

REFERENCE BOOK

POSTAL TELECOMMUNICATION TECHNICIANS' ASSOCIATION (AUSTRALIA)

CONDITIONS OF EMPLOY-
MENT AS CONTAINED IN
PUBLIC SERVICE ACT, REGU-
LATIONS, GENERAL ORDERS,
PUBLIC SERVICE BOARD IN-
STRUCTIONS AND RELATED
DETERMINATIONS.

ISSUED BY FEDERAL COUNCIL
POSTAL TELECOMMUNICATION TECHNICIANS' ASSOCIATION
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1960

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ABSENCE FROM DUTY

NOTIFICATION OF.

The following conditions should be observed in regard to the notifications by officers or employees of their inability to attend duty on account of illness or other causes:—

(1) If an officer or employee is unable to attend at the rostered hour for commencing duty he must, where practicable, notify his officer-in-charge before that time. If such notification does not indicate that the absence is likely to extend beyond one day and a further day's absence is necessary, the inability of the officer or employee to attend for duty on the second day also should be notified prior to the rostered hour for commencing duty on that day.

(2) Notification may be made by Telephone or Telegram, or by written or personal advice by a messenger. The post may be used only when in the normal course a message sent by that means would reach the officer-in-charge at or before the time of commencing duty.

(3) The officer-in-charge must record the time of receipt by him of the notification.

(4) If the notification is not received at or before the time for commencing duty but is received within one hour of that time, or, where the time for commencing duty is before 9 a.m., the notification is received not later than 10 a.m., the officer-in-charge may accept the notification as if made at the required time.

(5) If notification is received later than one hour after the time of commencing duty, or where the time for commencing duty is before 9 a.m., later than 10 a.m., the officer or employee shall be called upon by the officer-in-charge to furnish an explanation for transmission to the Chief Officer.

(6) If the delay in notification, (see either sub paragraph (1) or (2)) is not satisfactorily shown to the chief officer as having been unavoidable, the officer or employee may be required to forfeit pay for all the time represented in the period from the rostered time for commencing duty to the time of receipt of notification, irrespective of what other action the Chief Officer may see fit to take in regard to non-attendance.

Ref. G.O. 5/A/1.

ACCIDENTS

COMMON RULE.

(a) Where an officer or employee sustains physical injury while on duty and the chief officer has ascertained that the injury was attributable to the act or omission of some person employed by the Department other than the person injured, or was the result of a defect in Departmental material or appliances, or where physical injury has been sustained in protecting Government property from loss or damage, the

officer or employee shall be granted leave of absence on full pay for the duration of the absence necessitated by the injury up to a period of four months. If at the expiration of four months it is shown to the satisfaction of the Chief Officer that the injured person is unable to resume duty the case shall be reported to the Board for decision as to whether further leave of absence may be granted, and, if granted, on what terms.

Where leave is granted in accordance with the provisions of this sub-clause such leave shall not be deducted from Sick Leave at credit of the officer or employee at the time.

Where physical injury has been sustained under circumstances falling within the terms of this sub-clause the Department shall pay the reasonable transport, medical and hospital expenses bona fide incurred in consequence of the injury.

(b) Where an officer or employee sustains physical injury that does not bring his case within the terms of sub-clause (a) of this clause and it is not proved to the satisfaction of the Chief Officer that the injury is attributable to his serious and wilful misconduct the officer or employee shall be granted leave of absence on half-pay for duration of the absence necessitated by the injury up to a period of three months, and such leave shall not be deducted from sick leave at credit of the injured person.

If at the expiry of three months it is shown to the satisfaction of the Chief Officer that the injured person is unable to resume duty the case shall be reported to the Board for decision as to whether further leave of absence may be granted, and if granted, on what terms.

Where the case of an officer or employee falls within the terms of this sub-clause and he has a credit of sick leave such credit shall be used to bring his pay up to the full rate. If that is done his leave at credit shall be reduced proportionately.

Where sick leave at credit is used to supplement the leave granted under this sub-clause the leave at credit on full pay shall be absorbed before leave at credit on half pay is utilized.

In the case of temporary employees granted leave under this sub-clause, the credit of sick leave due shall be calculated, for the purposes of this clause only, as if they had been permanently appointed as from the date of the commencement of their current term of engagement.

Where the injury of the officer or employee is sustained under circumstances that bring his case within this sub-clause the Department shall pay the cost of the Medical first aid rendered to the injured person when the services of the person rendering such aid have been obtained on the authority of a responsible officer or employee, and of transport of the injured officer or employee to his home or to a hospital.

(ba) (1) Where personal injury by accident is caused to an employee while he is travelling to or from work or while he is attending any trade, technical or other training school which he is required by the terms of employment by the Commonwealth, or is

expected by the Commonwealth to attend, the employee shall be eligible for leave of absence in accordance with the provisions of this clause as if the accident were an accident on duty.

