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[1965

Crown Law Department,
Perth, 18th February, 1965.

THE undermentioned regulations made under the provisions of the Government Employees (Promotions Appeal Board) Act, 1945, and amended from time to time prior to the 26th November, 1964, are reprinted as so amended pursuant to the Reprinting of Regulations Act, 1954, by authority of the Minister for Justice.

R. C. GREEN,
Under Secretary for Law.

GOVERNMENT EMPLOYEES (PROMOTIONS APPEAL BOARD),
ACT, 1945.

REGULATIONS.

Published in the *Government Gazette* on the 7th June, 1946, and incorporating the amendments thereto published in the *Government Gazette* on the 21st June, 1946, the 21st January, 1949, and the 15th November, 1960; and reprinted pursuant to the Reprinting of Regulations Act, 1954.

Reprinted pursuant to the Reprinting of Regulations Act, 1954, by authority of the Minister for Justice, dated 18th February, 1965.

GOVERNMENT EMPLOYEES (PROMOTIONS APPEAL BOARD) ACT, 1945.

Regulations.

Citation.

1. These regulations may be cited as the Government Employees (Promotions Appeal Board) Regulations.

Definitions.

2. In these regulations the term "the Act" shall mean the Government Employees (Promotions Appeal Board) Act, 1945, and the terms defined in section 3 of the Act shall, unless the context otherwise requires, have the same meanings when used in these regulations as the meanings given to those terms in the Act.

Publication of Notice of Vacancy or New Office.

Amended by
G.G. 21/1/49,
p. 108.

3. (1) Whenever notice of a vacancy or of the creation of a new office in a department is required to be published pursuant to paragraph (a) of section 4 of the Act such notice shall be published in the manner following—

- (a) by insertion of such notice in any official gazette, circular, weekly notice or other official publication, if any, to which employees eligible for appointment to or employment in such vacancy or new office usually have access; and/or
- (b) by insertion of such notice in "The W.A. Teachers' Journal" in respect of any vacancy or new office created on the teaching staff of the Education Department; and/or
- (c) by attaching copies of such notice on the official notice boards of the department or departments in which employees eligible for appointment to or employment in such vacancy or new office are employed.

(2) When in the opinion of the recommending authority publication of a notice in the manner hereinbefore prescribed is not reasonably practicable or would not be sufficient to afford all eligible employees a reasonable opportunity to apply for the vacancy or new office, the recommending authority may, either in lieu of or in addition to publication as aforesaid, serve a copy of such notice on every employee eligible for appointment to or employment in such vacancy or new office.

Provided that publication in the manner prescribed in paragraph (1) of this regulation shall not be dispensed with except with the approval of the Minister.

Date for Lodgment of Applications for Vacancy or New Office.

4. The date on or before which applications for appointment shall be receivable by the recommending authority shall not be less than seven days after the date of the first publication of the notice as hereinbefore prescribed.

Notice of Vacancy or New Office.

5. A notice of a vacancy or new office published in accordance with regulation 3 of these regulations shall specify, in addition to the date on or before which applications shall be receivable, the official title or description of such vacancy or new office, the official item number, if any, the classification or salary attaching thereto and the official title and address of the recommending authority by whom applications are receivable.

Service of Notice of Recommendation on Applicants.

6. A notice giving particulars of the recommendation made by a recommending authority, which such recommending authority is required to serve on each and every applicant pursuant to paragraph (d) of section 4 of the Act, shall be in accordance with the Form No. 1 in the Appendix to these regulations.

Recommending Authority to Notify Secretary of Service of
Notice of Recommendation on Applicants.

7. After service of the notice referred to in the next preceding regulation the recommending authority shall forthwith notify the Secretary of the Board in writing in accordance with the Form No. 2 in the Appendix to these regulations that he has caused such notice to be served in accordance with paragraph (d) of section 4 of the Act upon the applicants named in such notification.

Form of Appeal.

8. An appeal pursuant to section 5 of the Act shall be lodged in accordance with the provisions of subsection (1) of section 14 of the Act in the Form No. 3 in the Appendix to these regulations.

Time for Lodging Appeals.

9. (1) Subject as hereinafter provided an employee who desires to appeal pursuant to section 5 of the Act shall comply with the provisions of subsection (1) of section 14 of the Act within fourteen clear days after the date of the notice referred to in regulation 6 of these regulations.

