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Office of Public Service Commissioner,

22nd August, 1905.

HIS Excellency the Governor, in Executive Council, has approved of the following Regulations under the provisions of "The Public Service Act, 1904"; to come into operation on 1st October, 1905.

M. E. JULL,

Public Service Commissioner.

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REGULATIONS MADE UNDER THE PROVISIONS OF “THE PUBLIC SERVICE ACT, 1904.”

SECTION A.

INTERPRETATION.

Interpretation and application of Regulations.

1. These Regulations shall be construed with reference to the terms and interpretations of the *Public Service Act, 1904*, which Act is referred to hereunder as “the Act.”

2. The term “Department” shall be taken to mean and include all the Departments, Sub-departments, and Branches under any one portfolio held by a Minister, assisted by the Permanent Head of a Department.

3. The term “Permanent Head of Department,” used throughout these Regulations, shall include the following officers:—

- (1.) The Under Treasurer.
- (2.) The Under Secretary for Lands.
- (3.) The Under Secretary for Mines.
- (4.) The Under Secretary, Colonial Secretary's Department.
- (5.) The Under Secretary for Law.
- (6.) The Inspector General of Schools.
- (7.) The Under Secretary for Labour.
- (8.) The Under Secretary for Works.
- (9.) The Under Secretary for Agriculture.

4. The offices held by the following persons shall, for the purposes of these Regulations, constitute the occupiers thereof, and such other officers as may from time to time be appointed:—

HEADS OF SUB-DEPARTMENTS.

- | | |
|---|--|
| <ol style="list-style-type: none"> (1.) Accountant, Treasury (2.) Auditor General (3.) Government Photo.-Lithographer (4.) Officer in Charge General Stores (5.) Manager State Savings Bank (6.) Government Printer (7.) Chief Clerk, Education Department (8.) Chief Inspector of Schools (9.) Principal of Training College (10.) Director of Technical Education (11.) Chief Clerk, Mines Department (12.) State Mining Engineer (13.) Director of Mining Schools (14.) Superintendent of State Batteries (15.) Chief Inspector of Machinery (16.) Engineer for Mines' Water Supply (17.) Government Geologist (18.) Chief Inspector of Explosives and Government Analyst (19.) Crown Solicitor (20.) Commissioner of Titles (21.) Registrar of Titles (22.) Magistrates (23.) Registrar and Master Supreme Court (24.) Sheriff (25.) Official Receiver in Bankruptcy (26.) Curator of Intestates' Estates (27.) Registrar of Designs and Trade Marks | <ol style="list-style-type: none"> (28.) Chief Clerk, Lands (29.) Surveyor General (30.) Inspector General of Forests (31.) Director of Agriculture (32.) Manager Agricultural Bank (33.) Engineer-in-Chief (34.) Chief Architect (35.) Chief Clerk, Public Works (36.) Chief Clerk, Colonial Secretary's Department (37.) Superintendent of Charities (38.) Inspector Parliamentary Rolls (39.) Chief Inspector of Fisheries (40.) Comptroller General of Prisons (41.) Chief Harbourmaster (42.) Inspector General of the Insane (43.) Principal Medical Officer (44.) Government Astronomer (45.) Commissioner of Police (46.) President Central Board of Health (47.) Registrar General and Government Statistician (48.) Senior Clerk, Industrial Arbitration and Friendly Societies Branches (49.) Superintendent Government Labour Bureau (50.) Chief Inspector of Factories |
|---|--|

5. "Officers in Charge" shall include all officers directly responsible to the Head of Sub-department for the work done by any group or groups of officers. They shall be defined from time to time by the Head of Sub-departments, and a list of such officers, describing the nature of their duties and responsibilities, shall be sent to the Commissioner in the month of January in each year.

6. The words "immediate superior" in Section 27, Subsection 4, of the Act shall mean the "officer in charge" under these Regulations.

SECTION B.

OFFICE RULES AND REQUIREMENTS.

Officers to be acquainted with these Regulations.

7. All officers are required to acquaint themselves with the Act and Regulations. Heads of Sub-departments should send in requisitions for copies for the use of the officers under their control.

Communications to Commissioner, how to be made.

8. Except as otherwise provided, all communications intended for the Commissioner relating to the Public Service or the administration thereof, or to any subject or matter referred to in the Act or Regulations, should be addressed to the "Public Service Commissioner."

The course of written correspondence shall be as follows:—The officer in charge shall correspond with the Head of Sub-department, who shall correspond with Permanent Head, who shall correspond with the Commissioner.

Heads of Sub-departments may verbally communicate direct with the Commissioner, but all written communications must be addressed through the Permanent Head.

Responsibility for Departmental Administration.

9. Notwithstanding the obligations cast on the Heads of Sub-departments to report to the Permanent Head, neither the Permanent Head nor the Head of Sub-department shall thereby be relieved of direct responsibility for the proper, efficient, and economical administration of the Department.

Hours of Business.

10. The hours of attendance to be observed by officers not subject to special Regulations or departmental arrangements in that behalf, or not specially exempted by the Commissioner or by the Permanent Head, shall be from 9 o'clock a.m. to 4.30 p.m., except on Saturdays, when the hours of attendance shall be from 9 o'clock a.m. to noon. Where the nature of the work will not, in the public interest, admit of the general observance of this Regulation, the Permanent Head shall recommend, and the Commissioner will prescribe the hours of duty.

The hours of attendance of officers in the General Division will be determined, on the recommendation of the Permanent Head, by the Commissioner, from time to time.

Time allowed for Luncheon.

11. To officers who are required to attend on week days from 9 a.m. to 4.30 p.m., one hour will be allowed daily for luncheon, viz., from 1 o'clock p.m. to 2 p.m. The offices will be closed to the public from 1 to 2 o'clock unless it be otherwise arranged by the Commissioner. The Head of Sub-department or officer in charge, as the case may require, shall make daily adequate arrangements for the offices to be opened to the public at 2 o'clock sharp.

Attendance-books.

12. In every Department attendance-books, in the form required by the Commissioner, a sample of which can be seen at his office, shall be kept, and some officer or officers appointed by the Head of Sub-department shall have charge of the attendance-books to be used by himself and the officers under him, and will be held responsible to the Head of Sub-department for the proper keeping of the attendance-books and the due observance of the regulation hours.

13. Every officer not specially exempted by the Commissioner shall enter daily in one of these books the times of his arrival and departure.

14. Attendance-books shall be accessible for record and signature by officers before and up to 9.5 a.m. and 2.5 p.m. every day, when they shall be withdrawn, and a red line ruled through the space allotted for the signature by the officer in charge, and shall not be produced for recording departures until the proper time for ceasing work. The allowance of five minutes before the withdrawal of the attendance-book must only be considered as a concession to meet emergent cases. Officers not subject to special Regulations in that behalf, or not specially exempted from attendance at that hour, must be in their offices at 9 a.m. and at 2 p.m.

Certain officers required to forward Quarterly Attendance Statements.

15. In country or remote districts, where for any reason the Permanent Head considers an ordinary attendance-book would not reasonably apply, a return, on a form prescribed by the Commissioner, a sample of which can be seen at his office, shall be sent to the Permanent Head on the 1st January, 1st April, 1st July, and 1st October of each year, and a half-yearly report made by him to the Commissioner in same manner as described in Regulation 18.

Certain officers not required to sign Attendance-books.

16. Officers of the Administrative Division, and officers specially exempted by the Commissioner, shall not be required to enter in the attendance-books the times of their arrival at and departure from their offices; but this exemption shall not be held to authorise any officer so exempted to absent himself from duty during office hours.

Irregularity of Attendance.

17. Any officer not subject to special Regulations in that behalf, or not specially exempted, arriving at his office after 9.5 a.m. or 2.5 p.m., shall report himself to the officer in charge of the attendance-book, who shall record the time of his arrival in the attendance-book, and his conduct shall be brought under the notice of the Head of Sub-department.

Half-yearly Reports to the Commissioner.

18. On the 1st January and 1st July in each year, a list of officers shall be forwarded to the Commissioner by the Permanent Head, showing against each name:—
(a.) The number of times an officer has failed to sign before the time prescribed in Clause 13. (b.) The number of times the Head of Sub-department has not accepted the explanation as a reasonable one. [A reasonable explanation should, as a rule, be based on circumstances beyond the control of the officer concerned.] A record will be kept in the Commissioner's office to be referred to when promotions are under consideration.

Officers not to leave their Offices.

19. No officer shall be allowed to leave his office during office hours, except on official business or by express permission of the officer in charge, provided that no officer in charge shall give permission for a longer period than one hour without reference to Head of Sub-department. All such leave shall be entered in red ink in the attendance-book. In places where reference cannot be made prior to such leave being granted, the reference must be made immediately after.

Absence during Office Hours.

20. If any officer is found to be habitually irregular in the time of his arrival or departure, or to absent himself without leave during office hours, his conduct shall be reported to the Permanent Head of Department.

Smoking.

21. No officer shall smoke in any Government building, or premises occupied by the Government, during ordinary office hours.

Absence from Duty.

22. No officer shall, during office hours, be absent from duty, or shall absent himself from any district in which he is required to reside, without authorised leave, unless reasonable cause be shown. If an officer be prevented by illness or other emergency from attending to duty, he shall immediately report the fact, through the officer in charge, to the Head of Sub-department, and it shall be incumbent upon the officer to furnish such evidence of the illness or emergency as the Head of Sub-department may consider necessary. The duties of any absent officer shall be performed, if practicable, by his fellow officers, without additional salary or remuneration, in such manner as the officer in charge or Head of Sub-department may authorise or direct; but, if not practicable, then in such other manner as the Head of Sub-department may direct.

Officers absent without Leave.

23. In cases where an officer's absence is not sanctioned, there shall be deducted from his salary his pay for each day of such absence.

Compliance with Instructions.

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

Officers not to take part in Politics.

25. Officers are expressly forbidden to use, for political purposes, information gained by them in the course of duty, or which they hear or become possessed of in any way.

Information not to be given.

26. Except in the course of official duty, no information concerning public business or any matter of which an officer has knowledge officially shall be given, directly or indirectly, by an officer without the express direction or permission of the Permanent Head. The Permanent Head will be responsible to the Minister for information given by him to the Press or any person.

Borrowing or Lending Money.

27. No officer shall, either as principal or agent, enter into any monetary transaction with any other officer whereby any interest or premium in money or in kind is charged or paid; except as regards mortgages on security of real estate, when an officer may borrow from his superior officer, and pay interest at current rates thereon, provided the permission of the Permanent Head is first obtained. No official, under any circumstances, shall borrow from his subordinates.

Outside Influence.

28. Officers are prohibited from seeking the influence or interest of any person in order to obtain promotion, removal, or other advantage. Any officer who considers that his claims for promotion or consideration have been overlooked may write a statement of his claims to the Head of Sub-department, who shall forward without delay such statement, with any remarks he has to make thereon, to the Permanent Head, who shall transmit it to the Commissioner for consideration.

Duty after usual office hours.

29. Officers will be required to perform public duty beyond the usual hours, whenever it is necessary to bring up arrears of work, or to meet any temporary pressure of business. When a portion of the work of any office has fallen into arrear, the staff dealing with such work, or, at the discretion of the Head of Sub-department, the whole staff, shall be retained after the ordinary office hours until such arrears are brought up. Every officer shall, when required by an officer in charge, remain after the usual office hours to complete work which the officer in charge considers necessary to be done on the same day.

Overtime.

30. Only work which, from its character or from special circumstances, cannot be performed during the prescribed hours, shall be regarded as overtime work, for which extra payment may be made. The right to such extra payment shall be determined by the Commissioner, on the recommendation of the Permanent Head, but before any overtime payment is sanctioned, the Permanent Head shall supply the Commissioner with such information as will satisfy him that overtime is necessary, and no overtime work for which remuneration may be claimed shall be commenced without the Commissioner's previous consent in writing, except in cases of emergency; and, in every case where overtime is worked, a full record thereof shall be kept. No Permanent Head shall recommend any payment for overtime to officers employed in bringing up arrears of work which properly comes within the scope of their ordinary duties. Where it is possible to do so, equivalent time off should be granted by the Permanent Head in lieu of overtime payment. No overtime shall accrue unless three hours extra are worked on any one day after 4.30 p.m. This Regulation applies only to officers who are required to attend on week days from 9 a.m. to 4.30 p.m.

Rates of Pay for Overtime.

31. The following shall be the rates of payment for overtime where such payment is sanctioned, and shall apply only to officers of the Professional and Clerical Divisions:—

Officers receiving a salary of £100 a year and under, 1s. an hour.

Officers receiving over £100 a year and up to £150 a year, 1s. 6d. an hour.

Officers receiving over £150 a year and up to £200 a year, 1s. 9d. an hour.

Officers receiving over £200 a year and up to £300 a year, 2s. an hour.

Officers receiving over £300 a year, 2s. 6d. an hour.

32. Messengers, and such other officers as the Commissioner specifies from time to time, shall not be entitled to any overtime, except in special cases to be determined by the Commissioner.

Tea-money.

33. Tea-money shall in no case be allowed unless an officer is directed, in writing, by the Head of Sub-department, to attend after ordinary hours, and works for at least two hours after the usual office hours. When tea-money is allowed it shall be on the following scale:—To officers receiving £500 a year and over, 2s. 6d.; £200 and under £500 a year, 2s.; and under £200 a year, 1s. 6d.

Tea-money shall not be allowed when overtime pay is given.

Payment for Sunday Work.

34. Where an officer not usually required to work on a Sunday is required to attend office so to work for the whole day, the Permanent Head may authorise the grant of a day's leave, or with the approval of the Commissioner, the grant of a day's pay.

Sunday Overtime and Conscientious Scruples.

35. No officer or employee in the Public Service shall be liable to dismissal or punishment or other disability for refusing on conscientious grounds to work on Sunday if he has previously notified the Head of Sub-department (who should report same to Permanent Head) that he has conscientious scruples against so working; but he shall not refuse when called upon by his immediate superior to perform Sunday duty in cases

of urgent necessity. If it should subsequently be found that an officer has improperly made use of this Regulation to avoid the performance of his duties, his conduct shall be regarded as a breach of Regulations under the Act.

Fees, Rewards, and Gratuities.

36. An officer shall not demand or receive for his own use any fee, reward, gratuity, or remuneration of any kind whatsoever, other than his official salary and allowances, for services performed by him, either in or out of office hours, in connection with the Public Service, except such as are approved by the Commissioner.

Disposal of Fines received under successful prosecution.

37. When a public officer, engaged in executing his official duty, successfully prosecutes an offender, and the magistrate adjudicating on the case awards him a moiety or other part of any fine inflicted upon and recovered from the offender, he shall forthwith notify the Head of Sub-department, and shall forward, together with the notification, evidence that he has paid the said sum into the Consolidated Revenue, except in such cases as the Commissioner may approve.

Attendance at Courts.

38. An officer subpoenaed or required as a witness must promptly notify the officer in charge.

Disposal of Witness Fees.

39. An officer required as a witness on behalf of the State, or on account of his official position, shall not be entitled to retain any witness fee. If, however, officers, who have been called as witnesses on behalf of the State, or on account of their official position, are forced to work overtime in order to bring up their work, they shall be allowed to receive overtime payments in accordance with Regulations 29, 30, and 31.

In cases where the officer is required to travel on behalf of the State he may be allowed his ordinary travelling allowance, which should be charged to the Departmental vote.

Officers receiving witness fees shall make out an account showing the amount of the fees received, and shall forward such account, with the receipt from the Receiver of Revenue, to the officer in charge.

Officers shall immediately report to the officer in charge if the usual fees are not paid, and shall take steps to protect the Revenue.

Fidelity Guarantees.

