10
Grass Patch	10	5
Gwalia	30	15
Kalgoorlie	10	5
Kanowna	20	10
Kurrawang	20	10
Kurrawang Woodline	20	10
Laverton	30	15
Leonora	30	15
Malcolm	30	15
Meekatharra	30	15
Menzies	30	15
Moorine Rock	20	10
Mt. Madden	30	15
Mt. Magnet	30	15
Nannine	30	15
Norseman	20	10
Onslow	60	30
Ora Banda	30	15
Payne's Find	40	20
Port Hedland	80	40
Ravensthorpe	30	15
Rawlinna	40	20
Red Lake	10	5
Rich Meadows	20	10
Roebourne	60	30
Salmon Gums	20	10
Sandstone	30	15
Shark Bay	50	25
Southern Cross	10	5
Strawberry Rock Road	20	10
Troy	20	10
Westonia	20	10
Wiluna	40	20
Wiluna Mines	40	20
Wyndham	100	50
Yalgoo	30	15
Yellowdine	20	10
Yerbillon	20	10
Zanthus	40	20

(3) A complete school year's work on the Goldfields or in the North-West districts shall entitle a teacher to a complete year's allowance.

(4) If a teacher on sick leave is absent from the Goldfields or the North-West districts for more than a fortnight he shall submit a statement of the circumstances to the Department. The Minister shall decide whether the allowance shall cease or continue. The allowance shall not be paid to teachers on long service leave.

(5) When a teacher has served for two years in a locality where a district allowance is payable under this regulation he may be granted a free first-class return boat, coach, or train fare including sleeping berths for himself, wife and children to Perth or Fremantle, or to such other port as the Minister may approve during the Christmas vacation. This concession shall not apply to children over 16 years of age unless by special permission of the Minister. A teacher who has served the required period, and is going on long service leave, may be granted a similar privilege. A full period of two years must elapse between the granting of one pass and another.

(6) A single teacher, on satisfactory proof being supplied that he is the main support of relatives who reside in this State, may for the purpose of these allowances be considered a married man.

50. (1) Married teachers and others may be appointed on supply either during the absence of a teacher or to fill a vacancy on a school staff, when no other teacher is available. Only the weeks during which the teacher is actually employed in teaching shall be paid for. There shall be no pay for vacations. Engagements may be terminated at a week's notice at any time.

(2) Teachers on supply shall be paid at such weekly rates as will make the total remuneration for a complete year's service as nearly as possible equivalent to

the total annual remuneration of a permanent teacher of similar classification in a similar position.

(3) Teachers on supply who have been employed continuously for not less than six months may be granted sick leave at the discretion of the Minister.

(4) Teachers on supply who have been employed continuously for not less than ten years may be granted long service leave at the discretion of the Minister.

51. (1) In cases of special appointments not covered by the foregoing schedules, and in cases of positions to which special duties are attached, the salary shall, in each instance, be fixed by the Minister.

(2) Where teachers have special qualifications which fit them for the work of the upper standards (i.e., Standard VII and upwards) in Central or District High schools, they may, if appointed to such positions, be paid special salaries under this regulation.

52. Schools in localities where the conditions are exceptional may be declared by the Minister to be Special schools. Teachers in such schools may be paid at higher rates than those provided in the foregoing regulations at the discretion of the Minister.

53. (1) When a teacher who is not in the Service is appointed to a school, train or other fares from Perth or such other starting point as the Minister may approve shall be paid. Actual expenses incurred on the journey may also be paid at the discretion of the Minister.

(2) Teachers in the Department transferred to other schools shall be allowed free charges on luggage, as follows:—

Single teachers, up to one ton weight; married teachers, up to three tons weight. Where very exceptional circumstances can be shown to exist, a reasonable amount in excess of the maximum provided by this regulation may be authorised by the Minister.

(3) Teachers transferred from one school to another at their own request, and teachers transferred on account of misconduct or unsatisfactory service, shall pay all expenses, unless otherwise determined by the Minister.

(4) (a) When teachers are transferred by the Department, the usual rate of allowances, in addition to fares, shall be:—

Teachers receiving a classified salary of £430 per annum and over, 15s. per day.

Teachers receiving a classified salary of less than £430 per annum, 12/4 per day.

(b) For journeys necessitating the purchase of one meal, one-fourth of the above allowance shall be paid; two meals, one half; three meals, three-quarters; three meals, and a bed or sleeping berth, one day's allowance. The times for meals for the purposes of this regulation, shall be 8 a.m., 1 p.m., and 6 p.m.

(c) Teachers travelling by steamer where fare covers board shall be entitled to an allowance equal to 15 per cent. on the passage money.

(5) All accounts for expenses shall be rendered on the appropriate form and vouchers for all payments shall be attached. These must show the time of departure for and arrival at destination.

(6) In the case of a married teacher fares and half allowances shall be allowed for his wife and children.

(7) Where a teacher intends to claim payment of expenses incurred by him in respect of transport of chattels and effects consequent upon his transfer from one school to another school, the following provisions shall apply—

(a) before the transport of such chattels and effects is arranged the teacher shall, where practicable, obtain tenders for such transport from at least two carriers,

(b) the teacher shall attach all tenders obtained by him in accordance with sub-paragraph (a) of this paragraph to the claim for payment which he submits to the Department,

(c) the teacher shall in any event use his best endeavours to arrange the transport aforesaid at the most reasonable cost or expense, having regard to all material circumstances,

(d) the teacher shall not be entitled to receive the full amount of the cost or expense of the transport aforesaid as shown on his claim for payment if in the opinion of the Director such amount is unreasonably high. In such case the amount to be paid to the teacher in satisfaction of his claim shall be such amount as is fixed by the Director.

Division 8—Leave of Absence.

54. (1) During the six months' probationary period provided for in regulations 18 and 57 teachers and monitors may be granted sick leave at the rate of one day for each month of service.

After the expiration of this period, the Director, in cases of illness or other pressing necessities, may, on production of satisfactory evidence, grant leave, not exceeding two months, in accordance with the following scale:—

Length of Service.	Period for which leave may be granted on—		
	Full Pay.	Half Pay.	
Under three years	Months. 1	Months. 1	In exceptional cases the Minister may take any special circumstances into consideration and may vary the scale of payments, provided that in no case shall the leave granted exceed two months on full pay.
Over three years	2	

(2) Where, in case of illness, any teacher or monitor who has received leave of absence for two months is not so far recovered as to be able to resume his duties, further extensions of leave, not exceeding 12 months, may be granted with the approval of the Governor, in accordance with the following scale: provided that on each extension of leave the applicant shall be subject to an examination by a medical officer approved by the Director:—

	Period for which leave may be granted on—				
	Full Pay	Half Pay	Third Pay	Without Pay.	
Under 3 years	Months.	Months. 3	Months. 9	Months.	In exceptional cases special circumstances may be taken into consideration, e.g., where an officer in discharge of his duties sustains injuries of such a nature as to incapacitate him for all duty his scale may be varied provided that in no case shall full pay be allowed for a period exceeding nine months in addition to leave granted by the Director on full pay.
Over 3 years	1	8	3	

(3) Sick leave may be granted in one or more periods, but the aggregate amount of leave with pay provided for in the above schedules must not be exceeded in any one triennial period.

(4) Leave of absence without pay may be granted at the discretion of the Director, but all leave of absence shall be subject to the exigencies of the Service permitting it. The period of such leave shall not for any purpose be included as part of the teacher's period of service. Head teachers shall not grant holidays to members of their staff, except in cases of emergency, which shall at once be reported to the Director. Teachers who fail to attend on the re-opening of their schools after the Christmas holidays, from whatever cause, shall forfeit all claim to pay for the January portion of the holidays, unless there are very special circumstances of which the Minister shall be the sole judge. A teacher who fails to resume work at the proper time after one of the shorter holidays shall forfeit all claim to pay for such holiday unless he furnishes a certificate from a Government Medical Officer, or such other evidence of inability to resume as the Minister may consider sufficient. Except in extreme cases medical certificates from outside the State shall not be accepted. Teachers who require extended rest may be required to get certificates from Medical Officers nominated by the Department.

(5) No teacher who has suffered from, or has been in contact with, illness of a contagious or infectious character, shall return to duty without a written medical certificate from a Government Medical Officer, or some other registered practitioner, stating that he may return without danger to others.

(6) A teacher who is too unwell to attend to his duties, but who is not confined to the house, may be required to take his long service leave except in cases where a specialist, or medical referee selected by the Department, certifies that the applicant for leave cannot carry on his duties, even though not confined to the house, and that the illness is not due to causes within the applicant's own control.

55. The Governor, on the recommendation of the Minister—

- (a) May grant to any teacher who has fifteen years' continuous service in the Department long service leave for six months on full pay, or twelve months on half pay.
- (b) May grant to any teacher who has ten years' continuous service in the Department long service leave for three months on full pay, or six months on half pay.

Provided that in computing service for the purposes of this regulation the following provisions shall apply and be observed—

- (i) If a teacher has been transferred to the Department after serving in a permanent position carrying rights to long service leave, such last-mentioned service shall be added to his service as a teacher and count towards his long service leave as a teacher.
- (ii) Service prior to the making of this regulation shall be included in the service to qualify for benefits under this regulation.
- (iii) Time spent as a student in the Teachers' College shall not be or be counted as service but shall not be deemed to break the continuity of service.
- (iv) In the case of a probationer or monitor who has completed 15 years' continuous service (as required by paragraph (a) of this regulation) or ten years' continuous service (as required by paragraph (b) of this regulation) as a probationer or monitor and is still continuing in the service of the Department, he may be granted long service leave under this regulation in respect of such service but on only half the appropriate rates of pay respectively prescribed in paragraphs (a) and (b) aforesaid as the case may require.
- (v) A teacher who is granted long service leave under paragraph (b) of this regulation shall not be eligible for further long service leave until after the expiration of ten years from the end of the former period of long service leave.
- (vi) Where a person has served continuously in the Department for part of the time as a probationer or monitor and for part of the time as a teacher (as distinct from a probationer or monitor) the service as a probationer or monitor shall be counted only to the extent of half the number of completed years thereof when ascertaining the period of service of such person for the purposes of this regulation, but when such person has served the necessary period computed as provided in this present sub-paragraph, he may be granted long service leave in respect of such period at the appropriate rates of pay prescribed in paragraphs (a) or (b) of this regulation as the case may require.

56. A female teacher upon her marriage shall, if she has been continuously employed for at least four years, be granted an allowance equivalent to leave of absence on full pay, based on a proportionate amount of the long service leave which might have been granted to her had she remained in the service for one of the full periods mentioned in regulation 55. Provided that, if such teacher retires without giving full notice as required by regulation 41, the allowance may be cancelled or reduced at the discretion of the Minister.

Provided also—

- (i) that time spent as a student in the Teachers' College shall not be or be counted as employment within the meaning or for the purposes of this regulation but shall not be deemed to break the continuity of service.
- (ii) that where a female person has served partly as a probationer or monitor and partly as a teacher (as distinct from a probationer or monitor) and then marries, the time served as a probationer or monitor shall be taken into account as service only to the extent of half the number of completed years thereof when computing the period of service or employment of such person for the purposes of this regulation.

Division 9.—Monitors and Probationers.

57. A limited number of candidates who have completed a secondary school course to the satisfaction of the Department may be appointed as monitors. They shall not be less than 17 years old. They shall be free from any bodily infirmity likely to impair their usefulness, and shall be of good moral character. Candidates for monitorships wherever possible shall be interviewed and reported upon to the Department. In country districts the District Inspector shall act as the interviewing officer. In the metropolitan area candidates shall be interviewed by a Board. The Board shall consist of the Chief Inspector of Schools, the Principal of the Teachers' College, or a deputy nominated by the Minister, and a representative of the Teachers' Union. On appointment a satisfactory certificate of health shall be furnished on the form provided by the Department, and an agreement entered into. The first six months of service shall be on probation.

58. (1) After a year's satisfactory service, monitors shall be eligible for admission to a course of training at the Teachers' College. If they are not admitted to the College they may be retained for a longer period as monitors. If they have passed the necessary examination after two years and there is no vacancy for them at the college they shall be eligible for appointment as teachers with a C2 classification, provided the District Inspector gives a satisfactory report on their skill and suitable vacancies are available.

(2) They shall not be eligible for appointment to the permanent staff until they have completed a course of training in the Teachers' College, or have served as teachers, other than monitors, with good reports for at least two years.

(3) Monitors who have served for four years or more with thoroughly satisfactory reports and who during that period have passed the "C" examination may be granted the "C1" provisional classification (1st year). Such monitors shall not be eligible for appointment to the permanent staff until they have served as teachers on probation with good reports for at least two years.

59. (1) Salaries to be paid to monitors shall be:—

	Men	Women
First year	£85	£75
Second and subsequent years	£110	£95

(2) An additional sum not exceeding £10 per annum may be granted to monitors in schools where a district allowance is payable. Monitors residing in the Kalgoorlie-Boulder, Coolgardie, Southern Cross and Esperance areas shall receive an allowance of £5 per annum.

(3) If a monitor is obliged to board away from home, an additional sum of £20 per annum shall be granted.

60. Should a monitor fail in examination, or neglect his studies, or fail to satisfy the Department as to his attitude to his work, his services may be dispensed with at once, at the discretion of the Minister.

61. Head teachers shall exercise strict moral supervision over their monitors, see that they attend regularly and punctually, and that they give proper attention to their teaching and to their private studies, and report upon them quarterly to the Department.

62. The Monitors' Lesson Book shall be faithfully posted in accordance with the instructions therein contained. At least one criticism lesson shall be given each week. Head teachers shall direct and supervise their monitors' methods of teaching.

63. When the average attendance at a school has exceeded 30 for a period of more than six months, and a suitable monitor cannot be obtained, a girl who is over 14 years of age may be appointed as a probationer to assist the teacher. Such appointments shall be temporary, and probationers shall not qualify for appointment as teachers unless they pass the examination for the "C" certificate. The salaries of probationers shall be for the first year £40, and for subsequent years £50.

64. Monitors may be appointed to Manual Training Centres. Such monitors shall have passed the University Leaving Certificate examination and shall include applicants who have completed a cadetship in Manual Training (vide Appendix 4 Part 3). They shall be required to serve as monitors for two years and to enter the Teachers' College when called upon to do so for a course of training as prescribed. The salaries and allowances payable to Manual Training monitors shall be as set out in Regulation 59.

65. Entrants to Domestic Science training courses for teachers shall be selected from applicants who have passed the University Leaving Certificate examination and have shown proficiency in Domestic Science subjects. Such appointees shall be required to serve for two years as students in training and in the third year to enter the Teachers' College for a course of training as prescribed. Such students in training shall be eligible to receive allowances as prescribed in Regulations 188 and 193.

Division 10—Teachers of Sewing.

66. Sewing Mistresses shall be paid at the rate of 10s. per week; they shall not be paid during school vacations.

When monitors are appointed as Sewing Mistresses they shall receive an additional salary at the rate of £20 per annum.

67. A monitor or probationer may be appointed also as sewing mistress. The wife of a head teacher may be appointed as sewing mistress in her husband's school. A sewing mistress shall not be appointed where there is a female teacher competent to teach sewing and her appointment shall lapse on the appointment of such a teacher. The maximum period of employment for sewing mistresses shall be three hours per week.

Division 11—Teachers of Manual Training.

68. (1) Teachers of Manual Training shall be classified as Manual Training Instructors of the 1st, 2nd, or 3rd Class according to the results of the prescribed examinations and their skill in teaching, or as Manual Training Assistants. Instructors shall teach in full-time centres. Manual Training Assistants shall be required to teach Manual Training in addition to ordinary subjects.

(2) Teachers holding the final certificates in Manual Training of the City and Guilds of London Institute, or the Educational Handwork Union, or such other certificates as may from time to time be approved by the Department, may be appointed as teachers without examination, and shall be classified according to the grade and number of their certificates and their skill in teaching.

(3) At least three years' good service in the 3rd Class, with an average efficiency mark of not less than 75 and a mark of not less than 75 in the final year, shall be required before an Instructor can be raised to the 2nd Class, and at least four years' good service in the 2nd Class, with an average efficiency mark of not less than 80 and a mark of not less than 80 in the final year, before he can be raised to the 1st Class.

(4) Two years' service as assistant shall count as equivalent to one year's service as instructor in the 3rd Class, provided that no teacher shall be promoted to be instructor of the 2nd Class until he has completed at least one year as instructor of the 3rd Class.

(5) Teachers appointed after July, 1921, shall not be eligible to become instructors of the 2nd Class unless they have served the Department as teachers for at least six years.

(6) Scale of salaries of Instructors in charge of centres shall be:—

3rd Class Instructors:

(a) If ex-monitors—

First two years as ex-monitors.

Third year, £271.

Afterwards, £300.

(b) If teachers of at least three years' experience, £300.

2nd Class Instructors, £368.

1st Class Instructors:

First three years, £387.

After three years, £416.

After six years, £426.

After nine years, £436.

(7) In an unclassified instructor is employed, during his two years as ex-monitor he shall receive a salary of an ex-monitor with the addition of £10 and thereafter a salary of £213 per annum, provided that he has passed all the technical portion of the examination for a 3rd Class Instructor. After six years' good service his salary may be raised to £271, provided that he has passed all the technical portion of the examination for the 2nd Class Certificate.

(8) Manual Training Assistants who have passed the examinations required for the 3rd Class Certificate, but have not been through a Teachers' College course, shall receive the following salaries:—

First two years—Salaries provided for ex-monitors with "C2," with an addition of £10.

Third and subsequent years—as "C1" Assistants, with an addition of £15.

After four years' good service, if they have passed the examinations required for the 2nd Class Certificates, they shall be paid as "B2" Assistants, with an addition of £15.

(9) Manual Training Assistants who have taken the prescribed course in the Teachers' College, and have passed the final examination satisfactorily, shall receive, for the first two years, the salary provided for ex-students of their grade, with an addition of £10; and in the third year the salary provided for assistants of their grade, with the addition of £15. If they have passed the examinations required for the 2nd Class Certificate, they shall, after three years' good service, receive the salary provided for "B1" assistants, with the addition of £15.

(10) If teachers who have not gained their classification are employed they shall be paid as unclassified assistants, with an addition of £15.

(11) Classified teachers shall, if employed as Manual Training Assistants, be paid the salary provided for ordinary assistants of their grade, with an addition of £15.

(12) The same district allowances shall be paid to Manual Training teachers as to other teachers.

(13) Teachers of Manual Training may be required to take evening work in lieu of day work without additional remuneration for two evenings in the week, provided that two hours' work in the evening shall be considered equivalent to three hours in the day.

(14) Head teachers of country schools who teach Manual Training in fully equipped rooms shall receive the following additions to their salaries:—

First year, £10.

Subsequent years, £20 if first year's work is thoroughly satisfactory and the examination as prescribed for 3rd Class Manual Training Instructors has been passed in Drawing and the practice and theory of Woodwork.

(15) Teachers who have duly qualified and who take a course of light woodwork in their schools, shall receive an addition of £5 to their salaries.

(16) If an instructor has received a thorough training as a tradesman and has had experience in trade workshops and has passed or been exempted from the technical portion of the 3rd Class Examination, he may receive a salary of £300. After three years' good service, if he has passed or been exempted from the technical portion of the 2nd Class Examination, he may be paid a salary of £320. After six years' good service, if he has been exempted from the technical portion of the 2nd

Class Examination, he may be paid a salary of £339, if he has passed the technical portion of the 2nd Class Examination, he may be paid a salary of £349.

Division 12—Teachers of Domestic Science.

69. (1) Teachers of Domestic Science shall be classified as Instructresses of the 1st, 2nd or 3rd Class, according to the results of the prescribed examinations and their skill in teaching, or as Domestic Science Assistants. Domestic Science Assistants may be employed partially in teaching other subjects. Instructresses shall teach in full time centres.

(2) The Department may accept certificates from recognised institutions in other countries in lieu of the prescribed examinations.

(3) At least three years' good service in the 3rd Class shall be required before an Instructress is raised to the 2nd Class, and at least four years' good service in the 2nd Class before she is raised to the 1st Class. Two years' service as Domestic Science Assistant shall count as equivalent to one year's service as Instructress in the 3rd Class, provided that no teacher shall be promoted to be Instructress of the 2nd Class until she has completed at least one year as Instructress of the 3rd Class.

(4) Scale of salaries of Instructresses in charge of centres shall be:—

(a) 3rd Class Instructress:

(i) If ex-monitors—

First two years as ex-monitors.

Third year, £229.

Afterwards, £256.

(ii) If teachers of at least three years' experience, £256.

(b) 2nd Class Instructress, £290.

(c) 1st Class Instructress:

First three years, £314.

After three years, £329.

After six years, £339.

After nine years, £349.

(5) Domestic Science Assistants who have passed the examinations required for the 3rd Class Certificate, but who have not been through a Teachers' College course, shall receive the following salaries:—

(a) First two years—Salaries provided for ex-monitors with "C2" with addition of £10.

(b) Third and subsequent years—As "C1" Assistants, with an addition of £15.

(c) After four years' good service, if they have passed the examinations required for the 2nd Class Certificate they shall be paid as "B2" Assistants, with an addition of £15.

(6) Students who have served for one year as monitors and have been through a two years' course of training in the Teachers' College shall begin as ex-students, with an addition of £10 if employed as Domestic Science Assistants. After two years' good service they shall receive the full salary of their grade, with an addition of £15, as Assistants, or, as Instructresses, the full salary of their grade.

(7) If teachers who have not gained their classification are employed they shall be paid as unclassified assistants, with an addition of £15.

(8) Classified teachers shall, if employed as Domestic Science Assistants, be paid the salary provided for ordinary assistants of their grade, with the addition of £15.

(9) The same district allowances shall be paid to Domestic Science teachers as to other teachers.

(10) Domestic Science teachers may be required to take evening work in lieu of any day work without additional remuneration for two evenings in the week, provided that two hours' work in the evening shall be considered equivalent to three hours in the day.

(11) All increments provided for in this regulation shall be dependent upon the service of the teacher being thoroughly satisfactory.

Division 13—General Instructions for Teachers.

70. Teachers shall not accept any paid employment from any employer other than the Department, nor take any office or appointment, whether honorary or paid, without the consent in writing of the Minister.

71. Teachers of all grades shall make themselves acquainted with the regulations and instructions to teachers, a copy of which may be supplied to each member of a school staff on application.

72. All directions from Inspectors and all departmental orders shall be strictly observed by teachers. Should a teacher at any time feel aggrieved, he may appeal to the Minister for redress, but pending such appeal no teacher shall disobey orders.

73. No sectarian or denominational publication of any kind whatsoever shall be used in school by the teachers, nor shall any sectarian or denominational doctrine be inculcated by them.

74. (1) All applications for leave of absence shall be made on the prescribed form. For absences not exceeding three days the Department may, at its discretion, grant leave without requiring a medical certificate. No teacher shall be granted such leave for more than three days in any calendar year.

(2) For leave beyond the said amount, however short the period may be, a medical certificate shall, if possible, be furnished. If a teacher is out of reach of any medical officer, a statement signed by some responsible person may be accepted. Medical certificates shall be on the prescribed forms. No absence from duty shall be permitted unless proper application for leave is made.

(3) Particulars of all absences of teachers shall be entered in the school Journal and reported at once to the Department.

(4) All absences of head teachers shall be reported to the Department at once. In the absence of the head teacher the senior assistant shall take charge of the school.

75. (1) No matter or thing which is of an advertising nature shall be distributed or exhibited in any school unless the name of the advertiser is obliterated,

provided, however, that this prohibition shall not apply where the Minister is satisfied that the matter or thing is genuinely serviceable as a school requisite or is definitely of an educational or useful nature for the purpose of teaching.

(2) Teachers shall not allow collecting cards, raffle tickets or subscription lists to be given to the children in the schools for raising money from the public without the express permission of the Minister.

(3) Children shall not be permitted to solicit or beg for money for any purpose nor to trade with or sell any article to one another or to any person for money nor to seek by any means to promote the sale of any article.

76. A teacher shall not—

(a) publicly comment upon the administration of any department of the State; or

(b) use, for any purpose other than the discharge of his official duties, information gained by or conveyed to him through his connection with the Public Service.

77. (1) Teachers may be fined, at the discretion of the Director, for misconduct, absence from school without leave, or any breaches of the regulations. Repeated breaches of regulations or serious misconduct of any kind shall render a teacher liable to loss of classification or dismissal.

(2) (a) The Director may suspend a teacher against whom a serious charge is made. The teacher shall receive a copy of the charge. Unless he admits the truth of the charge, a departmental inquiry shall be held. If the charge is proved, the teacher shall not be entitled to any salary during the time of his suspension, unless otherwise ordered by the Director.

(b) Where a complaint is made against a teacher by a parent or other person the Chief Inspector shall forward the complaint to the teacher for his remarks. On receipt of these the Director shall consider whether there is anything worthy of investigation. If he considers there is, he shall advise the complainant that, should he wish to pursue the matter, he must declare the charge before a Justice of the Peace and that the necessary form shall be sent him for the purpose. If the complaint on declaration differs in substance from the original complaint that shall end the matter. But if the complaint on declaration coincides with the original complaint a departmental inquiry may be held. Notice of such inquiry shall be given the teacher at least a week before the date fixed for the inquiry.

(3) If there appears to be any probability of a settlement being effected without a formal inquiry, this course shall be attempted.

(4) At a departmental inquiry the inspector or other officer holding the inquiry may allow a member of the School Board or one other person, who is not a legal practitioner, to be present. The teacher may, if he wishes, have another teacher or adviser present. The complainant may also have a friend or adviser present: in no case shall the friend or adviser be a legal practitioner or a person in the employ of a legal practitioner. With these exceptions only those persons whose attendance is necessary shall be admitted. Facilities shall be given for the cross-examination of witnesses on either side.

(5) An inquiry shall be confined to the complaints made, in advance of which the teacher has had full notice.

(6) A teacher who, for alleged misconduct or breach of the Regulations, is fined an amount in excess of fifteen shillings, or is transferred at his own expense, or is reduced to a lower class or grade, or to a position carrying a lower salary, or is dismissed, shall have the right to appeal to the Appeal Board as provided for in the Act. Loss of salary during suspension shall be considered as a fine for the purpose of appeal.

Division 14.—General Management of Schools.

(a).—Daily Routine.

78. (1) In all Government schools the daily routine shall be that hereinafter specified, unless permission for variation is obtained in writing from the Department.

(2) Instruction shall be from 9 a.m. to 12 noon. The roll shall be called and marked at 9 a.m. and again called and finally closed at 9.50 a.m. There shall be a recess of 10 minutes for the older children; infants may have two recesses of 15 minutes each. The school shall be dismissed at 12 noon and shall re-assemble at 1.30 p.m., when the roll shall be called and marked. The roll shall be finally closed at 1.45 p.m. Instruction shall be from 1.30 p.m. to 3.45 p.m., when the school shall be dismissed. Infants may have a recess of 20 minutes, and may be dismissed at 3.30 p.m., but the teachers shall remain in charge until the older children are dismissed. There shall be a recess of five minutes for the older children between 2.30 p.m. and 3 p.m.

(3) From 1st December to 31st March in each yearly period schools may close at 3.30 p.m.; the roll shall then finally close at 1.30 p.m.

(4) All teachers shall be present at least 15 minutes before school time in order to prepare the materials for their work, and to secure good behaviour among the scholars.

(5) Classes shall not be detained after the recognised hours as laid down above. Detention of individual children is allowed as a matter of discipline—for idleness in school, unpunctuality, disobedience, or similar faults, but not for inability to learn. Such detention shall not be during the dinner recess, but only after the afternoon session, nor, unless in very exceptional circumstances, for more than half an hour. Longer periods shall be entered in the Punishment Book.

(6) Children shall not on any account be detained during the recess in the middle of the morning or afternoon session, when all rooms shall be thoroughly aired.

(b).—Register.

79. (1) Attendance shall be marked in the registers by a stroke thus /.

(2) Children present at 9 a.m. and 1.30 p.m. shall be indicated by a mark in red ink; those who attend before the roll is finally closed shall be indicated by black ink. Absentees shall be indicated by the letter "a" in the space, or by "s" if they are known to be sick. Children coming after the roll is closed shall be reckoned as absent, but their attendance shall be noted in the Journal.

(3) If a child leaves before two hours of instruction are finished, its mark for presence shall be cancelled by another stroke across it, thus X, and deducted from the total.

(4) Where children are attending Manual Training or Domestic Science Centres, a small letter, m or d, shall be placed at the top left-hand corner of the square opposite to each child's name. These children shall be omitted when the total is made up. When the teacher ascertains from the Instructor of the Centre that the child was present the usual stroke shall be placed in the square and the additional numbers placed (in red ink) above or below the previous figures at the bottom of the column.

(5) All corrections shall be initialled and dated, and an explanation entered at the time on the page provided for the purpose. The head teacher shall be responsible for the safety, neatness, and accuracy of all school registers and records, but he may appoint assistants and monitors to keep the registers of their respective classes. Teachers shall be exact in marking and totalling their registers at the times laid down above.

(c).—Playground Supervision.

80. (1) Teachers shall do all in their power to secure the good behaviour of their pupils, both in the school and in the playground, and when coming to or returning from school. Habits of cleanliness shall be enforced, and pupils shall be taught to be honest, truthful, considerate of the property and feelings of others, obedient to their teachers, their parents and the laws of the country.

(2) Every head teacher shall make proper provision for the supervision of the children when at play, both in the recesses during school hours and in the recess for dinner. The arrangements made shall appear on the time table, and all teachers shall take a part in this duty.

(d).—Discipline.

81. (1) The discipline enforced in schools shall be mild and firm. All degrading and injurious punishments shall be avoided. The "boxing" of children's ears is strictly forbidden, as is also the corporal punishment of girls of twelve years old and over. The corporal punishment of girls below the age of twelve is allowed only under very extreme circumstances. If there is a female teacher in the school the punishment shall be inflicted by her, and not by a male teacher. No general authority to inflict corporal punishment on girls may be delegated to an assistant: the head teacher shall give special authority for each particular case. Whenever corporal punishment is inflicted upon a girl a statement of the circumstances shall be entered in the Punishment Book, and a full report shall be sent at once to the District Inspector.

(2) Corporal punishment may, as a last resort, be inflicted by the head teacher only, or by an assistant under the direction and on the responsibility of the head teacher. The teacher shall at once enter the particulars in the Punishment Book, giving details of the offence. Corporal punishment may be employed for offences against morality, for gross impertinence, or for wilful and persistent disobedience. It shall, as a rule, be inflicted after school has been dismissed, and not in public. It shall not be inflicted for failure or inability to learn, for trivial breaches of school discipline, or for neglect to prepare home lessons. One school cane only shall be kept and shall be under the control of the head teacher, with the Punishment Book, and shall be obtained from him by an assistant to whom he may have delegated his authority.

82. No child shall be expelled from any school without the express sanction of the Minister, but any head teacher may suspend a child until the Minister's decision is known. Such suspension, and the grounds for it, shall be at once reported to the Department, and to the District Inspector.

83. The attendance of any child who is suffering from any contagious, offensive, or infectious disease, or who is habitually of uncleanly habits, may be temporarily suspended by the head teacher. Such suspension shall be immediately reported to the Department. Children who are natives within the meaning of the Native Administration Act, 1905-1941, may be excluded with the permission of the Department if parents of children who are not natives as aforesaid substantiate their objections to their attendance on the grounds hereinbefore stated.

Division 15—Admission, Transfer and Classification of Children.

84. (1) When a child is admitted to any school the parent shall be required to fill up and sign an admission form. It shall be the duty of the head teacher to enter his name and all necessary information in the admission register at once. All admission forms shall be numbered to correspond with the admission number, and filed for the information of the Inspector. The religious denomination to which the parents of the child belong will be sufficiently indicated by letters in the column for parent's or guardian's name as under:—C.E., Church of England; R.C. Roman Catholic; M., Methodist; C., Congregational; P., Presbyterian; S., Salvation Army; N.O., no religious persuasion. When a child is re-admitted to a school a new admission number shall be used, but the previous number shall also be entered in red ink above the new number. The new admission number shall be entered in the index. The particulars as to withdrawal shall be entered in ink immediately it is known that the child has been withdrawn. No child's name shall be removed from the register unless satisfactory reason has been shown for his withdrawal from the school. The Compulsory Officer shall be notified of all names removed.

(2) Parents or guardians may transfer their children from one State school to another during the first fortnight of the first and third school quarters, or at any time in the event of the parent or guardian removing his residence to a locality nearer another school than that in which the children are enrolled, except in those districts where boundaries have been approved by the Department in which cases admission shall be granted only to children who live within the fixed boundaries. Should transfer be desired under any other circumstances the written consent of the Department shall first be obtained, and head teachers shall not admit children who fail to produce such written consent.

(3) Teachers shall revise the addresses of the parents frequently, so that the admission register may contain accurate information for the Compulsory Officer.

85. When for any reason a child leaves one school to attend another, he shall furnish the teacher of the latter school with a transfer note signed by the head teacher of the school last attended. The head teacher shall, nevertheless, enrol any child who

fails to furnish a transfer note and in such case shall forward a transfer note to the school which the child last attended and shall immediately notify the Department of this action.

86. (1) In schools with enrolment of over 20—

During the first school month of each half year children who will be six years of age before the expiration of the half year may be admitted. No admissions of children under six shall be made except under these conditions. Children who have reached the age of six years shall be admitted at any time.

(2) In schools with enrolment of not more than 20—

(a) If the enrolment is 10 or less, children over four may be admitted. If the enrolment is over 10, but does not exceed 20, children over five may be admitted.

(b) Children already on the roll of one school may transfer to the roll of another school under the usual conditions.

87. (1) The annual promotions from the infants' schools to the senior schools shall be made at the end of the year. Promotions may also be made at other times during the school year by permission of the District Inspector.

Division 16—Records and Returns.

88. The undermentioned registers and forms shall be kept in all Government schools, according to the directions supplied to every teacher:—

- (1) Admission Register.
- (2) Register of Attendance of all children.
- (3) Summary of Attendances.
- (4) Time Table.
- (5) Punishment Book.
- (6) School Journal.
- (7) Teachers' Time Book.
- (8) Official Documents.
- (9) Inspection Report Book.
- (10) Teachers' Half-yearly Examination Book.
- (11) Any other register or form ordered by the Department.

89. Quarterly and annual returns shall be furnished by every school. Returns shall be neatly made out in duplicate, one copy to be kept in the school and the other forwarded to the Department. The quarterly returns shall be made up to the last Friday in each calendar quarter and be posted to the Department within four days from that date.

90. Negligence in compiling or sending returns, in keeping school registers, or in replying to correspondence, or to notices in the Education Circular which require replies from teachers, shall render a teacher liable to a fine, and if repeated, to a loss of classification. Any teacher guilty of fraudulently making false entries in any register or return shall be dismissed. The amount of the fine mentioned in this clause shall be determined by the Director.

91. In mixed schools the names of boys and girls shall be kept separate in the attendance register. All the columns shall be fully posted up and dates entered. The names and full particulars as to age, etc., of every child shall be entered in ink at the time of admission.

92. Attendance registers may be destroyed after six years provided summaries thereof are retained.

93. (1) Only the Inspectors and the head teacher, or in his absence, the senior assistant, may make entries in the school journal, except that visitors to the school may write their names in it.

(2) The following shall be proper subjects of remark, but any occurrence affecting the attendance or efficiency of the school shall be noted:—

- (a) Causes of low attendances.
- (b) Absence of teachers.
- (c) Comments on test examinations.
- (d) Reasons for departures from the Time Table.

94. The Teachers' Time Book shall contain the name of every member of the school staff. The entries shall be made at the time of arrival and departure, each teacher making his own entry. The school time shall be regulated by the school clock, for the correctness of which the head teacher shall be responsible. Teachers who leave the school premises during the mid-day recess shall enter the time both of departure and of arrival.

95. All letters and circulars received from, and copies of all letters and returns sent to the Department shall be kept in the school. No document may be taken away or destroyed without the consent of an Inspector.

96. Teachers shall not add to, alter, or remove any part of the reports in the Inspectors' report book, nor shall they allow any other person to do so.

97. All school records, registers, and documents shall be and remain the property of the Minister, and shall not be removed from the school in which they are kept except with the authority of the Minister.

98. Teachers shall keep the school records neatly and accurately. They shall post up the conscience clause in a conspicuous place in the school and shall keep the regulations and the time table (general) available at all times. A complete file of the Department's "Circular" shall also be kept in the school. Records of the teachers' half-yearly examination shall be carefully preserved, and the worked papers of each child retained in the school for at least a year.

Division 17.—Correspondence.

99. (1) All official communications shall be addressed "Education Department." No officer's name shall be placed on the envelope.

(2) When it is necessary to treat of more than one subject at a time, a separate letter shall be devoted to each subject, but separate envelopes shall not be used. The strictest economy shall be exercised in the use of stamps. In all correspondence teachers shall use the letter paper supplied by the Department and not the ordinary foolscap. Letters shall be written on one side only, and a margin of at least one

and a half inches shall be left blank. Stamp returns shall be sent in quarterly. All kinds of printed forms sent in to the Department shall be sent by packet post in an unsealed envelope.

100. Correspondence from assistants and monitors shall be forwarded through the head teachers, who shall initial the letters, and may express their opinion on the subjects referred to. Head teachers shall not refuse to forward letters from their subordinates.

101. Communications shall not be forwarded by telegram except under special circumstances. If the matter is sufficiently urgent, the expense shall be refunded by the Department.

102. All returns shall contain only the entries proper to them. They shall not contain information requiring consideration apart from the returns, nor any request or inquiry needing a reply.

Division 18.—Free Stock.

103. School books, apparatus, etc., shall be supplied to schools as may be deemed necessary and shall include reading books, paper, pens, ink, pencils for the scholars' use, and maps, blackboards, easels and any other articles necessary for the school. Children may be allowed to purchase reading books and other stock mentioned in this regulation, but shall not be compelled to buy such articles.

104. The head teacher shall make a return on the annual requisition form of the amount and condition of the free stock in use in the school in accordance with the instructions appearing on the annual requisition forms.

105. Requisitions shall be forwarded at such fixed time as is determined by the Department, and shall not be considered at other times unless they are of extreme urgency or could not have been included in the annual requisition.

106. The Department shall have the right to ban the use of any book which it deems unsuitable for school purposes.

Division 19.—Books, etc., for sale.

107. Pupils shall be required to pay for all books and material not mentioned in Regulation 103. The authorised price list of books and materials shall be exhibited in each school, and no teacher shall charge more than the price fixed therein.

108. (1) Teachers, on application, shall be supplied by the Department with books, etc., for sale. Such books shall be forwarded free of cost to the teacher, who shall be charged 10 per cent less than the price to be paid by the scholars, provided that the account is paid to the Department within one month, or is included for deduction on the salary sheet. Teachers shall not obtain stock for sale, except from the Department. They shall also see that parents are not required to purchase too many books at the same time. Requisitions for books, etc., for sale shall not, except in exceptional circumstances, be made oftener than once a month.

(2) Where a storekeeper is established, he may purchase from the Department books and stationery printed by the Government Printer, provided he undertakes the sale of such books, etc., at prices fixed by the Department. Such traders shall be allowed a discount of 10 per cent on the price to be paid by scholars, and the Department shall pay the freight on books, etc., when supplied to such traders. While a trader gives satisfaction to the Department, sale stock shall not be supplied to the teachers in his district.

Division 20.—School Holidays.

109. (1) The vacations until otherwise determined by the Minister shall be six weeks at Christmas, the week beginning on the second Monday in May, and the week beginning on the last Monday in August. The holidays allowed other than the vacations aforesaid shall be: Good Friday, Easter Monday, Anzac Day (April 25th), Labour Day (the first Monday in May), the King's Birthday (on the day proclaimed for the observance thereof).

(2) The Minister may change the dates fixed for any vacation if it shall appear that the alteration will be for the convenience of the people in any neighbourhood.

(3) No school shall be closed upon any school day without the written authority of the Department, except as provided for in Regulations 165, or 167.

Division 21.—School Staffing.

110. (1) The staff of teachers, in addition to the head teacher, shall, at the discretion of the Minister, and, as far as is practicable, be as follows:—

- (a) In schools where the average attendance for six months has exceeded 30, one monitor.
- (b) In schools where the average attendance for six months has exceeded 40, an assistant.
- (c) In schools where the average attendance for six months has exceeded 85, two assistants.
- (d) In larger schools it shall be deemed that, beyond the first 25, every 50 children in average attendance require one assistant. Monitors may be employed in addition, at the discretion of the Minister.
- (e) It shall be deemed that in standards above standard VI every 40 children in average attendance require one assistant.

(2) The head teacher of a school with eight or more assistants shall not be held responsible for a class. He shall, however, give at least ten lessons a week according to a regular time table approved by his District Inspector. The head teacher shall give regular lessons to the highest class in his school in English or History and Civics unless the Inspector approves of other arrangements being made.

Division 22.—School Accommodation.

111. The accommodation of schools shall be calculated on the basis of 11 square feet per child. When the average attendance at any school passes this accommodation, the teacher shall report the matter to the Department. Children shall not be refused admission until the Department has sanctioned this course.

Division 23—School Premises.

112. The head teacher shall arrange for the regular cleaning of the schoolrooms, and shall see that the closets and all external premises are kept clean. He shall report promptly to the Department any damage done to the school buildings or furniture, or any defect in connection with the sanitary service. If the water for the use of the pupils should become bad, the Department shall be informed. Care shall be taken to prevent any persons other than the pupils or teachers from obtaining water from the school tanks or wells. Teachers shall see that paper and sawdust, ashes, or earth are provided in the closets for use by the children.

113. (1) An allowance for the cleaning of school rooms, etc., shall be made to head teachers of schools as under:—

- (a) Assisted schools, £2 per annum (or 3s. 4d. per month).
- (b) In cases where teachers or school children perform the cleaning of schools of Classes V, VI and VII payment at the rate of 3s. per week per 550 square feet of floor space shall be made: corridors, passages and cloak rooms shall be included in calculating floor space. In all other cases payment for school cleaning shall be made in accordance with Industrial Agreements.
- (c) Verandahs and shelter sheds, if floored, shall be counted at half the ordinary rate; if not floored, at one-quarter the ordinary rate.
- (d) Eight closets shall be counted at the same rate as one room. Smaller numbers shall be paid for at proportionate rates.
- (e) Where a school is held in a public hall, or other hired building, special rates may be fixed.

(2) In consideration of the said allowances the head teacher shall:—

- (a) Have the premises, including outbuildings, swept and dusted daily and washed with sufficient frequency to keep them thoroughly clean.
- (b) Have all necessary fires laid, ready to be lighted from the 1st day of May to the 1st day of October.

(3) The Department shall indemnify every head teacher against any claim arising under the Employers' Liability Act 1894, or the Workers' Compensation Act 1912-1941, or any other Act for the time being in force in the State, or at common law, in respect to any cleaner or other employee engaged by the head teacher to perform work in or about school premises at the instance or by the permission of the Department.

(4) The Minister may, if he thinks fit, decide to whom employment shall be given under this regulation.

114. (1) The head teacher shall be responsible for the safe custody of the school buildings and furniture. He shall see that the tanks are clean and taps, etc., in order; that the windows are fastened, and doors locked at night. In winter he shall ensure the safety of the buildings from fire. He shall report when gutters, drains, etc., are choked. If window panes are broken he shall make every endeavour to discover the culprit.

(2) In schools where Cadet Corps are established the head teacher shall be responsible for such Government property as is issued to his school in connection with the Corps.

115. (1) Teachers shall keep their school residences in ordinary repair. Broken hinges, window panes, fasteners, etc., shall be replaced by the teacher. Teachers arriving at the school and finding deficiencies of this character left by their predecessors, shall at once report to the Department.

(2) Teachers shall be held responsible for keeping their residences clean and fit for habitation. Any teacher who leaves his residence in a dirty condition shall be required to bear the cost incurred by his successor or by the Department in cleaning the building. In addition, he shall be liable to a fine.

(3) Teachers not residing in school residences shall furnish the Department with their full private addresses.

116. (1) Where there are no other suitable buildings available, schools may be let for meetings, religious services, or entertainments. Applications for the use of school buildings shall be made to the School Board, or, if there is no such Board, to the head teacher. The Board, or the head teacher shall remit them, with their remarks, to the Department for consideration.

(2) Applicants shall make satisfactory arrangements for lighting and cleaning the room or rooms, and for putting the school furniture in proper order, without expense or trouble to the teacher.

117. The minimum charge for the periodical use of a building on Sundays for services shall be 10s. per calendar quarter payable, with application, in advance. Should the tenancy be of less duration than a calendar quarter, a *pro rata* reduction may be made. Should a Sunday tenant rent the school for week nights also, for purposes connected with the services, the charge shall be 2s. per meeting. Other periodical uses may be granted on week nights, for purposes approved by the Minister, who shall fix the fee to be paid in each case. In default of payment in advance, permission to use the building shall be withdrawn.

118. (1) Permission for the occasional use of a school building out of school hours may be granted by the Director when there are no other premises suitable and available for the purpose for which the building is required. Where the teacher occupies a residence under the same roof as the school room, no application for the use of the school room for a dance shall be entertained unless accompanied by a written statement from the teacher that he has no objection.

(2) Where the teacher has children living in a school residence under the same roof as the school room, the use of the latter for dances shall not be permitted. Permission to use a school building for a dance shall only be granted when the next day is a school holiday.

(3) The charge for occasional use of a school building shall not be less than 5s., excepting for Sunday services and meetings of branches of the Primary Producers' Association, and such bodies as Progress Associations, in which cases the fee shall be 2s. 6d., paid in advance. The provisions as to cleaning, etc., contained in regulation 116 shall be complied with.

(4) Payment due under regulation 117 and 118 shall be lodged with the application before the school key is handed over. The teacher shall be responsible in case of failure of payment.

119. Teachers shall not accept the services of any lecturer, entertainer, or other outside person, even after school hours, without first obtaining the authority of the Department for his entrance to the school.

Division 24—School Concerts or Entertainments.

120. Where school concerts or entertainments are held teachers shall forward to the Department, for printing in the *Circular* a statement showing the receipts and expenditure of the concert or entertainment, and also the expenditure of the balance. Receipts for all expenditure shall be attached. Preparations for a concert shall not be allowed to interfere with the time table in any way without the special permission of the Department. Copies of all accounts connected with inter-school sports shall be sent to the schools concerned within four weeks of the event and a copy forwarded to the Department.

Division 25—Savings Bank.

121. The teacher of any Government school if so required shall establish a branch of the Savings Bank—(a) if as many as 10 per cent. of the children attending the school desire to start Savings Bank accounts; or (b) if as many as 30 children desire to start Savings Bank accounts. Application shall be made to the Manager, Commonwealth Savings Bank, Perth.

Division 26—Visitors.

122. Visitors shall have access to every school maintained or aided by the Minister during the hours of secular instruction, not to take part in the work, nor to interrupt it, but to observe how it is conducted. If their presence is subversive of the discipline of the school, the teacher may request them to withdraw, but shall report any such case to the Department.

123. Subject to regulation 122 no person shall enter or be upon the premises of any school unless his presence there is necessary for the transaction of some lawful business or the doing of some lawful thing connected with the school or a teacher or pupil thereof or otherwise except with the permission of the head teacher. Any person contravening this regulation shall be guilty of an offence. Penalty—five pounds.

Division 27—School Instruction.

124. The Programme of Instruction shall be as specified in the Curriculum published by the Department from time to time.

Division 28—Religious Instruction.

125. When any parent or guardian objects to a pupil receiving the general religious instruction prescribed in the programme, notification to this effect shall be made to the teacher in writing and the teacher shall arrange for the instruction of the child in other subjects during the time of religious teaching.

126. (1) No pupil shall be required to receive special religious instruction if the parent or guardian of such pupil objects in writing to such religious instruction being given.

(2) The teacher shall report such cases to the Department on the annual form. In small schools, where there is only one room, religious teachers of different persuasions shall give instruction at different times. Arrangements shall also be made for the instruction of children of other denominations in secular subjects.

(3) In schools of more than one room, the delegates of different denominations shall be permitted to teach the children of their respective denominations at the same time in different rooms.

(4) When the same representative is duly delegated to act for various denominations each denomination shall be considered as a separate class, and so noted in the record of attendances.

127. (1) A return shall be sent to the Department at the end of each year, showing the attendance of the special religious teachers, the hours of instruction, together with the number of children in attendance, and of those withdrawn under the Act because of objections on the part of their parents. No person shall be allowed to give special instruction unless the teacher has received official information by letter that he is the duly authorised delegate of the denomination.

(2) The return shall comprise—

- (a) The religious denominations giving special religious instruction.
- (b) The time at which such instruction is given.
- (c) The names of clergymen or representatives of each denomination.
- (d) The total number of visits paid on behalf of each denomination.
- (e) The total attendance made at such visits and the average attendance per visit.

(f) The number of children withdrawn from special religious instruction in accordance with parent's written wish.

(g) The number of children withdrawn from the general religious instruction, referred to in regulation 125, in accordance with parent's written wish.

128. The teacher shall ascertain from the parents or guardians of the pupils attending his school the religious denomination to which they belong. If a parent notifies in writing that he wishes his child to attend the instruction given by the delegate of a denomination other than that which appears in the register, the teacher shall retain the parent's letter as his authority for permitting such an attendance.

Division 29—Time Table.

129. Teachers shall prepare a time table for the general work of the school. The form supplied by the Department shall, if possible, be used. Each teacher shall also possess a copy of the time table of the standard or standards for which he is responsible. This shall be signed by both the head and the standard teachers.

130. The time table shall, as far as possible, be adhered to. Any departure from it shall be entered at once in the school Journal.

131. Preparation of materials for teaching and of needlework exercises, compilation of returns, making up of registers, and the like, shall not be carried on during the hours mentioned in the time table.

Division 30—Home Lessons, Half-Yearly Examinations and Promotions.

132. No formal written home lessons shall be given to children attending primary schools and who are in standards infants to IV. In standards V and VI homework may be given to the extent of half an hour on each of three evenings per week. In standards VII and VIII the time required for such lessons shall not exceed one hour per evening. In exceptionally hot weather homework should not be given.

133. The work of each standard as prescribed in the Programme shall be divided into monthly parts. These monthly assignments shall be shown on the programme forms supplied by the Department. The Programme shall be hung on the wall of the classroom in a prominent place, and signed by both the head and standard teachers.

134. (1) Half-yearly examinations shall be held by the head teacher at the end of June and at the close of the school year in order to test the progress of each standard and of each scholar. In these examinations the subjects of Scripture, History, Geography, Nature Study, Elementary Science, Music, Manual Work, Drawing, and Drill may be considered as collective subjects, and progress in them marked by the terms Excellent, Good, etc. Results of and comments upon the examinations shall be entered in the teachers' Terminal Examination book. Whenever a child is promoted, the fact shall be recorded in the column set apart for that purpose in the Terminal Examination book.

(2) Under Manual Work shall be included Needlework for girls, Kindergarten occupations for infants and younger children, and any other forms of handwork approved by the Department.

135. The head teacher shall be responsible for the promotion of the pupils in his school. A pupil may be promoted at any time during the school year when the head teacher considers that the interests of the pupil warrant the promotion. Promotion shall not necessarily be governed by the results of examination and due regard shall be given to the consequences which rapid promotion or unduly slow promotion may have upon the career of the pupil concerned.

136. Children as a rule shall be expected to advance at least one standard per year, but the head teacher shall have full discretion to classify his pupils in different standards for different subjects, according to their ability and proficiency in the several subjects.

137. The average age at the end of June or at the close of the school year of the children in each standard shall be entered in the Teacher's Examination book before the half-yearly examination begins.

138. The classification of new scholars who have received their education in other States or countries shall be made with discretion. The head teacher shall take into account the attainments of such children, but due regard shall also be paid to their general intelligence and aptitude.

Division 31.—Inspection.

139. Every Inspector shall arrange to visit each school in his district at least once, and where possible twice, in each year.

140. The principal object of the Inspector's visit shall be to assist the teachers in making the school more efficient by criticism, advice and suggestion; he shall also ascertain the value of the work of the school and form an estimate of the worth of each teacher.

141. The Inspectors shall be authorised to determine all questions of school management, and to take the teaching of a standard, or of a school, into their own hands for a time to show the teachers how defective methods may be improved. They shall examine the condition of schools, and inquire into all matters which it may be expedient to report to the Minister.

142. Every Inspector shall devote a considerable part of each visit to observing the conduct of the ordinary work of the school, in order that he may become acquainted with its government and organisation, and with the character of the training and instruction of the pupils and may test all the work done in the school. An inspection shall embrace as much examination as is found necessary for the purpose of estimating the effectiveness of the methods of teaching, as far as this is shown by the manner in which the pupils have assimilated the instruction given and by their power of applying it. It shall not be necessary to examine in all subjects, if the Inspector, after carefully observing the teacher's methods is able to ascertain by a few questions the extent to which the pupils are profiting by the instruction. Should a teacher feel that a standard is not doing itself justice in an oral examination, he may ask the Inspector to give him an opportunity of questioning it, and shall be given such opportunity.

143. The records of the teacher's half-yearly examinations shall be carefully considered, and tested at various points. The Inspector may accept the classification of the teacher, as shown in the half-yearly examination book; or he may, if he sees fit, hold an individual examination, in which case, the teacher shall draw up a list of all the children in the standard concerned, and the Inspector shall record the results of the examination of each child, and may direct such results to be substituted for those recorded by the head teacher.

144. The Inspector shall take into consideration the methods of government in the school, and the training of the children in social co-operation and citizenship. He shall also consider the condition of the buildings, furniture, and grounds, and the part taken by the children in caring for them.

145. In order to enable the Inspector to form an accurate estimate of the work of the school, careful records of what has been done shall be produced by the teachers. Notes added to the Monthly Programmes shall show what portions have not been actually covered.

146. (1) In schools having more than one teacher a "Suggestion Book" shall be kept by each assistant teacher. The head teacher shall enter in this book from time to time his suggestions with regard to the organisation of the standard and the

methods of teaching, and any other notes which he wishes to make for the guidance and assistance of the assistant teacher.

(2) When an assistant teacher is transferred, he shall give up his suggestion book to the head teacher, who shall retain it until authorised by the Inspector to destroy it.

147. Inspectors shall take an intimate interest in all institutions and agencies of an educational character connected with each school, such as the school library, the school savings bank, the school museum, the school garden, school athletics, etc., and be prepared to help teachers with their advice and sympathy in regard to them.

148. An "Inspector's Book" shall be kept by each head teacher. Entries shall be made by Inspectors only, except as provided in regulation 151. In this book the Inspector may, during his visit, enter any suggestions for the improvement of the organisation and teaching of the standard or standards, and such remarks as he wishes to make upon the good or bad points noted by him. In schools having more than one teacher, each assistant teacher shall see and sign with his initials such portion of the report as refers to him or the standards taught by him. He shall be entitled to obtain a copy of this portion if he wishes.

149. The Inspector shall confer with the head teacher and other members of the staff upon points that may have arisen during the inspection, and shall give him, and them, an opportunity of explaining any circumstances that he, or they, may think should be taken into consideration in the framing of an estimate of his, or their, efficiency and that of the school and staff.

150. Teachers shall treat Inspectors as their superior officers with respect and courtesy; and Inspectors, in their intercourse with teachers shall have respect for their office and sympathy with their labours. Errors shall be pointed out as kindly as possible, and not in the hearing of the children. Any teacher who may have reason to complain of the manner in which an inspection has been conducted by an Inspector shall report the circumstances to the Department within 48 hours of the conclusion thereof.

151. (1) Immediately following the completion of the inspection of the school or standard the Inspector shall forward his report, through the head teacher, to the Department. The teacher shall copy it into the inspection book and forward the original to the Department at the earliest opportunity. If any teacher wishes to appeal against the report, he shall do so within seven days of its receipt.

(2) In the report the Inspector shall mention the subjects of instruction that have come under his notice in each standard; shall direct attention to any points that call for special praise or criticism, and shall give his conclusions on all matters on which he considers it necessary to report.

152. (1) On the completion of the inspection of the school or standard the Inspector shall make an estimate of the teacher concerned under the headings laid down in regulation 35 (h) and shall personally hand his estimate to the teacher within 14 days of the completion of the examination of the school or standard concerned. If any teacher wishes to appeal against the estimate he may do so within 14 days of its being shown to him.

(2) Teachers' personal reports shall be considered provisional until confirmed by the Department. If any alteration is made the teacher shall be notified.

(3) A head teacher shall forward to his Inspector at the end of each quarter a report upon each monitor employed in his school. These reports shall be made upon the prescribed form and shall be signed by the monitor concerned. After the receipt of the September reports the Inspector shall forward to the Department his estimate of the monitor's efficiency.

153. Each Inspector shall, at the end of each year, forward to the Minister, through the Director, a report on the efficiency of the schools inspected by him and the Director shall forward to the Minister a general report on all schools receiving State aid.

154. The Governor may from time to time appoint any person temporarily to perform the duties of an Inspector of schools at such remuneration as he may deem fit, and the person so appointed shall have all the powers of an Inspector under these regulations.

Division 32—Compulsion.

155. (1) If a parent or guardian of any child of compulsory age under the Act pleads that the child is under efficient instruction at home or elsewhere, such child may be examined by an Inspector, who shall, if the attainments of the child and the arrangement for his teaching are satisfactory, grant a certificate of exemption.

(2) A school shall not be declared efficient under the Act or placed on the list of efficient schools if it has less than eight pupils in attendance. Persons instructing a less number of children may be reported upon in order that the Minister may decide whether the instruction is such that it may be deemed a reasonable excuse for exemption from school. Teachers of such schools shall be over 18 years of age.

156. A continuous attendance of not less than two full hours' secular instruction shall be reckoned as a half day's attendance.

157. (1) Children between the ages of six and fourteen years or such higher age as may be proclaimed under the Act shall attend school. Teachers shall inform the Compulsory Officer or local authority of any such children within their area who are not attending school. All children between six and nine years of age living within a distance of two miles by the nearest road or other reasonable means of access shall attend school. Children between these ages shall also attend if satisfactory means of conveyance are provided by the Minister so that the distance to be travelled by the child on foot does not exceed one mile.

(2) Children between nine and fourteen years of age or such higher age as may be proclaimed under the Act living within a distance of three miles by the nearest road or other reasonable means of access shall attend school. Children between these ages shall also attend if there is a Government or efficient school within twelve miles of their homes and there is a suitable railway service where the distance to be travelled by the child on foot does not exceed two miles; or if satisfactory means of conveyance are provided by the Minister so that the distance to be travelled by the child on foot does not exceed two miles.

158. (1) A supply of absentee notes shall be furnished to all schools on application and such notes shall be regularly used in cases of absence without notification.

(2) Should any child on the roll be absent for more than one school day the head teacher shall require the parent of such child to forward a written excuse for such non-attendance. All such excuses shall be filed for reference. In the event of a parent neglecting or refusing to furnish such excuse, an entry to that effect shall be made on the Compulsion form.

(3) In districts where there is no police officer stationed within three miles of a school, the Compulsion form shall be sent direct to the Department each fortnight.

(4) In districts where the police act as Compulsory Officers the monthly absentee return shall be regularly sent to the local police officers. If the form has not been received back by the teacher within 14 days, inquiry shall be promptly made. On receipt of the form from the police, duly filled in, the same shall be carefully examined, noted and forwarded to the Department, together with any remarks necessary.

(5) Teachers shall frequently revise the addresses of the parents. In town care shall be taken to ascertain the number of the house where possible.

(6) Names shall be withdrawn from the roll when the children have left the district and gone to another school, when they have been exempted from school attendance by reason of their age, or when they have left the State. The names of children residing beyond the compulsory radius, who do not attend for over a quarter shall be omitted from the roll.

159. (1) Sickness or other unavoidable cause may be taken as a reasonable excuse for absence if the parent has given the teacher written notice within seven days. If a child not so excused or exempt is absent from school, the teacher shall on every alternate Friday, notify the fact to the Compulsory Officer of the district or other local authority charged with carrying out the compulsory clauses of the Act.

(2) When sending the names of children to the Compulsory Officers, teachers shall be careful to verify the addresses of the children. If sickness is pleaded as an excuse the Minister may require a medical certificate to be furnished.

160. Teachers shall furnish, with the monthly Compulsion returns, lists of all children who have left their schools, and the names of all those admitted, with the name of the school previously attended, if in the State.

Division 33—Grants for Conveyance of Children to School.

161. (1) The Department may, with the approval of the Minister, make grants to local committees to assist in the conveyance of children to school. Children who will reach the age of six years during the halfyear shall be eligible for the allowance, in addition to all children between the ages of six and sixteen. Such grants shall not exceed 6d. for each child conveyed to school for each day's full attendance, and shall be given only for children residing beyond the compulsory radius from the school (i.e., three miles for those over nine, two miles for those under nine). No payment shall be made under this regulation for any child unless the parent has supplied a certificate from the Commissioner of Taxation to the effect that his net income for the preceding year did not exceed £300, or has submitted to the Minister such other evidence as to his net income as the Minister may require. Payments shall be made monthly on the teacher's certificate of attendance. It shall be arranged that the vehicles arrive at the school at least 10 minutes before the time of opening, and leave within 15 minutes of the time of closing; that suitable vehicles, steady horses, and good harness or motor vehicles in good order as the case may be, are provided; and that the drivers are trustworthy and of good moral character. The Department shall take no liability whatever beyond the payment of the grant.

(2) A grant at a rate not exceeding 6d. per day may, with the approval of the Minister, be made to a parent or guardian for each child between the ages of six and sixteen years, living beyond the compulsory radius, who rides to school, provided that such child makes a punctual and full day's attendance. Payment shall be made in the manner prescribed for children who are driven to school.

(3) The Department may, with the approval of the Minister, make a grant not exceeding 6d. per day for each child between the ages of six and sixteen years living beyond the compulsory radius who is driven to school and lodged for periods not exceeding one school week. Payments shall be made monthly on the teacher's certificate of attendance.

(4) No payment under any of the paragraphs of this regulation shall be made until the application has been received and approved by the Minister after being duly certified by the teacher. Payments shall not be made in respect of any period prior to the Minister's approval being given to the proposed arrangements.

(5) Driving allowances may be granted under similar conditions to children attending High Schools without restriction of age.

(6) An allowance at the discretion of the Minister not exceeding 6d. per week may be made to children living beyond the compulsory radius as prescribed in the first paragraph of this regulation who have no other means of conveyance to the school than by bicycle.

Division 34—Health Provisions.

(a) General.

162. In order to safeguard the health of the children and to give them experience of the practice of hygiene, teachers shall make sure—

- (a) that the buildings are ventilated, to the maximum short of discomfort during school hours, and are thoroughly flushed after the children have left;
- (b) that any defects and nuisances arising in connection with closets, lavatories, etc., are remedied or, if necessary, reported to the Department as soon as possible;
- (c) that urinals, closets, etc., are correctly used and kept in perfect order.

163. Girls who have long hair shall be required to wear it in plaits or tied back. In case of refusal by the parent to comply with this regulation the head

teacher may exclude the child and report the circumstances immediately to the Department.

164. Children who present themselves in a dirty condition shall be required to wash at once, and, if necessary, shall be sent home for the purpose.

(b) Closing Schools in Hot Weather.

165. If the temperature by the school thermometer exceeds 105 degrees Fahrenheit in any school or classroom and cannot be reduced by the teacher, he may close the school and in such case he shall report the matter to the Department.

(c) Infectious Diseases.

166. (1) Any child showing symptoms of an infectious disease, or coming from a house where an infectious disease exists, shall be sent home at once and the Department shall be informed immediately.

(2) Teachers shall take steps to acquire a general knowledge of the provisions of the Health Act 1911-1942 relating to infectious diseases so far as they affect schools and the attendance of children at schools.

(3) In the case of diseases which are infectious, such as mumps, measles, chicken-pox, whooping cough, and blight, for which there is no statutory requirement as to notification by the medical officer, teachers shall notify the existence of any such disease in the school to the Department and exclude the children in the same way as for the other more serious diseases. Ringworm contacts need not be excluded.

(4) The instructions in the Calendar, under the heading of "Infectious Diseases" as drawn up by the Department of Public Health shall be read in conjunction with these regulations, and the rules contained therein for dealing with patients and contacts shall be carefully observed by teachers.

(5) Children coming from houses in which any infectious disease exists shall be excluded from the school so long as there is any danger of infection, unless they produce a medical certificate that proper isolation and disinfection are being there carried out, and that they are free from disease and their clothes have been disinfected.

167. (1) If an infectious disease occurs in the house in which a teacher is living, he or she shall at once cease attending school, and report to the Department, so that it may be decided what steps shall be taken to save the school from possible danger. The teacher shall also report to the Local Board of Health, or Health Officer.

(2) Before he resumes attendance at the school the teacher shall make arrangements to obtain a medical certificate that there is no danger to the school from his continued attendance.

(d) Symptoms of Infectious Diseases.

168. The following particulars may be deemed to indicate the symptoms of infectious diseases:—

- (a) When a child receives infection there first occurs a latent period, or period of incubation in which no symptoms occur. During this period, which varies with different diseases from one day to several weeks, the particular parasite or germ responsible for the disease is developing or multiplying within the body. The period lasts until the parasites have increased to such an extent that the poisons they produce affect the person and produce the symptoms of onset.
- (b) The degree to which a person is infectious during the incubation period varies with different diseases, but it is clear, for instance, that if the germs of diphtheria or scarlet fever are multiplying in the throat of the child the saliva or sputum of that child is likely to be infectious in a gradually increasing degree. Similarly the excreta of a child in whose intestines the germs of typhoid or one of the diseases of the enteric group are multiplying, are also likely to be infectious.
- (c) Infectiousness then may begin while the child is apparently perfectly well and increases to a maximum with the onset of symptoms, which is usually accompanied by catarrhal discharges.
- (d) A realisation of this possible infectiousness of diseases in the incubation period, together with the knowledge that the germs of infectious diseases may be carried by healthy children who do not become ill, supplies ample grounds for the continual and conscientious application of the ordinary rules of hygiene, such as attention to ventilation and avoidance of overcrowding, use of handkerchiefs, and separate towels, care of closets, etc.
- (e) With regard to the actual onset of symptoms, it is important to note that the very first symptoms are much alike whatever the particular germ may be, and in whatever part of the body it may be developing. These symptoms are listlessness, tired feeling, headache and general aches and pains, loss of appetite and tendency to sickness, feeling of cold and shivering.
- (f) When these symptoms appear therefore it is as a rule wise to send the child home or, or least, to isolate it. The signs may be merely the premonition of an attack of indigestion or of a simple cold; on the other hand they may herald the onset of a serious infectious disease such as scarlet fever, typhoid, or small-pox.
- (g) In scarlet fever the onset is usually sudden. Vomiting or what is known as "bilious attack," very often is the first symptom of scarlet fever. The patient complains of a sore throat, and has a hot, dry skin and a rapid pulse. Within twenty-four hours a red rash appears on the chest, soon becoming a scarlet flush, and spreading all over the body. After a few days, seldom delayed beyond the end of three weeks, the skin "peels" off various parts of the body. On the hands and feet the skin looks ragged. There may be "pin-holes" in these parts, which, along with the ragged appearance, are usually characteristic. In some cases the initial symptoms are very slight. If any scholar is found with rough hands, with discharge from the ear, or with sores about the nostrils, and with a history of feverish attack or sore throat two or three weeks earlier, he ought to be sent home, and a medical inspection should be required.