(2) In this sub-clause "travelling to or from work" means travelling between the employee's place of abode and place of employment by the Commonwealth and between either of those places and any trade, technical or other training school which he is required by the terms of his employment by the Commonwealth, or is expected by the Commonwealth, to attend, but does not include travelling during or after any substantial interruption of or substantial deviation from the shortest convenient route for any such journey, made for a reason unconnected with his employment or unconnected with this attendance at the trade, technical or other school, as the case may be.

(3) For the purposes of the application of sub-clause (a) of this common rule to injuries sustained during any period covered by this sub-clause "act or omission" means an act or omission performed or caused by the person responsible therefor (other than the person injured) during a period when that person is acting under the instruction of the Department.

(c) Where an officer or employee sustains physical injury under circumstances the nature of which is such that the chief officer regards the action of the officer or employee as so meritorious in the public interests as to warrant special consideration he shall be granted leave of absence under the conditions set out in sub-clause (a).

(d) Nothing in this clause shall take away or reduce the rights of officers or employees under the Workers' Compensation Act 1912 or of any act amending same, but no officer or employee shall be entitled to receive benefits under this clause and under that Act at the same time.

(e) Where an officer or employee who has been granted leave with pay in pursuance of this clause is in receipt of child endowment allowance, such allowance shall continue to be paid during the period of such leave.

(f) In this order "BOARD" means the Commonwealth Public Service Board, and in respect of officers and employees not subject to the jurisdiction of the Commonwealth Public Service Board, includes the Minister administering the Department or establishment in which such officers and employees are engaged.

(g) Notwithstanding anything contained elsewhere in this Determination, where an employee has been injured necessitating leave of absence from duty, and the Department is reimbursed the salary of the injured employee by the party responsible for the injury or the representative of such party, to the extent of absence from duty covered by the amount of reimbursement, no deduction shall be made from the sick leave credits of the employee concerned.

Ref. Arbitrators Det. No. 24/1925.

METHOD OF PROCEDURE WHEN MAKING CLAIMS

On sustaining injury, by accident while on duty (which includes travelling from home to home) the employee reports the accident to his senior officer on the appropriate official forms. Statements are added to the report to provide all relevant facts so that all the circumstances of the accident are made known to the employer.

The employer (through a section of the Personnel Branch) then forwards to the employee all the forms necessary to be completed to lodge a claim for Compensation payment or reimbursement of medical expenses.

It is the completion and return of these forms which makes the claim. **The report of the accident to the employer does not mean that a claim is made.**

The employee is allowed six months from the date of the accident to complete and return the claim forms.

The legal limit for lodgement of a claim is six months, and a claim legally cannot be considered if submitted after six months.

On the return of the Claim forms from the employee, the employer, (the Personnel section of the Department) submits the claim to the Commissioner for Compensation in Canberra.

The Commissioner is empowered by the Act to determine all matters in regard to the claim. He can seek medical opinions, either from C.M.O.'s or outside medical men, and he uses these opinions to make his decision to allow or disallow the claim.

The Commissioner's decision is final and can be upset only by an appeal to a County Court made within 30 days from date of service of notice of the Commissioner's decision to the claimant.

The Department (as the employer) does not make the decision. Its function is to present to the Commissioner all relevant facts and handle the various forms, etc., associated with the claim.

REIMBURSEMENT OF FARES (Remote Districts)

(1) Where—

(a) an officer is stationed in a locality at which there is no resident medical practitioner; and

(b) illness of, or accident to—

(i) the officer;

(ii) his wife; or

(iii) his children (if any) who are under the age of eighteen years or who, being dependent on him, are certified by a duly qualified practitioner to be permanent invalids, necessitates that persons removal for medical attention or a visit of a medical practitioner, the Chief Officer may authorize reimbursement to the officer of the amount by which the cost of transport for that purpose exceeds Three Pounds.

(2) In any case of removal where the circumstances necessitate the sick or injured person being accompanied by an attendant, cost of transport shall include the conveyance of attendant.

(3) No claim for reimbursement shall be approved unless accompanied by a medical certificate that the removal or visit for medical attention was necessary. The medical certificate shall state the nature of the illness, and, if the Chief Officer is of the opinion that the illness or injury was due to circumstances within the person's own control, he may refuse payment.

(4) Cost of transport shall mean only the actual charge incurred in steamer, rail, motor, or other fares, inclusive of return journey, or mileage rate, inclusive of return journey, in obtaining the nearest medical aid, and shall not include any other expenses en route.

Reg. 98A.

ALLOWANCES

CAR OR CYCLE (See under "Regulation 90").

CLIMBING RADIO MASTS.