(2) An employee who is resident in a remote locality or temporarily absent from his usual place of employment shall be deemed to have lodged his appeal within the time prescribed as aforesaid provided that he notifies the Secretary of the Board by telegram of his intention to appeal and despatches his appeal in the prescribed form as soon as reasonably possible, but in any case not later than twenty-eight clear days after the date of the notice referred to in regulation 6 of these regulations, and provided further that he satisfies the Board at the hearing of his appeal that there was no unreasonable delay in notifying his intention to appeal as aforesaid or in lodging his appeal in the form prescribed.

Amendment of Grounds of Appeal.

10. The Board may, in its discretion, on the application of the appellant, amend the grounds of an appeal.

Secretary to Notify Chairman, if Appeals are Lodged, Otherwise
Recommending Authority.

11. (1) Upon the expiration of the time prescribed for lodging of appeals in respect of any vacancy or new office the Secretary of the Board shall forthwith notify the Chairman of the Board of the appeals (if any) which have been lodged and the Chairman shall as soon as conveniently may be thereafter fix the date, time and place of the hearing of such appeals.

(2) If upon the expiration of the time aforesaid no appeals have been lodged, the Secretary of the Board shall forthwith notify the recommending authority in writing accordingly.

Form of Notice of Hearing Appeal.

12. The notice required to be given by the Secretary of the Board pursuant to section 15 of the Act shall be in accordance with the Form No. 4 in the Appendix to these regulations and shall specify in addition to the date, the time and place of the hearing of an appeal.

Date of Hearing of Appeal.

13. When the Board is constituted as provided in subsection 3 of section 6 of the Act or when not any of the employee appellants are members of a union the date fixed for the hearing of an appeal shall be not less than fourteen days after the date of service of the notice mentioned in the next preceding regulation and in any other case the date fixed for the hearing shall not be less than one month following the date of service aforesaid.

Adjournment of Hearing of Appeal.

14. The Board may in its discretion from time to time adjourn the hearing of an appeal.

Secretary to Serve Notice on Union Requesting Appointment
of Employees' Representative.

15. When there is only one employee appellant and that employee appellant is a member of a union, or when there are two or more employee appellants all of whom are members of the same union, the Secretary of the Board shall forthwith after the closing date for lodgment of appeals serve on the Secretary of the Union of which such employee appellant or appellants are members a notice in accordance with the Form No. 5 in the Appendix to these regulations requesting such union to appoint an employees' representative.

If Union Fails to Appoint an Employees' Representative
Secretary to Notify Appellant.

16. When there is only one employee appellant and that employee appellant is a member of a union which, after service of the notice mentioned in regulation 15 of these regulations, has failed to appoint an employees' representative within the time prescribed in paragraph (c) of subsection (2) of section 6 of the Act, the Secretary of the Board shall forthwith, after the expiration of the time prescribed as aforesaid, serve on the employee appellant a notice informing him accordingly and requesting him to appoint an employees' representative in accordance with paragraph (c) of subsection (2) of section 6 of the Act.

One Employee Appellant not a Member of a Union—Service of
Notice to Appoint Employees' Representative.

17. When there is only one employee appellant and that employee appellant is not a member of a union, the Secretary shall forthwith, after the closing date for lodgment of appeals, serve on the employee appellant aforesaid a notice requesting him to appoint an employees' representative in accordance with paragraph (c) of subsection (2) of section 6 of the Act.

Certificate of Appointment of an Employees' Representative
by Employee Appellant or Appellants.

18. The appointment of an employees' representative by an employee appellant, or by several employee appellants acting together by mutual arrangement, shall be certified in writing in accordance with the Form No. 6 in the Appendix to these regulations, and shall be lodged with the Secretary of the Board at least three clear days before the date fixed for the hearing of the appeal.

Appellant Failing to Appoint Employees' Representative
Deemed to have Abandoned Appeal.

19. If an employee appellant who has been served with a notice in accordance with regulation 16 or 17 of these regulations fails to appoint an employees' representative at least three clear days before the date fixed for the hearing of the appeal, he shall be deemed to have abandoned his appeal.

When Employee Appellants are not all Members of the same
Union, Secretary to Call Conference.

20. When there are two or more employee appellants, not all of whom are members of the same union, the Secretary of the Board shall forthwith, after the closing date for lodgment of appeals, serve on the Secretary of each of the unions of which the employee appellants are members, a notice requesting the President and Secretary of each union to attend a conference at his office, on a date and at a time specified in the notice, for the purpose of appointing an employees' representative by mutual arrangement.