- (h) The onset of diphtheria is less sudden. The sore throat comes on rather gradually. White patches can usually be seen on the tonsils when the tongue is depressed. It is not necessary that an exact diagnosis should be made, because every child suffering from sore throat should be regarded as dangerously infectious. If the glands of the neck below and behind the lower jaw are enlarged, the case is still more suspicious. Diphtheria is, unfortunately, regarded by the public as being necessarily a disease which must give rise to very serious symptoms; and if a scholar with a sore throat is not very ill with it, this is considered to be good evidence that there is no diphtheria. Nothing could be more fallacious. Diphtheria may be so slight that the patient himself complains but little. Hence the importance of the rule that every sore throat should be regarded as infectious until proved not to be so.
- (i) It is important to remember that the infection of diphtheria may lurk in the throat, and still more in the nose, of convalescent diphtheria patients, and be capable of being passed on to healthy children, for some weeks, and occasionally even some months, after all evidence of illness has disappeared. This is particularly apt to occur after those slight attacks which have not been regarded as diphtheria, and in which the appropriate treatment has not been adopted. Cases regarded as "sore throat," a "bad cold," or an "ulcerated throat" may really mean diphtheria. Hence no scholar should be allowed to return to school after any form of sore throat until a medical certificate has been obtained of freedom from infection; and in towns where the means are available, this should not be given until a bacteriological examination of some of the mucus from the patient's throat or nose, or both, has been made. This may necessitate the absence of the infected child from school for a protracted period, sometimes three months or even longer.
- (j) Small-pox may be spread in schools when this disease is prevalent in a district. In severe cases the patient is too ill to attend school. The only possibility of school attendance is when a scholar who has been imperfectly vaccinated suffers from an attack of "varioid," i.e., modified small-pox, in which the only evidence of disease may be the occurrence of a few pimples or pustules, chiefly to be seen in the forehead. Among scholars imperfectly vaccinated or unvaccinated, such a case might cause a serious spread of disease. Every scholar ought to be re-vaccinated at the age of ten years. This would render a school epidemic of small-pox and, in fact, an epidemic of small-pox among the general population, a practical impossibility.
- (k) In chicken-pox there are usually (unlike small-pox) scarcely any premonitory symptoms before the pimples appear. These rapidly become clear vesicles (i.e., minute watery blebs), which dry off or form scabs.
- (l) Measles begin with all the symptoms of a bad "cold in the head" causing running at the eyes and nose. At the end of 72 hours, red blotchy spots appear on the face, hands, and other parts, rapidly becoming general, the spots often being arranged on the skin in crescentic forms. Influenza and an ordinary "cold" begin in the same way. As both of these are extremely infectious, the safe plan is to send home any scholar who is suffering from the symptoms of severe catarrh or "cold," especially if measles are prevalent at the time.
- (m) Röteln, or German Measles, has a rash somewhat similar to that of ordinary measles. This is, however, preceded not by a "cold in the head" but by a sore throat—a fact which has occasionally led to mistakes between this disease and scarlet fever.
- (n) Mumps come on with pain near the ear and enlargement of the parotid salivary gland, which causes a bulging out at the side of the neck and in front of the ear. By the position of this swelling it can be distinguished from enlargement of glands due to other causes. Occasionally it affects only one side, usually both sides.
- (o) Whooping cough is a disease in which the characteristic "whooping" does not occur for a week or two, but the cough appears to be due simply to bronchial catarrh. The disease is infectious during this stage. In judging the character of the cough, the history of other cases of whooping cough may help in the diagnosis. Every teacher should be familiar with the "whoop" which is characteristic of more advanced whooping cough, and should send any child home who has it, or who, even without it, has a cough severe enough to make him vomit. The characteristic cough is violent and repeated, and is followed by a sudden, noisy crowing in breathing, known as "whoop."
- (p) The danger from the attendance at school of children suffering from an infectious disease arises chiefly from their attendance at two periods: (a) while suffering from the early symptoms; or (b) when convalescent from the disease, but still retaining infection in their person or apparel.
- (q) To minimise the dangers under the first of these heads, the teacher should be familiar with the symptoms of onset of the chief infectious diseases as described above, as by this means he may be enabled to exclude suspicious children. Occasionally the symptoms may not be characteristic. The only safe rule is, when in doubt, act as if the scholar were infectious, particularly when it is known that the disease concerning which suspicion has been excited is prevalent.
- (r) Pediculosis—Nits in the hair are eggs of the head louse, *pediculus capitis*. These insects feed by sucking blood from the scalp, and their presence leads thus to irritation and infection both of the scalp itself with the formation of sores, and of the glands of the neck. It is highly probable

also that the lice are capable of spreading certain diseases such as typhus fever, which is known to be spread by the closely allied body-lice, *Pediculus corporis*. The nits are egg-shaped bodies just plainly visible to the naked eye. They are cemented on to the hairs by one end and, therefore, lie along or project on one side of the hair. They are thus readily distinguishable, with a little practice, from the somewhat similar scales of dandruff which surround the hairs evenly and can be readily pushed along the hair.

- (s) When just hatched the young lice are scarcely larger than the grains of pollen that fall from a flower, and in that stage are probably spread from person to person more readily even than the adult forms.
- (t) Experience goes to show that the majority of mothers are extremely anxious to keep their children free from this pest, and spend much time and trouble in overcoming the constantly recurring infections, acquired in the schools. A few mothers on the other hand, owing to carelessness or other causes, are negligent about the matter, and their heavily infected children provide the sources of infection in the school, and are thus responsible for a large amount of worry and anxiety to careful parents.
- (u) Teachers are particularly requested to back up the work of the school nurses, to keep a careful watch for the presence of lice, and in particular to exclude at once any heavily infected children, in accordance with the instructions contained in the Calendar. It is admittedly unpleasant for teachers to have to deal with this matter but it is less so than to submit to the degradation involved by the prevalence of this form of vermin.

PART III.—HIGH SCHOOLS.

Division 1—Establishment and Classification of High Schools.

169. The Minister may establish a High School in any locality where there is a reasonable prospect of the attendance of not less than 150 children who have passed through the sixth standard and are prepared to remain at school for at least three years, and where there is also a reasonable prospect of the maintenance of standards for children who have passed the Junior Public Examination and are preparing for the Leaving Certificate Examination.

170. High schools shall be classified in three classes. A first class high school shall be one with an average attendance of 350 or over for the September quarter, and an average attendance in the upper school of not less than 70 pupils. A second class high school shall be one with an average attendance of 200 or over for the September quarter, and an average attendance in the upper school of not less than 40 pupils. High schools that do not fulfil either of the above conditions shall be in the third class.

Division 2—Admission of Children.

171. (a) Children who comply with the conditions or possess the qualifications prescribed for admission to high schools in the Appendices to these regulations shall be eligible for admission to high schools established by the Minister under these regulations.

(b) Children who have passed the University Junior Examination in metropolitan government schools may be admitted to the Perth Modern School in order to complete the full secondary school course.

(c) Children in country government schools who have passed the 6th standard may be admitted to country high schools.

Division 3—Teachers.

172. The teaching staff, in addition to the headmaster, shall consist of assistants in charge of subject departments, senior assistants, assistants and first assistants.

173. In relation to assistants in charge of subject departments, the following provisions shall apply:—

- (a) The total number of such assistants in any high school shall not exceed six, and there shall not be more than one such assistant for every sixty children on the roll.
- (b) Such assistants shall be classified in three grades to be called Grades III, II and I respectively.
- (c) Teachers may be promoted from Grade III to Grade II after two years' good service in Grade III, and from Grade II to Grade I after two years' good service in Grade II.
- (d) There shall not be any Grade I positions in any high school, other than those with an average daily attendance of 300 children, and with over 70 children in the upper school thereof.

174. In relation to senior assistants the following provisions shall apply:—

- (a) No teacher shall be eligible for classification as a senior assistant unless he possesses either a University degree, or the "A" Certificate of the Department, and has a record of at least six years' good service as a teacher under the Department.
- (b) Senior assistants shall be classified in three grades to be called Grades III, II and I respectively.
- (c) Teachers may be promoted from Grade III to Grade II after two years' good service in Grade III and from Grade II to Grade I after two years' good service in Grade II.

175. In relation to assistants the following provisions shall apply:—

- (a) Assistants shall be classified in three grades to be called Grades III, II and I respectively.
- (b) Teachers may be promoted from Grade III to Grade II after two years' good service in Grade III, and from Grade II to Grade I after two years' good service in Grade II.
- (c) Teachers who hold University degrees may be placed in Grade II at any time if their teaching skill and experience are deemed by the Department to be adequate.

176. In relation to first assistants the following provisions shall apply:—
- (a) One male and one female first assistant may be appointed in every high school.
 - (b) A master appointed as first assistant in a first class high school may be given the title of deputy head master.
177. The teaching staff of every high school shall include teachers who shall be appointed as and carry out the duties of a Manual Training instructor, and as a Domestic Science instructress respectively.

Division 4—Salaries and Allowances of Teachers.

178. The salaries of the teaching staff of a high school shall be as follows:—
- (a) Head masters—
 - (i) Class I £700
 - (ii) Class II £630
 - (iii) Class III £585
 - (b) Assistants in charge of subject departments—
 - (i) Men:—Grade III—£465; Grade II—£484; Grade I—£503.
 - (ii) Women:—Grade III—£379; Grade II—£393; Grade I—£407.
 - (c) Senior assistants—
 - (i) Men:—Grade III—£378; Grade II—£407; Grade I—£445; after 7 years £455.
 - (ii) Women:—Grade III—£310; Grade II—£334; Grade I—£358; after 7 years £368; after 12 years £373.
 - (d) Assistants—
 - (i) Men:—Grade III—£310; Grade II—£339; Grade I—£358.
 - (ii) Women:—Grade III—£252; Grade II—£271; Grade I—£290.
 - (iii) The salary of a woman assistant in Grade I shall after three years' good service in Grade I be increased from £290 to £300.
 - (iv) Ex-students or teachers without previous experience appointed to the staff of a high school shall not be paid the salaries fixed for Grade III Assistants until the Department is satisfied that their qualification is adequate but shall be paid salary according to the scale prescribed elsewhere in these regulations for ex-students together with an additional amount of £10 per annum.
 - (e) First assistants—
 - (i) a teacher appointed as a first assistant in a high school with an average daily attendance of more than 300 children shall in addition to his ordinary grade salary receive a sum of £39 per annum.
 - (ii) a male teacher appointed as a first assistant in a high school with an average daily attendance of more than 150 children and not more than 300 children shall in addition to his ordinary grade salary receive a sum of £29 per annum.
 - (iii) The Head Master of the Perth Modern School shall receive an allowance of £65 per annum for inspectorial duties in high schools.
 - (iv) The Deputy Head Master of the Perth Modern School shall in addition to his ordinary grade salary and allowance as first assistant receive an annual sum of £58 as long as the Head Master of the said school continues to do inspectorial work.
 - (f) A teacher appointed as a Manual Training Instructor and required to teach both woodwork and metal work shall receive his ordinary grade salary and also an additional annual allowance as follows:—
 - (a) In a Class I school £39
 - (b) In a Class II school £29
 - (c) In a Class III school £23
 - (g) A teacher appointed as a Domestic Science Instructress in a high school shall receive her ordinary grade salary and also an additional annual allowance as follows:—
 - (a) In a Class I school £20
 - (b) In a Class II school £15
 - (c) In a Class III school £10

Division 5—Miscellaneous.

179. The daily routine and time table shall be such as are from time to time approved by the Department.
180. Such registers and records shall be kept as are required by the Department and returns shall be furnished promptly at dates which shall from time to time be fixed by the Department.
181. The vacations and holidays shall be as approved by the Department and may be varied to meet the needs of different localities.
182. Any vacancy for a permanent position whether already existing or about to be brought into existence by the creation of a new office in the teaching staff of a high school shall be advertised.

Division 6—Provisions of Part II. Incorporated in Part III.

183. The regulations contained in Part II. of these regulations and enumerated hereunder shall apply also to high schools as provided for in this Part and such regulations shall be deemed also to be incorporated in and to form part of the regulations contained in this Part accordingly that is to say—
- (a) Regulations 15 to 20—Admission of Teachers.
 - (b) Regulation 41—Resignation and Retirement.
 - (c) Regulations 48 and 49—Allowances.
 - (d) Regulation 51—Special Appointments.
 - (e) Regulation 53—Removals and Travelling Expenses.
 - (f) Regulations 54 to 56—Leave of Absence.
 - (g) Regulations 70 to 77—General Instructions.
 - (h) Regulations 80 to 83—General Management.
 - (i) Regulation 90—Returns and Correspondence.
 - (j) Regulations 94, 95, 97—Records.

- (k) Regulations 99 to 102—Correspondence.
- (l) Regulations 104 and 105—Free Stock Requisitions.
- (m) Regulations 112 to 115 and 119—School Premises.
- (n) Regulations 120 and 122—School Entertainments, Visitors.

PART IV.—TEACHERS' COLLEGE.

Division 1—Admission of Students.

184. The following candidates may be accepted for a course of training at the Teachers' College—

- (a) Those who have gained the Leaving Certificate or have matriculated at the University. Such candidates shall also be required to have served for a year as monitors before they become eligible for such admission.
- (b) Untrained or partially trained teachers in the service of the Department who have given proof of fitness for training at the Teachers' College.

185. Applications for admission shall be invited from time to time by the Department.

186. The minimum age at which a student shall be admitted to the Teachers' College shall be seventeen years six months.

187. (1) Applications of candidates for admission shall be referred for consideration to a Board of Selection which shall consist of—

- (a) The Chief Inspector of Schools or his deputy.
- (b) The Principal of the Teachers' College, or his deputy; and
- (c) A representative of the Teachers' Union or his deputy.

(2) Only those candidates whose admission is recommended by the said Board of Selection shall be admitted to the Teachers' College.

188. Subject to regulation 189 of these regulations:—

- (1) Students who can live at home while attending the College may be granted an allowance of £30 per annum.
- (2) Students who are obliged to board away from home while attending the College may be granted an allowance at the rate of £60 per annum. Students shall be entitled to recoup of expenditure not exceeding the sum of five pounds incurred by them in the purchase of text books required for use during their course of training.

189. (1) Students who are absent from the College on account of illness for periods of at least one week at any one time shall forward to the Department a certificate from a duly qualified medical practitioner testifying to such illness.

(2) Students absent from the College shall have any allowance payable to them under regulation 188 reduced proportionately in respect of the period of such absence unless the Director approves of the said allowance not being so reduced.

190. If the progress or conduct of any student be judged unsatisfactory by the Minister, or if the reports of the Principal of the College be unfavourable, the Minister may require such student to leave the College.

191. Students shall be required to pledge themselves to complete their course at the College, if so required, and to teach for three years in the schools of the Department after training is completed. If they fail to do so, they may be called upon to refund the whole or part of the cost of their training.

192. (1) The classification as teachers of students leaving the College shall be determined in accordance with—

- (a) the record of class work and College examinations;
- (b) the record of teaching practice.

(2) The classification shall be provisional, and shall not be confirmed until they gain the practical skill Pass from their Inspectors. Their provisional classifications and salaries shall be liable to reduction if the practical skill Pass is not obtained within two years. This regulation shall be read in conjunction with regulations 151 and 152.

(3) Students who satisfactorily complete the one year's course shall be eligible for the provisional classification of "C1" (second year): provided that students who in addition have satisfactorily completed the Diploma of Education course, either while at the Teachers' College or during the following year, shall be eligible for the provisional classification of "B2" (second year).

193. Students in training may be paid an allowance of £2 10s. per month, if living at home, or £3 10s. per month if obliged to board away from home.

Provided that—

- (i) Such allowance shall not be so paid for more than ten months in each and every year; and
- (ii) The student shall, before any such allowance is paid to him, sign an agreement with the Minister and thereunder undertake to repay to him the amount of every allowance so paid to him at the rate of one pound per month computed from the date of the expiration of his period of training.

194. Students who have passed through the course of training in the College shall be given preference over other applicants not so trained when appointments of teachers are being made.

195. Teachers who have been in the service of the Department as assistants or as teachers in charge of schools for at least two years, shall if admitted to the College for a course of training, receive half-pay while attending the College.

Division 2—Lecturers.

196. The lecturers employed in the Teachers' College shall be classified in three grades as follow:—

- (a) Principal lecturers.
- (b) Senior lecturers.
- (c) Junior lecturers.

197. Every lecturer shall serve for at least one year as a junior lecturer before he is promoted to the grade of senior lecturer.

Provided that a lecturer may be exempted by the Minister from the provisions of this regulation when the Minister is satisfied that such lecturer has already held

a position of such seniority as to warrant his being classified in the first instance as a senior lecturer.

198. (1) The salaries payable to lecturers shall be as follow:—

(a) Principal Lecturers—

(i) Men—£542 to £629.

(ii) Women—£426 to £503.

(b) Senior Lecturers—

(i) Men—£465 to £542.

(ii) Women—£368 to £426.

(c) Junior lecturers (whether men or women)—the rate and scale of salary respectively prescribed in these regulations for men assistants and women assistants employed in high schools.

(2) The salary of lecturers shall be increased from the minimum rate to the maximum rate by increments with intervals of two years between each increase in accordance with the following scale—

(a) Principal Lecturers—

(i) Men—three equal increments each of £29.

(ii) Women—three increments, the first of £19 and the second and third each of £29.

(b) Senior Lecturers—

(i) Men—three increments, the first of £19 and the second and third each of £29.

(ii) Women—three increments, the first and third each of £19 and the second of £20.

Division 3—General.

199. Junior lecturers employed in the College may be transferred at any time to positions on the teaching staffs of any Government schools.

Division 4—Provisions of Part II. Incorporated in Part IV.

200. The regulations contained in Part II of these regulations and enumerated hereunder shall apply also to the Teachers' College and the lecturers employed therein and such regulations shall be deemed also to be incorporated in and to form part of the regulations contained in this Part accordingly, that is to say—

(a) Regulation 41—Resignation and retirement.

(b) Regulation 48—Temporary vacancies.

(c) Regulation 51—Special appointments.

(d) Regulations 54 to 56—Leave of absence.

(e) Regulations 70 to 77—General instructions.

(f) Regulations 99 to 102—Correspondence.

Part V.—Amenities in Schools.

201. (1) The headmaster or other officer in charge of any school, high school, technical school or technical college acting either alone or with the assistance of members of the teaching staff of such school or college may, in every case with the consent and approval of the Director—

(a) establish and conduct within the premises of such school or college any library, bookshop, refreshment room, cafeteria or other amenity which is likely to facilitate, assist or otherwise advantage the teachers, instructors, pupils and students of such school or college in the course of their teaching or studies in the said premises; and

(b) make rules (including the fixing of fees and other charges) for the conduct, management and use of such library, bookshop, refreshment room, cafeteria or other amenity aforesaid.

(2) Where a library, bookshop, refreshment room, cafeteria or other amenity is established and conducted on the premises of any school, high school, technical school or technical college under the authority of this regulation the head master or other officer in charge of such school or college shall at the end of each school year furnish or cause to be furnished to the Director a report in writing concerning the conduct, management and activities of or in connection with such library, bookshop, refreshment room, cafeteria or other amenity on the said premises during the school year then last past together with a statement of receipts and expenditure showing the financial transactions in relation to the library, bookshop, refreshment room, cafeteria or other amenity in such school year.

(3) A committee comprising the headmaster or other officer in charge of any school, high school, technical school or technical college at which a library, bookshop, refreshment room, cafeteria or other amenity is established and two members of his staff shall have the right to dispose to best advantage of such profits as may arise from the conduct of all or any of the aforesaid amenities.

(4) The Director may at any time order that any library, bookshop, refreshment room, cafeteria or other amenity established and being conducted in any school or college aforesaid shall be abolished or discontinued as from a date to be specified in the order and every such order shall be complied with or given effect to according to the tenor thereof.

PART VI.—TECHNICAL COLLEGE AND TECHNICAL SCHOOLS.

Division I.—Admission of Students, Class Fees and Classes of Instruction.

202. The regulations contained in this Part shall apply and have effect in relation to the Technical College and the technical schools established under the Act, and students may be admitted to the classes conducted in such college and such schools under and in accordance with the said regulations.

Class Fees.

203. (1) Students under 21 years of age at the date of admission during the school year, who take subjects involving class attendance of not less than four hours per week may, subject to paragraph (4) hereof be granted free tuition.

(2) Trade apprentices serving apprenticeships which have been registered at the Court of Arbitration may, irrespective of age, be granted free tuition.

(3) Returned soldiers and children of deceased or incapacitated soldiers and widows of soldiers whose deaths have been deemed to be war caused and winners of Government scholarships and bursaries and members of the staffs of the Technical College or Schools pursuing such studies as have been approved by the Superintendent of Technical Education and such other students as are approved by the Minister may be exempted from payment of fees.

(4) Students to whom free tuition is granted shall be charged laboratory fees of ten shillings per term in chemistry, assaying and physics classes, five shillings per term as a maintenance and renewals fee in typewriting classes, and in such other classes as the Minister may from time to time determine such fee per term not exceeding ten shillings as a maintenance or renewals or other fee as shall be fixed by the Minister.

(5) Students in receipt of free tuition shall pay a registration fee of 5/- for the school year.

(6) Notwithstanding the foregoing clauses of this regulation the cost of such tuition fees as may be prescribed for the vocational training, at State Technical Schools, of discharged service personnel nominated by the Commonwealth Departments of Repatriation and Reconstruction shall be chargeable to those Departments.

(7) Students to whom free tuition is not granted shall in respect of the classes to which they are admitted pay the class fees prescribed in Appendix 7 to these regulations.

(8) All fees shall be payable by students in advance at the commencement of each and every term.

Admission of Students.

204. In relation to the admission of students to the classes of instruction the following provisions shall apply:—

(1) Applicants may be admitted to technical courses for one year provided they hold qualifications as set out hereunder:—

A. Full Time Courses.

- (1) Pre-Apprenticeship, 8th Standard or higher certificate.
- (2) Junior Matriculation, 8th Standard or higher certificate.
- (3) Commercial, 8th Standard or higher certificate.
- (4) Domestic Arts Certificate, 8th Standard or higher certificate.
- (5) Ladies' Hairdressing Diploma, 8th Standard or higher certificate.
- (6) Senior Matriculation, Junior or 9th Standard certificate.
- (7) Art Diploma: Junior Certificate and satisfactory evidence of artistic ability.
- (8) Domestic Science Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (9) Mechanical Engineering Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (10) Electrical Engineering Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (11) Structural Engineering Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (12) Pure Chemistry Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (13) Analytical Chemistry Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (14) Applied Chemistry Diploma: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.

B. Part-Time Day Courses.

- (1) Junior Matriculation, 8th Standard or higher certificate.
- (2) Senior Matriculation, Junior certificate or 9th Standard certificate.
- (3) Art Subjects: Student must be over 14 years of age and submit evidence of artistic ability.
- (4) Domestic Arts Subjects—(1) 8th Standard or higher certificate; (2) students over 14 years of age but with lower qualification than 8th Standard pass-out certificate may be admitted—provided the Principal is satisfied that they have suitable aptitude.
- (5) Engineering Diploma Subjects: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (6) Chemistry Diploma Subjects: Evidence of satisfactory completion of four years of secondary school course, including the passing of Junior certificate in the third year.
- (7) Pharmacy: Registration with Pharmaceutical Council of W.A. as a pharmaceutical apprentice.
- (8) Trade Apprentice Classes: (i) Registration at the Court of Arbitration as a trade apprentice or probationer; or (ii) employment as cadet in accordance with an industrial award; or (iii) evidence of employment under conditions equivalent to an apprenticeship to a trade for which day classes are provided.

C. Evening Courses and Classes.

- (1) Preparatory Technical—(a) Industrial, (b) Domestic, (c) Commercial: Completion of 7th Standard syllabus of a post primary school.
 - (2) Junior Certificate Subjects—(1) As for Day Course; (2) by completion of preparatory Technical Courses.
 - (3) Commercial Subjects—(1) As for Day Course; (2) by completion of preparatory Technical Courses.
 - (4) Domestic Arts Subjects—(1) As for Day Course; (2) by completion of preparatory Technical Courses.
 - (5) Art: Evidence of artistic ability.
 - (6) Diploma Entrance Courses: Junior Certificate or completion of 9th Standard.
 - (7) Diploma Course: As for full time courses.
 - (8) Certificate Courses—(i) 8th pass out certificate, or; (ii) are 16 years of age and capable of profiting by the instruction.
 - (9) General Classes—(i) 8th pass out certificate, or (ii) are 16 years of age and capable of profiting by the instruction.
 - (10) Trade Classes—(i) 8th Standard certificate, or (ii) engaged in suitable occupation.
- (2) Students over 14 years of age not in possession of the above qualifications may be admitted to full-time courses provided they attend such classes or groups of classes as directed by the Principal of the College or School.
- (3) Students over 16 years of age not in possession of the above qualifications may be admitted to part-time classes (other than day trade apprentice classes) provided they are in employment and are capable of profiting by the instruction.
- (4) The Principal of a College or School may if he thinks fit, require a part-time student to take a subsidiary or allied subject in addition to that for which he has applied and the student shall comply with such requisition.
- (5) Part-time students may be permitted to enrol for less than four hours per week and still retain the right of free tuition (1) if suitable allied classes are not available or (2) if in the opinion of the Principal of the College or School the educational or technical qualifications of the students are such that they may be exempted from the requirement to attend classes four hours per week or (3) if students submit evidence that they are in regular attendance at another approved educational establishment.
- (6) Students to whom free tuition is granted and who complete a year's work satisfactorily may have their right of free tuition renewed for another year provided they are under 21 years of age at the commencement of the school year.
- (7) The following students shall be exempt from payment of the registration fee for the ensuing year:—
- (a) Students who comply with the regulations and pass the class examinations.
 - (b) Students who have qualified for an eighth or ninth class certificate or the equivalent certificates from a Government Central or Secondary School, or have passed in two of the subjects prescribed for a preparatory technical course.
- (8) The right to free tuition may be forfeited for irregular attendance, unsatisfactory progress or misconduct on the part of the student.
- (9) Students may be required to provide themselves with such apparatus, equipment or material as may be prescribed by the Principal of the College or School.
- (10) In the enrolment of students preference may be given to those whose occupations indicate that the classwork will be of special value to them.
- (11) A student may be refused admission to a class:—
- (a) If the number of other students is insufficient.
 - (b) If the class is full.
 - (c) If application is made after the first month of the school year.
 - (d) If, in the opinion of the Principal of the College or School, the student is not fitted for the work of the class.
 - (e) If the student does not comply with the regulations.
- (12) The school year shall consist of three terms, each of 12 weeks.
- (13) Students who make 75 per cent. of the possible attendances for the year shall be qualified to sit for the annual examinations.
- (14) Class certificates shall be issued on the results of examinations provided that students make application for such class certificates.
- (15) Course certificates shall be issued to students who have completed all the requirements for such certificate provided that students make application for such certificates on the proper certificate application forms.
- (16) Diplomas shall be issued to students who have satisfied all the requirements for diplomas provided that students make application for such diplomas on the proper application forms and that in each case a fee of 5/- covering the cost of preparation of the Diploma has been paid.
- (17) Students in Ladies' Hairdressing shall not be required to pay the preparation fee mentioned in paragraph (16) hereof while this course is conducted as a self supporting course.

Day Classes for Registered Trade Apprentices.

205. (1) Day classes for registered trade apprentices may be established by the Minister on the recommendation of the Superintendent of Technical Education.
- (2) Such classes shall be held from 8 a.m. to 12 noon or from 1 p.m. to 5 p.m. subject to such variation in times as may be necessary to comply with the appropriate industrial award or agreement.
- (3) On receipt of advice of the registration of a trade apprentice or probationer apprentice the Principal of the College or School in which such day classes are established shall notify the employer of the day and times such apprentice should attend for tuition and the necessary registration fee payable in respect of the registration of the apprentice as a technical school student.
- (4) On the first attendance of the apprentice he shall be enrolled by the Principal in the classes most appropriate for his trade and having regard to his educational standard and year of apprenticeship.

(5) A time book shall be provided for each classroom or workshop where such day trade apprentice classes are held and the instructors of such classes shall see that apprentices sign the time books on commencing and finishing classwork.

(6) The class attendance shall be posted from the time books to the class rolls by the class instructors.

(7) The Principal shall send or cause to be sent to the employer a report concerning any of his apprentices failing to attend on his appropriate class period, arriving after the commencement of classes, leaving before the finish of classwork or failing to apply himself diligently to his classwork. Such report shall be despatched not later than the day following that on which the breach of discipline occurred.

(8) Class rolls and other apprentice records shall be available for inspection at any time by the Industrial Registrar, the examiners appointed by the Arbitration Court and accredited representatives of the Unions of employers and employees on the appropriate Trade Advisory Committee.

(9) The Principal shall supply the examiners appointed by the Arbitration Court with a schedule showing the number of possible and actual attendances for each apprentice when requested to do so by the Industrial Registrar.

(10) The Principal shall forward to the employer at the end of the technical school year a report on the attendance and progress and the annual examination results of each apprentice.

(11) The Principal shall call a meeting of the appropriate trade advisory committee at least once during the course of each school term. Copies of notices of meetings, minutes and reports shall be forwarded to the Superintendent of Technical Education by the Principal.

Division 2.—Classification of Technical Institutions.

206. Technical Institutions shall be classed as follow:—

- (1) Technical Colleges, which shall have either—
 (i) a total enrolment of individual students in excess of 3,000; and
 (ii) at least three (3) Diploma Courses in operation recognised as giving full professional technical training.

Or, alternatively, shall have—

- (a) a total enrolment in excess of 750 individual students; and
 (b) teaching departments giving full professional training for technical vocations within a particular industry; and
 (c) departments giving special advisory, testing and research services to that industry.

(2) Technical Schools (Class I) which shall have a total enrolment of at least 750 individual students of whom either at least 100 shall be students taking full time courses, or at least 400 shall be registered trade apprentices attending day classes for the full term of their apprenticeships.

(3) Technical Schools (Class II) which shall have an enrolment of at least 300 individual students of whom either at least 25 shall be students taking a full time course or at least 150 shall be registered trade apprentices attending day classes for the full term of their apprenticeships.

(4) Technical Schools (Class III) which shall be technical schools with no full time day course enrolment and with less than 150 individual trade apprentices attending day classes.

Division 3.—Lecturers, Instructors and Teachers.

207. The teaching staff of the Technical Education branch shall comprise the principals of technical institutions, lecturers in charge of teaching departments, senior lecturers, lecturers, assistant lecturers, assistants and cadets, art masters, assistant art masters, trade instructors, senior instructors and junior instructors, assistants, junior assistants, commercial masters and such other teachers as may from time to time be necessary.

208. It shall be the duty of the Principal of the College or School to see that the following procedure relating to collection of fees, enrolment, banking, roll books, statistics, and return of audit documents is strictly observed.

- (a) *Collection of Fees.*—Students accepted for enrolment and due to pay fees in accordance with Regulations 203 and 204 shall be issued with receipts in respect of fees paid. The duplicates shall be retained in the official numbered receipt book provided for each College or School. Should it be necessary for any reason to cancel a receipt, the original receipt should be retained and pasted over the duplicate in the receipt book. The word "cancelled" should be written across the original of the cancelled receipt.
- (b) *Enrolment.*—Each student enrolled shall be issued with an admission form showing the student's admission number. The number of the receipt issued in respect of the fees paid or other authority for admission shall be shown on this form.
- (c) *Banking.*—Fees amounting to £1 (one pound) or over shall be banked not later than the day following their collection. Should this be impracticable, a statement of the reason for the delayed banking shall be forwarded to the Superintendent of Technical Education for presentation to the Government Inspector of Accounts. The particulars of fees and other moneys banked shall be entered in duplicate in the Daily Return of Fees Book, and paid to the nearest branch of the Commonwealth or affiliated bank endorsed "for transmission to the account of the Government of Western Australia." The original of the Daily Return of Fees sheet and the Bank Deposit sheet shall be forwarded to the Superintendent of Technical Education by the following mail. All "Renewals and Maintenance Fees" collected in connection with typewriting classes shall be shown as such in the column headed "Sundries," of the Daily Return of Fees Sheet so that the Technical School Typewriters Trust Account may be credited with these amounts.

- (d) *Rolls*.—It shall be the duty of Principals to see that the class rolls are promptly written up by the instructors and that all admission numbers and receipt numbers are correctly entered. Instructors shall be responsible for entering the attendances of students during the course of each class period. Roll books shall be signed by the class instructors as evidence that the service in respect of which fees have been collected has been duly given.
- (e) *Statistical Returns*.—Statistical returns on the forms provided shall be prepared by Principals and forwarded to the Superintendent of Technical Education at the end of each term.
- (f) *Audit Documents*.—The following books and statements shall be forwarded by Principals to the Superintendent of Technical Education as soon as possible after the end of the school year:—
- (1) Fee Receipt Book.
 - (2) List of classes held during the year.
 - (3) Class rolls corresponding to subparagraph (2) hereof.
 - (4) Daily Return of Fees Book.
 - (5) Bank Pay-in Book.
 - (6) Admission Book.
 - (7) Nominal Register.
209. (1) In relation to Principals of Technical Colleges the following provisions shall apply—
- (a) They shall be classified in three grades to be called Grades III, II and I respectively.
 - (b) They may be promoted from Grade III to Grade II after two years' good service in Grade III, and from Grade II to Grade I after two years' good service in Grade II.
- (2) In relation to Principals of Technical Schools (Class I) the following provisions shall apply—
- (a) They shall be classified in three grades to be called Grades III, II, and I respectively.
 - (b) They may be promoted from Grade III to Grade II after two years' good service in Grade III, and from Grade II to Grade I after two years' good service in Grade II.
- (3) In relation to Principals of Technical Schools (Class II) the following provisions shall apply—
- (a) They shall be classified in three grades to be called Grades III, II, and I respectively.
 - (b) They may be promoted from Grade III to Grade II after two years' good service in Grade III, and from Grade II to Grade I after two years' good service in Grade II.
210. In relation to the staffs of technical colleges and schools the various classes of officers mentioned in the first column of the Table hereunder shall be graded in the number of grades specified in the second column of the said Table for each such class respectively, and the officers in such classes of officers shall serve in each of the grades into which their classes are graded as aforesaid for the period of time specified in the third column of the said Table for each such class respectively, that is to say:—

Position.	Grades of Classification.	Service required in each Grade.
Lecturers in Charge, Senior Women Lecturers (Household Science)	4	2 years
Lecturers, Assistant Lecturers, Art Masters, Assistant Art Masters, Trade Instructors (Class B), Commercial Masters (Classes A and B)	3	2 years
Assistants (Science), Senior Instructors (Women)	3	3 years
Junior Assistants (Science), Cadets	3	1 year
Junior Instructors (Women)	2	3 years
Trade Instructors (Class A), Junior Assistants (Women)	2	2 years

211. Any officer who possesses special qualifications may be classified in the first instance in a grade higher than the grade in which ordinarily he would be classified.

212. Junior assistants and cadets must submit themselves and pass each year such examinations as the Department may hold for them.

213. (1) Junior instructors (women) shall be eligible for promotion to the position of senior instructors (women) after they have served for three years with good reports as Grade I Junior instructors.

(2) Assistants (men) shall be eligible for promotion to the position of assistant lecturers after at least 10 years' service as assistants, provided they have served for at least four years as Grade I Assistants with good reports and hold appropriate University degrees, Technical College diplomas or their equivalents.

(3) Trade Instructors Class B shall be eligible for promotion to Class A after two years' good service as Class B Trade Instructors in Grade I provided they have such technical qualifications appropriate for their trade as may be prescribed by the Superintendent of Technical Education and have passed such examinations in the history and principles of technical education, teaching method applied to technical education and school workshop management and control as may be prescribed by the Superintendent of Technical Education.

(4) A Commercial Master Class A shall be in charge of a full time course of not less than 75 individual students and may be required to supervise commercial class instruction in evening classes.

(5) A Commercial Master Class B shall be in charge of a full time course with an enrolment of less than 75 individual students.

Division 4—Salaries of the Teaching Staff of Technical Colleges and Schools

214. (1) The salaries of the teaching staff of technical colleges and schools shall be as follow:—

(a) Principals.

(1) Principals of technical colleges.	
Grade I.	£750
Grade II.	£725
Grade III.	£700
(2) Principals of technical schools—Class I.	
Grade I.	£629
Grade II.	£600
Grade III.	£571
(3) Principals of technical schools—Class II.	
Grade I.	£540

(b) Science and Engineering Courses.

(1) Lecturers in Charge—	
Grade I.	£629
Grade II.	£600
Grade III.	£571
Grade IV.	£542
(2) Lecturers—	
Grade I.	£532
Grade II.	£495
Grade III.	£465
(3) Assistant Lecturers—	
Grade I.	£445
Grade II.	£407
Grade III.	£378
(4) Assistants—	
Grade I.	£368
Grade II.	£339
Grade III.—first year	£271
Grade III.—second year	£290
Grade III.—third year	£310
(5) Junior Assistants—	
Grade I.	£213
Grade II.	£194
Grade III.	£174
(6) Cadets—	
Grade I.	£95
Grade II.	£75
Grade III.	£60

(c) Art Courses.

(1) Art Masters—	
Grade I.	£552
Grade II.	£518
Grade III.	£484
(2) Assistant Art Masters—	
Grade I.	£397
Grade II.	£373
Grade III.	£349

(d) Trade Classes.

Trade Instructors—	
Class A—Grade I.	£400
Grade II.	£375
Class B—Grade I.	£350
Grade II.	£325
Grade III.	£300

(e) Commercial and Domestic Classes.

(1) Commercial Masters—Class A.	
Grade I.	£472
Grade II.	£448
Grade III.	£423
(2) Commercial Masters—Class B.	
Grade I.	£387
Grade II.	£349
Grade III.	£320

(f) Household Science—

(1) Lecturer in Charge (woman)—	
Grade I.	£503
Grade II.	£474
Grade III.	£445
Grade IV.	£426
(2) Senior Woman Lecturer—	
Grade I.	£426
Grade II.	£407
Grade III.	£387
Grade IV.	£368
(3) Lecturers (women shall be paid such salaries as would be payable were they employed in domestic science centres).	

(g) Senior Instructors (women)—

Grade I.	£261
Grade II.	£242
Grade III.	£218

(h) Junior Instructors (women)—				
Grade I.—First year	£189
Second year	£203
Grade II.—First year	£151
Second year	£163
Third year	£174
(i) Junior Assistants (women)—				
Grade I.—First year	£105
Second year	£116
Grade II.—First year	£85
Second year	£95

(2) The salaries prescribed in paragraphs (a), (b), (c), (d), and (e) of paragraph (1) of this regulation shall be payable to men holding the positions respectively stated therein. Should a woman be appointed to any of these positions she shall receive a salary equivalent to 80% of that prescribed for the particular position to which she has been appointed.

215. The regulations in Part II. of these regulations which make provision for Goldfields allowance, sick leave, and long service leave in relation to teachers employed in primary schools shall apply to members of the teaching staff of the technical colleges and technical schools.

Division 5—Self Supporting Classes.

216. Self Supporting Classes may be established and conducted for the purpose of giving instruction supplementary to that provided by the Technical Education Branch of the Department.

217. The control of such self supporting classes shall be vested in trustees of the Technical Education Branch Self Supporting Classes.

218. There shall be five trustees, of whom two shall be internal trustees and three external trustees. The internal trustees shall be the Superintendent of Technical Education and the Principal of the Perth Technical College or officers acting as their deputies. The external trustees shall be the Under Treasurer or a deputy nominated by him and two trustees appointed by the Minister, one of whom has been nominated by the teachers of the Technical Education Branch.

219. A fee of £1/1/ per trustee meeting attended may be paid to those trustees who are not permanent members of the Government service, provided that the total amount payable to each trustee in any one year shall not exceed £5/5/.

220. The organisation, administration and supervision of the classes shall be the responsibility of the internal trustees.

221. The trustees shall hold meetings at least once during each College term and consider reports concerning the formation of classes, variations in conditions of payment of subscriptions to classes, rates to instructors, and such other matters as may be considered necessary.

222. A quorum shall consist of three members.

223. The trustees, with the approval of the Minister, shall have power to grant exemption from payment of subscriptions in necessitous cases, provided the funds to the credit of a class permit, and to grant refunds of subscriptions to students where the class has had to be discontinued, or the student is unable, by virtue of his employment or other causes, to continue to take advantage of the classes, and to write off subscriptions due which they are satisfied are non-collectable.

224. All subscriptions received on behalf of the trustees shall be paid into the Technical Education Trust Fund Account at the Commonwealth Bank. This account shall be operated by such persons as may be authorised by the trustees from time to time.

225. An account shall be kept for each class or group of classes as determined by the trustees, such account to show all receipts and disbursements in respect of each class.

226.—Each class or group of classes shall be debited with the following charges which shall be paid to consolidated revenue at the close of each college term—namely, an administration charge of 5 per cent on all subscriptions received and, where necessary, a charge for depreciation and a charge for light and/or power.

227. As far as possible the account for each class or group of classes shall be finalised at the end of each college year and the financial results of each class shall be reported to the trustees, and be available for inspection by the staff. The trustees may transfer the surplus standing at the credit of each class to a suspense account which shall be used by the trustees to meet general administration costs, audit fees, insurance, printing, telephones, stationery, advertising, supplies of equipment or in any way which, in the opinion of the trustees, will increase the efficiency and extension of the self supporting classes generally.

228. All instructors on appointment shall be required to sign an approved agreement with the trustees.

229.—The subjects to be taught in self supporting classes conducted under the authority of this Division shall be such as may from time to time be selected by the trustees and approved by the Minister.

PART VII.—ADVISORY BOARDS.

Division 1.—High Schools Advisory Board.

230. (1) A Board shall be appointed to advise the Department in the matter of making appointments to the staffs of high schools, other than to those positions to which appointments are made on the recommendation of the Public Service Commissioner.

(2) The Board shall consist of—(1) the Chief Inspector of Schools; (2) the head master of a first class high school, elected by the teachers; and (3) a nominee of the Minister who shall not be a member of the Public Service.

(3) The representative of the teachers and the nominee of the Minister shall hold office for the term of three years, and shall be eligible for re-election or reappointment, as the case may be.

(4) The Board shall meet as often as necessary to consider applications for appointment to any advertised position on the staffs of the high schools in respect of which the Board has jurisdiction to make a recommendation, whether such position be an existing one or one to be brought into existence by a new office being created.

(5) The Board in framing its recommendations to the Department shall take into consideration the particular circumstances of the vacant position and the particular fitness of the applicant to discharge the duties of the vacant position, and shall be bound by the ordinary rules of seniority only in cases where the said fitness of two or more applicants is not capable, in the opinion of the Board, of clear distinction.

(6) The Director may return the recommendation of the Board, with a request to the Board to reconsider it, for reasons to be set forth in such request, and thereupon the Board shall reconsider its recommendation and may, if it deems fit, make another recommendation.

(7) The Director shall give written notice of the decision of the Board to any teacher who is an applicant for an appointment and is not recommended by the Board.

(8) Any teacher who is an applicant for an appointment and is not recommended by the Board may appeal to the Board against the decision of the Board and the following provisions shall apply—

(i) The appeal shall be made in writing and shall set out fully the grounds on which the appellant considers an alteration should be made.

(ii) The appeal shall be lodged with the Director within one month from the date of the notice referred to in paragraph (7) hereof or within such extended time as allowed by the Director.

(iii) The appeal shall be considered by the Board at its next meeting, and the Board's decision shall be submitted to the Minister and if approved by him, shall be final unless an appeal lies to the Public Service Appeal Board.

(9) If the Board, after having considered the Director's request made under paragraph (6) hereof or the teacher's appeal, re-affirms its original recommendation, the Minister shall appoint to the vacant position the person named in such recommendation.

Division 2—Teachers' College Advisory Board.

231. (1) A Board shall be appointed to advise the Department in the matter of making appointments to the staff of the Teachers' College, other than to those positions to which appointments are made on the recommendation of the Public Service Commissioner.

(2) The Board shall consist of—(1) the principal of the Teachers' College; (2) the representative of the teachers on the High Schools Advisory Board; and (3) the nominee of the Minister who shall not be a member of the Public Service.

(3) The representative of the teachers and the nominee of the Minister shall hold office for the term of three years, and shall be eligible for re-election or re-appointment, as the case may be.

(4) The Board shall meet as often as necessary to consider applications for appointment to any position vacant in the staff of the Teachers' College, whether such vacancy occurs in any established office or by reason of a new office being created.

(5) The Board, in framing its recommendations to the Department, shall take into consideration the particular circumstances of the position, and the particular fitness of the applicant to discharge the duties of the vacant position, and shall be bound by the ordinary rules of seniority only in case where the said fitness of two or more applicants is not capable, in the opinion of the Board, of clear distinction.

(6) In the event of the Principal of the Teachers' College, or the representative of the teachers on the High Schools Advisory Board, being absent from Perth, on or leave, or otherwise unable to attend a meeting of the Board, the persons for the time being discharging the duties of their respective offices in the Department shall be qualified to sit on such Board, and do all things necessary to be done as fully and effectually as the first named persons would have done in person.

(7) The Director may return the recommendation of the Board, with a request to the Board to reconsider it, for reasons to be set forth in such request, and thereupon the Board shall reconsider its recommendation and may, if it deems fit, make another recommendation.

(8) The Director shall give written notice of the decision of the Board to any teacher who is an applicant for an appointment, and is not recommended by the Board.

(9) Any teacher who is an applicant for an appointment and is not recommended by the Board may appeal to the Board against the decision of the Board and the following provisions shall apply:—

(i) The appeal shall be made in writing and shall set out fully the grounds on which the appellant considers an alteration should be made.

(ii) The appeal shall be lodged with the Director within one month from the date of the notice referred to in paragraph (8) hereof, or within such extended time as allowed by the Director.

(iii) The appeal shall be considered by the Board at its next meeting and the Board's decision shall be submitted to the Minister, and if approved by him, shall be final unless an appeal lies to the Public Service Appeal Board.

(10) If the Board, after having considered the Director's request made under paragraph (7) hereof, or the teacher's appeal reaffirms its original recommendation, the Minister shall appoint to the vacant position the person named in such recommendation.

Division 3—Technical College and Technical Schools Appointments Board and Technical Schools Advisory Boards.

232. (a) (1) A Board shall be appointed to advise the Department in the matter of making appointments in Division 1 to the staffs of certain branches of the Technical College or Technical Schools, other than to those positions to which appointments are made on the recommendation of the Public Service Commissioner.

(2) The Board shall not function in connection with appointments to positions in such branches of the Technical College or Schools as are under the supervision of Advisory Boards or Advisory Committees already approved of or to be approved of in future by the Minister.

(3) The Board shall consist of—(1) The Superintendent of Technical Education; (2) The Principal of a Technical College or School or a lecturer in charge of a department of a Technical College or School elected by the teachers of the Technical Education branch or, in his absence, a deputy elected by the teachers of the Technical Education branch; and (3) a nominee of the Minister who shall not be a member of the Public Service, or his deputy.

(4) The representative of the teachers and the nominee of the Minister shall hold office for the term of three years and shall be eligible for re-election or re-appointment as the case may be.

(5) The Board shall meet as often as necessary to consider applications for appointment to any position on the staff of the Technical College or any Technical School in respect of which the Board has jurisdiction to make a recommendation, whether such position be an existing one or one to be brought into existence by a new office being created.

(6) In the event of the Superintendent of Technical Education being absent from Perth or on leave, or otherwise unable to attend a meeting of the Board, the person for the time being discharging the duties of his office in the Department shall be qualified to sit on such Board, and do all things necessary to be done as fully and effectually as the first-named would have done in person.

(7) The Board, in framing its recommendations to the Department, shall take into consideration the particular circumstances of the vacant position and the particular fitness of the applicant to discharge the duties of the vacant position, and shall be bound by the ordinary rules of seniority only in case where the said fitness of two or more applicants is not capable, in the opinion of the Board, of clear distinction.

(8) The Director may return the recommendation of the Board, with a request to the Board to reconsider it, for reasons to be set forth in such request, and thereupon the Board shall consider its recommendation and may, if it deems fit, make another recommendation.

(9) The Director shall give written notice of the decision of the Board to any teacher who is an applicant for the appointment and is not recommended by the Board.

(10) Any teacher who is an applicant for an appointment and is not recommended by the Board may appeal to the Board against the decision of the Board and the following provisions shall apply—

- (i) The appeal shall be made in writing and shall set out fully the grounds on which the appellant considers an alteration should be made.
- (ii) The appeal shall be lodged with the Director within one month from the date of the notice referred to in paragraph (9) hereof or within such extended time as allowed by the Director.
- (iii) The appeal shall be considered by the Board at its next meeting and the Board's decision shall be submitted to the Minister, and if approved by him shall be final unless an appeal lies to the Public Service Appeal Board.

(11) If the Board, after having considered the Director's request made under paragraph (8) hereof, or the teacher's appeal re-affirms its original recommendation, the Minister shall appoint to the vacant position the person named in such recommendation.

(b) (1) Technical Schools Advisory Boards shall be established for the purpose of keeping Principals of Technical Schools in close touch with local industrial developments and to advise on the courses necessary to ensure that the schools meet technical education requirements.

(2) The Principal of a Technical School shall be required to take full responsibility for all recommendations made by him to the Superintendent of Technical Education and shall attach to each such recommendation a statement setting out the opinion of the Board.

(3) The following regulations pertaining to Technical Schools Advisory Boards shall apply:—

- (a) members of a Board shall be appointed by the Hon. Minister for a term of two years.
- (b) the chairman of the Board shall be elected by the members of the Board at their first meeting.
- (c) the Principal of the school shall act as convenor and honorary secretary of the Board but shall not be a member.
- (d) the Superintendent of Technical Education shall be eligible to attend meetings of the Board and may take part in its discussions if invited by the chairman to do so.
- (e) a majority of members of the Board shall constitute a quorum.
- (f) the Board shall act in an advisory capacity only and shall visit the classes conducted at the school at least once during each school term.
- (g) the Board may make recommendations in respect to the establishment of new classes, the maintenance of class attendances, school equipment and the developments necessary to ensure that the school meets the requirements of the district.
- (h) the decisions of the Board shall be transmitted to the Superintendent of Technical Education by the Board Secretary.
- (i) the Board may report direct to the Minister on any matter concerning the interests of the school.

233. Members of the Technical College and Technical Schools Appointments Board and Technical Schools Advisory Boards appointed under regulation 232 and of any other Technical School Advisory Board or trade committee appointed by the Minister shall be appointed in an honorary capacity and shall not be paid for attendance at meetings. Provided that if in order to attend such meetings any member is obliged to obtain leave without pay from his regular employment the Minister may pay an allowance not exceeding 15s. in respect of the actual loss of wages by the member.

PART VIII.—REGULATIONS GOVERNING MEMBERS OF THE TEACHING STAFF OF THE TECHNICAL COLLEGE AND TECHNICAL SCHOOLS EXEMPT FROM THE PROVISIONS OF THE PUBLIC SERVICE ACT, 1904-1935.

234. The Superintendent of Technical Education shall have the direction and control of the entire staff, and shall from time to time define their duties.

235. The staff shall be classified in two divisions, viz.:—

Division 1—Principals, Lecturers in Charge, Lecturers and other Full-time Teachers.

Division 2—Part-time Teachers and Cadets.

236. (1) When a vacancy in any office of Division 1 requires to be filled or an appointment made to a new office in this division, the Superintendent shall obtain suitable applications, by advertisement, from qualified persons and such applications shall be dealt with as provided for in regulation 232 of these regulations.

(2) Vacancies in offices of Division 2 shall be filled by the Superintendent subject to the approval of the Minister.

237. Full-time teachers shall not be allowed to accept any paid employment from any employer other than the Government, nor shall they be permitted to take any office or appointment, whether honorary or paid, without the consent in writing of the Minister.

238. The appointment of an officer shall date from the time that he reports himself to the Superintendent for duty, and only train or other fares from the officer's point of departure within the State to his destination shall be paid unless otherwise specified at the time of the appointment.

239. Each officer shall be regular in the times of his arrival at and departure from his duties, and shall not absent himself without leave during class hours.

240. (1) The members of the staff shall conduct their classes regularly, as detailed in the syllabus, at the hours shown on the time table, and commence their classes at the time specified.

(2) The regular hours of duty shall be from 10 a.m. to 1 p.m., and from 7 p.m. to 10 p.m., or an equivalent.

241. Each member of the staff shall be required to prevent an accumulation of arrears of work, and may be called upon to meet a temporary increase of work without additional payment.

242. Each member of the staff shall be held responsible for the proper conduct of his classes and the safe keeping of the material and apparatus used in connection with his work. He shall at once report to the Superintendent any damage to school property, disobedience to regulations, and misdemeanour which may come under his notice.

243. Correspondence from members of the staff to the head office shall pass through the Superintendent.

244. No information connected with the school or obtained by means of the school appliances shall be made public by any member of the staff, without the knowledge and consent of the Superintendent.

245. (1) Members of the staff shall not seek the influence or interest of any person in order to obtain promotion, transfer, or other advantage, except with the consent of the Superintendent.

(2) All claims for advancement within the service shall be made through the Superintendent.

246. No member of the staff, in his official capacity, shall give to any person who is leaving, or who has left the school, any written testimonial without the consent of the Superintendent.

247. No address, testimonial, or presentation shall be accepted by any member of the staff without the sanction, in writing, of the Minister.

248. If any member of the staff is on an indictment convicted of any offence, he shall be deemed to have forfeited his office, and shall thereupon cease to perform his duties and receive his salary.

249. (1) The summer vacation shall normally extend from the beginning of the second week in December to the end of the second week in February. Notwithstanding this, the Superintendent may reduce, extend, or otherwise vary the vacation periods for any College or School or any of the teaching departments within a College or School, when in his opinion this is necessary either because of conditions peculiar to the industries served by the College or School or teaching department or because of the nature of the training being given within such College or School or teaching department.

(2) Before leaving for the vacation each member of the staff shall have completed his year's work to the satisfaction of the Superintendent, and shall state his proposed postal address.

250. The school shall be closed on Public Service Holidays.

251. (1) Teachers on the permanent staff shall give three months' notice of intended resignation. No such notice may terminate between the 1st day of January and the 31st day of March, except for teachers whose term of continuous service began between those dates.

(2) Such teachers may resign on any date subsequent to that of their first appointment followed by continuous service.

(3) Teachers not on the permanent staff shall give at least one month's notice; no such notice shall terminate between the 1st day of January and the last day of February.

(4) When full notice is not given, pay may be forfeited, at the discretion of the Minister.

252. (1) The appointment of a full-time teacher may be terminated by three months' notice.

(2) The appointment of any member of the staff may, in the case of misconduct, be terminated summarily by the Minister.

253. Members of the staff, when travelling on the Public Service, shall be subject to conditions and provisions the same as those contained in Section E of the Public Service Regulations made under the Public Service Act 1904-1935.

254. The granting of long service leave, sick leave, free passes to the coast, and goldfields allowances shall be in accordance with the provisions of those regulations relating to teachers in primary schools.

PART IX.—APPEAL BOARD RULES.

(Section 37 (E) of the Act.)

255. The Director may appoint a member of the Clerical Staff of the Department to act in the capacity of Clerk to the Appeal Board, and such clerk shall have the custody of the records and proceedings of the Board.

256. Notice of appeal to the Board shall be given by an appellant to the Director within one month after the receipt by the appellant of the notification of the decision appealed against.

257. The notice shall be in writing signed by the appellant, and shall contain a short statement of the grounds of appeal; provided that the Board may at any stage of the proceedings allow an appellant to amend the statement of the grounds of appeal on such terms (if any) as the Board may deem just.

258. The appellant shall deposit with the Director with his notice of appeal the sum of two pounds as security for costs.

259. The Director, as soon as practicable after the receipt by him of the notice of appeal, shall notify the clerk to the Board, who shall forthwith arrange for a sitting of the Board to deal with the appeal.

260. The Chairman of the Board shall appoint a time and place for hearing the appeal.

261. The clerk to the Board shall give notice in writing by post or otherwise to the appellant, and to all other persons interested in the appeal of the time and place appointed for the hearing of the appeal. Where the party to be notified resides at a place within a radius of 300 miles from the place of sitting of the Board, seven days' notice at least shall be given; if he resides outside such a radius, 21 days' notice at least shall be given.

262. The clerk to the Board, if requested so to do by the Director or an appellant, shall send notice to any person whose attendance as a witness is desired at the hearing of the appeal. Should the witness be required to produce any document or other thing at the hearing, the clerk shall notify the witness accordingly and specify in his notice the particular document or thing required to be produced.

263. The party requiring the attendance of a witness at the hearing of an appeal shall, if the witness resides or carries on a business at a place more than two miles from the place of sitting of the Board, pay or tender the witness a reasonable sum of money for travelling expenses.

264. Any person who, having been notified by the clerk to the Board to attend as a witness, and/or produce any document or other thing at the hearing of the appeal, and having been paid or tendered reasonable conduct money, if resident more than two miles from the place of sitting of the Board, fails without reasonable cause to attend before the Board and give evidence, or produce any such document or other thing, shall be liable to a penalty not exceeding ten pounds.

265. The evidence of witnesses who reside more than 20 miles from the place of sitting of the Board may be taken on affidavit sworn before a Justice of the Peace; but the Board may require the attendance of any such witness if it deems it desirable so to do.

266. The appellant may at any time before the date appointed for the hearing of the appeal, give notice to the Clerk to the Board of his intention to abandon his appeal. In such event the Board may, on the application of the Director, order the appellant to pay the costs (if any) reasonably incurred by the Department in connection with the appeal.

267. The order of procedure at the hearing of the appeal before the Board shall be as follows:—

- (a) the appellant may attend in person or by his agent;
- (b) the appellant or his agent shall open his case to the Board and may adduce evidence in support of his appeal;
- (c) at the close of the case for the appellant, the Director's representative may adduce evidence in support of the decision appealed against;
- (d) when all the evidence for both parties has been adduced, each party shall be entitled to address the Board on the whole of the evidence. If evidence is called by both parties, the Director's representative may address the Board immediately at the conclusion of the evidence called by him, and the appellant or his agent may then address the Board. If evidence is called by the appellant, and the Director's representative before the conclusion of the appellant's case intimates to the Board that he does not intend to adduce any evidence, the appellant or his agent shall address the Board immediately on the conclusion of the evidence, and the Director's representative shall have the right to reply. If no evidence is called by either party to the appeal, the appellant may address the Board first and will be entitled to a further address in reply to the Director's representative, if he addresses the Board; and the same procedure will be followed where the only evidence adduced is on behalf of the Director.

268. The Board shall conduct the inquiry without regard to legal forms and precedents, and shall direct itself by the best evidence it can procure, and may regulate its own procedure.

269. The clerk shall keep a record of the proceedings of the Board. Any member of the Board, the Director or his representative, shall have access to such record. An appellant shall be entitled to apply for and obtain from the clerk a copy of the proceedings relating to his appeal. No other person shall be entitled to inspect or obtain copies of proceedings in custody of the clerk.

PART X.—PARENTS' AND CITIZENS' ASSOCIATIONS AND SCHOOL BOARDS.

270. The Minister shall have the control, through his officers, of the internal management of schools; but subject thereto he may accept the assistance of Parents' and Citizens' Associations and School Boards.

271. (1) In any locality the parents or guardians of children attending any Government school or schools, together with other persons interested in the welfare of the schools, may form a Parents' and Citizens' Association.

(2) The objects of such an Association shall be to promote the interests and efficiency of the school or schools, and to assist the teaching staff in all its relations to the community.

(3) Members shall be over 21 years of age.

272. (1) Every Association shall have power to frame its own rules, but, before such rules come into force, they must be approved by the Minister

(2) The annual subscription for membership of an Association shall not exceed one shilling

273. At the first meeting after the establishment of an Association and at each annual meeting afterwards the members shall elect from among their number a president, two vice-presidents, a secretary and a treasurer to hold office for the next twelve months.

274. At the first meeting and at each annual meeting afterwards arrangements may be made for an election by ballot of five members of the Association to serve as the School Board for the year. If more than one school is represented the Board may consist of six members. The head teacher of the school (or if several schools are concerned, the head teacher of the largest school) shall be the returning officer and shall conduct the election. Where contracts are let for the conveying of groups of children to a school the number of members of the Board may, with the approval of the Minister, be increased so that representation may be given to each district. Arrangements shall be made for enabling members who are absent from the meeting to record their votes, a limit of time being fixed within which such votes may be received by the returning officer. Subject to regulation 275 the office-bearers of the Association shall be the members of the Board.

275. (1) Only those members who have paid their subscriptions for the year, and ex officio members, shall have the right to vote.

(2) The teachers of Government schools within any locality shall, ex officio, be members of the Association formed in such locality, and may be elected to any office in the association, but shall not be eligible for nomination as members of the School Board.

276. The Board shall elect, from its members, its own chairman and secretary.

277. The duties of a School Board shall be—

- (a) to advise the Department on the material requirements of the school, on minor repairs and alterations of and additions to buildings;
- (b) to consider and advise upon sites and plans of new buildings;
- (c) to carry out urgent repairs under conditions to be prescribed by regulations;
- (d) to advise upon applications made for the temporary use of school buildings;
- (e) to arrange for the accommodation of teachers;
- (f) to make provision for the sanitary contracts and care of the outbuildings; and
- (g) such other duties as may from time to time be approved by the Minister.

278. (1) Urgent repairs calling for immediate attention, when there is not time to obtain the approval of the Minister, may be carried out by the Board, or in the absence of a Board by the head teacher, provided that the cost does not exceed £1 in the case of a school of one room, or £3 in the case of a larger school, or of teachers' quarters. For all other work the previous sanction of the Minister shall be obtained.

(2) Accounts shall be duly certified by the Chairman of the Board and the head teacher of the school, and shall be forwarded to the Department as early as possible.

(3) The following works may be carried out under the above provision:—

- (a) small repairs to floors, steps, doors and windows;
- (b) repairs to tanks, tank stands, taps, or other means of water supply;
- (c) repairs to roofs, gutters, down-pipes, and drains;
- (d) repairs to hearths, fireplaces, and chimneys;
- (e) repairs to out-offices and urinals;
- (f) repairs to fences and gates;
- (g) removing dangerous trees or any stumps or rocks that are likely to be a source of danger to the children, and
- (h) any small repairs that will prevent the likelihood of damage to the buildings or of accidents to the teachers and scholars, or that will make the buildings more comfortable and convenient.

(4) No new work that involves any structural alterations may be undertaken without the written approval of the Department.

279. Any member of a School Board who leaves the district to reside elsewhere shall cease to be a member of the School Board and the Association may make arrangements for the necessary election by ballot to fill his place.

280. The annual meetings of Parents' and Citizens' Associations shall be held in the month of February or March. Should the first meeting of an Association be held after the 31st day of August in any year, the School Board elected shall hold office until the annual meeting held in the second year thereafter.

281. The School Board may recommend not more than two days' holiday in each year. These holidays shall not be granted for the personal convenience of teachers, and the permission shall be given in writing on the prescribed form. The teacher shall inform the Department of such holidays at least a fortnight in advance. They shall, as a rule, be given for the most important local fete or show in the year, when the majority of the children may be likely to be absent. They shall not be given at the beginning or end of the term to supplement the regular holidays. School Boards shall use their influence to arrange that Sunday school picnics or minor fetes take place in the holidays or on Saturdays.

282. No Parents' and Citizens' Association or School Board shall have or exercise any authority over the teaching staff, or interfere in any way with the control or management of any Government School.

APPENDIX I.

Secondary School Scholarships and Admission to Perth Modern School and other Government High Schools.

Part I.

Secondary School Scholarships.

1. (a) Scholarships not exceeding 50 in each year may be annually offered for boys or girls attending Government or other efficient schools. The scholarships shall entitle the holders to receive a grant to defray the necessary expenses incurred in the provision of books, provided that no such grants shall exceed £3 per annum, and to have their entrance fees paid by the Department on sitting for the "Junior" examination in the third year and for the "Leaving" examination in the fifth year of their scholarships.
 - (b) Scholarship holders living at home may at the discretion of the Minister receive an annual grant of not more than £5 to defray necessary travelling expenses, provided their homes are at a greater distance than two miles from the selected school.
 - (c) The winners of these scholarships shall attend Secondary Schools approved by the Department. If the winner of a scholarship resides at such a distance from all the approved schools that it is necessary for him to live away from home, an additional allowance of £24 per annum may be given provided his parents are in receipt of an income not exceeding £350 per annum, or, alternatively, £58 6s. 8d. for each dependent member of the family and, for the purpose of this calculation, the parents shall be included in computing the number in the family.
 - (d) The continuance of the allowance provided for in paragraph (c) hereof shall be reviewed at the beginning of each year.
 - (e) Proportionate payments shall be made at the end of each school term.
 - (f) In necessitous cases a month's payment in advance may be granted, if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholarship holder not satisfactorily complete the term for which the payment has been advanced.
2. (a) The Scholarships shall be tenable for three years in the first instance, but may be renewed for a further period of two years, if the industry and success of the scholar are considered to warrant such an extension.
 - (b) Scholars shall be expected to pass the "Junior" examination by the end of their third year.
 - (c) Scholars who have passed the "Junior" examination and who wish to take up agricultural pursuits may have their scholarships renewed at the Muresk Agricultural College.
 - (d) Scholars who have passed the "Junior" examination and who wish to take up engineering or industrial chemistry may have their scholarships renewed for one year at a Government High School and subject to the production of a satisfactory certificate from their head master for an additional year in the Perth Technical College Engineering or Diploma courses.
3. A candidate for these scholarships shall—
 - (a) sit for the examination held in the year in which he attains his twelfth birthday;
 - (b) produce a certificate of industry and good conduct from the head teacher of the school at which he is attending when he becomes a candidate;
 - (c) have been resident in Australia for at least two years immediately preceding the 1st day of January of the year in which the successful candidates will enter upon the scholarship.
4. The scholarships shall be awarded upon a competitive examination conducted by the Department.
5. (a) A number of scholarships, not exceeding one-fifth of the total number offered, shall be reserved for pupils from country schools, provided that candidates of sufficient merit present themselves.
 - (b) A school located outside a radius of 20 miles of the Perth Railway Station with not more than four teachers and not within two miles of a school with more than four teachers shall be deemed a country school for the purposes of this section.
6. The conditions upon which the scholarships shall be tenable shall be as follows:—
 - (a) The successful scholar shall, at the commencement of the first term following the award of the scholarship, become a pupil at a secondary school approved by the Minister who may require that the school be inspected before he approves thereof.
 - (b) The successful scholar shall continue to attend such school and at the end of each term obtain from the authorities of the school and forward to the Department, a certificate stating that his conduct, progress and attendance have been satisfactory and containing therein full particulars of attendance, of success in study, and of promotion, if any. If an unfavourable report is received, or, if at any time the conduct of the scholar be disorderly or immoral, the scholarship may, at the discretion of the Minister be forthwith cancelled.
 - (c) (i) The additional allowance of £24 per annum when granted shall be paid to the Principal of the school when so arranged with the parent or guardian to whom otherwise payment would be made.
 - (ii) The cost of the necessary books up to £3 shall be paid on rendition of a detailed account signed by the scholar or his parent or guardian.
- (1) The examination shall be in the following subjects:—
 - (a) English (300 marks).—The papers shall be designed to test the candidate's powers of understanding the language and of using it freely and correctly.
 - (b) Arithmetic (200 marks).—The ordinary course of Arithmetic as prescribed for standards not higher than the sixth in primary schools.

- (c) An intelligence test shall be applied and its results used to differentiate candidates who are ranked close together at the end of the list for admission to Perth Modern School and other Government high schools.
- (2) (a) Candidates shall be admitted to the examination only from schools which satisfy the Minister that they have provided a sufficiently full course of instruction in English, Arithmetic, History, Geography, Elementary Science, Drawing and Physical Training.
- (b) Schools other than Government schools shall submit in April of each year the curriculum and time-table for the class or standard in which the candidates for the scholarships are included.
8. The examination shall be held in such centres as shall be fixed annually by the Department.
9. (a) Schools desiring to be included on the list of approved secondary schools at which these scholarships shall be tenable shall apply to the Department for inclusion.
- (b) The Minister shall be satisfied that a school possesses suitable premises and equipment and is adequately staffed, and that it provides a five years' course of instruction beyond the primary stage, leading up to a standard not lower than that of the Leaving Certificate in such a number and range of subjects as the Minister may deem adequate before such school is included in such list.

Part 2.

Admission by Competitive Examination to Perth Modern School and Other Government High Schools.