None up to 64 ft., 65-200 ft. 1/- hr. with minimum of 2/-, 200 ft. and over 2/- hr.

Ref. D.G.'s Memo G37/8249.

DISTRICT, RATES AND CONDITIONS. Reg. 101.

(1) The following shall be the rates of district allowances which may be paid to officers living in localities where the climatic conditions are severe, or at isolated stations, or in places where, owing to their situation, the cost of living is exceptionally high:—

Grade	Married Officer	Unmarried Officer
	£	£
I	40	20
II	60	30
III	90	50
IV	120	70
V	150	90
VI	200	120
VII	275	175

(2) If a married officer maintains his family, he shall be granted the district allowance prescribed as payable to a married officer whether or not his family resides with him in the locality in respect of which district allowance is payable.

(3) For the purpose of this regulation—

(a) an officer who—

- (i) is a widower or a widow supporting dependant children under the age of 18 years or supporting dependant children who are

certified by a duly qualified medical practitioner to be permanent invalids; or

(ii) is maintaining a home or supporting dependant children in circumstances which, in the opinion of the Board, justify his being deemed a married officer, shall be deemed a married officer; and

(b) a married female officer, not being an officer who is deemed to be a married officer under the last preceding paragraph, and a married officer whose wife is employed by the Commonwealth and is receiving district allowance, shall be deemed to be an unmarried officer.

(4) Officers under eighteen years of age shall not be entitled to the full allowance appropriate to unmarried officers but shall be entitled to half that allowance.

CLASSIFICATION OF DISTRICTS.

The Board may, from time to time, upon approval by the Governor General, classify localities, for the purpose of district allowances, in grades as provided in the last preceding regulation, raise or lower the classification of any locality, or remove any locality from the classified list.

Ref. Reg. 102.

TEMPORARY RESIDENCE IN ALLOWANCE LOCALITIES.

District allowances shall not be payable, in addition to travelling or relieving allowances, to officers while temporarily stationed in localities in respect of which district allowances are usually payable, but the Board may, in special circumstances, increase the prescribed travelling or relieving allowance payable to an officer while stationed in such a locality.

Ref. Reg. 103.

HIGHER DUTIES.

Eligibility for Payment

(1) An officer may be called upon to perform temporarily the duties of an office having a higher classification than his own.

(2) Subject to this clause, an officer who performs all the duties of a higher office shall be paid in respect of the performance of those duties an allowance equal to the amount of the difference between his own salary and the minimum salary of the higher office.

Ref. Det. 32 of 1956 Clause 2.

PERIODS TO BE REGARDED AS SERVICE IN HIGHER POSITIONS.

(a) Subject to paragraph (c) of this Order, where the maximum salary of the position in which an officer acts does not exceed £1,188 per annum, the acting officer is eligible for payment of higher duties allowance for the full period of acting service in the higher position.

(b) Where the maximum salary of the position in which an officer acts exceeds £1,188 per annum, the acting officer is eligible for payment

of higher duties allowance only where the period of acting service is continuous for one week or longer. Any continuous period of acting service of less than one week shall be disregarded for all purposes.

(c) Sub-clause (5) of clause 2 of the General Conditions of Service Determination (No. 32 of 1956) provides that an officer who performs the duties of a higher office for a period of less than one day shall not be entitled to payment for that period nor shall that period count as service in the higher office for the purpose of that clause.

The provisions of this sub-clause apply only where the total continuous period of acting service is less than the equivalent of a full day or shift.

Where an officer performs higher duty in a continuous period which is at least the equivalent of one full day or shift, even though the duty extends from one day to the next, he should be paid for the full period of acting service in the higher office.

(d) Duty performed in a higher position for a full shift on a Sunday, on a public holiday or on a Saturday in positions where Saturday is not a normal working day, will be credited as higher duties service in the same way as service on any normal working day. Ref. G.O. 7/A/1.

PERIODS TO BE REGARDED AS SERVICE (JUNIORS AND MINORS) IN HIGHER POSITIONS.

Where an officer under 21 years of age acts in a higher position for which rates for minors are not prescribed, he is eligible for higher duty allowance to raise his salary to the amount he would receive if permanently promoted to the higher position, i.e., he is paid as an adult officer while acting.

The Board stresses the undesirability of allowing minors to act in positions for which only "adult" rates are prescribed, and asks Chief Officers to ensure that such cases should be permitted only after ensuring that no suitable adult officer is available. Ref. G.O. 7/A/8.

Less than 1 week

(3) Unless the Board in special circumstances otherwise determines, an officer who performs the duties of a higher office the maximum salary of which exceeds £1,188 per annum in the case of a male officer or £1,034 per annum in the case of a female officer for a period of less than one week shall not be paid an allowance, and that period shall not be included in any period of service for the purpose of this clause.