Certificate of Appointment of an Employees' Representative
by a Union or Unions.

21. The appointment of an employees' representative by a union, or by several unions acting together by mutual arrangement, shall be certified in writing in accordance with the Form No. 7

in the Appendix to these regulations under the seal and signature of the President and Secretary of the Union or each of the several Unions, and shall be lodged with the Secretary of the Board not later than the time prescribed in sections 6 and 7 of the Act.

If Arrangements Fail at Conference, Secretary to Call for
Nominations.

22. If at the conference mentioned in the preceding regulations, any one or more of the unions is not represented or the unions otherwise fail to appoint by mutual arrangement an employees' representative, the Secretary shall, by notice in writing in the Form No. 8 in the Appendix to these regulations, invite each of the unions to submit a nomination for employees' representative within a time fixed by the Secretary of the Board and specified in such notice.

If only One Nomination Received, such Nominee Deemed
to be Appointed.

23. If at the expiration of the time appointed for the closing of nominations only one person has been nominated, such person shall be deemed to have been appointed by the unions as employees' representative.

If Two or More Persons Nominated, Secretary to Conduct a Ballot.

24. If at the expiration of the time appointed for the closing of nominations, two or more persons have been nominated by the unions, the Secretary shall forthwith deliver to the President of each union—

- (a) as many ballot papers, in accordance with the Form No. 9 in the Appendix to these regulations, as there are employee appellants who are members of such union, each ballot paper bearing the initials or signature of Secretary and having written or printed thereon a list of the names of the persons nominated as aforesaid;
- (b) as many ballot paper envelopes as there are employee appellants who are members of such union, each ballot paper envelope being addressed to the Secretary of the Board and having a counterfoil printed thereon in accordance with the Form No. 10 in the Appendix to these regulations;
- (c) a notice specifying the time fixed for the closing of the poll.

Method of Voting.

25. (1) The unions to whom the ballot papers are addressed, if desirous of voting, shall cause their vote or votes to be recorded on the ballot papers provided, in the manner therein set forth.

(2) Each ballot paper shall then be enclosed in a ballot paper envelope, which shall be sealed and have affixed thereto the seal of the union and the signature of the President and Secretary thereof and shall be delivered to the Secretary of the Board before the time fixed for the closing of the poll.

Secretary to Proceed with Scrutiny and Count.

26. As soon as practicable after the close of the poll, the Secretary of the Board shall proceed with the scrutiny and count of the votes received.

Informal Votes to be Rejected.

27. The vote of a union shall be deemed informal and be rejected by the Secretary of the Board—

- (a) if the ballot paper does not bear the initials or signature of the Secretary of the Board;
- (b) if the ballot paper has not been marked in accordance with the directions;
- (c) if, when the ballot paper is returned, it does not reach the office of the Secretary of the Board until after the time appointed for the closing of the poll.

The Scrutiny and Count.

Amended by
Erratum
G.G. 21/6/46,
p. 770.

28. For the purpose of ascertaining the nominee to be appointed as employees' representative one or more scrutinies shall be made by the Secretary of the Board according to the following rules:—

(1) Subject to paragraph (5) hereof the first scrutiny shall be made in the following manner—

- (a) The figure written opposite the name of any nominee on any ballot paper shall be deemed to represent so many votes against the said nominee.
- (b) The number obtained by dividing the total number of votes cast by the number of nominees shall be the average for the scrutiny.
- (c) Every nominee whose sum total is not less than the average shall be rejected.

(2) Any subsequent scrutiny shall be made in the same manner as the first scrutiny; provided that the names of all nominees rejected at any preceding scrutiny shall be deemed to have been erased from each ballot paper and the names which remain to have been renumbered with the figures "1," "2," "3," etc., according to the order in which they stand in the voter's order of preference.

(3) When upon any scrutiny all the nominees but one have been rejected, that one shall be declared appointed.

(4) If upon any scrutiny all the nominees have the same number of votes recorded against them, the Secretary of the Board shall by a casting vote reject one of them.

(5) If upon the first scrutiny it is found that any nominee has an absolute majority of the total number of first votes polled, he shall be declared appointed.

Secretary to Certify Result of Poll.