1. (a) The examination for admission to the Perth Modern School and other Government high schools shall be identical with that for secondary school scholarships as set out in Part I hereof. Successful candidates shall be required to attend the Government high school nearest their homes.
- (b) Candidates shall:—
- (i) sit for the examination held in the year in which they attain their twelfth birthday;
 - (ii) produce a certificate of industry and good conduct from the head teacher of the school at which he is attending when he becomes a candidate; and
 - (iii) have been resident in Australia for at least two years immediately preceding the 1st day of January of the year in which the successful candidates will enter upon the scholarship.
2. (a) The full course of the said schools shall be for five years.
- (b) Admission shall be for three years in the first instance, and may be renewed for a further period of two years, if the industry and success of the scholar are considered to warrant such an extension.
- (c) Students shall be expected to pass the "Junior" examination by the end of their third year.
3. (a) "Entrance" holders who have passed the "Junior" examination and who wish to take up Agricultural pursuits may have their "Entrances" renewed at the Muresk Agricultural College.
- (b) "Entrance" holders who have passed the "Junior" examination and who wish to take up engineering or industrial chemistry may have their "Entrances" renewed for one year at the Government High School they are attending, and subject to the production of a satisfactory certificate from the head master for an additional year at the Perth Technical College for enrolment in the engineering or chemistry diploma courses.
4. (a) A candidate who succeeds in gaining admission by examination under this Part of this Appendix may, if he resides at such a distance from all the approved schools that it is necessary for him to live away from home, receive an allowance of £24 per annum provided his parents are in receipt of an income not exceeding £350 per annum, or, alternatively £58 6s. 8d. for each dependent member of the family and, for the purpose of this calculation, the parents shall be included in computing the number in the family.
- (b) The continuance of the said allowance shall be reviewed at the beginning of each year.
5. (a) Proportionate payments shall be made at the end of each school term.
- (b) In necessitous cases a month's payment in advance may be granted if application in writing is made to the Minister, and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholar not satisfactorily complete the term for which the payment has been advanced.

APPENDIX 2.

Scholarships Tenable at District High Schools and at Narrogin School of Agriculture, or at any Government Technical School.

1. (a) A number of scholarships, not less than 50, may be offered each year to enable children from country schools to attend at district High Schools, or at the Narrogin School of Agriculture.
- (b) The scholarships shall each be of the value of £24 per annum, and shall be granted to candidates for the purpose of assisting them in defraying the cost of boarding.
- (c) Only those candidates shall be eligible for the scholarships whose homes are at such a distance from a High School that it will be necessary for them to live away from home in order to attend and whose parents are in receipt of an income not exceeding £350 per annum, or, alternatively, £58 6s. 8d. for each dependent member of the family and for the purpose of this calculation the parents shall be included in computing the number in the family.
- (d) The continuance of the said allowance shall be reviewed at the beginning of each year.
- (e) Proportionate payments shall be made at the end of each school term.
- (f) In necessitous cases a month's payment in advance may be granted if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholar not satisfactorily complete the term for which the payment has been advanced.
2. Only candidates who have been resident in Australia for at least two years immediately preceding the 1st day of January in the year in which the successful

candidates will enter upon the scholarship shall be eligible for the scholarships under this Appendix.

3. (a) The scholarships held at District High Schools shall be tenable for three years in the first instance, but may be renewed for a further period of two years, if the industry and success of the scholar are considered to warrant such an extension.

(b) Scholars shall be expected to pass the "Junior" examination by the end of their third year.

(c) Scholars who have passed the "Junior" examination and who wish to take up agricultural pursuits may have their scholarships renewed at the Muresk Agricultural College: those who wish to pursue technical training may have their scholarships renewed at any Government technical school.

4. (a) The candidates shall be selected on the recommendation of the District Inspectors from children who will be over 12 years of age at the end of the year in which the scholarships are awarded, and who have satisfactorily completed the work of Standard VI in the primary school.

(b) If a child thus selected is of good physique and is over 14 years of age, he may elect to go to the Narrogin School of Agriculture instead of to a District High School.

5. (a) Twelve scholarships at the Narrogin School of Agriculture shall be offered annually for boys attending schools not higher than Class VI.

(b) The boys shall be of good physique and over 14 years of age at the end of the year, and shall have satisfactorily completed the work of Standard VI. in the primary school.

6. (a) The scholarships held at the Narrogin School of Agriculture shall be of the value of £24 per annum and shall only be granted to candidates whose parents are in receipt of an income not exceeding £350 per annum, or, alternatively £58 6s. 8d. per annum for each dependent member of the family and for the purpose of this calculation the parents shall be included in computing the number in the family.

(b) The continuance of the said allowance shall be reviewed at the beginning of each year.

(c) The scholarships shall be tenable in the first instance for two years but they may be renewed subsequently for a further period of two years for those scholars who take the course for the Diploma in Agriculture at the Muresk Agricultural College.

(d) The awards shall be made on the recommendations of the District Inspectors.

7. If an unfavourable report is received upon the work and progress of a scholar, or if at any time his conduct is disorderly or immoral, the scholarship may, at the discretion of the Minister, be forthwith cancelled.

APPENDIX 3.

Scholarships for Children of Fallen or Disabled Soldiers.

Part I.

Tenable at Government High Schools or Schools of Agriculture.

1. Six places shall be reserved annually in the Perth Modern School, for children of fallen or disabled soldiers, provided that candidates of sufficient merit present themselves.

2. Fourteen scholarships shall be given annually, tenable at any of the District High Schools or at the Narrogin School of Agriculture.

3. (a) The children selected for any of the positions and scholarships aforesaid shall if they are obliged to live away from home in order to attend an approved school, receive an allowance of £24 per annum, provided their parents are in receipt of an income not exceeding £350 per annum, or, alternatively, £58 6s. 8d. per annum for each dependent member of the family, and for the purpose of this calculation, the parents shall be included in computing the number in the family.

(b) The continuance of the said allowance shall be reviewed at the beginning of each year.

(c) Proportionate payments shall be made at the end of each school term.

(d) In necessitous cases a month's payment in advance may be granted if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholarship holder not satisfactorily complete the term for which the payment has been advanced.

(e) If scholars are not obliged to live away from home they shall receive an allowance to cover the cost of books (not exceeding £3 per annum), and any necessary travelling expenses not exceeding five pounds per annum if their homes are more than two miles from the school.

4. (a) The scholarships, except those held at the Narrogin School of Agriculture, shall be tenable for three years in the first instance, but may be renewed for a further period of two years if the industry and success of the scholar are considered to warrant such an extension.

(b) Scholars shall be expected to pass the "Junior" examination by the end of their third year.

(c) Their entrance fees on sitting for the "Junior" examination in their third year and for the "Leaving" examination in their fifth year, shall be paid by the department.

(d) Scholars who have passed the "Junior" examination and who wish to take up agricultural pursuits may have their scholarships renewed at the Muresk Agricultural College.

5. (a) Candidates for any of the said scholarships shall have passed the sixth standard in a primary school or an equivalent standard in any other efficient school and have been resident in Australia for at least two years immediately preceding the 1st day of January of the year in which the successful candidates will enter upon the scholarship.

(b) The candidates for the Narrogin School of Agriculture shall not be less than 14 nor more than 16½ years of age.

(c) The scholarships at the Narrogin School of Agriculture shall be tenable in the first instance for two years but they may be renewed subsequently for a further period of two years for those scholars who take the course for the Diploma in Agriculture at the Muresk Agricultural College.

6. (a) Candidates for the scholarships mentioned in paragraph 1 of this Appendix shall sit for the examination for secondary school scholarships provided for in Appendix 1.

(b) (i) Candidates for the scholarships mentioned in paragraph 2 of this Appendix if they are attending a school in a town shall also sit for the said examination.

(ii) Candidates who are attending small country schools shall apply to the Department as early as possible, so that arrangements may be made for a special report upon them when an inspector visits the district.

(c) Candidates who are required to sit for the examination shall do so in the year in which they attain their twelfth birthday.

Part 2.

University, Technical College and School of Mines.

1. Six scholarships shall be offered to children of fallen or disabled soldiers, tenable at the University of Western Australia, or at the Technical College, Perth, or at the School of Mines, Kalgoorlie.

2. The conditions governing the said scholarships shall be as follows:—

(1) University.

(a) The scholarships at the University shall be offered on the result of the "Leaving" certificate examination.

(b) The scholarships shall be each of the value of £24 per annum and shall be tenable for three years.

(c) Payment of the scholarship shall only be made where the income of the parents does not exceed £350 per annum, or, alternatively, £58 6s. 8d. per annum for each dependent member of the family and for the purpose of this calculation the parents shall be included in computing the number in the family.

(d) The continuance of the said allowance shall be reviewed at the beginning of each year.

(e) Proportionate payments shall be made at the end of each term;

(f) In necessitous cases a month's payment in advance may be granted if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholarship-holder not satisfactorily complete the term for which the payment has been advanced.

(g) Applications shall be made before the end of October in each year through the Soldiers' Children's Scholarship Trust.

(2) Technical College and School of Mines.

(a) Candidates shall be over 14 years of age and under 17 years of age on the 1st day of February of the year in which the winners will enter the schools.

(b) The scholarships shall be each of the value of £24 per annum and shall be tenable for three years.

(c) Payment of the scholarships shall only be made to scholars where the income of the parents does not exceed £350 per annum, or, alternatively, £58 6s. 8d. per annum for each dependent member of the family, and for the purpose of this calculation the parents shall be included in computing the number in the family.

(d) The continuance of the said allowance shall be reviewed at the beginning of each year.

(e) Proportionate payments shall be made at the end of each school term.

(f) In necessitous cases a month's payment in advance may be granted, if application in writing is made to the Minister and the parent or guardian enters into a bond, on the prescribed form, to refund such advance should the scholarship-holder not satisfactorily complete the term for which the payment has been advanced.

(g) (i) An examination shall be held in English, Mathematics, History and Geography as prescribed for Standard VIII in central schools.

(ii) Candidates shall also be required to submit evidence from their schools showing that they have satisfactorily completed a course in Science and in Drawing.

(iii) Scholars at the Perth Technical College shall have the option of taking a course in Engineering or a course in Industrial Chemistry.

(h) Applications shall be made, before the end of October in each year through the Soldiers' Children's Scholarship Trust.

APPENDIX 4.

Scholarships on Results of University Junior Examination Tenable at Government District High Schools and Cadetships in Manual Training.

Part 1.

1. (a) Scholars who, while attending Government schools, have passed the University Junior Certificate Examination shall be granted scholarships of two years' duration tenable at Government District High Schools (Perth Modern School excepted) to enable them to take their University Leaving Certificate Examination. If desired they may attend the Muresk Agricultural College in lieu of a Government high school.

(b) If it is necessary for such scholar to live away from home in order to attend such school an allowance of £24 per annum shall be given provided that the parents are in receipt of an income not exceeding £350 per annum, or, alternatively, £58 6s. 8d. for each dependent member of the family, and for the purpose of this calculation the parents shall be included in computing the number in the family. The continuance of the allowance shall be reviewed at the beginning of the second year. Proportionate payments shall be made at the end of each school term.

(c) Parents who wish to have their children considered for these scholarships shall make application to the Department as soon as possible after the publication of the Junior Certificate Examination results, giving the name of the child, the school last attended, and the subjects in which the Junior Examination was passed.

Part 2.

Admission to Perth Modern School on Results of University Junior Examination.

1. Scholars who, while attending metropolitan Government schools, have passed the University Junior Certificate Examination in subjects prescribed from time to time may be admitted to the Perth Modern School for a period of two years to enable them to take their University Leaving Certificate Examination. They shall not be eligible to receive any monetary allowance whatever.

Part 3.

Cadetships in Manual Training.

1. Scholars who, while attending Government schools, have passed the University Junior Certificate Examination and who show special aptitude in Manual Training, may be granted cadetships in Manual Training.

2. Such cadetships shall be tenable at the Perth Modern School or other Government high school, and shall be tenable in the first instance for two years. At the end of this period the cadet shall be required to pass the University Leaving Certificate Examination. He shall then be required to serve in the Department as a Manual Training monitor for a further period of two years.

3. A cadet shall be granted an allowance at the rate of £20 per annum during the period of his attendance at the Government high school. In addition he shall, if required to live away from home in order to attend such school, be eligible to receive a boarding allowance at the rate of £24 per annum provided his parents are in receipt of an income not exceeding £350 per annum, or, alternatively, £58 6s. 8d. for each dependent member of the family, and for the purpose of this calculation the parents shall be included in computing the number in the family.

4. Cadets shall in all cases be appointed on three months' probation. A parent shall be required, at the commencement of the cadetship, to enter into a bond binding the cadet for the prescribed period of four years.

5. When appointed as a Manual Training monitor a cadet shall receive the salary for the time being prescribed under these regulations.

APPENDIX 5.

Government University Exhibitions.

1. Ten exhibitions, to be held at the University of Western Australia shall be open for competition to any boy or girl under the age of 19 years on the first day of December in the year in which the examination is held, who shall have been a resident in Australia at that date for a period of at least two years.

2. (a) The said exhibitions shall be tenable for a period of three years and shall each be of the value of £32 per annum, in the case of students who are able to live at home while attending the University, and of £48 per annum, in the case of students who are obliged to live away from home in order to attend the University. The Minister shall be the sole judge if there is any question as to the necessity for a student's living away from home.

(b) Payment of the exhibition and living away from home allowance will only be made where the income of the parents does not exceed £500 per annum or, alternatively, £83 6s. 8d. per annum for each dependent member of the family, and for the purposes of this calculation the parents shall be included in computing the number in the family.

(c) The continuance of the said allowance shall be reviewed at the beginning of each year.

3. An exhibitioner who is proceeding to an Honours Degree in Arts or Science, or to a Diploma in Education, may have his exhibition prolonged for a fourth year, if the results of his three years' work are thoroughly satisfactory.

4. An exhibition held by a law student may be prolonged for a fourth term, if the results of his three years' work are thoroughly satisfactory.

5. An exhibition held by an engineering student may be prolonged for a fourth year, if the results of his three years' work are thoroughly satisfactory, and for the first and second terms of a fifth year, if his fourth year's work is thoroughly satisfactory.

6. An exhibitioner who desires to study medicine may be granted permission to hold his exhibition at some other approved University provided he has passed those examinations in the University of Western Australia which are accepted by the other University in question, as exempting him from a part of the course in medicine. The exhibition may be prolonged for a fourth year, if the results of the third year's work are thoroughly satisfactory; for a fifth year, if the fourth year's work is thoroughly satisfactory; and for a sixth year, if the fifth year's work is thoroughly satisfactory.

7. Special permission in writing shall be obtained from the Department before an exhibition may be prolonged, or be held at any other approved University.

8. The exhibitions shall be held subject to the following conditions, that is to say, an exhibitioner shall:—

- (a) As soon as the regulations of the University allow, become enrolled as an undergraduate of the University;
- (b) Enter at once upon a full course of study leading to a degree;
- (c) Begin residence at the approved University to which he may have been admitted as soon after such admission as the regulations of such University allow, when residence is available to him in such University.
- (d) Give his time wholly to his University work, and not undertake additional work or enter into any form of employment without the consent of the Department and the University.

9. (a) The holder of an exhibition shall be entitled to receive the said sums of £32 or £48 by three equal instalments, payable at any time, when he has furnished proof that he has satisfactorily completed his term, and has produced such certificates or other evidence as the Department may from time to time direct and require to be produced.

(b) In necessitous cases monthly payments in advance may be granted if application in writing is made to the Minister and the parent or guardian enters into a bond, in the prescribed form, to refund such advance should the exhibitioner not satisfactorily complete the term for which the payment has been advanced.

10. (a) Candidates for the said exhibitions shall be required to pass the Leaving Certificate Examination, and to satisfy the Department that they have reached the necessary standard for matriculation in all such subjects as are prescribed by the University.

(b) No candidate shall be eligible for an exhibition unless he has passed in English for the Leaving Certificate.

11. (a) One exhibition shall be awarded to the candidate who obtains the highest marks in English and either History or Geography; one to the candidate who obtains the highest marks in any two languages other than English; one to the candidate who obtains the highest marks in Mathematics "A" and "B" and either Applied Mathematics or Physics; and one to the candidate who obtains the highest marks in any two of the following:—Biology, Geology, Chemistry, Physics, Agricultural Science: provided that if the Minister considers that no candidate of sufficient merit has presented himself in any of the above groups, the exhibition in question shall be awarded on the same conditions as the remaining six. In awarding the above exhibitions the aggregate marks gained for the best five subjects including English shall be taken into consideration. Exhibitioners shall take one of their special subjects as a major in the University course unless the Department on application from the exhibitioner decides otherwise.

(b) The remaining six exhibitions shall be awarded to the six candidates who, after the exclusion of any who have been successful in gaining exhibitions under paragraph (a) hereof have obtained the highest aggregate in any five subjects of which English must be one in which they have passed the examination. If Mathematics "A," Mathematics "B," and Applied Mathematics are taken, candidates shall be allowed to count only the two best marks in these three subjects.

(c) For the purpose of this Appendix Music and Drawing A shall not be considered as satisfactory subjects.

(d) The Minister may withhold all or any of the above exhibitions in the event of candidates not showing sufficient merit.

12. (a) Every candidate shall give to the Department notice of his intention to compete at such examination and shall submit a certificate that it is the first occasion on which he has sat for the Leaving Certificate.

(b) A Government University Exhibition form shall be forwarded to candidates on application to the Department.

(c) The completed entry form must reach the Department on or before the first day of September of the year in which the Leaving Certificate examination is held and must be accompanied by—

(i) a certificate of birth;

(ii) two certificates attesting the good character and repute of the candidate, one signed by the head master of the school which he has been attending and one by some person holding a prominent position in the district in which the candidate lives; and

(iii) a copy of his entry form for the Leaving Certificate examination.

(d) All candidates shall pay to the University authorities a marking fee of 1s. (one shilling) per subject for each subject for which they are sitting at the Leaving Certificate examination.

13. (a) An additional exhibition shall be awarded annually to a candidate who has specially entered for it, and who is prepared to take a course prescribed for the Degree of Bachelor of Science in Agriculture.

(b) The exhibition shall be of the same value as the others, and shall be tenable on the same conditions during three years of attendance at classes.

(c) Candidates for this exhibition shall have passed the Leaving Certificate Examination.

(d) The exhibition shall be awarded on the aggregate marks gained in English, Mathematics "A," Mathematics "B," Agricultural Science and one other Science.

(e) The exhibition shall not necessarily be given to the candidate obtaining the highest marks but the candidate's personality and aptitude for an agricultural career may also be taken into consideration.

14. (a) Two additional exhibitions shall be awarded annually to candidates who wish to become teachers of Science. The successful candidates shall be required to devote three years to the course for the B.Sc. Degree and a fourth year at the Teachers' College. They shall be required to enter into a bond, pledging them to teach in the Department's service for five years after the completion of their training. The exhibitions shall be of the same value as the others provided for in this appendix, and shall be awarded on the results of the Leaving Certificate examination. Candidates, when giving notice in accordance with paragraph 12 of this appendix, shall state that they desire to compete for the "Science Teachers' Exhibitions."

(b) Candidates for the exhibitions mentioned in this paragraph must have passed the Leaving Certificate examination. The exhibition shall be awarded on the aggregate marks gained in English, Mathematics "A," Mathematics "B," and any two of the following sciences: namely, Agricultural Science, Biology, Chemistry, Geology and Physics.

(c) A candidate's personality and aptitude for the career of a teacher of Science shall also be taken into consideration.

(d) Before the said exhibitions are finally awarded the candidates securing the best results shall satisfy a Board appointed by the Minister as to their fitness for the teaching profession, and also obtain in the prescribed forms satisfactory medical certificates.

15. (a) No candidate shall be eligible to hold more than one exhibition.

(b) A candidate who enters for several exhibitions shall state the order of his preference.

16. The Minister:—

(a) may from time to time, with the approval of the Governor, revoke, add to, or amend any provision of this Appendix; and

(b) may at any time cancel any exhibition if the work or conduct of the holder is unsatisfactory.

APPENDIX 6.

Senior and Junior Scholarships in Diploma Courses tenable at the Perth Technical College.

1. (a) Scholarships not exceeding eight in each year may be offered annually for boys and girls who intend to enrol in the Technical College diploma courses in Engineering, Chemistry, Domestic Arts, or such other diploma courses as may be provided for the purpose of these regulations. The number of scholarships to be awarded for each diploma course in any one year shall be determined by the Director.

(b) (i) The Scholarships in Engineering and Chemistry shall be awarded on the results (1) of a diploma entrance examination to be held during November in each year in the following subjects:—English, Mathematics, Physics, Mechanical Drawing, and (2) of a series of tests for mechanical aptitude.

(ii) The scholarships in Domestic Arts shall be awarded on the results of a similar examination to be held during November of each year in the following subjects:—English, Freehand Drawing, Household Science.

(c) Candidates shall be over 16 years of age on the 1st February of the year in which the winners will enter the schools and shall submit evidence that they have satisfactorily completed four years of an approved secondary school course. Applications shall be submitted not later than the first day of November in each year.

(d) The scholarships shall be of the value of £30 per annum and shall be tenable for one year in the first instance. They may be renewed for a second and third year respectively, provided the preceding year's work has been completed satisfactorily. If the winner of the scholarship resides at such a distance from the Perth Technical College that it is necessary for him to live away from home an additional allowance of £24 per annum may be granted.

(e) Payment of the scholarships and the living away from home allowances shall only be made to scholars where the income of the parents is less than £500 per annum, or, alternatively, not more than £83 6s. 8d. for each dependent member of the family and for the purpose of this calculation the parents shall be included in computing the number in the family.

(f) Proportionate payments shall be made at the end of each term.

(g) (i) Each scholar undertaking the Engineering or Chemistry Diploma Course shall be entitled to a recoup of expenditure not exceeding £10 actually incurred in the purchase in the first year of mechanical drawing instruments, chemistry apparatus, slide rule and text books, etc., provided the equipment so purchased has been approved by the Principal and receipts for all items purchased are submitted.

(ii) Each scholar undertaking a course in Domestic Arts shall be entitled to a recoup of expenditure not exceeding £5 incurred in the purchase of equipment and text books required for the first year of the Domestic Arts Course, provided the equipment purchased has been approved by the Principal and receipts for all items purchased are submitted.

(h) Should the scholarship be renewed for a second or a third year, an allowance of £4 for expenditure on text books and material, etc., shall be made subject to the conditions set out in clause (g) above.

(2) (a) Scholarships not exceeding ten shall be awarded annually to students in evening courses at the Perth Technical College or Technical Schools. Of these, five may be awarded to engineering diploma students; two to chemistry diploma students; one to a domestic arts diploma student and two to certificate course students.

(b) Candidates shall be in employment and, if over 21 years of age, the employment shall be in the nature of an apprenticeship, cadetship, pupilage or other junior capacity.

(c) Candidates shall have completed all the subjects required for one complete year of an evening diploma or certificate course.

(d) The scholarships shall be awarded on the results of the annual examinations of the Technical Education Branch.

(e) Scholars shall be entitled to free tuition for the succeeding year and shall be exempted from payment of all other fees. They shall be entitled to a recoup not exceeding £5 incurred in the purchase of mechanical drawing instruments, slide rule, text-books, chemistry apparatus, etc., provided the equipment purchased has been approved by the Principal and a statement of expenditure supported by receipts is submitted.

3. (a) Scholarships not exceeding eight in number shall be offered annually to girls who are in the 8th or 9th standard at a central school and who wish to take up ladies' hairdressing as a career.

(b) The scholarships shall be tenable for two years at the Perth Technical College ladies' hairdressing diploma course.

(c) The scholarships shall be of an annual value of £12 12s., which sum shall be paid to the Trustees of the Self Supporting Classes for the tuition fees payable in respect of each scholar.

(d) Scholars shall be exempt from payment of other fees at the Technical College.

(e) Scholars shall be required to supply their own overalls and personal equipment.

(f) Candidates shall be not less than 15 years of age on the 30th day of June of the year in which they enter the Technical College.

(g) Candidates for these scholarships shall make application to the Department for selection through the head teachers of their schools not later than the first day of November of each year.

(h) The parents of candidates shall give an undertaking that they will permit their daughters, if awarded a scholarship, to complete the full two years' course.

(i) Candidates may be required to undergo tests for aptitude for this class of training.

(j) Applications and reports on the aptitudes of candidates shall be considered by the District Inspector and the head teachers of the schools attended by candidates who shall nominate the most suitable candidates from each school.

(k) The scholarships shall be awarded to candidates from the metropolitan Central Schools in accordance with the following schedule:—

Perth Girls' School	3 scholarships
Perth Central Girls' School	1 scholarship
Princess May Girls' School	1 scholarship
Claremont Central School	1 scholarship
Midland Junction Central School	1 scholarship
Kent Street Central School	1 scholarship

4. (a) Junior Scholarships not exceeding seven in each year may be offered for boys and girls who have completed the Junior Technical School Course at the school which they are at present attending and who wish to qualify for Diploma Entrance at the Perth Technical College.

(b) The scholarships shall be of the value of £24 per annum and shall be tenable for one year in the first instance. They may be renewed for a second and third year provided the preceding year's work has been completed satisfactorily. If the winner of a Junior Scholarship resides at such distance from the Perth Technical College that he has to live away from home an additional allowance of £24 per annum may be paid.

(c) Payment of the scholarships and the living away from home allowance, if approved, shall only be made to scholars where the income of the parents does not exceed £350 per annum or, alternatively, £58 6s. 8d. for each dependent member of the family, and for the purpose of this calculation the parents shall be included in computing the number in the family.

(d) Proportionate payments shall be made at the end of each school term.

(e) Each scholar shall be entitled to a recoup not exceeding £3 for expenditure incurred in the purchase of books and such other equipment as may be approved by the Principal and provided receipts for all items purchased are submitted.

(f) Should the scholarship be renewed for a second or third year, an allowance of £3 for expenditure on text books, etc., shall be made subject to the conditions set out in paragraph (e) hereof.

(g) Candidates for the said scholarships shall make application to the Department through the head teachers of their schools not later than the first day of November in each year.

(h) Such applications, together with school reports, shall be considered by the District Inspectors of Schools attended by the candidates. Reports by the District Inspector on the most suitable applicants from each school shall be submitted to the Director who shall, each year, determine the number of scholarships that may be awarded to each school submitting candidates.

APPENDIX 7.

Scale of tuition fees charged to students admitted to the Technical College and Technical Schools.

Part A—Preparatory Classes.

Class.	Hours per Week.	Fee per Term of 12 Weeks. s. d.
Day Classes:		
Preparatory Chemistry	4	20 0
Preparatory Physics	4	20 0
Preparatory Mathematics	4	20 0
Preparatory Geology	4	20 0
Preparatory Mechanical Drawing	2	10 0
Perspective Drawing	2	10 0
Evening Classes:		
Preparatory Chemistry	3	15 0
Preparatory Physics	3	15 0
Preparatory Mathematics	4	20 0
Preparatory Mechanical Drawing	2	10 0
Trade Mathematics	2	10 0
Elementary Mechanics	2	10 0
Practical, Plane and Solid Geometry	2	10 0

Pharmacy Courses.

Day and Evening:		
Intermediate—		
Chemistry, Inorganic I.	2	} 28 0
Chemistry, Laboratory	6	
Materia Medica, Botany and Pharmacy	3	
Final—		
Chemistry, Organic I.	2	} 35 0
Chemistry, Laboratory	8	
Materia Medica and Botany	4	
Pharmacy	2	10 0

Chemistry, Assaying and Metallurgy.

Day and Evening:		
Chemistry (Engineering)	3	15 0
Chemistry I. (Inorganic)	2	} 28 0
Chemistry, Laboratory	6	
Chemistry (Physical)	1	
Chemistry II. (Inorganic)	2	} 40 0
Chemistry, Laboratory	10	
Chemistry III. (Inorganic) Laboratory	12	

Chemistry, Assaying and Metallurgy—continued.

Class.	Hours per Week.	Fee per Term of 12 Weeks.
		s. d.
Day and Evening:		
Chemistry, Organic I. (Pharmacy Final)	2	35 0
Chemistry, Laboratory	8	
Chemistry, Organic II.	3	
Chemistry, Laboratory	9	40 0
Chemistry, Dental	3	15 0
Geology I.	3	15 0
Assaying I.	5	25 0
Assaying II.	6	30 0
Mineralogy	3	15 0
Petrology	3	15 0
Metallurgy II.	3	15 0
Metallurgy I.	3	15 0
Metallurgy, Dental	2	10 0
Food and Drug Analysis (Laboratory)	12	30 0
Industrial Chemistry and Technical Analysis (Laboratory)	12	30 0

Mathematics and Physics.

Mathematics I. (Day)	4	20 0
Mathematics (Evening)	3	15 0
Mathematics II. (Evening)	3	15 0
Mathematics III. (Evening)	3	15 0
Physics, Junior Std. (Day)	4	20 0
Physics, Junior Std. (Evening)	3	15 0
Physics, Leaving Std. (Day)	4	20 0
Physics I. (Evening), including Applied Mathematics I.	6	30 0
Physics II. (Evening)		to be arranged.
Preparatory Mathematics	4	20 0
Physics, Engineering	3	15 0

Engineering Courses.

Practical Mathematics I.	2	10 0
Practical Mathematics II.	2	10 0
Engineering Drawing I.	2	10 0
Mechanical Drawing I.	2	10 0
Mechanical Drawing II.	2	10 0
Machine Design	2	10 0
Structural Design	2	10 0
Drawing, Electrical I.	2	10 0
Machine Design, Electrical	2	10 0
Materials of Building Construction	2	10 0
Electrical Engineering I.	4	20 0
Electrical Engineering II.	4	20 0
Applied Mechanics I.	4	20 0
Applied Mechanics II.	4	20 0
Mechanical Engineering I.	4	20 0
Mechanical Engineering II.	4	20 0
Surveying (Calculations)	2	10 0
Chemistry, Engineering	3	15 0
Physics, Engineering	3	15 0
Technical Electricity	2½	12 6
Radio Technology	2	10 0

Art and Applied Art.

Day and Evening:		
Freehand Drawing	2	10 0
Model Drawing	2	10 0
Light and Shade	2	10 0
Antique	4	20 0
Still Life Painting, in Water Colours and Oils	4	20 0
Life Class Painting, in Water Colours and Oils	4	20 0
Landscape Painting, in Water Colours and Oils	4	20 0
Clay Modelling	2	10 0
Woodcarving	2	10 0

Commercial Classes.

Evening:		
Arithmetic	2	10 0
English	2	16 0
English (Junior Std.)	2	10 0
English (Leaving Std.)	2	10 0
Geography	2	10 0
History	2	10 0
Shorthand	4	20 0
Shorthand Speed	2	10 0
Typewriting	2	10 0
Bookkeeping	2	10 0
Accountancy I.	2	10 0
Accountancy II.	4	20 0
Accountancy III.	4	20 0

Commercial Classes—continued.

Class.	Hours per Week.	Fee per Term of 12 Weeks.	
		s.	d.
Evening:			
Commercial Law	2	10	0
Public Service, Class 'F' Subjects	4	20	0
French	4	20	0
Latin	2	10	0

Domestic Classes—Day and Evening.

Dresscutting	2	10	0
Millinery	2	10	0

Trade and General Classes.

Arithmetic	2	10	0
Trade Mathematics	2	10	0
Architectural Drawing	2	10	0
Engine-driving	4	20	0
Practical, Plane and Solid Geometry	2	10	0
Plumbing	2	10	0
Woolclassing I.	2	10	0
Full Day Courses		63	0

Part B.—Fees for Examinations.

	£	s.	d.
(a) Without attendance at classes, per subject ..	0	10	0
(b) Probationer Classer's Certificate (Woolclassing)	1	1	0
(c) Diploma (Woolclassing)	2	2	0

Approved by His Excellency the Lieutenant-Governor in Executive Council,
this 20th day of July, 1944.

R. H. DOIG, Acting Clerk of the Council.

REGULATIONS AND INSTRUCTIONS FOR THE GOVERNMENT AND
GUIDANCE OF THE POLICE FORCE OF WESTERN AUSTRALIA.

The Regulations and Instructions contained herein have been framed for the information and guidance of Members of the Police Force of Western Australia in accordance with the provisions of Section 9 of the Police Act, 1892, and shall come into force on Thursday, March 16, 1944.

All former rules and regulations of the Force are hereby repealed.

Any amendments or additions to these Regulations or Instructions which may from time to time become necessary will be published in the *Police Gazette*.

Disobedience of any of the rules herein laid down for the guidance of the Police will at all times make the offender liable to punishment; and the plea of ignorance will not be accepted.

Where the words "See Code" are mentioned they are to be taken as referring to the Police Code.

D. HUNTER,
Commissioner of Police.

1. ABORIGINES.

The police generally are required to render all the aid in their power to ameliorate the condition of the aborigines, and to enforce the law against persons committing breaches of the Native Administration Act, 1936, and its amendments.

(a) No member of the Force must witness any agreement under the provisions of the Act until he has satisfied himself that the aborigine is acting in a perfectly free and voluntary manner in the matter, and is not under any sort of fear, coercion, or restraint, and that he thoroughly understands the agreement he is entering into.

(b) In cases where the constable himself is unable to understand the aborigine, he is not to endorse any such agreement without obtaining the assistance of an independent and trustworthy interpreter.

(c) Should a Justice of the Peace be readily available, no member of the Force shall undertake to indorse any such agreement without previous reference to him.

(d) The Police are not to arrest aborigines for cattle stealing, except where direct evidence is available; and when aborigines are found with beef in their possession and are arrested for being in the unlawful possession thereof, only the ringleaders or, if necessary, those who are found with the alleged stolen property in their possession shall be arrested, and they shall be taken before the nearest Justice of the Peace.

(e) The Police should caution persons travelling in the Kimberley district not to place too much confidence in the natives with whom they may come into contact.

(f) It shall be the duty of members of the Police Force, whenever it shall come to their knowledge that aboriginal natives are employed, to ascertain whether such natives are employed under a contract, in writing, duly witnessed by a Justice of the Peace, a protector of aborigines, or a person duly appointed to witness contracts in accordance with the provisions of the Native Administration Act.

(g) If, on demand by a member of the Police Force, production of the permit or permit and agreement is refused, it shall be his duty immediately to advise the District Inspector, who will communicate with the Commissioner of Native Affairs in the matter.

(h) Whenever it shall come to the knowledge of any member of the Police Force that an aboriginal is in any service or employment, except under permit or permit and agreement in accordance with the provisions of the Native Administration Act and Regulations, he shall warn the employer that he must immediately comply with the provisions of the Act and Regulations, and, failing the employer doing so within a reasonable time, must forward full particulars to the Commissioner of Native Affairs through the proper channel.

(i) Members of the Police Force are prohibited from rendering assistance in compelling the return of aboriginal natives to any employers.

(j) It shall be the duty of the Police, so far as lies in their power, to prevent the landing of Asiatics from pearling boats, except in prescribed areas or creeks, and the frequenting by aborigines of such areas or creeks.

(k) It shall be the duty of the Police, so far as lies in their power, to prevent aboriginal women and girls from going on board any ship or boat used in the pearling industry.

(l) Any adult male aboriginal native may lawfully keep one unregistered male dog, providing such dog is kept free from mange or other contagious disease. Should representation be made by any person to a Justice of the Peace that such dog is dangerous or liable to spread disease, the Justice may order the destruction of the dog. If the number of unregistered dogs found in the possession of one or more natives shall be in excess of the number of adult natives in such party, such dog or dogs in excess may be destroyed by the police. There is nothing to prevent aboriginals from keeping other dogs providing that they are registered under the Dog Act, 1903, and there is nothing to prevent the local authorities from registering the dogs of aboriginals. In destroying natives' dogs the police should be satisfied that they do not bear a registration disc. The attention of members of the Force is drawn to page 80 of the W.A. Police Code in this connection. It is desired by the Advisory Board appointed under the Vermin Act that the Dog Act and Police Regulations be more strictly enforced, and it is suggested by the Board that natives be allowed to keep only the requisite number of good dogs, and that these be males.

(m) The Police shall use the utmost vigilance in the detection and prosecution of offences against morality committed on aboriginal children.

(n) When engaged in pursuing offending aborigines, members of the Force must not, under any circumstances, send out the native assistants alone to capture or disperse them while the Police remain in camp.

(o) In escorting native prisoners, the practice of chaining them by the neck must not be resorted to except in cases where the prisoners are of a desperate character, or have been arrested at a considerable distance in the bush; or, when travelling by sea, they are near the land to which they belong, and it is necessary to adopt special measures to secure them. Even then the practice must not be adopted if it can be avoided. When the escort has to camp out for the night, or to halt in the bush for any length of time, the prisoners should be chained by the leg.

(p) Native prisoners are not to be conveyed by sea without having a constable in charge of them.

(q) Whenever a native prisoner shows signs of fatigue, arising from excessive heat or want of water, or exhibits symptoms of sunstroke, an immediate halt is to be made, and every available means of relief must be afforded to the sufferer.

(r) Whenever practicable, arrangements should be made for the safe conduct back to their own country of discharged native prisoners and of native witnesses. The engagement of such natives for service beyond the limits of their own country should not be encouraged.

(s) The prisoners are to be allowed, when practicable, to rest during the heat of the day.

(t) The Police are to carry as much water as the means at their disposal will allow, for the use of the native prisoners. The prisoners are to be halted *en route* as frequently as circumstances will allow. They are to be given water as often as they want it and it can be obtained.

(u) In the general treatment of aborigines members of the Force must exercise the utmost patience and humanity, combined with firmness and decision. Any violent or improper treatment of an aborigine on the part of any constable will be visited with dismissal from the service, or heavy punishment.

(v) No more witnesses than are necessary to prove the charge shall be brought in, and in no case shall female witnesses be brought in when the offence can be proved by male witnesses.

2. ABSCONDING DEBTORS.

Justices having declined to admit copy affidavits as evidence in support of claims made under the Absconding Debtors Act, 1877 (41 Victoria, No. 17), unless bearing the signature of the Justice before whom the original affidavit was made, members of the Force when receiving warrant issued under this Act will request to be furnished with a sufficient number of certified copies of the affidavit, indorsed by the Justice who received the original, to admit of one certified copy being supplied to the Police at each port and one to the C.I.B. (See "Code.")

It is no part of the duty of the Police to make trade or private inquiries for the whereabouts of debtors, or to induce payment of moneys owing; such inquiries are exceedingly improper and dangerous.

3. ABSENCE OF DISTRICT OFFICERS.

Should it be necessary for the officer in charge to leave his district, the member of the Force who is senior in rank will take charge until his return or the appointment of some other officer to it, unless the Commissioner approves of some other

member of the Force being left in charge. When the officer is absent from headquarters, inspecting the stations or performing other duty in the district, the senior member of the Force at headquarters will assume charge of the headquarters station.

(a) He is not to leave the district without permission of the Commissioner except in cases of urgency, which cases must be at once reported to the Commissioner, and he will as far as possible confine the working of the Police Force under his command to the limits of his own district.

(b) When the officer in charge leaves the headquarters station on any duty which may detain him for a day or longer, he is to direct that all official letters or documents which may reach his office during his absence shall be handed to the member of the Force whom he leaves in charge of headquarters, who is hereby empowered and directed to open and act upon them to the best of his judgment, if it appears to him that the public service could not without detriment admit of the delay consequent upon their being forwarded to the officer in charge or standing over until that officer's return to headquarters.

4. ABSENCE WITHOUT LEAVE.

A member of the Force in charge of a station is never to absent himself from his station except on duty or by permission of the officer in charge of the district or division; and he must at all times be ready to meet any demand made upon his services.

(a) When a member of the Force is absent from duty without leave, the plea of sickness will be unavailing if he has supplied no medical certificate until called upon for an explanation of his absence.

(b) The N.C.O. or constable in charge is to make an immediate report of any man who absents himself from any parade or duty (unless illness is the cause of such absence), or, in the case of a single man, from his quarters at night, without leave.

5. ACCIDENTS.

In cases of serious accidents or illness overtaking a person in the street, it is the bounden duty of the Police to render the sick or injured person or persons all the assistance in their power.

(a) When the Police have occasion to convey any sick or injured person to the hospital or elsewhere, they must see that the cost of conveyance is defrayed by such person or his relatives. Only when the individual is conveyed is destitute and without friends will the cost be paid by the Government.

6. ACCOUNTS.

It is absolutely necessary that public creditors who do not personally receive their moneys shall fill in and sign the authority upon the account form for payment to their agents, representatives, or bankers, as the case may be. The name of the creditor and his address must be legibly and correctly written on the space at the head of the account, and must correspond with his signature. The receipt at the foot of the account is not to be signed before payment. The full Christian name or names of creditors requiring payment of accounts to their credit at any bank must be shown.

(a) The public bank account of the district officer must be confined to public moneys. In no pretence whatever must accounts of private funds be mixed with public bank accounts, or accounts of public moneys be mixed with private bank accounts.

(b) The marks of public creditors unable to sign their names must always be witnessed.

(c) Officers in charge of districts should see that accounts for supplies and personal claims of the Force are forwarded as promptly as possible after the service has been performed.

(d) District officers must hold their subordinates responsible for reporting all expenditure incurred by the latter.

(e) Special promptitude should be shown in forwarding accounts incurred in the month of June each year, as the financial year closes on the last day of that month; and it is important that all items of expenditure should reach Perth in sufficient time to be charged against the departmental vote for the financial year to which the expenditure properly belongs.

(f) The O.C. of the district will be held responsible for a careful scrutiny of all accounts and vouchers connected with the Force under him, which are to be supported and authenticated by his certificate; and he will take care that all accounts, returns, reports, and other official documents are prepared with the utmost accuracy, precision, and neatness, and in accordance with the regulations or circular orders and remitted punctually to the Commissioner's office.

(g) Members of the Force should be careful to see that any person having a claim against the department is instructed in the proper mode of preparing his account. When a lack of education on the part of such person makes the task difficult for him, they should themselves prepare the account for his signature.

(h) When a public creditor wishes to have the authority on the account signed by an agent or representative, it will be necessary for him to attach an authority to that effect, otherwise the signature of his agent or representative cannot be recognised.

(i) Mounted constables when travelling on any duty likely to necessitate the purchase of forage, etc., for their police horses should take with them a few account forms, as well as travelling forage vouchers. When they incur expense of that description they can at once prepare an account for the service, obtain the signature of the claimant, and post the voucher with the receipt to their officer without delay.

(j) All accounts must, so far as practicable, be rendered through the officer in charge of the district in which the expenditure was incurred.

(k) In the case of accounts for services or supplies not under contract, the officer in charge of the district must accept the responsibility for the account being in order before being sent to Head Office for payment.

(l) When checked, the accounts must be certified by the officer in charge and transmitted to the Head Office. Every account must be supported by a requisition properly receipted to show that the service claimed for has been duly rendered.

(m) Cheques are not to be received from the public, on account of revenue or other receipts, unless the usual bank exchange is added to the amount due to the Government, in those cases in which a cheque is drawn on a branch other than that in the place in which public moneys are collected. For instance, revenue received at Kalgoorlie cannot be paid by a cheque drawn on a bank in Perth unless the exchange is added, so also with regard to revenue collectable in Perth: a cheque drawn on a country branch tendered in payment thereof must have exchange added.

(n) Members of the Force are directed to exercise the strictest economy in all matters relating to Government expenditure. Any detected laxity on this point will meet with severe censure.

(o) Officers may, on their own responsibility, incur petty contingent expenses when necessary, provided the required outlay is but trifling. In all other cases, except when expenditure is necessary for the conveyance of police, or for the provision of forage or shoeing for police horses, the supply of water, etc., or for other services of too urgent a nature to admit of delay, no liability must be incurred without authority being first obtained from the Commissioner.

7. ACTIVE SERVICE WITH A.I.F.

Any member of the Force who resigned for the purpose of going on Active Service, and having left the Commonwealth as a member of the Australian Imperial Forces, who returns physically fit and is of good character, shall be forthwith reinstated with the pay, allowances, and seniority he would be entitled to had he continued to remain a member of the Constabulary. He must apply for reinstatement within three months of his discharge from the Military Forces or disbandment of such Forces. This regulation shall apply to any member of the Force who, being an Imperial Reservist, was called up for service on the outbreak of hostilities.

8. ACTS OF PARLIAMENT.

Members of the Force to whom copies of the Acts and these Regulations are supplied, or who are responsible for their care, are to note from time to time upon such copies any repeal or amendment of the Acts or Regulations.

(a) Each member of the Force will be supplied with such copies of Acts of Parliament as are considered necessary and a copy of these Regulations, and will be held responsible for their retention, cleanness, and freedom from damage or defacement. These volumes will be entered in the Kit Certificate, and when a member of the Force resigns or is discharged they must be returned to the District Officer in good condition, otherwise a deduction will be made from the pay of the person concerned to meet the damage or loss.

(b) Officers in charge of districts must forward to the Departmental Storekeeper Acts, etc., received from the Non-commissioned Officers and Constables who cease to belong to the Force. (See "Kit.")

9. ADDRESS.

A record of the private address of each member of the Force must be kept at the station to which each member is attached. Any change of residence must be reported without delay by the member of the Force concerned.

(a) Every member of the Force going on leave must supply his officer with particulars of his intended address during the term of his absence.

(b) Members of the Force visiting Perth on leave of absence must report themselves at the Central Station, where they will leave their address in order that they may readily be found if required.

10. ADVICE.

Members of the Force in command, whether officers or otherwise, are expected to be at all times ready and able to afford advice and information to those who are under them, on any matter relating to their duties. They must give their orders in language of moderation and of regard to the feelings of those to whom they are addressed. Any subordinate has a right respectfully to complain of an officer or sub-officer from whom he may have received any orders he may consider improper, or conveyed in unbecoming language.

11. AGE OF RETIREMENT.

The retiring age limit of members of the Force shall be 60 years provided that the Minister, on the report of the Commissioner that any member over that age is capable of satisfactorily performing his duties, may allow him to retain his position until otherwise decided. Provided further that under no circumstances whatsoever shall any person remain a member of the Force beyond the age of 65 years.

12. AID TO INJURED.

Recruits will not be permanently appointed until they have passed the prescribed examination in First Aid to the Injured.

13. ALIENS.

Every member of the Police Force of any State may with any necessary assistance prevent any prohibited immigrant, or person reasonably supposed to be a prohibited immigrant, from entering the Commonwealth, and may take all legal proceeding necessary for the enforcement of the Act (Immigration Restriction Act, 1901, section 14).

(a) Every member of the Police Force of any State may without warrant arrest any person reasonably supposed to be a prohibited immigrant offending against the provisions of the Act (Immigration Restriction Act, 1905, section 14a).

(b) A detailed statement of all expenses in connection with the arrest, deportation or disposal of any prohibited immigrant should be promptly forwarded to the Commissioner for collection from the Collector of Customs.

(c) In all cases of the arrest of coloured aliens who have deserted from ships or who are taken into custody for other reasons, the police must furnish information on the matter to the nearest Customs Officer, in order that it may be determined whether it would be advisable to apply the education test under section 5, subsection (2), of the Immigration Restriction Act, 1901.

(d) Any subsequent action the Federal authorities may take need not necessarily interfere with the ordinary course of justice. It should rather be regarded as supplementary thereto, as it might, by notice of the provisions of section 7, lead to steps being taken which would result in the deportation of the offenders from the Commonwealth.

(e) The following information, when it is procurable, shall be supplied, in addition to the ordinary particulars of the crime for which the sentence is being served:—

- (a) Length of residence in the Commonwealth.
- (b) Whether the offence was the first or not.
- (c) Whether the man is coloured.
- (d) Whether he is married, and if so, whether his wife and family are in Australia, and if his wife is an Australian.
- (e) Police report on the man's character generally.

(See "Code—Immigration.")

14. ALLOWANCES.

An allowance in lieu of uniform shall be granted to Inspectors and a clothing allowance to members of the Criminal Investigation Branch and to Constables who are engaged on plain clothes duty.

(a) In cases where the family of a member of the Force who has been granted sick leave remains in the district, district allowance will continue to be paid until otherwise determined by the Commissioner.

(b) Members of the Force on sick leave will continue to draw their allowances, except anyone in receipt of district allowance who, with his family during the period of leave, moves to the coast or other district or division where such allowance does not apply; in which case the district allowance will cease after a period of six weeks' absence from the district to which he is permanently attached.

(c) Lodging allowance and district allowance will be granted to members of the Force during annual leave and accumulated leave, except as hereinafter provided.

(d) Members of the Force enjoying Long Service Leave will be permitted to draw lodging allowance on the distinct understanding that if in occupation of Government quarters such must be unoccupied and at the disposal of the Department during the period of leave.

(e) Members of the Force on Long Service Leave will, if they or their families remain in a district where district allowance is payable, be entitled to draw such district allowance during the period of such leave.

(f) Members of the Force on transfer from the Northern Districts who have been granted accumulated leave are entitled to draw lodging allowance only, not district allowance.

(g) In all cases except those mentioned in preceding regulations where special allowances are drawn, payment will cease during long service leave or otherwise if the member of the Force is absent from duty for a period of three months owing to sickness or any other cause; this, however, will not apply to members of the Force in receipt of plain clothes allowance and the usual allowance granted in lieu of uniform.

15. AMUSEMENTS—PLACES OF.

Members of the Force are strictly forbidden to contract the habit of drinking at public places of amusement or in public houses, and they must not frequent such places except on necessary duty.

The District Officer will make himself acquainted with the character of all the public houses or other licensed places of amusement and entertainment within his district, so that he may be in a position to afford the necessary information to the court on the days appointed for granting, transferring or renewing licenses, or to take such other action as may be required. He will also direct the attention of the sub-officers and constables in his district to such establishments, and will from time to time question them as to the manner in which the licensed houses and other places are conducted.

16. ANIMALS.

Members of the Force are not to undertake journeys or incur expense in connection with locating stray stock or other animals. Inquiries can be made when they are on patrol, but unless there are reasonable grounds for believing that the animal has been stolen, further action than this is not necessary.

ANTECEDENTS OF PRISONERS.

(See "Code—Criminals.")

17. APPOINTMENT—CONDITIONS OF.

Applications for enrolment in the Force must be in the candidate's handwriting, and the applicants must be under 27 years of age at the time of enrolment, of good education, mentally, physically and constitutionally fit for service.

(a) Candidates must not be less than 5 feet 10 inches in height, and if under 6 feet must be at least 36.2 inches, and if 6 feet or over they must be at least 37 inches in chest measurement.

(b) A Certificate of Birth shall be produced on demand.

(c) Members of the Force must promptly report to their officers any information of unfavourable character regarding applicants for employment in, or accepted candidates for the Police Force.

(d) If after a reasonable time any constable is found deficient in any respect he will be discharged as unsuitable for service.

(e) Each candidate will be required to submit himself to an examination in dictation and arithmetic and undergo a medical examination. He must subscribe, in the presence of a Justice of the Peace, or Officer of the Force, the following engagement in the terms provided by the Police Act, 1892:—

Engagement.

"I (A.B.) engage and promise that I will well and truly serve Our Sovereign Lord the King in the office of (Commissioner of Police, Inspector, Sub-Inspector, or other Officer or Constable, as the case may be), without favour or affection, malice or ill-will, until I am legally discharged; that I will see and cause His Majesty's peace to be kept and preserved, and that I will prevent, to the best of my power, all offences against the same; and that while I shall continue to hold the said office I will, to the best of my skill and knowledge, discharge all the duties thereof faithfully according to law.

"I further agree to accept and abide by such rules and regulations as may be approved by the Minister under section 9 of the Police Act, and such Circular Orders as may be issued from time to time, and that such rules, regulations, and Circular Orders shall be incorporated in and form part of the terms of my engagement, and that I shall at all times be liable to and bound by them."

(f) "Probationary constable" shall mean a man not permanently appointed, but undergoing instruction and proving his suitability for permanent appointment as a member of the Western Australian Police Force. When his efficiency is proved and his conduct is satisfactory he shall be classified as a constable as a vacancy occurs.

(g) On being appointed, and having subscribed the engagement, candidates become subject to all the duties and regulations of the Force and acquire all the powers and responsibilities of members of the Force. They are to understand that they engage for service in the Police Force not only for the discharge of Police duties, but for fatigue or any other work they may be ordered by their superior officers to perform. If selected for mounted duty they are liable to be dismounted at any time should such a course be considered expedient.

(h) They are to conform themselves to all the Regulations which already exist, or from time to time may be made, and are promptly to obey all lawful orders which they may receive from the persons placed in authority over them.

(i) Members of any branch of the Force may be transferred to any other branch whenever such transfer is deemed desirable by the Commissioner.

(j) Members of the Force are required to devote their whole time to the police service and are not to engage in other business or occupation.

(k) Candidates who have served in any other Force or Government Department must produce their discharge therefrom.

18. ARMLET.

The armlet when worn denotes the Constable is on duty. It must not be removed for any purpose during duty hours.

19. ARMS, AMMUNITION, ETC.

Each member of the Force will be furnished by the department with appointments, etc., and with certain arms and ammunition, as the occasion warrants. With regard to the ammunition, they will be held responsible for the proper expenditure of same. When applying for more it will be necessary to state how and when that previously issued has been used.

(a) The arms, accoutrements, etc., constituting the kit of each member of the Force will be marked with a distinctive letter and number. On being supplied with these or such other articles as it may be deemed proper to issue to him, he will be required to sign a certificate containing a list of them, including the date of issue, a statement of condition when issued, together with any other remarks it may be necessary to insert. The certificate will be countersigned by the officer issuing the articles, and must be retained by the member of the Force supplied, and be produced at any time for inspection when demanded by a superior officer.

(b) Should any member of the Force on leaving the service take with him any of the articles mentioned in the certificate, he will be liable to be prosecuted.

(c) Any member of the Force losing or defacing the certificate will be charged for a new one; and it will be presumed that he has been provided with every article usually mentioned in such certificate.

(d) Whenever any firearms supplied to the Police are found to be out of order or in any way defective, a report must at once be sent to the Officer-in-charge of the District with a view of having the weapon forwarded to the Store-keeper for necessary attention.

(e) Members of the Force going on leave must not take with them any part of their arms or appointments or any Government horse.

(f) The arms, accoutrements and any other Government property in the possession of any member of the Force are to be returned to store or handed over to his successor in a clean and proper state; and the officer in charge should state on the back of the kit certificate in what condition the arms, etc., or other property issued to him were when returned or handed over, and should then forward his certificate to the storekeeper, who will supply a new one for his successor, without which the kit must not be re-issued.

(g) On the receipt of an order for the removal or discharge of any member of the Force, the O.C. of the District will satisfy himself that the arms, accoutrements, etc., entrusted to the man in question are complete and in proper order and condition, so that if any article is missing or damaged the cost may be deducted from his pay.

(h) The District Officer will be held strictly responsible for the cleanliness and care of such arms and appointments and for the proper expenditure of the ammunition.

(i) The District Officer, by frequent inspection, will satisfy himself that members of the Force are acquainted with the use and management of their arms and accoutrements, and that the duties to be discharged are properly distributed amongst them.

(j) The attention of all members of the Force is directed to section 233 of the Criminal Code Act, 1913, the provisions of which must be strictly adhered to.

(k) The section enacts the law relating to the use of arms by the Police, and it is only in cases where the person sought to be arrested is reasonably suspected of having committed an offence punishable with death or imprisonment for life under the Code, and has first been called upon to surrender, that a constable would be justified in using a firearm, or any other force intended or likely to cause death or grievous bodily harm.

(l) Where an offender himself turns a deadly weapon against a constable with the intention of taking life, the latter would be justified in using a firearm.

(m) Under section 74 of the Prisons Act, 1903, a police officer charged with the custody of any person under sentence of death or penal servitude or imprisonment for any term may fire upon any such prisoner while attempting to escape from any prison or other place, or while attempting to assault any guard, gaoler, warder, police officer, or other person as aforesaid, or any other prisoner: provided that such firing shall appear to be necessary to prevent the escape of such prisoner, or the assault committed or attempted by such prisoner was of a character apparently dangerous to the life or likely to cause bodily harm to the person assaulted or threatened.

(n) A safe rule for all occasions is to maintain a cool demeanour, to avoid threatening, and, when extreme necessity arises, to act with promptness and determination.

20. ARRESTS.

Notwithstanding the power to arrest without warrant, enjoyed by a constable under the Common Law and Statute Law, it is advisable, if the situation does not require immediate attention, and where there is no danger of the offender absconding, to obtain a magistrate's warrant before making an arrest. In all doubtful or trifling cases, and in minor offences, it is proper when practicable to proceed by summons.

(a) An arrest on a criminal charge can be made (1), on a warrant; (2) by a constable without a warrant; (3) by a private person without a warrant.

(b) A private person acts at his own peril in arresting anyone for a crime not committed in his presence; whereas a constable may arrest without a warrant upon reasonable grounds for suspicion.

(c) In arresting without a warrant a constable, if not already known, should declare who he is and his authority for acting. He should also state the cause of arrest in a clear and distinct manner. To complete the arrest it is necessary for the constable to actually touch or restrain the offender.

(d) Every exertion must be made to effect an arrest, but it should be managed quietly, so that it may attract as little attention as possible, and no unnecessary violence is to be used. Members of the Force must act gently as long as possible, *preserving their temper to the utmost.*

(e) When a constable finds his exertions insufficient to effect an arrest he should warn one or more of the bystanders to assist him. It is an indictable misdemeanour for anyone so warned to refuse.

(f) If a person accused of felony takes refuge in a house, or if persons are fighting furiously in a house and a felony seems likely to be committed, a constable may, if necessary, break open the doors to get in: provided he has first demanded admission, stating who he is and his business. The breaking open of outer

doors is, however, so dangerous a business that it should never be resorted to except in extreme cases or when an immediate arrest is necessary.

(g) When a person who has been lawfully arrested escapes from custody and shelters himself in a house, the doors may be broken open to retake him.

(h) An arrest with or without warrant may be made on any day of the week, at any hour of day or night.

(i) Notification of arrests should be forwarded as soon as practicable after arrest, and should include the date and place of apprehension, and the name of the person by whom it was effected. In all cases where an arrest has been made, and it is desirable to notify the same in the *Gazette*, full particulars as to the further disposal of the prisoner should be forwarded, showing the date on which the case is remanded, or the prisoner convicted or otherwise disposed of.

(j) Whenever a suspect is arrested by one member of the Force on information furnished by another member, the fact that such information was so furnished is to be published in the *Gazette*, and in forwarding matter to the Criminal Investigation Branch for insertion in the *Gazette*, members of the Force in charge of Stations will be careful not to omit information of this description, and commissioned officers are to see that this instruction is duly carried out.

(k) It is not necessary to furnish reports of arrests without warrants for trivial offences for which no punishment is inflicted.

(l) In forwarding supplementary reports on cases already gazetted, the number of the page in the *Gazette* in which the previous report or notice appears should be quoted. When a previous report has been forwarded, but not inserted in the *Gazette*, the supplementary report should contain such information as will clearly identify the case.

(m) Where a person is charged with an offence by the police and a remand is desired, the English practice should be followed and some evidence, even if only of a formal nature, should be given.

(n) In most cases it would be sufficient to call the arresting constable and to prove that the accused is lawfully in custody in order to obtain a first remand.

(o) A constable will not arrest any person for a minor offence unless he has seen it committed, even though the complainant may be willing to sign the charge book. The constable asked to arrest for a trifling offence should obtain the name and address of the person accused, and hand the same to the complainant so that he may proceed by summons.

(p) The District Officer will use his own discretion, unless otherwise directed by the Commissioner, in regard to accompanying the police under him in pursuit of offenders.

(q) Any person arrested must be taken straightaway without delay to the nearest lockup, or if there be no lockup to the nearest police station. Unless the arresting constable suspects the prisoner to have arms in his possession, he will not search him until he arrives at the lockup or police station, as the case may be.

(r) The police are not to apprehend or unnecessarily interfere with any person unless some specific act has been committed, by which the law has been broken. To deprive a person of liberty is a very serious matter and great discretion is necessary in trifling cases where one person charges another with having committed an offence.

21. AUTHORITY FOR EXPENDITURE.

The District Officer will see that proper authority is obtained, by telegraph if necessary, before any expenditure is incurred; but, in any exceptional case where the exigencies of the public service has necessitated some expenditure before authority could be received, it will be his duty to report the matter without delay with a view to obtaining the necessary approval. (See "Accounts.")

22. BATON.

In effecting the arrest of any person who resists apprehension, a constable may use his baton when the necessity arises, that being the purpose for which the weapon is supplied. He must on no account use his handcuffs to strike the offender with, nor must he employ any other unauthorised weapon; neither must he strike an offender on the head with the baton. If he does so he takes a serious legal responsibility and if any harm accrues to the individual may be required to answer a grave criminal charge. A blow on the arms or legs with the baton will be sufficient to disable a person. He is required to report to the member of the Force in charge every occasion the baton is used.

23. BEATS.

In places where the system of police duty pursued in Perth is adopted, a beat is committed to the care of a constable who will be informed by his sub-officer of the names of the streets, etc., forming the same. The constable is responsible during the time he is on duty for the security of life and property, and for the preservation of the peace and general good order within his beat, with all parts of which, including streets, thoroughfares, courts, and houses, it is essential that he should make himself properly acquainted.

(a) He should see every part of his beat in the time allotted, and this he will be expected to do regularly, so that any person requiring assistance may meet a constable by remaining in the same spot for a certain space of time.

(b) This regularity of moving through his beat must not, however, prevent a constable from remaining at any particular place, if his presence there is necessary for the due performance of his duty, to observe the conduct of any suspected person, or for any other good reason; but he will be required to satisfy his superior officer that there was such a cause for such apparent irregularity. He will also attend at the appointed times and place to make a report to his N.C. officer of anything requiring notice.

(c) At all times, but more particularly when on beat duty, he should cause the removal of obstructions to public traffic so far as it is in his power to do so, and in every way diminish as far as possible the risk of accident to the public, as, for instance, by preventing trap doors in the pathway from being unnecessarily kept open, by removing from the pavement pieces of orange peel, banana skin, etc.

(d) If he observes anything in the street likely to produce danger or public inconvenience, or anything which seems to him irregular and offensive, or a nuisance, and he cannot himself take action thereon he must report the matter to the N.C. officer.

(e) If at any time he requires immediate assistance, he will make use of such means as he has at his disposal of calling for it; but this must be done as seldom as possible, for such alarm frequently creates the inconveniences it is intended to prevent by assembling a crowd.

(f) A constable is not to leave his beat during his term of duty, unless circumstances arise which render it necessary. If he sees an offence committed off his beat, he must at once proceed to arrest the offender, if it be a serious one, or to ascertain his name and address for the purpose of obtaining a summons if that be sufficient; unless the constable in charge of the beat where the offence occurs is at hand to attend to the matter.

(g) It is important that the officer in charge should himself tell off men for the different beats, and select men for any particular or exceptional duties. He is expected when on duty to attend the Police Court and to visit the lockups in his division as frequently as possible. He and the officers under him should also exercise a personal supervision over the men on their beats, and the N.C. officers who are detailed to visit them.

(h) The N.C. officers in charge of sections are expected to visit and speak to every man at least twice during each eight hours' terms of duty, to see that the beats are properly worked, and that the men are otherwise attentive to their duty. If the sub-officer does not speak to the constable on beat, he is not to record the meeting as a visit.

(i) The N.C. officers will be held responsible that the constables under their charge are properly instructed how to work their beats, and to perform every duty in connection therewith. Newly appointed constables should be conducted around their beats when first placed on them, and supplied with all the information concerning the inhabitants and their premises likely to prove serviceable.

(j) Constables on night duty will be held responsible that they frequently examine and satisfy themselves as to the security of the doors, windows, and gates of stores and other buildings on their beats.

(k) In cases where stores or other private buildings are found open by the police in the absence of the occupants, the constable should carefully examine the premises with a view of ascertaining whether a robbery has been committed or attempted, and the owner should, if possible, be advised by telephone. The police are not to remain in charge of the premises after his arrival, unless an undertaking is given that the wages of any constable left in charge will be paid by him.

(l) Should any suspicious character arrive at, or leave any part of the city or town within a constable's beat, it is his duty to inform his sergeant, who will report the matter to the officer in charge of the division; by him it should be communicated to the Inspector in charge of the Criminal Investigation Department.

(m) As the detection of offences depends very largely upon the support and assistance which the detectives receive from the constables on beat duty, every endeavour must be made by the constables to assist the detectives by promptly affording them all the information in their power respecting offences committed within the limits of their beats.

(n) It will be the duty of every officer attached to a division which comprises any city or large town to visit the sub-officers and men doing beat duty, to satisfy himself by personal observation that the work is properly performed, and that the constables are regularly visited by their sub-officers. The officer's supervision must be extended to the members of the Force on night duty as well as on day duty.

(o) The N.C. officers and constables will report all nuisances they may have observed, such as closets overflowing, dead animals lying about, etc., and will, if possible, ascertain who is responsible for the same. They will also endeavour to detect persons writing obscene words or drawing obscene figures, etc., in public places, and if any such words or figures come under their notice, take steps to obliterate them.

(p) In all cases where the police discover a leakage from water pipes in thoroughfares or other public places, a report of the circumstances must be at once made to the Water Supply office by telephone.

9. A constable must not while on beat duty enter into conversation with any person whatever, except on matters relating to his duty. When asked his name and number by any person, on any reasonable occasion, he must immediately give them.

24. BORROWING MONEY.

Officers and N.C. officers must strictly avoid placing themselves under pecuniary or personal obligations of any kind whatever to their subordinates, and must at all times and in all ways maintain a character for unimpeachable integrity.

(a) If any member of the Force shall, directly or indirectly, whether for his own use or for the use of another accept or borrow money or property from any other member of a junior grade, whether the latter is under his charge or not or obtain his signature upon a bill, or otherwise make him the channel of borrowing or procuring money from any bank, corporate body, or individual, or induce him to become security for a loan or debt, the superior in rank will be liable to removal from the Force.

(b) Members of the Force are strictly prohibited from lending money to a superior for his own use or for the use of another or joining him in bill transactions or becoming security for him in any way.

25. BUSH FIRES.

The police must be careful to take all the precautions in their power to guard against bush fires in the country districts, and any case where a breach of the Bush Fires Act has been committed report same to the Local Authority, and a covering report forwarded to the District Officer.

26. CERTIFICATES OF DISCHARGE.

Certificates of character will be issued from the office of the Commissioner, and will be prepared in accordance with the record sheets. Constables who are removed from the Force, or who are discharged on resignation or otherwise before they have completed one year's service, will not be entitled to a certificate, but will be issued a discharge. No other certificates of character of service are to be given to persons leaving the Force. The Commissioner may append thereto any recommendation which he feels justified in giving, such as—His conduct was exemplary; his conduct was very good; his conduct was good.

In the case of a member of the Force who retires after completing five years service without any punishment having been recorded against him, the certificate shall be endorsed "His conduct was exemplary."

27. CHARGES AGAINST POLICE.

The Police Act, 1892, confers on the Commissioner and officers of police certain powers of inflicting penalties upon sub-officers and constables as punishments for insubordination or misconduct against the discipline of the Force. Section 23 provides that the Commissioner or some other commissioned officer of the Force appointed by the Governor in Council may examine on oath into any such charge of insubordination or misconduct against the discipline of the Force against any non-commissioned officer; and the evidence taken by such officer shall be referred for the decision of the Commissioner. If he considers the charge satisfactorily proved he may inflict a fine not exceeding five pounds, and may recommend to the Minister the reduction, dismissal, or discharge of the accused.

(a) Section 24 of the Police Act provides that the Commissioner or any other officer of the Force appointed by the Minister for the purpose may examine on oath into any similar charge preferred against any constable, and on proof thereof may sentence such constable to pay a fine not exceeding three pounds; and every such sentence, if by an officer other than the Commissioner, shall be subject to the approval of the Minister. The Commissioner or other officer hearing a charge under Section 23 or 24 of the Act shall have the same power to summon and examine witnesses and administer oaths as a Justice, and the fine shall be enforceable in like manner as a fine imposed by a Justice under the Act.

(b) In all charges of misconduct against members of the Force which are heard by the magistrates, if depositions have been taken in writing, the officer in charge will cause a copy to be made, and will transmit the same to the Commissioner with his report of the case.

(c) Should an action or prosecution be brought against a member of the Force for anything alleged to be done by him while on or off duty, such member must report the fact in writing as soon as possible after the proceedings have been commenced to his District Officer, who will submit such report to the Commissioner without delay.

(d) Where members of the Force are brought before Courts on charges preferred by persons outside of the service an officer, if practicable, should attend such Courts during the hearing. A copy of the evidence adduced must in all cases be submitted to the Commissioner.

(e) Members of the Force charged with neglect, or violation of duty, may be brought before the Police Court and dealt with by Justices pursuant to section 19 of the Police Act, 1892. This course, should not, however, be taken without authority from the Commissioner.

(f) The proceedings in private inquiries before officers of police should be made to approximate as nearly as possible to the proceedings in ordinary Courts of justice, so far as the rules observed in the latter are applicable.

(g) When the misconduct complained of is of so grave a character that it would be obviously improper to allow the accused to remain in the execution of police duty so long as the charge remains open against him, he is to be at once suspended from pay and duty.