40. Every officer intrusted with the collection or expenditure of public moneys, or placed in any position of financial responsibility, shall, when so directed by the Treasurer, furnish him with a guarantee policy, at the ordinary Government rates, of some insurance society approved by the Governor and carrying on business in the State, in such amount as shall be determined by the Treasurer. He shall continue such policy so long as he remains in the employ of the Government and is required to find such security. The premium shall be paid by the Government. The Head of Sub-department shall, through the Permanent Head, advise the Under Treasurer immediately any officer is called upon to collect or disburse public moneys. He shall also inform the Under Treasurer from time to time of any change of duty or responsibility that makes it necessary that the amount of security shall be decreased or increased.

On the discovery of a deficiency, the Permanent Head shall notify the Guarantee Company concerned and the Under Treasurer as to the fact of such deficiency and the probable amount thereof.

Immediately after the exact amount of the deficiency has been ascertained, a statement thereof, verified by the Permanent Head, shall be forwarded to the Under Treasurer, who will make a claim upon the Guarantee Company.

The foregoing arrangement shall continue in force until a Treasury Guarantee Fund is established in connection with the State.

Accounts and Public Moneys.

41. In the matter of accounts and the collection and payment of public moneys, officers are enjoined to conform strictly to the provisions of the Audit Act and Regulations, and such directions as are issued from time to time by order of the Treasurer.

Officers not to incur Liability on behalf of the Government.

42. No officer, unless duly authorised in that behalf, shall incur any liability or enter into any contract on behalf of the Government, or alter the terms or conditions of any approved contract.

*Performance of Work outside Public Service.**Section 82.*

43. Except with the express permission of the Governor, which permission may at any time be withdrawn, no officer shall—

- (a.) accept or continue to hold an office in or under the Commonwealth Government or in or under any public or municipal corporation ; or
- (b.) accept or continue to hold or discharge the duties of or be employed in a paid office in connection with any banking, insurance, mining, mercantile, or other commercial business, whether the same be carried on by any corporation, company, firm, or individual ; or
- (c.) engage in or undertake any such business whether as principal or agent ;
or
- (d.) engage or continue in the private practice of any profession ; or
- (e.) accept or engage in any paid employment for reward other than in connection with the duties of his office or offices under the State or the Commonwealth.

Provided that nothing herein contained shall be deemed to prevent an officer from becoming a member or shareholder only of any incorporated company or of any company or society of persons registered under any Statute, or from accepting and continuing to hold any office in any society founded under the law relating to friendly societies for the benefit of public servants only.

Any officer seeking permission to perform work outside of the Public Service shall apply through the Head of Sub-department and Permanent Head, and the Commissioner shall make a recommendation for the consideration of the Governor.

44. Provided also that an officer who at the proclamation of the Act performs any service for the Commonwealth may continue to do so under arrangements then existing until the terms and conditions under which such service shall be performed in future are determined.

Officers Resigning, Notice required to be given.

45. Officers in receipt of a salary of £300 per annum and over are expected to give three months' notice of their intention to resign. All officers shall give one month's notice.

Official Certificates of Service.

46. All certificates of service shall be issued by the Permanent Head and countersigned by Head of Sub-department. The form in which certificates of service shall be issued, and likewise the form on which applications to the Permanent Head for certificates to be issued shall be made, may be seen at the office of the Commissioner.

No officer, except as herein provided, shall, in his official capacity, give to any person who is leaving, or who has left the Public Service, any written testimonial without the approval of the Permanent Head.

Addresses and Testimonials.

47. No address, testimonial, or presentation shall be accepted by any officer without the sanction, in writing, of the responsible Minister.

System of Records.

48. The records of all Departments of the Public Service shall be kept on one uniform basis, unless otherwise approved, in writing, by the Commissioner.

The system shall be what is known as the "face sheet system," and shall be worked with a journal, nominal index, subject index, face sheets and follow-on sheets, samples of which can be seen at the office of the Commissioner.

The Permanent Head shall keep a separate record for personal files and records of officers, and a separate file shall be kept for each officer. The files shall be in charge of a trustworthy officer, and kept under lock and key, and no file shall be permitted by such officer to leave his custody without the permission of the Permanent Head. Sample books can be seen at the office of the Commissioner.

The records of service and personal files will be inspected annually or oftener by an officer from the Commissioner's office.

SECTION C.

DUTIES OF OFFICERS.

Responsibility of Permanent Heads.

49. The Permanent Head shall be responsible for the general working of the Department over which he presides, and for all the business thereof, and shall advise the Minister on all matters relating thereto. A definite statement of, or reference to facts, and a definite recommendation or alternative recommendations should be made in writing on the file by the Permanent Head in every matter laid before the Minister.

Cause of Departmental Correspondence.

50. Unless by the express direction of the Minister, no officer shall communicate in writing direct with the Minister or with any other Department, except through the Head of Sub-department and Permanent Head, and should the Minister require the attendance of or information from any officer, such officer must immediately report to the officer in charge, who shall report to Head of Sub-department the substance of such inquiry and the reply given.

Information to be furnished by Permanent Head.

51. The Permanent Head shall report to the Commissioner whenever it appears to him that alterations are necessary or expedient for the more economic, efficient, or convenient working of his Department, or any branch thereof. He shall further report to the Commissioner what alterations, if any, are, in his opinion, necessary in the salaries, fees, or allowances of any of the officers under his control; and shall also bring under the attention of the Commissioner any matter, whether in relation to any officer or to the work of any branch of his Department with which he may think it desirable for the Commissioner to be acquainted. All such returns and reports will be filed as a record by the Commissioner.

Incapacity of Officers.

52. If any officer appears to the Permanent Head or Head of Sub-department to be unfit to discharge or incapable of discharging the duties of his office efficiently, he shall report to the Commissioner, who shall inquire and determine whether it is proved that such officer is unfit to discharge or incapable of discharging the duties of his office, and the Governor, on the recommendation of the Commissioner, may deal with such officer either by calling upon such officer to retire from the Public Service or by transferring him to some other position; and every such officer, if called upon to retire, shall retire accordingly.

Return of Fines imposed.

53. All fines imposed under the Act or Regulations shall be reported monthly by the Head of Sub-department, through the Permanent Head, to the Commissioner and to the Auditor General.

Report as to unsatisfactory conduct of Officers.

54. On the 1st January and 1st July in each year the Head of Sub-department shall report to the Permanent Head, for the information of the Commissioner, the names of any officers under his control whose attendance or conduct during the preceding half-year has been unsatisfactory, and any such officer may be removed to any other place or district, or otherwise dealt with, as for a breach of these Regulations or the Act.

Charges against Officers.

55. If any officer is charged before any Court with or is convicted of any offence, punishable on summary conviction, and the conviction is upheld on appeal, if any, or not appealed against, the officer in charge shall immediately report the circumstances to the Head of Sub-department, who shall report to the Permanent Head, who shall deal with the case under Section 47 of the Act if applicable.

Return of Punishments.

56. The Permanent Head of a Department shall cause a return to be forwarded not later than the 15th of each month to the Commissioner, showing all punishments inflicted by virtue of the Act or Regulations during the previous month. The return shall set forth the name of the officer, office held, nature of offence, and punishment. Such information shall be entered in the Record of Service book in the Commissioner's office against the officer's name.

Officers under Suspension.

Section 47.

57. Where an officer is suspended for an offence, and the charge is not proceeded with, or has been found to be not proven, full pay for the period of suspension shall be allowed.

Where the offence is admitted or proved, the Commissioner may, subject to the Regulations, impose a penalty upon such offending officer, or may deprive him of his leave of absence during a specified period, or the Governor may, according to the nature of the offence, reduce such officer to a lower class or grade and salary or wages, or may dismiss such officer from the Public Service, or require him to resign; and in the event of being so dismissed such officer shall, unless otherwise ordered by the Governor, be entitled to no salary or wages during the time of his suspension.

In cases where it is found impracticable, owing to the remoteness of the locality where the alleged offence is stated to have been committed, or other cogent reasons, to deal with the charge promptly, an officer, on the report of the Head of Sub-department and Permanent Head and the recommendation of the Commissioner, may, after a period of one month from the date of suspension, be granted half pay until the formal investigation is held; provided that the suspended officer does not wilfully cause the delay.

Insobriety.

58. If an officer in charge observes at any time that anyone under his supervision is unfit to perform his duties properly by reason of over-indulgence in intoxicating liquor, the officer in charge shall temporarily suspend him from duty, and immediately report the matter to the Head of Sub-department.

Annual Report on Officers in Class G.

Section 27.

59. During the month of May in each year the Permanent Head of each Department shall furnish to the Commissioner a report upon the conduct, diligence, and general efficiency of each officer in the Class G of the Clerical Division.

Such report shall, in the first instance, be made to the Head of Sub-department by the officer in charge, and then forwarded to the Commissioner by the Permanent Head, with such amendments as he thinks fit.

Upon the receipt of such report, and upon obtaining any further information which may be necessary, the Commissioner shall determine whether such officer is entitled to the full amount or any part of the prescribed increase as a reward for earnest application to duty and meritorious public service.

Officers of 60 years of age.

60. When any officer attains the age of 60 years, the Permanent Head shall advise the Commissioner whether such officer is willing and fit to continue to efficiently perform the duties of his position, or whether he should be retired from the service.

Return to be furnished of Officers over 60 years of age.

61. The Permanent Head shall furnish the Commissioner, in the month of May in each year, with a return of officers in his Department who have attained the age of 60 years or over, together with a report in each case as to whether the officer is able and willing to continue to perform his duties. Should the Permanent Head recommend the retirement of any officer over the age specified, he shall also state the reasons for such recommendation.

Every officer reaching the age of 65 years shall inform the Head of Sub-department, who shall notify the Permanent Head in order that he may make a recommendation to the Commissioner as to whether it is desirable or otherwise to continue the officer in the service.

Proof of Age.

62. Every officer shall, when required to do so, furnish the Commissioner with a certificate of birth or other satisfactory evidence of age, as may be determined by the Commissioner.

Death of Officer.

63. The Head of Sub-department, through the Permanent Head, shall immediately report the death of any officer to the Commissioner, with information as to the amount of leave due to him at the time of death. The Governor may, on the recommendation of the Commissioner, grant the equivalent of such leave to the relatives dependent on the officer as a compassionate allowance.

Half-yearly Return of Temporary Employees.

64. The Head of Sub-department shall furnish the Permanent Head, not later than 1st January and 1st July, with a return showing the names and occupations of all persons temporarily employed at the end of the previous half-year, together with the date on which each commenced duty, the rate of his pay, and the reason for his employment or for its continuance. Where the employment of a person has ceased during the preceding half-year, the date on which he ceased duty shall be quoted and a report furnished by the Head of Sub-department on his conduct and efficiency during the period of employment. The Permanent Head, within one week of receipt of the report, shall make such recommendations as he may deem desirable against the name of each person so employed, and forward the return to the Commissioner.

Creation of New Offices, etc.

65. The Head of Sub-department shall report to the Permanent Head, who shall report to the Commissioner, whenever it is deemed advisable—

- (a.) To create a new office in the Department under his control ;
- (b.) To abolish any office in his Department ;
- (c.) To raise or lower the grading of any officer or the classification of any office, the duties of which have been materially changed.

On receiving the report of the Permanent Head, the Commissioner may make a recommendation on the subject to the Governor.

Report as to Staff in excess of requirements.

66. Whenever the Head of Sub-department finds that the number of officers under his control is greater than is required to perform the current work of the Department, he shall forthwith report the circumstances to the Permanent Head, who shall advise the Commissioner. Officers in charge are required to report to the Head of Sub-department when it is considered that a reduction in staff can be made through reduction in amount of work or re-arrangement of duties.

Re-appointment of Retired Officers.

Section 9.

67. A record shall be kept in the Commissioner's office of all officers who have been called upon to retire from the service on the ground of retrenchment, and such persons shall be eligible for re-appointment. Persons who have voluntarily retired may be re-appointed subject to Section 35 of the Act.

Quarters.

Section 55.

68. When any officer occupies, for the purpose of residence, the whole or part of a building belonging to or used by the State, the Head of Sub-department shall notify the Permanent Head, who shall report the fact to the Commissioner. The Governor may direct, except as herein provided, that any such officer shall pay a fair and reasonable sum as rent, which sum shall be deducted from such officer's salary, and the amount of such sum, not exceeding ten per centum on the salary of such officer, shall be fixed by the Governor, on the recommendation of the Commissioner, or by officers specially or generally appointed for the purpose by the Governor. In calculating for any purpose the rate of salary of such officer, the amount so deducted as rent shall be deemed and taken to be part of his salary.

No officer shall be subject to any deduction from his salary as rent of any premises he may continue to occupy if at the commencement of this Act such premises were occupied by him free of rent. If, however, the premises are required for other public purposes, he shall vacate same without compensation.

Resident Magistrates and others who are provided with free quarters are required to reside in them unless otherwise approved by the Commissioner.

Officers who rent Government buildings are prohibited from sub-letting any portion of same without the consent, in writing, of the Permanent Head of their several Departments.

Journal of duties.

69. Unless otherwise ordered by the Permanent Head of the Department, every officer, while not immediately under the supervision of a superior officer, shall keep a journal in the form required by the Commissioner, showing daily the duties performed by the officer, and the time occupied therein, and shall furnish a copy of this journal when required to the officer under whose authority he is placed.

Obligations of Officers in charge.

70. Officers in charge shall be accountable for the maintenance of good order, and afford the utmost aid and support to the Head of Sub-department and Permanent Head.

Officers to report Breach of Regulations.

71. All officers in charge shall report to the Head of Sub-department any breaches of these Regulations which come to their knowledge, and in like manner the Head of Sub-department shall report any breaches through the Permanent Head to the Commissioner, and where individual officers are concerned the Commissioner shall record them in the Record of Service book.

Officers to obey Summons.

72. Every officer who is summoned, either by the Commissioner or Chairman of the Appeal Board, to give evidence upon any subject of inspection, inquiry, or investigation, shall attend at such place and time as is specified in such summons, and produce any official or public books, documents, or writings in his custody or control, material to the inquiry, and shall answer all questions pertinent thereto, except that he shall not be compelled to answer any question which would tend to incriminate himself.

Attention and devotion to Business.

73. All officers shall, during the hours of business, devote themselves exclusively and zealously to the discharge of their public duties, and shall behave at all times with courtesy to the public, giving prompt attention to all reasonable requirements. Officers having to undertake duty at more than one place of business shall, as far as possible, attend at regular periods, and post a notice at each office showing the days and hours at which they will be present.

Applications of Officers, how to be made.

74. The application of any officer upon any matter affecting his position in the service shall be made by the applicant himself, through the Officer in charge, and the Head of Sub-department, to the Permanent Head of the Department, and if it be made through any other person it will be treated as irregular: Provided, however, that in exceptional cases an officer may, if he so desire, communicate with the Commissioner through the Permanent Head of his Department; in which case the communication shall, as soon as possible, be forwarded to the Commissioner, with any remarks considered necessary. In very exceptional cases an officer may communicate direct with the Commissioner.

Subordination of Officers.

75. Every officer shall obey promptly all instructions given to him by the officer under whose immediate control or supervision he is placed. If any officer has ground of complaint arising out of such instructions, or from any other cause whatsoever, he may appeal in regard thereto, through his immediate superior, who shall forward such appeal forthwith to the Head of Sub-department; but he shall, nevertheless, as far as possible, carry out any instructions which may be given to him until the same are countermanded by competent authority.

Use of Public Property.

76. All officers shall be held responsible for the careful use and preservation of all Government property in their possession, custody, or care. Officers in charge of public buildings shall, in the event of repairs being required, report to the Head of Sub-Department, and shall not allow the buildings to fall into decay, or to become permanently injured, for the want of timely requisition for such repairs.

*Bankruptcy of Officers.**Section 57.*

77. If the estate of an officer is sequestrated, either voluntarily or compulsorily, for the benefit of his creditors, he shall, within seven days, give written notice thereof, with a statement or explanation of the causes of his embarrassment, to his superior officer; and such notice and statement shall, within seven days of the receipt thereof, be transmitted, with a report, to the Head of Sub-department, and by him to the Permanent Head, who shall forward same to the Commissioner, with any remarks he may desire to make thereon; and, unless and until the Commissioner otherwise directs, the officer in question shall continue to perform the duties of his position and to receive his salary.