29. The Secretary of the Board shall forthwith after the conclusion of the scrutiny certify in writing to the Chairman of the Board the result of the poll and such certificate shall be conclusive evidence that the person named therein was duly appointed as the employees' representative.

In Certain Cases Secretary to Call Conference of Appellants.

30. When—

- (a) in the case of several employee appellants who are not all members of the same union, the unions of which they are members have failed to appoint an employees' representative within the time prescribed; or
- (b) in the case of several employee appellants all of whom are members of the same union and such union has failed after service of a notice in accordance with regulation 15 of these regulations to appoint an employees' representative within the time prescribed; or
- (c) when there are two or more employee appellants not any of whom are members of a union the Secretary of the Board shall forthwith serve on each of the employee appellants a notice requesting them to attend or appoint a representative to attend a conference at his office on a date and at a time specified in the notice for the purpose of appointing an employees' representative.

If Conference Fails Secretary to Call for Nominations.

31. If at the conference mentioned in the preceding regulation any one or more of the employee appellants does not attend or is not represented or the employee appellants otherwise fail to appoint by mutual arrangement an employees' representative the Secretary of the Board shall by notice in writing in the Form No. 8 in the Appendix to these regulations invite each of the employee

appellants to submit a nomination for appointment as employees' representative within a time fixed by the Secretary of the Board and specified in such notice.

If Only One Person Nominated Deemed to be Appointed.

32. If at the expiration of the time appointed for the close of nominations only one person has been nominated such person shall be deemed to have been appointed by the employee appellants.

If Two or More Nominations Received Secretary to Conduct Ballot.

33. If at the expiration of the time appointed for the close of nominations two or more persons have been nominated, the Secretary of the Board shall deliver to each appellant in a sealed envelope addressed to him—

- (a) one ballot paper initialled or signed by the Secretary in accordance with the Form No. 9 in the Appendix to these regulations on which is written or printed a list of names of the persons nominated;
- (b) one ballot paper envelope addressed to the Secretary of the Board and having a counterfoil printed thereon in the Form No. 10 in the Appendix to these regulations;
- (c) a notice specifying the time fixed for the closing of the poll.

Method of Voting.

34. The person to whom the ballot paper and envelope is addressed, if desirous of voting, shall—

- (a) record his vote on the ballot paper in the manner therein set forth;
- (b) enclose the ballot paper in the envelope provided which shall then be sealed;
- (c) sign his name on the envelope in the place provided and cause his signature to be witnessed;
- (d) deliver the envelope with the ballot paper enclosed to the Secretary of the Board so as to be received by him not later than the closing of the poll.

Secretary to Proceed with Scrutiny and Count.

35. As soon as practicable after the time fixed for the close of the poll the Secretary of the Board shall proceed with the scrutiny and count of the votes received.

Informal Votes to be Rejected.

36. The vote of a person entitled to vote shall be deemed informal and rejected by the Secretary—

- (a) if the ballot paper does not bear the initials or signature of the Secretary of the Board;
- (b) if the voter has not marked the ballot paper in accordance with the directions set out therein or has failed to sign the counterfoil;
- (c) if, when the ballot paper is returned, it does not reach the office of the Secretary of the Board until after the time appointed for the closing of the poll.

The Conduct of the Scrutiny and Count.

37. For the purpose of ascertaining the nominee to be appointed as employees' representative one or more scrutinies shall be made by the Secretary of the Board according to the provisions of regulation 28 of these regulations.

Secretary to Certify Result of Ballot.

38. The Secretary of the Board shall forthwith after the conclusion of the scrutiny certify in writing to the Chairman of the Board the result of the poll and such certificate shall be conclusive evidence that the person named therein was duly elected as the employees' representative.

Secretary to Notify Employees' Representative of his Appointment and Convene a Meeting of the Board.

39. Upon the appointment of an employees' representative member of the Board by a union or employee appellant or by several unions or employee appellants acting together by mutual arrangement or in accordance with these regulations, the Secretary shall forthwith notify the employees' representative so appointed and convene a meeting of the Board at the place and time fixed for the hearing of the appeal.

If Appellants Fail to Vote, Deemed to have Abandoned Appeal.

40. If no employees' representative is nominated, or if all the employee appellants abstain from voting at a poll conducted as hereinbefore prescribed, they shall be deemed to have abandoned their appeals.

Withdrawal of Appeal.