(h) In every case the charge must be in writing and entered in the form called "defaulter's sheet." If the accused wish it, a copy of the charge must be furnished to him before he is called upon to plead to it. Care must be taken to state the charge with sufficient fullness and clearness. Should the officer who is hearing the case consider such a course necessary, the charge may be amended during the hearing, but a copy of the amended charge must be supplied to the accused, if applied for by him, and sufficient time must be allowed him to prepare his defence to it. For this purpose the hearing must be adjourned, if necessary. The constable or N.C. officer accused should be required to plead in writing and append his signature to the plea.

(i) When the plea is "not guilty," the accused must be presumed to be innocent until it is proved by evidence that he is guilty. In all such cases it is necessary that the evidence shall be taken down in writing.

(j) Members of the force against whom charges are brought may be permitted to be represented by counsel on the hearing, but such members of the Force must themselves be present to answer and plead, and must remain during the whole of the investigation.

(k) If the member of the Force alleged to have misconducted himself be of a higher rank than constable, the officer in charge will, if necessary, suspend him from duty, and forward to the Commissioner a report of the matter with the evidence given, or a copy thereof, stating his view of the case.

(l) Charges against members of the Force must not, under any circumstances, be heard by an officer in the absence of such members.

(m) Charges against members of the Force will occasionally be of a somewhat general character, and facts in support of them may be adduced in evidence which the accused is not in a position to meet or deny in consequence of his being to some extent taken by surprise. In such cases reasonable time must be allowed to enable the defendant to collect evidence; and, if necessary, the inquiry must be adjourned for the purpose.

(n) If the officer who hears the case gives the decision it must be entered by him in the column for that purpose in the defaulter's sheet, and he must also record in the same sheet the names of the witnesses. If he wishes to make any remarks upon the merits of the case he can do so in the column headed

“Remarks.” On referring or submitting a case for the decision or approval of the Commissioner, he will forward the depositions taken at the hearing together with the defaulter's sheet, containing the charge, the plea, and the names of the witnesses. The necessary entries will then be made by the Commissioner in the columns for “Decision” and “Remarks.”

(o) The record of the case that is to appear in the record sheet of the accused should as a general rule be copied verbatim from the defaulter's sheet, but when the particulars are very full and extensive the officer may abridge them in the record sheet, but, in doing so, must be careful not to omit anything of importance, or which may assist any other officer in forming a correct estimate of the case.

(p) In cases in which the accused is entitled to have the charge heard by a board under section 26 of the Police Act, 1892, he must submit his application for the board before the case is gone into. If he allows the hearing of the charge against him to commence before submitting any such application, he will be understood to have waived his right to apply for a board, and it will be too late for him afterwards to apply.

(q) When any member of the Force is charged with being drunk or with any offence of which drink or its influence forms a part, the investigation is not to be commenced until he is perfectly sober and recovered from the effects of the liquor.

(r) Drunkenness in a policeman must be understood to be such a departure from sobriety as renders him unfit to be sent on duty to exercise with due discretion the powers entrusted to him.

(s) When a member of the Force is found drunk or suffering from the effects of liquor, the alleged defaulter must be at once examined by the D.M.O. or, in his absence, a duly qualified medical practitioner, and a report on his condition obtained on the spot. In the absence of the D.M.O. or a duly qualified medical practitioner, the attention of one or more members of the Force should be drawn to the man's condition, and their opinion obtained on the spot; and where the only member of the Force present is the member who may be required to prefer a charge, the opinion of one or more reputable persons should be obtained. If the alleged defaulter is a returned soldier, immediate inquiry should be made to ascertain whether he at any time suffered from shell shock.

(t) All charges which have been proved against members of the Force are to be noted in their record sheets unless otherwise directed, and care must be taken that all offences dealt with by officers in charge of districts or divisions are duly recorded.

(u) The particulars of charges should be explicitly and clearly, though briefly, stated in the record sheets, the entry showing not only the nature of the offence, but the circumstances under which it was committed.

(v) When a charge against a member of the Force, whether preferred by another member or a private person, is dismissed as groundless, or frivolous, or vexatious, and the character of the man accused remains unaffected by the charge, no entry of the case is to be made in his record sheet, whether the inquiry has been in a Police Court, before a board, or an officer of police.

(w) A person desirous of complaining of the conduct of any member of the Force should be treated courteously and referred to the officer in charge of the station. If this cannot be done a statement in writing and signed by the complainant, his address, and the names of anyone witnessing the matter complained of should be obtained. The complaint should be inquired into at the earliest opportunity and duly submitted to the inspector.

(x) Complaints by members of the Force against one another should be made in writing, and referred to the officer in charge of the station. All such complaints must be forwarded to the Commissioner as early as possible.

(y) Members of the Force are not permitted to take civil proceedings in cases arising from the performance of their duties, unless the permission of the Commissioner of Police is first obtained.

28. CHIEF INSPECTOR.

It is the duty of the Chief Inspector to proceed from time to time, in accordance with such instructions as he may receive from the Commissioner, to the several districts for the purpose of—(1) minutely inspecting the force and reporting on the state of efficiency in which he finds it; (2) investigating and reporting on any charge of misconduct against the police; or (3) performing any other duty which the Commissioner may require him to undertake.

29. CIRCULAR ORDERS.

The district officer will ascertain if the men make themselves acquainted with the circular orders or other instructions published for their guidance or information.

30. CIVILITY.

All persons are to be treated with the utmost civility, forbearance, and good temper by the police. Whenever a question is put to them by any person they are not to answer in a short or abrupt manner, but with the greatest possible attention; at the same time they are to avoid as much as possible entering into unnecessary conversation with anyone. A perfect command of temper is indispensable in the proper discharge of police duty. A constable must not allow himself to be moved or excited by any language or threats, however insolent; the cooler he keeps himself the more power he will have over his assailant. Idle or silly remarks are unworthy of notice, and if the persons making them see that they have no effect upon the constable, they will soon leave off. Forbearance and moderation will always be understood and appreciated by the public, the magistrates, and the Commissioner.

31. COMMISSIONER.

The Commissioner is appointed by the Governor, and is charged and vested with the general control and management of the Police Force of the State and also of any special constables who may be appointed. He may appoint so many non-commissioned officers and constables as he shall deem necessary for the preservation of peace and order throughout the State, subject to the approval of the Governor. He will from time to time, with the approval of the Minister, frame rules, orders, and regulations for the general government of the members of the Police Force, as well with respect to their places of residence, their classification, grade, distribution, particular duties, and inspection, as to the description of the arms, accoutrements, and other necessities to be furnished to them, and all such other rules, orders and regulations, relative to the said Force, and the control, management, and discipline thereof, as may be necessary for rendering the same efficient for the discharge of the several duties thereof, and for the purpose of preventing neglect or abuse.

(a) The Commissioner will furnish the Government from time to time with reports of the general state of the Police Force, regarding the number of men, their distribution and general efficiency, the increase or diminution of crime, the number of new stations that may have been formed, and such other information as it may be necessary to afford.

32. COMPLAINTS.

The members of the Force can at any time make any representation they may wish to the Commissioner. The representations shall be in writing, couched in proper language, and forwarded through their immediate superiors.

(a) Any subordinate officer or N.C. officer, on receiving a complaint, will forward it to the officer in charge of the district, who in turn will submit it to the Commissioner, if it is intended for him, with such statements of his own having reference to the subject as they may consider necessary.

(b) Any member of the Force feeling himself injured or aggrieved must bring the circumstances of the case under the notice of his superior officer at once.

(c) The officer in charge of a district, or, in his absence, the officer acting in his place, will attend at his office every morning to hear complaints by or against any of the men in his district, and he will take the necessary steps to have all such complaints investigated, and will report the result to the Commissioner.

33. CONSTABLES.

The constable, though often acting on specific orders applicable to the occasion, is likewise very frequently called upon, in the execution of his duties as a peace officer, to act upon his own responsibility. He therefore requires intelligence, discretion, decision, and perfect command of temper. He should receive the orders of those above him with deference and respect, and execute them to the very best of his power. He is to be ever on the alert for the prevention of crime, and the protection of persons and property, and is to report to his superiors every circumstance of an unusual character that may occur in connection therewith.

(a) A constable must be cautious not to interfere unnecessarily, or to be unduly meddlesome or officious in the discharge of his duty. When required to act he must do so with decision and boldness, but with no more violence than is necessary. He must bear in mind that he is legally responsible for his acts, and if he exceeds the legal limit of his duty he is accountable to the law either criminally or civilly.

(b) He must be guarded as to his general demeanour, and be of sober, orderly, and regular habits. He must execute all lawful orders with zeal and dispatch.

(c) He must avoid all appearance of lounging, loitering, or gossiping while on duty or in uniform. If he has any inquiry or report to make, he should stand at attention when making it, and he should maintain the same attitude when replying to inquiries by private persons.

(d) He must be neat and clean in his person and clothing, and be careful of his arms, appointments, and accoutrements, for any loss or injury to which he will be held responsible.

(e) He must work in unison with the other members of the Force, and in the event of complaints being made to the contrary the offender will be charged with a breach of discipline.

(f) Being a successful police officer does not mean being arrogant or a persecutor of the public—it means one who is efficient without being over-zealous, courteous and considerate at all times to everyone; attentive to duty on all occasions, treating one and all with civility and behaving at all times with decorum.

(g) He must have:—(a) An exceptionally good physique, with a high standard of physical fitness; (b) a good standard of general education; (c) certain qualities of character and personality which are acquired by decent living; and (d) a degree of general intelligence that is increasingly demanded of those who belong to the public services.

34. CONSTITUTION.

The Police Force of Western Australia consists of the following grades:—

Commissioner.
Chief Inspector.
Inspector (1st Class).
Inspector (2nd Class).
Inspector (3rd Class).

General Uniform Police:
Sergeant (1st Class).
Sergeant (2nd Class).
Sergeant (3rd Class).
Constable.
Probation Constable.

Criminal Investigation Department:
Sergeant (1st Class).
Sergeant (2nd Class).
Sergeant (3rd Class).
Detective Constable.
Probationary Detective.

Water Police:
Constable.

35. CONTRACTS.

No member of the Force will be permitted to derive any benefit from any contract entered into on behalf of the Department, or to accept any discount or other benefit in connection with any expenditure of public money.

36. CO-OPERATION.

Hearty co-operation between every member of the Force will materially contribute to the efficient discharge of their important duties in the detection of crimes and convictions of criminals.

37. CORONER'S JURY.

The police will see that none of the jury is kin to a deceased person nor interested in any person suspected of having caused his death, nor likely to be required as witness.

38. CORRESPONDENCE, REPORTS, ETC.

All communications which members of the Force may wish to make to the Government or to the head of any public department must, except when otherwise directed, be forwarded through the Commissioner.

(a) All letters and reports from any district for transmission to the Commissioner should be forwarded through the officer in charge of the district, except in cases of exceptionally grave outrage, serious breach of the public peace, or any matter of an urgent nature, when officers in charge of divisions or N.C. officers or constables in charge of stations are to report direct to the Commissioner; but in every such case a copy of the communication which it has been necessary to send direct to the Commissioner should be sent to the officer in charge of the district.

(b) All correspondence must be expressed in clear, concise, and respectful terms, and any member of the Force using in such correspondence terms which are contemptuous in tone, or insubordinate in character, will be deemed guilty of an act of misconduct against the discipline of the Force.

(c) In all official reports, correspondence, and returns, the names of all N.C. officers and constables mentioned must be accompanied by the register numbers and rank of the individuals in question. When the register number is unknown to the writer of a report, etc., he must leave a space after the name in order that the number may afterwards be inserted therein.

(d) Reports from subordinate members of the Force should be drawn up in the first person and should be preceded by a brief reference to, or indication of the subject of the report in the following form:—

Police Station,

.....

.....19 ,

then follows the report in the first person, and it must of course be signed by the person making it.

(e) Reports relating to outrage upon person or property, or to the peace of the country, although conveyed in concise terms, should embrace a full statement of facts, and of such other particulars as may enable the Commissioner to form a correct opinion upon the case. In every report of crime it should be stated whether any, and if so, what clue has been obtained to the discovery of the perpetrators, and what steps have been taken to trace the offenders, also whether the police of the adjacent districts or stations have been informed of the particulars of the offence.

(f) In referring to communications previously received from the Head Office or district headquarters, members of the Force should quote not only the date of such communication, but the file numbers which they have borne, if any. When any communication is forwarded with a minute, the party receiving it will, after noting and attending to the matter, return it without delay to the person by whom it was sent.

(g) The officer in charge will be responsible for keeping, or causing to be kept, all such books and returns as the necessities of the service require to be kept, and for forwarding such returns periodically or otherwise as may be required or called for by the Commissioner, and such returns must bear his certificate that they are correct.

(h) In forwarding the usual periodical returns, or any special returns which may be called for by the Commissioner, it is not required that officers shall send any communication with them, unless it is necessary to give some explanation or information respecting them.

(i) A Correspondence Book is to be kept at each Police Station, and in it must be recorded particulars of all memoranda, letters, telegrams, reports and returns, received at or despatched from the station. The book must be kept in such a manner as to make it easy to see at a glance how any matter upon which a communication has been sent to the station is dealt with.

(j) Police reports or memoranda must deal with one subject only. The day of the month upon which an occurrence takes place must always be quoted, not the day of the week.

(k) Errors occurring in books, etc., which cannot be re-written are to be corrected by drawing a pen across the entry and substituting the correction in red ink above it. Erasures in police accounts or official police books are not allowable.

39. COURTS.

The District Officer and members of the Force in charge of stations will cause the men to be instructed when they have cases to bring before the Bench how to obtain evidence and conduct the proceedings, so as to present the particulars to the magistrates as clearly and intelligibly as possible. They will not only give directions to this effect to the constables, but will attend the court themselves as frequently as possible to see that the instructions are carried into effect. In important cases they will make a point of conducting the prosecutions, unless they have been authorised to employ a professional gentleman for the purpose. Cases of less importance can be conducted by subordinate members of the Force, but whenever there is an officer available, the duty should be undertaken by him.

(a) Members of the Police Force having to attend courts must observe strict punctuality. The officer in charge should inspect all men on such duty before they quit the station to see that they are smart and clean in appearance, and in proper uniform, also that they are prepared with any property required for production in court in any case in which they may be concerned.

(b) During the sittings of the Supreme Court and Courts of Quarter Sessions in their criminal jurisdiction, the police engaged in cases should frequently inquire during each day's sitting when their cases are likely to be called on in order to be prepared with their witnesses; and the witnesses should be frequently looked up to ensure that they are in attendance.

(c) Exhibits and other property in the hands of the police in connection with their cases should be in readiness to be produced at any moment required.

(d) Immediately after the trial the officer in charge of the case should see that his witnesses are paid and be prepared to give the paying clerk all information regarding their claims.

(e) Any application for restoration of any property to the prosecutor should be made to the Crown Prosecutor at once after the case is closed, so that the Judge's order may be obtained.

(f) If any property is given up by the Judge's directions, detailed receipts should be obtained.

(g) Members of the Force attending civil cases in their own time can retain the witness fee, but in no case are they to put the Department to any expense for time off or for travelling or transport expenses. Changing of shifts with this object in view is not to be allowed.

(h) Should it be found necessary to apply for leave to attend civil proceedings in connection with cases where a member of the Force is required to give evidence of events that have come under his notice in his capacity as a member of the Force then he should apply for leave of absence, but should advise the party issuing the subpoena that it will be necessary for him to be provided with conduct money sufficient to cover his wages, plus transport and travelling expenses, if any. The employee should refund the Department the amount of wages collected, but retain the transport and sustenance expenses paid to him.

40. CRIME.

The position in which members of the Force are placed is different from that which they occupied as private citizens. They have become peace officers, and in the performance of their duty as such their efforts should be principally directed to the prevention of crime. The security of persons and property, the preservation of public tranquility, and all the other objects of a police force will thus be better effected than by the detection and punishment of offenders after they have succeeded in committing crime.

(a) It must be clearly understood that the police are strictly responsible for the suppression of crime of every description in their respective sub-districts. If in any case they consider it would be advantageous to have the assistance of the detective police, and they make application accordingly in the usual manner, they will generally be allowed the services of experienced members of that branch. Members of the Force in charge of stations will be subject to severe censure if they prove unsuccessful in the suppression of any crime through failing to apply for such assistance when necessary, or if they evince a want of energy, or neglect to avail themselves of any legitimate resource that may be open to them.

(b) With respect to the possible identification of suspects by complainants it has been arranged for photo groups of prisoners issued with the *Police Gazette* to be supplied in duplicate.

(c) The copy for retention with the *Gazette* has printed thereon particulars of the offence, finger-print classification, etc., whilst the copy to be used for identification purposes by members of the public has no such information and is punched at the side with two holes for filing purposes in special covers that are being supplied to each Station. At the back of the latter copy will also be found a reference to the number of the *Gazette* and the year, e.g., 32 represent the number of the *Gazette* and 29 the year.

(d) District Inspectors are requested to see when on visits of inspection that these duplicate photos are correctly filed.

(e) When members of the public are requested to inspect the group intended for their use the Police must be careful to exhibit the whole group, and under no circumstances should special attention be drawn to the photo of any particular individual.

41. CRIME RETURNS, ETC.

A return showing the names, occupations, descriptions, and addresses of all criminals and suspected persons in the locality under his supervision must be made for the period ending on 31st December in each year, by every member of the Force in charge of a Station. They must be promptly forwarded to the officer in charge of the district, who will gather together the returns from each Station and transmit them without delay to the C.I.B., Perth.

(a) Criminal Charge Return, Form A, must be forwarded regularly each month in the wrapper provided for the purpose direct to the Government Statistician, Perth, who will transmit them to the C.I.B.

(b) Incomplete cards must be forwarded regularly with the succeeding month's cards. The cards should be fastened securely and properly enclosed in the wrapper before being posted.

(c) A Monthly Return of Thieves and Suspects is to be forwarded to the Officer-in-Charge of the Criminal Investigation Branch, Perth, and books of forms in duplicate are supplied to each Police Station for that purpose, but should any

circumstances arise where it is necessary to immediately communicate the movements of criminals, the regulation regarding criminals (concluding paragraph) should be complied with.

(d) Crime returns will be forwarded from each Station yearly, care being taken by the officers in charge of districts that these returns are compiled with the greatest accuracy, and forwarded with as little delay as possible. A return of the total number of persons charged during the year must accompany the crime return for the year ending December 31.

(e) Charge Sheet will be forwarded as usual each month.

(f) The Regulation regarding special reports must be carefully complied with. (See "Correspondence.")

42. CRIMINAL INFORMATION FORMS

All criminal informations, of whatsoever nature, must be forwarded to the C.I.B., Perth, at the first available opportunity, and the minutest particulars must be entered in them.

(a) In reports of inquests, or of deaths, every known particular concerning the person killed or found dead should be entered. In the case of a prisoner the register number should be stated.

(b) The names of all persons and places must be spelled correctly and written legibly. Christian names, as well as surnames, must be given in full.

(c) When necessary, information concerning offences, arrests, cancellation of warrants, etc., must be sent to the C.I.B. by telegram as well as by post.

(d) All reports of crime should be furnished on the criminal information form provided for that purpose. In cases of larceny it should be stated under the heading of "General Remarks, etc.," whether any, and if so, what portion of the property has been recovered. A full report of any crime or offence committed should be made whether an arrest has been effected or not.

(e) In forwarding information of property stolen, lost, or found, to the C.I.B., the police are required to see that every article is minutely described for the purpose of identification.

(f) Description of watches and jewellery should be made on the lines laid down in the *Police Gazette* of 6th October, 1920, page 309. Other goods, etc., should be described as follows:—

(g) Boats—The build, material, length, colour, marks, and fittings; oars (if any), length and material.

(h) Boots—Size, shape, material; plain, goloshed, or half-goloshed fronts, with or without toe-caps; broad, medium, or pointed toes; machine or hand sewn, pegged or riveted; plain or nailed soles; heel or toe-plates; lace-up, elastic-side, or blucher; and the nature of any repairs.

(i) Clothing, etc.—Material; machine or hand sewn; slop or tailor-made; if coats, sac, frock, dress, or tunic, and marks or repairs.

(j) Horses and cattle—Sex, colour, condition, breed, brands, and exact position of same; if horses—age, height, points; collar, saddle, or other marks; and whether any white about face, body, or legs.

(k) Sheep—The breed and brands.

(l) Money—The class and denomination, *i.e.*, whether gold, silver, or notes; if notes, their value and numbers, if obtainable.

(m) If the full description cannot be obtained the criminal information or report, as the case may be, must be endorsed to that effect. Any further particulars obtained subsequently must be at once reported.

43. CRIMINAL INVESTIGATION BRANCH.

Appointment to the Criminal Investigation Branch shall be made from applicants who appear to be best qualified for the performance of detective duties.

(a) The Detective Police are subject to the same discipline as other members of the Force, but their attention is principally directed to the detection of crime and to a special surveillance of the criminal classes.

(b) The detectives will be selected from the ordinary police, or from candidates offering themselves for this service who are considered suitable. They will first be employed on probation; but when favourably reported upon by the officer in charge of detectives they will be permanently appointed. They will subsequently receive promotion as vacancies occur, and as they prove by their zeal and efficiency their fitness for advancement. Promotion to the rank of officer is obtained on the same conditions as in the preventive Force.

(c) Members of the Preventive Force, when drafted to the Criminal Investigation Branch, will rank as Probationary Detectives.

(d) "Detective constable" means a constable attached to the Criminal Investigation Branch of the Police Department, who has been favourably reported on by the Officer-in-charge of that Branch, but who shall not be deemed permanently appointed to the Criminal Investigation Branch until he passes the examination for the rank of non-commissioned officer.

(e) "Probationary detective" means a member of the Force attached to the Criminal Investigation Department on probation for a period of 12 months. If he is not reported on favourably at the end of that period he may have such period of probation extended for a further 12 months. If reported on favourably by the Inspector in Charge of the Criminal Investigation Branch at the end of the 12 months, he shall be designated "detective constable."

(f) It is to be clearly understood that members of the Criminal Investigation Branch must look for advancement in their own branch, and that, *save* under very exceptional circumstances, transfers to the Preventive Force, with the equivalent rank and pay of that branch, will not be permitted.

(g) The duties of the members of the C.I.B. are principally detective, but occasionally they may be called on to perform preventive duties. They should exercise due reticence and tact in the performance of their duties and avoid anything that may excite distrust or suspicion.

(h) Except when otherwise directed all detectives shall communicate direct with the officer-in-charge of detectives in Perth.

(i) Detectives at stations other than Perth, where there is a Commissioned Officer in charge, will report themselves to him daily at an appointed hour, when they will submit to him all official letters and communications which they have received and their replies thereto. They will also furnish him with details of all matters of duty which come under their notice or require their attention, and acquaint him with the steps they have taken or intend to take in the particular cases they have in hand, and will obey any instructions he may issue to them.

(j) When a detective receives from another officer any order which clashes with the instructions he has received from the officer in charge of detectives in Perth, he must acquaint the former with the same, and if the officer persist in his order, the detective must of course obey him, but must immediately report the circumstances to the officer in charge of detectives in Perth, who if necessary will submit the matter to the Commissioner for decision.

(k) When a detective is doing duty at a station where there is no officer, the nature and extent of his communications to the police at the station must to a great extent be left to his own judgment and discretion, but he will be held strictly responsible that the public interest does not suffer through undue reticence on his part. He must conduct his business in such a manner as not to clash with the action of the general police. He will keep the member of the Force in charge advised of his absence from and return to the station, and, as far as may be expedient, of the duties upon which he is engaged. There will, however, occur cases in which entire secrecy is desirable.

(l) With a view to the detection of crime in their respective districts the detectives must acquire a thorough knowledge of the criminal class therein, must watch their movements, and promptly communicate particulars of the same and other necessary information to police stations. They are required to furnish periodically to the officer in charge of detectives surveillance returns of all suspected or criminal persons in their respective districts or divisions.

(m) Detectives will be afforded opportunities of seeing prisoners with the view of recognising them, studying their features, and otherwise familiarising themselves with the personal appearance, habits, and character of members of the criminal class.

(n) In reporting the particulars of inquiries conducted and arrests made, and generally of the actions they have performed, detectives must not omit to mention the names of other members of the Force who have been engaged with them in the same duties. They must endeavour at all times to secure the hearty co-operation of members of the preventive branch.

(o) Detectives must not withhold from their officer any information relating to their duty which they may acquire.

(p) As it is obviously necessary that they should perform their duty in private clothes, each detective is furnished with a badge of office entitled "Certificate of Authority" to carry on his person and to produce when necessary.

(q) The certificates are on no account to be transferred from one detective to another, nor will a second one be issued to any member of the branch except when the certificate has become worn out, when it must be given up on the issue of a fresh one. They are numbered consecutively as issued, and on any

detective leaving that branch of the Force his certificate is cancelled. Each one will be strictly responsible for the care of the certificate issued to him, and upon no account must he let it go out of his possession until, on his transfer or retirement from the branch, he returns it to the officer in charge.

(r) Any detective who loses his certificate must immediately report the loss to the officer; and, unless he can give a satisfactory explanation of the cause of the loss, he may at once be suspended from duty, until the charge of neglect against him has been disposed of. Should the loss prove to be due to carelessness or neglect he will be severely punished.

(s) The certificates are the property of the Government and must be returned with other appointments by members leaving the Force. In the event of the death of any detective care must be taken to secure his certificate and transmit it to the Commissioner without delay.

(t) The certificate is the only badge used by detectives. In cases where in addition to the certificate further proof is required that the bearer is the person named therein, the detective can produce his memo. book, some official letters, cards, or like documents.

(u) It is requested that any detected instance in which an improper use has been made of the documents thus issued to members of the detective force may be at once reported to the Commissioner.

44. CRIMINALS.

The police are forbidden to furnish any information whatever to anyone outside the Department regarding the criminal history or antecedents of convicted persons.

(a) If approached by employers or others at any time on the subject they should refer them to the District Officer, who will, if necessary, communicate with the Commissioner of Police in regard to the information desired.

(b) Members of the Force must not discuss with the persons summoned to serve on juries the particulars of any case or matter in which they may be called upon to decide the issue, and under no circumstances must such persons be supplied with any information whatever regarding the criminal history or antecedents of a prisoner.

(c) Whenever a member of the Force learns that any person reasonably suspected of being engaged in crime has removed from one locality to another, he must report the change at once to his officer, who will see that intimation of it is promptly forwarded to the officer in charge of the locality to which he has removed, and to the C.I.B., Perth.

45. DEATH—MEMBER OF FORCE.

On the death of any member of the Police Force the Minister may, on the recommendation of the Commissioner, grant to the relatives dependent upon such member the monetary equivalent of such leave of absence as shall have accrued and shall not have been taken by him at the time of his death, together with *pro rata* long service leave up to the date of his death, or in any case where long service leave shall not have accrued at the date of death, the monetary equivalent of *pro rata* long service leave to the date of death.

(a) Free transport in accordance with the regulations will be granted to the widow, and children under sixteen years of age, of any officer, non-commissioned officer, or constable, from the place where he died to any part of the metropolitan area. The Department will also bear the expense of transporting the furniture and effects of such late member of the Force to the metropolitan area.

46. DEBTS.

Members of the Force must not permit private accounts to accumulate with tradesmen to such an extent as to bring discredit on the Force.

47. DESERTERS.

The police will give every assistance in tracing and arresting naval deserters from Imperial and Commonwealth Navies. Those surrendering themselves are to be sent to their destination without escort.

48. DESIGNATION OF RANKS.

Members of the Force above the rank of Sergeant are the holders of His Majesty's Commission and are designated Officers, whilst Sergeants are called Non-Commissioned Officers.

The general uniform police are subdivided into Mounted and Foot Police.

49. DISAFFECTION.

If any member causes, or attempts to cause, or does any act calculated to cause disaffection amongst the members of the Force, or induces, or attempts to induce, or does any act calculated to induce any member of the Force to withhold his services, or to commit a breach or breaches of discipline, he shall be deemed guilty of an act of misconduct against the discipline of the Force.

50. DISCIPLINE.

Discipline must be maintained throughout the Force. In the absence of a Commissioned Officer or N.C.O., the responsibility of maintaining same rests with the senior member of the Force present.

(a) Officers and N.C. officers must respect and uphold the authority of their superiors, and set an example of strict and prompt obedience. They must be civil and obliging to those under them without compromising by improper familiarity the respect due to themselves.

51. DISMEMBERMENT OF EMPIRE.

Any member of the Force who by word of mouth or in writing or by any act or deed advocates the dismemberment of the British Empire, or who says or does anything calculated to incite, encourage, or assist disloyalty, shall be deemed guilty of an act of misconduct and be removed from the Force.

52. DISTRICT OFFICE CLERKS.

Each officer in charge of a district is allowed a constable to act as clerk in his office; but he will explain to such member of the Force that the occupation is of a very confidential nature, and that he will be held strictly responsible for his conduct in such office as well as for a due observance of and obedience to the general rules and regulations of the Force. No other officer will be allowed the services of a member of the Force as clerk without express permission from the Commissioner.

(a) If any member of the Force employed at clerical duty divulges, either directly or indirectly, any matter that may come to his knowledge in the discharge of such clerical duties, he shall be liable to removal from the Force.

53. DIVISION OF STATE INTO POLICE DISTRICTS.

For public purposes the State is divided into districts, the districts into sub-districts or divisions, and these again are divided into stations, patrols or beats.

The number and boundaries of districts are altered from time to time as circumstances require.

54. DIVORCE.

No inquiry is to be undertaken which will ultimately lead to divorce proceedings being taken.

(a) Whilst it is incumbent on members of the Force acting as Bailiff to serve citations or summonses in connection with proposed divorce proceedings, nothing further than the affidavit of service is to be indorsed on the return to the summons.

(b) This is necessary, as recently an instance occurred where a solicitor had a prepared affidavit forwarded for the constable serving the summons containing certain questions to which answers were requested. This action was quite irregular, and the questions should not have been answered.

55. DOMESTIC QUARRELS.

The police should not interfere in domestic quarrels unless there is reason to fear that violence is likely to result.

56. DRILL.

Every member of the Force will be instructed in such drill as may be considered necessary, either for mounted or foot duty.

(a) As the Police Force is not a military but civil force, all unnecessary military parade and show, as well as the frequent and unnecessary display of firearms and other weapons, is to be avoided.

(b) In any building sub-officers and constables will stand at attention, and if sitting down will rise when an officer or other person entitled to a salute is passing.

(c) Officers are never to permit without reprimand the smallest marked inattention or want of respect from those who are subordinate to them. On the other hand, it is expected that the officer will not fail through negligence, indifference, or other cause to return a salute with proper recognition. The particular mode of saluting will form part of the drill.

(d) All members of the Police Force (officers and men) are to salute His Excellency the Governor, members of the Executive Council, and Judges of the Supreme Court if they are known to them.

(e) Sergeants and constables shall salute all Magistrates, Justices of the Peace when meeting them at their courts or interviewing them on official business, and all officers of the Police Force whom they know to be such whether dressed in uniform or not.

(f) Under no circumstances whatever shall any head-dress be removed by a member of the Force when saluting in uniform, and this order extends to any mark of respect which a man may desire to pay to friends or to a passing funeral, etc.

(g) Officers shall always salute their seniors on parade or duty when reporting themselves or making a report to them or on being dismissed on parade.

(h) Officers in uniform, when saluting, must not take off their head-dress, but shall salute with the right hand. They must always return the salute of a subordinate.

(i) A salute to two or more officers should only be returned by the senior.

(j) A non-commissioned officer or constable, if standing still when an officer passes, shall turn towards him, come to attention and salute. When a non-commissioned officer or constable addresses an officer he shall salute and halt two paces from him. When walking, non-commissioned officers or constables shall salute an officer as they pass him. When a non-commissioned officer or constable appears before an officer in a room, he shall salute without removing his head-dress. A non-commissioned officer or constable without his head-dress, or who is carrying anything that prevents him from saluting properly, shall, if standing still, come to "attention" as the officer passes. If walking, he shall turn his head slightly towards the officer in passing him. When an individual non-commissioned officer or constable meets a detachment of police on the march he shall salute the officer in command.

(k) Sergeants and constables shall always stand at attention when addressed by an officer of the Force, and should their barracks be visited by an officer the men shall be called to attention by the first member of the Force who may happen to see him, whereupon they shall all cease their occupation and continue standing at attention until he leaves the apartment or permits them to sit down.

(l) Constables shall show their respect for sergeants by standing at attention when they address them on duty.

(m) No officer shall fail to acknowledge the marks of respect paid to his rank by their subordinates, and he must be equally careful to call to account any member of the Force who is guilty of marked inattention to him, whether on duty or not.

(n) Detectives shall not salute officers of the Force or other individuals entitled to this mark of respect.

(o) Police marching in a body do not salute, but the words "eyes right" or "left" are given by the member in charge.

(p) Members of the Force are to salute the King's Colours when they are borne past. It is most desirable that this mark of respect should be shown, and members of the Force when the Colours are paraded should salute them.

(q) In this regard it is to be understood that members of the Force employed on urgent duties, such as traffic point work, etc., and which demands their whole attention, are not expected to so salute.

(r) At ceremonial parade days, such as take place on Anzac Day, all returned soldiers who are members of the Force should wear their medals, and not ribbons only.

57. ECONOMY.

The District Officer is to pay strict and constant attention to economy, and whenever he sees any means of reducing the expense, or promoting the utility of the Force in the locality within his charge, he must not fail to communicate his views to the Commissioner.

58. EDUCATION.

A constable desirous of advancing in the service should devote such hours as he can spare from duty to acquiring a thorough knowledge of his duties and endeavouring to acquire a general knowledge of, and take an interest in, affairs outside his calling as a police officer.

59. ELECTORAL CLAIMS.

The police are hereby instructed to assist State Electoral Registrars in the enrolment of electors.

60. ESCORT OF PRISONERS.

When escorting prisoners from one place to another, the first duty of a constable is to see that he has a proper warrant for the prisoner's custody. He must on no account take over a prisoner without the warrant, unless its absence is satisfactorily explained, or under the orders of a superior officer. The responsibility of selecting the escort or number of the escort must rest with the officer in charge of the station.

(a) He must see that he has the prisoner's property sheet and his property; if the latter is detained for any purpose he must see that an entry of such detention is made upon the property sheet.

(b) When recording on Prisoners' Property Sheets the property found on prisoners, great care must be taken to describe each item in such a manner as to leave no doubt regarding its identity. Documents of all kinds should be minutely described and the same should apply as far as possible to all articles found on the person or in the possession of any person taken into custody.

(c) He must then search the prisoner and satisfy himself that he has no weapon or other property on him.

(d) He must ascertain the character of the prisoner, so as to form an opinion whether it is necessary to restrain him in any way in order to secure his safe custody.

(e) Acquaintances or other persons shall not be allowed to accompany or mix with prisoners on escort or communicate with them without permission.

(f) Escorting constables must on no account hand prisoners their property to carry. They shall retain the property in their own possession until at destination, where it shall be handed over to the proper officer with the prisoner, and a receipt obtained for both.

(g) When prisoners are being escorted from one district to another by train or boat, the police at the latter place shall, where possible, be notified so that the escort can be met and assisted.

(h) Where possible prisoners and escorts should not mix with the public when travelling, especially in the case of mental defectives. Where practicable, arrangements should be made for a special compartment.

(i) Police escorting prisoners must always travel in the same compartment with them if on a train, in the same cabin if on a steamer, and if by coach shall sit by them whether inside or outside of the coach. Police must taken action to prevent escape from a train by a lavatory window, and when prisoners require to use the lavatory, the escorting constable must accompany them and prevent them from bolting the inside of the lavatory door.

(j) Married members of the Force when travelling with their families are not to be called upon to escort prisoners.

(k) Whilst securing the safe custody of prisoners, a constable should in every way possible lessen the humiliation of their position and should show them every kindness consistent with his duty. No harshness or unnecessary restraint should be imposed upon them. Great forbearance should be shown to drunken prisoners and they should not be subjected to rough usage of any description.

(l) The escort being responsible for his safe custody may handcuff a prisoner if charged with the commission of any serious crime, or if he is a person of bad character, or if there are other reasonable grounds to apprehend an escape, or attempted rescue, or violence. In the absence of such reasonable grounds, prisoners charged with minor offences are not to be handcuffed unless in the opinion of the constable it is absolutely necessary for it to be done for the protection of the person being arrested. Females, old, or infirm prisoners should never be handcuffed.

(m) Prisoners shall be treated by the police with the most humane consideration which their situation and safety will admit of, and no harshness or unnecessary restraint shall be used towards them, but as, on the other hand, the escape of any prisoner may result in the dismissal of the person in charge of him, the police must be most vigilant in the performance of this important duty.

(n) Any member of the Force who, through the neglect of any precautions, allows the escape of a prisoner from his lawful custody, will be deemed guilty of neglect of duty and runs the risk of removal from the Force.

(o) A constable must never walk in front of his prisoner when entering or leaving a railway carriage, cab, steamer, or building, or when passing through a gateway; he should always be close by his side or immediately behind him.

61. ESCORTS—PRIVATE.

Escorts of bullion and other treasure are undertaken on payment of the prescribed fees. The arrangement of the times for starting, stopping *en route*, and arrival at destination should be made between the escort and party requiring same, consideration being given to the distance to be traversed and the condition of the road.

(a) The police are on no account to be employed in the conveyance of private letters and parcels for any member of the Government service.

(b) A sufficient number of police will be in attendance at all places of public resort where their services are likely to be required to preserve the public peace or prevent the commission of offences. When, however, the conductors of race meetings or other sports gatherings, or the managers of theatres, concerts, or other public gatherings require the services of members of the Force to keep the grounds clear, maintain order during performances, or fulfil similar functions not properly belonging to the police, a charge will be made for the services of members of the Force supplied for such purposes in accordance with the prescribed scale.

62. ESTATES.

If a N.C. officer or constable should die intestate the district officer, or the sub-officer in charge of the station, will take into his possession the personal effects of the deceased, and make an accurate inventory of such effects in the presence of a subscribing witness. The inventory must then be promptly transmitted with all necessary information regarding the estate to the Commissioner, with a view to the proper disposal of the property in accordance with the provisions of the Police Act, 1892.

(a) In cases where the estates of persons dying intestate come into the hands of the police, the prescribed form of particulars and affidavit of death and intestacy are to be promptly furnished to the Public Trustee's agent, together with any cash or other effects collected, for which a proper official receipt should be obtained.

(b) The existence of any other property known to the police should be likewise reported.

(c) A concise report should be also forwarded for the information of the Commissioner of Police, embodying the following particulars:—"Name of deceased in full; date and cause of death; particulars of cash and effects handed to the Public Trustee's agent, and date; names and addresses of next-of-kin, if available." A duplicate form of particulars and affidavit is not required.

(d) In Perth and Fremantle the original form and affidavit for the Public Trustee will be transmitted through Head Office as customary.

(e) When the police are in doubt whether it is necessary for them to place an estate in the hands of an agent for the Public Trustee, it is advisable that they should apply to the officer in charge of the district, who will at once put himself in communication with the Public Trustee, in order that the police may be furnished with the necessary instructions for their guidance.

(f) These instructions it must be understood do not apply to any member of the Force who may die intestate. In such a case the Commissioner has power to administer his estate under the Police Act, 1892, section 27. The same particulars as are furnished to the Public Trustee in other cases must therefore be obtained and reported to the Commissioner.

(g) The Public Trustee is also empowered to take charge of the estates of persons reported to be missing, until such time as the Court grants an order to administer these estates. Any jewellery, money, or effects belonging to people reported as missing should be sent to the Public Trustee.

63. EVIDENCE.

Members of the Force when giving evidence are to stand in an upright position, show a respectful demeanour, and speak explicitly in a clear voice so as to be heard distinctly by the Court. They are to give evidence with the strictest accuracy, for the administration of justice must in a great measure depend upon the trustworthiness of their testimony.

(a) They should habitually make accurate observations of all matters relating to their duty, so that they may be able to state the exact circumstances of cases in which they are concerned.

(b) Notes of the particulars of a case should be made at the time to refresh the memory, if necessary, when the member of the Force is called upon to give evidence, and the original notes should always be kept.

(c) The police must not suppress or overstate the slightest circumstance with the object of favouring the prosecution or prejudicing a prisoner. They must endeavour, as far as possible, to feel indifferent to the results of cases. They perform their duty best by stating accurately and without malice or favour all the particulars they know.

(d) When the police are sufferers from injuries received, and are giving evidence against those whom they believe guilty of inflicting them, it is especially necessary that they should not allow any feelings or wishes regarding the decision

of the case to influence them. Greater weight will always be given to the evidence of the police if they state fully, freely, and without passion, all they know, and make it evident they are speaking the whole truth.

64. FAVOURABLE RECORDS.

Favourable records are awarded to members of the Force who distinguish themselves by exceptional courage and skill in the performance of their duties.

(a) When a non-commissioned officer or constable furnishes information concerning a serious crime, which leads to the conviction of the offender or offenders, a report showing the manner in which the information was obtained, and to whom it was given, without giving the name of the informant, is to be sent through the proper channel to the Commissioner, in order that same may be recorded.

(b) District officers observing meritorious conduct on the part of their subordinates shall bring the same under the notice of the Commissioner.

65. FINES.

When any member of the Force is the complainant in a case where the offender is brought before the Court, either by summons, or with or without warrant, and a fine is inflicted, it shall be the duty of the member of the Force in charge of the Station to take the necessary action to collect such fine by applying to the Court for process, and thereafter all necessary steps must be taken by the Police to ensure the order of the Court being satisfied.

(a) District officers when inspecting Stations will satisfy themselves that this order is carried out, and make an entry to that effect in their Inspection Report.

(b) If it is discovered that any member of the Force has retained in his possession longer than was absolutely necessary the amount of any fines or public moneys entrusted to him, he will be liable to removal from the Force.

(c) It is the duty of the district officer to see that all departmental fines, stoppages, or other authorised deductions from police pay are duly withheld.

FINGER PRINTS.

(See "Photographs.")

66. FIRES.

On any alarm of fire the police on duty are to render every aid in their power which circumstances may demand.

(a) Where there are fire brigades established the duty of the police will be simply to preserve order, protect lives and property, and procure a free scope for the exertions of the firemen and the parties more immediately interested. With this view they will clear the street or ground in the immediate vicinity of the fire of all persons not usefully employed, taking care that all the adjoining streets as far as may be practicable are kept free from obstructions by crowds, carriages, wagons, carts or other vehicles, etc., so that the firemen may not be hampered or delayed.

(b) Every assistance possible in the removal of property from the burning building must be given conformably with the wishes of the proprietors, and, if desired, such property may be conveyed to the nearest Police Station.

(c) The member of the Force in charge should make it his business to collect upon the spot all the information he can obtain relative to the cause of the fire, which together with the circumstances attending it, the conduct of the police under his orders, and at the time they were employed, he will report fully as soon as possible to the officer in charge of the district.

FOOTPRINTS.

(See "Code.")

67. FORAGE.

When forage is delivered at a station the net weight must be ascertained by actually weighing it, and the receipt on the requisition form must be signed for that quantity. The member of the Force having charge, and who signs the receipt, will be held responsible for duly recording the same.

(a) If a station is under the charge of a subordinate member of the Force he should permit no one but himself to issue forage. At large stations one constable only must be authorised to issue it.

(b) When a fresh supply of forage is received at a station it must not be issued until the old stock in hand is consumed.

(c) The police at every station must exert themselves to insure the supplies being stored in such a manner as to prevent injury through the effects of the weather or other causes. Should any damage or loss occur the strictest investigation will be made; and the person who, from negligence or culpability, allowed the same to take place will be held personally liable for it.

(d) Whenever forage is issued at police stations to any horse, etc., for other than police service, and entered under that head on the monthly forage returns, requisitions must be obtained from the person at whose request the forage is supplied, and forwarded to the Commissioner. The member of the Force having charge of a prisoner's horse, or a horse the subject of a criminal prosecution, must draw the requisitions on the person deputed to issue forage, even if that person be himself.

(e) No horse not the property of the Department, or that has not been temporarily hired for some special duty, is to be taken into use by any member of the Force, or foraged or stabled in police stables, unless the permission of the Commissioner has first been obtained.

(f) When the police pay for forage they will invariably take a receipt, otherwise no claim for reimbursement of their expenditure can be recognised.

(g) The regulation scale of a daily ration of forage is for a horse:—14 lbs. chaff, 3 lb. bran, and 3 lbs. oats, where oats are required, otherwise the ration should be made up of 14 lbs. chaff, 6 lbs. bran. The member of the Force having charge of a horse will be held responsible for seeing that the animal receives the authorised supply of forage. In cases where it is considered necessary to increase the ration mentioned above, the District Officer should arrange accordingly.

(h) The ration of corn should be divided into thirds, one third being given in the morning, another at noon, and the last in the evening. The chaff or hay should be given one half in the morning, and the other in the evening.

(i) The midday feed will frequently have to be given at other stations than that to which the horse belongs, and must be entered accordingly in the returns for such stations.

(j) When forage is issued to any horse or other animals not actually belonging to the Department, nor engaged on police duty, and which are not connected with any criminal prosecution, the sum of five shillings per daily ration must be charged for the same. Where persons are charged with offences under the Police Act, 1892, section 123, horses found in their possession at the time of arrest should as a rule, where practicable, be sent to a livery stable or to an accommodation paddock, as may be deemed most desirable, at the risk of the owners.

(k) Live stock the subject of criminal prosecutions will, where practicable, be turned into a paddock or handed over to one of the claimants on his giving a guarantee to the satisfaction of the Bench for the animal's production when required. In the event of its being necessary to retain an animal in the possession of the police when there would probably be danger of its being abstracted by the friends of the accused, sufficient fodder must be issued for its sustenance.

(l) A forage book will be kept at each station where there are police horses. This book must be entered up day by day, and must show all receipts and issues. A weekly return of the horses foraged must be included in the occurrences.

(m) At every station where there is paddock accommodation available in the neighbourhood officers in charge will, when it is expedient, turn out the duty horses to graze, issuing to them only half rations, or such other allowances as may be deemed necessary, having due regard to the necessity of keeping them in serviceable condition.

(n) Police horses are not to be foraged or stabled at hotels oftener than is absolutely necessary. In cases where it is unavoidably necessary a travelling forage voucher must be given by the constable riding it, and each horse must be groomed and fed by its rider in the same manner as if at a police station, and not by servants at the inn.

(o) On the charge of a station being given over by one member of the Force to another, the forage in the store must be weighed, and receipts given for the actual weight. Any deficiency or surplus must be noted.

(p) When a constable goes on patrol and a horse has been fed before leaving a station, no further ration can be drawn if the constable is absent from his station for the balance of the day.

(q) At each station where there are police horses a copy of the conditions of contract upon which forage is supplied will be kept for reference; and the member of the Force in charge will be responsible that the conditions are faithfully observed there.

(r) On the 1st January and 1st July in each year, or as soon after as practicable—and oftener if considered necessary—the stock of forage on hand must be ascertained by members of the Force in charge of stations by actual tally and inspection, and must be compared with the balance as shown in the forage book. Any surplus there may be must be taken into stock; and if there is a deficiency it must after due inquiry be made good, unless authority is obtained to write it off if the circumstances of the case justify that course.

68.—FUEL AND LIGHT.

Fuel and light are not provided by the Department for the domestic use of members of the Force, but a supply of each is granted to meet the requirements of police stations and lockups.

(a) The allowance of firewood will be in accordance with the following scale:—

At stations where the average daily number of prisoners does not exceed four— $\frac{1}{2}$ cord per month.

At stations where the average daily number of prisoners exceeds four, but does not exceed eight—One cord per month.

At stations where the average daily number of prisoners exceeds eight—One and a half cords per month.

Provided that where members of the Force are called upon to ration prisoners, for which a meal allowance is paid to them, firewood will not be supplied by the Department for lock-up purposes.

Where an office fire is required during the winter months, one-half cord of firewood per month will be allowed during that season. In every instance the approval of the Commissioner is necessary before wood is purchased for an office fire at any but headquarters stations.

(b) At stations where electric light is installed separate meters should be provided for the supply to office and quarters. At other stations kerosene will be provided for departmental requirements.

69. GAOLS.

The keepers of police gaols, who are members of the Force, have the same duties, powers, and responsibilities as keepers of common gaols.

(a) The "general rules for gaols" issued by authority of the Government are to be observed, so far as they are applicable in the management of police gaols.

(b) The constable who gives over charge of a prisoner arrested under the warrant of a justice of the peace is to certify on the back of the warrant, or cause some other member of the force to certify, at what time the prisoner was arrested. Keepers of police gaols when taking charge of prisoners are to require that the necessary indorsement be made at the back of the warrant.

(c) When prisoners are confined for debt in police gaols arrangements must be made to supply them with suitable bedsteads and bedding, together with a table and seat. They are allowed the privilege of supplying themselves with food and the necessary appliances for eating it, subject to such restrictions as may be imposed by the general rules for gaols.

(d) In cases where, from limited accommodation, it is unavoidable that debtors should be confined in the same cell with other prisoners, the member of the Force in charge must exercise his discretion as to the allowance of a bedstead, table, or bench. It will sometimes be prudent to refuse such allowances altogether, lest advantage be taken of them by the other prisoners to escape. When it can be avoided, however, debtors must never be confined with other prisoners.

(e) Members of the Force who are in charge of police gaols must not permit the removal of prisoners who are in confinement under warrant of commitment awaiting trial, or under sentence, beyond the boundaries of the gaol, unless it be in accordance with the provisions of the warrant of commitment, or at the termination of their respective periods of punishment, or under some sufficient authority for the removal.

(f) A cell door must be kept securely locked so long as a prisoner is confined in such cell. So also must the door be locked leading into the cell, yard or into any passage.

70. HEALTH.

Anything of a nature inimical to public health should be at once reported so that the health authorities may be informed.

71. HIRE OF CARS, ETC.

Whenever any member of the Force has occasion to hire a conveyance he must ascertain the cost of the same, and see that the legal fare only is charged or paid. When an excess fare is charged for detention or other cause, it must be explained. If not satisfactorily accounted for, the excess will have to be paid by the member of the Force incurring the charge.

(a) Members of the Force incurring any expense for the conveyance of a prisoner to the lockup are required to report the amount to the officer prosecuting in court before the case is heard, so that the charge may be included in the costs against the prisoner. In the event of his neglecting to do this, the member of the Force concerned will be called upon to pay the amount.

(b) Any member of the Force neglecting to report at the time the hire of any conveyance he has used in the performance of his duty will have to pay such hire himself.

(c) With reference to the use of motor vehicles, either belonging to members of the Force or private individuals, it is to be distinctly understood that they are to be used on the Police Department's business only when work of a specially urgent nature has to be given attention, and authority to do so should be obtained from the District Inspector on all occasions when time permits of such being done.

72. HORSES.

Horses will be purchased for the Force by the Commissioner, or by some officer authorised by him.

(a) No pecuniary or other advantage whatever from such purchase is to accrue to any member of the Force.

(b) A record of all the horses in the Force will be kept in the chief office. The particulars of the purchase, transfers from one district to another, sales, deaths, losses from straying, etc., shall be recorded, so that it may be seen where any particular horse should be; or, if it has been disposed of, in what manner and on what date.

(c) Any officer authorised to purchase horses must, immediately after obtaining any, report full particulars of each animal bought to the Commissioner. All horses purchased must be branded with the broad arrow and the letters P.F. on the near shoulder.

(d) Officers in charge of districts will keep a register of the horses under their charge, in which the descriptions and numbers will be carefully entered, and in columns for the purpose should be shown the duties performed by each animal, the particulars of the transfers of horses to or from the district, or from one station to another, and of all deaths, losses, or casualties that may occur to them. It will be more convenient for a separate page to be appropriated to each animal. These books should be paged throughout, and two or three pages at the commencement or end of each book should be set apart for an index, so that by the aid of the number of any horse its record may be turned up without difficulty. The cause why any horse is turned out should be explained at full length under the head of "remarks." When it is turned out because of lameness, the seat of its lameness and the supposed cause are to be stated, and similar details are to be given in the case of injuries.

(e) Each member of the mounted force will be furnished with a horse properly branded, and will be held strictly accountable for the manner in which it is treated, and the general condition in which it is kept.

Officers in charge of districts will hold mounted men responsible if the horses in their charge have girth galls or sore backs, which are usually caused by hard riding or inattention in not seeing that the saddles are properly fitted; or any other diseases which could have been prevented by attention. No excuse will be accepted for a horse being thus rendered unserviceable, unless it can be satisfactorily proved that it is due to some accidental or unavoidable circumstance. Officers must carefully and constantly inspect the horses, to satisfy themselves that they are properly attended to, and always kept fit for instant use.

(f) Officers in charge of districts and divisions will see that the horses in their charge, as well as their riders, each do their fair share of work.

(g) No horse is to travel at a pace exceeding six miles per hour, except in cases of emergency, such as the pursuit of offenders, etc., where it is apparent that speed is absolutely necessary. The pace of an ordinary escort will not in general exceed four miles per hour.

(h) Horses starting on a journey should be ridden away at a walking pace for at least two miles; after which, if any long distance has to be travelled, it should be trotted a mile and walked a mile alternately. Cantering should be seldom resorted to, and a jog-trot always avoided. During the last three or four miles the pace should not exceed a walk, by which means the horse will enter the stable in a comparatively cool state, and thus cause less trouble to the constable in grooming.

(i) Should the horse when returned to stable be sweating or overheated, the girths of the saddle must be loosened, but the saddle itself must not be taken off until the horse is cool and comparatively dry. On no account is the animal to be left standing exposed to the sun; it should be led about in the shade, but not ridden. If the horse is put into the stable before it is cool it will break

out again as badly as ever, and if the saddle is removed the back will become sore. If, on the other hand, the horse is allowed to stand still before it is cool it is likely to catch cold or get inflammation of the lungs. If the animal's legs are wet they should be at once dried with a cloth, and then hand-rubbed, and the animal itself should be properly groomed.

(j) If a horse returns from duty covered with dirt, it must not be allowed to remain until the mud is dry with a view to its being then brushed off.

(k) Before a horse is finally bedded down, its fore and hind feet should be carefully examined and washed. If this is neglected, or if the sand or gravel is allowed to accumulate between the sole and the shoe, the foot may be bruised and the horse lamed.

(l) It will occasionally but rarely occur that in the execution of police duty the powers of a horse will be severely taxed, and it will return from duty in a very exhausted state. In extreme cases of this nature the greatest care is necessary to guard against the animal being seriously or permanently injured. If the ears be cold and drooping, they should be warmed by friction. This has a remarkably restorative effect, and is generally enjoyed by the horse. Warm bandages may be placed on the legs, and some gruel be given as soon as possible, also a warm bran mash.

(m) Horses are on no account to be transferred from one station to another without authority from the Commissioner.

(n) When police horses become apparently unfit for service, and are likely to continue so for a long time or permanently, the full particulars of the nature and cause of their unfitness are to be reported to the Commissioner, in order that instructions may be issued regarding the manner in which they should be dealt with.

(o) In the event of any police horse being sold it must be disposed of by public auction in such manner as the Commissioner may direct; but prior to the sale it must be marked with the condemned brand, viz., a small broad arrow branded on the near neck.

(p) In all correspondence respecting police horses the register number of each animal mentioned is to be quoted, and such other particulars given as may be necessary to allow of its identification in the records of the department.

(q) District officers are to require the men under their command to report to them, with as little delay as possible, every casualty that may happen to a police horse; and the reports are to be forwarded to the Commissioner with any remarks thereon the officer in charge may think proper to make.

(r) When a report is made by a member of the Force of the bad state or condition of his horse, the officer in charge of the district will ascertain the amount of duty lately performed by it, and how it has been treated by its rider.

(s) Should it appear that a run at grass is all that is required, the officer will make arrangements accordingly; but if it is apparent that the horse is unfit for further service, after due inquiry whether such unfitness proceeds from any improper usage, he will direct that it shall be turned out into the nearest police paddock until an order is received from the Commissioner for its disposal.

(t) Except in very urgent cases officers are not, without special authority from the Commissioner, to use any police horses other than those which have been told off for their use; and the circumstances rendering necessary any departure from this rule must be fully detailed in a special report. Police horses must not be ridden by any person other than a member of the Force, except under special authority from the Commissioner.

(u) No police horse must under any circumstances be used in harness, unless by authority of the Commissioner, nor must any member of the Force use his horse except in the performance of his duty.

73. HOURS OF DUTY.

The hours of duty are such as may be directed from time to time, and as prescribed by the Arbitration Board.

(a) One sergeant is told off for guard room reserve at the Central Station. His duty is to attend to all inquiries and receive all reports of offences, enter them and circulate copies thereof. He has also to record in the Reserve Occurrence Book the exact time that constables who have time allowed them return off duty, go on duty, etc. He has also to report any constable if he comes to the station intoxicated.

(b) Every member of the Force is required to perform at least eight hours' duty each day, and to attend the Police Court when necessary. He is also liable to be called out for duty at any time in case of emergency. The hours of duty are liable to be varied from time to time.

(c) Members of the Force are to parade at their Stations at such times as will permit of their inspection, and allow them to take up beat duty at the time the Constable whom they are to relieve is due to finish his term of duty.

74. IMPARTIALITY.

Officers must be strictly impartial in the carrying out of their duties and favouritism must not on any account be shown.

75. INFLAMMATORY UTTERANCES.

In times of unusual occurrences the district officer will arrange for some trustworthy member of the Force, an officer if available, to attend meetings in his district for the purpose of reporting any seditious, inflammatory, or inciting language used by the speakers, or any circumstance tending in any way to endanger the peace of the district.

(a) In connection with any lockout or strike, the duty of a member of the Force is to preserve order, prevent obstruction, breaches of the peace, intimidation, or damage to property.

76. INFORMATION CONCERNING CRIMES.

It occasionally becomes necessary for a detective or other member of the Force when investigating a crime to expend money for the purpose of obtaining information relating to the offence. To meet such cases a departmental item is provided.

(a) No money expended in obtaining information will be refunded unless it is clear from the statement furnished that the expenditure was necessary or expedient.

(b) Accounts for the reimbursement of money expended in obtaining information must be indorsed with the following declaration signed by the claimant:

I certify that the sum of.....has been actually expended by me on public service.

77. INQUESTS AND MAGISTERIAL INQUIRIES.

Inquests and magisterial inquiries should be attended by an officer, when there is one available. This is more particularly necessary in cases of incendiarism, or of death caused, or supposed to have been caused, by violence.

(a) When a violent or unnatural death or a sudden death, of which the cause is unknown, is reported to the police, they should immediately proceed to the spot and collect all the information they can obtain respecting the cause of death. The following particulars as far as they can be ascertained should be given, and in the report to the officer in charge of the district it should be stated whether the coroner has been informed:—The name of the deceased, date and supposed cause of death, locality in which the body is lying, or nearest morgue, police station, licensed public-house, or other place in which the inquest could be held, the name of the nearest legally qualified medical practitioner, and the name of the medical gentleman, if any, by whom deceased had been attended.

(b) When a sudden death takes place of a person in regard to which there are no suspicious circumstances, and also of a person who has been known to have been ailing, there is no necessity for a visit to be paid to the locality and inquiries conducted on the spot. It will be sufficient if a relative or friend of the deceased forwards a letter or statement to the member of the Force concerned setting out the particulars, which can be sent to the Coroner for his information.

(c) It is not necessary for a telegram to be sent to District Office in the event of sudden deaths where there are no suspicious circumstances, as a written report will meet the case, and this could be followed by a detailed report when the officer has collected the available evidence and submitted same to the nearest Resident Magistrate or Justice of the Peace.

(d) In addition to the above, the police are to report to the officer in charge of the district whether the deceased has left sufficient means, or friends able and willing to defray the expenses of burial. If a body is to be buried at the Government expense, the cost of the service should also be stated, and the duty of registering the death of the deceased will devolve on the police. The registration form should be attached to the inquest form.

(e) If the body was found in a public place, it should be carefully searched, and the effects found thereon kept in the custody of the police, and produced at the inquest. Any injudicious interference on the part of the bystanders, such as by altering the position of the body, or removing weapons or other articles lying about, should be prevented. The body should be removed to the nearest morgue, police station, public-house, or other place suitable for the purpose.

(f) Should the coroner be absent, or unable to attend, a communication to that effect should be forthwith made to the nearest magistrate, that he may hold an inquiry.

(g) The police should, as far as possible, confer with the Clerk of Courts before applying to a coroner, deputy coroner, or a justice for an inquest. In most cases, doubtless the Clerk of Courts and the police would be able to agree as to the necessity for an inquest, but should they have any doubt in the matter a com-

munication by wire should be dispatched to the R.M., briefly stating the facts, and if he considered the inquest necessary the justice could be asked to preside. The circumstances in any case, however, must be reported in the usual way.

(h) Whenever there are suspicious circumstances connected with a death, and the body has not been removed to a morgue or other secure place, it will be necessary for some member of the Force, or person employed by the police for the purpose, to remain in charge of the body till the inquest or inquiry has been held.

(i) In the event of persons being found dead as a result of accident or otherwise, and if the remains cannot be identified, steps should be taken to have the face of the deceased properly cleansed and, where possible, photographed for the purpose of identification.

(j) A report should be made to the coroner in every case such as the following:—Persons found drowned, persons found dead, persons killed by accident or otherwise, persons dying suddenly, prisoners dying in any of His Majesty's gaols or other places of confinement, suicides, and all other cases where death is suspected to have occurred from foul play, and the result of the coroner's inquest or magisterial inquiry should be reported to the Commissioner on the form for the purpose. If there be more than one deceased person, a separate return is to be made for each.

(k) In cases of suicide, murder, etc., the instrument by which death had been induced, such as a knife, razor, pistol, etc., or bottle, or paper which contained poison, should be carefully preserved by the police and produced at the inquest.

(l) Immediately on any death occurring from any of the above causes, the police should, if possible, arrest any person who may be reasonably suspected of having caused the death of the deceased. They should then endeavour to procure evidence of identity of the deceased, and secure the attendance at the coroner's inquest of the persons who have found such body, or witnessed the circumstances causing the death of the deceased, or who shall be able to give any necessary information on the subject.

(m) When the place is remote, and no coroner or stipendiary or other magistrate is within a reasonable distance, they should have the body examined by some medical practitioner if possible, but if not, the police must then make the best examination they can themselves; the object being in such cases to ascertain if death has been caused by violence.

(n) Should there be no marks of violence on the body, it is of importance to ascertain by what instrument, if any, the injuries have been inflicted.

(o) If the wound consists of a cut, the length, breadth, and depth should be ascertained as far as possible, together with the exact position and appearances. If firearms appear to have been used to cause death, it is desirable to find the bullet or any other matter which may have entered the body; but in all cases, before the body or any weapon or other article which could in any way be connected with the case is moved, or its position altered, care should be taken that every particular is noted in writing.

(p) Every exertion should also be made to find the particular weapon supposed to have been used, and if found, its state when first seen by the police should be carefully noted with all the other particulars.

(q) The constable should then wait upon the nearest magistrate and give his deposition, forwarding a copy immediately to headquarters, with a full statement of all particulars which may enable the Commissioner to judge if the matter has been properly inquired into by the police.

(r) Where a suspicion of felony attaches, the most careful inquiry should be made of the names, both Christian and surname, of all persons who may be supposed to know any circumstances connected with the death. It will generally be necessary that all persons present at the time of death should be examined before the coroner or magistrate.

(s) The police should not take upon themselves to bury any person on whom an inquest has been held, unless on the receipt of an order from the coroner or justice of the peace.

(t) In inquiries into violent death, the member of the Force in charge of the station at the time must consider himself as the person whose special duty it is to get up the case for the coroner or magistrate.

(u) An inquest concerning the death of any person may be commenced or held on a Sunday, if in the opinion of the coroner such course is necessary or desirable. (Coroners Act, 1920.)

(v) Any justice of the peace may act as a coroner with the authority of the Attorney General. (Coroners Act, 1920.)

(w) Section 40 of the Coroners Act reads as follows:—

(1) The Coroner may, either in such summons as aforesaid or *by an order in writing* at any time before the termination of the inquest, direct any medical practitioner to make a *post mortem* examination of the body of the deceased, with or without an analysis of the contents of the stomach or intestine.

Provided that if it appears to the coroner that the death of the deceased was probably caused partly or entirely by the improper or negligent treatment of a medical practitioner or other person, such practitioner or other person shall not be allowed to perform or assist at any such *post mortem* examination or analysis, although he shall in every such case be allowed to be present thereat.

(2) If a Coroner thinks it advisable to have *post mortem* examination made of—

(a) a body of any person who has died a sudden death of which the cause is unknown; or

(b) a body respecting which a doubt exists whether it is that of a still-born child,

to assist him in deciding whether or not an inquest ought to be held, he may at any time, and without holding an inquest, *by order in writing*, direct any medical practitioner to make a *post mortem* examination of such body and to report thereon to the Coroner.

(x) In all cases of accidental death where the particulars have been reported to the local justice and inquest proceedings dispensed with on the sole authority of the justice, the facts should at once be communicated to the Resident Magistrate of the district for his decision as to the necessity or otherwise for an inquest.

(y) In many cases inquests are adjourned where it is quite reasonably possible to complete them on one day. Every such adjournment means extra pay not only to the jurors but also in many cases to witnesses. The police should, therefore, endeavour to see that where it is possible to do so inquests are completed without any unnecessary adjournments.

(z) In connection with the forwarding of exhibits to the Government Analyst for analysis, that officer advises that printed forms are available to assist doctors in giving the maximum amount of information to the Toxicologist so that time and material may be saved. A small supply of these forms has been distributed amongst stations so that they will be available when required.

(aa) Every coroner shall have jurisdiction to inquire into the cause and origin of any fire, whereby the life of a man or beast has been lost or endangered, or whereby any building, ship, motor vehicle, merchandise, stack of corn or hay, growing crops, trees, saplings, bushes, shrubs, plants, grass, stubble, or scrub has been destroyed or damaged—(a) if he is of opinion that the inquiry should be held; or (b) if the Attorney General directs him to hold an inquiry. (Coroners Act, 1920.)

(ab) Officers in charge of districts are to forward to the Commissioner the full particulars of every case of fire occurring within their districts in which they think an inquest should be held. The grounds which the police have for thinking an inquest necessary should be fully explained by the officer in charge.

(ac) Where suspicion as to the cause of the fire clearly points to some person or persons, it may be expedient not to wait for an inquest, but to proceed against those persons by means of a prosecution in the police court; but the officers in charge must judge in each case which course it is better to adopt.

(ad) The case may be reported with a view to an inquest being held to inquire into the cause of a fire, when there is no such suspicion against any particular individual; but a police court inquiry must necessarily take the form of a charge against some person or persons.

(ae) The name of the presiding coroner or magistrate is to be inserted in the reports of all inquests or magisterial inquiries held on fires.

78. INSANE PATIENTS.

Police arriving from country stations in charge of lunatic patients for conveyance to Heathcote Mental Home or the Claremont Hospital for the Insane are directed to see that the car or other vehicle hired for the purpose is not unnecessarily detained. The driver's services should be dispensed with by the escorting officer as soon as the patient's removal from the car can be effected.

(a) An order should be obtained from the Committing Justices under section 9 of the Lunacy Act regarding costs in all cases, as the section provides that the Government is liable only when such costs are ordered by the Justices to be paid.

(b) Police escorting patients or making inquiry in connection therewith should wear plain clothes.

(c) Before the escort leaves every care must be exercised to see that all papers are properly filled in and completed. Full particulars as required by the Inspector General of the Insane should accompany every patient.

(d) Female patients under escort should in every case be accompanied by a female attendant or nurse in addition to the constable.

(e) The services of a nurse from the Lunacy Department will be made available to the police if required for the purpose of escorting female patients committed to the Hospital for Insane at any point of the Great Southern and South-Western lines, the Eastern Goldfields lines as far as Menzies, and the Midland line as far as Geraldton; the nurse's expenses will be borne by the Lunacy Department.

(f) From the North-West and other places beyond the area stated above, a respectable female should be engaged by the police whose expenses will be defrayed by the Lunacy Department.

(g) Due notice should be given to the officer in charge of the Hospital for Insane when the services of a nurse are required.

(h) In other cases where it may not be possible to engage the services of a female attendant, immediate notice of the fact should be despatched to the Hospital for Insane.

(i) Officers should see that the expenses referred to are made payable by the Lunacy Department.