Certificate of Discharge.

78. Any officer whose estate is or before the commencement of the Act has been sequestrated, either voluntarily or compulsorily, for the benefit of his creditors, shall apply as soon as he may legally do so for a certificate of discharge, and, within

seven days from the date on which the decision of the court on such application has been delivered, shall inform the Commissioner in writing, through the Head of Sub-department and Permanent Head, of the result of his application, and thereupon the matter may be dealt with under Section 57 of the Act: Provided that nothing in this Regulation shall prevent the case of an officer from being dealt with at any time under the said section.

Forfeiture of Office.

Section 57.

79. If any officer 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 or receive his salary.

Officers not British Subjects to be Naturalised.

Section 54.

80. Every officer admitted to the Public Service before the commencement of the Act, who is not a natural-born or naturalised subject of His Majesty, shall forthwith, or so soon as he is qualified to do so, apply for and obtain a certificate of naturalisation under the laws of the United Kingdom, or of the Commonwealth.

Custody of Agreements.

81. All agreements in writing entered into with any individual or individuals for services to the Government, who are not public servants within the meaning of the Act, shall be lodged with the Commissioner for safe keeping unless he otherwise directs.

Custody of Papers of a Private Nature.

82. Permanent Heads and Heads of Sub-departments may forward to the Commissioner, for safe keeping, papers relating to officers when they are of such a nature as to make it inadvisable to leave them in charge of a subordinate officer.

Papers submitted for Approval of the Governor.

83. The Clerk to the Executive Council shall forward direct to the Commissioner the papers submitted by him to the Governor for approval, after they have been dealt with by the Governor.

Heads of Sub-departments to report where Special Regulations are necessary either under the Act, or for Employees exempt from the Act.

84. Heads of Sub-departments shall report to the Permanent Head in all cases where special regulations should be issued for any class or classes of officers to which these regulations do not, in part or whole, reasonably apply; such report shall be accompanied with draft regulations and a full statement of the case, and be forwarded to the Permanent Head, who shall forward same to the Commissioner with recommendation.

As all persons employed by the State do not come under the Public Service Act and these Regulations, and as it is desirable that regulations should exist for those who do not, as well as those who do, the Head of Sub-department shall, as soon as practicable after these Regulations have come into force, prepare a set or sets of draft regulations for any class or classes of employees in his Sub-department who are exempt from the Public Service Act. Such draft regulations shall be forwarded to the Permanent Head, who shall forward same to the Commissioner with his recommendation, and the Commissioner shall report to the Government for such action as may be necessary. In cases when persons employed follow a trade or calling, in connection with which there are trade customs, due regard to same shall, as far as is reasonably possible, be given in preparing such draft regulations, as also to any decision given under the Industrial Conciliation and Arbitration Act.

SECTION D.

LEAVE OF ABSENCE.

Method of applying.

85. Every application for leave of absence shall be made to the Head of Sub-department through the officer in charge, and shall be made in the form required, copy of which can be seen at the office of the Commissioner. The officer in charge shall report as to the conduct of the applicant and as to his compliance with these Regulations, and whether the leave can be granted without detriment to the work of the branch in which the applicant is employed.

*Leave of Absence for Recreation.**Section 59.*

86. Unless otherwise directed by the Minister, the Permanent Head shall grant to every officer of his department leave of absence for recreation for two weeks in each calendar year, exclusive of public holidays except as hereinafter provided. It is desirable that the leave of absence for recreation shall be taken in one period.

The Head of Sub-department shall make such arrangements as will allow each officer in his department leave of absence annually for recreation, as provided in the foregoing regulation. With the written consent of the Minister, annual leave for recreation may, when the convenience of the department is served thereby, be allowed to accumulate for not exceeding six weeks altogether including the leave for the year in which the accumulated leave is taken: Provided that in other cases, leave not taken during the year in which it accrues shall lapse. For the purpose of arranging leave, a programme shall be prepared in the month of January of each year, and an officer may be permitted to take his leave at any time during the year; that is to say, an officer may be permitted to take his annual leave in January for the year which has just commenced. The programme shall be submitted to the Minister for approval, but may be departed from in detail as directed by the Head of Sub-department or the Permanent Head.

When an officer cannot take his annual leave in the year in which it accrues because the convenience of the department renders his absence undesirable, the written consent of the Minister allowing his leave to accumulate shall be obtained by the Permanent Head on the recommendation of the Head of Sub-department.

When an officer enters the Service after the 1st January he may be granted annual leave for that year at the rate of one day for each complete month of Service.

Officers stationed in places remote from large centres of population, or North of 25° S. lat., unless otherwise directed by the Minister, may be granted by the Permanent Head the special leave mentioned in schedules hereunder, exclusive of public holidays, for recreation purposes:—

Schedule A.	Schedule B.	Schedule C.
2 weeks.	18 days or not exceeding 42 days accumulated.	42 days biennially.
Kalgoorlie Coolgardie (and within 5 miles radius of their respective central post office)	All places except those specified in Schedules A and C and places situated within the South-West Land Div- ision of the State West of longitude 119° E., marked Division 2 on accompanying map	All places situated North of 25° S. latitude, marked Division 3 on accompanying map

Biennial Recreation Leave to Officers in North.

87. Officers stationed North of 25 deg. S. lat. should take biennially 42 days' leave, and spend as much of it as possible South of 25 deg. Any such officer, however,

who shall elect to take annual leave will be entitled to two weeks only. If annual leave is taken instead of biennial leave no steamboat fares as hereinafter provided will be allowed.

Every officer whose head quarters are situate North of 25 deg. S. lat. who has not taken annual leave must apply for his biennial leave of 42 days at the expiration of each two years' service, and proceed at first opportunity to any place South of such latitude.

Every officer in the Administrative, Professional, and Clerical Divisions stationed in this District may be provided with a free return saloon passage for himself, wife, and children to Fremantle.

Time allowance for Travelling.

88. Every officer whose headquarters are situated outside the Metropolitan District shall be granted by the Permanent Head such additional time as may be necessary to cover the ordinary time taken in travelling to and from Perth.

Short Leave of Absence.

89. The Head of Sub-department, or other officer authorised by the Minister, may, on sufficient cause being shown, grant any officer leave of absence not exceeding two days; but all such periods of leave shall be properly recorded in a book to be kept for that purpose, and, at the discretion of the Permanent Head, shall or shall not be deducted from the next annual leave or accumulated leave: Provided that if the leave granted under this Regulation to any officer exceeds three days in one year, the excess shall be deducted from the officer's next annual leave.

Leave for Military Instruction.

90. An officer who is absent from his duties on days other than gazetted public holidays for the purpose of attending camps and courses of military and naval instruction, and who is paid for such attendance by the Department of Defence, shall have the option of having the period he is so absent deducted from any annual leave of absence due to him (such as annual recreation leave, leave in lieu of gazetted holidays, etc.), or of having his salary stopped for that period.

Temporary employees shall be treated in the same manner as permanent officers as regards gazetted public holidays; on other occasions leave to be granted by the department without pay.

Leave of Absence on Ground of Illness.

91. An officer who is too unwell to attend to his duties, but who is not confined to the house, may be required to take his annual leave.

92. Applications for leave of absence in the form required by the Commissioner on the ground of illness shall be supported by the certificate of a registered medical practitioner. A further certificate from a Government Medical Officer may be required. If the certificate of the Government Medical Officer does not, in the opinion of the Commissioner, endorse the certificate of the medical practitioner, the officer shall pay the fee due to the Government Medical Officer.

Section 61.

93. The Minister, in cases of illness or other pressing necessity, may, on production of satisfactory evidence, grant extended leave, not exceeding two months, in accordance with the following schedule:—

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	...	

94. Where in case of illness any officer 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 twelve months, may be granted, with the approval of the Governor, in accordance with the following schedule; provided that on each extension of leave the applicant shall be subjected to an examination by a medical officer approved by the Commissioner:—

Length of Service.	Period for which leave may be granted, on				
	Full pay.	Half-pay.	Third-pay.	Without pay.	
Under three years	Month. ...	Months. 3	Months. 9	Months. ...	In exceptional cases, special circumstances may be taken into consideration, <i>e.g.</i> , where an officer in discharge of his duty sustains injuries of such a nature as to incapacitate him for all duty, this 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 Minister on full pay.
Over three years	1	8	3	...	

95. If any officer is absent from duty on account of illness, and such absence has extended beyond three months, he shall not be permitted to return to duty until a Government Medical Officer, or some other registered medical practitioner approved by the Commissioner, has certified that he is fit to resume work.

96. If any officer is absent from duty on account of illness of a contagious or infectious character he shall not return to duty without a written medical certificate by a Government Medical Officer, or some other registered medical practitioner, stating that he may return without danger to others.

97. When leave is granted, other than on full pay, the rate paid for Sundays and holidays shall be the same as that allowed for the period of leave.

98. No leave on account of illness shall be granted with pay if the sickness or ill-health has been caused by the misconduct of the officer, to satisfy himself on which point the Head of Sub-department or Permanent Head may send any registered medical practitioner to attend on and examine such officer at his residence. A fee of £1 1s. shall be paid to the practitioner for his attendance and report, and if such report is, in the opinion of the Permanent Head, not favourable to the application of the officer concerned, the amount of the fee so paid shall be deducted from any money which is or becomes payable to the said officer by the Government. The same practice may be followed where an officer is suspected of absenting himself from duty without sufficient cause.

Section 61.

99. Leave of absence in case of illness shall not be reckoned as nor included in leave of absence for recreation.

100. Sick leave allowed under Regulation 93 may be granted in one or more periods, but the aggregate amount of leave provided for in the schedule is intended to cover a period of three years, dating from the first absence on sick leave.

The second or any subsequent triennial period will commence on the date of first absence on sick leave following the date upon which the previous triennial period expired, and for the three years thus commencing the full amount of leave provided in the schedules according to length of service may again be allowed.

Extended Leave without Pay.

Section 62.

101. With the approval of the Governor, on the recommendation of the Commissioner, leave of absence, without pay, may be granted to any officer for any period not exceeding twelve months, but the period of such leave shall not for any purpose be included as part of such officer's period of service.

*Long Service Leave.**Section 63.*

102. The Governor, on the recommendation of the Commissioner,—

- (a.) May grant to any officer who has continued in the Public Service for at least fourteen years, long service leave for six months on full pay, or twelve months on half pay ;
- (b.) May grant to any officer who has continued in the Public Service for seven years, long service leave for three months on full pay, or six months on half pay ;
- (c.) May grant to any officer employed Northward of the 25th parallel of South latitude such leave of absence, on full pay or half pay, as he may deem fit.
- (d.) May grant to any officer who, before the eleventh day of December, one thousand nine hundred and two, had continued in the Public Service for six years without long service leave, the leave mentioned in Section 29 of the Public Service Act, 1900.

In computing service under this section, service prior to the commencement of the Act shall be included.

Conditions affecting the granting of Long Service Leave.

103. Long service leave is permissive, and before it is granted, the commission of any offences under Section 47 of the Act, or the lack of good and diligent conduct, will be taken into consideration.

Long service leave shall be considered as a special period of recuperation after a lengthy term of service, with a view of fitting an officer for a further term, and should be applied for as it becomes due after 7 or 14 years, as provided in the Act. An officer who may from any cause retire from the service shall not, by virtue of such retirement, be entitled to leave which he may have failed to take during his service, but each case shall be dealt with on its merits.

When the convenience of the Department is served thereby, an officer who may be granted the special leave mentioned in Section 63, subsection (d) of the Act may compound by taking four and a-half months on full pay in lieu of three months on full and three months on half pay.

Annual Statement of Leave of Absence to Officers in all Divisions.

104. In the month of January in each year, each Permanent Head shall furnish to the Commissioner a statement giving full particulars of any leave of absence, other than ordinary leave for recreation purposes, granted under these Regulations during the previous year.

*Public Holidays.**Section 64.*

105. The following days to be observed as Public Service Holidays, namely—

- (a.) New Year's Day
Good Friday
Easter Eve
Easter Monday
Christmas Day
The 26th day of December.
- (b.) The Anniversary of the Birthday of the Sovereign
Foundation Day (1st day of June)
Proclamation of Self-Government (21st day of October).
- (c.) Also all days which the Governor may appoint, and which shall be notified in the *Government Gazette* as Public Service Holidays.

Whenever any of the days mentioned in subsection (b) fall on a day other than a Monday, the next following Monday shall be a holiday instead of such day.

*Leave in lieu of Public Holiday.**Section 65.*

106. The Minister of a Department, or the Permanent Head or Head of Sub-department thereof, may require such Department or any part thereof to be kept open in the public interest for the whole or any portion of a holiday, and may require the attendance and services of any officer of such department during any such holiday; but in that case every such officer shall be granted, in lieu thereof, an equivalent holiday upon such other occasion as does not interfere with public business.

Additional Remuneration to Relieving Officers.

107. An officer performing the work of another officer on leave for any period less than six months shall not receive extra remuneration. In cases where the period exceeds six months the Governor, on the recommendation of the Commissioner, may grant such additional remuneration as he may think fit to cover such additional period.

SECTION E.

ALLOWANCES AND TRAVELLING.

Cancellation of Previous Allowances.

108. All allowances previously granted other than those in accordance with these Regulations shall be discontinued unless specially approved by the Governor on the recommendation of the Commissioner.

109. The following shall be the scale of travelling allowances:—

Schedule A.	When travelling			
	All places outside the South-West Land Division West of Long. 119° (marked Divisions 2 and 3 on accompanying Map).		All places in South-West Land Division West of Long. 119° (marked Division 1 on accompanying Map).	
	Up to 10 days in one place.	After 10 days in one place.	Up to 10 days in one place.	After 10 days in one place.
	per diem.	per diem.	per diem.	per diem.
Officers receiving £500 per annum and over	18/4	15/-	15/-	12/-
Officers receiving £300 and under £500 per annum	15/4	12/4	12/4	10/-
Officers receiving under £300	12/4	10/-	10/-	8/-
Officers in the General Division drawing a salary or wage under £180 per annum	8/8	7/-	7/-	5/8

110. For journeys necessitating the purchase of one meal, one-fourth of the above allowance will be paid; two meals, one-half; three meals, three-quarters; three meals and a bed, one day's allowance.

111. The times for meals, for the purposes of these Regulations, shall be considered to be: Breakfast, 8 a.m.; lunch, 1 p.m.; dinner, 6 p.m.

112. If no sleeping berth be taken, then the allowance for bed will be granted. The granting of a sleeping berth will be at the discretion of the Head of Sub-department.

113. One fourth deduction will be made from above allowances for each item of expense mentioned in the foregoing regulation not necessarily incurred in any day.

114. The period for which travelling allowance may be claimed shall be computed from the time of departure of the train, steamer, or other conveyance by which officers travel.

115. The Permanent Head, with the approval of the Commissioner, may reduce the foregoing allowances in cases where the circumstances appear to justify such a course.

116. No paying officer shall pass for payment to any officer travelling allowance exceeding 14 days in any one month without reporting same to the Permanent Head through the Head of Sub-department. The paying officer, unless the Permanent Head shall have certified that the previous month's claim, when for a period exceeding the 14 days, has been passed by him, shall not make further payments until directed.

117. Where it is proved to the satisfaction of the Commissioner, by any officer, that the travelling allowance he would be entitled to draw under these regulations does not cover his actual reasonable expenses, the Commissioner may authorise a payment in addition to that set forth in the foregoing schedule of allowances.

118. The headquarters of Supervisors engaged on more than one work, and of other officers defined from time to time by the Commissioner, shall be considered to be the place in which the principal work is located, as defined by the Permanent Head, and while at such headquarters they shall not be entitled to any travelling allowance.

119. When an officer is transferred, allowances under Schedule A, Regulation 109, may, with the approval of the Head of Sub-department, be paid for a period not exceeding 10 days after arrival at the new locality, which shall then be considered the officer's headquarters.