41. If an appellant desires to abandon his appeal, he shall notify the Secretary of the Board in writing or by telegram at least three clear days before the date fixed for the hearing.

Service of Notices.

42. The service of any notice or other document required by the Act or by these regulations to be served on any person may be effected by the method prescribed in section 31 of the Interpretation Act, 1918-1938,¹ or by posting the notice or document to him as a letter in the ordinary post or through the Government Correspondence Despatch Office, when such office provides facilities for delivery, addressed to such person at his usual or last known place of employment or business.

Remuneration of Members.

Substituted
by G.G.
15/11/60,
p. 3527.

43. (1) The remuneration payable to a member of the Board, other than the Chairman, for his services as such, shall be the amount of fifteen shillings for each hour of his attendance at, with a minimum of two guineas for, any sitting of the Board; but a member of the Board shall not be paid any amount in excess of three hundred pounds in any financial year, for his services as a member.

(2) Where a member of the Board is employed by the State, or any instrumentality of the State (whether in a permanent capacity or not), and continues to receive his usual rate of remuneration in respect of that employment, while attending on the Board, the amount payable to that member under subregulation (1) of this regulation shall be reduced by the amount payable to the member in the course of his employment, during the period of his attendance on the Board.

APPENDIX.

Form No. 1.

Western Australia.

The Government Employees (Promotions Appeal Board) Act, 1945.
(Regulation No. 6.)

NOTICE OF RECOMMENDATION OR APPOINTMENT.

To (a)

NOTICE is hereby given, pursuant to paragraph (d) of section 4 of the Government Employees (Promotion Appeal Board) Act, 1945, that (b)

has been recommended for promotion (or has been appointed) to the vacancy (or new office) of (c)

in respect of which you were an applicant.

¹ Now Interpretation Act, 1918-1962.

The abovenamed (b).....
is (is not) senior to you within the meaning of section 14 of the
Act for the following reason (d).....

Subject to the provisions of the Government Employees
(Promotions Appeal Board) Act, 1945, you may appeal against the
recommendation (or appointment) made as aforesaid by deliver-
ing to the Secretary of the Promotions Appeal Board at the Public
Service Commissioner's Office, Treasury Buildings, Barrack Street,
Perth, and to (e)..... of (f).....
a notice of appeal in the prescribed form within fourteen clear
days from the date of this notice. Forms of Notice of Appeal may
be obtained at the head offices or branch offices of Departments
or will be supplied upon request by the Secretary of the Promotions
Appeal Board.

An appeal may be made on the ground of—

- (a) Superior efficiency to that of the employee promoted;
or
- (b) equal efficiency and seniority to the employee
promoted.

Dated at.....this.....day of..... 19.....

(g).....

(h).....

(a) Insert name and address of applicant not recommended.
(b) Insert full name and present position of applicant recom-
mended. (c) Insert title or description of vacancy or new office
and the name of the department and sub-department. (d) Insert
reason. (e) Insert title and (f) official address of the recommend-
ing officer. (g) Signature of recommending officer. (h) Title of
recommending officer.

Form No. 2.

Western Australia.

The Government Employees (Promotions Appeal Board) Act, 1945.
(Regulation No. 7.)

To—

The Secretary,
Promotions Appeal Board,
Public Service Commissioner's Office,
Treasury Buildings,
Barrack Street, Perth.

NOTICE is hereby given that each and every applicant not recom-
mended for the vacancy (or new office) of (a).....

has this day been notified in the prescribed form pursuant to para-
graph (d) of section 4 of the Act that (b).....
of the (c).....

has been recommended for the vacancy (or new office).

The names of the applicants not recommended and notified as
aforesaid are listed hereunder:—

Name in full.

(d).....	Department and official address.
.....
.....
.....
.....
.....

Notice of the abovementioned vacancy (or new office) was
published (e).....

Dated at.....this.....day of..... 19.....

(f).....

(g).....

(a) Insert title or description of vacancy or new office and the department or branch in which such vacancy or new office exists. (b) Insert full name of applicant recommended. (c) Insert title of the department and sub-department (if any). (d) Insert names of applicants in order of seniority. (e) Insert method of publication and date. (f) Signature of recommending officer. (g) Official title and address of recommending officer.

Form No. 3.

Western Australia.

Government Employees (Promotions Appeal Board) Act, 1945.

(Regulation No. 8.)