(j) The removal of patients must be effected in a manner suitable to their condition, every precaution being taken to secure their safety. Publicity should be avoided as much as possible.

(k) When persons reported to be insane are taken charge of by the Police they should be searched in order that any dangerous weapon or articles may be taken from them.

(l) All money and effects found in possession of an insane person on arrest must be forwarded intact with such person to the authorities at the Claremont Hospital for the Insane and a receipt obtained. Other property should, as far as possible be protected by the police pending instructions as to its disposal.

(m) A copy of the statement of all charges involved in the detention and conveyance of an insane person must be forwarded to the Commissioner's office which will render the claim to the Lunacy Department.

(n) Railway ticket orders or requisitions for fares of patients committed to the Hospital for Insane and the escort will be marked "Lunacy" in the space for Department. Officers in charge of stations will be careful to see that the ticket orders and requisitions are clearly marked as directed, otherwise considerable trouble and confusion will be caused the departments concerned.

(o) Travelling expenses of police escorting patients committed should be claimed on the usual travelling sheet.

(p) The police will, when forwarding a patient to the Hospital for Insane, attach a property sheet in every case, and when a patient has no cash or other property, the word "Nil" is to be written across it and the sheet signed.

(q) When considered necessary, two members of the Force should accompany a lunatic patient, but each case is to be dealt with on its merits, and it is not to be taken as a general rule that two constables should escort each patient. At a one-man station, when it is deemed necessary to obtain the services of a second constable, the District Officer should be asked to make such arrangement.

79. INSPECTIONS.

An officer before proceeding on a tour of inspection through his district should send notification to the Commissioner giving the date he proposes leaving and the time he expects to be absent from his head station. Such notification should be given in ample time to permit of the Commissioner issuing any instructions he may consider necessary.

(a) When inspecting a district or station it will be the Inspector's duty to see that the officers and men are properly dressed, and that their general appearance and demeanour are such as they should be; that their arms and accoutrements are kept in good serviceable order; that they are supplied with sufficient suitable ammunition; that the strength of the force is equal to the requirements of the locality; that the duties of the district or station are properly distributed and discharged; and that the arrangements of stations, quarters, stables, and lock-ups are satisfactory. He will carefully check the whole of the stores and stationery at the station and certify same in his check inspection report. He will see that all stores in the charge of the police, whether belonging to the Government or

not, are properly cared for and disposed of; that the stock of forage on hand is correct according to the returns; and that a proper record is kept of the receipt and disposal of prisoners' property that may come into the hands of the police. He will examine the police horses for the purpose of seeing that they are in proper condition, properly shod and trained to stand fire. He will see that no animals belonging to members of the Force or private persons are kept in any police paddock or premises without the permission of the Commissioner; and that any persons who may have permission to keep animals in police paddocks, or goats, fowls, etc., about police quarters do not abuse the privilege. He will see that all books, returns and records are properly kept; that all claims against the department are punctually and regularly paid; and he will carefully scrutinise all books and records connected with the payment of the accounts of the district. In questioning the men for the purpose of discovering if they are properly instructed in their duties, he will assure himself that they pay proper attention to the *Police Gazette*, the Acts of Parliament, the Police Regulations, and other instructions issued to them, and that they make a proper use of their memorandum books. Generally he will ascertain by personal inspection that all the regulations are properly observed, and that officers and men alike are as efficient as they should be in the discharge of police duties. He will make a thorough investigation and detailed report on every subject relating to the internal economy and discipline of the Force which may come under his notice.

INTESTATE ESTATES.

(See "Estates.")

80. INTOXICATING LIQUOR.

Members of the Force are forbidden to accept liquor from any person whilst on duty.

(a) Members of the Force are required to exert themselves to the utmost to suppress illegal Sunday trading or trading during prohibited hours by licensed publicans or others; and officers in charge of districts and divisions are required to see that this duty is strictly and impartially performed by the police in their respective charges.

(b) The police must diligently suppress all illegal trading in liquor by unlicensed persons.

81. JOURNAL.

Officers in the North-Western District, when visiting their sub-stations, are to keep a journal showing their movements, and to forward a copy of same to the Commissioner on completion of the visit.

82. JUDGES.

The police must invariably treat Judges with the utmost deference and respect, and any remark on the action of the police made by their Honours should be reported in writing by the senior officer on duty in Court to his district officer and submitted to the Commissioner.

83. KIT.

Any member of the Force losing or damaging any article of his kit will be charged for the same in accordance with the scale of charges determined by the Commissioner; and the amount must be forwarded promptly to the Head Office or District Office and a receipt obtained for the same.

84. LEAVE OF ABSENCE.

Officers of the Force will be allowed the same amount of leave of absence as that granted to members of the Civil Service, and on like terms, and the special annual recreation leave provided under regulation 53 of the Public Service Regulations, 1934, applies to Officers of the Force.

(a) Except in the case of men stationed in very remote districts or localities, who will be allowed one calendar month's leave of absence on full pay, all Non-commissioned Officers and Constables will be granted leave of absence for a period not exceeding twenty-one days on full pay during the course of each calendar year, provided the exigencies of the service permit of their absenting themselves from duty without inconvenience to the Department.

(b) Officers in charge of districts may grant leave of absence to their subordinates, but in every case a Certificate of Leave on one of the printed forms supplied for the purpose must be given to the person obtaining the leave. On the termination of annual, accumulated or long service leave, certificates should be forwarded to Head Office.

(c) Officers in charge of districts, before granting leave of absence referred to in the preceding regulation, must satisfy themselves that proper arrangements have been made for carrying on the duties of members of the Force concerned during their absence.

(d) Leave of absence without pay may be granted by the Commissioner over and above the amount of annual leave, but this will only be done in cases of sickness or death of a near relative of the member applying, or for other grave and urgent reasons.

(e) No Non-Commissioned Officer or Constable who may visit Perth will be able to obtain leave of absence, or to have his leave extended by the Commissioner, unless his application is supported by a recommendation from the officer in charge of his district.

(f) Leave of absence will not be granted to any member of the Force, Officer, Non-Commissioned Officer, or Constable, if there is reason to apprehend that his absence would cause inconvenience to the service.

(g) If any member of the Force voluntarily forgoes the leave he might have taken during any calendar year, he will not on that account be entitled to extra leave in any subsequent year.

(h) Detectives in country districts who may require leave of absence for any period exceeding twenty-four hours must apply to the Officer in Charge of the Criminal Investigation Branch, having previously obtained the sanction of the Officer in Charge of the District; and any Detective arriving in Perth, whether on leave or not, must report to the Criminal Investigation Branch his arrival and departure.

(i) In all applications for leave it must be stated at what period and for what length of time the applicant has been absent on leave during the year then current, and whether he is desirous of leaving either his district or the State.

(j) A roster must be drawn up in January of each year by each District Officer setting out the dates allotted for members of the Force under his control to take their annual leave during that year, and members must lodge an application for their leave accordingly. If circumstances arise which prevent the leave being taken on the dates allotted, then such leave must either stand over until later in the year, or be allowed to accumulate until the following year. In the event of no application being lodged, then it will be understood that the member of the Force intends to voluntarily forgo the leave as mentioned.

(k) Annual leave will be allowed to accumulate for two consecutive years only, and the application for same must be made to the Commissioner during the year in which it is intended to take such leave, when, if in the opinion of the Commissioner the applicant can be spared, the leave will be granted.

(l) District Officers must impress on all Non-Commissioned Officers and Constables under their command the necessity for taking annual leave when it becomes due.

(m) This will not affect the practice of granting accumulated leave to Non-commissioned Officers and Constables who have served for a period of two years or more in the Northern or Gascoyne Districts, and who have not taken annual leave during that period; and special consideration will be given to Non-commissioned Officers and Constables stationed in the Murchison or Eastern Goldfields Districts, who, in consequence of the expense entailed in journeying to the coast, are not always in a position to take their annual leave when it falls due.

(n) Leave due to members of the Force stationed at Shark Bay and North thereof will, on their applying for same and it being granted, commence after their arrival at Fremantle.

(o) Leave of absence is not to be renewed or extended except in case of urgent necessity, which must be clearly shown by the member of the Force applying for such extension.

(p) Members of the Force when on leave are still liable to be called upon to act as Peace Officers, and must consider themselves subject to every order, rule, and regulation of the Force, and to the consequences of any breach of discipline or good conduct as if they were serving at their proper stations. All members of the Force, whether officers or otherwise, are required to report all cases of misconduct on the part of men on leave of absence, whether witnessed by them or reported to them by others.

(q) A member of the Force severing his connection therewith before the 31st day of December will be entitled to the proportionate part of annual leave for that year for each complete month of service, and also any accrued annual leave, or the monetary value thereof.

(r) Leave of absence for the purpose of visiting any place outside the State can only be obtained on application to the Commissioner. Any Non-commissioned Officer or Constable requiring more extended leave than he is entitled to under the regulations will be required to take the excess without pay.

(s) Members of the Force stationed east of longitude 119° E. on the Eastern Railway, and at Yalgoo and east thereof, respectively, shall once in every two years, if desirous of proceeding to Fremantle or other port approved by the Commissioner of Police, be entitled to a free first class return fare to such port for himself, wife, and family, if any. The fare of no child over 16 years of age shall be allowed except under special circumstances and subject to the approval of the Commissioner. Application must be made to the nearest District Office for an order for the return journey. In the case of a married man he must accompany his wife and children, if any, to the coast, but in the event of it being found necessary for departmental or other good and sufficient reasons to defer his leave, then a separate pass may be granted the member of the Force concerned at a later date if he so desires. This concession shall also apply to members of the Force stationed at Ravensthorpe, east thereof, and Shark Bay and north thereof. In the event of his not availing himself of the privilege when the leave that has been deferred is taken, then the concession will lapse for that period. On receipt of the Commissioner's approval, a railway ticket order for the fares specified on the form of application is to be issued to the member of the Force concerned. District Officers are authorised to decide the time when members of the Force in their respective districts shall be granted the concession. Any member of the Force, unless with the consent of the Commissioner in writing, neglecting to avail himself of the concession will forfeit his right thereto for a further period of two years.

(t) The Commissioner of Railways has approved of the issue of tickets at ordinary excursion rates to members of the Police Force stationed at Southern Cross and east thereof on the Eastern Goldfields Railway and Yalgoo and all stations east thereof. This concession also applies to the wife and family of a member of the Force when accompanying him on annual leave, provided the children are solely dependent on the officer for support. Members of the Force entitled to this concession must present at the Booking Office a certificate from their District Officer to the effect that they are entitled to the concession. Such certificate is to include the wife and children when applicable. The Railway Concession now allowed members of the Force travelling by railway on leave includes the members' wives and children using such concession, although not accompanied by their husbands, and the General Manager of the Midland Railway Company has agreed to the concession of two-thirds of the ordinary return fare being applied to all members of the Force when travelling on holiday leave.

(u) Approval has been given for the free extension of railway tickets to members of the Police Force when on leave of absence in cases where such leave extends beyond the term for which the tickets held are available, viz., three months. Members of the Force should present their tickets at the Office of the Chief Traffic Manager, Perth, when extension is desired.

(v) Officers of the Force may be granted similar long service leave to members of the Civil Service under the Public Service Act, 1904.

The ruling of the Solicitor General in this regard, dated 28th May, 1912, and confirmed on 20th March, 1919 (C.O. 1159/19), is as follows:—

Long service leave may be granted in respect of continuous service for not exceeding 14 years, and six months on full pay may be granted.

And if six years were served prior to 11th December, 1902, then in respect of those years, three months on full pay and three months on half pay may be granted.

An Officer who has continued in the Service for 14 years and upwards to whom paragraph 2 applies may, therefore, receive six months on full pay and three months on half pay, or seven and a half months' leave on full pay.

(w) As from and commencing on the first day of January, 1932, and subject as hereinafter provided, the Commissioner may grant to Non-Commissioned Officers and Constables long service leave as follows:—

- (a) For 10 years' continuous service—3 months.
- (b) For 20 years' continuous service—6 months.
- (c) For each succeeding 10 years' service—3 months.

Provided:—

- (1) The Commissioner may pay to any person entitled to long service leave under this regulation the equivalent thereof in money.
- (2) Long service leave or its equivalent in money previously taken in paragraph (a) shall be taken into account when leave is being granted under paragraph (b); and any leave taken under paragraph (b) shall be taken into account when leave is being granted under paragraph (c).
- (3) That in no circumstances will a member of the Force be permitted to accumulate more than six months' long service leave unless the concurrence of the Commissioner is obtained thereto in writing.

(x) Any member of the Force who resigns or is retired, except as is provided hereunder, shall be paid for long service leave due at the time of resignation or retirement.

(y) Any member of the Force who retires or is retired upon reaching the retiring age or through ill-health shall be paid for long service leave *pro rata* to date of retirement.

(z) Any member of the Force who is dismissed shall not be entitled to payment for long service leave.

(aa) A woman constable resigning from the Force for the purpose of getting married, and who has been continuously employed for three years and over, shall be granted payment *pro rata* of her long service leave at the date of retirement.

(ab) Sick leave may be granted by the Commissioner of Police (provided the illness is not caused by any misconduct or fault on the part of the officer) for a period not exceeding six months (168 days) in any one calendar year. Any further extension of such leave can only be granted with the approval of the Minister and on such terms as may be decided. A certificate from a Government Medical Officer, if available, showing the nature of the illness, must accompany all applications for extended sick leave.

(ac) When a member becomes unfit for duty owing to illness, a Certificate from the Government Medical Officer, if available, showing the nature and date of commencement of his illness, must be furnished through his District Officer to the Commissioner. Likewise on his recovery a separate certificate should be rendered, together with an endorsement by the Officer in Charge of the District setting out the full period of absence.

(ad) In the event of a member of the Force being granted sick leave and coming to the Metropolitan Area for medical attention, he will be attached to either the Metropolitan or Fremantle District, as the case may be, during the period he is in either of those districts, and will be under the control of the District Officer. Officers in Charge of Districts must advise the Commissioner of any cases of this nature.

85. LOCKUPS.

Police lockups are under the immediate control of the Commissioner of Police.

(a) A member of the Force will be on duty at the lockup at all the principal stations, and he will on no account quit it during his term of duty. At less important stations it will be unnecessary to have any person in charge of the lockup except when there are prisoners in custody.

(b) Prisoners in a police station or lockup must be frequently visited, and immediate attention must be given to any case requiring assistance or medical attendance.

(c) Prisoners under remand or under sentence are to be forwarded with the least possible delay to the gaols to which they are committed.

(d) Prisoners in the custody of the police are not to be allowed to telegraph or write to any member of the Government, nor to the head of any department except through the gaoler or officer in charge of the gaol. All letters or telegrams from prisoners must be sent to the Chief Office, whence they will be transmitted to the Comptroller General of Prisons to be dealt with.

(e) A relieving constable when taking over the charge of prisoners in a lockup either for the period of his day's duty or for any extended period, such as when the lockup-keeper is going on leave, or any other cause whatever, must personally visit the cells and take over the prisoners in the presence of the member whom he relieves.

(f) The keys of all locks belonging to the lockup premises must be kept by the lockup-keeper, who must open and close all cell and yard doors personally. He must see that they are securely locked up by turning the key on every occasion.

(g) All blankets in use in the lockup where prisoners are regularly confined must be washed at least once a month, but should any blanket be used by a dirty looking person, or one suspected of having vermin on him, they must be washed and disinfected without delay; so also must blankets that are found wet or soiled after being in use in a cell over night.

(h) Where rations are provided under contract, the same scale for unsentenced prisoners is to apply as for sentenced prisoners from the time of their entry into the lock-up.

(i) To save clerical labour in the keeping of returns respecting the supply of provisions for sentenced and unsentenced prisoners an account can be rendered on one invoice for each creditor, and the amount to be borne by the Police and Gaols Department can be allocated either on the face thereof or the back.

(j) The Comptroller General of Prisons has approved of Short Term Sentenced Prisoners serving their sentences at Police Gaols in order that travelling and transport costs should be saved.

(k) Where these sentences are served in Police Lockups it will be necessary for the member of the Force in charge of the Station to keep a Ration Book showing the meals supplied to the prisoner after being sentenced and a return on Form P. 80 should be forwarded to his District Office with an account for such rations at the end of each month. This Ration Book should be kept on the same lines as the form mentioned.

(l) Forms are supplied to each Station in regard to Persons in Custody, and the member of the Force in charge of a Station is required to see that one of these forms is handed to each person, who should be requested to sign same after perusal.

(m) After the form has been signed it is to be specially filed and locked away at the Station at which it has been used.

LODGING ALLOWANCE.

(See "Quarters.")

86. LOST PROPERTY—INDEMNITY RE.

The following indemnity should be obtained from persons who have handed property found by them to the police on the return of such property to the finder:—

I,....., of, do hereby acknowledge to have received from.....the following articles, viz., found by me and delivered to the care of the police; and in consideration of the re-delivery to me, I undertake to return it (or them), or the value, in the event of the loser or lawful owner hereafter claiming and proving his right to the property, subject to any deductions for advertisements or other reasonable payments actually made in endeavouring to find the real owner.

Dated the.....day of....., 19 .

(Signed).....

Witness.....

(a) Proper records of lost and found property must be kept. District officers are instructed to see that such records are correctly kept and receipts obtained for any property that may be handed over to the rightful owner or the person entitled to claim the same.

(b) The member of the Force dealing with the property will witness such transaction on receiving the property from the finder or handing it over to the owner or the person entitled to claim the same.

(c) All unclaimed money or property of any kind must be sent to the district officer once every twelve months to be reported on and dealt with under section 76 of the Police Act, 1892.

(d) In cases where the property is such that it cannot be conveniently sent by post or escort, a special report must be submitted and instructions asked for.

87. MATRONS.

In some of the principal stations qualified women are employed as matrons under the direction of the officer in charge, who will instruct them as to the performance of their duties, and assist them whenever necessary. At stations where the reception of female prisoners is less frequent, the services of a respectable female may be utilised whenever a female prisoner is apprehended and detained.

(a) Matrons will take charge of female prisoners immediately they are brought to the station and search them and hand property found to lockup-keeper and sign prisoner's property book, which must be countersigned by the lockup-keeper and treated in all respects similarly to that relating to the property of male prisoners.

(b) They will conduct, or assist to conduct female prisoners to their cells, and not allow them to be conversed with, except by direction of the officer-in-charge. They will give special attention to cases of injured or helpless females and notify the officer at once if illness is such as to require medical attention.

(c) Where a matron is stationed she shall have charge of the keys of that part of the lockup set apart for the accommodation of female prisoners.

MEALS.

(See "Beats.")

88. MEDICAL ATTENDANCE ON POLICE, ETC.

Members of the Force who fall sick through no fault or misconduct on their own part will be entitled to gratuitous medical attendances from the Government Medical Officer when stationed at a place where such an Officer is resident. If they enter a public hospital for treatment they will be required to pay for their maintenance and nursing, according to the scale adopted by such institution for patients who are in a position to pay.

(a) In the event of a member of the Force meeting with injuries in the execution of his duty and being required to enter a public hospital in connection therewith, the Department will be responsible for his maintenance, etc., whilst an inmate of the hospital.

(b) When a member of the Force becomes incapable of performing his duty through illness or accident, he must at once obtain a certificate to that effect from the Government Medical Officer, if at a place where one is resident, or from a properly qualified practitioner, if not. This certificate must be sent immediately to the Commissioner through the District Officer. In the event of it being considered necessary, the officer in charge of the station should visit the sick constable. Medical certificates must state not only that the individual concerned is unfit to perform police duty, but the nature of his illness and, where practicable, the cause of it. When a member of the Force is stationed in a locality where there is no public hospital or Government medical officer, any necessary medical attendance will be paid for by the Department, provided the illness is due to no fault or misconduct on the part of the member of the Force, on condition that the charges made are at a reasonable rate.

(c) When a member of the Force is rendered unfit for duty through illness due to his own fault or misconduct, his pay will be stopped for the time he remains absent from duty, and he will be required to pay his own medical expenses. This will not relieve him from any punishment to which his misconduct may have rendered him liable.

(d) When the services of a specialist are considered necessary in the case of members of the Force suffering from injury or illness, application must be first made to the Commissioner of Police, and the cost stated before such expert or specialist is engaged. Claims for services of this nature will not be considered, unless approval for the expenditure is first obtained.

(e) Any member of the Force shall, when so required by the Commissioner, submit himself for examination by a Medical Board consisting of three medical practitioners to be nominated by the Principal Medical Officer, with a view to ascertaining whether he is fit for further active service, and any such member who neglects or refuses to so submit himself when required will be deemed guilty of an act of misconduct against the discipline of the Force. Any member of the Force reported to be physically unfit by a Medical Board shall be called upon to resign from the Force.

(f) If any man should report himself as unable, from illness, to attend any parade, or to perform any duty, and be too far from the Government hospital, or too unwell to attend there, the sub-officer in charge of the station is to note the circumstances in the Occurrence Book, and to require him to produce a certificate from a legally qualified medical practitioner that he is unfit for duty, which certificate is to be at once forwarded to headquarters. Where a medical practitioner holding an appointment from or under a contract with the Government is available, the member of the Force absent through illness must submit a certificate from him.

(g) When any N.C. officer or constable fails to attend the station at the proper time for duty, sending a medical certificate in explanation, the N.C. officer in charge of the station should, if it is considered necessary, proceed to visit him without delay, unless he has gone to hospital, and submit a report of his condition.

(h) All accounts submitted for medical attendance upon members of the Force must show the number of visits paid by the doctor and the rate per visit charged.

(i) The following fees for such operations as are performed by the D.M.O. are payable by the Department and these fees will also be allowed towards the expenses of members of the Force who elect to be operated on by a surgeon other than the D.M.O. :—

Operation.	Schedule fee (including anaesthetic).		
	£	s.	d.
Herniotomy	9	9	0
Appendectomy	10	10	0
Haemorrhoidectomy	5	5	0
Nephrectomy	15	15	0
Gastro-enterostomy	21	0	0
Cholecystectomy	15	15	0
Cholecystostomy—10 to 12 guineas.			

(j) The practice of members of the Force outside the Metropolitan Area consulting specialists on the advice of medical practitioners in other suburban and country districts without first interviewing the District Medical Officer at Perth is not permitted.

(k) Members of the Force who arrange for surgical or specialist attention in the Metropolitan Area without first consulting the District Medical Officer at Perth will be personally liable for the payment of the whole fees charged by the private medical practitioner.

The following schedule has been approved of between the Commissioner of Police and the B.M.A. for the treatment of members of the Police Force.

The schedule agreed upon is the Workers' Compensation Schedule, No. 2, with additions, as follows:—

It is suggested that a first consultation shall be £1 1s., subsequent consultations, 10s. 6d.

For Eye Cases—Refractions in non-traumatic cases without the use of mydriatic, £1 1s.

	£	s.	d.	
Senile cataract	15	15	0	} including anaesthetic generally local.
Needling	3	3	0	
Excision of Lacrimal sac ..	10	10	0	
Glaucoma (primary)	12	12	0	
Pterygium	8	8	0	

For E.N.T. Cases—

Diagnostic Endoscopy, £1 1s.

Paracentesis of ear, £2 2s., including anaesthetic.

Endoscopic manipulations, from £2 2s. upwards.

Tonsillectomy, £5 5s., anaesthetic £1 1s., total £6 6s.

Submucous Resection nose, £7 7s., local; £8 8s. general anaesthetic.

Single Radical Antrum, £6 6s., and anaesthetic, £1 1s.; total, £7 7s.

Double Radical Antrum, £12 12s., and anaesthetic £2 2s., total £14 14s.

Cortical Mastoidectomy, £10 10s., and anaesthetic £2 2s., total £12 12s.

Radical Mastoidectomy, £16 16s., and anaesthetic, £2 2s., total £18 18s.

Radical Frontal Sinus, £14 14s., and anaesthetic £2 2s., total £16 16s.

Combinations of above 20%—25% lower fees.

Intra cranial complications and malignancy cases special arrangements to be made.

Reasonable after-treatment is included in above scale of fees.

89. MEDICAL ATTENDANCE FOR PRISONERS.

When medical attendance is required for prisoners or others in the charge of the police, and there is no Government Medical Officer available, none but legally qualified medical practitioners are to be called in where such are available.

(a) Due discretion should be exercised in summoning medical attendance for a prisoner, but it is advisable to arrange for a person to be medically examined rather than incur unnecessary risk.

(b) A report must be furnished without delay of all cases where it is necessary to call in a medical officer, and his account for fees must be forwarded promptly.

(c) In back country districts where no member of the medical profession is available, discretion must be used as to the assistance summoned. If possible, a medical practitioner should be consulted per telephone.

90. MEETINGS.

The subjoined opinion furnished by the Solicitor General is published for general information of the Force:—

In the case of public meetings the conveners stand in the position of licensors to the persons attending, and may revoke the license and expel any person who creates a disturbance or is found otherwise objectionable; but this does not entitle the chairman of the meeting to give the offender into custody unless a breach of the peace is committed, and if excessive force is used in expulsion, proceedings for assault would lie.

A police officer is not necessarily required to obey the instructions of the chairman when there is no breach of the peace.

The chairman, or any person acting for him, may require any person creating a disturbance or obstructing the meeting to leave the premises and may cause him to be expelled, no unnecessary force being used, the offender not being taken into custody, but simply required to go away, and, if necessary, removed by order of the chairman.

(a) Section 11 of the Commonwealth Electoral Act of 1934 reads as follows:—

11. Section one hundred and seventy-seven of the Principal Act is amended by adding at the end thereof the following subsections:—

“(3) The chairman of any meeting to which this section applies may direct any member of the Police Force of a State or Territory, or of the Commonwealth, to remove from the room or building in which the meeting is being held any person who, in the opinion of the chairman, is preventing the transaction of the business for which the meeting is held, and thereupon the member may take such steps as are necessary for the removal of the person from the room or building.

“(4) Any person—

(a) who has been removed from a room or building in accordance with a direction given under the last preceding subsection; or

(b) whose removal from a room or building has been directed under the last preceding subsection and who has left that room or building,

and who, without the authority of the chairman (proof whereof shall lie upon that person) returns to that room or building while the meeting is in progress, shall be guilty of an offence.

Penalty: Ten pounds or imprisonment for one month.

“(5) A member of the Police Force of a State or Territory, or of the Commonwealth, may arrest without warrant any person who commits an offence against the last preceding subsection.”

(b) Section 177 mentioned above refers to political meetings held in relation to any election of members for the Commonwealth Parliament.

91. MISSING FRIENDS.

Every reasonable effort must be made by the police to discover the whereabouts of persons inquired for in the *Gazette* under the heading of “Missing Friends,” and to obtain information which may be asked for as a “Special Inquiry.” When a person who is sought is said to have been heard of at a particular place the local member of the Force in charge must cause diligent efforts to be made to trace him. If after a reasonable time has elapsed, no trace of the missing person can be found, a suitable report showing the inquiries made must be forwarded through the District Officer to the C.I.B.

(a) Inquiries from persons outside the service addressed to members of the Force concerning the whereabouts of missing friends, or other persons, should not be undertaken by the Police without reference in the first instance to the District Officer, and then only when good reasons are furnished in justification of the inquiry.

(b) When an inquiry as above is conducted at the request of a person or persons outside the State, the file dealing with the matter should, on completion, be forwarded to the Commissioner’s Office for the necessary reply to the inquirer and record.

(c) Should there be any doubt as to whether an inquiry comes within the scope of ordinary Police business, the matter should be immediately referred to the Commissioner’s Office for instructions.

(d) Inquiries are not to be undertaken in connection with locating the whereabouts of any missing friend with the ultimate object of obtaining such an address with a view to divorce proceedings being taken.

(e) Inquiries are not to be made on behalf of private individuals with a view to ascertaining the whereabouts of a debtor.

MOUNTED POLICE.

(See “Appointments—Condition of.”)

NEGLECT OF DUTY.

(See “Charges against Police.”)

NEWSPAPERS.

(See “Press.”)

92. NON-COMMISSIONED OFFICERS.

First-class sergeants shall be attached to each station at the town where a district inspector has his headquarters, and at such other station or stations as the Commissioner may decide.

(a) In the event of a first-class sergeant, referred to in the immediate preceding paragraph, requiring a transfer owing to ill-health of himself or family or other personal reasons, and it is not practicable to transfer him to a station or position occupied by another first-class sergeant, then he must revert to the next grade, and he must state in writing that he is prepared to do so. His position will then be filled by the promotion of a sergeant from a lower grade.

(b) The N.C. officer is held responsible for the conduct and appearance of the constables placed under his command. It is his duty to watch over them, and to report without delay every irregularity, neglect of duty, or breach of discipline they commit. He must show an example of neatness in his dress and appointments, and of perfect cleanliness in his person and quarters; and if he suffers any disobedience of orders, neglect of duty, or other misconduct on the part of a subordinate, without immediately reporting it, he will be considered unfit to retain the position he holds.

(c) If in charge of a station, he will further be responsible for the state of the quarters and lockup, of the arms, ammunition, and appointments, and of every article of Government property committed to his charge.

(d) In the distribution of the duties of the station, in which he will himself take his regular turn, he must be perfectly impartial, and must keep a record of the duties performed by himself and the men under him. It is important that he shall not confine himself to office and court duty but shall each day devote some portion of his time to street duty.

(e) He will see that those members of the Force who have to give evidence in Court are in attendance and are properly dressed, and that they do not lounge about, keep their caps on when sitting, or otherwise demean themselves in an unbecoming manner.

(f) He will see that the horses are properly groomed and attended to.

(g) He is to inspect minutely all parties or individuals going on duty, and, if under arms on special duty, he is to see that they are properly supplied with ammunition before they go out, and he is to note in the Occurrence Book the hour of their despatch, and of their return, the state in which they return, the quantity of ammunition consumed, if any; the state of the horses, if any of the party be mounted, and all circumstances connected with the particular duty on which they had been employed, of which a record may appear in any degree necessary.

(h) He will frequently, and at uncertain hours, inspect the quarters of the single members of the Force under him, and will see that the men are sober and conduct themselves with decency and propriety.

(i) Upon receiving a report of any outrage or serious offence, the N.C. officer in charge of the station will immediately proceed to make inquiries; and as soon as possible after obtaining possession of the facts, report all the circumstances to his officer, taking such action as may appear necessary in the meantime.

(j) He will pay particular attention to the public houses and other licensed places of amusement and entertainment within the limits of his charge, especially those of which complaints may be made to him, and will take steps to put a stop to any irregularity he may observe.

(k) He is to reside in, or as near as possible, to the station, and the situation of his residence must be known to and approved by the officer in charge of the district.

(l) On N.C. officers, who are not in charge of a station, will devolve the important work of supervising the men engaged on beat duty. They will be expected to carefully and diligently execute the orders they receive from their superior officers or N.C. officers.

93. NOTE-BOOKS.

Note-book covers of leather stamped "Police Force, Western Australia," will be issued for general use. Paper insets will be provided as required.

The police will—

- (a) Write their name, rank, registered number, and date of receipt on the outside leaf of the inset, and on completion insert the date.
- (b) Whilst on duty always carry the note-book for ready reference and immediate entry of notes required.
- (c) Only use same for official purposes, and not for private memoranda.
- (d) Make all entries neatly and concisely.

- (e) Enter such extracts from *Police Gazette*, criminal information, etc., as may be directed, or which are considered likely to be of service.
- (f) Not tear out any portion of inset, or make any erasure or alteration. If any alteration is necessary rule through the original and insert alteration in such a manner as to leave the original legible. If such alteration is likely to be of importance bring it under the notice and obtain the signature of an officer, non-commissioned officer, constable, or reputable citizen to establish such entry beyond doubt.
- (g) When inset is completed return same to station and obtain a fresh one.
- (h) Leave their note-books at the station when going away for any length of time on leave or otherwise for reference if required during absence.

(a) Officers and non-commissioned officers will carefully inspect all books periodically and as soon after completion as practicable, and, if correct, initial and file same for reference.

94. NUMBERS.

The two sets of numbers supplied to each member of the Force below the rank of Inspector must be worn on the collar of the tunic, one on the right side and one on the left, one inch and a half from the collar end.

(a) Each member of the Force when supplied with two sets of numbers will be debited in the Store Book with the figures of which they are formed and the pins used to secure them. If the numbers and pins or any portion of them are lost, he will be required to account for their loss, and if it is due to carelessness will be called upon to pay the cost of replacement.

(b) When a member of the Force resigns or is discharged or dismissed, the numbers issued to him must be returned to store; if he fails from any cause to return them complete a deduction from his pay will be made.

(c) Officers in charge of districts will see that each member of the Force serving under him wears his number whenever he appears in uniform and keeps it clean and bright.

(d) In all memoranda and reports it is required that the number of any non-commissioned officer or constable shall be quoted, and when signing reports the members of the Force of all branches are required to append their number as well as their rank to their signature.

95. OATH OF ALLEGIANCE.

I, A.B., do swear that I will be faithful and bear true allegiance to the King and will loyally, as in duty bound, uphold the Constitution of the Commonwealth of Australia established under the Crown of the United Kingdom—SO HELP ME GOD.

96. OCCURRENCES.

At each police station an Occurrence Book will be kept. In it must be entered an account of all events which occur in the neighbourhood supervised by the station. It should contain, besides actual police matters, particulars of articles lost or found, inquests, accidents, affrays, complaints by settlers and others, and information of the manner in which public houses are conducted. Duplicate copies of the Occurrence Book are to be sent weekly to the District Office.

(a) It is the duty of all constables not in charge of a station to report everything that may come under their notice, so that the reports of occurrences may be compiled in a complete manner.

(b) Any occurrence of sufficient importance to require a special report should be shortly recorded in the Occurrence Book, and sheets with the words "See special report" added.

97. OFFENCES.

The following are offences for which a member of the Force is liable to removal from the service, to be called upon to resign, or other punishment:—

- Absent from beat without lawful excuse.
- Absent from parade without lawful excuse.
- Absent without leave or lawful excuse.
- Accepting reward without permission of Commissioner.
- Any act, conduct, disorder or neglect to the prejudice of good order, morality, or discipline, though not specified in these regulations.
- Any act of oppression or tyranny.
- Any breach of discipline.

Any breach of regulations.
Any offence against statute or common law.
Assault.
Asleep on beat.
Communicating without authority, either directly or indirectly, to the public Press on any matter or thing respecting the Force.
Converting to his own use any necessaries belonging to other members of the Force without their consent.
Convicted of any offence by a court of justice.
Demanding, or endeavouring to persuade any other person to give him, or to purchase or to obtain for him, any intoxicating liquor while he is on duty.
Directly or indirectly receiving any gift or gratuity without the Commissioner's sanction.
Disobedience of the lawful commands of a superior.
Disrespect to superior officer.
Divulging any matter or thing which it is his duty to keep secret.
Drinking intoxicating liquor when on duty.
Embezzling or mis-appropriating money, arms, ammunition, clothing, appointments or other public property.
Expectorating on floors or stairways of barracks.
Forging the name of any person on any warrant, summons, or other public document.
Giving notice, or otherwise causing notice to be given to any person against whom there is a warrant or order, with a view to the evasion of such warrant or order.
Gossiping when on duty.
Guilty of any other breach of the Police Regulations or Circular Orders.
Guilty of any prevarication before any court or at any inquiry.
Guilty of disgraceful conduct.
Guilty of insubordinate conduct.
Guilty of profane or immoral conduct.
Ill-using troop horse.
Improperly working beat.
In an hotel while on duty without lawful excuse.
Incivility or using improper language.
Insubordination.
Knowingly making any false return or statement.
Knowing where any offender is residing or concealed and not immediately informing his superior of the same; or not taking due and prompt measures for the arrest of any such person.
Leaving district or subdistrict without authority.
Leaving his post or the beat on which he has been placed.
Losing articles of kit and neglecting to report such loss.
Making an unfounded or frivolous complaint against another member of the Force.
Making any alteration or erasure, for the purpose of fraud or deceit, in any public document.
Making any anonymous complaint to the Government or Commissioner.
Making any false entry in an official book or diary.
Malingering.
Manifesting political partisanship.
Misapplying any goods or money levied under a warrant or taken from a prisoner.
Neglect of duty.
Neglect of orders.
Neglecting or delaying to report any misconduct on the part of another member of the Force.
Neglecting to groom troop horse.
Neglecting to keep arms or other portion of kit clean.
Neglecting to obtain necessary particulars in criminal case or case of accident.
Neglecting to post station books from day to day or to keep same in accordance with regulations or orders.
Neglecting to report any information in connection with any case or offence.
Neglect to pay lawful debt.
Overholding a complaint.
Owning or having any interest in a racehorse or any horse intended to be used for racing. A member will be deemed to be implicated if his wife is so interested.
Quarrelling with other members of the Force.
Receiving a bribe.
Removing armlet while on duty.
Signing any false certificate, or being privy thereto.

Slovenly in dress and appearance.
 Smoking while in uniform in public street.
 Striking a superior.
 Talking and gossiping whilst on duty.
 Threatening language.
 Under the influence of liquor to such an extent as to be unfit for duty.
 Unpunctual at parade.
 Untruthfulness.
 Using any mutinous words.
 Uttering words subversive of discipline.
 Wearing any party emblem.
 Wearing dirty uniform or uniform unfit for use.
 Wilfully omitting to make an entry in station books as to the performance of any duty, etc., which ought to be so entered.
 Wilfully, or through negligence, allowing any prisoner to escape.

98. OFFICERS IN CHARGE OF DISTRICTS.

The duties of an Officer in Charge of a district consist of the direction, the constant and active supervision and inspection of the men and stations under his control. He is responsible for the prevention of crime, the detection of criminals, and the general preservation of peace in his district; and is therefore bound to see that all the police within his district discharge their respective duties towards the Government and the public with zeal, fidelity and efficiency.

He will visit the stations, lockups, stables, etc., in his district as often as possible at uncertain times; he will see that they are kept clean and in proper order; he will examine police horses, bedding, furniture and stores, to see that all are correct; he will likewise inspect the books and records of the station to assure himself that they are kept in an accurate, neat, and regular manner, inserting his opinion of the whole in the Station Occurrence Book, and furnish the Commissioner with detailed particulars on the report form provided for that purpose, and he will hold the member of the Force responsible for causing a copy of the occurrences to be forwarded to the District Office.

99. OLD AGE PENSIONS.

Inquiries in regard to Old Age Pensioners are not to be undertaken unless approved of by the Commissioner.

100. ORDERS.

If an officer is required in any contingency to undertake duties which are generally performed by a constable, the instructions for the guidance of a constable apply equally to him so far as those duties are concerned. In the same way the instructions for the guidance of officers are binding upon N.C. officers and constables, when the latter are required to perform duties usually discharged by the former.

(a) Where a duty is not spoken of as specially pertaining to any particular grade or division of the service, it is to be understood as applicable to all members of the Force without exception.

(b) The officers and men of the Force are held strictly responsible for the execution and observance of all the regulations and circular orders which may from time to time be made for the good of the service, and are promptly to obey all lawful orders which they may receive from the persons placed over them.

(c) As officers and other members of the Force are required to exact a ready obedience to all orders which they may issue, they must be careful to couch their orders in clear and explicit terms, and to see that the orders are properly understood by those to whom they are addressed.

(d) Members of the Force to whom orders are addressed must receive them with deference and respect, and execute them to the best of their ability without question or comment. Every officer or sub-officer is held strictly responsible that he immediately reports any member of the Force who refuses to obey him in any matter of duty.

(e) It is an invariable rule in discipline, where no order to the contrary exists, that in the absence of a superior the whole of the duty or charge which was entrusted to him devolves upon the member next of rank, so that the chain of responsibility may remain unbroken.

(f) Although a constable is legally responsible for his acts, and may therefore decline to obey such exceptional orders as are manifestly illegal, still the orders of a superior officer should be immediately obeyed. If a subordinate has any ground for complaint it can be lodged or attended to after complying with the instructions.

(g) Every member of the Force is expected to obey the orders of any single magistrate or bench of magistrates in their magisterial capacity. The magistrates are not permitted to interfere with the internal or executive arrangements of the Police Force; but should they at any time suspect any felonious attempt upon life or property of a nature so serious as to render it necessary for the public safety that they should act personally, they are allowed to call for the attendance of such of the police as they may deem necessary; and all constables so called upon shall act under the magistrate's orders so long as he is present, and during the time necessary for the suppression of such attempt.

101. PATROLS.

The district officer will see that at the various stations a proper system of patrols is established so that as far as possible the whole district may receive a due share of protection, and the police may acquire a thorough knowledge of the country.

(a) If the duties of the district cannot be performed effectively without the establishment of a system of patrolling, such system should be carried out under the instructions of the district officer, so that the patrols from different stations may be regulated with a view to co-operation. In such cases, the particulars of every patrol made from a station are to be entered in the Occurrence Book.

(b) Patrols should go out at irregular periods, and should visit suspected places and observe suspected houses and persons.

(c) Police on patrol will not confine their attention to the main lines of road only, but will occasionally proceed through the bush and call at the houses of settlers to learn what is going on, to ascertain if their assistance is required, and to obtain any information that may be of service.

(d) When on patrol duty constables are not to separate or enter public-houses except in the performance of their duty.

(e) Every member of the Force should make himself as thoroughly acquainted as possible with all the characteristics and peculiarities of that part of the country over which his duties range—that is the country lying between his own station and the nearest police stations around it in every direction. He should make a point of knowing the centres of population therein, the general character and occupations of the people, the public houses, places of amusement, and other public buildings of every kind in the various cities, towns, and settlements. He should also acquire a knowledge of the natural features of the country, whether inhabited thickly or otherwise, the direction of not only the best, but of all the roads and bush tracks, the nature of the soil, whether cultivated, covered with bush or timber, etc., with various other points which may suggest themselves to him.

(f) N.C. officers and others in charge of stations when dispatching constables on patrol or other duty will often be able to do much towards carrying into effect the instructions in the preceding paragraph by indicating to the men the roads and tracks they are to take, bearing in mind that it will often be advantageous for the men to return from a place by a different road from that by which they went, provided no police duty renders such a course inexpedient.

(g) Officers in charge of adjacent districts should make a point of arranging between themselves that their patrols should meet occasionally and thus supervise between them as far as may be necessary the borders of their respective districts.

(h) The printed instructions regarding patrols in the Kimberley and Northern Districts should be filed at all stations in these districts. In the event of such instructions being lost or mislaid immediate application for a duplicate copy should be made by telegraph to the District Officer.

102. PAY SHEETS.

To expedite the preparation of the monthly pay and allowance sheets, officers in charge of districts are required to report immediately to the Head Office, by telegraph, if necessary, the date of arrival in or departure from their districts of members of the Force on transfer or leave; likewise the date of appointments, discharges or removals, or any other changes within their districts which affect the pay or allowances of a member of the Force. In cases of arrivals, the report should state whether the member of the Force concerned is provided with quarters or entitled to lodging allowance. When transfers are made to or from a district in which district allowances are granted, the allowance will commence on the date of arrival at and cease on the date of departure from the station at which the member of the Force is or has been placed.

(a) On receipt of the necessary remittances the District Officer will lose no time in paying the men at each station in his district, and he will be held responsible for deducting the amount of any fines inflicted for misconduct, sums due by the men on account of stores or extra clothing supplied, and generally all amounts which may be required by the regulations or which he may be specially ordered to deduct. He will be required to make good any amount which he may neglect to deduct.

(b) The receipted pay-sheets must be returned as soon as possible in each month to the Commissioner's office, with a cheque for deductions, if any.

103. PETITIONS.

Members of the Force must not in any way take an active part in the preparation or lodging of a petition.

104. PHARMACY AND POISONS ACT.

The Police throughout the State are requested to render whatever assistance they are able to the Pharmaceutical Council in connection with the prosecutions under the Pharmacy and Poisons Act. Any proceedings under the Act initiated by the police or on which they are called upon to assist should form the subject of a special report to the Commissioner.

105. PHOTOGRAPHS AND FINGER PRINTS.

Every prisoner shall submit himself or herself to be photographed, and to have the prints of his or her fingers, measurements, and other particulars taken and recorded on reception and discharge; and also at any other time when ordered by the Comptroller General of Prisons. Any photograph or finger prints taken of any person under remand or committed for trial, who shall not be ultimately convicted, shall, with the plates, be destroyed and not recorded.

(a) The term "prisoner" in the Prisons Act is defined as "any person committed to prison for punishment or on remand, or for trial, safe custody, or otherwise."

(b) It will not be necessary to take the photograph or finger prints of every convicted prisoner, but care must be taken that all persons convicted of any indictable offence, or of any serious simple offence, such as assault, disorderly conduct, vagrancy, etc., are photographed and finger-printed.

(c) The taking of photographs will apply only in cases where a police photographer is available, except in special cases where the taking of same may be considered necessary. In all such cases authority to incur expense must be first obtained.

(d) When a prisoner is on remand, charged with any offence, his finger prints must be taken, when, from the character of the offence with which he is charged or for other reasons, there are grounds for suspecting that he has been previously engaged in crime, or when there is reason to believe that the taking of his finger-prints will afford evidence as to the commission of an offence.

(e) The finger prints of an unconvicted prisoner should be forwarded to the Officer in Charge, Criminal Investigation Branch, Perth, by first post, when they will be classified, and a reply sent stating whether the accused can be identified or not.

(f) At stations on the railway system a remand for eight days should be obtained, in order that ample time may be given to obtain the required information.

(g) At stations outside the railway system the prints of an accused person must be taken and forwarded for classification; but as it would be impossible to obtain a reply within a reasonable time, the charge should be proceeded with in the usual way.

(h) The terms "reception" and "discharge" in the regulation mean a reasonable time after the prisoner is received into the gaol or lockup, and a reasonable time before the prisoner's discharge.

(i) The attention of officers in charge of districts and of sub-officers and constables in charge of stations is also directed to the use of finger prints in relation to the detection of crime.

(j) This system, intelligently applied, is capable of rendering the greatest possible assistance to the police in the detection of all classes of crime and the identification of the offender, and it is very advisable that every member of the Force should take every opportunity of making himself acquainted with it.

(k) Very little experience will show that it is almost impossible to handle any article without leaving a more or less greasy mark on it. This mark, sometimes almost invisible to the naked eye, can be developed in such a way as to render it distinctly visible and capable of giving a good photographic picture.

(l) Glass, china, silver and electro-plated ware, polished metal of all kinds, varnished wood, papier mache, cash boxes, and in fact all articles having a smooth surface, partly dried varnish or paint, putty, wax candles, etc., will yield good impressions; paper, particularly the glazed kinds, also gives satisfactory results.

(m) It must, however, be understood that, to render the system of value, it is absolutely necessary that the article which bears, or is supposed to bear, finger marks of an offender, should not be handled with the unprotected fingers until

it has been examined by an expert. Not only are the marks likely to be obliterated or defaced, but the addition of fresh marks renders the task of development and examination more difficult.

(n) In cases of burglary or housebreaking, where entrance is gained by forcing a window or glass door, examination of the broken pieces of glass will frequently disclose finger marks. In similar cases it is very difficult for an offender to push back the catch of a window from the outside without leaving marks on the lower pane.

(o) In cases of murder, in addition to the usual places to be searched, blood-stained marks may be found on the clothing or on the skin of the deceased.

(p) In cases of ordinary crime, small articles which bear finger marks may be packed carefully in tissue paper or cotton wool, placed in a small box and forwarded to the Officer in Charge of the Criminal Investigation Branch, Perth, by registered post, each article being previously marked for identification by the member of the Force who found it.

(q) In very serious offences, such as murder, or burglary, etc., accompanied with violence, where finger marks of offenders are discovered, it would be advisable to wire at once to the Officer in Charge of the Criminal Investigation Branch, Perth, with a view of an expert being sent to investigate, but care must be taken that whilst waiting for a reply the articles bearing the marks are not disturbed or handled.

(r) To prevent unnecessary expense and waste of time it should be borne in mind that finger marks are useless unless there is some detail; that is to say, unless the pattern formed by the ridges or raised lines of the fingers is visible.

(s) Impressions are taken in two ways—as “plain” and as “rolled” impressions.

(t) To take a “rolled” impression, the form should be folded in three, and the black line marked “fold” should be placed flush with the end of the table. The bulb of the finger is then placed upon the tin slab over which a thin film of printer’s ink has been spread, the right edge of the nail resting on the slab, and the finger is then turned over until the bulb surface which originally faced to the left now faces to the right, the left edge of the nail now resting on the slab. By this means the ridge surface of the finger between the nail boundaries is inked, and by pressing it lightly upon paper in the same way that it was pressed upon the ink slab a clear rolled impression of the finger surface is obtained. Care must be taken not to press the finger too heavily on the inked slab or subsequently too heavily on the paper, otherwise a blurred or imperfect impression results.

(u) To obtain good impressions the following details must receive attention:—The ink, roller, and slab must be kept scrupulously clean, and free from dust, grit, and hairs. The ink bottles should be kept hermetically closed. The roller, when not in use, may be kept wrapped up in a piece of clean oiled paper. The slab should be freshly cleaned each day after use with turpentine, or kerosene, all particles of old ink being rubbed off. A very small quantity (one drop) of ink should be applied, and this should be worked up into the thinnest possible film. Unless the film is thin the impression obtained will not be clear and sharply defined. From a finger so inked a good impression is secured, as even additional pressure will not do much harm.

(v) A plain impression is obtained by placing the bulb of the finger on the inked slab, and then impressing it on paper without any turning movement.

(w) The separate impressions to be taken on the forms issued are “rolled” impressions. The impressions of the four fingers taken simultaneously are “plain” impressions.

(x) As from the 1st of April, 1941, an Australian Central Fingerprint Bureau will be established in Sydney and each State in the Commonwealth must contribute a duplicate set of fingerprints of each offender.

1. For this purpose a new type of fingerprint form will be printed and issued to all Police Stations.

2. Red printed forms will be used for female offenders and black printed forms for male offenders.

3. As soon as the new type of fingerprint forms are received at your Station, the fingerprints of all offenders must be taken in duplicate, each time an offender is arrested.

Male Offenders (black printed forms).

4. When taking the fingerprints of male offenders, one set may be taken on the fingerprint forms at present in use, until the supply at your Station is exhausted.

5. The duplicate set of fingerprints must be taken on the new type of black printed forms.

6. When you have exhausted your present supply of the old type of fingerprint forms, two sets of each offender must be taken on the new type of black printed forms.

Female Offenders (red printed forms).

7. Fingerprints of all female offenders must be taken in duplicate on the new type of red printed forms. (No more old type forms to be used for female offenders.)

IMPORTANT.

All Details to be Recorded on Fingerprint Forms.

8. It is essential that all fingerprint forms be filled in correctly and all information required be supplied in detail when offender is a nomad or has no fixed place of abode, record N.F.P.A. in space set apart for address.

9. Colour of hair must be stated, such as blonde, sandy, golden, light brown, medium brown, dark brown, black, grey, or black turning grey, etc., also whether curly, wavy, straight, or bald in front. Do not merely record dark or fair.

10. Attention is also drawn to the instruction on page 263 of *Police Gazette*, 1938, re type of goods stolen and value thereof.

11. Reference to this instruction is on the back of each fingerprint form, but the instruction is rarely complied with.

Care in Taking Fingerprints.

12. Considerably more care must be taken when taking sets of fingerprints and the hands must always be wiped quite free of perspiration or moisture, which prevents the ink from adhering to the finger and causes light patches in the print.

13. The fingers must also be rolled sufficiently to record all deltas in the rolled impressions.

14. Juvenile offenders are not to be fingerprinted.

106.—POLICE UNION.

All combinations except the Police Union as approved by the Minister are prohibited.

107. POLICE PROTECTION.

The District Officer will make himself acquainted with the various stations in his district and their requirements, and will from time to time, according to his discretion, grant immediate police protection to any locality that may require it, if it is apparent that the peace of the locality would be endangered by the delay consequent upon his referring the matter to the Commissioner for instructions.

(a) When a number of residents of any particular locality apply for police protection the District Officer will forward the application to the Commissioner, with such remarks of his own as may seem proper respecting the necessity of the case, the facilities that may exist for forming a police station, the population and whether scattered or otherwise, the amount and nature of crime in the neighbourhood, and his opinion whether frequent or occasional daily or nightly patrols would be sufficient, etc.

108. "POLICE GAZETTE."

A *Police Gazette* for the State is published weekly at Perth, and a copy is posted to each police station on Wednesdays.

(a) Any information obtained by members of the Force calculated to be of service in the detection or identification of offenders or the recovery of stolen property, or that may be of general interest to the police, should be forwarded direct to the C.I.B., Perth, so as to arrive by noon on Tuesday for insertion in the *Gazette*.

(b) The non-receipt or late arrival of the *Gazette* at any station should be promptly reported, and immediate inquiry will be made to trace the paper or ascertain the cause of delay.

(c) Officers in charge of districts in their periodical visits to police station will see that the *Gazette* is regularly filed, and will satisfy themselves that all members of the Force in their respective districts make themselves thoroughly acquainted with its contents.

(d) The *Police Gazette* is published for the information of the police only, and the communication of its contents to any person outside the Police Department except by order is strictly forbidden.

(e) The District Officer will also satisfy himself that all under his command make themselves aware of the contents of the *Police Gazette* each week, and that they copy therefrom into their memorandum books extracts of such portions as they are more particularly interested in; likewise that they note in the same manner the particulars of criminal informations forwarded to their stations for circulation.

109. POLICE SERVICES—CHARGES FOR.

Charges will be made for the escort by the police of bullion or specie for banks, mines, or any company or person, in accordance with the prescribed scale.

(a) Before arrangements are made for any escort provided for as above the form applying for the services of a member of the Force must be filled in and signed by the applicant.

(b) The same rate of charge will be made when any members of the Force are despatched upon special duty at the instance of any person or firm if such duty is beyond the limits of ordinary police work.

(c) Officers in charge of districts must be careful in every instance to collect these charges at the earliest opportunity and to have the money paid in without delay. When a person applying for the services of the police is of doubtful financial stability, they should only be supplied if paid for in advance.

110. POLITICS.

No member of the Force shall in any manner influence any elector in giving his vote for the choice of any person to be a member to serve in the Legislative Council or Legislative Assembly. (Police Act, 1882, sec. 32.)

111. PRESS (NEWSPAPERS).

Members of the Force are accountable to the Government for their conduct whilst engaged in the performance of their duty, and are not permitted to communicate with the Press against reflections cast on them from outside sources. Members of the Force must not publicly comment upon the administration of any Department.

(a) There is no objection to information of the doings of the police being given to the Press, if it is first ascertained that there is no danger that the ends of justice will thereby be frustrated. It will generally be expedient for constables when questioned on police matters by journalists to refer them to the N.C. officer for any details which may be required. Members of the C.I.B. should refer representatives of newspapers to the Officer in Charge for information.

112. PRISONERS.

A solicitor or a clerk authorised to act for him may be allowed to communicate with a prisoner in the custody of the police if the prisoner wishes it. Arrangements are to be made as far as practicable that the communication may not be heard by anyone; but care must be taken that the prisoner shall not escape, and a member of the Force must keep the prisoner in sight during the communication.

(a) When a prisoner requests a member of the Force to ask a particular solicitor to call and see him, the request must be complied with.

(b) No member of the Force shall suggest or persuade any prisoner to send for a particular solicitor or dissuade him from sending for one of his own selection.

(c) Prisoners should on no account be allowed to drink intoxicating liquor while in police custody unless ordered by a medical man.

(d) No money must be allowed to sentenced prisoners for purchases of any description, but in case of unsentenced prisoners, absolutely necessary refreshment for them may be purchased at their request out of any money taken from them. Any money thus expended must be entered on the prisoner's property sheet and the entry initialed by him.

(e) The relatives or friends of a prisoner may visit him at all reasonable hours during the week days at the discretion of the officer in charge of the station. All such visits shall be carried out in the presence of the lockup-keeper who shall observe all that passes.

PRISONER'S PROPERTY

(See "Escort of Prisoners.")

113. PROMOTIONS.

An examination qualifying for promotion is held at intervals by a Board of Examiners consisting of three persons, viz., a legal practitioner, an officer of Police, and the Secretary, Police Department. Suitable notice will be given of the intention to hold any such examination.

(a) No member of the Force, under the rank of Sergeant, will be permitted to submit himself for examination for the rank of Commissioned Officer, and no Constable of less than five years' service can submit himself for examination for the rank of Non-Commissioned Officer.

(b) Return fares of candidates to centres where examinations will be held will be granted from all stations within the railway system. Usual travelling expenses will also be paid.

(c) Intending candidates stationed beyond the railway system will be afforded special facilities for submitting themselves to examination.

(d) Subject to the proviso hereinafter contained, no member of the Force shall be promoted to any rank until he has passed the examination qualifying for such promotion.

(e) Subject to the general provisions of these regulations, the method of recommending a member for promotion shall be as follows:—

- (1) The Commissioner of Police shall keep a register in which he shall enter the names of all candidates who have qualified for promotion.
- (2) There shall be a Board, to be called the Promotional Board, which shall consist of the Commissioner of Police, who shall be Chairman, and all available Commissioned Officers stationed between Perth, Geraldton, Kalgoorlie, Narrogin and Fremantle.
- (3) The Board shall hold meetings at Perth as often as may be deemed necessary.
- (4) The Commissioner shall from time to time extract from the register the names of members of the Force whom he considers eligible for promotion, and shall publish those names in the *Police Gazette* at least one calendar month before the next sitting of the Board to deal with the matter.
- (5) During the period of one calendar month from the date of the publication of the names any member of the Force, who considers his name should have been included in the list of names so published, may complain to the Board stating his reasons in writing for the complaint.
- (6) At the expiration of such period of one calendar month, or as soon thereafter as may be practicable, the Board shall consider the names of members of the Force submitted by the Commissioner and any complaints lodged by other members of the Force, and shall then settle the promotional list.

(f) The Promotional Board when sitting shall inquire into the qualifications of the particular candidates and recommend for promotion the member or members of the Force, who, on the ground of efficiency, is or are considered most suitable. In the event of an equality of efficiency of two or more members of the Force, the senior man shall be so recommended. The Board shall also, when inquiring into the qualification of candidates, collect all information possible from such available sources as are open to the Board, and when a senior candidate is passed over shall, in writing, state their reason for so doing.

(g) While due regard shall be paid to seniority and good conduct, preference must always be given to those who have displayed superior intelligence, zeal, and integrity in the discharge of Police duties. Members of the Force must, therefore, distinctly understand that there will be no hesitation in selecting the meritorious and efficient officer for promotion in preference to the senior, but less efficient one.

(h) Efficiency means special qualifications and aptitude for the discharge of the duties of the office to be filled, together with merit and good and diligent conduct.

(i) The Minister, on the recommendation of the Commissioner or from any cause, may veto the recommendation of the Board.

(j) The Promotional Board shall not recommend a member of the Force for promotion who is not of strictly sober habits, and who is not energetic, trustworthy, and suitable in every respect.

(k) No member of the Force, who has been fined for any serious misconduct against discipline or neglect of duty within the last two years of his service, shall be promoted.

(l) Any Non-Commissioned Officer or Constable who is not prepared to accept promotion when it is offered to him, and to be transferred to the place where his services are required, shall be passed over.

(m) The Commissioner may require any member of the Force who has been selected for promotion to be medically examined by a Government Medical Officer, and certified as physically fit to carry out the duties of his office in any part of the State.

(n) Whenever the Officer-in-Charge of a district considers it necessary he will forward a report to the Commissioner on any particular officer, who by his merit and service he considers is worthy of promotion.

(o) The District Officer must by frequent personal intercourse make himself acquainted with the character, temper, and conduct of every member of the Force serving in the district. He must be strictly impartial in his recommendations.

(p) Every recommendation for promotion must contain a full statement of the reasons for making it.

(q) When an officer finds that a member of the Force, whom he has recommended for promotion, has since misconducted himself, or in any other way shown himself to be unfit for advancement in the Service, he will at once cancel the recommendation and report the matter to the Commissioner.

(r) In no case will representations from persons not connected with the Department have any influence in procuring promotion for any member of the Force.

(s) Notwithstanding anything contained in the foregoing regulations, the Governor may specially promote without examination any member of the Police Force recommended by the Commissioner for very exceptional ability and merit.

114. PROOFS OF EVIDENCE.

The District Officer will see that a proof of each case, clearly stating all the evidence the witnesses can give, is furnished to the member of the Force prosecuting as early as possible before the case comes on for hearing.

115. PUBLIC OCCURRENCES.

Important public occurrences of an unusual character, especially those affecting the public peace, should be immediately reported to the Commissioner.

116. QUARTERS.

Each member of the Police Force is to receive either (a) quarters, subject to the conditions specified, or (b) such lodging allowance as may from time to time be approved.

(a) Quarters shall be granted and received subject to the following conditions:

(1) Water rates shall be borne by the Department where members of the Force are compelled to occupy quarters. Members of the Force shall pay sanitary rates when the sanitary conveniences are solely for the private use of themselves and their families.

(2) That if the Crown shall pay or bear any sanitary rate or charge in respect of the quarters occupied, then the amount thereof shall be repayable by the occupant and may be deducted from his pay. If such rate or charge has been paid in respect of any period covering several occupancies, then the amount shall be apportioned amongst the successive occupants in proportion to their respective periods of occupancy; and when such rate or charge or any part thereof has been paid in advance, a proportionate part thereof shall become payable by the occupant for the time being every fortnight and may be deducted from his pay accordingly.

(3) Quarters occupied by married members of the Force shall be supplied with blinds.

(b) Members of the Force in charge of stations will be held strictly responsible for the state of the quarters, which must always be scrupulously clean; the arms, accoutrements, clothing, and furniture must be regularly arranged and kept in good and serviceable order. All repairs required to the buildings must be reported to the District Officer, and no expenditure is to be incurred without authority.

(c) Members of the Force who unnecessarily incur expenditure on stations or quarters on their own authority will be responsible for the same. They will have no claim on the Government for reimbursement.

(d) No member of the Force is to erect a private residence or other structure on a police reserve, or to make any additions or alterations to any existing building thereon without the consent in writing of the Commissioner; and even for buildings erected or alterations effected with such consent, the Government incurs no responsibility. The member of the Force who incurs the expenditure has no claim on the Government on account of the alterations or addition, which on his removal from the station becomes the property of the Government.

(e) When any member of the Force takes possession of Government quarters, the officer in charge of the district will call upon him to report upon the state of the quarters.

(f) Any member of the Force handing over Government quarters in a discreditable, dilapidated, or unsatisfactory state for want of proper care, will be liable to be charged the amount required to put the quarters into a suitable state for the next occupant.

(g) Any member of the Force who fails to take care of the Government quarters he is allowed to occupy, is liable to be called upon at once to vacate same, and to find quarters for himself.

(h) No cattle, horses, pigs, or goats are to be kept at police stations without permission from the officer in charge of the district. When such permission is given, officers in charge of districts will not allow animals to be kept on any station in close proximity to the forage store, or in such a manner as to make the station or its approaches untidy or dirty, or be a nuisance in any respect.

(i) No member of the Force can, without permission of the Commissioner, have residing with him *permanently* in Government quarters any other individuals than his wife, children or other dependant.

(j) District officers are to see that members of the Force under their control do not use licensed houses for board and lodgings where it is possible for them to obtain such accommodation at restaurants or boarding-houses.

(k) Members of the Force are not to lodge or board at any boarding-house the proprietor of which has been convicted for illicit dealing in liquor.

117. RACEHORSES.

No member of the Force is permitted to have any direct or indirect interest in any horse used for racing purposes, neither is his wife permitted so to do.

118. RECEIPTS (MONEY AND VALUABLES).

Receipt books consecutively numbered are issued from the Treasury for use by the Police.

(a) A receipt must be given in every instance for money received officially, and no receipts whatever are to be issued or given other than those in the consecutively numbered books.

(b) Every receipt form and butt must be carefully accounted for. The particulars for which a receipt is given and the disposal of the money must be accurately entered in the butt of the receipt.

(c) If a receipt is accidentally defaced or mutilated it must be preserved, and the particulars of its disposal entered on the butt, and if one is destroyed the fact should be recorded and explained on the butt.

(d) If a receipt is not received within a reasonable time for money or warrants, etc., dispatched a communication should be sent to ascertain the cause.

119. RECORDS.

On the transfer, retirement, or removal from the Service of any member of the Force under him, the officer in charge will cause all public record books, including files of the *Police Gazette*, or other documents or property belonging to the Government in that officer's possession to be handed by him to the member of the Force relieving him; and on the officer in charge himself giving up the charge of a district from any of the above causes, he will in like manner hand all public record books and documents to the officer relieving him.

(a) When an officer relinquishes charge of a police district or division he must prepare and hand to his successor a written statement of such special facts and circumstances relating to the district or division as are likely to prove of utility to such successor in acquiring a knowledge of his new duties and in efficiently performing them. This statement must include an expression of the views of the writer in regard to the course which will lead to the greatest public advantage if adopted by his successor. A copy of the statement must at the same time be transmitted to the Commissioner. All cases of merit must be reported to the Commissioner.

120. RECORD OF SERVICE.

A personal file is kept of the conduct and service of every member of the Force.

(a) On the appointment of any person to the Force his name, personal description, etc., will be entered on a record sheet which will be sent to the officer in charge of the district in which he is stationed, and a copy will be retained by the Commissioner.

(b) The Record Sheet of every Non-commissioned Officer or Constable will be kept by District Officers under lock and key, and their contents treated as strictly confidential.

(c) Under no circumstances are the sheets to be perused while in the District Office by other than District Officers or by the member of the Force to whom the particular sheet refers.

(d) When a non-commissioned officer of constable is transferred from one station to another, his record sheet must be sent by confidential letter to the officer in charge of the district into which the member is transferred, and should such non-commissioned officer or constable so desire, he will be given an opportunity of perusing the entries made therein.

(e) The date of appointment to any particular grade of the service is to be that from which the member of the Force commences to receive the pay of that grade.

(f) If a member of the Force marries after his appointment thereto, the fact is to be recorded under the head of "Remarks," the entry, including the date of marriage, being dated and signed by the officer making it. A similar record is to be made when a constable becomes single in consequence of the death of his wife, or from any other cause.

(g) Every instance in which the member of the Force is transferred from one station to another, whether to any district, or simply to another station in the same district, must be entered in the transfer portion of the sheet.

(h) Where the transfer is to another district, the officer in charge of the district from which the transfer is made will state only the district to which the constable is going; the officer in charge of the district to which the member of the Force is transferred will complete the record by entering the name of the station at which he is placed.

(i) The portion of the record sheet entitled "Discharge, Dismissal, or Death," shall not contain more than a statement of the manner in which the non-commissioned officer or constable left the Force, that is by resignation, death, or otherwise, and the date to which he, or in case of death his representatives, have received pay. The officer's report upon his character, etc., should be given in another portion of the sheet.

(j) As soon as particulars of the resignation, discharge, dismissal, or death have been entered, the record sheet must be transmitted to the Commissioner. The particulars regarding the certificate of character, if any is issued, will be entered in the office of the Commissioner.

(k) Officers before taking over charge of a district must see that the required entries have been made in the record sheets by the officer who is being relieved. When a non-commissioned officer or constable is transferred from one district to another, the officer in charge of the district to which he is transferred must see that his sheet contains the required entries.

(l) A return in the form prescribed for the purpose is to be forwarded on the last day of each month by the officers in charge of districts to the Commissioner, containing verbatim copies of all entries whatever made in the record sheets of members of the Force in their respective districts during the month. This return will not supersede the necessity for special reports upon the men concerned in cases submitted for the decision of the Commissioner.

(m) Where any non-commissioned officer or constable has a conviction or convictions recorded against him for an act or acts of insubordination or misconduct against the discipline of the Force, and who for five years succeeding the last conviction bear a good character and has no such conviction recorded, such first-mentioned conviction or convictions shall be expunged by the Commissioner of Police from his record sheet.

(n) A new typewritten sheet, with the expunged entries omitted, will then be prepared in the District Office, and be retained by the District Officer whilst the original must be forwarded by registered post to the Commissioner.

(o) When an officer submits an unfavourable report to the Commissioner concerning a subordinate, the latter will be given an opportunity of perusing such report, providing it is intended to place the report on his personal file or that the Commissioner decides that the report will be used or in any way recorded against him.

121. REDUCTIONS.

When the reduction of a member of the Force is ordered but no date is mentioned, no time must be lost by the District Officer in communicating the fact to the member of the Force concerned, as the reduction is to take effect from the date of his being so informed; and, in returning to the Commissioner the papers relating to the case, the date on which the reduction took place must be noted therein.