120. Officers travelling beyond the limits of the State shall receive an increase of one-third on the lower scale rates. (Regulation 109.)

121. All travelling allowances shall be in addition to the cost of conveyance.

122. When officers travel by steamer or other vessel in which the fare paid includes subsistence, an allowance equal to 15 per cent. of the passage-money shall be paid.

Mode of Travelling.

123. Officers shall travel by railway if the cost be not greater than by other means of conveyance, unless otherwise directed by the Head of Sub-department.

Whenever an officer does not travel by railway he shall be repaid the actual cost of the necessary and most economical means of conveyance upon furnishing receipts for such payment. Receipts will not be required for any amounts under five shillings, but in lieu thereof a declaration, on the face or on the back of Form 10, must be made as follows:—"I certify that the sum of.....has been expended by me on Public Service."

124. First-class railway fares shall be allowed to all officers in the Administrative, Professional, and Clerical Divisions; and second-class fares to officers in the General Division: Provided that in special cases the Head of Sub-department may allow first-class fare to any officer.

125. No officer shall engage other vehicles when there are public conveyances available when required.

126. Unless specially authorised by the Head of Sub-department, cab fares will not be allowed when the distance can be traversed by the ordinary modes of conveyance by rail, tram, motor, or omnibus.

127. When circumstances necessitate the use of two horses, a special report shall accompany the account.

128. In districts where horses cannot be easily hired, the Commissioner, on the recommendation of the Permanent Head, may authorise a commuted allowance for the keep of horses.

129. Officers who work in the field shall, while in camp, receive the following allowances:—

Schedule B.	When in the Field in Camp.	
	Up to 10 days.	After 10 days.
Single Men	per diem. 5s.	per diem. Nil
Married Men	5s.	3s.

130. A married man whose family resides outside the State shall, for the purposes of camp allowance, be considered a single man.

131. A single man in camp, on satisfactory proof being supplied that he has to support in the State those related to him, may, on the certificate of the Commissioner, for the purposes of camp allowance be considered a married man.

132. A married man with his wife and family in camp for a longer period than one month in any one year shall receive no camp allowance for such period.

133. The following shall be the scale of allowances which may, on the recommendation of the Permanent Head, be paid to officers living in localities where the climatic conditions are severe, or where, owing to the situation, the cost of living is exceptionally high:—

Schedule C.	All Districts in the State except those within the S.W. Land Division of the State which lie West of Longitude 119° E., and also all places N. of Latitude 25° South.						North of Latitude 25° South.	
	Within 5 miles radius of the Post Offices at Kalgoorlie, Coolgardie, and Southern Cross.		Within 5 miles "as the crow flies" of any Railway Station or Public Siding.		Beyond the 5 miles limit from any Railway Station or Public Siding.			
	Married.	Single.	Married.	Single.	Married.	Single.	Married.	Single.
	£	£	£	£	£	£	£	£
£100 and under	15	15	20	20	25	25	30	30
£200 from £101	30	20	35	25	45	30	50	40
£250 from £201	40	25	55	35	65	45	75	55
£315 from £251	50	35	65	45	80	60	90	70
£380 from £316	60	40	80	55	100	75	120	90
£450 (and over) from £381 ...	The last allowance plus 3% on Salary		The last allowance plus 4% on Salary		The last allowance plus 5% on Salary		The last allowance plus 7½% on Salary	

NOTE.—All Salaries are fixed at Perth Rates.

134. A married man whose family resides outside the State shall, for the purposes of this allowance, be considered a single man.

135. A single man, on satisfactory proof being supplied that he has to support in the State those related to him, may, on the certificate of the Commissioner, for the purposes of this allowance, be considered a married man.

136. Allowances under Schedules A and B must not be concurrent, but an allowance under Schedule A or B may be concurrent with an allowance under Schedule C.

137. In localities where these allowances do not, in the opinion of the Permanent Head, fairly compensate the officer for extremely severe and costly conditions

of living, the rates in the foregoing scale may be increased by the Commissioner, with the approval of the Governor.

138. An officer acting for another officer shall, after ten days, whilst so acting, be entitled to receive district allowances on the same scale as the officer for whom he is acting.

139. When an officer is on leave of absence, or for other temporary reasons is not required to live in the district for which he is entitled to draw district allowance, he shall not draw such allowance except in the case of annual leave. In cases where an officer leaves his district on duty the district allowance shall cease after the expiration of two weeks, unless otherwise approved by the Permanent Head.

140. The Commissioner, after report from a Permanent Head, and with the approval of the Governor, may raise, lower, or abolish the scale of district allowance fixed for any district or locality.

Officers provided with board and lodgings at Government expense shall not draw district allowance.

SECTION F.

CLASSIFICATION.

Payment of salary in excess of Classification.

141. If any officer is in receipt of salary greater than the maximum rate assigned to his class or office, he may continue to receive such greater salary until he can be employed in another office or work equivalent to his salary. The additional amount shall be charged to a special vote provided for the purpose by each Department on the Consolidated Revenue and Expenditure Estimates. In such cases the Governor, on the recommendation of the Commissioner, may fix the rate of salary the officer is then receiving, so that it shall neither be increased nor diminished while he holds such first-mentioned office. The rate of salary may be similarly fixed where an officer is in receipt of salary determined as the maximum for his office. Provided always, that if an officer fails to qualify within a reasonable time fixed by the Commissioner for any position to which he may have been transferred, such officer shall retire from the Service or be reduced to some lower position equivalent to the services he is capable of rendering, if such lower position is available.

Power to fix Salary in Special Cases.

Section 22.

142. On the recommendation of the Commissioner, the rate of salary to be paid to an officer occupying any particular office may be fixed at any sum within the limits of his class or grade, and such sum shall be the salary attached to such officer while he holds such office, or until the Commissioner otherwise recommends.

Increases and Increments.

143. It must be distinctly understood that all increases or increments provided for in any classification under the Act and Regulations shall be discretionary, and subject to the recommendation of the Commissioner, the approval of the Governor, and the necessary provision for the payment thereof being made by Parliament.

The classification shall take effect as from the beginning of the financial year.

Increments, when allowed, shall be payable from the first day of the financial year in which they accrue.

Right of appeal against Classification.

144. Any officer dissatisfied with any proposal of the Commissioner, either particular or general, in regard to grade affecting him, or to the classification of the work performed by or assigned to him, may, within one month, or in special cases within such time as the Commissioner may determine after publication of such proposal in the *Government Gazette*, appeal to the Appeal Board.

Classification of the General Division.

145. The General Division shall comprise all officers not included in the Administrative, Professional, or Clerical Divisions, but shall not include any officer or class of officers to whom or to which, on the recommendation of the Commissioner, the Governor declares that the provisions of the Act shall not apply.

146. The Commissioner, after such investigation as he deems desirable, will arrange the officers of the General Division into classes, and, if found necessary, into grades within the classes, and will recommend the scale or amount of salary or wages that shall be payable to the officers in each class and grade.

147. The Commissioner will assign to each officer of the General Division a position in one or other of the classes, and will recommend whether the salary or wages of any officer or class of officers shall be fixed at any sum within a class or become subject to the increment prescribed for the grade.

148. Increments may, subject to Regulations, be granted to such officers or classes of officers in the General Division within the several classes as are recommended by the Commissioner.

149. The granting of an increment under this Regulation shall be discretionary, and conditional on the good conduct, diligence, and efficiency of the officer concerned, and on the value of the work justifying the increase of salary, regarding which a report must be furnished to the Commissioner by the Permanent Head of the Department.

150. Notwithstanding anything contained in these Regulations, officers may, until the Commissioner has made full inquiries and classified them, continue to receive the salaries and district allowance or wages provided on the Estimates, but thereafter shall not continue to receive such salary, district allowance, or wages unless approved by the Governor upon the recommendation of the Commissioner.

151. Where, in the opinion of the Commissioner, the minimum salary of any class would not be adequate remuneration for any officer or class of officers on first entering the class, he may assign to such officer or class of officers a minimum salary at any higher grade of the class.

152. Officers may be promoted from class to class by the Governor, on the recommendation of the Commissioner, whenever vacancies occur in the next higher class, but not otherwise.

153. The numbers of each class of officers in each grade shall be maintained as nearly as possible in the proportions that are from time to time determined by the Commissioner.

Classification of the Clerical Division.

154. The Clerical Division shall include all officers whose offices the Governor, on the recommendation of the Commissioner, directs to be included in such division, and shall be divided into seven classes known as Classes A, B, C, D, E, F, and G. Each of such classes shall be subdivided into grades known as fourth, third, second,

and first grade, as set forth in the following schedule, and the rate of salary of an officer in a grade of any such class shall be that assigned to such grade in such schedule.

Class.	Annual Salary of Grade.			
	First Grade.	Second Grade.	Third Grade.	Fourth Grade.
	£	£	£	£
A	450	435	420	405
B	380	365	350	335
C	315	300	285	270
D	250	240	230	220
E	200	190	180	170
F	150	140	130	120
G	100	{ 90 80	70 60	50 40

Section 27.

155. All new appointments to the Clerical Division shall be made to the fourth grade of the Class G, and the rate of the salary at which a person is first appointed to such sub-division shall be Forty pounds per annum.

156. Subject to the provisions of these Regulations, the salary of such officer shall, at the expiration of not less than six months, be increased to the rate of Fifty pounds per annum; and at the expiration of a further period of not less than six months he shall be transferred to the third grade, and his salary shall be at the rate of Sixty pounds per annum.

157. Every such officer shall thereafter be entitled, under the Regulations, to receive an increase of Ten pounds per annum, or such part thereof as is recommended by the Commissioner, at the end of every succeeding twelve months, until such salary has reached One hundred pounds per annum.

158. In Class F and higher classes of the Clerical Division, no officer shall be advanced within a class except by promotion from one grade to the next higher grade, and until he has been at least twelve months in the grade from which it is proposed to promote him, but any such advancement may be authorised, subject to Regulations, whether there is or is not a vacancy in the grade to which the promotion is made.

159. No officer shall be promoted from one class to another unless he has served at least one year in the lower class, and then only to fill a vacancy or a new office in the higher class, commencing at the lowest grade of that class.

160. No officer shall be promoted from one grade to another, or from class to class, unless he has served one year in the lower grade; provided that the Governor, on the recommendation of the Commissioner, may, under very special circumstances, promote an officer from grade to grade within a class as he may think fit. A copy of such recommendation and approval shall, as soon as practicable after the promotion, be laid before Parliament.

161. No advancement within a class, or promotion from class to class, shall be allowed unless the Commissioner is satisfied by the reports of the Head of Sub-department and the Permanent Head that the officer is entitled by the amount and importance of his work, and by his efficiency, seniority, and good conduct, to receive it.

Classification of Professional Division.

Sections 18 and 41.

162. The Professional Division shall include Legal Practitioners, Medical Practitioners, Engineers, Architects, Actuaries, Land Surveyors, Draughtsmen, and others whose duties require in the person performing them some special skill or technical knowledge usually acquired only in some profession or occupation different from the ordinary routine of the Public Service, and whose offices the Governor, on the recommendation of the Commissioner, directs to be included in such Division.

163. All officers in Class 1 (except those paid a specified rate by virtue of any Act) shall be paid such salaries as are recommended from time to time by the Commissioner and provided by Parliament.

Section 40.

164. Officers shall be classified as under :—

SCALE SHOWING RATES OF ANNUAL SALARIES OF OFFICERS OF THE PROFESSIONAL DIVISION IN THE SERIES OF GRADES CALLED "THE HIGHER GRADES."

Class.	Annual Salary of Grade.			
	First Grade.	Second Grade.	Third Grade.	Fourth Grade.
1	£ ...	£ ...	£ ...	£ 510 (upwards)
2	500	450	425	405
3	380	365	350	355
4	315	300	285	270

SCALE SHOWING RATES OF ANNUAL SALARIES OF OFFICERS OF THE PROFESSIONAL DIVISION IN THE SERIES OF GRADES CALLED "THE LOWER GRADES."

Class.	Annual Salary of Grade.			
	First Grade.	Second Grade.	Third Grade.	Fourth Grade.
(1 to 4, see "The Higher Grades.")	£	£	£	£
5	245	230	220	210
6	200	190	180	170
7	150	140	130	120
8	100	{ 90 80	70 60	50 40

165. Except in the cases of persons appointed under Section 29 of the Act, all new appointments to the Professional Division shall be made to the fourth grade of Class 8, and the rate of salary at which a person is first appointed to such grade shall be £40 per annum.

166. Subject to favourable report by the Head of Sub-Department or Permanent Head, the salary of every officer of the Professional Division in Class 8 shall, at the expiration of not less than six months, be increased to the rate of Fifty pounds per annum; and at the expiration of a further period of not less than six months he shall be transferred to the third grade, and his salary shall be at the rate of Sixty pounds per annum.

167. Every such officer shall thereafter be entitled, under the Regulations, to receive an increase of Ten pounds per annum, or such part thereof as is recommended by the Commissioner, at the end of every succeeding twelve months, until such salary has reached One hundred pounds per annum.

168. An officer shall be required to pass an examination qualified to test his professional knowledge of the special work upon which he may be engaged and his general fitness for promotion before he is promoted from Class 8.

169. No officer shall be promoted from one class to another unless he has served at least one year in the lower class, and then only to fill a vacancy or a new office in the higher class, commencing at the lowest grade of that class.

170. No officer shall be promoted from one grade to another unless he has served one year in the lower grade; provided that the Governor, on the recommendation of the Commissioner, may, under very special circumstances, promote an officer from

grade to grade within a class as he may think fit. A copy of such recommendation and approval shall, as soon as practicable after the promotion, be laid before Parliament.

Section 41.

171. No officer shall be eligible for promotion from the "Lower Grades" to the "Higher Grades" of the Professional Division unless he has been at least three years in the Public Service and has passed the examination prescribed by the Governor as a preliminary to admission to those grades:

Provided that, where reported by the Commissioner to be unnecessary, examination may be dispensed with in the case of Legal Practitioners, Medical Practitioners, Engineers, Architects, Actuaries, Land Surveyors, and Draughtsmen employed and seeking promotion or transfer in the line of their profession.

172. Examinations for promotion from the "Lower Grades" to the "Higher Grades" in or transfer to the Professional Division shall be held from time to time, and be conducted by a board consisting of three competent persons appointed by the Governor on the recommendation of the Commissioner.

The names of the persons who have passed the required examination will be registered by the Commissioner, and all vacancies in the Higher Series of Grades in the Division which it may be considered expedient to fill, and which, subject to the provisions of the Act, may be filled from a Lower Series of Grades, shall be filled by the appointment of those officers whose names appear in the Register.

Administrative Division.

Section 18.

173. The Administrative Division shall include all Permanent Heads of Department and also all persons whose offices the Governor, on the recommendation of the Commissioner, directs to be included in this Division.

SECTION G.

TRANSFER AND PROMOTION.

Transfer of Officers from place to place.

Section 45.

174. No officer shall be allowed to refuse compliance with an order of the Governor, on the recommendation of the Commissioner, directing his removal from one position to another, or from one Division or Department to another; and disregard of or disobedience to any such order shall be followed by dismissal, unless the officer concerned justifies such refusal, in the judgment of the Commissioner, by adducing some valid and sufficient reasons therefor.

An officer may be allowed, with the approval of the Governor, to decline any offered promotion or appointment without prejudice to his right to any future promotion or appointment to which his grade and order of seniority and merit would, under the provisions of the Act, entitle him.

The circumstances of individual officers will receive due consideration, but, while attention will be given to objections of a personal or private nature, in view of a proposed transfer, it is to be understood that private considerations must give place to the interests of the Service.

An officer shall have no grounds of appeal against loss of seniority should another officer be appointed to any appointment or position offered to him and refused, and which the Commissioner may afterwards determine is of higher status than the position occupied by the officer refusing the appointment or position.

Departmental Transfers.