NOTICE OF APPEAL.

NOTICE is hereby given that I (a) being an employee within the meaning of the Government Employees (Promotions Appeal Board) Act, 1945, hereby appeal against the recommendation (or appointment) of (b) to the vacancy (or new office) of (c) in respect of which I was an eligible applicant for appointment by way of promotion. I intend to rely for the purpose of my appeal on the following ground, namely (strike out whichever ground is not intended to be relied upon).

(i) superior efficiency to that of the employee recommended (or appointed) as aforesaid;

(ii) equal efficiency and seniority to the employee recommended (or appointed) as aforesaid.

I was a member of an industrial union, namely (d)

on the date of my application for the abovementioned vacancy (or new office) which union is a party to an award (or industrial agreement) in force under the Industrial Arbitration Act, 1912-1941,¹ by which the terms and conditions of employment appertaining to the said vacancy (or new office) are or will be regulated. (Strike out above paragraph if not applicable.)

There is no award or industrial agreement in force under the Industrial Arbitration Act, 1912-1941,¹ by which the terms and conditions of employment appertaining to the abovementioned vacancy (or new office) are or will be regulated. (Strike out above paragraph if not applicable.)

Dated at this day of 19

(e)

(f)

To—

The Secretary,

Promotions Appeal Board,

c/o Public Service Commissioner's Office,

Treasury Buildings,

Barrack Street, Perth.

And to—

(g)

(a) Name in full of appellant (in block letters). (b) Insert name in full of employee recommended. (c) Insert title or description of vacancy or new office and the name of department. (d) Insert name of industrial union. (e) Signature of appellant. (f) Insert departmental address for service of notices. (g) Insert official title and address of the recommending authority.

¹ Now Industrial Arbitration Act, 1912-1963.

Form No. 4.

Western Australia.

Government Employees (Promotions Appeal Board) Act, 1945.

(Regulation No. 12.)

NOTICE OF HEARING OF APPEAL.

TAKE notice that the appeal (or appeals) against the recommendation (or appointment) of (a).....

to the vacancy (or new office) of (b).....

will be heard by the Promotions Appeal Board sitting at (c).....

on (d)..... the (e).....

day of..... 19....., at..... o'clock in the..... noon.

Dated at..... this..... day of..... 19.....

Secretary of the Promotions Appeal Board.

To—

(f).....

(a) Insert name in full of employee recommended. (b) Insert Title or description of vacancy or new office and the department. (c) Insert place of hearing. (d) Insert day of hearing. (e) Insert date of hearing and time. (f) Insert name of appellant, official title (if any); or name of applicant recommended, official title and address; or title of recommending authority and address, as the case may be.

Form No. 5.

Western Australia.

The Government Employees (Promotions Appeal Board) Act, 1945.

(Regulation No. 15.)

NOTICE REQUESTING A UNION TO APPOINT AN EMPLOYEES' REPRESENTATIVE.

NOTICE is hereby given that an appeal(s) has/have been lodged against the recommendation (or appointment) of (a)..... to the vacancy (or new office) of (b).....

The appellant(s) whose name(s) is/are listed on the back hereof, claim(s) to have been a member(s) of the (c)..... at the time when he/they made application for appointment to the said vacancy (or new office).

The abovementioned union may therefore appoint and is hereby requested to appoint one employees' representative member of the Promotions Appeal Board for the purpose of the hearing of the appeal(s).

The appointment is required to be made in accordance with the Act and Regulations in the prescribed form (copy of which is attached) and lodged at my office on or before the..... day of..... 19.....

Dated at Perth this..... day of..... 19.....

Secretary of the Promotions Appeal Board,
c/o The Public Service Commissioner's
Office, Treasury Buildings, Barrack
Street, Perth.

To—

(d).....

(a) Insert name in full of employee recommended. (b) Insert title or description of vacancy or new office and the department. (c) Insert name of union of which appellant or all appellants is/are member(s). (d) Insert name of union and address.

Form No. 6.

Western Australia.

The Government Employees (Promotions Appeal Board) Act, 1945.

(Regulation No. 18.)

APPOINTMENT OF EMPLOYEES' REPRESENTATIVE BY
EMPLOYEE APPELLANT OR APPELLANTS.