122. REGULATIONS.

Members of the Force are directed to make themselves thoroughly conversant with the Regulations of the Service, as a plea of ignorance or forgetfulness will not be accepted as an excuse for any infringement or deviation from them unless reasonable cause is shown.

(a) The District Officer will see that each one is well acquainted with the regulations of the Force, and that when necessary these are read and explained to the men from time to time.

(b) In order to maintain as nearly as practicable one uniform and complete system throughout the Force, the officer in charge is not to make any regulations or issue any order which may be calculated to produce alterations, or cause innovations in, or which may be regarded as an evasion of the standing orders of the Force. Whenever in his opinion it may be expedient to introduce any new regulation, or alter an old one, he should submit his views on the subject for the consideration of the Commissioner, who, if he deems necessary, will take steps to give it effect.

123. REMITTANCES.

Members of the Force who in the discharge of their duty are required to send remittances of money or other valuables to the Head Office or elsewhere, are not in any case to consider that they have satisfactorily discharged themselves of this responsibility until they have obtained an acknowledgment that the remittance has been duly received. If, therefore, such acknowledgment is not received in the course of one or two posts, they should at once communicate again with the person to whom the remittance was forwarded, so that no time may be lost in instituting the necessary inquiries, if the enclosure is found to have miscarried. If cash, or an article of value, such as jewellery, etc., is sent through the post the letter or packet containing it should be registered.

124. REMOVALS.

When the discharge or removal of any member of the Force is ordered, but no date is mentioned in the order, the officer in charge is to understand that the member of the Force is to receive his discharge or removal as soon as possible after the receipt of the order, that is, as soon as the information can be conveyed to him, and his kit, etc., be taken over from him.

(a) If through neglect or oversight any such order is not carried into effect as soon as it might be, the officer in charge will be held responsible for the payment of the amount due to the member of the Force to be discharged or removed for the time he has been unnecessarily detained in the Force; and the said officer can in the same manner hold responsible to him any member of the Force under his command who may be chargeable with neglect in the matter.

125. RESIDENCE.

All members of the Force are to serve and reside wherever they may be ordered, and to be ready at all times for transfer to any part of the State to which it may be found necessary or desirable to send them.

(a) All N.C. officers and constables must reside as near as possible to the station to which they are attached, and all members of the Force, whether on duty or not, must at once turn out when called upon in cases of emergency or whenever required.

126.—RESIGNATION.

Non-commissioned officers and constables are not entitled to resign or withdraw from the Force or the duties thereof unless expressly authorised to do so, or unless they have given one month's notice of their intention so to resign.

127. RETIREMENT.

The Commissioner may grant to any member of the Force who is retired on account of ill-health, or because of his having reached the age limit, free transport in accordance with the regulations for himself, wife, and children not exceeding the age of 16 years from the place where he is then stationed, and from which his retirement took effect, to any part of the metropolitan area. In addition, free transport for his furniture within the limits prescribed by the Regulations will be allowed.

(a) If a Commissioned Officer appears to the Commissioner to be unfit or incapable of discharging the duties of his office efficiently, then the Commissioner may, subject to the approval of the Governor, deal with such member either by calling upon him to retire or remove him from the Force.

(b) If a N.C. officer or constable appears to the Commissioner to be unfit or incapable of discharging the duties of his office efficiently, then the Commissioner may, subject to the approval of the Minister, deal with such member either by calling upon him to retire or remove him from the Force.

128. REWARDS.

Any member of the Force will be entitled to share in any public reward offered for the apprehension of any offender, and any such reward will be divided amongst the various claimants in proportion to the relative value of their respective services, such apportionment to be determined by the Commissioner.

(a) The particulars of any private rewards which members of the Force are permitted to receive are not to be entered on their record sheets, unless the merits of their action are such, in the opinion of the Commissioner, as to call for such a mark of recognition.

(b) Members of the Force are not upon any occasion, or under any pretence whatever, to take any gift or gratuity from any person without the express permission of the Commissioner.

129. RIOT.

Before a riot becomes acute the police should take note of the names, addresses and actions of the ringleaders for subsequent proceedings.

(a) If in any riot the offenders will not desist from creating a disturbance, the ringleaders should be taken into custody; but if they desist, it is better to take their names for subsequent action.

130. SEARCH WARRANTS.

The police effecting a search must have the warrant with them at the time. When the goods or any part of them have been found they should be taken into possession. The persons found upon the premises who may be suspected to be privy to the deposit of the goods may be arrested on the search warrant.

(a) If admittance on demand to the premises where the raid is to be made is refused, an entry may be forced by the police by breaking open a door, but before doing so they should make their identity known.

(b) The police having obtained admission may demand the keys of any box or furniture desired to be examined and, if refused, break them open.

(c) The member of the Force entrusted with the execution of the warrant should, in order to reduce the liability of mistakes, be accompanied if practicable by the owner of the goods or the person who applied for the warrant, to identify the goods.

131. SEARCHING PRISONERS.

Upon the arrival of a constable with a male prisoner at the lockup, as soon as the charge has been recorded by the lockup keeper, the arresting constable should proceed to search the man in his presence, taking from him all the property in his possession and handing it to the lockup keeper.

(a) The lockup keeper thereupon must make an inventory in duplicate of all such property, which must then be signed by the arresting constable and the lockup keeper. The prisoner should also be invited to sign it. Such property is to remain in the custody of the police until the prisoner has been either discharged, acquitted or sentenced.

(b) The property itself is to be sent to the place of trial (if prisoner is committed) previous to the day appointed for trial, so that it may be accessible either (if necessary) for the purpose of identification, or to be returned to the prisoner if discharged, or delivered to the sheriff or gaoler with a copy of the inventory if the prisoner be convicted.

(c) Care is to be taken that property necessary for the purpose of identification remains as much as possible in the hands of the same member of the Force, so as to avoid rendering the evidence of identity complicated or embarrassing.

(d) If the prisoner is discharged, the property is to be restored to him with the exception of any portions necessary to be retained as proofs in any future proceedings, or any portions proved to belong to another person, and which may be delivered to such person, or his indemnifying the member of the Force, sheriff, or gaoler against any proceedings of the prisoner. It will be the duty of the member of the Force, sheriff or gaoler to inform the prisoner of the amount taken from him according to the duplicate inventory.

(e) If the prisoner be convicted of felony or misdemeanour not punishable with forfeiture, the property found in his possession and seized by the police is to be delivered to the sheriff or gaoler.

(f) In cases of summary jurisdiction a similar course is to be pursued before and after conviction or discharge, as before and after trial.

(g) When property is handed over to the sheriff or gaoler, one copy of the inventory should accompany it. On the other copy of the inventory the sheriff or gaoler's receipt for the property should be taken, and it should be retained by the police.

(h) When a prisoner's property is returned to him by the police, his receipt for it should be taken on one copy of the inventory. The duplicate may, if he wish it, be handed to him with the property.

(i) When a prisoner brought to the lockup or police station in a state of intoxication is searched, the articles should always be taken from him by one person, and called out distinctly, and entered in the inventory by another. No part of such property is to be returned to the prisoner until the decision of the magistrate on the case is known, unless he is admitted to bail, when all property taken from him should be returned, except such portion as is required for evidence.

(j) A prisoner may, by written order, assign to any person for his defence or other purpose any property taken from him which is not required for evidence, nor in any way connected with the charge against him, nor suspected to be unlawfully obtained.

(k) When a prisoner is found in possession of property believed to be stolen, of which he can give no reasonable account, and it is necessary for a detective or other member of the Force to obtain the property for the purpose of identification or inquiry, he must prepare a requisition on the lockup-keeper for the articles, and on receiving them must receipt the requisition. No prisoner's property must be given up by the lockup keeper under such circumstances until he has received a requisition enumerating all the articles, and their description, and he must be careful in handing them over to obtain a receipt, which can be cancelled when the property is returned.

(l) Persons of known respectability arrested for some trifling misdemeanour need not be searched, but should be requested to produce such property as they may have on their persons, and should, if possible, be placed in a cell by themselves.

(m) When prisoners are searched, the searching must be done so effectually that all instruments or articles of property which they ought not to retain may be taken from them.

(n) Any prisoner may be searched at any time or place if it is suspected that he has upon his person any deadly weapon or any article which has been stolen or unlawfully obtained, or anything relating to the commission of any offence.

(o) Persons suspected of making, uttering or having in their possession counterfeit coin should be searched immediately at the place where taken into custody, when the circumstances admit of it being done. If the search cannot then be made, precautions are to be taken to prevent the prisoner from getting rid of base coin or other evidence of guilt before being brought to the station.

132. **SECURITY.**

It cannot be too strongly impressed on members of the Force the necessity to maintain absolutely secret all information acquired in their official capacity.

133. **SECTARIANISM.**

Members of the Force are required to keep aloof from all sectarian disputes.

SERVICE AND EXECUTION OF PROCESS ACT.

(See "Summons, etc., etc.")

134. **SHOEING.**

As a rule police horses should be shod regularly once in the month but not oftener unless in case of lameness, for the feet do not grow fast enough to admit of fresh nail holes being made in them oftener. Officers in charge of districts should pay strict attention to this matter, and should also be careful to employ, or to recommend for employment where the work is done by contract, those persons only who are known to be competent to do it in a proper manner.

(a) The shoes of the fore feet should be of a uniform width from toe to heel, averaging from seven-eighths to one inch, and of a uniform thickness from toe to heel of about three-eighths of an inch, but in the case of horses which travel exclusively on bush roads, the shoe may be made narrower and thicker in proportion. The heel of the shoe should on no account be thicker than any other portion of it. There should be seven nails in each shoe, four on the outside and three on the inside; and the last nail on the inside should not be farther back, or nearer to the heel than about midway between the toe and the heel of the foot.

(b) The heels of the hind shoes may be a little thicker than any other portion of them, but in other respects the remarks relating to the fore shoes apply.

(c) The shoe when fitted to the foot should present from toe to heel a perfectly plane or flat surface on that part which rests on the crust or wall of the foot, and should in every instance follow the natural shape of the foot, more especially from the quarters to the heels.

(d) The feet should be prepared by carefully removing the dead or shelly portions with the rasp and knife, but on no account should the sole of the foot be pared to admit of its being sprung by the thumb of the smith as is too frequently the case; for the sensitive foot when thus denuded of its horny cover is very likely to become bruised by the animal's treading on a stone or other hard substance.

(e) The heels should not be cut open, as it is termed, nor should the bars, which act as buttresses to prevent the heel contracting, be removed. The wall or crust should be levelled from heel to toe to receive the shoe, the heel for about half an inch from the extreme point may be about one-sixteenth of an inch lower than the quarters, so that when the shoe is on a thin knife may be passed between it and the foot at the heel.

(f) Unless in exceptional cases which will seldom occur the frog should not be pared, but should be left to itself. Nature will remove the superfluous horn, and the rags can do no harm, and if left alone will disappear altogether.

(g) The foot should never be rasped above the clinches of the nails, as it is only weakened thereby, and less horn to nail to is left when it grows down.

(h) Pricks in shoeing, which occur through want of skill in the farrier, sometimes cause serious injury. When on the day after shoeing the horse, which was previously sound, becomes lame, and the foot is hot to the touch, it may generally be assumed, unless there is evidence that the lameness arises from other causes, that a nail or nails have been driven too near the quick. On tapping the crust with a hammer the horse will flinch at some particular spot, and there will be found the nail that is at fault. The shoe should be taken off, and if there is reason to believe that matter has formed, the opening from which the nail came out should be enlarged and the matter allowed to escape. Ordinary wet applications round the foot and a bran poultice will generally be all that is required to heal the foot.

(i) When a constable takes a horse to a farrier to be shod, he is to remain and see that the work is properly done in accordance with the foregoing instructions, and he should note in his memorandum book the date of the shoeing.

(j) In districts where it is not possible to have police horses shod by farriers, a payment of 4s. per set will be granted to constables shoeing police horses and 2s. 6d. for removes. In such cases the shoes will be supplied by the Department.

135. SMOKING.

Smoking in public by members of the Force in uniform is not permitted, and no smoking shall be permitted in Police Offices or Court Houses.

136. STABLES, ETC.

As it is important that stables be kept warm and dry, they must not be washed out on cold or wet days.

(a) The manure pit should be as far removed from the stables as convenient.

(b) At morning stable parade the bedding must be carefully removed from the stall, and the solid portions of it with the dung must be separated from the remainder and removed to the manure pit. The remainder should then be stored neatly in some other part of the stable, but on no account put under or close to the manger of a stall in which there is a horse. The litter must be completely removed every morning.

(c) The manure at police stations must never be permitted to accumulate to such an extent as to become offensive or untidy. It may be used for gardens attached to police quarters, but if the quantity exceed the requirements, the balance must be disposed of in the most advantageous manner, by sale or otherwise, as may be authorised by the Commissioner.

(d) The stall should be swept out clean, after which the horse is to be watered, its hoofs washed, the stopping removed, and the shoes examined. If they are loose the horse should be taken to the farrier, lest by losing a shoe the animal becomes lame.

(e) The grooming should then be proceeded with by removing the dirt and dandruff from the horse's coat by a good application of the dandruff brush, after which the horse brush should be energetically used, the constable always commencing at the head and working backwards. For a well-groomed horse the curry comb will seldom be required, except for the purpose of removing the dirt from the horse brush.

(f) If the horse has become stained on its quarters by lying on dung the stains should be removed with a damp sponge and a little soap. With grey or white horses it may occasionally be necessary to use a little soda, but in no case should the whole of the quarters and legs be washed with buckets of water simply to remove a stain.

(g) The nostrils, eyes, and dock of the animal should be sponged out clean, and the mane and tail brushed out.

(h) If the horse is subject to scurfy or cracked heels, the heels should be washed out with luke-warm water and soap, and immediately afterwards thoroughly dried with a cloth and then hand-rubbed.

(i) The horse should lastly be dressed over with a clean cloth, rubber, or whip, to remove the dust and polish the coat.

(j) When the cleaning is finished the feed should be given, and at noon the animal should again be watered and fed.

(k) In the evening the horse should again be watered, cleaned, its feet stopped with cow dung when procurable, and then bedded down and fed. The bedding should be slightly raised towards each side of the stall, so that when the horse lies down its back may be protected.

137. STATIONS—DUTIES AT.

The senior member of the Force on duty at the station will receive all charges against prisoners brought in by constables or other persons, ascertain their nature, and when he is satisfied they are proper charges, enter the name of each prisoner in the Charge Book with the particulars of his offence. If a charge is obviously improper or unfounded, the accused is to be at once released.

(a) He will not take into custody any person brought in by a police constable on the vague charge of obstructing the constable in the execution of his duty unless full particulars of the offence are supplied.

(b) He will report without delay to the officer in charge the particulars of every charge he has refused to take. Where the average number of prisoners received into a lockup is so great that such cases are of frequent occurrence, a book to be called the "Refused Charge Book" is to be kept for the purpose.

(c) Every charge against a prisoner should be made in his presence and hearing at the Police Station, any variation of the charge afterwards should be notified to the prisoner.

(d) Persons who volunteer evidence at the station either for or against the prisoner should be treated courteously.

(e) When a person is brought to the station accused of having committed an offence, the officer in charge on duty is only to ascertain that the act charged constitutes an offence, and that there is reasonable ground for preferring the complaint against the accused. Such inquiry is only to be made of the person who prefers the complaint.

(f) Charges by subordinate police officers of assault on themselves, or of obstruction in the prosecution of their duty are to be strictly investigated at the station.

(g) If a complainant after having given a person into custody on a criminal charge should refuse to sign the charge sheet, the accused is not to be detained unless a police officer is present who saw the offence committed.

(h) The charge as entered upon the sheet is always to be read over to the prisoner.

(i) The member of the Force in charge of the police station, or lockup, may, in accordance with section 48 of the Police Act, 1892, liberate any person charged with any offence punishable in a summary manner, by taking bail by recognisance with or without sureties in the form provided, such recognisances to be conditioned for the appearance of the person before a Justice. Members of the Force must exercise a reasonable amount of discrimination in the use of this power. They should not accept personal recognisances unless they have good reason to believe that the prisoner has sufficient property which will be forthcoming to levy on if the condition of the recognisance is not complied with.

(See "Code—questioning of prisoners.")

138. STORE REQUISITIONS, STORES, ETC.

Half-yearly requisitions for all stores usually supplied from Perth are to be prepared by the officer in charge of each district from information furnished to him by members in charge of sub-districts and forwarded to the Commissioner on the 1st November and the 1st May respectively in each year, for supplies for the half-years, commencing on the 1st January and the 1st July following. When approved by the Commissioner the supplies will be obtained and forwarded to the several districts.

(a) All requisitions for forms should bear the number and name of form required, and entered on the stationery requisition in numerical order.

(b) Books, envelopes, foolscap, and other items of stationery required should be grouped together, and entered in order of sequence on requisition Form P. 53.

(c) The columns in the half-yearly requisition form headed "Former Supply" and "Remarks as to why necessary, and consumption of former supply" must be accurately filled up, and articles applied for a particular station must not be issued to any other station. An explanation should accompany any request for articles to replace others which have not lasted a customary or reasonable length of time.

(d) The accumulation of stores in a district or sub-district must be avoided as far as possible. Officers in charge of districts are required to report any surplus stores when on their inspection visits.

(e) Articles unserviceable or not required at out-stations should, as a rule, be returned to district headquarters and a receipt therefor be obtained.

(f) In any case unserviceable stores or articles which are not required should not be suffered to accumulate beyond twelve months, but a list of them should be made out and submitted to the Commissioner for instructions regarding their disposal.

(g) Members of the Force in charge of stations are required to keep a ledger containing a half-yearly account of all stores received, issued or expended at their stations, as well as of stores remaining on hand from the preceding half-year.

(h) A book of store requisitions will be issued to each station, and when a requisition is used the member of the Force in charge must enter in the book full particulars of the stores applied for. The Stores Receipt Book must be filled in and copy sent to the storekeeper.

(i) All Government stores, where practicable, whether purchased locally or supplied from headquarters are to be stamped before issue, or as soon as possible afterwards, with the stamp furnished for that purpose.

(j) For all ordinary supplies, such as forage, firewood, etc., and all ordinary services, such as shoeing, coach fares, etc., which it may be necessary to procure locally, requisitions must be issued by the member of the Force in charge of the station. When any supply or service is paid for by a member of the Force, his account for reimbursement must be accompanied by a requisition in the same manner as if the supply or service had not been so paid for.

(k) For extraordinary supplies and services of any nature, requisitions may be issued by any member of the Force in charge of a station upon his own responsibility, provided that the requirement is so urgent as to preclude any prior application to the Commissioner, or to the officer in charge of the district for authority; but in every such case a full report in explanation must be submitted at the earliest possible date, and the issuer of any requisition will be held answerable for the propriety of the expenditure involved.

(l) When practicable, all requisitions for supplies must be signed by the member of the Force in charge of the station for the time being, and not by any subordinate constable.

(m) All requisitions should, as a rule, be issued before, or at the time of, the performance of the service or the receipt of the supplies for which they are given. When the issue of a requisition has been omitted, or rendered impossible by peculiar circumstances, the deficiency should be supplied by the issue of one at the earliest possible subsequent date, the forms being taken from the requisition book at the station to which the member of the Force obtaining the service is attached.

(n) The particulars of the supply or service must in every case be duly entered in the butt of the requisition book. When practicable, the date on which the account for the service is rendered should be recorded in the butt. This course will go far to lessen the probability of any account remaining outstanding an undue time. Officers in inspecting stations must examine the butts of the requisition books used in their districts, and make due inquiry regarding cases in which the accounts do not appear to have been rendered.

(o) The original requisitions should be attached in support of the account.

139. SUMMONSES, SUBPOENAS, ETC.

It is the duty of the police to serve as speedily as possible all criminal summonses which they receive for that purpose. The date and place of service and the manner in which it is effected must be endorsed and signed by the constable on the back of the original, which is then to be returned to the issuing court. The constable's endorsement is sufficient proof of service of the summons.

(a) Whenever it is practicable, summonses should be served in the hours of daylight on any day but a Sunday.

(b) In the service of summonses or other process of a Local Court (not being a writ of execution) by a member of the Police Force under section 10 of 58 Victoria, No. 13, the following provisions shall be carried out:—

(1) Where a member of the Police Force is appointed Bailiff of a Local Court with the approval of the Commissioner, he will be at liberty to receive all fees, mileage, etc., payable to bailiffs, and to retain the same, provided he finds his own mode of conveyance.

(2) Where no bailiff is available, members of the Police Force are directed to serve summonses or other process of a Local Court, but all fees, mileages, etc., shall be paid to revenue.

(e) Subpœnas for witnesses in criminal cases must be served with the utmost promptitude and the originals must be carefully endorsed and returned to the person from whom they were received.

(d) Summonses are made out in duplicate and signed by a Justice or Clerk of Petty Sessions issuing same.

(e) The police will carefully compare the duplicates with the original and if not identical should not serve, but return them to the Clerk of Petty Sessions.

(f) A summons must be served upon the person to whom it is directed; if he cannot be found then leave it with some person for him at his last known place of abode (Justices Act, 1902, s. 56). In such cases the police should endeavour to ascertain that the service of the summons came to defendant's knowledge, as otherwise the Court may refuse to proceed further. Place of abode means "present place of abode" if he has any, and the last which he had if he has ceased to have any.

(g) The date and place of service and the manner in which it is effected must be endorsed and signed by the constable on the back of the original, which is then to be returned to the issuing Court. The constable's endorsement is sufficient proof of service of summons unless the Act under which it is issued requires affidavit of service.

(h) Service of summons must be effected as soon as possible, and in all cases where practicable a reasonable time must be allowed between the date of service and the date of hearing, having particularly in view the distance from the place of service to the Court where the summons is returnable.

(i) If such summons cannot be served in sufficient time to allow a defendant to attend a Court, it should be returned for extension of date of appearance.

(j) Where the police receive a summons for service from a distant Court, whether they are able to serve it or not, it must be returned so as to reach the Court of issue not later than the morning of the date of hearing.

(k) The police should be careful that private individuals do not enlist their services to serve summonses for which no fees have been paid.

(l) It is the duty of the police to serve all summonses and execute all warrants issued to them by a Court of Petty Sessions or Justices of the Peace.

(m) The police should only receive summonses or other processes for service in Petty Sessions through a Clerk of Petty Sessions or a Magistrate.

(n) The Service and Execution of Process Act (Commonwealth), 1901-1918, deals with warrants or summonses issued in one State intended for service or execution in another State.

(o) When a summons has been issued under the Service and Execution of Process Act on information upon oath by an Court or judge, or stipendiary, police, or special magistrate having jurisdiction in any State or part of a State, or part of the Commonwealth commanding any person—

(1) Who is charged with an offence alleged to have been committed in that State or part, whether the offence is indictable or punishable upon summary conviction, or

(2) Against whom a complaint is made in that State or part, of having deserted his wife or child, or has left his wife and child without means of support,

to appear and answer the charge or complaint, or to be dealt with according to law, the summons may be served on that person in any other State or part of the Commonwealth.

(p) If any case cannot be heard because of the non-attendance of justices, or of want of due service, a second summons, or a series of summonses, if necessary, may be issued on the original complaint.

(q) Members of the Force placed at stations where there is an officer or N.C.O. are required to obtain his authority before applying for a summons against any alleged offenders. Where there is no such officer stationed the approval of the member of the Force in charge of the station must be obtained. When he judges it necessary the question can be remitted to the officer in charge of the district for decision. At one-man stations where it is at all possible the facts should be reported to the district officer and his instructions awaited. In very urgent cases, however, the member of the Force in charge must use his own discretion and take such action as he considers necessary.

(r) The proper mode of securing the attendance of a witness is by service of a summons. The mere request to a person to attend and give evidence is not sufficient, and frequently leads to misunderstanding and delay. The witness should be served personally.

(s) In a criminal case a witness who is present in court is bound to be sworn and give his evidence although he has not been summoned.

140. SURVEILLANCE.

The Police should make themselves acquainted with the persons and haunts of suspicious characters, so as to be able to find them without delay in the event of their being charged with any crime or misdemeanour, or by close observation of their movements to deter them from committing depredations or other offences against persons or property.

(a) In keeping under as close surveillance as practicable all discharged prisoners and members of the criminal class or persons supposed to be such, the Police are to act with caution and consideration. They must not interfere unnecessarily with such members of the community, and must particularly avoid a harassing or vexatious course of conduct towards them.

(b) Members of the Force detailed to keep observation on suspected persons should be particularly careful not to excite suspicion. Watching suspected premises may be done with advantage from a neighbouring house if permission of the occupier be obtained.

141.—TECHNICAL EDUCATION.

Members of the Force may join classes at the various Technical Schools throughout the State for the subjects mentioned hereunder, on the following understanding:—

(1) The Police student gaining the highest number of marks at the examinations, held annually by the Technical Schools, in each particular subject would be awarded a prize of £5 5s., provided a percentage of 70 per cent. is obtained before such a prize would be awarded. In the event of the marks allotted to the Police student, who would be the member of the Force receiving the highest number of marks in any particular subject, being below 70 per cent., then no prize would be awarded for that subject.

(2) In addition to the monetary prize of £5 5s. mentioned above, the Department would be prepared to reimburse the student the fees paid by him to the Technical School, up to the time of examination, on production of the receipts for the amounts so paid, provided such student passed the examination set by the Director of Technical Education, and received the necessary certificate therefor.

(a) The subjects are as follows:—

Shorthand and Typewriting.

Bookkeeping.

Photography.

Sketching and Draughtsmanship (as applied to Police work).

Languages.

Motor Instructional Classes.

(b) In regard to the latter classes no prize will be awarded.

(c) Members of the Force must make their own arrangements regarding attendance at such classes, and time off will not be granted, as it is found to interfere with the efficient working of the Department.

(d) To enable District Officers to advise Head Office of the names of members of the Force who are taking advantage of this arrangement, it is necessary for members of the Force to advise their District Office.

142. TELEGRAMS AND TELEPHONES.

The member of the Force in charge of any out-station may telegraph the particulars of a criminal offence or other police matter to neighbouring stations on the direct route an offender is supposed to have taken, but he is not to telegraph the particulars to all stations in the State, nor even to a large number of them.

(a) In cases where the person in charge of an out-station may consider that information should be promptly circulated throughout the State, it will be sufficient for him to telegraph the particulars to the headquarters of his district. The officer at the latter place must decide to what extent the information should be further circulated by telegraph or other channel, and take such steps accordingly.

(b) It must be observed, however, that even where it is desirable that a report of crime should be circulated by telegraph, it is seldom necessary that the whole of the information in the hands of the police should be so forwarded. A portion of it may be circulated by telegraph, and the remainder may be forwarded through the post, by means of a supplementary report, but the supplementary report should also contain a reference to the former, so as to prevent the two from being regarded as reports of different offences, instead of supplementary reports of the same offence.

(c) But as to the circulation of matters connected with crime generally, by means of the electric telegraph, it must be obvious that no rule can be laid down that shall be of general application. Much must necessarily be left to the discretion of members of the Force. Every endeavour must be made to condense, as much as possible, all messages for transmission by telegraph. Provided the sense be clear, the smallest possible number of words must be used. Urgent telegrams are not to be sent unless justified.

(d) Every message transmitted by telegraph contrary to these directions will be treated as a private communication, and the sender will be charged with the cost of transmission.

(e) Telephones at Police Stations are only to be used when absolutely necessary, and exclusively upon official business. All important messages are to be written out plainly for transmission, and those received taken down and kept for reference.

143. TESTIMONIALS.

In no circumstances are official letters of recommendation to be given by members of the Force to private individuals, but applicants for such letters must be referred to the Officer-in-charge of the District.

(a) No officer or N.C. officer is to receive any gift, address, or other token of respect or approval on his promotion or transfer from the men who have served or are serving under him.

(b) No member of the Force whatever can be allowed to receive any present, address, or token of respect from the inhabitants of the locality in which the interests of the department require the retention of his services. Nor is any such present, address, or other token of respect to be accepted by any member of the Force on his transfer, or under other circumstances, without the approval of the Commissioner.

144. TRAFFIC.

Every member of the Police Force must make himself thoroughly acquainted with the provisions of the Traffic Act, 1919, and Amendments, and the regulations issued thereunder, and shall at all times see that the traffic regulations in the prescribed metropolitan area are duly observed, and any member of the Police Force, in the execution of his duty, may give such reasonable directions to all persons driving, walking, or being on the carriage-way of any public street, as may in his opinion be necessary for the safe and effective regulation of the traffic thereon. This duty should be carried out with tact and discretion.

(a) The routes over which street processions are to pass should be kept clear by mounted and foot police.

(b) The points or places at which it is known large crowds will gather should be occupied by the police at an early hour and held clear until the procession has passed or the function has ended. It is not easy to move a crowd from a spot on which it has taken up a position, but it is not difficult to prevent such crowd gathering on such spot.

(c) Vehicles should not be allowed to draw up on the sides of the streets through which the processions are to pass, nor should they be allowed to stand near to barriers at street crossings.

(d) Trams and other vehicular traffic should be stopped on lines of routes on all important processions at a time as appears expedient.

(e) In regulating pedestrian traffic constables should act with gentleness and tact, especially to ladies, in the vicinity of large stores and places of public amusement.

(f) The usual crowds of men that congregate at street corners, outside public houses, and sporting tobacconists, impeding traffic, should be kept on the move, and those who persist in obstructing the footpath should be summoned or in very gross cases of persistence arrested.

145. TRAMS.

Police in uniform are granted the privilege of travelling free on Government trams. When there is insufficient seating accommodation they will stand to make room for paying passengers.

(a) Police shall set an example to passengers by not riding on the front of cars or on the footboards, by not entering into conversation with the drivers, and by generally complying with the by-laws.

146. TRANSFERS.

Any member of the Force transferred from one station to another for the good of the service, and not by his own request or as a result of inefficiency or misconduct, will be allowed free transport—

1. For himself and family, including wife, sons to sixteen years of age, and unmarried daughters, all living at home;

2. For afflicted male or female children if dependent on such member;
 3. For his widowed mother if dependent on him.
- (a) The cost of transporting his luggage will, under such circumstances, be defrayed by the Department to the extent shown below, according to his rank—
1. An officer will be allowed free transport of luggage not exceeding three tons in weight.
 2. A non-commissioned officer will be allowed free transport of luggage not exceeding two tons in weight.
 3. A married constable will be allowed free transport of luggage not exceeding 1½ tons; but where the family exceeds one child the limit shall be two tons in weight.
 4. An unmarried constable will be allowed free transport of luggage not exceeding ½ ton in weight.
 5. The facts of any special case should be reported to the Commissioner, who will deal with every case on its merits.

(b) Members of the Force are not to be permitted to make their own individual arrangements in regard to fares and carriage of luggage; the officers in charge of stations are personally to attend to such matters, and see that contracts for cartage are availed of, and generally that the transfer is arranged as economically as possible. Unless under very exceptional circumstances, which will require to be explained in writing, private expenditure incurred in connection with transfers will not be refunded by the Department. Due advice is to be transmitted by wire, if necessary, to the Officer-in-Charge of Police, Fremantle, in case of transfers to or from Northern ports, so that proper local arrangements may be made in regard to the handling of the officer's luggage, furniture, etc., on arrival at the former port.

(c) All members of the Force and their wives and families, when travelling on duty or on transfer by boat or train (except when actually escorting prisoners), shall be provided with saloon accommodation on boat and first-class accommodation on train.

(d) When travelling overnight by train, first-class sleeping accommodation shall be provided, if available: Provided that when a sleeping berth is provided the bed allowance will not apply.

(e) Appeals by Police against transfers for the reason that they have purchased residences, or that removals would entail loss, will not be entertained.

(f) No transfer will be made unless in the interests of the Service, and influence brought to bear to secure or cancel transfers will not be considered.

(g) On the arrival of any man in the district on transfer, the date of such arrival must be immediately reported, by telegraph, if necessary, to the Commissioner, so that the necessary arrangements may be made for his payment at his new station. Any expense caused by the officer's neglect to comply with this rule he will be required to defray.

147. TRAVELLING ALLOWANCES.

An advance may be made to police when on special duty, such advance to cover the estimated period of absence. This advance is to apply only to police at Head Stations of each Police District where an advance account is kept. A refund of the amount so advanced is to be made to the district officer by the member of the Force concerned and must be deducted when the travelling allowances are being paid.

(a) Travelling allowances claimed against other departments should be made on the form provided. In the event of payment not being made in a reasonable time a reminder should be sent by the officer concerned.

(b) Division No. 1 shall mean all places in the State West of Longitude 119° E. on the South Coast and West of Doodlakine on the Eastern Goldfields Railway, West of Yalgoo, and as far North as the Murchison River immediately North of Northampton, and known more particularly as Division No. 1 in the Public Service Regulations. Division No. 2 shall mean all other portions of the State not included in Division No. 1.

148. TRESPASS.

When the police are called upon by the owner or occupier of premises to remove therefrom a trespasser, they should act temperately and after satisfying themselves that the person has no right to be where he has been found should persuade him to leave, or, if that cannot be done, should remove him without unnecessary force to the street, and there leave him at liberty. When a question of right arises the police should abstain from interfering and refer complainant to a Justice.

149. UNIFORM.

Members of the Force are to appear in uniform when on duty unless leave be given to the contrary; and when in uniform, whether on duty or not, are prohibited from smoking, loitering, or lounging in the streets or public places.

(a) All officers are required to provide themselves with a proper outfit of uniform, and such other necessaries as are required by the Regulations.

(b) All articles of uniform must, before issue, be stamped with the Regulation number of members of the Force and date of issue. Such number and date shall be placed on the inside of leather in cap or helmet, and inside collar of coat and waistband of trousers.

(c) Non-commissioned officers and constables will be supplied with the following uniform, which must not be converted into private clothing, nor be altered in any way from the uniform pattern.

Non-commissioned Officers and Constables.

Each year if required—

2 Serge Suits.

2 pairs cord Breeches, in lieu of trousers to mounted men.

1 Cap, with 1 black and 2 white covers. Caps to have ventilation holes inside.

Every 2 years if required—

1 Helmet.

1 Waterproof Coat, Foot or Mounted.

Every 4 years if required—

1 Great Coat.

1 Patrol Cloak to mounted men.

To Northern Stations only, each year, if required—

2 Khaki Tunics, 3 pairs Khaki Trousers,

2 Felt Hats.

As required—

Leggings.

All buttons to be $\frac{3}{4}$ in. same as officers'.

(d) It must be distinctly understood that every article of dress or appointment supplied to a sub-officer or constable is to be regarded as the property of the Government. If, therefore, the sub-officer or constable shall resign or be removed, he shall, before he quits the service, deliver up to the officer in charge of his district or sub-district every article of dress or appointment supplied to him; and if in the opinion of the officer any of such articles have been improperly used or damaged, a deduction shall be made from any pay then due to the sub-officer or constable to make good the damage or to supply a new article.

(e) Officers in charge of districts, when making requisitions for clothing, will see that accurate measurements are taken under the supervision of an N.C.O. or member of the Force in charge of the Station; otherwise the contractor cannot be held responsible for a misfit.

(f) *They will also see that members of the Force do not obtain new clothing before it is required.*

(g) Officers should never appear out of uniform on public occasions, or when attending Courts of law. They will also as a general rule wear uniform at all times, except when off duty.

(h) Any uniform with which members of the Force provide themselves must be in strict accordance, both as regards pattern and quality, with the approved pattern.

(i) When the uniform of any member of the Force shall be observed to be in an improper state, the officer under whom he is serving shall have the power, subject to the approval of the Commissioner, to order him to provide whatever article he may require. Disobedience of such an order, or delay in fulfilling it, will be deemed an act of misconduct against the discipline of the Force.

(j) When any member of the Force has his clothing or uniform damaged or destroyed in the execution of his duty, and an amount is awarded to him by a bench of magistrates or other judicial authority as cost to reimburse him for the damage, and payment of such costs is made by the defendant or other person, such amount is to be paid to revenue and a requisition submitted at once for a new garment.

(k) Members of the Force having charge of native assistants must see that they are dressed as neatly as practicable, and are kept tidy in appearance.

(l) *Description of Dress.*

Badges of Rank—

Commissioner—1 Crown and 1 Star (Silver embroidered, full dress; Silvered metal, undress).

Chief Inspector—1 Crown (Silver embroidered, full dress; Silvered metal, undress).

Inspector—3 Stars (Silver embroidered, full dress; Silvered metal, undress).

Badges of rank will be worn on shoulder straps, and, in certain cases, on saddle cloths.

Boots and Spurs.—Mounted officers wear, when on mounted duties, knee boots with crane-necked spurs fastened with straps and buckles. Officers who are not mounted wear Wellington or ankle boots. The knee boot, which is sloped down at the back, should reach to the front to about 4in. from the top of the knee, and at the back just to the top of the calf.

Braid, Buttons, etc.—Unless otherwise specified, loops, frogs, and buttons on the front of tunics, etc., will be at equal distances. Buttons generally will be an inch in diameter; small buttons $\frac{3}{4}$ of an inch. When the loops of lace or cord are worn across the breast, the top loops will reach to the sleeve seams, and those at the waist will be 4in. long.

Collars.—The collars of tunics will, unless otherwise stated, be rounded at the top in front. The height of the collar of the tunic is not to exceed 2in., depth of skirt 9in.

Description of Dress—Commissioner.

Tunic.—Blue cloth, edged all round, except the collar and cuffs, with black square cord. The collar edged with $\frac{1}{2}$ in. black braid, with figured braiding below the lace, on the collar. The cuffs pointed with $1\frac{1}{2}$ in. black lace round the top of the cuff, with figured braiding above and below the lace, extending to 11 inches from the bottom of the cuff (as for the King's Royal Rifle Corps), the skirt rounded off in front, closed behind, and lined with black. On each side of the breast, 5 loops of black square cord, with netted caps and drops, fastening with black olivets. On each back seam a line of the same cord forming () eyes at the top, passing under a netted cap at the waist, below which it is doubled, and ending in an Austrian knot reaching to the bottom of the skirt; shoulder straps of black chain gimp, with small button of departmental pattern at the top.

Badge of rank in silver.

Braid.—Black Mohair.

Buttons.—Plated, special pattern.

Badges.—Silver embroidery pattern.

Trousers, etc.—Blue cloth, with 2in. black braid down the side seams.

Wellington boots and steel spurs.

Pantaloon, etc., for mounted service.—Blue cloth, with stripes as on the cloth trousers. Knee boots, with steel spurs.

Sword—Half basket, steel hilt, with two fluted bars on the outside; black fishskin grip, bound with silver wire, slightly curved blade, 35in. long and $1\frac{1}{2}$ in. wide at the shoulder, grooved and spear pointed.

Scabbard.—Steel, with a large shoe at the bottom, and a trumpet-shaped mouth.

Sword Knot.—Silver cord, with a silver acorn.

Sword Belt.—Black patent leather, $1\frac{1}{2}$ in. wide, with slings an inch wide; silver snake clasp and mounting.

Pouch Belt.—Black patent leather, $2\frac{7}{8}$ in. wide, with silver breast ornament, whistle and chain, silver ornamented buckle and slide.

Pouch.—Black patent leather, with silver device on the leaf.

Gloves.—White leather (full dress), brown leather (undress).

Field Service Jacket.—Same as worn by officers.

Cap.—R.I.C. with band of 2in. black oak leaf pattern, silver embroidered peak (oak leaf) and badge, as per sealed pattern.

Great Coat and Cape.—Milled cloth, double-breasted, to reach the ankle when worn on foot; stand and fall collar, $4\frac{1}{2}$ in. deep, with a fly to cover the band of the cape when buttoned on; loose round cuffs, 6in. deep; 2 pockets, with flaps, at the waist, in front; 2 openings behind at the side seams, with pointed flaps, 11 inches long; a pocket inside the left breast; a slit in the left side for the sword to pass through; an opening behind with a fly, the opening to be long enough to reach to the cantle of the saddle, and a gusset introduced commencing at the top of the slit and extending downwards to about 24in., both about 19in. width at the bottom. A tab, with button hole at the bottom of the gusset to close it when coat is worn on foot, 2 rows of buttons down the front, 6 in each row, the top button 6 inches apart, the bottom ones 4in.; 3 buttons on each skirt flap, the centre one to close the pockets; 4 small buttons at the opening behind; and 5 flat buttons under the fly at the collar. A cloth back strap attached to the top button of the skirt flap, to confine the coat at the waist; 2 hooks and eyes to the collar. Shoulder straps of the same material as the coat, a small button at the top. Badge of rank in silver. Cape of same cloth as the coat and long enough to cover the knuckles, 4 small buttons in front, to fasten the neck with a leather strap runner and buckle. Four cloth tabs with button holes in the lining at the bottom, one on either side in front and two at the rear, so as to secure the cape to the bottom buttons of the coat in front and to the top buttons on the flaps behind. In the coat a small pocket with a flap at the back of the left sleeve. On the inside of each skirt, a cloth band with button to secure the skirts over the knees when the coat is worn on mounted duties.

Horse Furniture.

Saddle.—Hunting; plain stirrup and blue girths.

Saddle cloth.—Blue cloth, 3ft. long at the bottom and 2ft. deep, with black mohair lace, an inch wide. Badges of rank embroidered in silver in the hind corners.

Bridle.—Brown leather, Military Staff pattern, with plain plated bosses, blue front and rosettes, steel chain reins.

Officers.

The uniform and horse furniture are the same as for the Commissioner, with the following exceptions:—

Tunic.—Collar and cuffs of the same material as garment.

Chief Inspector has a row of braided eyes below the lace on the collar, and an Austrian knot of black square cord on the sleeve, with a tracing of braided eyes all round it, extending to 8in. from the bottom of the cuff.

Inspectors have a tracing of plain braid only below the lace on the collar, and an Austrian knot on the sleeve, with a tracing of plain braid round it extending to 7in. only from the bottom of the cuff.

In the summer months officers are permitted to wear undress jacket with cross belt and sword on public occasions.

Field Service Jacket.—Unlined patrol, raised seams, stitched on edge, sleeves lined only, stand and fall collar, 2¼in. at back, 2in. in front, fastened with two large hooks and eyes; 2 out-breast pockets with expanding centre pleats 1⅞in. and flap to button; side pockets with flap but without expanding centre pleats or buttons; 3 points, 2 outside points slightly round, 3¾in. long rising to 2½in. Shoulder straps 5½in. x 1⅞in. at shoulder to lin. at top and round, to have 3 eyelet holes to carry 3 stars 1in. from shoulder seam, sleeves to have gauntlet cuffs 2¼in. under arm rising from top side to a point 6½in.; 5 buttons in front, 1 on each pocket, and must be in centre line between the 2nd and 3rd buttons, also 1 on each shoulder strap. All buttons to be sewn on and of regulation pattern.

Trousers.—Officers stationed in the North-West, or on the Eastern or Murchison Goldfields, may wear khaki field service jacket and trousers when necessary.

All commissioned officers have 1½in. black braid down the side seam.

Sword knot.—Buff leather with silver acorn.

Cap:

Chief Inspector.—R.I.C. with band of 1½in. black oak leaf pattern, plain black peak and badge.

Inspectors.—R.I.C. with band of 1½in. black oak leaf pattern, plain black peak and badge.

Saddle cloths.—Without badge of rank.

Non-commissioned Officers and Constables.

In accordance with sealed regulation pattern.

Tunic.—Serge, summer, and winter.

Tunic.—Khaki.

Chevrons—

Sergeant, 1st Class.—Crown and 3 Chevrons (broad silver lace) right arm.

Sergeant, 2nd Class.—3 Chevrons (broad silver lace) right arm.

Sergeant, 3rd Class.—3 Chevrons (2 broad silver lace and 1 narrow in centre) right arm.

In accordance with sealed regulation pattern—

Trousers.—Serge, summer and winter.

Trousers.—Khaki.

Cap.—In accordance with sealed regulation pattern.

Cap Badges.—In accordance with sealed regulation pattern.

In accordance with sealed regulation pattern—

Great Coat.

Patrol Cloak.

Mackintosh Coat, Foot Mackintosh Coat, Mounted Mackintosh Coat, Bicycle Capes.

Leggings

Helmets.

Gloves.—Foot, cotton; Mounted, brown kid.

Sword Belt.

Pouch Belt.

Pouch.

Numbers, Metal—.

Water Police.

In accordance with sealed pattern—

Jackets, Serge, reefer—Summer.

Jackets, Serge, reefer—Winter.

Trousers, Serge—Winter and Summer.

Vests—Summer and Winter.

Caps, band, and covers (1 black, 2 white)

Mackintosh and Great Coat (brass buttons).

Badge.

(m) The use of the Returned Soldiers' Badge is allowed on the uniform of the members of the Police Force who have served with the A.I.F. The badge should be worn on the left arm, two inches below the point of the shoulder in line and at right angles with the shoulder strap. Battalion colours of the A.I.F., however, are not under any circumstances to be worn on police uniforms as the Defence Authorities will not permit it. Chevrons denoting length of service may, however, be worn on the left forearm.

150. VACANCIES.

When applying for a constable, either to fill a vacancy or as an increase to the strength of the district, the District Officer is to report to the Commissioner the name of the station for which the constable is required, and whether it is desirable to send a married or single constable.

151. WARRANTS.

A constable acting under the authority of a warrant is in a better position to follow and arrest an offender than he would be if acting without one. It is always advisable, therefore, when time admits to procure a warrant unless he witnesses the offence and can make an immediate arrest. The existence of a warrant also shelters the constable from legal responsibility, if the information given to him regarding an alleged offender should afterwards prove unreliable or erroneous.

(a) Whenever a warrant is issued, a copy of it with the description, occupation, and nationality of the offender, and any information concerning his probable whereabouts or destination must be forwarded to the C.I.B. and to all stations where it is likely to facilitate the arrest. A list of the stations to which copies of the warrant have been sent must at the same time be forwarded to the C.I.B.

(b) Whenever an arrest is made on a warrant, copies of which have been certified or the existence of which has been notified in the *Gazette*, intimation of the arrest should immediately be sent to the detective office and to the member of the Force in charge of the station where the warrant was issued.

(c) The arrest of an offender for whom a warrant has been issued must be notified as soon as possible to the police at all places previously acquainted of the existence of the warrant. All promptitude should be exercised and, where the case demands, the information should be telegraphed.

(d) When an offence is reported to the police, of which no member of the Force has any knowledge except that gained by hearsay, the complainant should be advised how to proceed to obtain a warrant and should be left to lay the necessary information. If he declines to do so the Police should only act when they have by inquiry—which must be promptly made—obtained corroboration of the report.

(e) The date of receipt and execution of all warrants and the name of the executing constable must be promptly endorsed thereon.

(f) Any member of the Force may, by virtue of section 45 of the Police Act, 1892, arrest the persons named in the warrants published in the *Police Gazette*, although such member of the Force may not have in his possession the original warrant or a copy thereof.

(g) In proceeding to execute warrants, etc., constables should act with the utmost discretion, communicating with no one except other members of the Force concerning their movements or the nature of the service on which they are engaged.

(h) Officers in charge of districts should be careful to see that all warrants executed by the Police under their command are forwarded to district headquarters as soon as the prisoner has been disposed of. The warrants should then be carefully filed in such a manner as to allow of speedy reference to them when required.

(i) A warrant book will be kept at every police station, and in it must be entered the full particulars of every warrant that passes through the hands of the Police at that station, showing from whom it was received, the date and hour of its receipt, and the action taken upon it, together with its final disposal. In criminal matters so much may depend upon the production of a warrant that the greatest care must be exercised in the transmission, registration and filing of all such documents.

(j) Every warrant issued for any person suspected of being about to quit the Commonwealth, and which the Police have failed to execute, should be forwarded to the C.I.B. at Perth to be filed in that office, from which it can readily be obtained if required.

(k) Every other warrant should as a rule be filed in the office of the officer in charge of the district in which it was issued, and should not be allowed to remain in any other district or at any other station in the same district unless with the prospect of its early execution or for some special reason.

(l) All warrants issued in Perth police district should, failing early execution, be deposited and filed in the C.I.B. at Perth where they will be available at any time.

(m) In the event of an arrest being made which necessitates the production of a filed warrant, application for it should be made to the officer in charge of the district in which it was issued, or to the C.I.B., as the case may be.

(n) For warrants issued under Service and Execution of Process Act—see Code.

152. WARRANTS OF COMMITMENT.

In executing a warrant of commitment in default of distress, a constable is not justified in satisfying the warrant from money found on the defendant's person against his will.

(a) When the commitment is in default of payment of money a constable should not arrest if the amount with costs be tendered to him.

(b) If after arrest and before the prisoner is lodged in gaol the amount with costs is tendered it should be accepted and the prisoner at once liberated.

(c) Police collecting a fine on a commitment warrant will at once issue a receipt to the person paying same, and if this is not practicable, obtain a receipt from their station as soon after payment as possible and deliver it to such person, and when paying such money to the Clerk of Petty Sessions will see that a receipt is issued.

(d) When any warrant is transferred from one police station to another, or handed over to a Clerk of Petty Sessions, a receipt should be obtained for same. Such receipt should be filed at the station from which the warrant was so transferred or handed over, and a reference to such receipt should be entered in the warrant book at the station.

(e) A warrant of commitment must be in the possession of the police officer effecting the arrest.

(f) The time and date of execution of warrants of commitment are to be written along the margin of such warrants.

153.—WATER POLICE.

The members of the Water Police branch of the Force are amenable to the same rules for the maintenance of discipline, and have by law the same powers as other constables.

(a) It is their duty to afford police protection and maintain order among the shipping; to enforce the Ports and Harbours Regulations; to supervise the transshipment of powder; to prevent the escape of criminals; to serve summonses, execute warrants and other legal process on persons afloat; to convey prisoners to and from vessels, etc.

(b) A water police constable may be required at any time when occasion arises to perform the street duties of the land police.

(c) The police at the various outports are required to make periodical examinations of the lifebuoys on the jetties and report to the responsible officer at the port if the lifebuoys are not intact and ready for use.

154. WEIGHING MACHINES.

The member of the Force in charge of the station will be responsible for seeing that all weights, measures, weighing machines, etc., belonging to the station are properly tested from time to time, and kept in good and serviceable order.

155. WIFE OF MEMBER OF FORCE.

The wife of any member of the Force must not follow any calling without the permission of the Commissioner, and if the wife of any member of the Force who does not hold a separation order engages in business, unless such business is given up on the Commissioner's instructions, her husband shall be called upon to resign from the Force.

156. WOMEN POLICE.

"Anything which helps the very poor and so relieves them from the temptation to crime, and anything which helps to take the children of the criminal classes away from evil surroundings and companions, and, while there is yet time; implants

in them instincts of honesty and virtue, is true police work; and a policeman should throw himself heart and soul into such work just as readily as he does into the ordinary work of preventing and detecting crime."—(Liverpool Police Regulations.)

(a) Women police are appointed with the object of safeguarding the moral welfare of women and children, particularly of girls between the ages of 14 and 21 years, and their chief concern is not so much the prosecution of offenders as the prevention of misconduct that often leads to disaster in the lives of young women and girls. The following is a list of duties to be performed by the Women Police:—

1. To keep young children from the streets, more especially at night.
 2. To assist, where necessary, the Education Department in the prevention of truancy from school.
 3. To watch the newspapers and furnish reports of persons endeavouring to decoy young girls by advertisements or by any other means.
 4. To patrol railway stations, visit picture shows, theatres and other places of public entertainment, in order to guard and advise women, girls and children who are strangers and have no friends waiting for them.
 5. To patrol slum neighbourhoods, and look after drunken women and obtain assistance for their neglected children.
 6. To keep under observation reputed brothels, wine shops, hotels and other places frequented by women of ill fame, in order to prevent young girls being decoyed and drugged with liquor and entrapped.
 7. To protect women and girls in the public parks and gardens, and when going to and leaving work.
 8. To make inquiries for the Child Welfare Department in cases where it is desirable that the inquiry should be made by the police in plain clothes.
 9. To watch over and safeguard unprotected and innocent girls against unscrupulous employers and other persons.
 10. To keep a separate file for all young women and girls, whom they endeavour by their assistance and advice to put on the straight path, such file to record their movements and behaviour until the officer is satisfied that they have either reformed or have become incorrigible.
 11. Duties are to be performed in plain clothes, and the hours of duty will be eight hours per day or more as required, at times best suited for their carrying out; such duties to be arranged by the Inspector in Charge.
 12. The qualities for which service in the Women Police calls are many. Among them are an alert disciplined mind and body; quickness of observation; kindness; tolerance; humour; firmness; unassailable integrity; unfailing discretion and readiness to stand by in more senses than one while life in the streets and open spaces eddies round her. When action is called for the Woman Constable must not be afraid to take the lead.
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HEALTH ACT, 1911-1942.

Model By-laws—Series A.

Department of Public Health,
Perth, 25th August, 1944.

The Model By-laws, Series A, as prepared under the provisions of section 321 of the Health Act, 1911-1942, and published from time to time in the *Government Gazette* on the following dates, namely:—8th April, 1927; 20th October, 1933; 5th October, 1934; 1st February, 1935; 12th February, 1937; 2nd July, 1937; 22nd April, 1938; 3rd March, 1939; 29th September, 1939; 18th July, 1941; 30th April, 1943; 10th December, 1943, are reprinted with all amendments up to and including the 10th day of December, 1943, as set forth in the schedule hereunder.

F. J. HUELIN, Under Secretary for Public Health.

Schedule.

HEALTH ACT, 1911-1942.

Model By-laws—Series A.

(Reprinted with amendments up to and including the 10th day of December, 1943, as published in the *Government Gazette* on the following dates, namely:—8th April, 1927; 20th October, 1933; 5th October, 1934; 1st February, 1935; 12th February, 1937; 2nd July, 1937; 22nd April, 1938; 3rd March, 1939; 29th September, 1939; 18th July, 1941; 30th April, 1943; 10th December, 1943.)

THE HEALTH ACT, 1911-19.

M.P.H. 4452/21; Ex. Co. 815/21.

Chief Secretary's Office,
Perth, 31st March, 1927.

THE following Model By-laws have been prepared by direction of His Excellency the Governor in Council, in pursuance of section 295 of the Health Act, 1911-19.

EVERITT ATKINSON, Commissioner of Public Health.

MODEL BY-LAWS.

Series "A."

WHEREAS under the provisions of the Health Act, 1911-19, a local authority may make by-laws: Now, therefore, the
being the local authority for the health district of
do hereby
make the following by-laws:—

Interpretation.

In these by-laws the terms specified hereunder shall bear the meaning defined, unless the context indicates otherwise:—

“Act” means the Health Act, 1911-19.

“Approved” shall mean approved by the Medical Officer of Health or by an Inspector.

PART I.—GENERAL SANITARY PROVISIONS.

Earth Closets and Privies.

1. No person shall construct or cause to be constructed any earth closet or privy which does not comply with the following conditions:—

- (a) The internal fittings shall be in accordance with the plan shown in Schedule “A” hereto.
- (b) It shall not be within 20 feet of any house or tank, nor within 50 feet of any other water supply, nor within 50 feet of the milking shed or milk room of any dairy, and shall be so constructed that the pan may be withdrawn from the rear of the convenience.
- (c) The walls shall be of stone, brick, or other approved material.
- (d) There shall be at least two ventilating openings, of 50 square inches in area, one in each of two opposite walls, and situated six feet above the floor level.
- (e) The roof shall be of galvanised iron, or other impervious material.
- (f) The door shall be hung so that there is, when the door is closed, a clear space of at least three inches above and below it.
- (g) The floor shall be of approved impervious material, and shall have a uniform fall of one in 30 from back to front and its upper surface shall be not less than six inches above the level of the ground adjoining.
- (h) The under surface of the seat shall be 15½ inches above the floor.
- (i) A hinged aperture cover shall be provided to the seat.
- (j) A service door shall be provided in the rear wall of the convenience, through which the pan must be withdrawn.

1A. In relation to sanitary conveniences to be provided in connection with houses and public and private places in accordance with the provisions of section 98 of the Act, the following provision shall apply, that is to say:—

- (1) Every house, and every public place and every private place shall be provided with not less than one sanitary convenience.
- (2) In the case of any house, or public or private place in respect of which the requirements of more than twenty persons have to be provided for, there shall be additional sanitary conveniences in the proportion of one for every twenty persons, or portion of twenty:
Provided that this requirement shall not apply to public buildings under Part VI. of this Act, nor to licensed premises under the provisions of the Licensing Act, 1911-1939, nor to factories under the provisions of the Factories and Shops Act, 1920-1937.

Urinals.

2. No person shall construct or cause to be constructed a urinal which does not comply with the following conditions:—

- (a) The walls shall be composed of or faced with some impervious material, approved by an inspector.
- (b) The floor shall be constructed of approved material, finished so as to be impervious, and have a fall of not less than one in 30 to a drain constructed at one side of such floor; the drain to be composed of similar material; such drain shall discharge to a trapped gully, connected by a glazed earthenware pipe of sufficient size to a sewer, or if there be no sewer then it shall be disposed of as directed by the local authority.
- (c) The roof shall be of impervious material and so arranged that there is an opening on all sides between the top of the walls and the lower side of the roof of not less than six inches.
- (d) A "U" shaped trough shall be provided, placed against one of the walls, and composed or faced with galvanised iron, not thinner than 20 gauge, or some other approved impervious material, discharging in an approved manner to a sewer or to a sanitary pan, of the pattern prescribed by by-law 7.
- (e) The impervious surface of that side of the trough nearest to the wall shall be continued to a height of not less than two feet above the front edge of the trough; the front edge shall be not less than 24 inches, and not more than 26 inches above the floor level.
- (f) The wall against which the trough is placed to be that wall which is adjacent to the lowest part of the floor.
- (g) A water supply, and such fittings as may be required, for flushing purposes, shall be provided to the satisfaction of an inspector.

Maintenance of Sanitary Conveniences.

3. The occupier of any premises whereon there is a sanitary convenience shall—
 - (a) Maintain such convenience in a cleanly condition.
 - (b) The owner of any premises whereon there is a sanitary convenience shall maintain such convenience in accordance with the by-laws.

Supply of Deodorants to be Maintained.

4. Every occupier shall cause to be kept in each earth closet or privy a sufficient supply of approved deodorant, and means for using the same, and shall cause all nightsoil or other matter which may be deposited in the pan of such earth closet or privy to be immediately deodorised.

4A. In relation to bathroom and laundry facilities to be provided in houses or public places or private places, in accordance with the provisions of section eighty-one of the Act, the following provision shall apply, that is to say:—

- (1) Every house, and every public place and every private place to which section eighty-one of the Act relates, and which is so situated that connection between such house or place with a public water supply is available, shall be provided with—
 - (a) at least one bathroom, which shall be not less than six feet wide and not less than six feet long, and which shall be equipped with either a shower bath or a plunge bath, and also with a wash basin; and
 - (b) laundry facilities consisting of—
 - (i) at least one set of two washing troughs properly supported at a suitable height from the floor level; and
 - (ii) at least one copper properly supported and enclosed with brick work or sheet iron.
- (2) The bathroom and the laundry facilities provided in a house or public place or private place in accordance with section eighty-one of the Act shall at all times whilst such house or public or private place is occupied or used or available for occupation or use, be kept and maintained in good order and condition and fit for use as a bathroom or as laundry facilities respectively.

4B. (1) This by-law shall operate and have effect in respect of all houses which are situate within the health district in those portions thereof which are also comprised in the Metropolitan Water, Sewerage, and Drainage Area as constituted and defined under and for the purposes of the Metropolitan Water Supply, Sewerage, and Drainage Act, 1909.

- (2) All fixtures and fittings installed in any house for the purposes of water supply, sewerage, or drainage after this by-law comes into operation shall—
- (a) be installed only by a plumber duly licensed under the by-laws made and in force under the Metropolitan Water Supply, Sewerage, and Drainage Act, 1909 and
 - (b) be of such description, materials, nature and construction, and shall be so installed as to comply with the requirements of the said by-laws mentioned in paragraph (a) hereof, notwithstanding that for the purposes of the said Metropolitan Water Supply, Sewerage, and Drainage Act, 1909, the said by-laws may not apply to the said house; and
 - (c) not be deemed to comply with the requirements of this by-law until they have been inspected by the engineer or an inspector of the Metropolitan Water Supply, Sewerage, and Drainage Department, and the said engineer has by writing under his hand certified that in respect of the said house the requirements of this by-law have been complied with.
- (3) For the purposes of this by-law—
- (a) "Fixtures" mean all apparatus, together with their necessary appurtenances, which may be attached to the plumbing or drainage system of any property, and which are intended for the collection or retention of any wastes or waste waters for ultimate discharge into the sewerage system, such as closet pans, urinals, baths, sinks, basins, troughs and the like;
 - (b) "Fittings" mean all pipes, meters or other apparatus used for or in connection with the supply of water, and all pipes, cisterns, traps, syphons, manholes, ventilators, and all other apparatus connected with and requisite to secure the safe and proper working of any sewer, drain or water supply fixtures.

Public Latrines.

5. (a) No person shall foul any portion of a public sanitary convenience.
 - (b) No person shall stand upon any portion of any such convenience other than the floor.
 - (c) Every such convenience shall be provided with a sufficient amount of artificial light, and such light shall be maintained after sunset for such time as such convenience remains open to the public.
 - (d) No person shall write upon or otherwise deface any portion of the structure or fittings of any such convenience.
6. Every owner of a privy shall provide in connection therewith two pans, one lid and one rubber ring, and such pans shall conform to the following specifications—
- (a) They shall be constructed of galvanised iron of not less than 22 gauge.
 - (b) They shall be 14½ inches high, and the diameter shall be 13 and one-sixth inches.
 - (c) There shall be an iron band around the top one inch by a quarter of an inch, welded at the joint, and secured thereto by four quarter-inch diameter rivets, placed through the band and pan at equal distances apart in the circumference thereof and so as to fit same neatly, and be level across the top.
 - (d) The seams of the pan shall be folded, grooved, and sweated with solder.
 - (e) There shall be two straps across the bottom, swaged and riveted thereto, and made of one and a quarter galvanised hoop iron of not less than 20 gauge.
 - (f) Two handles of three-eighths of an inch round iron shall be properly riveted to the external opposite sides at five inches below the top, projecting not more than two inches from the sides thereof.
 - (g) The lid to be used on removal of a pan from a privy shall be of approved design, and so constructed and fitted that when applied and fixed to a pan, no liquids can escape from the latter.
 - (h) The pan shall be removed from each privy at least once in each week or at such times and with such frequency as an inspector may direct.

Prescribing the Method of Removing Used Pans and the Replacing of Clean Ones.

7. (a) Every person removing a pan from a privy shall at once cover the same with an approved tight-fitting lid. He shall then place in the panstead of the privy a clean pan of the pattern described in by-law 6, and such clean pan shall be placed directly under the aperture in the seat, in such a way that the handle of the pan is not in contact with the riser, and the panstead door shall then be closed.
- (b) After the lid of a used pan has been placed in position no person shall remove such lid until after the pan has been transported to the site used for the disposal of nightsoil.
- (c) On reception at the place of disposal, the contents of each pan shall be emptied and disposed of in the manner prescribed by paragraph (f).
- (d) After the pan has been emptied, it and its lid must be thoroughly washed and scrubbed in clean water, and then the inside of such pan and both sides of the lid shall be thoroughly scrubbed in a disinfecting solution, a separate brush being used, and then wholly immersed in a solution of disinfectant having a germicidal value equal to a 5 per cent. solution of pure carbolic acid; or thoroughly cleansed in a steam-tight box or chamber with steam, to be applied to the pan and lid for not less than five minutes.
- (e) The interior surface of every pan and the underside of the lids shall, after being thoroughly cleansed, be properly coated with coal tar applied hot, and such coating shall be renewed whenever necessary, so as to properly protect the whole internal surface of the pan and the underside of the lid.

(f) The contents of such pans shall be disposed of by burial in a trench not exceeding two feet in depth, nor two feet in width, and shall without undue delay after being deposited be thoroughly covered with a layer of clean earth of at least six inches in depth.

7A. (1) The pan shall be removed from each privy at least once in each week.

(2) If more than six and not more than ten persons use such privy, the pans shall be removed at least twice each week.

(3) If more than ten and not more than fifteen persons use such privy, the pan shall be removed at least three times each week.

(4) If more than fifteen persons use such privy, the pan shall be removed daily.

(5) Notwithstanding the foregoing, the pan from any privy shall be removed at such times and with such frequency as an inspector may direct.

(6) The following persons shall be responsible for compliance with this by-law:—

(a) If the removal of nightsoil is the subject of a contract, then the contractor and his servants.

(b) If the local authority undertakes such removal then the local authority and its servants.

(c) If the local authority does not undertake or contract for such removal, then the householder.

Prevention of the Use of Nightsoil, Urine, etc, as Manure.

8. (a) No person shall use or keep for the purpose of use as manure any nightsoil or urine.

(b) No person at any sanitary depot shall plant vegetable matter for human consumption on any part of such depot in the soil in which there has been deposited any nightsoil, urine, or offensive matter within six weeks.

Drivers of Carts used in Sanitary Services not to Loiter in Streets, etc.

9. No driver of any vehicle used in the transport of nightsoil, urine, liquid wastes or offensive matter shall loiter in any street, right-of-way, lane or other public place.

Vehicles to be Cleansed.

10. All vehicles used in the carrying out of sanitary services specified in by-laws 12 and 16 shall be daily cleansed and shall be maintained in such a condition as not to be offensive.

Licensing of Persons to Remove Nightsoil.

11. (1) No person shall be employed by a contractor in the collection and removal of nightsoil, urine, refuse, or other offensive material, unless such person is licensed by the local authority.

(2) Such license shall be issued upon the following conditions:—

(a) The applicant shall produce satisfactory evidence of good character.

(b) The license shall be void if the licensee ceases to be in the employ of the contractor.

Rubbish Receptacles to be Provided.

12. (a) The occupier of every premises shall provide a receptacle, or as many more such receptacles as may be required by an inspector, for holding refuse. Such receptacle shall be of metal not thinner than twenty-four gauge. Its capacity shall not be less than two and a half cubic feet, nor more than four cubic feet, and so constructed as to be water-tight. It shall be provided with two handles and have a tight-fitting lid with a flange overlapping the top of the bin.

(b) For the purpose of this by-law and by-laws 14 and 15 the term "refuse" does not include slops or liquid waste, and no person shall place any such slops or liquid waste in any such refuse receptacle.

Refuse to be Deposited in Receptacles.

13. The occupier of every premises shall cause all household refuse to be deposited in such receptacle, and such receptacle shall be maintained in a thoroughly clean and efficient condition, and in a condition to satisfy the requirements of by-law 12, and he shall, when required by an inspector, thoroughly cleanse and disinfect every such receptacle.

Receptacles to be Kept Covered and Emptied Weekly.

14. Every occupier shall cause such receptacle to be covered with its lid at all times, except when the lid is removed for the purpose of placing the refuse within the receptacle, and at such times the lid shall be immediately replaced. Every such receptacle shall be emptied once weekly, or so much more frequently as an inspector may direct.

Method of Emptying Receptacles.

15. The emptying and removal of such receptacles shall be conducted in the following manner:—

(a) The receptacle shall be emptied into a cart, which shall be either constructed of or lined with some impervious material. Such cart shall be provided with a suitable cover, and during the time such cart is employed in the collection and removal of rubbish the contents shall be kept covered with the said cover.

(b) When the contents of the rubbish receptacle shall have been placed in such cart the said receptacle shall be returned by the scavenger to the place from which it was taken.

Rubbish Receptacle not to be Placed in Street.

16. No person shall place a rubbish receptacle in or upon any street, right-of-way, thoroughfare, lane, or footpath.

Rubbish not to be Deposited on Public Lands.

17. No person shall deposit any filth, dirt, ashes, rubbish, sludge, liquid refuse or offensive matter on or about a street or Crown lands or at places under the control of the local authority, except upon such land as is specially set apart for the purpose of such deposit under the provisions of the Act.

Rubbish only to be Removed from Cart at Prescribed Places.

18. No person shall remove any rubbish or refuse from a rubbish cart, except at such place or places as shall have been set apart for the purpose.

Method of Disposal of Rubbish.

19. Upon arrival at the place of disposal all rubbish shall be immediately burnt or buried. If burned the process of burning shall be continued until all organic material has been destroyed, and such process shall be conducted in such a manner as directed by an inspector. If buried, the deposits shall be immediately covered with a layer of clean earth of not less than six inches in depth and be maintained so covered.