175. Transfers from one position temporarily to another in the same Department for a period exceeding six months shall be submitted to the Commissioner for approval.

Officers stationed in Remote Localities.

176. An officer stationed for a prolonged period in a remote locality who desires transfer, may apply to the Head of the Sub-department, who shall, after recording the application for consideration when opportunity offers, forward the application through the Permanent Head to the Commissioner.

On the occurrence of a suitable vacancy, any such application shall be brought under review by the Head of Sub-department; and if the officer is otherwise eligible, the length of his service in the remote locality shall be held to entitle him to special consideration.

On the report of the Permanent Head, the Commissioner will determine the particular places to which this regulation shall apply, and the periods of residence which shall entitle an officer to special consideration as regards transfer.

Conveyance of Officers transferred.

(Where cost borne by Officers.)

177. Officers who are transferred from one locality to another solely at their own request, or by exchange (except as provided for in the next Regulation), must bear the whole cost of their removal. When transferred on account of misconduct, the cost must be borne by officers in fault, unless otherwise determined by the Permanent Head prior to removal.

(Where cost borne by Department.)

178. When officers are transferred—

- (a.) In the public interest;
- (b.) To meet the convenience of the Department, or in the ordinary course of promotion and transfer of officer after prolonged period of service in a remote locality;
- (c.) On account of illness, due to causes over which the officer has no control, provided a medical certificate be furnished to the effect that a change is needed to restore health;
- (d.) To fill vacancies occurring on the transfer of an officer under the last preceding clause—

the actual reasonable cost of conveyance of such officers, as well as that of their wives and children and furniture, will be paid by the Department, or, in the case of unmarried officers, an application for a similar concession may be considered by the Commissioner, on the recommendation of the Permanent Head.

179. The maximum amounts for removal of furniture shall be as under:—

- (a.) Officers whose salaries are under £200 per annum, £25;
- (b.) Officers with salaries of £200 and under £400 per annum, £35;
- (c.) Officers with salaries of £400 and under £600 per annum, £40;
- (d.) Officers whose salaries are £600 per annum and over, £50;

In providing for cost of removal only necessary household furniture and effects shall be taken into consideration.

180. Before removal is undertaken, the officer shall, where practicable, obtain offers from at least two carriers, and submit same to the Permanent Head, who may authorise the acceptance of the more suitable, provided that the maximum amount above stated is not exceeded.

The Head of Sub-department may, in lieu of cost of removal, authorise payment of an amount less than the maximum prescribed for removal expenses to compensate for loss in any case where an officer elects to dispose of his furniture and effects instead of removing them to his new station.

An officer shall not be entitled to any compensation from the Government for losses or damages arising from removal, but nothing herein shall prevent an officer having and preferring a claim against the Railway Department.

Furniture, where practicable, shall be removed by railway if the cost be not greater than by other means of conveyance.

Vouchers must be produced for all sums paid.

Where exceptional circumstances can be shown to exist, a reasonable amount in excess of the maximum under these Regulations may be authorised by the Commissioner.

Transfer of Officer without increase.

181. Where an officer receives no increase of pay on transfer, the time served in his former office may be counted in reckoning the interval for increment.

Transfer of Officers from one Division to another.

182. An officer may be transferred or promoted from one division to any other, provided that—

(a.) In the case of transfer or promotion from the Clerical or General to the Professional Division he shall first pass the ordinary or special examination prescribed for entrance to the class in the Department to which it is proposed to promote or transfer him. The special examination may be conducted by a Board of Examiners of not less than three persons appointed by the Commissioner, and shall be of such a nature as will test the practical knowledge of the candidate of the duties which he would be expected to perform in the new position to which he desires to be transferred or promoted.

(b.) In the case of transfer or promotion from the General to the Clerical Division he shall first pass the tests and examination prescribed in Regulation 279.

Transfer and Promotion.

183. The transfer of an officer from one Department to another, or from one position to another position in the same Department, for the purpose of promotion, may be temporary for a period not exceeding three months, and the officer transferred shall not receive promotion to the superior class or position unless he satisfies the Commissioner of his ability to efficiently perform the work; in which event the increment allowed shall date from the time he commenced to perform the higher duties. If it appears to the Commissioner that such officer is not fitted to perform the duties required of him, he may if practicable, be re-transferred to the position previously occupied by him in the Department or to some other similar position.

184. An officer promoted to any position which may, in the opinion of the Commissioner, convey with it duties as an "Officer in charge" under these Regulations, or any duties of a higher character, shall provide a medical certificate from the Government Medical Officer, or other medical practitioner approved by the Commissioner, showing that he is in a fit and proper physical condition to fulfil the duties of his new office. The Commissioner may require a similar certificate from any officer upon promotion.

Vacancies.

Section 38.

185. When a vacancy occurs in any Department, the Governor may, on the recommendation of the Commissioner and subject to the provisions of the Act—

appoint an officer of the Department in which such vacancy occurs, regard being had to the relative efficiency, or in the event of an equality of efficiency of two or more officers, to the relative seniority of the officers of such Department; or

appoint any qualified officer from any other Department whom, on the ground of efficiency, or in the event of an equality of efficiency of two or more officers whom, on the ground of seniority, it appears desirable so to appoint, if it appears that such appointment would result in the work of such office being more efficiently performed than by selecting an officer from the Department in which such vacancy occurs.

“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.

Mode of dealing with vacancies.

Section 44.

186. When a vacancy occurs in any Department, the following action shall be taken:—

- (a.) The Permanent Head and Head of Sub-department shall state, as soon as practicable, to the Commissioner, whether or not, in their opinion, it is necessary to regrade the position or to fill the vacancy.
- (b.) The Commissioner, after due inquiry and on being satisfied that the position should be continued, or a minor one created in lieu thereof, will issue a certificate to that effect.
- (c.) As soon as practicable after the issue of the certificate by the Commissioner, or after the Governor's approval of a recommendation, which results in a vacancy or the creation of a new position, the Commissioner will cause to be published in the *Government Gazette* a notice stating the office to be filled, the locality, the division, and the salary.
- (d.) Application for any vacant position shall be addressed to the Commissioner, and shall be countersigned by the Head of Sub-department to show that he has knowledge of his officer's application.
- (e.) The Permanent Head and the Head of Sub-department shall report, at the request of the Commissioner, upon the qualifications of the applicant or applicants, and suggest the name of any officer whom they consider best fitted for promotion to the vacant office.
- (f.) In any case where it is proposed to promote a junior officer over a senior, the reports shall give reasons for the opinion that the efficiency of the officer proposed is greater.
- (g.) Should there be no officer entitled to or suitable for promotion, then the person entitled by examination under the provisions of the Act and Regulations shall be considered, and the Governor may appoint such person on probation.
- (h.) The Head of Sub-department may direct any officer temporarily to carry out the duties of the vacant office, but such temporary occupancy of the position shall not confer any claim to appointment.
- (i.) Vacancies consequent upon the promotion or transfer of any officer to fill a notified vacancy may be filled by the Commissioner, under the Regulations, without further notification.
- (j.) An officer promoted to fill a vacancy at a higher rate of salary shall not be paid at the higher rate until a certificate has been issued by the Commissioner stating that the officer has actually commenced the duties of his new office.
- (k.) The word “Department” in Section 38 of the Act, and in these Regulations, shall be taken to mean all the Departments, Sub-departments, and branches under any one Ministerial portfolio.

SECTION H.

LIFE ASSURANCE AND SUPERANNUATION.

Officers to Assure their Lives.

187. Every officer, on the confirmation of his appointment, shall effect an assurance on his life with some Life Assurance Company or Society (hereinafter termed the company), approved by the Governor, and carrying on business in the State, which is willing to issue policies on conditions set forth in the Act and arrange for the necessary progressive increases from time to time on the sum or sums already assured

without any medical examination other than that which was required in connection with the original assurance: Provided, however, that this regulation shall not apply to any officer who at the time of his appointment is already assured in any such Company or Society for benefits equivalent to those prescribed. A list of the Companies or Societies above referred to shall be kept in each department.

188. Every policy of assurance issued by an approved Company or Society under the provisions of the Act and Regulations shall be subject to the condition that the assured officer accepts all responsibility in the matter of premiums, and that the State shall not by reason of the approval of any Company or Society by the Governor be held to be liable for any breach of contract of assurance.

189. Every officer whose appointment is confirmed shall be considered as accepting and holding his appointment subject to the condition that a deduction may from time to time be made from the salary, wages, or allowance due to him of a sum sufficient to cover the premium on his life assurance. The Permanent Head may, if the premium be more than two months in arrear, or whenever any policy is liable to lapse within one month, deduct from the salary of the officer assured the amount of arrears of premiums and fines, if any, payable on account of assurance, and pay the same to the company with which the officer is assured.

Amount of Assurance.

190. Every policy taken out as aforesaid by any person not already fully assured within the meaning of the Act shall provide for the payment of an amount, in accordance with the following scale, to the person assured on his attaining the age of 60 years, or to his personal representatives within three (3) months from the date of his death, whichever first happens.

Salary or wage.						Amount of assurance.
£	£					£
100 and under		100
Over 100 to	150	150
" 150 "	200	200
" 200 "	300	300
" 300 "	400	400
" 400 "	500	500

Provided, however, that such policy shall contract for the payment of an amount not less than the maximum annual salary prescribed by the Act or Regulations for the class to which any officer is appointed or promoted.

191. In this and the next following regulation the word salary shall mean salary or wage exclusive of district allowances.

192. The amount of assurance shall be increased by £100 for every £100 or portion of £100 exceeding £49 of salary above £500. Such additions to assurance shall be made in conformity with a table of rates specified on the policy and according to the age of the assured at the times the assurance is increased.

193. Any policy taken out prior to entry of an officer to the service which provides for the payment of a sum of money, in accordance with the scale prescribed in these Regulations, to the person assured at death or on his attaining any age less than 60 years of age, whichever first happens, may be accepted by the Commissioner in lieu of the prescribed policy maturing at 60 years of age. Any such policy must provide for benefits equivalent to those prescribed, and must otherwise conform to these Regulations.

194. The following officers shall not be subject to the foregoing Regulations relating to assurance:—

- (a.) Officers appointed to the Public Service before the commencement of the Public Service Act.
- (b.) Persons temporarily employed.
- (c.) Persons appointed under Section 29 of the Act.
- (d.) Persons re-appointed under Section 35 of the Act.

Payment of Premiums—Deposit of Policies.

195. All life assurances under the Act and Regulations shall be in the name of the assured, and every policy effected in pursuance of the Act shall be deposited with and remain in the custody of the Permanent Head so long as the assured remains in the Public Service, and the premiums payable thereunder shall be paid in advance.

196. If the person assured under any policy or policies lodged as hereinbefore provided is transferred from the State to the Public Service of the Commonwealth, such policy or policies may be delivered up to the Public Service Commissioner of the Commonwealth, or to any officer of the Commonwealth duly authorised to hold the policies of officers in the Department to which the person assured has been transferred.

197. Premiums under the policies issued in terms of the Act and Regulations shall be payable annually, half-yearly, or quarterly, on one, two, or all of the following dates, as the case may be, on the 1st days of January, April, July, and October. If the assurance is effected at any time other than on one of the said days, the first premium for such policy shall be equal to the premium for the period from the date of the commencement of the risk to the next ensuing due date.

No Policy to be varied, altered, or discharged.

198. No contract of assurance once effected with any company under the provisions of the Act or Regulations shall be varied, altered, or discharged without the knowledge and consent of the Permanent Head of Department.

199. The Permanent Head shall notify the company concerned of any increase of the salary or wage of the officer assured which involves an increase in the amount of assurance, and the necessary addition to the amount assured shall thereupon be effected and inscribed on the policy, or a new policy issued. Assurances so increased shall be continued with the company which issued the original policy.

200. Every policy lodged with the Permanent Head as aforesaid shall contain a condition to the effect that the policy shall not be made void for the non-payment of premiums until at least one month after notice of such non-payment has been served on the Permanent Head, and that the company will, within one month after the service of such notice, receive the overdue premiums without interest, and a further condition that the policy shall not, so long as the officer remains in the Public Service, be assignable or transferable either at law or in equity, or be charged in any way either wholly or in part.

Officers over Sixty years of age.

201. If the person assured under any policy providing for the payment of a sum of money elects and is required to remain in the Public Service after he has attained the age of 60 years, or if he remains in such service beyond the age at which any sum becomes payable under such policy, a sum of money equal to the maximum amount for which he is required to be assured under these Regulations shall be held by the company in which such officer is assured until he retires or is removed from the Public Service or departs this life, and until one or the other happens such company shall pay the officer so assured interest half-yearly at the rate of three per cent. per annum on the sum retained.

Reduction of Assurance.

202. From and after the passing of these Regulations any officer who has effected a policy of assurance on his life may agree with the company which issued such policy to reduce the sum assured under the same to an amount at least equal to that specified in these Regulations corresponding to the salary of the officer, and such policy may be indorsed with a condition setting forth the terms of the agreement entered into between the company and the officer upon whose life such policy was issued; or he may divide the policy or policies in such a manner as to comply with these Regulations and retain in force on his own account the excess of assurance free from any restriction imposed by the Act or these Regulations.

Superannuation.

203. When an officer who was appointed prior to the passing of "The Public Service Act, 1904," retires from the Service and is a person who may be granted a pension

under "The Superannuation Act, 1871," the Permanent Head shall report to the Commissioner fully on the services rendered by the retiring officer, and the Commissioner shall forward same with his recommendation and report to the Governor.

Deductions from Salary in lieu of Assurance.

204. When an officer is unable to assure his life, or is unable to assure his life without a loading of five years or more being made upon his age, and in such latter case is unwilling to assure his life, the following deductions shall be made annually by quarterly instalments, in advance, from his salary, viz., for every £100 of assurance which an officer would be required to effect under the foregoing Regulations:—

Age of Officer when deductions begin.	Amount of Annual Deduction.		
	£	s.	d.
Under 20 years	1	15	0
20 years and under 25	2	0	0
25 " 30	2	5	0
30 " 35	2	15	0
35 " 40	3	5	0
40 " 45	4	0	0
45 and upward	5	0	0

205. For each £100 of additional salary or portion thereof exceeding £49 a further deduction shall be made in accordance with this scale according to the age attained at the time when such further deduction commences.

206. The sums deducted under this Regulation shall be paid into a trust fund in the Treasury, to be invested and accumulated in the interest of the person from whose salary the amounts have been deducted, and shall be repaid, with compound interest calculated half-yearly on the basis of the rate of interest paid during such half-year to depositors in the State Savings Bank, to the officer on his leaving the service, or to his representative should he die while in the employ of the Government.

Delivery of Policies in case of retirement.

207. When any officer retires, or is dismissed, or otherwise leaves the Public Service, the Permanent Head shall deliver to him all his policies of assurance which are in possession of such Permanent Head, and shall notify the company concerned.

Delivery of Policies in case of death.

208. On the death of an officer before he has attained the age of 60 years, the policies of assurance in his name which are in the possession or custody of the Permanent Head shall be delivered to the dependents of the deceased officer.

SECTION I.

ELECTION OF DIVISIONAL REPRESENTATIVES FOR APPEAL BOARD.

209. As soon as practicable, an election of divisional representatives shall be held.

210. For the purposes of the first election the officers shall be held to be divided into classes, whose duties correspond with those of the four divisions described in the Act, viz.:—Administrative, Professional, Clerical, and General.

211. In the event of doubt arising as to the division in which an officer shall be placed, the Permanent Head shall have power, for the purposes of the first election, or until the classification of officers by the Commissioner has been completed, to decide under which division any officer in his department may vote, provided that, in the Administrative Division, such power shall rest in the Commissioner.

212. As soon as practicable, and from time to time thereafter as is necessary, the Permanent Head shall cause to be prepared a record of signatures of all officers employed, numbering them consecutively and keeping each division separate.

213. The Permanent Head shall act as Returning Officer in connection with the election of divisional representatives, as far as his department is concerned.