I (or we) the undersigned employee appellant(s) hereby appoint (a)

of (b)

(c) pursuant to the
abovementioned Act to be the employees' representative member of
the Promotions Appeal Board at the hearing of my/our appeal(s)
against the recommendation (or appointment) of (d)
to the vacancy (or new office) of (e)

Dated at this day of 19

(f)

I, the abovenamed (a)
hereby consent to act in the capacity mentioned above.

(g)

(a) Insert full name of person appointed. (b) Official or other
address for service of notices. (c) Insert official title or occupation.
(d) Insert full name of employee recommended to vacancy or new
office. (e) Insert title or description of vacancy or new office. (f)
Signature of employee appellant; or signatures of all employee
appellants (g) Signature of person appointed.(Note.—This form is to be lodged with the Secretary of the
Board at least three clear days before the date fixed for the hearing
of the appeal or appeals.)

Form No. 7.

Western Australia.

The Government Employees (Promotions Appeal Board) Act, 1945.

(Regulation No. 21.)

APPOINTMENT OF EMPLOYEES' REPRESENTATIVE BY A
UNION OR UNIONS.

(a)

of (b)

(c) is hereby appointed
pursuant to the abovementioned Act to be the employees' repre-
sentative member of the Promotions Appeal Board at the hearing
of the appeal(s) against the recommendation (or appointment)
of (d) to the
vacancy (or new office) of (e)

Dated at this day of 19

[L.S.]

(f)

President

(g)

Secretary.

[L.S.]

(f)

President

(g)

Secretary.

[L.S.]

(f)

President

(g)

Secretary.

I, the abovenamed (a).....
hereby consent to act in the capacity mentioned above.

(h).....

(a) Insert full name of person appointed. (b) Insert official or other address for service of notice. (c) Insert official title or occupation. (d) Insert full name of employee recommended. (e) Insert title or description of vacancy or new office. (f) Signature of President. (g) Signature of Secretary. (h) Signature of person appointed.

Form No. 8

Western Australia.

The Government Employees (Promotions Appeal Board) Act, 1945.
(Regulations Nos. 22 and 31.)

NOTICE INVITING A NOMINATION FOR EMPLOYEES'
REPRESENTATIVE.

AS the unions (or employee appellants) requested to attend at a conference at my office on the.....day of.....19....., failed to appoint an employees' representative member of the Promotions Appeal Board for the purpose of the hearing of the appeal(s) against the recommendation (or appointment) of (a).....to the vacancy (or new office) of (b).....you are hereby invited to submit in writing at this office a nomination for appointment as such in accordance with the Regulations made under the above Act with the consent in writing of the nominee to act in the event of appointment endorsed thereon, before.....o'clock on.....the.....day of.....19.....

Dated at Perth this.....day of.....19.....

Secretary of the Promotions
Appeal Board, c/o Public
Service Commissioner's Office,
Treasury Buildings, Barrack
Street, Perth.

To—

(a) Insert full name of employee recommended. (b) Insert title or description of vacancy or new office.

Form No. 9.

Western Australia.

The Government Employees (Promotions Appeal Board) Act, 1945.
(Regulations Nos. 24 and 33.)

ELECTION of Employees' Representative member of the Promotions Appeal Board for the purpose of the hearing of the appeal(s) against the recommendation (or appointment) of.....to the vacancy (or new office) of.....
Date of issue.....19.....

Initials of
Secretary.

Directions for Voting.

The voter must mark his vote on this ballot paper by placing the number 1 in the square opposite the name of the candidate for whom he votes as his first preference and must give contingent votes for all the remaining candidates by placing the numbers 2, 3, 4 (and so on as the case requires) in the squares opposite their names, so as to indicate the order of his preference for them.

The voter must then fold his ballot paper and enclose it in the addressed envelope provided for the purpose and after sealing the envelope and completing the counterfoil printed thereon forward the envelope containing the ballot paper to the Secretary of the Promotions Appeal Board so as to reach him not later thano'clock in the.....noon on the.....day.....19.....

Candidates.

.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>

Form No. 10

Western Australia.

The Government Employees (Promotions Appeal Board) Act, 1945.

COUNTERFOIL.

(Regulations Nos. 24 and 33.)

Name in full of union (or appellant).....

Address

Usual signature of the President of the Union (or appellant).....

Usual signature of the Secretary of the Union (or of witness to signature of appellant).....

[L.S.]

Address of witness.....

(Note.—If the vote is cast by a union the seal of the union must be affixed where indicated above.)