Places of Deposit of Rubbish or Nightsoil to be Fenced.

20. Every place used for the deposit of faecal matter or refuse shall be securely fenced on all sides, and so as to effectively exclude cows, horses, and other stock from such place.

Liquid Refuse—Disposal of.

21. The term "liquid refuse" when used in these by-laws shall include bath, kitchen, scullery, laundry, and wash-house or other domestic wastes, also stable washings.

22. No person shall permit any liquid refuse to be discharged or deposited upon the surface of any street.

23. The occupier of any premises shall dispose of the liquid refuse produced upon the premises by one of the following methods:—

(1) By discharging it into a soak well, complying with the following conditions:—

- (a) A sketch plan showing the design, situation, and construction together with the connections with such soak well shall be submitted to and approved in writing by an inspector.
- (b) It shall be at least four feet in diameter and five feet in depth. It shall be lined with bricks laid with open joints and be provided with an impervious cover, which shall have above it at least twelve inches of soil.
- (c) The house fittings shall be to the satisfaction of the inspector, and each such fitting shall be discharged over an open gully provided with a water-sealed trap.
- (d) From such trap, liquid wastes shall be conducted direct to the soak well by means of an earthenware drain, circular in shape and at least four inches in diameter and laid with a proper fall.
- (e) The soak well to be ventilated by means of a four-inch diameter galvanised iron pipe erected vertically, carried up to a height of not less than eight feet, or if the soak well is within twelve feet of the wall of the house, the longer pipe shall be carried up at least one foot above the eaves of each house.
- (f) Where there is a series of more than one soak well the earthenware drain from the house shall connect with only one of such wells, and the connection between the well into which the connection discharges and subsequent wells shall be by means of a syphon placed vertically with the curve uppermost, and the inlet and outlet pipes at a height of two feet from the bottom of the respective wells.
- (g) Whenever ordered by an inspector such well shall be emptied, cleansed, and disinfected in such manner and within such time as is specified in the requisition.

(2) By discharging into an approved ventilated impervious receptacle fitted with a gas-tight cover, which shall comply with the following conditions:—

- (a) The contents of such receptacle shall be removed at such times and with such frequency and in such manner as is directed by an inspector.
- (b) The occupier shall not permit any such receptacle to overflow or become offensive.
- (c) The receptacle shall be situated where directed by an inspector.

(3) Whenever the Local Authority is of opinion that proper facilities are not provided at any house it may order the owner of such house to do the work necessary to comply with either clauses (1) or (2) of this by-law.

Transport of Offensive Material.

24. (a) No person shall remove or transport any offensive matter between the hours of 8 a.m. and 10 p.m.

(b) No person shall remove any pigwash or offensive matter unless such pigwash or offensive matter be carried in watertight barrels or tanks securely covered to prevent the escape of any of the contents thereof, or the emission of any offensive odour therefrom.

(c) Every person using any tank or barrel or vehicle in the removal of any pigwash or offensive matter shall keep such tank, barrel or vehicle and every vehicle used for the carriage or removal of any such matter as aforesaid in a thoroughly clean condition, and in good repair.

(d) The provisions of this by-law shall not apply to persons engaged in the removal of nightsoil or refuse as provided by by-laws 7 and 15.

Prevention of the Use of Offal and Blood as Manure.

25. (a) No person shall transport, deposit, use or store offal or blood for the purpose of being used as manure unless it has been sterilised by steam and properly dried.
- (b) No person shall transport, deposit, use or store for use as manure any blood in such a way as to be offensive, or deposit or store such material within one hundred feet of any house or dairy.

Stables.

26. The occupier of any premises whereon a horse is kept shall provide a stable which shall comply with the following conditions:—
- (a) It shall not be at any less distance than 20 feet of any dwelling-house, nor less than 50 feet from the milking-shed or milk-room of any dairy.
 - (b) The walls shall be constructed of concrete, brick, stone, wood, or galvanised iron.
 - (c) The roof shall be constructed of some impervious material.
 - (d) There shall be on all sides of the building between the wall and the roof a continuous clear space of at least six inches in height.
 - (e) The upper surface of the floor shall be raised at least three inches above the surface of the surrounding ground, and shall be constructed of granolithic cement, concrete, or some other approved impervious material; it shall have a fall of one in a hundred to a drain.
 - (f) There shall be provided outside each such stable a receptacle for manure, such receptacle shall be constructed of brick faced with cement or with other approved impervious material; it shall be provided with a tight-fitting cover, and shall be emptied at least once weekly.
 - (g) All manure produced on the premises shall be collected daily and placed in the receptacle for manure.
 - (h) The stable shall be maintained in a cleanly condition, and shall be cleansed and disinfected when so ordered by an inspector.
27. No stable shall be erected unless and until plans, specifications, and site of the proposed stable have been approved.

Keeping of Horses, Cows, Sheep and Goats.

28. The occupier of any premises shall not allow any horse, cow, sheep or goat to be loose in any paddock, yard or other place forming portion of such premises, and the owner of any yard, paddock, or other place shall not allow any horse, cow, sheep or goat to be loose in any such yard, paddock, or place unless and until due provision is made to prevent such horse, cow, sheep or goat from approaching to within twenty feet of any dwelling, shop, factory, bakery, or other place where food is manufactured, stored or exposed for sale.

Keeping of Poultry or Pigeons.

29. (a) The occupier of any premises shall not keep any poultry or pigeons, except for the purpose of immediate sale, except under the following conditions:—
- (b) The occupier of any premises shall not keep any pigeons or poultry within 20 feet of any dwelling-house, and where pigeons are kept they shall be continually confined.
- (c) All enclosures or cages within which birds of any description are kept shall be maintained at all times in a clean condition and shall at any time be cleaned, disinfected, or otherwise dealt with as an inspector may direct.
- (d) The occupier of any premises whereon any other animals are kept shall at all times maintain all enclosures or structures of any description wherein such animals are confined in a clean condition, and at any time when so directed by an inspector shall immediately cleanse and disinfect any such enclosure or structure.

Disposal of Carcasses of Animals.

30. The owner or occupier of any premises whereon there is a dead animal shall not dispose of the carcase of such animal on any premises, except at a recognised sanitary site, or on premises approved by the Local Authority for that purpose, and it shall there be disposed of in the manner described for the disposal of rubbish under the provisions of by-law No. 19.

Drainage of Land Used for Building Purposes.

31. No person shall erect any dwelling or use as a dwelling-house any building existing upon land which is so situated as not to permit of being drained by gravitation into an existing drain or sewer unless—
- (a) Such land has been covered with clean earth to such depth that every part of the surface of such land is at least one foot above the nearest existing sewer, and unless such land is effectively drained.
 - (b) Ventilating openings are provided in each wall below the level of the floor joists; such ventilating openings to be in proportion of one air brick (nine inches long by six inches high) for each 10 feet in length of wall, and such ventilating openings shall not connect with the air cavity in any wall.
 - (c) If required by the Local Authority, the surface of the land upon which the house is to be, or is erected, shall be covered with a layer of cement concrete or other specified material of such depth as may be directed.
 - (d) The underside of any part of the lowest wooden floor of any such building shall be not less than six inches above the surface of the land.

Sites of New Buildings to be Thoroughly Drained.

Every person who shall erect a new building shall cause the intended site of any building to be properly and thoroughly drained; and he shall cause any soakage or drainage from the adjoining sites or buildings to be completely diverted from the site of such new building.

Buildings to be Provided with Spouting and Downpipes and with Drains.

32. (a) The owner of every dwelling-house shall cause such dwelling-house and the owner of any other building shall when so ordered by the Local Authority cause such other building to be provided with spouting and downpipes sufficient to receive without overflowing all rain water flowing into them.

(b) He shall cause such spouting to be fixed to the eaves of every roof of such building on his premises, so that all rain water flowing from the roof shall be received by such.

(c) He shall in connection with his premises provide and lay such proper drains, with such falls as shall be sufficient to carry off from such premises all storm or rain water, and he shall maintain all such spouting, downpipes, and drains in good and efficient action.

Certain Space to be Allowed in Sleeping Rooms.

33. No sleeping room in any dwelling-house shall be occupied by such a number of inmates that for every inmate over the age of ten years there is less than five hundred cubic feet of air space, and for every inmate under the age of ten years there is less than three hundred cubic feet of air space, and the occupier of every such dwelling-house shall be responsible for any breach of this by-law.

Air Space to be Allowed in Work Rooms, Offices, etc.

34. (a) The occupier of every premises shall provide for every person employed upon such premises and in each room of such premises sufficient space for each individual. "Sufficient space" shall mean at least five hundred cubic feet for each such person employed during the hours of daylight, and six hundred cubic feet for each such person employed between sunset and the next succeeding sunrise.

(b) In calculating the total cubic space, deduction shall be made in respect of the space occupied with furniture, fittings, and projections of the walls into the room.

(c) In calculating the available cubic space for each person, each room shall be considered separately, and sufficient air space shall be allowed in each room for the maximum number of persons employed in such room at any one time.

(d) The provisions of this by-law shall not apply in the case of premises the cubic air space of which is provided for by Statute or by any other by-law.

Ventilation of Houses.

35. No person shall erect any house unless such house is ventilated in every part and room thereof in the ratio of 24 square inches of inlet and 24 square inches of outlet of uncontrolled ventilating area to each hundred square feet of floor area.

The situation of ventilating openings and the general arrangement of the ventilation shall be subject to the approval of the inspector.

Application of By-law may be made Retrospective.

The owner of any house erected prior to the coming into operation of these by-laws shall, when so directed by the Local Authority, ventilate such house in such manner as may be required.

Expectoration.

36. No person shall expectorate in any public place or in or upon any public vehicle excepting into vessels which are specially provided for the purpose of receiving expectoration.

Storage of Rags, etc.

37. Any person using or storing rags or other materials in marine stores, flock, bedding, or furniture manufactories shall keep or store the same so as not to be a nuisance, or injurious or dangerous to health, and shall whenever required so to do by an inspector, disinfect any such rags or other materials in such manner and at such place as is directed by an inspector.

Maintenance of Footways and Pavements.

38. The occupier of any premises shall maintain the footways or pavements immediately adjacent to his premises in a clean condition.

Maintenance of Public Vehicles.

39. The owner of any public vehicle shall maintain such vehicle at all times in a clean condition, and shall when required to do so by an inspector thoroughly cleanse and disinfect such vehicle in the manner prescribed by such inspector.

Water Tanks, Maintenance and Cleansing of.

40. (a) The occupier of any premises, the water supply of which is drawn or partly drawn from tanks, shall maintain the roof forming the catchment for such tanks, together with the spouting and down pipes appurtenant to such roof, in a clean condition, and shall at least once in each year, during the months of April or May, thoroughly clean any tank, the water from which is used for human consumption.

(b) He shall also, when ordered by an inspector, empty, cleanse, and disinfect any tank upon his premises, the water of which is used for human consumption.

(c) Every such tank shall be fitted with a tight-fitting cover.

Wells, Construction and Maintenance of.

41. The occupier of any premises shall not use the water of any well for human consumption, unless such well complies with the following conditions:—

- (a) It shall be at least 100 feet from any soak well, or any other probable source of pollution.
- (b) It shall be lined with impervious material to a depth of six feet below the surface of the ground, and such lining shall be carried up to a height of at least 12 inches above the surface of the ground adjacent to such well.
- (c) The well shall be covered with a tight-fitting cover, and such cover shall have no other opening than is essential for the insertion of a pump.
- (d) The surface of the ground immediately adjacent to such well shall be covered with impervious material for a distance of at least two feet around such well in all directions.

Mosquito Eradication and Reduction.

42. The owner or occupier of any house or premises shall keep such house or premises free of stagnant water liable to breed mosquitoes. For the purpose of this by-law the presence of mosquito larvae in any collection of water wherever situated shall be sufficient evidence that such water is stagnant.

43. All fountains, pools, ponds, or excavations made for any purpose whatever, in public or private property, which may contain water, shall be kept stocked with mosquito-destroying fish, or shall be kept covered with a film of petroleum oil or other approved larvaecide. The onus of compliance with this by-law shall rest upon the owner or occupier. In the case of public property, the onus of compliance shall be upon the authority having control of such property.

44. The owner or occupier of any house or premises shall keep his house or premises free of refuse likely to become the breeding place of mosquitoes.

45. The owner or occupier of any house or premises whereon there is any tank, well, cistern, vat or barrel shall protect the same with a mosquito proof cover, and all openings other than the delivery exit shall be screened with mosquito-proof netting to the satisfaction of the Inspector.

46. The owner or occupier of any house shall cause all eaves, gutters and down-pipes to be maintained in good repair and free of obstruction, to prevent the accumulation of water therein and to permit of the ready passage of water from the roof.

47. The occupier of any house or premises whereon water is kept in horse troughs, poultry drinking vessels, washing tubs and other receptacles shall frequently change such water and keep the vessels clean and free from vegetable matter and slime.

48. The occupier or owner when so required by the local authority shall cut down and remove any undergrowth or vegetation on his premises likely to harbour mosquitoes.

49. Any person cutting turfs or removing soil or other material from public or private lands shall forthwith fill in with clean sound material and make level the surrounding surface the excavation caused thereby, unless written permission to the contrary be obtained from the local authority.

50. The occupier of any vegetable garden shall cause all drains and channels therein to be kept clear and free from any obstruction likely to facilitate the breeding of mosquitoes.

51. The owner or occupier of any land upon which there is water likely to become a breeding place for mosquitoes shall, when required by the local authority, effectually drain such land, and for that purpose shall to the satisfaction of the local authority—

- (i) make such drains on the land as may be necessary for effectually draining it.
- (ii) Fill up all irregularities in the surface of such land.
- (iii) Adjust the surface thereof, and if necessary raise the level of the surface in such a manner—
 - (a) That the water on the land may flow into drains without obstruction.
 - (b) That no water shall remain on any portion of the land, other than in the drains.

52. All drains made under the provisions of the preceding by-law shall be kept by the occupier or owner in good order and free from obstruction.

53. It shall be lawful for the local authority or its officer to enter upon any house or premises and to execute any such works as are required by these by-laws.

54. Where any person is required by these by-laws or by an order issued under the provisions of these by-laws to execute any works, and such person fails or neglects to comply with such by-laws, or with such order issued thereunder, then the local authority may execute such work and may recover from such person the cost of executing such work, in addition to any penalty for which such person may be liable under these by-laws.

Preventing the Harbourage of and Securing the Destruction of Rodents.

55. No owner or occupier shall place, throw, leave or suffer to remain on his premises any waste food, refuse, garbage, waste matter or thing which would have a tendency to encourage or attract rats to visit or frequent premises, or to form or afford harbourage or shelter to rats.

56. Whenever upon any premises any litter, hay, straw, packing material, manure, building material, produce, timber, bags, tins, old iron, paper, packing cases, or similar material is kept or stored in such a way as to afford or form shelter or harbourage for rats, it shall be removed or so stacked, stored, arranged, or protected as to no longer afford or form shelter or harbourage for rats.

57. No waste food, garbage, edible trade waste, horsefeed or cowfeed, food intended for birds or other animals, or similar material, shall be kept or allowed to remain on any premises unless it is contained in rat-proof receptacles, or compartments which are kept effectively covered or closed against access by rats.

58. Every opening from or into any covered drain or sewer within the curtilage of any premises, and every opening from or into any pipe, covered conduit, or covered channel (whether or not used for drainage) which affords or is likely to afford access, shelter, or harbourage for rats, shall be so trapped or otherwise protected as to prevent effectively the ingress or egress of rats.

59. Every disused covered drain, disused covered sewer, disused pipe, disused covered conduit, or disused covered channel within the curtilage of any premises which affords or is likely to afford access, harbourage or shelter for rats shall, upon notice to the effect being given by the inspector to the owner or occupier of the premises, be taken up, repaired, blocked, or otherwise so dealt with in the manner specified in such notice, as to effectively prevent the access, harbourage, or shelter of rats therein.

60. Whenever any building the floors, skirtings, wainscots, walls, partitions, ceilings, or like internal fittings, or any of these, are so constructed or are in such a condition as to permit the access, shelter, or harbourage of rats in, under, or about such building, the said floors, skirtings, wainscots, walls, partitions, ceilings, or like internal fittings shall be so removed, refitted, reconstructed, altered or repaired as to prevent, as far as practicable, the access, shelter, or harbouring of rats in, under, or about such buildings.

61. Every retaining wall, embankment, structure, improvement, or work of any kind or any formation, whether natural or artificial, within the curtilage of any premises which affords or provides or is likely to afford or provide the means of access, harbourage, or shelter for rats shall, in accordance with an inspector's order, be removed or so reconstructed or repaired or altered as to prevent the access, harbourage, or shelter of rats.

62. Every hotel, restaurant, butcher's shop, small goods shop, baker's shop, grocer's shop, fruit shop, fish shop, oyster saloon, produce store, hide store, flour mill, stable, and slaughterhouse shall be so protected, altered, or refitted in accordance with an inspector's order as to effectively prevent rats from gaining access to or harbouring in, under, or about the building or buildings thereof. All holes or openings in the external walls of such buildings which are of such a nature as to permit the entry of rats shall be blocked with cement or protected with stout wire netting or metal in such manner as to effectively prevent the entry of rats.

All supplies or collections of water to which rats may have access in or on such premises shall be so protected as to effectively prevent such access.

63. In relation to every hotel, restaurant, butcher's shop, small goods shop, baker's shop, grocer's shop, fruit shop, fish shop, oyster saloon, produce store, hide store, flour mill, stable and slaughter-house, the occupier of the premises shall at all times, in addition to the other requirements of these by-laws, observe, perform and comply with the following provisions, namely:—(a) He shall provide and have within the premises at least two rat traps of a kind or pattern approved by the local authority and as many more of such traps as may be directed from time to time by an inspector; (b) he shall bait every trap with fresh bait at least twice in each week, and, except when rebaiting or removing rats therefrom, shall at all times keep every such trap set effectively for trapping rats; (c) he shall inspect every such trap daily, and whenever a rat is found therein, shall kill the same immediately, forthwith dispose of the carcase in such manner as will not create a nuisance, and thereafter rebait with fresh bait and reset the trap; (d) he shall also adopt and use and maintain all such other reasonable means, including the following:—(i) blocking access ways; (ii) destroying harbourage; (iii) protecting foodstuffs; (iv) poisoning and trapping; and (v) the use of dogs, cats and other animals which kill rats, in order to keep the said premises free from rats and to prevent and discourage the access to or harbourage of rats in, on, or about such premises.

64. In relation to private dwelling houses, boarding houses, lodging houses and other premises used by persons as places of abode (other than hotels) the occupier of the premises in the case of a private dwelling house, and the proprietor of the premises in the case of a boarding house, or lodging house, or other place of abode shall at all times observe, perform and comply with the following provisions, namely:—(a) He shall provide and have within the premises at least one rat trap of a kind or pattern approved by the local authority; (b) whenever there are any indications of the presence of rats in, on, or about the premises and whilst such indications continue he shall bait every trap with fresh bait at least twice in each week, and except when rebaiting or removing rats therefrom, shall at all times keep every trap set effectively for trapping rats; (c) whilst traps are set in accordance with the requirements of paragraph (b) hereof, he shall inspect every trap daily, and, whenever a rat is found therein, shall kill the same immediately, forthwith dispose of the carcase in such manner as will not create a nuisance, and thereafter rebait with fresh bait and reset the trap; (d) he shall also adopt and use and maintain such other reasonable means for the capture and destruction or for the destruction of rats as an inspector, who inspects the premises, may from time to time direct.

65. All public and private docks and wharves, including all sheds and other buildings thereon, shall be so protected as to prevent rats from gaining entrance to such docks or wharves or sheds or buildings, at any state of the tide, from vessels moored or anchored alongside of such docks or wharves or from other sources, and all goods, products, wares and merchandise liable to attract or to become infested with or infected by rats on any dock or wharf shall be so kept or stored as to prevent rats from gaining access to or coming into contact therewith.

66. Every dock or wharf shall be provided with not less than two traps of a pattern approved by the local authority and as many more as may from time to time be required by an inspector. Every such trap shall be baited with fresh and suitable bait at least twice a week and shall be kept set. Every such trap shall be inspected at least once daily by the owner or occupier or his agent or servant, and all rats found therein shall be killed and their carcasses shall be forth-

with disposed of in such manner as an inspector may from time to time require, and the trap or traps reset and rebaited by the said owner or occupier or his agent or servant.

66A. The occupier of any building or premises (other than those buildings or premises which are expressly specified in by-laws 63, 64 and 66 hereof) in addition to complying with the requirements by the by-laws (other than by-laws 63, 64 and 66 aforesaid) for preventing the harbourage of rodents contained in this part of these by-laws, shall at all times observe, perform and comply with such directions as may from time to time be given to him by an inspector for the purposes of the capture and destruction or for the destruction of rats which may be present in, on, or about such building or premises.

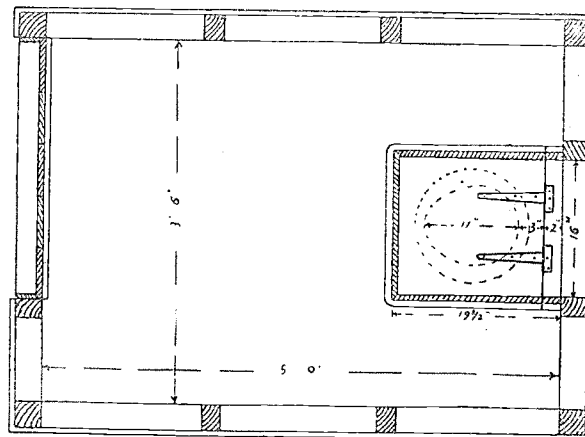
67. The presence of rat holes, rat runs, fresh rat dung, or other evidence of rat infestation upon any premises, dock, wharf, land, or place shall be taken as evidence that these regulations have not been complied with, and shall be held to constitute a breach of these regulations.

68. It shall be the duty of every owner and occupier to comply with the foregoing by-laws at his own expense and to continue such compliance during the continuance of such by-laws.

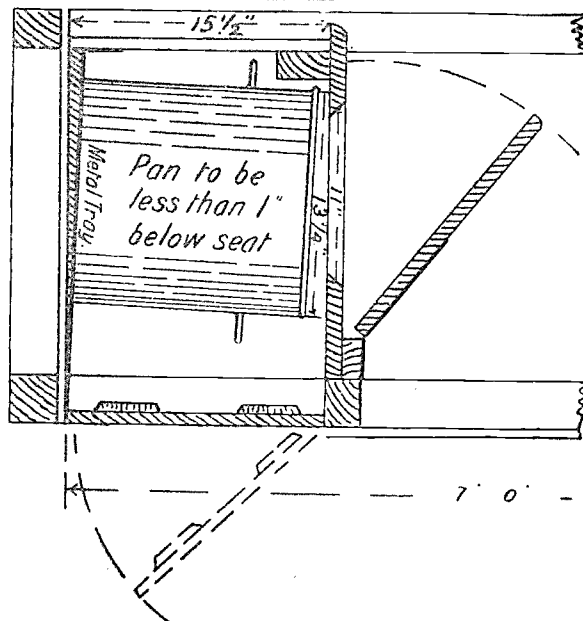
Penalties for Breaches of By-laws.

69. When anything by this part of the by-law is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of this part of the said by-laws. And every person guilty of a breach of this part of the said by-laws shall be liable for every such offence, besides any cost or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding Twenty pounds for every breach of any such by-law, or to a penalty not exceeding Two pounds for each day during which such breach shall be committed or continued, and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law, or in the execution of any work directed to be executed and not so executed.

Schedule A.—Plan of E.C.



PLAN.



PART II.—INFECTIOUS DISEASES.

Inspection of Premises.

1. An inspector shall visit all premises in the district at least once in each period of six months, and so much more frequently as may be necessary, and immediately after every such inspection shall submit a report to the local authority on the condition of such premises, specifying any breach of the provisions of the Act, or the regulations or by-laws made thereunder.

Cleansing and Disinfection of Premises.

2. The occupier of any premises shall cleanse and disinfect such premises or any part thereof at such times and in such manner as the inspector may direct.

Contacts Liable to Restrictions.

3. After it has been found that a person in any house is suffering from an infectious disease, any inmate of such house, or any person who enters or quits such house, shall be deemed to be a contact, and shall be liable to restrictions, and obey such instructions as the local authority or its medical officer may direct or issue, and may be removed to an isolated place provided for that purpose; and if so removed shall remain in such place for such period as the medical officer may direct.

Premises may be declared "Isolated."

4. For the prevention of the spread of infectious diseases, the local authority may from time to time declare any house or premises to be infected, and no person shall quit or enter any house or premises which has been declared by the local authority to be infected, without written consent of such authority.

Disinfection of Personal Effects.

5. When required by the medical officer, any person shall attend at such place as the said officer shall indicate for the purpose of the disinfection of his body, clothing, and effects in such manner as may be directed by the medical officer.

Occupier to Permit Disinfection.

6. The occupier of any premises whereon any case of infectious disease has occurred shall, when required by the inspector, permit such inspector to disinfect the premises or any part thereof and any articles therein.

Premises upon which Infectious Disease Reported, to be Inspected.

7. Upon receipt of a notification of a case of infectious disease an inspector shall visit the premises whereon the case has occurred, and shall make inquiries as to the mode of contraction of infection, the means taken for preventing the spread of infection, and any other circumstances in connection with the occurrence of the case, and shall immediately after the removal of the patient, or if treated upon the premises, immediately after such patient is declared to be convalescent, disinfect such premises or such portion thereof, and also such articles therein as he deems necessary or as the medical officer may direct.

Insanitary Buildings to be Destroyed.

8. The owner of any premises shall, when required by the local authority, destroy any insanitary house, building, or thing, or shall execute such amendments to such house, building, or thing as may be required by the local authority.

Infected Animals to be Destroyed.

9. The occupier of any premises shall, on being so ordered by a local authority, immediately destroy any infected animal which may be in his possession or upon premises occupied by him.

Disposal of Body of Person Dead of an Infectious Disease.

10. The occupier of any premises whereon there lies the body of any person who has died of an infectious disease shall cause such body to be buried or disposed of in such method within such time and with such precautions as may be directed by the Medical Officer, provided that no such body shall be removed from the premises where death occurred except to a cemetery.

Medical Officer may Examine Persons.

11. The Medical Officer may enter any house and examine bacteriologically or otherwise any inmate of such house, or any person found thereon at the time of such visit, for the purpose of ascertaining whether such inmate or person is suffering from an infectious disease or is the medium for the transmission of an infectious disease, and such person shall submit to such examination and shall permit the Medical Officer to remove such specimens as he considers necessary to a proper examination.

Certificates in case of Diphtheria.

12. When under section 241 of the Act a medical certificate is given as applying to a case of diphtheria, the certificate must specify that a bacteriological examination has been made with a negative result.

Certificate on Return of Children to School.

13. No parent shall send to school any child who has been suffering from an infectious disease or who has been in contact with any person who has been so suffering unless a certificate has been obtained from a medical practitioner and is presented to the head teacher of the school to which the child is sent, certifying that such child is free from infection. Any such certificate shall be approved and endorsed by the Medical Officer.

Special Pan Service.

14. (a) Whenever required by an inspector a special pan service shall be maintained by the local authority or the contractor, as the case may be, at any premises. Such service shall consist of a duplicate pan of the type described in by-law 6, Part I., and the exterior of such special pan shall be painted yellow or red; such pan shall be treated at the sanitary site separately from the other pans, and its contents before burial shall be thoroughly mixed with an equal quantity of disinfecting solution equal in strength to 5 per cent. pure carbolic acid.

(b) When any pan is left at premises as above-mentioned, it shall contain sufficient disinfectant solution of the above strength to cover the bottom of such pan to a depth of at least one inch.

Special Disinfection of Typhoid Cases.

15. The occupier of every premises whereon a case of typhoid fever exists shall disinfect or cause to be disinfected all discharges of the patient before such discharges are placed in the pan provided in accordance with the preceding by-law.

Library Books.

16. (a) The person in charge of any library shall not lend a book to any person at a house wherein there is any case of infectious disease.

(b) Any person residing at a house where a case of infectious disease occurs and who has in his possession any book obtained from any lending library shall, before returning such book to any library, disinfect the said book.

Penalties for breaches of By-laws.

17. Where anything by this part of the by-law is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of a breach of this part of the said by-laws. And every person guilty of a breach of this part of the said by-laws shall be liable, for every such offence, besides any costs or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding Twenty pounds for every breach of any such by-law, or to a penalty not exceeding Two pounds for each day during which such breach shall be committed or continued, and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law, or in the execution of any work directed to be executed and not so executed.

PART III.—PRIVATE HOSPITALS.

1. For the purpose of these by-laws "Private hospitals" shall be divided into the following classes:—

"A." Hospitals which admit for treatment all medical, surgical and obstetrical cases other than those specified in Class "B": Provided that, where obstetrical cases are taken, these shall be nursed in a portion of the building specially set apart for such cases and otherwise complying with the regulations governing maternity homes.

"B." Hospitals in which the following cases are treated:—Scarlet fever, diphtheria, measles, mumps, whooping cough, typhus fever, epidemic poliomyelitis, smallpox, plague, and cholera.

"C." Hospitals in which convalescent patients and patients requiring medical supervision, but not requiring constant nursing attention, are admitted.

2. A keeper of a private hospital may be granted registration of a hospital under Class "A" and also under Class "B" provided always that that portion of the premises set apart for the treatment of cases under Class "B" shall comply with all the by-laws relating to that class of hospital, and that a separate staff is maintained. A distance of not less than thirty feet shall separate the buildings used for the treatment of cases specified in Class "A" and Class "B" respectively.

3. Every person who occupies or conducts any private hospital shall, within one week of the coming into operation of these by-laws, and thereafter during the first week in January in each year, make application for registration in the form set out in Schedule "A" hereto.

4. The applicant shall cause notice of such application to be published in a newspaper, and the local authority shall not give consideration to any such application until one month has elapsed after the publication of such notice.

5. (a) Every person who, after the coming into operation of these by-laws, intends to open, occupy, or conduct any private hospital, shall, before opening, occupying, or conducting any such private hospital, make application for registration thereof in the manner prescribed in by-law No. 3 hereof.

6. No application for registration shall be granted unless the premises in respect of which registration is sought comply with the following conditions:—

(a) Hospitals in Classes "A" and "C" shall be so situated that the building used as the hospital shall on all sides have between it and the boundary of the land used for the purposes of a hospital a clear space of not less than fifteen feet.

Hospitals in Class "B" shall be so situated that the building used as the hospital shall on all sides have between it and the boundary of the land used for the purposes of a hospital a clear space of not less than thirty feet.

(b) Every room to be occupied by one or more patients shall have at least one thousand cubic feet of air space and one hundred square feet of floor area and eight feet of lineal wall space for each patient, and if the floor be of wood, the bottom edges of the ground floor joists of every such room shall be at least nine inches above the ground, and the space under every such floor sufficiently ventilated.

(c) Every such room shall be separately and independently and efficiently ventilated to the external air.

(d) Every such room shall be provided with windows in the external walls having a ration of one square foot of clear glass to each ten square feet of floor area.

- (e) Every such room is constructed so as to be readily isolated.
- (f) Every wall of such room shall be properly protected immediately above the foundations by a durable damp course.
- (g) The inner surfaces of every wall and every ceiling shall be so constructed that they can without sustaining injury be frequently washed or disinfected.
- (h) The angles which are formed by one wall with any other wall and by any wall with the ceiling shall be rounded.
- (i) The external walls shall be weatherproof, the roof water-tight, and properly provided with gutters and down-pipes.
- (j) The drainage of the premises shall be sufficient and satisfactory and in accordance with the by-laws of the local authority.
- (k) The water supply shall be abundant and wholesome.
- (l) Ablutionary appliances shall be provided of such number and so arranged as the medical officer may prescribe.
- (m) A laundry with all necessary appliances sufficient to cleanse and disinfect all bedding, body clothing, linen, napery, and other similar articles shall be provided.
- (n) At least three-fifths of the area of the site shall be unbuilt upon and open to the sky.

7. Upon the receipt by the local authority of an application for the registration of any premises as a private hospital, it shall direct inquiries to be made respecting the application and the applicant, and if, after such inquiry, and upon the receipt from the medical officer of a certificate in the form of Schedule "B" hereto it appears to the local authority that all the conditions and reservations of the preceding by-laws are satisfied, it may grant the application for registration and issue to the applicant a certificate of registration; subject, however, to any conditions it may think fit to impose with respect to the maximum number of patients that shall be lodged in such hospital at any one time, the number of certificated nurses to be employed in such hospital, the class or classes of disease or cases to be admitted, and the period for which such registration is granted.

8. The certificate of registration granted in the name of the applicant as aforesaid shall be in the form set out in Schedule "C" hereto, and shall not be transferable except with the consent in writing of the local authority.

Every such registration shall operate only during the current calendar year, and after the thirty-first day of December of that year the premises shall, unless re-registered, become unregistered.

9. The local authority may revoke or cancel any registration of a private hospital if the person conducting such hospital or anyone in the employ of such person shall commit any breach or infringement of or shall neglect or fail to observe any of the by-laws; or such registration may be suspended, revoked, or cancelled by the local authority upon the recommendation of its medical officer.

10. The inspector shall at least once in each period of three months inspect every such private hospital and report to the local authority.

11. Every person conducting or keeping a private hospital shall—

- (a) At all times give access to every part of such premises to the medical officer, inspector, or any person appointed by the local authority in that behalf, and afford any such officer all reasonable assistance that may for the purpose of inspection be required of him, and shall permit any such medical officer to see and examine any patient in consultation with the medical attendant.
- (b) Flush and disinfect all drains upon the premises at least once in every day and cause all such drains to be maintained in good order and efficient action.
- (c) Provide and at all times keep upon such premises, in efficient order, all materials and appliances necessary for the use of the inmates and staff, or that may be directed by the medical officer to be furnished.
- (d) At all times exercise a close personal supervision of the premises and the persons employed therein or thereon, and cause all orders or directions of the medical practitioner in charge of the treatment of any patient to be faithfully and diligently carried out.
- (e) The keeper of every such private hospital shall not be absent from the premises for more than one week at any time without the written consent of the medical officer.
- (f) Forthwith carry out all orders or directions that may be given from time to time by the inspector relating to the sanitary arrangements, the collection or disposal of excrementitious matter, refuse, and liquid or other wastes.
- (g) At all times keep all household linen, beds, bedding, furniture, cutlery, crockery, cooking and other utensils, and all other things used in the conduct or management of such hospital, thoroughly clean and disinfected, and when required by the medical officer shall disinfect any or all of the said things.
- (h) Not permit persons of different sexes to occupy the same room, except married couples or children under the age of ten years.
- (i) Not permit more than one married couple to occupy the same room.
- (j) Cause all refuse or condemned linen or clothing to be burnt on the premises in such a manner as may be directed by an inspector.
- (k) Provide separate approved airtight receptacles into which all used surgical dressings, human tissues or fluids other than those already provided for in these by-laws shall be placed, and all such special refuse shall be burnt.

12. (a) The keeper of a hospital of Class "A" shall not permit any maternity or surgical cases to be treated in the same ward as any other class of case, but any maternity case or cases and any surgical case or cases respectively shall be treated in a separate ward and by a separate staff.

(b) Should any of the diseases specified to be treated in a Class "B" hospital arise in a Class "A" hospital, then the keeper of such hospital shall cause such case to be immediately removed from the hospital; or if the condition of the patient is such that this cannot be done, then no maternity case shall be admitted and treated in the building in which the infectious case is being treated.

(c) Should any case of puerperal fever be admitted to a Class "B" hospital when any other case is under treatment in such hospital, then such case of puerperal fever shall be treated in a separate ward and by a separate staff.

13. Every person conducting or keeping a private hospital shall enter in a book, hereinafter called the case book, particulars concerning all patients received into such hospital, and shall at all times permit the medical officer or inspector of the local authority to inspect such case book.

14. Every such person shall cause to be recorded in such case book the full name, age, sex, and address of every patient, state whether such patient is married or single; also a short history of the patient while in such hospital, giving in particular the date of admission, the nature of any disease manifest at the time of admission or afterwards, any operation performed, with the name of the operator or operators, and the result of such operation, and the date when the patient left the hospital or, in the event of death occurring, the date of such death.

15. Every such person shall cause to be recorded in such case book, in case of confinement, the date and a short history of such confinement, the result of such confinement, both at the time of delivery and during the subsequent stay in hospital, and the sex and condition of the infant.

16. Every such person shall cause to be recorded in such case book, in all cases in which a patient has been under the professional care of a medical practitioner, or under the charge of a nurse, the name and address of the medical practitioner or of the nurse.

17. (a) Every such person shall, whenever any infectious or contagious disease occurs in such hospital, immediately report the fact to the local authority.

(b) He shall cause any patient in such hospital discovered or suspected to be suffering from any infectious or contagious disease to be separated or isolated from all other patients in such hospital.

(c) He shall carry out the requirements of the medical officer and execute all such cleansing and disinfecting as may be directed by him.

(d) No such person shall suffer or permit a greater number of patients to be in any hospital than the number mentioned in his certificate of registration.

18. Every person conducting a Class "A" or Class "B" private hospital shall at all times maintain the nursing staff at not less than the following standard, that is to say:—

(a) Not less than one general trained nurse to every three patients or portion thereof.

(b) Not more than one probationer or nursing assistant to each general trained nurse.

(c) Provided that at all times there shall be on duty at least one trained nurse.

Provided that in Class "A" hospitals in the midwifery section there shall be a minimum staff as laid down for such institution, that is, one trained midwife to every four patients or portion thereof.

In Class "C" hospitals there shall be not less than one trained nurse on the staff.

19. Where anything by this part of the By-laws is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of a breach of this part of the said by-laws. And every person guilty of a breach of this part of the said by-laws shall be liable, for every such offence, besides any costs or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding twenty pounds for every breach of any such by-law, or to a penalty not exceeding two pounds for each day during which such breach shall be committed or continued, and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law, or in the execution of any work directed to be executed and not so executed.

Schedule "A."

To the Secretary Local Health Authority,

I hereby apply for registration of the following premises as a private hospital, under the by-laws of the local authority:—

- Exact situation.....
- Dimensions of ground.....
- Materials of building.....
- Number of rooms for patients.....
- Measurements of each room.....
- Number of other rooms.....
- Number of storeys.....
- Method of drainage.....
- Source of water supply.....
- Classes of cases to be admitted.....
- Full names of applicant.....
- Occupation.....
- Address.....
- Date..... Signature.....

Schedule "B."

Application to License Premises as a Private Hospital—Certificate of Medical Officer of Health.

I....., Medical Officer of Health to the local health authority, do hereby certify that I have inspected the premises situated on Town Lot..... and known as.....

I further certify that such premises are in every way fit to be registered as a private hospital, and that due and proper provision has been made for the observance of the by-laws of the local authority.

Dated this.....day of....., 19 .

.....
Medical Officer of Health.

Schedule "C."

This is to certify.....has been granted registration in respect of those premises situated at..... as a private hospital for the treatment of a maximum number of patients ofuntil the 31st day of December next ensuing, subject to the by-laws of the local authority now in force or hereafter to be made.

By order of the.....local authority,

.....
Secretary.

PART IV.—DAIRIES AND MILK SHOPS.

Interpretation.

1. "Dairyman" means any person being the owner or having the care or control of any cow or goat from which the milk (or the cream, butter, or cheese therefrom) is sold or otherwise disposed of to any other person.

"Vendor" means any person, other than a dairyman, who handles, sells, stores, or otherwise disposes of any milk (or the cream, butter, or cheese made therefrom on the premises), and includes any person keeping a milk shop or milk store.

"Stockyard" means any yard in which dairy cattle are kept, and includes all parts of the premises of a cow-keeper within one hundred feet of any milk room or milking shed, whether fenced or not, to which cattle or other stock have access.

"Dairy Cattle" shall include cows and goats, whether actually in milk or not, and any bull or he-goat running with any herd of cows or goats.

2. (a) Every person who, at the coming into operation of these by-laws, is carrying on the business of a dairyman or vendor, and whose premises are not registered with the local authority, shall within one month make application to the local authority for license to carry on such trade, and for registration of the premises whereon such trade is carried on.

(b) Every person who, after the coming into operation of these by-laws, desires to commence the trade of a dairyman or vendor shall, prior to commencing such trade, make application to the local authority for a license to carry on such trade, and for the registration of the premises whereon such trade is carried on.

(c) Every such application shall be made to the local authority in the form of Schedule "A," and upon the granting of any such application, a license and registration shall be issued in the form of Schedule "B" hereto.

3. (a) During the first week in January of each year every person carrying on the trade of a dairyman or vendor shall apply for a license to carry on such trade and for registration of the premises whereon such trade is conducted, in the form of Schedule "A."

(b) Upon the granting of any such application a license and registration in the form of Schedule "B" shall be furnished by the local authority.

Every license and registration effected under this and the preceding by-law shall operate only during the current calendar year.

4. No person shall carry on the trade of a dairyman or vendor—

(a) unless he is the holder of a subsisting license to carry on such trade issued by the local authority; or

(b) on any premises in respect of which he is for the time not registered by the local authority as hereinbefore provided.

Provided that the foregoing provisions of this by-law shall not apply during the first week in January in any year in respect of a person who was lawfully carrying on the trade at the end of the preceding year.

5. Every person making application as provided in by-laws 2 and 3 shall lodge a fee in accordance with the scale set out in Schedule "C" hereto, and upon the refusal of any such application shall be entitled to the return of such fee.

Provided that if the license and registration for any year shall commence on or after the first day of July of that year, only one half of the fee shall be paid by the applicant.

6. (a) Every dairyman or occupier of grazing ground upon which dairy cattle are depastured, and every person for the time being having the control or care of any such premises, shall afford the medical officer or any inspector all reasonable assistance that may, for the purpose of inspecting such premises, be required of him.

(b) He shall upon being directed in writing so to do by any medical officer, forthwith remove his dairy cattle from any portion of the grazing ground upon which they may be depasturing, or from any part of any premises occupied by him, if such grazing land or premises is likely to prejudicially affect the milk or dairy cattle.

(c) He shall not, until permission in writing is given him by such medical officer, permit or suffer any of his dairy cattle to graze or be depastured upon such prohibited land, or re-occupy such prohibited premises.

(d) He shall, whenever required so to do and within a time to be specified by an inspector, muster all his dairy cattle and confine them in a stockyard to be named, or bail them in the milking shed, as may be directed by any such inspector as aforesaid, and he shall also otherwise assist, as may be required, in any inspection, examination, or test of the said cattle when so mustered or bailed.

7. (a) Every dairyman shall cause every stockyard and stable upon his premises or used by him to be properly drained.

(b) He shall provide sufficient stabling accommodation for the horses kept on the premises, and such stabling shall be disconnected from and be at least 50 feet distant from the milking shed, or the milk room, or any place where milk is stored.

(c) He shall not suffer or permit any animal other than dairy cattle to be at any time in his milking shed or in any place where milk is kept.

(d) He shall not suffer or permit any dung or manure, offensive liquid, or offensive or noxious matter of any kind to accumulate or remain upon his premises.

8. (a) No person shall erect or permit or suffer to be erected any fowl-house or enclosure for fowls within fifty feet of any milking shed, milkroom, or place where milk is stored or kept.

(b) No dairyman or vendor shall permit any live poultry to be at large upon any part of the premises used in connection with his business, and shall, when so ordered by an inspector, confine such live poultry within approved enclosures.

9. (a) No person shall erect or permit or suffer to be erected any piggery or enclosure for swine within two hundred feet of any milking shed, milk room, or place where milk is stored or kept.

10. Every dairyman or vendor shall provide and maintain sanitary conveniences as provided by by-law 1 of Part 1. He shall not have any sanitary convenience within fifty feet of a milking shed, or milk room, or any place where milk is stored or kept.

Feeding of Animals.

11. (a) No dairyman shall serve or permit or suffer to be served to his cows or goats as food any musty, unsound, decayed, or unwholesome food, or any food which may injuriously affect the milk or health of such cows or goats, and if at any time an inspector has reasonable grounds for considering that any cattle-food in or upon the premises is unsound, or unfit for use as food, he may require the dairyman to remove such food, and such dairyman shall thereupon remove such food from the premises.

(b) He shall not permit or suffer any dry or dusty food to be fed to any animal in the milking shed while milking is in progress.

Water Supply.

12. (a) Every dairyman shall keep in or in connection with every milking shed or stockyard in his occupation an abundant supply of wholesome water.

(b) He shall cause every such milking shed or stockyard to be provided with approved receptacles of sufficient capacity for watering his dairy cattle, and every such receptacle shall be maintained in good repair and kept clean, and constantly supplied with wholesome water.

(c) He shall cause any tank or other receptacle which may be provided for storing water to be emptied and cleansed from time to time, as often as may be necessary, to prevent the contamination of any water that may be stored therein.

(d) If the water used by him for dairy purposes is obtained from a well, spring, stream, or any other natural source, he shall prevent any such source of supply being contaminated on his premises.

(e) He shall not suffer nor permit any of his dairy cattle to have access to impure or contaminated water.

Milking Shed.

13. (a) Every dairyman shall provide a proper milking shed in which his cows shall be milked, and such milking shed shall be roofed of approved material, so that the roof is weatherproof, and the lowest part of such roof shall be not less than seven feet in the clear above the floor, and such shed shall be efficiently ventilated to the satisfaction of the medical officer or inspector.

(b) He shall cause the floor of such milking shed to be constructed of good, durable, non-absorbent materials laid upon a sound, solid foundation, so as to be permanently watertight and evenly graded with proper slopes, which shall be in the direction opposite to the feeding trough, to impervious open drains or channels laid the whole length of the shed or structure, and of such width as to permit of being readily cleansed with a broom; and no part of the surface of such floor shall be less than three inches above the adjoining ground.

(c) He shall cause such open drains or channels to discharge to a trapped gully, situated outside the milking shed, or to a covered impervious receptacle of sufficient capacity to contain at least one day's flow of drainage, which receptacle shall not be less than twenty feet distant from such milking shed and from any milk room.

(d) He shall cause every wholly enclosed milking shed in his occupation to be sufficiently lighted by suitable openings in its walls or roof.

(e) He shall not permit any feed-mixing bin to be within such milking shed.

Milk Room.

14. Every dairyman and every vendor shall provide on his premises a detached room, which shall comply with the following conditions:—

(a) It shall be at least ten (10) feet from any milking shed and have a clear open space of ten (10) feet on all sides, except at dairies where milking machines are in use.

At dairies where milking machines are in use the milk room may be permitted under the same roof as the milking shed providing the walls of the milk room are constructed of brick, stone, or concrete. The internal surfaces of the walls and ceiling, or, if there is no ceiling, then the underside of the roof shall be covered with hard, smooth, and impervious material in such manner as to completely isolate the milk room from any dust or odours from the milking shed.

The entrance to the milk room shall not be from the milking shed but shall be in the outer wall.

An educt vent shaft shall be carried up vertically from the ceiling, or, if there is no ceiling, from the covering of the underside of the roof to a point two (2) feet above the highest level of the roof of the milking shed. Such educt vent shall be constructed of not less than 24-gauge galvanised iron and be not less than nine (9) inches in diameter, hooded at the bottom, and fitted with a cowl at the top.

- (b) It shall be at least six feet square in area, and eight feet in height measured from the top of the finished floor to the lowest part of the roof or ceiling.
- (c) The floor shall be paved with impervious material laid so that the lowest part of its surface is at least six inches above the adjacent ground. It shall have a fall of not less than one in one hundred and twenty to an impervious channel, discharging over a trapped gully outside the building and properly connected to a drain, or to an impervious receptacle of ample dimensions situate at least ten feet from the room and from the milking shed. The surface of such floor shall be finished smoothly and evenly, so as to afford no lodgment for liquids.
- (d) The room shall be sufficiently ventilated and lighted.
- (e) All exterior openings shall be fitted with fine fly-proof screens, constructed of suitable material, and the door shall be hung so as to be self-closing.
- (f) The walls and roof shall be constructed of approved materials, and the external surfaces of the walls, if such walls are not constructed of stone, brick, or concrete, and the external surface, of the roof, if of metal shall be properly painted with an approved refrigerating paint, and shall be repainted with a similar material whenever necessary or whenever ordered by an inspector.
- (g) The internal wall surfaces, the ceiling, or, if there is no ceiling, then the underside of the roof shall be covered with hard, smooth, and impervious material, and finished so as to afford no lodgment for dirt.
- (h) The woodwork of the doors, the windows, and their frames shall be properly painted, and fitted so as to be fly-proof.
- (i) The shelves, benches, tables, racks, or other fittings of such room shall be made of smoothly dressed wood or other approved material, and so fitted that they may be readily removed for cleansing purposes.
- (j) The room shall be equipped with sufficient milk strainers of approved material and design, and with an approved cooler and refrigerator, which shall be properly connected with a cold water supply.
- (k) The dairyman or vendor shall at all times maintain such room and all its fittings and utensils in good order and repair, and scrupulously clean in every part, both inside and outside, and secure the removal and exclusion of flies from its interior.
- (l) He shall not suffer or permit such room to be used for any purposes other than the handling or housing of the milk or the storage of milk vessels.
- (m) He shall, whenever required to do so, pave the ground immediately surrounding the milk room with a layer of not less than three inches thick of approved material, and to a width of at least six feet.
- (n) He shall cause every vessel or utensil used by him for containing milk, when not in actual use in the collecting or distribution of milk, or in the process of being cleansed, to be stored in such milk room.
- (o) He shall not allow sour milk to remain in the milk room.

Precautions in Regard to Milking.

15. (a) Every dairyman or vendor shall protect the milk from infection or contamination during the process of milking.

(b) He shall immediately prior to the milking of any animal cause the udder and teats of such animal and the adjacent part of the animal's skin to be thoroughly cleansed, and the hands of the person milking such animal to be first thoroughly cleansed, for which purpose suitable appliances shall be provided by him in a convenient situation.

(c) He shall cause the milk drawn from any animal on his premises (except as hereinafter mentioned) to be forthwith taken to the milk room, and there immediately strained and cooled.

(d) He shall not mix with any milk intended to be used for human consumption the milk from any animal within thirty days before or five days after parturition, nor shall he mix with any milk intended for human consumption the first jets of milk drawn from any teat.

(e) He shall not allow any of his animals to be excited by hard driving, abuse, or harsh treatment.

Cleanliness of Persons.

16. The occupier of a dairy and every person engaged in the production, handling, storage or transport of milk shall at all times maintain themselves and their clothing in a cleanly state.

Every occupier of premises on which a dairy is conducted shall cause such premises, together with buildings, drains, fittings, apparatus, machinery, utensils, receptacles, vehicles, tools and appliances, to be kept at all times in good repair and in a cleanly condition.

Care of Milk during Transport, Storage, etc.

17. (a) Every dairyman or vendor shall take all reasonable and proper precautions in and in connection with the housing, storage, carriage, transport, or distribution of milk to prevent the exposure of the milk to any infection or contamination, or to anything likely to prove injurious or deleterious to it.

- (b) He shall not deposit nor keep any milk, or any milk vessel, implement, or article used in his trade or in connection therewith—
 in any room or place where it or they would be liable to become contaminated by impure air, or by any offensive, noxious, or deleterious gas or substance; or
 in any room used as a kitchen, bedroom, or living room; or
 in any room or building or part of a building communicating directly by door, window, ventilation or otherwise with any room used as a bedroom, living room, or kitchen, or in which there may be any person suffering from any infectious or contagious disease, or which may have been used by any person suffering from any such disease, and may not have been properly disinfected; or
 in any room or building or part of a building in which there may be any drain inlet.
- (c) He shall not house, store, or keep any vessels, utensils, receptacles, coolers, or any articles used by him to contain or treat milk, within one hundred feet of an offensive trade establishment, except with the written consent of the local authority.
- (d) He shall not keep or cause or suffer any milk to be placed in any vessel, receptacle, or utensil, or run over a cooler, or refrigerator, which is not thoroughly clean and properly tinned or enamelled.
- (e) He shall cause all cans and other receptacles used by him in the carriage of milk to be furnished with close-fitting lids, and he shall not suffer or permit any rag, cloth, or other material to be used with any such lid.
- (f) He shall cause all vessels, utensils, receptacles, coolers or any articles used by him to contain or treat or manipulate milk to be properly tinned or enamelled, and maintained at all times clean and in thorough order and repair.
- (g) He shall not suffer nor permit milk, whilst in transport or distribution, to be unnecessarily exposed to the sun.

Cleanliness of Vehicles, Utensils, Etc.

18. (a) Every dairyman or vendor shall provide an approved apparatus for heating water for cleansing, steaming, scalding, or sterilising purposes and shall locate such apparatus in a position approved by an inspector.
- (b) He shall not allow any such apparatus to be used for washing or boiling bed or body clothing, or for any purpose other than that specified in the preceding clause.
- (c) He shall cause every vessel, receptacle, utensil, strainer, cooler, or any other article used by him for containing, treating, or manipulating milk to be thoroughly cleansed immediately after it shall have been used, and to be sterilised with steam or clean boiling water immediately before again being used.
- (d) He shall cause all bottles and stoppers of any such bottles used by him in his trade to be thoroughly cleansed and sterilised before re-use or refilling.
- (e) He shall cause every wheeled vehicle used by him for the carriage or distribution of the milk to be thoroughly cleansed at least once a day.
- (f) He shall cause any tank or other receptacle which may be provided for storing water to be emptied and cleansed from time to time as often as may be necessary to prevent the contamination of any water that may be stored therein; such cleansing shall not be less seldom than once a year, or often if so ordered by an inspector.

Milking Machines.

- 18A. (a) In these by-laws, where the words vessels, or utensils, or receptacles or articles used to contain or treat or manipulate milk, are used, the terms shall include all movable parts of any milking machine, including buckets, tubing, claws, cups, or any other movable parts of the apparatus.
- (b) No rubber tubing or rubber connections shall be used in connection with the collecting or manipulation of milk, unless such tubing and connections are free from cracks or crevices, and are to the satisfaction of the inspector.
- (c) At the conclusion of milking operations, all movable parts of the milking machine and connections shall be disconnected, thoroughly cleansed, and forthwith placed in the milk room until again required for active use.

The permanent lines of tubing shall be thoroughly cleansed at the conclusion of milking operations, and all openings immediately protected by a fly-proof cover which will admit air.

- (d) When permanent tubing is installed for delivery of milk to containers, the tubing shall be continuous in length from the milking shed to the milk room. No open conduits shall be used. All joints in the tubing shall be of such pattern as to be easily disconnected for inspection purposes. When closed, the joints shall provide a smooth internal surface.

Cleanliness of Premises.

19. (a) Every dairyman shall cause the ceiling or underside of the roof and the interior surface of the walls of every milking shed in his occupation to be properly cleansed and limewashed at least four times in every year, that is to say, once during the first week of the months of January, April, July, and October, and at such other times as may be specified in an order in writing from the Medical Officer or inspector. Provided that this requirement shall not apply to any part of such ceiling, roof, or walls that may be properly painted or varnished or constructed of or covered with any material such as would render the limewashing unsuitable or inexpedient, and that may be otherwise properly cleansed.
- (b) He shall cause the floor of every milking shed in his occupation to be thoroughly swept and cleansed and all dung and other offensive matters to be removed from such shed immediately after each milking, and shall cause every part of such shed to be thoroughly cleansed as often as may be necessary to insure that such shed shall be at all times clean.

(c) He shall cause every stockyard and stable in his occupation to be kept clean, and shall every day collect and remove all dung and other offensive matters from every such stockyard and stable.

(d) He shall cause every drain, drain inlet, or drainage receptacle upon his premises to be thoroughly cleansed daily, and the contents of every such drainage receptacle to be removed from his premises.

(e) He shall, whenever required so to do by an inspector, disinfect his milking shed or any other building upon his premises, in the manner and with such materials and appliances as may be directed by the inspector.

(f) He shall cause the ceiling or the underside of the roof and the interior surface of the walls and the floor of every forage or feed store and feed-mixing room, and every feed trough or bin or receptacle used for mixing feed on his premises, to be kept clean.

Removal of Manure, etc.

20. No dairyman or vendor shall allow dung, manure, offensive or putrescible matter of any kind to accumulate or remain in, upon, or about any house, milkroom, milking shed, stable, stockyard, fowlhouse, piggery, or enclosure for fowls upon his premises, but shall cause the same to be removed daily.

Disease among Dairy Stock.

21. (a) Every dairyman shall immediately report to the local authority and Commissioner the occurrence of any of the diseases in his dairy stock specified in Schedule "D" hereto.

(b) He shall, when directed by a Medical Officer or an inspector, cause every cow or any other animal suffering from an infectious disease, or in an infectious condition, or suffering from any disease which in his opinion may affect the wholesomeness of the milk, to be isolated in such a manner as is directed by such Medical Officer or inspector.

(c) Neither he nor any other person shall allow any diseased cow or other diseased animal to come in contact with or graze upon the same grazing ground or to be at large on any ground occupied or traversed by such cattle.

(d) He shall cause any diseased cattle to be destroyed forthwith upon receipt of an order in writing from the local authority to that effect, and he shall cause the carcass of any such cow or other animal to be disposed of in the manner specified in such order.

Provided that any inspector who is a qualified veterinary surgeon is empowered, in the case of a cow suffering from any disease of the udder, to himself order the destruction of the animal affected.

22. (a) Every dairyman shall, for the purpose of protecting milk against infection or contamination, at any time, and from time to time, permit the tuberculin test to be applied to any cow or other bovine animal in his possession or under his control by any person duly approved by the Commissioner to perform such test.

(b) He shall make no addition to his dairy herd of any animal or animals without the written permission of an officer specially appointed by the Commissioner, and such officer may examine such animal or animals and apply such tests as he deems necessary to ascertain the freedom from disease or otherwise of such animal or animals.

23. (a) Every dairyman or vendor shall take every precaution against the infection or contamination of the milk by any person or animal suffering from any infectious or contagious disease.

(b) He shall, whenever any sickness occurs in any houses or premises in his occupation, immediately report such occurrence to the local authority.

(c) He shall, whenever so required by the Medical Officer, forthwith remove from his premises any sick person that may be therein.

He shall not permit any person suffering from any infectious or contagious disease, or recently in contact with or in attendance upon any other person so suffering, to milk any animal or handle any vessel used for containing milk, or take part in the preparation or distribution of any milk produced or brought upon his premises.

24. The Medical Officer may, by notice in writing to the dairyman or milk vendor, temporarily prohibit the sale of milk from any dairy where any animal is diseased or supposed to be diseased, or where any person is suffering or supposed to be suffering from an infectious disease, or where there are reasonable grounds for suspecting that the milk supply from such dairy is causing the spread of infectious disease, and any notice given under this by-law shall remain in operation until cancelled.

Penalties for Breaches of By-laws.

25. Where anything by this part of the by-laws is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of a breach of this part of the said by-laws. And every person guilty of a breach of this part of the said by-laws shall be liable, for every such offence, besides any costs or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding Twenty pounds for every breach of any such by-law, or to a penalty not exceeding Two pounds for each day during which such breach shall be committed or continued, and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law, or in the execution of any work directed to be executed and not so executed.

Schedule "A."

(By-law 3.)

Form of application for License of Persons carrying on the Trade of a Dairyman or Vendor of Milk and for the Registration of the Premises on which such Trade is carried on.

To the Secretary Local Health Authority,

I, of hereby apply for a license to carry on the trade of on premises, particulars of which are set out hereunder:—

- Situation of premises.....
- Area of premises.....
- Area of grazing land.....
- Water Supply—
 - (a) for the milking herd.....
 - (b) for domestic purposes.....
 - (c) for dairying premises.....
- Number of dairy herd.....
- Number of milking cows.....
- Number of bulls.....
- Is milk disposed of by wholesale or retail?.....
- In what district or districts.....
- Are dairy buildings constructed and arranged in accordance with the by-laws?

(Signature).....

Full address.....

Dated.....

Schedule "B."

(By-law 3.)

Certificate of Dairyman or Vendor of Milk.

This is to certify that.....of..... is licensed to carry on the trade of a.....at the premises situate at, for the year ended the 31st December, 19 .

Dated this.....day of....., 19 .

Fee paid, £.....

Secretary.

Schedule "C."

(By-law 4.)

Fees to be paid for License and Registration in respect of the Trade of a Dairyman or Vendor of Milk.

(a) In respect to the trade of a dairyman, any person keeping cows to the number of—

	£	s.	d.
(1) Not more than 2 a fee of	0	2	6
(2) More than 2, but not more than 5	0	3	6
(3) More than 5, but not more than 8	0	4	6
(4) More than 8, but not more than 12	0	6	0
(5) More than 12, but not more than 15	0	7	6
(6) More than 15, but not more than 20	0	10	0
(7) More than 20, but not more than 26	0	12	6
(8) More than 26, but not more than 35	0	15	0
(9) More than 35	1	0	0
(b) In respect to the trade of a vendor of milk	0	5	0
(c) If the applicant is already licensed and his premises are registered in another district	0	2	6
(d) If the applicant sells dairy produce other than milk		nil	

Schedule "D."

(By-law 19.)

Diseases of Stock.

- Tuberculosis.
- Actinomycosis.
- Glanders.
- Anthrax.
- Eruptions of udder.
- Foot and mouth disease.
- Puerperal sepsis.
- Pleuro-pneumonia.
- Mammitis.
- Fever.

PART V.—LODGINGHOUSES.

1. Every person applying to be registered as a keeper of a lodginghouse shall make application in the form of Schedule "A" hereto, and upon the granting of such application he shall receive from the local authority a certificate in the form of Schedule "B."

Every such registration shall operate only during the current calendar year, and after the thirty-first day of December of that year the premises shall, unless re-registered, become unregistered.

2. Every such person shall with such application lodge a fee as prescribed by Schedule "C" hereto, and shall annually, in the first week of January, make application for the renewal of registration of his premises, and with such application shall pay a fee in accordance with the said Schedule.

Provided that if the registration for any year shall commence on or after the first day of July of that year only half fees shall be payable by the applicant.

3. No keeper of a lodginghouse shall permit a greater number of persons to occupy any sleeping apartment in such house at any one time than will admit of each such person having at least five hundred cubic feet of air space.

For the purpose of this clause two children under ten years of age shall be counted as one person.

4. No house shall be registered as a lodginghouse unless each room intended for use as a sleeping apartment for lodgers shall bear a distinguishing number, and the keeper of such house shall cause such distinguishing number to be conspicuously printed in two-inch figures on each side of the room door.

5. (a) The local authority shall issue to every keeper of a lodginghouse a certificate in respect of each separate room, and such certificate shall specify the maximum number of lodgers which shall be permitted to occupy each such room respectively as a sleeping apartment at any one time.

(b) The local authority may from time to time vary the number of lodgers to be received into any such room, and a notice shall be served on the keeper of such lodginghouse specifying such varied number of lodgers, and such keeper shall not allow a greater number of lodgers into such room than is specified on such notice, after the time stated therein.

(c) The certificates and notices to be given under the provisions of this by-law shall be in the form of Schedules "D" and "E" respectively.

6. The keeper of every lodginghouse shall at all times keep the certificate or notice mentioned in the last preceding by-law exhibited in a conspicuous place in the sleeping apartment in respect of which any such certificate or notice shall have been issued.

7. No keeper of a lodginghouse shall permit any room to be used as a sleeping apartment for lodgers other than a room certified for that purpose.

8. No keeper of a lodginghouse shall make any alterations to any such room, except with the consent of the local authority.

9. No room shall be registered as a sleeping apartment for lodgers if it be situated in a basement or below the level of the ground, or if it be used as a kitchen, scullery, dining or general sitting room or unless such room is lit by windows placed in the external walls, having a ratio of not less than one square foot of unobstructed glass to each ten square feet of floor area.

10. No room shall be certified as a sleeping apartment for lodgers unless such room is sufficiently ventilated, and the keeper shall maintain all such means of ventilation as have been approved, in good order and efficient action.

11. No keeper of a lodginghouse shall allow persons of different sexes to occupy together the same sleeping apartment, except in the case of children under the age of ten years, or of married couples, in which latter case no other person above the age of ten years, and not more than one married couple, shall be allowed to occupy the same sleeping apartment at any one time.

12. No keeper of a lodginghouse shall cause or allow any bed in any room which may be used as a sleeping apartment by persons of the male sex above the age of ten years to be occupied at any one time by more than one such person.

13. No keeper of a lodginghouse shall cause or allow any lodger to occupy any bed in such house at any time within a period of eight hours after such bed shall have been vacated by the last preceding occupant thereof, unless such bed shall be provided with fresh bed linen.

14. No keeper of a lodginghouse shall absent himself from such house, unless he leaves some reputable person in charge thereof.

15. The keeper of every lodginghouse shall—

- (a) Cause the floor of every room or passage and every stair in such house to be kept thoroughly clean, and to be at least once a week thoroughly washed.
- (b) Cause the yard and out-premises to be swept daily, and to be kept at all times clean.
- (c) Cause the seat and floor of every privy on his premises to be scrubbed and washed daily, and the walls to be limewashed at least once in each month.
- (d) Cause every window, every fixture, or fitting of wood, stone or metal, and every painted surface in such house to be thoroughly cleansed at least once a week, or so much more frequently as may be directed by an inspector.
- (e) Provide a sufficient number of lavatory appliances and clean towels, and a sufficient quantity of clean water and soap for ablutionary purposes, in the case of female lodgers supplied in their sleeping compartments, and in the case of male lodgers either supplied in their sleeping apartments, or in a convenient room set apart and fitted exclusively for that purpose; and he shall cause all such articles to be kept in good order and clean, and shall renew the supply of water and soap and clean towels as often as may be requisite.
- (f) Disinfect such towels as may be required by an inspector.

- (g) Cause all faeces, urine, or other refuse to be removed from every room once at least in every day before the hour of ten in the forenoon, and every vessel, utensil, or other receptacle for such faeces, urine, or refuse shall be thoroughly cleansed at least once in every day.
- (h) Cause all beds, bedsteads, blankets, rugs, covers, sheets, towels and house linen to be kept clean, free from vermin, and in a wholesome condition.
- (i) Cause every sheet and all house linen to be washed at least once in every week.
- (j) Furnish every sleeping apartment with a sufficient number of toilet utensils and bedsteads, and sufficient bedding so that each bed shall be provided with a mattress, two sheets, a blanket or rug, and in winter time not less than one additional blanket or rug.
- (k) Cause the doors and windows of every sleeping apartment to be opened and kept fully opened for at least four hours during each day.
- (l) Cause the bed clothes of every bed to be removed therefrom as soon as conveniently may be after each bed shall have been vacated by any lodger, and such bed clothes and bed to be freely exposed to the air during two hours at least of each day.
- (m) Cause any room, together with its contents, or any other portion of the premises to be cleansed and disinfected whenever directed so to do by an inspector.
- (n) Exhibit in a suitable and conspicuous position upon the premises copies of all by-laws received from the local authority, so that the contents may be clearly and distinctly legible.
- (o) Permit any inspector or any police officer or constable to inspect any portion of the premises at any time and truthfully answer all inquiries made by such inspector, police officer, or constable.
- (p) Cause any part of his premises or any fittings thereon to be painted at such times and in such manner as is directed by the medical officer.

16. The keeper of every lodginghouse shall prevent all bedding, linen, blankets, and other similar articles which have been used by a person suffering from an infectious disease, from coming in contact with similar articles used by other inmates of the premises, and shall forthwith efficiently disinfect all such articles, and in the course of such disinfection shall obey any directions issued by the Medical Officer or an inspector.

17. The keeper of every lodginghouse shall, so soon as it comes to his knowledge that any person on the premises is suffering from an infectious disease, effectively isolate such person, and he shall provide separate knives, forks, spoons, plates, and other articles used in the consumption of food for the use of such persons, and such articles shall immediately after use be efficiently disinfected.

18. The keeper of every lodginghouse shall, immediately upon the vacating of any room which has been occupied by a person suffering from an infectious disease, effectively disinfect such room, and shall take such other measures in respect of such room or the contents thereof as an inspector may direct.

19. The keeper of every lodginghouse shall provide and maintain fire-extinguishing appliances of the number and pattern, and situated in such position as the local authority may direct.

20. The keeper of every lodginghouse licensed to accommodate more than twenty-five people above the ground floor shall provide, on each floor above the ground floor, at least one stairway leading from such floor to the floor below, other than the main stairway, so situated and constructed of fire-resisting material as may be directed by the local authority.