214. All nominations of candidates for the position of Representative of Division shall be made, in writing, by not less than twenty persons entitled to vote in

such division, except in the case of the Administrative and Professional Divisions, where nomination by five persons of each division will suffice, and shall be forwarded, together with the written consent of the candidate, to the Commissioner six weeks before such date as is intimated for the election by public advertisement, inserted three times in the *Government Gazette*.

215. All voting shall be by post unless the ballot-papers, enclosed in the envelope supplied are deposited personally by the voter in a ballot-box provided for the purpose in the office of the Permanent Head, provided that officers in remote places may telegraph when necessary.

216. The Permanent Head shall stamp or initial all ballot-papers issued, and number them and the counterfoil, so as to correspond with the officer's number in the record of signatures.

217. There shall be delivered or posted to every officer, not less than fourteen days before the date of election, a postal ballot-paper, with a counterfoil attached, and also an envelope, addressed to his Permanent Head.

218. Every ballot-paper shall be in the form or to the effect set forth in the schedule hereto.

219. Every officer, with the exception of officers acting under Regulation 215, who has received a ballot-paper shall record his vote in the following manner:—

- (a.) By making a cross in the square opposite the name of the candidate for whom he desires to vote.
- (b.) By signing his name upon the counterfoil.
- (c.) By folding up and fastening the ballot-paper so that the vote cannot be seen, and forwarding it, with the counterfoil attached, by post, enclosed in the envelope supplied, addressed to the Permanent Head of his Department, so that it will reach him not later than half-past four o'clock on the afternoon of the day of election.

220. The Permanent Head shall open the envelope, and after comparison of the signature on the counterfoil with the recorded signature, and if it be found to correspond, the Permanent Head shall detach the counterfoil from the voting-paper, and deposit the voting-paper in a ballot-box.

221. Any rejected ballot-paper shall be preserved pending settlement of any dispute arising out of any election.

222. The Permanent Head shall have discretion in the matter of accepting any vote, where no reasonable doubt exists as to the identity of the voter with a particular officer.

223. Two scrutineers shall be appointed by the Permanent Head, and each candidate shall be allowed to appoint one scrutineer in each Department, and all such scrutineers may be present with the Permanent Head when he opens the ballot-box and counts the votes.

224. In the case of an equality of votes between candidates, it shall be decided by lot, in such manner as the Commissioner determines, which of them is elected.

225. The Permanent Head shall, if qualified to vote at any election, be entitled to vote in the same manner as if he had not been appointed to act as Returning Officer.

226. The Commissioner shall determine conclusively all questions of detail concerning any election.

227. All votes received prior to half-past four o'clock on the afternoon of the day of election shall be counted by the Permanent Head in the presence of at least two scrutineers. The Permanent Head, as soon as the votes are counted, shall forward, in a sealed envelope, endorsed "Election returns," to the Commissioner, a statement showing the result of the ballot, and stating the number of informal or rejected votes. Such statement shall be in duplicate and signed both by the Permanent Head and two scrutineers. The duplicate to be retained by the Permanent Head.

The Commissioner, in the presence of not less than three Permanent Heads, shall open the sealed envelopes endorsed "Election Returns," and declare the result of the ballot, and announce same in the *Government Gazette*.

228. The Permanent Head shall, immediately after the votes are counted, seal them up in the presence of at least two scrutineers, and retain them for a period of three months under lock and key.

229. The term for which a Divisional Representative shall hold office shall be two years from the date of his election, except when a successor is appointed to fill an extraordinary vacancy, in which case such successor shall hold office only for the unexpired portion of the two years following the general election, and Divisional Representatives shall retire as a body at the expiration of each period of two years.

230. A Divisional Representative must be an officer employed in the division which he represents.

231. A Divisional Representative shall forfeit office if he is found guilty of any offence punishable by reduction of salary or dismissal, or if he ceases to be employed in the division for which he was elected or appointed as representative.

232. Where no nomination for the position of Representative has been made, the Governor, on the recommendation of the Commissioner, may appoint any officer in the same division, who shall act as Representative until the expiration of the period for which other Divisional Representatives are elected.

233. An election of a Deputy Representative for each Division shall take place at the same time as the election held for the Divisional Representative under the same Regulations and conditions. The voting paper and the envelope for enclosing same to be red in colour and endorsed in heavy type "Deputy Representative."

No.	VOTING-PAPER.								
<p>Election of Divisional Representative for the..... Division.</p> <p>The Examination of Voting-Papers is fixed for half-past Four o'clock in the afternoon of the day of , 19 , at</p> <p style="text-align: center;"><i>See Directions at the back of Paper.</i></p> <p style="text-align: center;">List of Candidates Nominated.</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="border-bottom: 1px dashed black; width: 300px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="border-bottom: 1px dashed black; width: 300px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="border-bottom: 1px dashed black; width: 300px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 20px;"></td><td style="border-bottom: 1px dashed black; width: 300px;"></td></tr> </table> <p>(Directions referred to to be printed at back of Voting-Paper.)</p> <p>(a.) Every officer must make a cross in the square opposite the name of the candidate for whom he desires to vote.</p> <p>(b.) He must sign his name on the counterfoil.</p> <p>(c.) He must fold up and fasten the ballot-paper so that the vote cannot be seen, and forward it by post in an envelope addressed to and to reach the Permanent Head of his Department not later than half-past Four o'clock in the afternoon of the day of election.</p>									
No.	COUNTERFOIL.								
To be filled in by Permanent Head.	<table style="font-size: 2em;"> <tr><td style="font-size: 1em;">{</td><td style="font-size: 1em;">Division.</td></tr> <tr><td style="font-size: 1em;">{</td><td style="font-size: 1em;">Department.</td></tr> <tr><td style="font-size: 1em;">{</td><td style="font-size: 1em;">No. in Book of Signature.</td></tr> </table> <p style="text-align: center;">Signature of Officer Voting.....</p>	{	Division.	{	Department.	{	No. in Book of Signature.		
{	Division.								
{	Department.								
{	No. in Book of Signature.								

SECTION J.

INQUIRIES.

*Departmental Inquiries.**Section 47.*

234. If any officer is charged with—

- (a.) a breach of the provisions of the Act or any Regulations thereunder ; or
- (b.) wilful disobedience or disregard of any lawful order made or given by any person having authority to give such order ; or
- (c.) being negligent or careless in discharge of his duties ; or
- (d.) being inefficient or incompetent, and such inefficiency or incompetency appears to arise from causes within his own control ; or
- (e.) using intoxicating beverages to excess ; or
- (f.) any disgraceful or improper conduct,

the action to be taken shall be as follows :—

235. All charges shall be made in writing, signed and dated, addressed to the Head of Sub-department. The Permanent Head or Head of Sub-department may prefer charges.

236. The Head of Sub-department may temporarily suspend any officer so charged.

237. In any office or branch not under the immediate control of the Head of Sub-department, the officer in charge may, in emergent cases, temporarily suspend any officer so charged, but shall immediately report such suspension and its cause to the Head of Sub-department.

In cases of minor offences against discipline proved against any officer, the Head of Sub-department may caution or reprimand the offending officer, and at once report having done so to the Permanent Head, furnishing, at the same time, full particulars of the case. All such cases of reprimand and caution, although arising out of minor offences, shall be immediately reported to the Commissioner for entry in Record of Service Book.

238. An officer suspended for an alleged offence shall—

- (a.) be immediately furnished with a copy of the charge, signed by the accuser, unless the accuser is in a remote district or undue delay would be caused by obtaining signatures ;
- (b.) be required to forthwith state in writing whether he admits or denies the truth of such charge ;
- (c.) be allowed to give any written explanation with regard to the alleged offence.

239. If upon consideration of the circumstances and the explanation (if any) the Permanent Head is of opinion that the offence has not been committed, he shall remove the suspension, or, if committed, is not of so serious a nature as to justify reference to the Commissioner he may—

- (a.) caution or reprimand the officer found guilty of the offence ; or
- (b.) impose a fine not exceeding £10 upon such offending officer ;
- (c.) determine whether such officer shall be paid his salary or any part thereof for the period of his suspension.

Section 48.

240. Any officer fined by the Permanent Head may appeal in the prescribed manner to the Commissioner, who may confirm, reverse, or vary the decision of the Permanent Head.

Section 84.

241. All cases of suspension, reprimand, and caution, or infliction of any penalty, fine, or punishment, shall be reported to the Commissioner for entry in the Record of Service Book.

*Commissioner's Inquiries.**Section 47.*

242. Where the Permanent Head is of opinion that an offence is of so serious a nature as to warrant reference to the Commissioner, the following procedure shall be followed:—

- (a.) The officer charged shall be further suspended by the Permanent Head.
- (b.) The charge, signed and dated, shall be referred forthwith to the Commissioner.

243. The Commissioner shall, if such suspended officer does not, in writing, admit the truth of the charges made against him, within four days or such further time as the Commissioner may allow, inquire into the truth of the charge or charges made.

244. On admission or proof of the charges, the Commissioner may—

- (a.) impose a penalty upon the officer offending;
- (b.) deprive him of his leave of absence during a specified period; or

the Governor may, according to the nature of the offence—

- (a.) reduce the offending officer to a lower class or grade and salary or wages; or
- (b.) dismiss the accused officer from the Public Service; or
- (c.) require him to resign from the date of the original suspension or other date fixed.

In the event of an officer being dismissed, he shall, unless otherwise ordered by the Governor, be entitled to no salary or wages during the time of his suspension.

245. If none of the charges against the suspended officer are found by the Commissioner to be proved, the Permanent Head shall immediately remove the suspension, and the officer shall receive arrears of salary in full from the date of his suspension.

246. The Commissioner, when inquiring into the truth of a charge made against any officer, may—

- (a.) conduct his inquiry without regard to legal forms and solemnities;
- (b.) direct himself on the best evidence available, whether such evidence would or would not be admissible in a court of law, and may reject any evidence deemed irrelevant;
- (c.) conduct proceedings in private;

and shall report for consideration of the Governor in cases where the charge is found to be not proved, whether reasonable expenses, or any part thereof, shall be paid to the accused officer, and state amount of same.

247. The following shall be the scale of allowances which may be paid to any witness; not being an officer, summoned on behalf of a department for his travelling expenses and maintenance during his absence from his usual place of residence; and the

claim of any witness, upon such scale as aforesaid, shall be paid and satisfied by the department concerned, if it be certified by the Commissioner.

Profession, Trade, or Calling.	Allowance for each day of actual attendance at an inquiry or of necessary absence from home in travelling to and from an inquiry.
1. Professional men, if attending in a professional capacity	Not to exceed— £1
2. Professional men not attending in a professional capacity, bank managers, merchants, accountants, auctioneers, and other persons of similar station in life	15/-
3. Mechanics, clerks, master tradesmen, agriculturists, and other persons of similar station in life	10/- (According to amount of wages or time lost.)
4. Labourers, and other persons of similar station in life	7/- (According to amount of wages or time lost.)
5. Members of the Police Force	The amount of pay lost, and, if stationed out of the locality where the inquiry is held, 2/6 to 5/- extra, according to rank.

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

The Crown will not be responsible for travelling or other expenses of any witnesses summoned by or on behalf of an officer charged with an offence, excepting in cases where the charge has been found to be not proved, and the evidence was, in the opinion of the Commissioner, necessary and material; when such witnesses shall be paid for travelling expenses and maintenance, the same scale of allowances as provided for witnesses summoned on behalf of a department.

The officer conducting the case for the department will submit the claim made by a witness for expenses to the Commissioner, who will, at the hearing, fix the sum to be allowed.

248. In any case where a charge against an officer is submitted to the Commissioner, a copy of all documents intended to be used at such inquiry shall, if applied for, where practicable, be furnished to such officer at least seven days before the inquiry is held, or, at the discretion of the Commissioner, the officer may be permitted to peruse and copy such documents.

249. No officers, upon the hearing by the Commissioner of any charge against them, shall be entitled to be represented by counsel, attorney, or agent.

250. The Commissioner shall have power at any time to summon any person whose evidence appears to be material to the determining of any inquiry, and he may examine such person upon oath touching the matter to be investigated.

251. If, without reasonable cause, any person, not being an officer, summoned as aforesaid, being paid or tendered his reasonable expenses, neglects or fails to appear, or refuses to be sworn or to answer any question put to him by the Commissioner, or to produce all books, documents, or writings pursuant to such summons, he shall be liable to pay a penalty not exceeding Twenty pounds, to be recovered by any person authorised so to do by the Commissioner in any court of competent jurisdiction in the State: provided that no such person shall be compelled to answer any question which would tend to incriminate him.

252. Every officer shall be entitled to a copy of the report of the Commissioner after the charge made against him has been investigated.

SECTION K.

APPEAL BOARD.

253. The Appeal Board under Section 51 of the Act shall consist of the Commissioner (who shall be Chairman), a member to be appointed by the Governor to take part in the hearing and determination of the appeal or appeals to be specified in the appointment, and a representative of the division to which the appellant belongs.

254. The name of the officer appointed by the Governor to act on an Appeal Board shall be communicated to the Commissioner at least fourteen days before the date of hearing of appeal.

Section 51.

255. In case of the illness, suspension, or absence of the elective member of the Board, or in case he is personally interested in the appeal, the deputy elected to act in place of such member shall sit in his stead, and have all the powers and authority of such member.

256. Appeals shall only be considered if made within one month of the date on which the report or recommendation affecting an officer is communicated to him directly, or made known by public advertisement.

257. An officer, in his appeal, shall set out concisely the grounds of his dissatisfaction with the action appealed against, and shall forward the same to the Head of Sub-department, who shall forthwith transmit it, through the Permanent Head, to the Commissioner.

258. Unless the Commissioner is prepared, without hearing evidence, to decide in favour of the appellant, the Chairman of the Board shall fix a time for the consideration of the appeal, and shall cause the appellant, the member appointed by the Governor, and the Divisional Representative to be informed of the time so fixed.

259. An appellant shall receive at least ten days' notice of the date upon which his appeal is set down for hearing.

260. At least seven days before the hearing, appellants shall supply the Chairman of the Board with the names of all witnesses desired to be in attendance, and who are in a position to give evidence relevant to the appeal.

261. The whole of Regulation 247, dealing with the scale of allowances and other matters in connection with an inquiry held by the Commissioner, shall apply to an inquiry held by the Appeal Board.

The word "Commissioner" throughout that Regulation shall, for the purposes of this Regulation, be read as "Chairman of the Board."

262. The Head of Sub-department shall grant such leave as is necessary to insure the attendance of witnesses who are summoned to give evidence before the Appeal Board.

263. Where officers are employed in remote localities, and where arrangements cannot conveniently be made for their attendance in person, or where they would be subjected to great expense in travelling to appear before the Appeal Board, the Chairman of the Board may appoint a competent person or persons to take evidence on oath concerning the matter of appeal. Such evidence shall be forwarded for consideration of the Appeal Board. As an alternative, officers similarly situated may state their case in writing to the Appeal Board, who may, at the request of appellant, allow any officer in the same division, resident in the locality where the appeal is to be heard, to appear before them on behalf of appellant.

264. Before proceeding to take evidence, all papers and correspondence bearing on the decision appealed against shall be read, or otherwise made available for the use of the appellant: provided that the Board may withhold any papers, minutes, or correspondence, if for any reasons of State, of which the Minister shall be the judge, it is considered undesirable to produce them.

265. The appellant shall have the right to call evidence in support of his appeal, and the Board and the department may also call evidence to elucidate any matter connected with the case, but neither appellant nor department shall be entitled to be represented by counsel, attorney, or agent.

266. The Board may conduct its inquiry without regard to legal forms, and shall direct itself by the best evidence it can procure, or that is laid before it, whether the same is such evidence as the law would require or admit in other cases or not; and the Board may receive or reject, as it thinks fit, any evidence that may be tendered.

267. All evidence shall be taken in the presence of appellant if in attendance; but if the appellant fail to appear, the Board may deal with the appeal on such evidence as is available.