21. No premises shall be registered as a lodginghouse unless—

- (a) The external walls and roof thereof are weatherproof and water-tight.
- (b) Every wall, including every partition wall, is provided with a damp-proof course.
- (c) Every part of the floor, if of wood, is at least twelve inches above the surface of the ground; or if of concrete, the upper surface shall be at least three inches above the surface of the ground.
- (d) Every internal wall is completed from floor to ceiling.
- (e) Every passage is at least four feet in width.
- (f) Every main stairway is at least four feet in width, the risers not greater than six and a half inches in height, and the treads not less than ten inches in width, and every such stairway shall be free from winders.
- (g) Every stairflight is provided with handrails on both sides thereof, the handrail to be two feet eight inches above the nosing of the treads.
- (h) Separate sanitary conveniences are provided for each sex, and so situated and screened as to insure sufficient privacy.
- (i) Each such convenience, during the hours of darkness, is sufficiently lighted by artificial light.
- (j) The inner surfaces of all walls are so constructed that they can, without sustaining injury, be washed.

22. Every keeper of a lodginghouse shall take such measures for the destruction of vermin as may be directed by an inspector.

Penalties for Breaches of By-laws.

23. When anything by this part of the by-laws is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of a breach of this part of the said by-laws. And every person guilty of a breach of this part of the said by-laws shall be liable, for every such offence, besides any costs or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding Twenty pounds for every breach of any such by-law or to a penalty not exceeding Two pounds for each day during which such breach shall be committed or continued and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law, or in the execution of any work directed to be executed and not so executed.

Schedule "A."

(By-law 1.)

Form of Application for Registration of a Lodginghouse.

To the Secretary Local Health Authority,

I,....., hereby make application for the registration of the premises described hereunder as a Lodginghouse, and the entry of my name as the keeper thereof:—

Situation of premises.....
 Materials of construction.....
 Maximum number of lodgers to be accommodated.....

Particulars to be given in respect of each room to be used by lodgers as a sleeping apartment	No. of Room.	Measurement in feet—length, width, height.	Cubic capacity, in feet.	No. of Boarders.

(Signature).....

(Address).....

Date....., 19....

Schedule "B."

(By-law 1.)

Form of Certificate of Registration of a Lodginghouse.

This is to certify that the premises situate at.....are registered as a Lodginghouse, and the name of.....is entered as the keeper thereof.

The maximum number of lodgers shall be accommodated as under:—

Room No.	No. of Lodgers.

Dated....., 19....

Secretary.

Schedule "C."

(By-law 2.)

Scale of Fees to be Paid on Registration and Annually Thereafter by Keepers of Lodginghouses.

	s.	d.
When the maximum number of lodgers to be accommodated does not exceed 20	10	0
When the maximum number of lodgers to be accommodated exceeds 20	20	0

Schedule "D."

(By-law 5.)

.....Local Health Authority.

Lodginghouse situate at.....

This room (number.....) is registered to accommodate.....persons.

By order.

Schedule "E."

(By-law 5.)

Form of Notice of Variation of Number of Lodgers to be Accommodated at a Lodginghouse.

To.....

of.....

You are hereby given notice that in connection with the Lodginghouse situate at.....and of which you are the keeper, the number of lodgers to be accommodated in the rooms specified hereunder shall, on and after the..... day of....., 19 , be as prescribed herein:—

Number of Room.	Number of Lodgers.

Dated.....19 .

Secretary.

PART VI.—BOARDING-HOUSES.

1. Every person applying to be registered as a keeper of a boarding-house shall make such application in the form of Schedule "A" hereto, and upon the granting of such application he shall receive from the local authority a certificate in the form of Schedule "B."

2. Every such registration shall operate only during the current calendar year, and after the thirty-first day of December of that year the premises shall, unless registered, become unregistered.

3. Every such person shall annually, in the first week of January, make application for the renewal of registration of his premises, and with every application made under this or the preceding by-law shall lodge a fee as prescribed by Schedule "C" hereto: Provided that if the registration for any year shall commence on or after the first day of July of that year only one-half of the prescribed fee shall be paid by the applicant.

4. No keeper of a boarding-house shall permit a greater number of persons to occupy any sleeping apartment in such house at any one time than will admit of each such person having at least five hundred cubic feet of air space.

For the purpose of this clause two children under ten years of age shall be counted as one person.

5. No house shall be registered as a boarding-house unless each room intended for use as a sleeping apartment for boarders shall bear a distinguishing number, and the keeper of such house shall cause such distinguishing number to be conspicuously printed in two-inch figures on each side of the room door.

6. The local authority may from time to time vary the number of boarders to be received into each separate room used as a sleeping apartment, and a notice shall be served on the keeper of such boarding-house specifying such varied number of boarders, and such keeper shall not allow a greater number of boarders into such room than is specified in such notice, after the time stated therein.

7. No keeper of a boarding-house shall permit any room to be used as a sleeping apartment for boarders other than a room certified for that purpose.

8. No keeper of a boarding-house shall make any alterations to any such room except with the consent of the local authority.

9. No room shall be registered as a sleeping apartment for boarders if it be situated in a basement or below the level of the ground, or if it be used as a kitchen, dining or general sitting room, or unless such room is lit by windows having a ratio of not less than one square foot of glass to each ten square feet of floor area.

10. No room shall be certified as a sleeping apartment for boarders unless such room is sufficiently ventilated, and the keeper shall maintain all such means of ventilation as have been approved in good order and efficient action.

11. No keeper of a boarding-house shall cause or allow any boarder to occupy any bed in such house after such bed shall have been vacated by the last preceding occupant thereof, unless such bed shall be provided with fresh bed linen.

12. No keeper of a boarding-house shall absent himself from such house unless he leaves some reputable person in charge thereof.

13. The keeper of every boarding-house shall—

- (a) Cause the floor of every room or passage and every stair in such house to be kept thoroughly clean, and to be at least once a week thoroughly washed.
- (b) Cause the yard and out-premises to be swept daily, and to be kept at all times clean and free from filth.
- (c) Cause the seat and floor of every privy on his premises to be scrubbed and washed daily, and the walls to be limewashed at least once in each month.
- (d) Cause every window, every fixture, or fitting of wood, stone, or metal, and every painted surface in such house to be thoroughly cleansed at least once a week or so much more frequently as may be directed by an inspector.
- (e) Provide a sufficient number of lavatory appliances and clean towels, and a sufficient quantity of clean water and soap for ablutionary purposes.
- (f) Disinfect such towels as may be required by an inspector.
- (g) Cause all faeces, urine, or other refuse to be removed from every room once at least in every day before the hour of ten in the forenoon, and every vessel, utensil, or other receptacle for such faeces, urine, or refuse shall be thoroughly cleansed at least once in every day.
- (h) Cause all beds, bedsteads, blankets, rugs, covers, sheets, towels and house linen to be kept clean, free from vermin, and in a wholesome condition.
- (i) Cause every sheet and all household linen to be washed at least once in every week.
- (j) Furnish every sleeping apartment with a sufficient number of toilet utensils and bedsteads, and sufficient bedding so that each bed shall be provided with a mattress, two sheets, a blanket or rug, and in winter time not less than one additional blanket or rug.
- (k) Cause the doors and windows of every sleeping apartment to be opened and kept fully open for at least four hours during each day.
- (l) Cause the bed clothes of every bed to be removed therefrom as soon as conveniently may be after each bed shall have been vacated by any boarder, and such bed clothes and bed to be freely exposed to the air during two hours at least of each day.
- (m) Cause any room, together with its contents, or any other portion of the premises, to be cleansed and disinfected whenever directed so to do by an inspector.
- (n) Exhibit in a suitable and conspicuous position upon the premises copies of all by-laws received from the local authority, so that the contents may be clearly and distinctly legible.
- (o) Cause any part of his premises or any fittings thereon to be painted at such times and in such manner as is directed by an inspector.

14. The keeper of every boarding-house shall prevent bedding, all linen, blankets, and other similar articles which have been used by a person suffering from an infectious disease from coming in contact with similar articles used by other inmates of the premises, and shall forthwith efficiently disinfect all such articles, and in so doing shall obey any directions given by the medical officer or by an inspector.

15. The keeper of every boarding-house shall, so soon as it comes to his knowledge that any person on the premises is suffering from an infectious disease, effectively isolate such person until removed to some hospital, and he shall provide separate knives, forks, spoons, plates, and other articles used in the consumption of food for the use of such person, and such articles shall, immediately after use, be efficiently disinfected.

16. The keeper of every boarding-house shall, immediately upon the vacating of any room which has been occupied by a person suffering from an infectious disease, effectively disinfect such room, and shall take such other measures in respect of such room or the contents thereof as an inspector may direct.

17. The keeper of every boarding-house shall provide and maintain fire-extinguishing appliances of the number and pattern and situated in such position as the local authority may direct.

18. The keeper of every boarding-house licensed to accommodate more than twenty-five people above the ground floor shall provide on each floor above the ground floor at least one stairway leading from such floor to the floor immediately below other than the main stairway, so situated and constructed of fire-resisting material as may be directed by the local authority.

19. No premises shall be registered as a boarding-house unless—

- (a) the external walls and roof thereof are weather-proof and water-tight;
- (b) every wall, including every partition wall, is provided with a damp-proof course;
- (c) every part of the floor, if of wood, is at least twelve inches above the surface of the ground; if of concrete, then the upper surface shall be not less than three inches above the ground;
- (d) every internal wall is complete from the floor to ceiling;
- (e) every passage is at least four feet in width;
- (f) every main stairway is at least four feet in width; the risers not greater than six and a half inches in height, and the treads not less than ten inches in width, and every such stairway shall be free from winders;
- (g) every stairway is provided with handrails on both sides thereof, the handrail to be two feet eight inches above the nosing of the treads;
- (h) separate sanitary conveniences are provided for each sex, and so situated and screened as to ensure sufficient privacy.
- (i) each such convenience during the hours of darkness is sufficiently lighted by artificial light;
- (j) the inner surface of all walls is so constructed that they can, without sustaining injury, be washed.

20. Every keeper of a boarding-house shall take such measures for the destruction of vermin as may be directed by an inspector.

Penalties for Breaches of By-laws.

21. Where anything by this part of the by-laws is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of a breach of this part of the said by-laws. And every person guilty of a breach of this part of the said by-laws shall be liable, for every such offence, besides any costs or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding Twenty pounds for every breach of any such by-law, or to a penalty not exceeding Two pounds for each day during which such breach shall be committed or continued, and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law, or in the execution of any work directed to be executed and not so executed.

Schedule "A."

(By-law 1.)

Form of Application for Registration of a Boarding-house.

To the Secretary Local Health Authority,

I,....., hereby make application for the registration of the premises described hereunder as a Boarding-house, and the entry of my name as the keeper thereof:—

- Situation of premises.....
- Materials of construction.....
- Maximum number of boarders to be accommodated.....
-

Particulars to be given in respect of each room to be used by lodgers as a sleeping apartment	No. of Room.	Measurement in feet—length, width, height.	Cubic capacity, in feet.	No. of Boarders.

(Signature).....
 (Address).....

Dated....., 19 .

Schedule "B."
(By-law 1.)

Form of Certificate of Registration of a Boarding-house.

This is to certify that the premises situate at.....are registered as a Boarding-house, and the name of.....is entered as the keeper thereof.

The maximum number of boarders accommodated shall be as under:—

Room No.	Number of Boarders.

Dated....., 19 .

.....
Secretary.

Schedule "C."
(By-law 2.)

Scale of Fees to be Paid on Registration and Annually Thereafter by
Keepers of Boarding-houses.

	s.	d.
When the maximum number of lodgers to be accommodated does not exceed 20	10	0
When the maximum number of lodgers to be accommodated exceeds 20	20	0

PART VII.—FOOD.

General.

1. (a) The occupier of every premises where food is manufactured, prepared, packed, or kept for sale shall maintain such premises, together with all apparatus, instruments, fittings, utensils, and vehicles used in connection with the manufacture, preparation, keeping or transport of food at all times in a clean condition.
(b) Every occupier of such premises shall be responsible for the maintenance in a clean condition of all persons employed by him in the manufacture, preparation, or handling of food, together with the clothing of such persons.
2. The occupier of every such premises shall not conduct on such premises any offensive trade, except such as are specified hereunder:—
Fish curing establishment.
Fish shop;
and then only with the consent of the local authority.
3. The occupier of every such premises shall maintain such premises in such condition as to prevent the ingress or egress or harbourage of rats, and shall take all practicable measures for the destruction of rats and other vermin which may be on his premises.
4. The occupier of every such premises shall, when so ordered by the local authority, pave the floor or such portion thereof as may be directed, with impervious materials, in such manner as is specified in the order; and shall, when so ordered, further provide proper drainage, so that all liquids falling upon such floor shall be conducted to a drain inlet situated outside the building within which the floor is laid.
5. Every occupier of such premises shall, when so ordered by the local authority, line the walls of any such premises, or such portion thereof as may be specified, to such a height from the floor as may be directed.
6. The occupier of every such premises shall cause such premises to comply with the following conditions:—
(a) Every room which is used in connection with the manufacture, preparation, or keeping of food shall be properly ceiled.
(b) Every such room shall be provided with natural light in the ratio of one square foot of window area to every ten square feet of floor area.
(c) Every such room shall be efficiently ventilated by through ventilation.
(d) Every such room shall be provided with effective sub-floor ventilation, unless the floor be of concrete or similar impervious material.
(e) All offensive material or trade refuse produced upon such premises shall be immediately placed in an impervious receptacle, provided with a tight-fitting cover, and the contents of such receptacle shall be removed at least once in each week, or with such greater frequency as may be directed by an inspector, and
(f) Every such receptacle shall, after each emptying, be thoroughly cleansed.
7. Every occupier of any such premises shall cause all food which is ordinarily consumed in the condition in which it is sold to be protected from contamination by flies or dust, by one of the following methods:—
(a) Cause all such foods to be kept in enclosures covered by glass or fine-mesh wire gauze.
(b) Cover all door and window openings, and other apertures on the premises with screens of fine-mesh wire gauze, and fit all doors so that they are self-closing.

Every such occupier shall maintain the fittings provided under this by-law at all times in good order and repair.

8. Every occupier of such premises shall provide for use by his employees wash-hand basins in the ratio of one to every ten employees, and shall maintain a supply of soap and clean towels in connection with such basins.

Every occupier of such premises shall provide an efficient supply of wholesome water.

9. The occupier of any such premises shall not permit any sanitary convenience to be situated in any room where food is manufactured, prepared, or kept; and any sanitary convenience and also any stable shall be so situated as to be completely cut off from any such room by cross ventilation.

10. The occupier of every such premises shall provide a receptacle in which any food withdrawn from sale shall be immediately placed, and any food, not within such receptacle shall be deemed to be exposed for sale.

11. No person shall use any place for or in connection with the sale, manufacture, preparation, storage, or packing of any food for sale, which is at any time used as a sleeping or living apartment, or which communicates directly with a sleeping apartment, or in which anything is kept, or any animal allowed to be, or in which any work is carried on which would be likely to contaminate such food or injuriously affect its wholesomeness or cleanliness.

12. No person shall deposit any vegetable or other food intended for sale for human consumption upon the floor of any premises, and all such deposits shall be kept at least nine inches clear of such floor in such a way that there is a clear space between the floor and the underside of the staging or support upon which the deposits are kept.

13. No person shall use or permit to be used any cellar for the storage or preparation of food, unless with the written consent of the local authority.

14. No person who sells bread, meat, fish or milk, and no employee of any such person shall change or receive from a purchaser any bread, meat, fish, or milk which has previously been delivered to such purchaser unless for the reason that such food is unwholesome, and whenever any food is so changed or received it shall be immediately destroyed or placed in a refuse receptacle.

15. No person shall enclose or carry or store wheat, oats, maize, potatoes, onions, fruit, or any other article of food whatsoever in any bag or sack or similar receptacle which has at any time contained or has been used for the conveyance of bone dust or superphosphate, or any other manner or mixture of manures, unless such bags or sacks have first been thoroughly washed.

16. No person shall use or permit to be used in connection with the conveyance or storage of any milk, beer, or other food, any vessel or pipe composed wholly or in part of lead or zinc, unless all internal surfaces are completely covered with a lining of tin, glass, or other covering sufficient to prevent any metallic contamination.

16A. No person shall apply arsenic or lead, either as a spray or powder, or in any other form whatsoever, to cabbage, cauliflower, or any other plant of the Brassica family, within four weeks of cutting for sale.

No person shall sell, or attempt to sell, or receive for sale, or have in possession for sale, expose, send, forward, or deliver for sale any cabbage, cauliflower, or any other plant of the Brassica family which has adhering to it or upon any part of it any arsenic or lead or any other poisonous or deleterious substance of any kind whatsoever.

No person shall sell or attempt to sell, or receive for sale, or have in possession for sale, exposed, send, forward, or deliver for sale any fruit of any kind whatsoever which has adhering to it or upon it any arsenic or lead.

No person shall send any fruit or any vegetable to market for sale unless and until it is clean and free from any spray residue or any other foreign substance which is deleterious, objectionable, or injurious to health.

Provided that, where an auctioneer or other agent has received in bulk from the owner thereof any fruit or vegetable to which this by-law applies, for the purpose of selling such fruit or vegetable wholesale on behalf of such owner, and thereafter sells or has in his possession such fruit or vegetable in the container in which he received such fruit or vegetable from the owner as aforesaid, then, notwithstanding that such fruit or vegetable is found to have adhering to it any arsenic or lead or other poisonous or foreign substance which is deleterious, objectionable or injurious to health, such auctioneer or other agent shall not be liable for any offence under this by-law if he furnishes when requested to do so, to the Commissioner of Public Health, or to any health inspector, the name and address of the owner from whom he received the said fruit or vegetable and satisfies the said Commissioner or the said health inspector that such fruit or vegetable was sold wholesale, or is held by him for sale wholesale in the container in which the same was received by him from the owner as aforesaid.

Unsuitable Premises.

17. The owner or occupier of premises used for the manufacture, preparation, or storage of any food for sale which by reason of their situation, construction, or disrepair are such as in the opinion of an inspector to render possible contamination of such food shall, on receipt of a notice from the local authority requiring him so to do, cease to use, or shall reconstruct, or shall repair the premises as directed in and within the times specified in the notice.

18. The occupier of any premises on which food is manufactured, prepared, or kept shall, when required by an inspector, conspicuously display on his premises in such position or positions as may be selected by an inspector, a copy, as supplied by the local authority, of these by-laws or any portion thereof.

Cleansing of Drinking Vessels.

19. The occupier of every public house, public bar, refreshment room, drinking booth, or other public place of refreshment where drinking vessels are used, shall provide to the satisfaction of an inspector a proper water supply and sufficient utensils for the proper cleansing of all such drinking vessels.

Every such occupier shall cause every drinking vessel, after use by any person, to be thoroughly cleansed in running water.

Transport.

20. (a) Every person engaged in selling or carrying food shall cause all food in course of delivery or transport not otherwise packed to be protected as far as practicable from contamination. Provided that nothing but new clean white or brown paper shall be used as a wrapping for meat, fish, or bread.
- (b) No such person shall permit any vehicle used in the transport or carriage of food to be used also for the transport of offensive material.
- (c) Every such person shall cause all such vehicles when not in use for the carriage or transport of food, to be so placed as not to be liable to contamination.
- (d) No person engaged in transporting or carrying food shall sit upon such food.
- (e) Every person engaged in selling or carrying bread shall cause all bread in course of transport to be carried in weatherproof covered vehicles, or containers constructed in such a manner as to thoroughly protect such bread from flies and dust.

Butchers' Small Goods Premises.

21. No person shall use, or suffer to be used, any room or place for the boning, curing, canning, salting, mincing or other similar process of preparation of the meat or fat of animals for sale for human food, except it be provided with a floor of tiles, cement, mineral asphalt, or some other material impervious to water, having a smooth surface and graded and drained so that all liquids spilt on it may flow off it without impediment. If any such floor be constructed of tiles, the joints between the tiles shall be of material which is impervious to water. Such floors shall at all times be kept in good repair, smooth, and free from cracks and inequalities.
22. No person shall use or suffer to be used any such floor as referred to in the preceding paragraph, unless it be free from accumulations of dirt, fat, grease, or debris of meat, and such floor shall be cleaned at least once daily at the close of work.
23. No person shall keep or suffer to remain any bones or waste matter of any kind for longer than eight hours in any room in which any process of preparation of meat or of fat for sale for human foods is, or usually is, carried on.
24. No person shall use or suffer to be used any room or place for the boning, canning, salting, mincing, or other similar process of preparation of meat or fat of animals for human food, unless its internal walls are constructed of bricks, tiles, stone, cement, or other material impervious to water, which shall at all times be kept clean, either by washing with water, or by linewashing from time to time. Provided that such walls may be constructed of wood, if the internal surfaces be covered with smooth iron, painted white, to a height of six feet from the floor, and if the portion of the walls above the iron be kept clean, either by painting white and washing from time to time or by linewashing from time to time.
25. No person shall, in connection with the pickling of meat, use any pump constructed wholly or partly of brass, but such person shall only use a pump made of nickel or galvanised iron.
26. The occupier of any such premises shall cause the brine or pickle to be removed as often as is necessary to prevent it from becoming offensive.
27. No person shall permit any dog to enter any premises used for the storage, sale or preparation of fresh meat.
28. The occupier of any premises, or stall, and the driver of any vehicle used for or in connection with the sale of fresh, frozen, or chilled meat shall not permit any person other than an employee or an inspector to handle or touch any such meat.

Meat.

29. (a) Every vehicle used in the transport of meat (excepting butchers' delivery vehicles used for delivery of cut joints to householders and vehicles used by the producers for the conveyance of carcase meat to the market) shall conform with the following:—
- (i) The vehicle shall be completely enclosed so as to protect the meat from the weather and from flies and dust.
 - (ii) The vehicle shall be constructed of wood or metal, and all internal surfaces shall be finished to a smooth surface.
 - (iii) The vehicle shall be properly ventilated.
 - (iv) The vehicle shall be provided with rails and hooks secured to the upper portion thereof, and shall be of ample proportions so that meat hung on such hooks shall be clear of the floor.
 - (v) No meat (except edible offal) shall be placed on the floor of the vehicle.
 - (vi) Edible offal, when carried on the floor, shall be contained in impervious containers.
 - (vii) The vehicle, edible offal containers, hooks, and rails shall at all times be kept in a thoroughly clean condition.
- (b) No vehicle used for the transport of meat shall be used at any time for the transport of any offensive matter.
- (c) No meat shall be carried on any railway, except in trucks provided for that purpose, or unless such meat is hung on hooks and is clear of the floor.
- (d) Any person engaged or employed in the transport or delivery of carcase meat shall at all times when so engaged wear a cap with a detachable covering made of durable washable material, and an overall coat of durable washing material, which shall completely cover his clothes. He shall cause such cap covering and overall to be kept at all times in a thoroughly clean condition.
- (e) (i) Butchers' delivery vehicles shall be completely enclosed to protect the meat from the weather, flies, and dust. The vehicle shall be constructed of wood or metal, and all internal portions finished to a smooth surface.
- (ii) They shall be properly ventilated. The floor of such vehicles shall be constructed of or completely covered with a smooth impervious metal.

(f) Butchers' cutting carts shall be constructed in a similar manner as specified for butchers' delivery carts, but shall be of ample dimensions to permit all carcase meat to be hung on hooks affixed to the roof of such vehicle. All carcase meat shall be hung on such hooks, in such manner that the meat is clear of the floor. Carcase meat in this clause shall mean any quarter or more of any carcase.

(g) All carcase meat conveyed by producers to the market shall be completely covered with clean canvas or other wrappings, approved by the inspector, in such manner as thoroughly to protect such meat from flies and dust.

(h) In this by-law the word "producer" shall mean a person who delivers to the market carcasses of animals reared or produced on his own farm or property.

Milk—Sale and Delivery of.

30. No person shall allow his hands or any part of his body to come in contact with any milk for sale.

31. No person shall apply to his mouth any vessel or utensils which contains milk, or which comes into contact with any milk for sale.

32. No person shall keep, store, carry, or place or suffer to be kept, stored, carried, or placed any milk for sale or in course of delivery to any customer, so as to be exposed to flies or dust, or so as to be accessible to any animal.

33. No person shall suffer the interior of any vessel used for containing or for measuring milk to be exposed to flies or dust.

34. No person shall keep, measure, carry, or deliver any milk for sale, or cause or suffer any such milk to be kept, measured, carried, or delivered in any vessel which is not clean.

35. No person shall use any vessel with rough or torn edges or surface for containing, measuring, or carrying any milk for sale or for delivery to any customer.

36. No person shall store, keep, or sell milk in any place in which is stored, kept, or sold any kerosene, vegetables, fish, meat (except meat in hermetically sealed tins), or any other substance by which milk is, or is liable to be, contaminated or adversely affected.

37. No person shall use or suffer or cause to be used, for closing or for helping to close, any churn, tin, or other vessel containing milk for sale, any rag, canvas, paper, wood, or other absorbent material.

38. No person shall use any vessel unless it is in such a state of repair as to be free from dents which may interfere with the thorough and easy cleansing of such vessel, or in which the timing has become impaired or defective.

39. Every person who consigns or sells milk in a wholesale quantity to a milk vendor for retail sale shall prior to despatch cause the cans or other receptacles in which it is conveyed, to be securely closed by means of a leaden seal, or a lock, or by other means, unless such milk be delivered personally by the producer or owner thereof to the retail vendor.

40. No person shall transfer any milk, condensed or concentrated milk or cream from one vessel to another vessel on any street or public place, except when transferred to the vessel of the producer for immediate delivery to the customer.

41. No person shall permit any vessel containing milk or cream for sale to remain in any public place, or in any such position where the contents of such can may be exposed to the heat of the sun.

42. Every person selling or delivering milk for sale shall cause all cans, bottles or other vessels used in the sale, disposal, or delivery of milk to be effectually cleansed and sterilised before such cans, bottles, or other vessels are again used.

43. No person shall permit any vessel which has been handled by any person suffering from any infectious disease to be used to hold or convey milk until such vessel has been thoroughly sterilised, and no person shall remove any can, bottle, or other vessel used for the holding or storage of milk to be removed from any premises at which a case of infectious disease has occurred, until the consent of an inspector has been given.

Providing for the Cleanliness and Freedom from Contamination of Ice-Cream and Ices.

44. No person shall manufacture, store, or deposit for sale any ice-cream or ices, or suffer them to be so manufactured, stored, or deposited in any open shed or enclosed space.

45. No person shall manufacture, store, or deposit any ice-cream or ices for sale or suffer them to be manufactured for sale, stored or deposited in any room or building—

(a) Unless such room or building is provided with tight close-jointed walls and floors.

(b) Unless the internal walls are covered with tiles, smooth iron, or smooth plaster, cement, or wood, painted or colour washed or frequently lime-washed.

(c) Unless the floors are constructed of cement, concrete, tiles, or well smoothed wood.

(d) Unless it is well lighted and ventilated.

(e) Unless all openings are efficiently protected by gauze screens against the ingress of flies and the entry of dust.

46. No person shall manufacture, store, or deposit ice-cream or ices, or suffer or permit them to be manufactured, stored, or deposited in any dwelling room or in any room communicating directly with a privy or water closet, or stable, or within an apartment used for sleeping, or in any room having an opening communicating directly with any drain or sewer.

47. No person engaged in the manufacture or sale of ice-cream or of ices shall suffer his hands or any part of his person to come in contact with any ice-cream or ices.

48. No person shall manufacture, store, or deposit any ice-cream or ices in any vessel which is not clean, and every person engaged in the manufacture or sale of ice-cream or of ices shall at all times maintain all vessels and utensils used for containing or coming into contact with ice-creams or ices, in a condition of cleanliness.

49. No person shall sell any ice-cream or ices which, after having been once frozen, have run down or melted, and which have been again frozen.

50. (a) Every person making or vending ice-cream or ices for sale shall before the first day in October of each year make application for registration in the form of Schedule "A" hereto, and upon the granting of such application by the local authority, a certificate in the form of Schedule "B" hereto shall be issued.

(b) No application shall be granted until the premises occupied by the applicant have been inspected, and found to comply with the provisions of these by-laws.

(c) Every person registered in accordance with this by-law shall notify the local authority of any intended occupation of other premises than those specified on the certificate of registration.

Sale of Food by Itinerant Vendors.

51. (a) No person shall expose or offer or hawk food for sale in any public place, unless such person is licensed by the local authority.

(b) Every person desiring to engage in the trade of an itinerant vendor or hawker of food shall, before so engaging in such trade, or, if already so engaged, then during the first week of October in every year, apply to the local authority in the form of Schedule "C" for a license to carry on such trade, and with such application deposit a fee of five shillings, and upon such application being granted, a license shall be issued in the form of Schedule "D" hereto.

(c) Every license granted under this by-law shall operate only during the period ended the thirtieth day of September next succeeding the date of issue, and after the said thirtieth day of September shall cease to be in force.

52. Every person engaging in the trade of an itinerant vendor or hawker of food shall comply with the following conditions:—

(a) He shall cause all food usually consumed in the condition in which it is sold to be protected from contamination by flies and dust by means of screens composed of glass or fine meshed wire gauze, or other material approved by an inspector.

(b) He shall not permit any other person to handle or touch any food on his vehicle.

(c) He shall maintain his clothing and his person at all times in a clean condition.

Aerated Waters, Temperance Drinks, Cordials, and Syrups.

53. Every person who makes or offers for sale any aerated water, temperance drinks, cordials, and syrups, shall, on the coming into operation of this by-law, at once apply to the local authority in the form of Schedule "A" hereto for registration, and upon such application being granted shall receive a certificate in the form of Schedule "B."

54. (a) Every person who, subsequent to the coming into operation of this by-law, desires to carry on the trade of a maker or vendor of aerated waters, temperance drinks, cordials, and syrups, shall before commencing such trade apply for registration in the same manner as provided in the preceding by-law.

(b) Every registration effected under this and the preceding by-law shall operate only during the period ending with the thirtieth day of September, succeeding the date of issue, and after the said thirtieth day of September every such registration shall cease to be in operation.

55. The occupier of any premises used for the manufacture of aerated waters, temperance drinks, cordials, and syrups shall comply with the following conditions:—

(a) The floors of such premises shall be of approved construction and materials, and shall have a sufficient fall to a trapped gully or other approved receptacle outside the building, and such floors shall be thoroughly washed down daily.

(b) All yards adjoining, and sheds and outbuildings appurtenant to such buildings shall be kept clean and free from any rubbish, garbage, or offensive material.

(c) All tanks (or other receptacles) in which water is stored, and which is intended to be used in the manufacture, shall be provided with an impervious tightly-fitting cover, which shall always be kept in position; such tanks or other receptacle shall be emptied and cleansed through-out at least once in every twelve months.

(d) If filtering apparatus of any design is provided for filtering water before use, it must be cleaned and boiled at least once weekly.

Cleansing Bottles.

(e) Between each time of filling, bottles must be soaked in a trough of water, must be thoroughly cleansed out with a brush, must be well rinsed by being placed in a vertical position over a jet of water, and must be drained after rinsing and before filling.

(f) If bottles are not filled within twenty-four hours after being cleansed, they must be kept mouth downwards until used.

(g) The water in which water bottles are soaked before they are brush-cleansed must be changed at least once daily.

(h) No lead pipe shall be used for conveying any part of the material, either gaseous or liquid, which enters into the composition of the cordials, unless it is lined with tin or other approved materials.

- (i) Syrups must be stored in well-made, impervious receptacles, with an impervious tight-fitting cover.
- (j) All receptacles in which syrups are stored must be cleansed thoroughly with hot water and soda, or with superheated steam, at least once weekly between 1st October and 31st March, and at least once monthly between 1st April and 30th September.

Bake Houses.

56. Every person carrying on the trade of a baker shall, in addition to the foregoing general by-laws, comply with the following conditions:—

- (a) He shall not permit any dog or other animal to be within the bake house.
- (b) He shall not permit the bake house to be used for any other purpose than as a bake house.
- (c) He shall not permit any person to smoke or expectorate in the bake house.
- (d) He shall cause the floor of the bake house to be constructed of granolithic or other impervious material approved and laid in such a manner as is approved by the local authority.
- (e) He shall cause all flour intended to be used in connection with his trade to be so stored as to prevent it being contaminated and be protected from rats and vermin.

Markets.

57. The occupier of any market or portion of any market shall not deposit or permit to be deposited any vegetable or other foodstuffs upon the floor, but all such vegetables and other foodstuffs shall be deposited upon a wooden staging, the under surface of which shall be at least nine inches above the floor, the space between the floor and the staging being entirely open for inspection and cleansing.

Refrigerating Works—Cold Stores.

58. (a) The owner, occupier, or manager of any refrigerating works, or cold stores, which are at any time used for the storage of food, shall maintain his premises in a clean condition throughout.

(b) He shall at least twice in each year in the months of April and October thoroughly cleanse every cold chamber on his premises, and shall cause every part of the interior walls of every such chamber to be lime-washed at least once in every three months.

(c) He shall not permit any food to be stored on the floor of any chamber.

(d) He shall not receive any unsound meat or offal or offensive material on his premises to be stored, nor shall he permit any such unsound meat, offal or offensive material to remain in any chamber.

(e) He shall not permit the use of any straw upon the floor of any chamber.

(f) He shall not permit any brine tub to be in any chamber.

(g) He shall keep upon the premises duplicate keys of every chamber, and shall on demand by an inspector, permit such inspector to have access to any chamber.

(h) He shall provide means of artificial light, so as to permit efficient inspection of the contents of any chamber.

Hotels, Boarding and Lodging Houses, Restaurants, and Eating Houses and Cooked Meat Shops.

59. Every keeper of any such premises shall cause the premises to be maintained at all times in a clean and sanitary condition.

60. The keeper of such premises shall provide a sufficient number of approved impervious receptacles with close fitting covers for the reception of food scraps and trade waste, and shall not permit or suffer such food scraps or trade waste to be placed elsewhere than in such receptacles. He shall cause such receptacles to be kept at all times in a clean and wholesome state.

61. The keeper shall cause the grease trap, where one is provided, to be kept at all times in a sanitary condition and shall cause the trap to be cleansed daily and all grease removed therefrom.

62. The keeper shall not suffer or permit pigwash to be removed from his premises between the hours of 9 a.m. and 8 p.m., and in cases where food waste is disposed of to contractors, the keeper shall be held responsible that duplicate receptacles are provided for interchange with the full receptacle removed so that those removed shall be replaced by a clean washed and disinfected set.

63. The keeper shall cause all sanitary conveniences upon or in connection with his premises to be kept at all times in a scrupulously clean condition, and shall provide a plentiful supply of approved deodorant therein.

64. The keeper shall provide sufficient means of ablution with clean towels and soap for the use of employees, and he shall be responsible that employees handling food wash their hands before so doing.

65. The keeper shall not permit or suffer to be occupied as a sleeping place any room which is in direct communication with any dining room, kitchen or other place used for the preparation or storage of foodstuffs.

66. The keeper shall cause any ice chest used upon his premises to be kept at all times in a sweet and wholesome condition, and if meat is stored in any such chest it shall be kept exclusively for that purpose.

67. The keeper shall cause all foodstuffs to be stored in such a place and manner as to prevent contamination from flies, dust, and vermin.

68. The keeper shall not suffer to be used in the preparation of food any tinned milks, fruits, jam, or fish, which upon opening show any signs of decomposition, fermentation or alteration in appearance of contents, and no bad eggs or rancid butter shall be used in the preparation of foods.

69. Employees shall be always cleanly in their person and shall not smoke nor expectorate within any dining room or kitchen appurtenant thereto.

70. The keeper shall adopt such means as will ensure the destruction of rats and vermin upon his premises as will prevent their harbourage therein, and shall keep baited and set rat-traps as directed by the inspector.

71. The keeper shall cause all means of drainage upon or in connection with his premises to be maintained at all times in good repair and efficient action.

72. The keeper shall cause all sink wastes to be trapped and to discharge over properly trapped gullies or a channel leading to a gully in the open air. No opening to a drain or drain inlet shall be within any kitchen or scullery.

Penalties for Breaches of By-laws.

73. Where anything by this part of the by-laws is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of a breach of this part of the said by-laws. And every person guilty of a breach of this part of the said by-laws shall be liable, for every offence, besides any costs or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding Twenty pounds for every breach of any such by-law, or to a penalty not exceeding Two pounds for each day during which such breach shall be committed or continued and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law or in execution of any work directed to be executed and not so executed.

Schedule "A."

Maker or Vendor of Ice Cream, Ices, Aerated Waters, Temperance Drinks, Cordials and Syrups.

Form of Application for Registration as.....
Name of applicant (in full).....
Trade in respect of which application is made.....
Situation of premises on which trade is or is to be carried on.....
Signature of applicant.....
Dated.....

Schedule "B."

..... Local Health Authority.
maker
..... is hereby registered as a of
vendor
in respect of premises situate at.....
Secretary.
Dated.....

Schedule "C."

Application for License as Itinerant Vendor of Food.
Name (in full) of applicant.....
Place of Residence.....
District in which applicant desires to be licensed.....
Place where vehicle and trade utensils are stored.....
Place where stock of food for sale is stored.....
Signature of applicant.
Date.....

Schedule "D."

License as Itinerant Vendor of Food.
..... of is hereby licensed as
an itinerant vendor of food within the Health District of.....
Secretary.
Dated.....

PART VIII.—BARBERS' SHOPS AND HAIRDRESSING ESTABLISHMENTS.

- 1. Every person carrying on the business of a barber or hairdresser shall comply with the following by-laws:—
(a) There shall be kept at all times on the premises in each room in which the business is carried on a vessel containing at least one gallon of disinfecting solution hereinafter called "disinfecting solution" equal in strength to a 5 per cent. solution of carbolic acid.
(b) All razors, scissors, clippers and combs in general use shall be sterilised by immersion in the disinfecting solution before and after using or clippers may be so sterilised by being held in a flame.

- (c) Hair brushes in general use shall, after each use, be immersed in the disinfecting solution and afterwards rinsed in clean water.
- (d) Shaving brushes in common use shall, after each use, be first cleansed in very hot water and afterwards immersed in the disinfecting solution.
- (e) Rotary or machine brushes shall not be used.
- (f) An antiseptic soap powder shall be used to produce lather for shaving; boiling water shall be allowed to run on the lather brush, and then the soap powder sprinkled on it before application to the face.
- (g) Powder shall only be applied by a blower or absorbent cotton which shall be used for one person only.
- (h) Before passing from one customer to another the operator shall wash his hands, using disinfecting soap and a nail brush.
- (i) For the purpose of stopping the flow of blood, or for treatment of an abrasion, calcined alum shall be applied on a pad of cotton wool, which pad shall be destroyed immediately after use; an alum stick shall not be used.
- (j) Vaseline shall only be used from a squeeze tube.
- (k) No sponge shall be used.
- (l) Razor strops shall only be used for razors which have been disinfected since being used.
- (m) The haircutting wrapper shall be placed only around the shoulders of customers, and fastened with a safety pin or other device at the back, and clean towels or absorbent wool shall be used about the neck to prevent the hair from falling inside the clothing.
- (n) The outer garment of each operator shall be of a washable white material; the sleeves shall be comparatively short.
- (o) Where the steaming towel is used, a clean one shall be used for each customer.
- (p) At least once daily the floor shall be sprinkled and swept.
- (q) the premises, their fittings and equipment shall be maintained at all times in a thoroughly clean condition.
- (r) All shelves, fittings, and tables on which instruments are placed shall be of glass, marble, slate, or other impervious material.
- (s) A fresh piece of paper or clean linen shall be placed on the back of the chair or on the rest for each customer.
- (t) Hair clippings falling on the floor shall be immediately swept together, and placed in an impervious receptacle with a tightly fitting cover.
- (u) Each basin shall be provided with a properly trapped waste-pipe and a supply of water.
- (v) In the case of any person obviously suffering from skin disease of the face or head, special instruments shall be employed, and these must be immediately immersed in the disinfecting solution for a period of not less than five minutes.
- (w) Two impervious receptacles provided with tight-fitting covers shall be provided; into the one all towels immediately after use shall be placed, together with other soiled linen; into the other shall be placed all hair clippings and other trade refuse.

2. No person shall spit upon the floor of any barber's shop or hairdressing establishment.

3. The Medical Officer or inspector may at all reasonable times enter and inspect any premises used for the purpose of the trade of a barber or hairdresser, and may inspect or remove for the purpose of examination any brush, comb, razor, clippers, or other instrument or appliance, or any towel or other thing therein which may be suspected, on reasonable grounds, of being contaminated with the infection of any contagious or infectious disease, provided that when any such article is so removed, a written receipt therefor shall be furnished to the occupier by the Medical Officer or inspector, and the article shall be returned by such officer within a period of three days.

4. Every person who enters a barber's shop or hairdressing establishment for the purpose of being attended to shall, if he be suffering from any infectious disease, or any eruption of the skin of the face, neck, or head, notify the operator before taking his place in the chair.

5. A printed copy of the foregoing shall be conspicuously displayed in every barber's shop and hairdressing establishment in the district.

Penalties for breaches of By-laws.

6. Where anything by this part of the by-laws is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of a breach of this part of the said by-laws. And every person guilty of a breach of this part of the said by-laws shall be liable for every such offence, besides any costs or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding Twenty pounds for every breach of any such by-law, or to a penalty not exceeding Two pounds for each day during which such breach shall be committed or continued, and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law, or in the execution of any work directed to be executed and not so executed.

PART IX.—OFFENSIVE TRADES.

- Section A.—General.
 Section B.—Slaughter-houses.
 Section C.—Piggeries.
 Section D.—Artificial manure depots.
 Section E.—Bone mills.
 Section F.—Places for storing, drying, or preserving bones, hides, hoofs, or skins.
 Section G.—Fat melting, fat extracting, or tallow melting establishments.
 Section H.—Blood drying.
 Section I.—Gut scraping, gut spinning, and preparation of sausage skins.
 Section J.—Fellmongeries.
 Section K.—Manure works.
 Section L.—Wool-scouring establishments.
 Section M.—Fish-curing establishments.
 Section N.—Fish shops.
 Section O.—Laundries, cleaning establishments, and dye works.
 Section P.—Marine stores.
 Section Q.—Rag and bone merchants' premises.
 Section R.—Chemical works.
 Section S.—Flock factories.

Section A.—General.

1. (a) Every person who shall apply to a local authority for its consent to establish an offensive trade shall furnish in the form of Schedule "A" hereto a true statement of the particulars therein required to be specified, and shall by advertisement in a newspaper give one month's notice of his application.

(b) Any person who makes a false statement in connection with any such application shall be guilty of a breach of these by-laws.

2. Before the consent of the local authority is given to the establishment of an offensive trade the Medical Officer shall furnish to the local authority a report in the form of Schedule "B" hereto upon the premises whereon it is proposed to establish such offensive trade.

3. Every person applying for the registration of premises whereon an offensive trade is carried on shall apply for such registration in the form of Schedule "C" hereto, and with such application he shall tender to the local authority a fee as prescribed in Schedule "D."

Provided that if the registration for any year shall commence on or after the first day of July in any year then the applicant shall be required to pay only one-half of the prescribed fee.

4. Upon the registration of any premises whereon an offensive trade is carried on the local authority shall supply to the person who has applied for such registration a certificate in the form of Schedule "E" hereto.

5. No person shall establish any offensive trade within any portion of the district defined within the boundaries prescribed in Schedule "F" hereto.

6. Every occupier of any premises upon which an offensive trade is carried on shall cause such premises, together with all drains, fittings, apparatus, machinery, utensils, receptacles, vehicles, tools, and appliances to be at all times maintained in a clean condition, good repair, and efficient action.

7. Every such occupier shall provide upon such premises an ample supply of clean water, together with such fittings as may be required by an inspector for the purpose of making the water supply readily available for use.

8. Every such occupier shall provide a sufficient supply of ablutionary appliances for use by his employees, and which may also be used by an inspector.

9. Every such occupier shall cause the internal surface of every wall, the underside of every ceiling or roof, together with such fittings as may be directed by the inspector, to be thoroughly washed with hot limewash, at least four times in every year, that is to say, at least once between the periods 1st and 10th March, 1st and 10th June, 1st and 10th September, and 1st and 10th December respectively, and at such other times as may be directed by the inspector; but this by-law shall not apply to the occupier of any premises in respect of which other provision for lime-washing is made in this part of these by-laws.

10. The occupier of every such premises shall provide, use, and maintain in efficient action appliances capable of effectually destroying or of rendering harmless all offensive effluvia, vapours, or gases arising in any process of his business, or from any material, residue, or other substance which may be kept or stored upon his premises.

11. Every such occupier shall provide impervious receptacles, provided with air-tight coverings which shall be kept closed, of sufficient capacity to receive all offensive and decomposable material and trade refuse produced upon the premises, and all such offensive and decomposable material or trade refuse shall be immediately placed in such receptacles, and the contents thereof shall be removed from the premises at such times and with such frequency as an inspector may direct, but with no less frequency than once in each working day.

12. No such occupier shall, without the consent in writing of the local authority, at any time after the registration of his premises, make or permit any change or alterations whatever in the premises, and upon contemplating any such change or alterations shall give notice thereof to the local authority.

13. Every such occupier shall cause all materials received upon his premises for the purpose of his trade which are offensive, or capable of becoming offensive, to be so stored as to prevent the creation of a nuisance.

14. The occupier of every premises whereon any of the offensive trades specified hereunder are carried on shall cause the floor of his premises to be properly paved and drained with impervious materials; such floor shall have a smooth surface, and with a fall to a surface gutter in such a way that all liquids falling upon such floor shall be conducted by such gutter to a drain inlet situated outside the building wherein the floor is situated:—

- Slaughter-houses.
- Piggeries.
- Bone mills.
- Places for storing, drying, or preserving bones, hides, hoofs, or skins.
- Fat melting, fat extracting or tallow melting establishments.
- Blood drying.
- Gut scraping, gut spinning, and preparation of sausage skins.
- Wool-scouring establishments.
- Laundries.
- Cleaning establishments and dye works.
- Places for boiling tripe, ox feet, and trotters, and extracting oil.
- Soap and candle works.

15. Every occupier of any premises whereon any of the offensive trades specified hereunder are carried on shall cause all liquid refuse, before being discharged into any drain inlet from any part of his premises, to be cooled to a temperature not exceeding 80deg. Fahrenheit, and to be further directed to such screening or purifying treatment as the local authority may from time to time direct:—

- Slaughter-houses.
- Bone mills.
- Fat melting, fat extracting, or tallow melting establishments.
- Gut scraping, gut spinning, and preparation of sausage skins.
- Woolscouring establishments.
- Fish shops.
- Laundries.
- Cleaning establishments and dye works.
- Places for boiling tripe, ox feet, and trotters, and extracting oil.
- Soap and candle works.

16. Every such occupier of any premises whereon an offensive trade is carried on shall comply with such other conditions as may be imposed upon and notified to him from time to time by the local authority, including the paving and draining of his premises or any part thereof, whether included under the provisions of by-law 14 or otherwise.

17. Where in any by-law contained in this Part any duty is thrown upon the occupier of any offensive trade premises, the by-law shall be interpreted to include employees of any such occupier, and any such employee committing a breach of these by-laws shall be liable to the same penalties as if he were the occupier.

18. In addition to the foregoing by-laws, the occupier of any premises whereon any offensive trade is carried on shall comply with any other by-laws in this Part which apply to the particular trade carried on by him.

Penalties for Breaches of By-laws.

19. Where anything by this Part of the by-laws is directed to be done or forbidden to be done, or where authority is given to any officer to direct anything to be done or to forbid anything to be done, and such act so directed to be done remains undone or such act forbidden to be done is done, in every such case the person making default as to such direction and prohibition respectively shall be deemed guilty of a breach of this Part of the said by-laws. And every person guilty of a breach of this Part of the said by-laws shall be liable, for every such offence, besides any cost or expenses which may be incurred in the taking of proceedings against such person guilty of such offence, to a penalty not exceeding Twenty pounds for every breach of any such by-law, or to a penalty not exceeding Two pounds for each day during which such breach shall be committed or continued, and in addition to such penalty shall be liable to pay to the local authority any expense incurred by such authority in consequence of any breach or non-observance of any by-law, or in the execution of any work directed to be executed and not so executed.

Schedule "A."

Application for Consent to Establish an Offensive Trade.

To the Local Health Authority,

I,, hereby make application for consent to the establishment of an offensive trade of the nature and upon the premises as set out hereunder. As required by the provisions of the Health Act, 1911, plans and specifications of the buildings proposed to be used or erected in connection with such trade are submitted herewith:—

- Nature of offensive trade.....
- Premises proposed to be used.....
- Application advertised (state name of newspaper and date of publication)

Signature of applicant.....

Address.....

Dated.....

Schedule "B."

Application for Establishment of an Offensive Trade.

Certificate of Medical Officer of Health.

I,....., Medical Officer of Health to the local health authority, do hereby certify that I have inspected the premises situated....., and proposed to be utilised for....., an offensive trade, and I further certify that in my opinion such premises are in every way suitable for such trade, and that due and proper provision has been made for the observance of the provisions of the Act, and of the by-laws.

Dated this.....day of....., 19 .

.....
Medical Officer of Health.

Schedule "C."

Application for Establishment of an Offensive Trade.

Premises.

I,....., hereby make application for the registration of the premises specified hereunder, for the purpose of the trade of..... for the year ended 31st December, 19 , and deposit herewith the sum of..... as registration fee in accordance with the by-laws:—

Situation of premises in respect of which registration is sought.....

Signature of Applicant.....

Address.....

Dated.....

Schedule "D."

Fees to be paid on Application for Registration of Offensive Trade Premises.
In respect of:—

	£	s.	d.
Slaughter-houses
Fellmongeries
Chemical works
Cleaning establishments and dye works
Soap and candle works
Bone mills
Manure works
Wool scouring establishments
Fish curing establishments
Flock factories
Any other trade not specified above

Schedule "E."

Certificate of Registration of an Offensive Trade.

This is to certify that.....is registered as the occupier of premises situate at.....in which the trade of.....is carried on.

This registration expires on the 31st December next.

.....
Secretary.

Dated.....

Section B.—Slaughterhouses.

1. Every occupier of a slaughterhouse shall observe the following conditions:—
 - (a) He shall not permit animals awaiting slaughter to be within sight of the killing pen during the period slaughtering is in progress.
 - (b) He shall provide all animals awaiting slaughter with an ample supply of drinking water, at all times accessible to such animals.
 - (c) He shall conduct the slaughtering of animals in a humane manner.
 - (d) He shall cause all utensils and instruments used in the slaughtering or dressing of carcases to be at all times kept clean, and shall when so ordered by an inspector cause any such utensils or instruments to be sterilised by boiling.
 - (e) He shall cause the killing pen to be hosed down after each killing.
 - (f) He shall cause every dressed carcase to be hung so that every portion thereof is at least 18 inches above the floor.
 - (g) He shall not permit any but clean water to be used in the dressing of carcases.
 - (h) He shall cause all viscera to be left either attached to or in such proximity to the carcase, of which it formed a portion, as will sufficiently indicate the relationship of the one to the other, or unless other means of identification are provided, to the satisfaction of an inspector.
 - (i) He shall cause none but clean white cloths to be used in wiping down any carcase.
2. Every such occupier shall cause sufficient means of ventilation to be provided in or in connection with the premises, and shall keep such at all times in proper order and efficient action, and so that the ventilation shall be by direct communication with the external air.
3. Every such occupier shall cause the hides or skins, fat and offal of every animal slaughtered on the premises to be removed from the slaughterhouse within twenty-four hours after the completion of the slaughtering of such animal.
4. No person shall erect any privy or urinal within one hundred feet of any slaughter-house.

5. The occupier of any slaughter-house shall not permit any animal, the flesh of which is intended for human consumption, to be kept for a longer period than six hours on any portion of the premises which is within one hundred feet of the killing pen, or any other portion of the premises used for the dressing or storage of carcases.

6. No such occupier shall permit any animal to be kept within one hundred feet of the premises.

7. No such occupier shall slaughter or allow to be slaughtered on his premises any animal, nor shall any such occupier remove or permit to be removed from his premises the carcase of any slaughtered animal or part thereof, unless and until such animal or carcase, as the case may be, is previously inspected by an inspector.

8. Every such occupier shall comply with such special precautions in the slaughtering of any animal as an inspector, as the result of an *ante mortem* inspection, shall direct.

9. No such occupier shall slaughter any animals except between the hours ofa.m. andp.m.

Section C.—Piggeries.

1. For the purpose of this section of these by-laws, the term "piggery" shall include any portion of the premises to which pigs have access.

2. No premises shall be registered as a piggery unless every portion of such piggery is at least one hundred feet distant from any street or thoroughfare, and at least two hundred feet distant from any dwelling-house or dairy, or other premises wherein food is prepared for sale.

3. The occupier of every piggery shall provide either sties and enclosures or enclosures within which his pigs shall be kept, and such sties and enclosures, or such enclosures, shall comply with the conditions hereinafter specified.

(a) Where sties and enclosures are provided, the floor of every sty shall be properly paved with impervious materials, and every such floor shall have sufficient fall to a surface gutter, which shall be constructed of similar materials, and shall be not less than twelve inches wide and three inches deep in the centre of its width, and shall extend the whole length of the sty, and have sufficient fall so that it shall discharge all liquids falling upon the floor or upon the gutter into an impervious sump of sufficient capacity to receive at least one day's drainage.

The floor area of every such sty shall be in the proportion of not less than fifteen square feet to every pig over two months old that may be kept therein, and no pig-keeper shall keep a greater number of such pigs in any sty upon his premises than in the aforesaid proportion.

That area of every enclosure appurtenant to a sty or group of sties shall be not less than three times the area of the sty or group of sties to which it is appurtenant.

(b) Where enclosures only are provided, then the fences of such enclosures shall be movable, and the fences shall be moved and re-erected so as to enclose a new site at such times as may be directed by an inspector.

4. (a) The occupier of any piggery shall not permit any slaughtering of animals on his premises, nor shall he receive on his premises any carcase or part of a carcase of a diseased animal, and he shall not feed his pigs upon the flesh or offal of diseased animals.

(b) He shall not receive, or suffer or permit to be received, on such premises putrid matter for any purpose.

(c) He shall cause all readily putrescible pig-feed that may be brought upon such premises to be immediately deposited in cooking vessels, which he shall cause to be maintained at such a temperature as to prevent their contents from putrefying, and shall not remove or permit or suffer such contents to be removed, except to the feeding troughs.

(d) He shall not receive, or suffer, or permit to be received on such premises any kitchen, slaughterhouse, or butcher's wastes or other putrescible pig feed unless such materials are contained in galvanised iron receptacles, fitted with airtight covers.

5. Every such occupier shall securely fence all his enclosures, and shall provide in each such enclosure sufficient shelter sheds to afford proper shelter for all the pigs that may at any one time be kept in any such enclosure.

6. Every such occupier shall provide a sufficient and constant supply of clean water, which shall be properly protected against pollution, and be always available for cleansing purposes.

7. (a) Every such occupier shall provide feeding troughs—

(a) Where sties and enclosures are provided under the provisions of by-law 3 (a), then in every sty, situated near to the drainage gutter, or in such a position as to be accessible to the pigs in two or more sites or enclosures.

(b) Where sties and enclosures are provided under provisions of by-law 3 (b), then in each such enclosure.

(b) He shall cause all feeding troughs, other than those provided in connection with movable enclosures, to be fixed upon a cement floor extending four feet in all directions from such trough, the whole to be so situated as to permit of being readily drained.

(c) He shall not permit his pigs to be fed otherwise than at the feeding troughs provided in accordance with this by-law.

(d) He shall cause all feeding troughs provided to be of a pattern which can be readily cleansed.

Section D.—Artificial Manure Depots.

1. "Artificial manure" shall mean any manure or fertiliser prepared by any artificial process.

2. The occupier of an artificial manure depot shall not permit any artificial manure to be kept or stored in such premises, except in a building the walls, floors and ceilings, or undersides of the roof of which are constructed of durable and non-absorbent materials finished internally with a smooth surface.

3. Every such occupier shall cause every precaution to be taken to prevent at all times the emission of dust or offensive or noxious effluvia from every building on his premises.

4. Every such occupier shall cause all artificial manures received at or despatched from his premises to be previously packed in such a manner as to prevent any nuisance arising therefrom during transit.

Section E.—Bone Mills.

1. "Bone manure" shall mean manure wholly or partially prepared from bone.

2. No occupier of a bone mill shall permit any bones to be dealt with upon his premises unless such process is wholly conducted within a building the walls, floors, and ceilings, or roof whereof are constructed of durable and non-absorbent materials, finished internally with a smooth surface.

3. (a) Every such occupier shall cause all milling processes to be conducted in airtight casings, and the products of the milling to be conveyed to airtight receivers or sound bags through airtight shoots or conveyors.

(b) He shall cause every precaution to be taken to prevent at all times the emission of dust or offensive or noxious effluvia from every building on his premises.

4. (a) Every such occupier shall cause all bones and bone manure received or produced upon his premises to be stored in such a manner and in such a position as to prevent, as far as practicable, the emission of noxious or offensive effluvia therefrom.

(b) He shall cause all bones or bone manure received or despatched from such premises to be previously packed in such a manner as to prevent any nuisance arising therefrom during transit.

Section F.—Places for Storing, Drying, or Preserving Bones, Hides, Hoofs, or Skins.

1. Every occupier shall cause all materials which have been received upon all the premises where his trade is carried on to be stored in such a manner and in such a situation as to prevent, as far as practicable, the emission of noxious, offensive, or injurious effluvia therefrom.

Section G.—Fat Melting, Fat extracting, or Tallow Melting Establishments.

1. The occupier of any premises on which the trade of fat melting, fat extracting or tallow melting is carried on shall provide covers to the apparatus in which the melting or extracting is carried on; such covers shall be of iron, and be at all times kept in position on the apparatus except when the cover is removed for the purpose of emptying, filling, or cleansing the apparatus.

2. Every such occupier shall cause every wall within a radius of ten feet of the melting or extracting apparatus to be covered with impervious material and all parts of the boiling or other apparatus shall be composed or covered with some approved impervious material.

Section H.—Blood Drying.

1. (a) Every occupier of premises used for blood drying shall cause all the blood which has been received upon the premises where his trade is carried on, and which is not required for immediate use, to be stored in such a manner and in such a situation as to prevent the emission of offensive or injurious effluvia therefrom.

(b) He shall cause all blood brought upon his premises to be brought in closed vessels or receptacles constructed of galvanised iron or other non-absorbent material.

(c) He shall also cause every process of his business to be carried on in a building paved with impervious material, and having walls covered to a height of at least six feet with hard, smooth, and impervious material.

Section I.—Gut Scraping, Gut Spinning, and Preparation of Sausage Skins.

1. (a) Every gut scraper shall cause all undried guts which have been received upon the premises where his trade is carried on, and which are not required for immediate use, to be placed in suitable vessels or receptacles, properly constructed of galvanised iron, or some other non-absorbent material, and furnished with closely fitting covers.

(b) He shall cause the several vessels or receptacles in which the guts have been placed to be covered, and to be kept covered until it becomes necessary to remove the contents for actual use.

(c) He shall also cause all undried guts to be treated immediately upon arrival at his premises with an approved deodorant solution.

2. Every gut scraper shall, at frequent intervals during every working day cause every floor or pavement upon the premises where his trade is carried on to be thoroughly swept and to be copiously sprinkled or washed with an approved deodorant solution.

3. Every gut scraper shall at the close of every working day cause every bench or table, every tub, vessel, or utensil, and every implement which has been in use during the day upon the premises where his trade is carried on, or which is in a foul or offensive condition, to be thoroughly cleansed with water containing an approved deodorant.

4. Every gut scraper shall, at the close of every working day, cause all filth or refuse which has been splashed upon any part of the internal wall surface of any building upon his premises where his trade is carried on, to be removed by scraping or by some other effectual means.

Section J.—Fellmongeries.

1. In the construction of this section of these by-laws, unless the context otherwise requires—

(a) "Fellmonger" shall mean a person who buys or receives skins and prepares them for any subsequent use.

2. A fellmonger shall not cause or suffer any skin which by reason of decomposition has become useless for the purpose of leather dressing to be kept for a longer time than may be necessary in any part of the premises where his trade is carried on.

3. Every fellmonger shall cause the supply of water in every tank or other receptacle upon the premises where his trade is carried on, for the washing or soaking of any skins, to be removed as often as may be necessary to prevent the emission of offensive or injurious effluvia from the contents of the tank or other receptacle.

4. (a) Every fellmonger shall cause every tank or other receptacle used upon his premises where his trade is carried on, for the washing or soaking of any skin, and not being a liming pit, to be emptied at least once every day.

(b) He shall cause every part of the tank or other receptacle, when emptied, to be thoroughly cleansed, and shall cause all filth which has been removed therefrom to be forthwith conveyed from the premises in suitable vessels or receptacles furnished with closely fitting covers.

5. Every fellmonger shall cause all waste lime which has been taken out of any pit upon the premises where his trade is carried on, to be forthwith deposited in approved vessels or receptacles, or in a properly constructed cart or carriage, which, when filled or loaded, shall be covered in such a manner as to prevent the emission of offensive or injurious effluvia from the contents thereof, and shall, with all reasonable despatch, be removed from the premises.

Section K.—Manure Works.

1. Every occupier of a manure works shall store the manure which may be received or manufactured or prepared upon the premises where his trade is carried on in such a manner and in such a situation as to prevent the emission of noxious or offensive effluvia therefrom, or so as to be a nuisance or injurious to health.

2. Every occupier of a manure works shall, when so ordered by an inspector, lime-wash such portion of the premises as he is directed so to do.

Section L.—Wool Scouring Establishments.

1. In this section of these by-laws the expression "wool scouring establishment" shall include a place where wool is received for the purpose of being cleansed.

2. The premises shall not be situated upon the catchment area of any water supply, nor in the neighbourhood of any fresh-water river, stream, water-course, lake, well, or reservoir, and must be at least one hundred feet distant from any dwelling-house or place where food intended for human consumption is prepared or stored.

Section M.—Fish Curing Establishments.

1. (a) A fish curer shall not suffer or permit any decomposing fish to be kept on the premises where his trade is carried on for a longer period than is reasonably necessary.

(b) He shall cause all such decomposing fish to be deposited in galvanised iron or other impervious receptacles furnished with airtight covers, and kept securely covered until removed from the premises.

2. Every occupier of a fish curing establishment shall, when so ordered by an inspector, lime-wash such portion of the premises as he is directed so to do.

Section N.—Fish Shops.

1. The occupier of every fish shop shall cause the fireplace in any room in which the cooking of fish is carried on, to be so constructed that all the vapours and effluvia of such cooking shall be carried direct into a chimney flue of sufficient sectional area; or shall carry out such cooking under a hood provided with ventilating pipe commencing at the uppermost extremity of such hood, and discharging direct into the open air, or into an existing chimney.

2. The occupier of every fish shop shall cause the chimney shaft or ventilating pipe from such room to be carried up at least ten feet above the level of the roofs of the adjoining houses.

3. The occupier of a fish shop shall not permit any decomposing fish to be kept on any part of the premises where his trade is carried on.

4. The occupier of every fish shop shall provide a room wherein all cleaning of fish shall be carried out, and such room shall comply with the provisions of by-law 14 of section "A" hereof.

Section O.—Laudries, Cleaning Establishments and Dyeworks.

1. Every occupier of a laundry, cleaning establishment, or dyeworks shall cause all the liquid wastes produced upon the premises where his trade is carried on to be collected and conducted by impervious channels or drains to a trapped drain inlet, or some other approved receptacle, or such liquid wastes shall be disposed of as the inspector may direct.

2. (a) Every such occupier shall cause every floor or pavement, and every wall of any building upon the premises where his trade is carried on to be kept at all times in good order and repair so as to prevent the absorption therein of any liquid which may be splashed or spilled, or may fall or be deposited thereon.

3. No occupier of a laundry nor any of his employees shall, in the damping or sprinkling of articles preparatory to the ironing thereof, sprinkle or damp the articles by discharging water from the mouth.

4. Every occupier of a laundry or cleaning establishment or dyeworks shall provide a reception room in which all articles brought to the premises for laundering or cleaning or dyeing, shall be received, and the occupier shall not permit such reception room to be used for the storage, either temporarily or otherwise, of any food; nor shall he use or suffer or permit any person to use for sleeping purposes any of the workrooms of the premises.

5. Every such occupier shall provide on top of the impervious floor, and for a width of three feet in front of any washing troughs or washing machines, a wooden grating of such height as will prevent the employee from standing upon such floor.

6. Every occupier of a laundry or cleaning establishment or dyeworks shall cause such articles as may be directed by an inspector to be thoroughly disinfected to the satisfaction of that officer.

Section P.—Marine Stores.

1. The occupier of every marine store shall comply with the following conditions as regards those premises:—

- (a) The yards shall be enclosed with a close fence, at least eight feet in height; any gates required to give access to the yards shall also be eight feet in height.
- (b) The walls of the building used for the purpose of the trade shall be constructed of stone or brick, and the internal surfaces of all walls above the floor or pavement shall be smoothly rendered with good Portland cement mortar, or where approved by the local authority, of galvanised iron.

2. Sufficient provision for ventilation shall be made by suitable openings in the roof, or otherwise, and every room in the building shall be properly connected with one or more of the aforementioned openings.

Section Q.—Rag and Bone Merchants' Premises.

1. (a) Every rag and bone merchant shall cause all materials which have been received upon the premises where his trade is carried on to be stored in such a manner and in such a situation as to prevent the emission of noxious or offensive effluvia therefrom, or so as to be a nuisance or injurious to health.

(b) He shall cause all rags, second-hand clothes, textile fabrics, old bedding, and other material of similar description or manufacture received upon his premises to be immediately disinfected with some effective disinfectant.

Section R.—Chemical Works.

1. The occupier of a chemical works shall—

- (a) Store all material awaiting treatment, all material in the course of preparation, and all prepared material awaiting distribution in such a way as not to be a nuisance.
- (b) Collect and dispose of all gases produced in the works in such a way as to render such gases inoffensive, as far as practicable, and so as to prevent a nuisance occurring from such gases.

Section S.—Flock Factories.

1. The occupier of a flock factory shall—

- (a) Adopt effective means to immediately remove all dust escaping from the machinery and material, and such dust shall not be allowed to escape into the air.
- (b) Adopt effective means of collecting all dust so removed and disposing of it in such a way that it shall neither be a nuisance nor escape into the air.
- (c) Effectively cleanse and also sterilise all second-hand clothing and all other materials received on the premises other than cuttings from new material.

Part IX, section "S" (Flock Factories), is amended as follows:—

1. No person shall collect, deliver, or offer for sale, or sell rags from any refuse or garbage or from any receptacle or vehicle used for the storage or collection of refuse or garbage or from any garbage tip, to be utilised for the manufacture of flock.
2. No person shall receive, store, or deliver rags for the manufacture of flock which are unclean or which have been collected from refuse or garbage or from any receptacle or vehicle used for the storage or collection of refuse or garbage, or from any garbage tip.
3. No person shall make flock from rags which are unclean or which have been collected from any refuse or garbage or from any receptacle or vehicle used for the storage or collection of refuse or garbage, or from any garbage tip.
4. No person shall for the purpose of sale, profit, trade, business or calling, remake, renovate, tease, re-tease, fill, refill or repair any bedding which has been used, or which is unclean, offensive or vermin-infested, unless the material of which such bedding is made has been boiled for thirty minutes or otherwise effectively cleansed.
5. No person shall for the purpose of sale, profit, trade, business or calling, remake, renovate, tease, re-tease, fill, refill, or repair any upholstery of which such upholstery is made has been boiled for thirty minutes or otherwise effectively cleansed.
6. The occupier of a flock factory shall—
 - (a) Adopt effective means to immediately remove all dust escaping from the machinery and material, and such dust shall not be allowed to escape into the air.
 - (b) Adopt effective means of collecting all dust so removed and disposing of it in such a way that it shall neither be a nuisance nor escape into the air.
 - (c) Effectively cleanse and boil for thirty (30) minutes all second-hand clothing and used materials to be used for the manufacture of flock.

Approved by His Excellency the Governor in Executive Council the 30th day of March, 1927.

(Sgd.) L. E. SHAPCOTT, Clerk of Executive Council.