268. The Chairman may at any time summon any person whose evidence appears to be material to the determining of any appeal; and any person so summoned shall attend at such place and time as are specified in such summons, and produce any official or public books, documents, and writings in his custody and control material to the appeal; and the Chairman may examine such person upon oath touching the matter to be investigated.

269. If without reasonable cause any person, not being an officer, summoned as aforesaid, being paid or tendered his reasonable expenses, neglects or fails to appear, or refuses to be sworn or to answer any question put to him by a member of an Appeal Board, or to produce all books, documents, or writings pursuant to such summons, he shall be liable to pay a penalty not exceeding Twenty pounds, to be recovered by any person authorised so to do by such Board in any court of competent jurisdiction in the State in which such person resides: provided that no such person shall be compelled to answer any question which would tend to incriminate him.

270. The scale of allowances which may be paid to any witness summoned on behalf of a department for his travelling expenses and maintenance during his absence from his usual place of residence shall be the same as that allowed in connection with an investigation held by the Commissioner under Section 47, Subsection 4 of the Act; and the claim of any witness upon such scale as aforesaid shall be paid and satisfied by the Treasurer out of the Consolidated Revenue, if it be certified by the Chairman.

Section 52.

271. The Board may allow or disallow an appeal, and the decision of the Board thereon shall be reported to the Governor, and shall be final. The Chairman shall forward to the appellant and the Permanent Head a copy of the decision.

272. The Board shall keep a complete record of all such inquiries, which shall afterwards be available for reference.

Payment of Members.

273. An officer required to sit as member of an Appeal Board, unless arrangements can be made for his ordinary work to be performed by another, shall, in addition to his salary, receive overtime payment for such period he works overtime to overtake his ordinary work at the rate of one and a-quarter times per hour of his rate of salary: Provided that in any one day his overtime does not exceed four hours. In the event of the Appeal Board sitting in any one day for a longer period than the ordinary office hours, the divisional representative will be paid for such overtime at the same rate.

SECTION L.

ADMISSION TO PUBLIC SERVICE, AND EXAMINATIONS AND TESTS.

Commissioner's Certificate for New Appointments.

274. No appointment of any person not already in the Public Service to any permanent office or position therein shall be made except upon a certificate from the Commissioner that such an appointment is necessary.

Interpretation.

275. The word "Candidate," wherever used in this part of these Regulations, shall mean a candidate for admission to the Public Service.

Subjects of Examination for Professional Division.

276. Every candidate for admission to the Professional Division shall be examined in the following subjects:—

	Full mark value.	Pass value.
(1.) <i>Handwriting</i> —To be valued for legibility, neatness, and simplicity, judged by the answers to the examination papers in Dictation and Arithmetic	300	180
(2.) <i>Dictation</i>	200	120
(3.) <i>English</i> —Essay writing; précis writing; correction of grammatical errors; analysis, and the meanings of words	300	180
(4.) <i>Arithmetic</i> —The full course, such as is usually contained in a standard treatise, and the elements of Mensuration	300	} 360
(5.) <i>Algebra</i> —Up to and including Quadratic Equations, together with the theory of Indices, and the properties and use of Logarithms and Graphs	300	
(6.) <i>Geometry</i> —Euclid, Books 1 to 4, and 6, with easy deductions ...	300	180
(7.) <i>Elementary Plan-drawing</i> —Plan-copying, tracing, and use of scales ...	400	240
(8.) One of the following subjects * :—		
(a.) <i>Elementary Geology</i> —The elements of physical geography and geology	300	} 240 †
(b.) <i>Elementary Physics</i> —The properties of matter; elementary mechanics, and the elements of electricity, magnetism, light, heat, and sound	300	
(c.) <i>Elementary Chemistry</i> —The principal non-metallic elements and their chief inorganic compounds	300	
(d.) <i>Plane Trigonometry</i> —Up to and including Solution of Triangles	300	
(e.) <i>Mechanics</i> —Elementary statics and dynamics	300	
(9.) One of the following subjects * :—		
(a.) <i>English Author</i> —To be selected by examiners	300	
or		
<i>English History</i> .—From the middle of the 18th century to the present time, especially with reference to Australia and other British Dependencies	300	
(b.) <i>Latin</i> —Including easy sight translation, easy composition, and grammar	300	
(c.) <i>French</i> (same as in Latin)	300	
(d.) <i>German</i> (same as in Latin)	300	

277. No candidate for admission to the Professional Division shall be qualified for appointment unless he obtains pass marks as shown above.

278. For special positions in the Professional Division the subjects of examination shall be such as are from time to time arranged by the Commissioner.

Subjects of Examination for Clerical Division.

279. Every candidate for admission to the Clerical Division shall be examined in the following subjects:—

	Full marks.
(1.) <i>Handwriting</i> —To be valued for legibility, neatness, and simplicity, judged by the answers to the examination papers in Dictation and Arithmetic	400
(2.) <i>Dictation</i>	400
(3.) <i>English</i> —Essay writing, précis writing, correction of grammatical errors, analysis, and the meanings of words	400
(4.) <i>Arithmetic</i> —The full course, such as is usually contained in a standard treatise	400
(5.) <i>Geography</i> —Outlines of physical and political geography, and the geography of the Commonwealth of Australia in moderate detail ...	300
(6.) <i>English History</i> —From the middle of the 18th century to the present time, especially with reference to Australia and other British Dependencies	300

When making application, candidates must state in which two of these optional or additional subjects they wish to be examined. That is, candidates will be expected to obtain at least 240 marks out of a possible 600 for the subjects selected from Sections 8 and 9.

and may, if the candidate so desires, be examined in not more than two of the following optional or additional subjects * :—

	Full marks.
(a.) <i>Mathematics</i> —Euclid, Books 1 to 3, with easy deductions on these books; Algebra, to include Brackets. The four simple rules (including long Multiplication and Division), Simple Equations, with one or more unknown quantities. Problems on simple equations. Easy Factors. H.C.F. and L.C.M. Easy Fractions ...	350
(b.) <i>Latin</i> —Including easy sight translation, easy composition, and grammar	300
(c.) <i>French</i> (same as in Latin)	300
(d.) <i>German</i> (same as in Latin)	300
(e.) <i>Elementary Physics</i> —The properties of matter; elementary mechanics, and the elements of electricity, magnetism, light, heat, and sound ...	300

280. No candidate for admission to the Clerical Division shall be qualified for appointment unless he obtains at least 60 per cent. of the full marks in each of the first four subjects, and half the aggregate marks in the remaining two compulsory subjects.

In optional subjects no candidate shall be credited with any marks unless he obtains at least 25 per cent. of the full number allotted for any subject.

Subjects of Examinations for General Division.

281. Every candidate for admission to the General Division, except at special examinations referred to below, shall be examined in the following subjects:—

	Full marks.
(a.) <i>Handwriting</i> .—To be tested by copying out at least 200 words from a passage of simple English	250
(b.) <i>Spelling</i> .—To be tested by writing from dictation, not less than 100 words	150
(c.) <i>Arithmetic</i> .—First four rules, simple and money	200
Total	600

282. No candidate for admission to the General Division shall be qualified for appointment unless he obtains at least 60 per cent. of the full marks in each of the three subjects.

Special Examinations.

283. In addition to passing in the subjects set forth in Regulation 281, persons applying to be registered for appointment as Supervisors or Inspectors, or kindred positions, as may be determined by the Commissioner, must pass in and obtain not less than 60 per cent. of the marks in each subject.

	Full marks.
(a.) Knowledge of materials commonly used in engineering and architectural works	250
(b.) Making specifications and estimates, and working drawings of carpenters' and masons' work, or other trades	100
(c.) Taking out quantities, measuring and valuing work (the questions set will be such as to test the applicant's skill and correctness in arithmetical calculations)	250
Total	600

(d.) And such other subjects as may be determined by the Commissioner.

Message Boys.

284. Every applicant for appointment as message boy or junior messenger mentioned in Section 34, Subsection 2, must be between the ages of thirteen and fifteen years, and shall be a temporary employé under Section 36, and must cease to be so employed when he attains the age of eighteen years, unless in the meantime he has been transferred or promoted to some other position in the service for which he has qualified by passing the required examination. The Governor may, by order in Council, for the purpose of these regulations temporarily suspend Subsections 2, 3, and 4 of Section 36 of the Act with regard to such persons.

285. Appointments under this Regulation are subject to the Acts relating to public elementary education.

* When making application, candidates must state in which two, if any, of these optional or additional subjects they wish to be examined.

Certificates of fitness for special positions.

286. Every candidate for examination for any position where technical knowledge usually gained in some trade or other occupation is required must submit with his application satisfactory evidence, by certificate or otherwise, that he possesses the skill and experience in the handicraft necessary for the work of the position.

In every case where the Commissioner is of opinion that there is no evidence of fitness disclosed, he may exclude the candidate from examination.

Subjects of Examination for Messengers and others.

287. The subjects of examination for messengers, or any other office or position where, in the opinion of the Commissioner, a special examination is not necessary, shall be those specified in Regulation 281, and all applicants to whom the examiners award one-half of the maximum number of marks therein in each subject set forth shall be declared qualified for appointment: Provided that candidates for the position of Messenger shall be held to be qualified for appointment if they obtain half the maximum number of marks in spelling and handwriting, but their order of merit shall be determined by the number of marks obtained for these subjects and arithmetic. Any person who has qualified for appointment as Messenger by passing in the subjects of spelling and handwriting only shall not be eligible for transfer or promotion to any other position in the General Division until he passes in all the subjects mentioned in the schedule at some ordinary general examination.

288. The subjects of examination for other positions in the General Division shall be those specified from time to time by the Commissioner.

Competitive Examinations.

Section 26.

289. Competitive examinations shall be held at such times and places as the Commissioner shall determine, and due notice thereof shall be given in the *Government Gazette*. The public notice aforesaid shall specifically state the times when, and the places where, the examination will be held, as well as the appointments or classes of appointment the selection for which is to be determined by the results of the examination:

Provided that when vacancies occur for which it would be inexpedient to hold a general examination, the Commissioner may direct that a special examination be held in the locality where such vacancies exist. Due notice of such examination shall be given in the *Government Gazette* and in a newspaper published in the district.

Conditions attaching to Candidates.

290. Candidates for appointment to Class 8 of the Professional Division must, on the day of the examination, be not less than sixteen nor more than twenty-five years of age at their last birthday.

Section 34.

291. Candidates for appointment to the Clerical Division must, on the day of the examination, be not less than sixteen nor more than twenty-five years of age at their last birthday.

292. Each candidate for appointment to the Professional or Clerical Division shall forward with his application—

- (a.) A properly certified extract from some official register of births, or other satisfactory evidence of age.
- (b.) Certificate from some medical practitioner, approved by the Commissioner, registered in the State that he (the candidate) is in sound bodily health, and free from physical defect.
- (c.) Certificate of good character from his employer, teacher, or other certificate satisfactory to the Commissioner.

293. All applications must be lodged with the Commissioner at least one month before the date fixed for the commencement of any examination.

Section 34.

294. Every person desirous of being examined for appointment to the General Division must be not less than fourteen years of age nor more than fifty. In cases of special duties, however, the Governor may, on the recommendation of the Commissioner, extend the age to fifty-five years, and the applicant must forward to the Commissioner an application in his own handwriting, stating his full name and address, the date and place of his birth, the particular appointment or the class of appointment he desires to obtain, and he must also forward a certificate of good moral character and industrious habits from his previous employer, teacher, or other certificate satisfactory to the Commissioner.

295. After an examination, successful candidates for appointment to the General Division shall forward to the Commissioner, within fourteen days after being notified to that effect, a properly certified extract from some official register of birth or other satisfactory evidence of age, and also a certificate of sound bodily health and freedom from physical defects from a medical practitioner registered within the State, otherwise their names will be removed from the register: Provided that at the option of candidates such certificates may be forwarded prior to the examination.

Register of Candidates.

296. The name of every applicant who, in the opinion of the Commissioner, has complied with the requirements of these regulations shall be entered in a book to be called the "Register of Candidates," together with the date of such compliance.

297. No person shall be allowed to compete at any examination unless his name is entered in the "Register of Candidates" as an applicant for one of the appointments included in the public notice.

*Naturalisation.**Section 24.*

298. No person shall be admitted unless he is a natural-born or naturalised subject of His Majesty, except with the permission of the Governor, when such person shall, as soon as he is qualified so to do, apply for and obtain a certificate of naturalization under the laws of the United Kingdom or of the Commonwealth.

List of Candidates to be published.

299. After a Register of Candidates for an examination has been closed, the Commissioner as soon as practicable will publish in the *Government Gazette* the list of candidates entitled to present themselves thereat, and a statement of the times when, and places where, the examination will be held if such times and places have not previously been notified.

Candidates to be specially informed.

300. Candidates whose names have been published as aforesaid will, as soon as practicable before the date fixed for the examination, be informed by circular of the place and time at which they are to present themselves for examination, and of the distinguishing number to be allotted to them at such examination. Candidates must produce this circular to the Superintendent conducting the examination.

301. Candidates who for any reason are not entitled to have their names in a "Register of Candidates" for any particular examination will be so informed.

Fee for Examination.

302. Every candidate for appointment to the Professional or Clerical Division must forward to the Commissioner with his application a postal note payable to the Under Treasurer for Ten Shillings, and for appointment to the General Division for Seven shillings and sixpence, being fee for the examination. If a candidate fails to comply with this regulation he will not be allowed to present himself for examination. The fee will be refunded if applicant is found ineligible for examination.

Candidates are requested to draw two parallel lines across each postal note, and to take a note of the number and denomination.

Appointment of Examiners.

303. The Governor may, on the recommendation of the Commissioner, appoint as many fit persons as may from time to time be required to be examiners to conduct examinations.

Appointment of Superintendents of Examinations.

Section 23.

304. In addition to the examiners to be appointed under Section 23, Subsection 2, of the Act, the Commissioner will appoint, on the recommendation of the Inspector General of Schools, suitable persons for the purpose of superintending examinations, and will furnish them with printed instructions for their guidance.

Examiners' Report to Commissioner.

305. The examiners shall, as soon as practicable, forward to the Commissioner the examination papers, together with a return duly signed showing the marks obtained by each candidate in each subject, and, in the case of candidates who have obtained the prescribed number of marks in each subject, the order of their passing. Each return shall also contain a certificate, signed by the Examiner, that he has himself personally examined each paper, and has allotted the marks assigned thereto.

Cancellation of Entries in Register of Candidates.

306. Immediately after an examination has been held, all the entries in the "Register of Candidates" shall be cancelled, and a new series of entries shall be commenced for each succeeding examination.

Publication of Results of Examination.

307. The results of the examinations will be published in the *Government Gazette* as soon as practicable after the examination, specifying, in order of merit, the names of the successful candidates, the total number of marks obtained, and the marks gained respectively in each subject.

Registration, Probationary Period, and Appointment.

Section 27.

308. The Commissioner will cause the names of all candidates up to twice the estimated number of new appointments, who have qualified for appointment by passing the required standard of examination for the advertised positions, to be entered in their order of merit in a book, to be called the "Register of Persons Qualified for Appointment." The date of the examination, and the number of marks obtained thereat, shall also be entered. If two or more candidates obtain the same number of marks, the order of their merit shall be determined in the Professional Division by the number of marks severally obtained for (1) Arithmetic, (2) Algebra, and (3) Geometry; in the Clerical Division by the number of marks obtained for (1) Handwriting, (2) Dictation, and (3) Arithmetic; and in the General Division by the number of marks obtained for (1) Arithmetic and (2) Handwriting; and if these numbers be also the same, then by ballot. In the event of the number of vacancies estimated by the Commissioner being less than the number occurring during the nine months succeeding the examination, he may recommend for appointment, in their order of merit, such other qualified candidates as may be required.

309. The names of all candidates from outside the service not recommended by the Commissioner for appointment within nine months of the date of registration shall be ruled out of the Register, and names shall be likewise ruled out upon candidates in the Professional Division attaining the age of 26 years, in the Clerical Division 26 years, and in the General Division 51 years or in special cases 56 years.

310. New appointments in the Professional and Clerical Divisions shall be made from among those persons whose names are registered in the "Register of Persons Qualified for Appointment," according to the order of their registration, and in the General Division according to the order of their registration for vacant offices, combined with fitness in each case for the particular office to be filled.

311. If any person declines to accept an appointment which is offered to him, his name may thereupon be removed from the Register. The name of a candidate may also be removed from the Register if he fails to reply within fourteen days to any communication from the Commissioner, respecting his nomination to the Public Service, addressed to him at his last-known place of residence.

Section 28.

312. Every person admitted to the Public Service shall in the first instance be appointed on probation only for a period of six months, but his services may be dispensed with by the Commissioner at any time during such period. Before the expiration of the period of probation the Permanent Head shall report to the Commissioner on the manner in which the probationer has performed his duties, and upon his general conduct. Upon receipt of such report the Commissioner will recommend to the Governor that the appointment be confirmed or annulled, or that the period of probation be extended for a further period of six months; provided that the whole term of probation shall not in any case extend beyond twelve months.

No person whose appointment has been annulled shall be eligible for a further period of probation at any time within twelve months from the date of the annulling of the appointment.

Directions for Candidates to observe.

313. Candidates at examinations shall observe the following directions:—

- (a.) Candidates are required to present themselves at the place of examination a quarter of an hour before the time fixed for the examination.
- (b.) Each candidate will be furnished with a card of admission to the examination-room, giving the time-table and a distinguishing number. The number is to be written on each examination paper as hereinafter provided.
- (c.) No books, manuscripts, writing materials, or blotting-paper are to be brought into the examination-room by candidates; but those who are accustomed to use any particular kind of pen may bring their own.
- (d.) No candidate will be allowed to leave the examination-room before the expiration of half-an-hour from the time fixed for the commencement of the examination.
- (e.) No candidate will be allowed to enter an examination-room after the expiration of half-an-hour from the time fixed for the commencement of the examination.
- (f.) Candidates may be permitted to leave the examination-room after giving up a paper, but no candidate will be allowed to quit the room until he has given up the paper on which he is engaged.
- (g.) Candidates are to take care that no other candidate shall have any opportunity of copying from their paper.
- (h.) No communication, by word or otherwise, between candidates will be allowed during examination. If a candidate wishes to communicate with a superintendent, he must stand up in his place.
- (i.) Books will be supplied to candidates in which their answers are to be written, and they are particularly requested to read the instructions on the cover.
- (j.) Candidates are to prefix to each answer the number or letter corresponding with the question. They are not obliged to copy the question.
- (k.) In answers to the arithmetical and other mathematical questions, the details of the work must be given. No credit will be allowed for answers only.
- (l.) Warning will be given ten minutes before the time fixed for giving up papers. When the papers are called for, candidates are immediately to cease writing.

- (m.) Questions may be answered in any order.
- (n.) Any candidate detected in possession of a book or manuscript, brought with him into the examination-room, or in copying from the papers of any other candidate, or in permitting his own papers to be copied, or in attempting to give or obtain assistance of any nature, may be disqualified from further competing in the examination.
- (o.) On the outside cover of the examination paper a candidate must write, in the spaces allotted for the purpose, the date of examination and the distinguishing number allotted to him on the admission card previously received from the Commissioner. On no account must he write his name or initials on any of the papers containing his answers.
- (p.) Candidates must conform to any further directions that may be issued by the Commissioner.

314. Superintendents at competitive examinations for admission into the Public Service shall conform to the following instructions:—

- (a.) The superintendents will be supplied by the Commissioner before the examination with the names of candidates, and with the distinguishing number allotted to each candidate, who will present themselves for examination under their supervision.
- (b.) The examination papers will be forwarded by the examiners, through the Commissioner, to the superintendents in sealed envelopes.
- (c.) The examinations will usually be held in a public building. The rooms should be prepared by some person appointed by the Commissioner the day previous to an examination, when all diagrams, maps, etc., having reference to any of the subjects of the examination must be removed from the walls. Ink, pens, blotting-paper, and ruled foolscap writing-paper will be provided.
- (d.) One of the superintendents, at least, must be always present during the examination, to see that the candidates commit no violation of the rules, either by assisting each other or by using books or memoranda. (The undivided attention of the superintendents being required, they must refrain from reading or any other occupation likely to distract their attention, but should, except as may be necessary, abstain from walking about the room.) If more than one room is used, there must be a superintendent continuously in each room. No persons except the superintendents and the candidates are to be allowed in the room during the examination.
- (e.) Places must be allotted to the candidates so that they may, where practicable, be seated at least five feet apart, and the candidates should be in their seats five minutes before the time fixed for beginning work. No candidate is to be allowed to bring any writing material for use in the examination-room; he may, however, bring his own pens should he so desire.
- (f.) The sealed envelopes containing the examination questions are to be opened in the examination-room by the superintendents, in the presence of the candidates, just before the time fixed for beginning each paper.
- (g.) The superintendent must see that the time allowed for each paper is not exceeded.
- (h.) Ten minutes before the time fixed for giving up papers the candidates are to be warned, and on the completion of the time they are immediately to cease writing, and hand their papers to the superintendents, who should see that the date and distinguishing number are duly written on the outside cover, and must initial same for the purposes of identification if necessary.

- (i.) The printed passage furnished for testing spelling by writing from dictation is to be read to the candidates by one of the superintendents. The passage should be first read over to enable the candidates, who are to listen but not to write, to catch the meaning; then it is to be read again slowly, a few words at a time, in order that the candidates may write it. Immediately after this second reading the papers are to be given up. Candidates are not to be allowed any time for final corrections.
- (j.) The superintendent should see that candidates leave the examination-room, after giving up their papers, immediately on the expiration of the time allowed for examination.
- (k.) Candidates may be permitted to leave the examination-room after giving up a paper, but no candidate is to be allowed to quit the room until he has given up the paper on which he is engaged.
- (l.) No candidate will be allowed to leave the examination-room before the expiration of half an hour from the time fixed for the commencement of the examination.
- (m.) No candidate will be allowed to enter an examination room after the expiration of half-an-hour from the time fixed for the commencement of the examination.
- (n.) Immediately after the examination, the written answers are to be sealed up by the superintendents in the examination-room and transmitted to the Commissioner. Before they are thus sealed up, the superintendents must be careful to see that their initials, and the distinguishing numbers of the candidates, are placed upon the papers.

315. Persons who have passed the examinations in connection with the Professional Division shall be deemed to have passed the examinations for the Clerical and General Divisions respectively; and candidates who have passed the examinations in connection with the Clerical Division shall be deemed to have passed the examinations for the General Division.

Appointment in certain cases without Examination or Probation.

316. If at any time in any special case it appears expedient or desirable in the interests of the Public Service to appoint to any Division some person who is not in the Public Service, or who, being in the Public Service, holds an office exempted from the provisions of this Act, the Governor may, on the recommendation of the Commissioner, appoint such person accordingly, without either examination or probation, and also, if he think fit, without requiring compliance with the provisions of Sections thirty-four and sixty-nine to seventy-five of the Act.

Appointment of Magistrates.

Section 28.

317. No person, except as hereinafter provided, shall be permanently appointed to the office of Magistrate unless he has passed the examination prescribed by the Governor, or is a legal practitioner duly qualified under "The Legal Practitioners Act, 1893."

Appointment of District Medical Officers as Magistrates, and Appointment of Acting Magistrates.

318. The Governor, on the certificate of the Commissioner that it is desirable for the economy of the Public Service to do so, may appoint a district medical officer to be a magistrate, or may temporarily appoint any other officer a magistrate without examination.

Examiners in Special Cases.

Section 42.

319. Whenever it appears to be necessary to subject candidates for a vacancy to a practical test of their qualifications, the Governor may, on the recommendation of the Commissioner, appoint a committee to act as promotion examiners:

Provided that the Commissioner may, if he deems such a course expedient, add to or otherwise alter such committee so as to include other officers or persons more conversant with the duties of the position.

SECTION M.

EMPLOYMENT OF MARRIED WOMEN.

320. The employment of married women in the service is deemed undesirable, but if in any special case it should be considered advisable their employment may be sanctioned upon the recommendation of the Permanent Head and the special certificate of the Commissioner in each case.

321. Unless the Permanent Head recommends, and the Commissioner certifies that her continuance in office is required in the public interest, a female officer upon her marriage shall, if she has been continuously employed for at least three years, be granted leave of absence on full pay, based on a proportionate amount of the long service leave which might have been granted to her had her period of service qualified her for long service leave under Regulation 102; that is to say, if she had served four years, and if seven years were the period to be served to entitle her to apply for long-service leave, then she may be granted four-sevenths of the leave she might be allowed at the expiration of seven years' service. At the expiration of any leave so granted she shall be deemed to have forfeited her office, and shall thereupon cease to perform her duties and to receive her salary.

SECTION N.

TEMPORARY EMPLOYMENT.

Section 36.

322. Whenever in the opinion of the Minister the business of a Department renders temporary assistance necessary, the Permanent Head shall apply to the Commissioner to provide such assistance, describing the duties to be performed and the probable period of employment; if the Commissioner is unable to comply with this demand by transferring officers from other Departments, the Permanent Head shall select, in order of registration as far as possible, having regard to the nature of the work, from the persons whose names are upon the register in the office of the Commissioner, such available person or persons as appear to be best qualified for such work, and shall immediately inform the Commissioner of the names of those who are given employment:

Provided, further, that if authority is obtained for the employment of a person under the provisions of Section 36 for any period permitted by the regulations, the Permanent Head or Head of Sub-department may employ such persons for broken periods amounting in the aggregate to the period for which such authority has been obtained; but in such a case the Head of Sub-department shall inform the Permanent Head, who shall advise the Commissioner at the time of the re-employment of such person.

Application—How to be made.

323. Every person applying to be recorded for employment on any temporary work in any Department must forward to the Commissioner an application in his own handwriting, stating his full name and address, the date of his birth, whether he is a British subject, length of residence in the State if not born therein, and, if naturalised, date of letters of naturalisation, and a full description of the work desired by him and the work to which he has been accustomed. Application must be made on a form which can be obtained at the office of the Commissioner.

324. Every applicant must forward with his application original documentary evidence that he is of good moral character and industrious habits, of sound bodily health, and possesses the physical strength necessary for the performance of the work

which he desires, and, if possible, testimonials from recent employers. Copies of original testimonials must accompany the application, in order that the originals, after being checked, may be returned to the applicant.

Applicants are prohibited from using the interest of any person in order to obtain temporary employment.

325. Every applicant for temporary employment in a clerical capacity must address the Commissioner in his own handwriting in a communication of not less than 50 words in length, and, in addition to a general statement of his qualifications, must state whether he is able to write shorthand and use a type-writer, and to what state of efficiency in these directions he has attained, or whether he has been accustomed to accounts, and, if such be the case, furnish evidence thereof.

326. Every applicant for employment in any temporary work requiring the exercise of skill usually acquired in some profession, mechanical trade, or other occupation, must satisfy the Head of Sub-department or officer in charge controlling such work that he possesses the skill and experience necessary for the work he desires.

327. Every applicant who, in the opinion of the Commissioner, has complied with the above regulations, and from the evidence furnished appears to be qualified to perform the work applied for, shall be deemed to be a fit and proper person to be employed in temporary employment and his full name, and address, and his age, together with the date of entry, and a full description of the kind of temporary work which he desires, and such other particulars as the Commissioner directs, shall forthwith be entered in a book to be called the "Temporary Employment Register." Provided always, that, if the work desired is clerical, the Commissioner must first be satisfied with the applicant's handwriting.

328. Whenever any person whose name is recorded in the "Temporary Employment Register" is nominated for employment under the provisions of Section 36 of the Act, an entry shall be made in the Register of such nomination.

329. The name of any person who accepts employment under the provisions of Section 36 of the Act shall be struck out of the Register.

330. Whenever any person whose name is recorded in the "Temporary Employment Register" is proposed for appointment to perform temporary work of the kind desired by him, and he is not available or not willing to be so appointed, his name may be removed from the Register.

331. If any person omits to cause a reply to be delivered at the office of the Commissioner within seven days to any letter from the Commissioner requesting him to state whether he is prepared to accept such temporary employment, his name may be removed from the Register.

332. Every name which has remained on the "Temporary Employment Register" for the space of nine months from the date of entry shall be removed from the Register, unless in the meantime the applicant has applied to the Commissioner to be re-registered, in which case he shall retain his position on the Register.

The Period of Employment.

333. No person who has been temporarily employed in any Department for a period of twelve months continuously, or for eighteen months continuously where extended, or for eighteen months on the whole in any two years, shall, during the six months following such temporary employment, be eligible for further temporary employment.

The services of any person temporarily employed may be dispensed with at any time by the Minister or by the Permanent Head.

When a temporary employee is paid off, the Permanent Head shall, on each occasion, report to the Commissioner regarding the efficiency, ability, and conduct of such employee.

334. Whenever it appears in the public interest to be desirable in the carrying out of any public work or scheme, the Governor, on the recommendation of the Commissioner, may order that the temporary employment of all or any persons employed upon such work or scheme may be continued until completion of the same.

The Governor may, by Order in Council, temporarily suspend the operation of subsections two, three, and four of Section 36 of "The Public Service Act, 1904," in the respect of any department or office specified.

Payment of Temporary Employees.

335. The Permanent Head or Head of Sub-department, when forwarding an application to the Commissioner, shall state what amount of salary, fee, or allowance is, in his opinion, appropriate to the work to be performed, but the rate of payment shall be the same as is paid to permanent employees for similar work.

Application for Re-registration.

336. When renewing an application or when re-applying after completing a term of employment, it shall not be necessary, within a period of two years from the date of the first application, to furnish further evidence of health and character.

Applicants for registration for further employment must forward with their application a certificate from the Permanent Head or Head of Sub-department that the work on which they have been engaged has been performed in a satisfactory manner, and that they have been punctual in attendance, diligent, and well conducted.

Regulations affecting Temporary Employees.

337. Every temporary employee shall be deemed to be subject to the regulations for the time being for the guidance of officers of the Public Service relating to—

- Attendance ;
- Absence from duty ;
- Performance of duties ;
- Holidays prescribed by Section 64 of the Act.

Offences by Temporary Employees.

338. Any temporary employee charged with the commission of an offence may—

- (a.) In the case of minor offences against discipline, be reprimanded or cautioned by the Head of Sub-department, or in any office or place not under his immediate control, by the officer in charge of office or place.
- (b.) In the case of offences of a more serious nature, be suspended by the Head of Sub-department or officer in charge.

The officer suspending shall forthwith furnish the offending employee with a copy of the charge on which he is suspended, and require him to forthwith state, in writing, whether he admits or denies the truth of such charge, and to give any explanation, in writing, as to such offence for the consideration of the Permanent Head.

On receipt of such explanation, the Permanent Head or Minister may summarily deal with the offending employee, or, if such a course be deemed necessary, any person or persons may be appointed to make further inquiry and report.

339. If any temporary employee be found guilty—

- (a.) of wilful disobedience ; or
- (b.) of being negligent or careless in the discharge of his duties ; or
- (c.) of being inefficient or incompetent ; or
- (d.) of using intoxicating beverages to excess ; or
- (e.) of any disgraceful or improper conduct ;

then such temporary employee shall be liable to summary dismissal by the Permanent Head or Minister.

In the case of minor offences he may be fined, reprimanded, or cautioned by the Head of Sub-department.

340. In the event of dismissal, fine, reprimand, or caution of a temporary employee, the Commissioner shall be notified and an entry thereof made in the Temporary Employment Register.

M. E. JULL,

Public Service Commissioner.

Approved by His Excellency the Governor in Council on the 22nd day of August, 1905.

ARTHUR H. WILLIAMS,

Clerk of the Executive Council.