Ref. Award.

Note. The Board has agreed to pay higher duty allowance to officers acting as Senior Technician (Telecom), for periods of one day or over.

Less than 1 day

(5) An officer who performs the duties of a higher office for a period of less than one day shall not be entitled to payment for that period and

that period shall not be service in the higher office for the purposes of this clause. Ref. Award.

Officer has not attained age of 22 years.

(4) Where an officer who has not attained the age of twenty-two years performs the duties of a higher office for which rates of salary payable to such an officer are specifically prescribed, he shall be paid an allowance of an amount equal to the difference between the salary rate for his age in his own office and the salary rate for his age in the higher office. Ref. Award.

Increments While Acting

(6) Where an officer temporarily performs the duties of a higher office for a continuous period of more than twelve months after the date on which he first commenced to perform those duties, he may, after the completion of each period of twelve months' performance of those duties, be granted increments of allowance of the same amounts as are payable as increments of salary to an officer occupying the higher office. Ref. Award.

Where previous periods aggregate total of more than 12 months.

(7) Where an officer temporarily performs the duties of a higher office in periods that are not continuous but aggregate in the total a period of more than twelve months, he may, at the completion of each such total period of twelve months, be granted an increment of allowance of the same amount as is payable as an increment of salary to an officer occupying the higher office if—

- (a) in the case of the first increment, the total period of twelve months performance of higher duties is completed within the period of twenty-four months that immediately precedes that completion; and
- (b) in the case of any subsequent increment, the total requisite period of performance of higher duties is completed within the period of time equal to twice the total period of performance of duties of the higher office that immediately precedes that completion.

(8) For the purposes of the last two preceding sub-clauses, performance of the duties of another office having the same classification as, or a higher classification than, the higher office shall be deemed to be performance of the duties of the higher office.

(9) Paragraph (b) of sub-clause (7) of this clause does not operate so as to authorise the grant of an increment to an officer unless he has received the first or a subsequent increment in the allowance payable under this clause for a period of twelve months. Ref. Award.

INCREMENTAL DATE

(10) For the purpose of determining the date from which an increment in an allowance is payable under this clause, or whether service is continuous, absence on—

- (a) public holidays;
- (b) recreation leave;
- (c) leave granted under clause 3 of this determination except as provided in paragraph (d) of this sub-clause;
- (d) leave not exceeding in all six days in any twelve months granted under clause 3 of this determination for the purpose of preparing a case for submission in proceedings under the Public Service Arbitration Act 1920-1955 or in proceedings before the Industrial Registrar or Deputy Industrial Registrar;
- (e) leave granted under Regulation 45 of the Public Service Regulations;
- (f) accident leave granted under an order or determination made by the Public Service Arbitrator;
- (g) sick leave not exceeding the periods specified in the next succeeding sub-clause;
- (h) other authorized leave not exceeding in all six days in any twelve months; and
- (i) leave granted under section 72 of the Public Service Act, shall be deemed to be performance of duty in a higher office, if the officer resumes duty in the same office or another office of higher classification than his own at the expiration of the absence.

Ref. Award.

Sick Leave whilst acting.

(11) For the purpose of sub-clause (10), sick leave means only such sick leave as is granted for the following periods:—

- (a) leave not exceeding two weeks granted during the first period of twelve months' service, either continuous or in broken periods, in the higher office;
- (b) leave not exceeding four weeks granted during the second period of twelve months' service, either continuous or in broken periods, in the higher office, less any period of leave not exceeding two weeks granted during the first period of twelve months' service in the higher office; and
- (c) sick leave granted in any subsequent period of twelve months' service in the higher office not exceeding a period calculated on the basis of two weeks' leave for each completed period of twelve months' service in the higher office, less any period of leave granted during previous service in the higher office.

Ref. Award.

ALLOWANCE TO BE PAID DURING CERTAIN ABSENCES (OTHER THAN PUBLIC HOLIDAYS).

(a) An officer receiving higher duties allowance may continue to be paid such allowance during the following absences, provided he performed the higher duties on the days immediately preceding and succeed-

ing such absences; provided, further, that the officer would have been required to act in the higher position, and would have received the allowance had he been on duty during the periods in question:—

(i) If the officer has not acted for twelve months as defined—

(A) Absence on sick leave, war service sick leave, or emergency leave with pay not exceeding three days in any one year, and leave granted under sub-regulation (3) of regulation 50 (which see under "LEAVE" SPECIAL) for the purpose of attendance at any examination which under the regulations is required to be passed as a condition of advancement. Where an officer is granted leave with pay for the purpose of attendance at a university of other external examination not necessarily as a condition of advancement but in connection with which the studies undertaken are regarded as increasing the officers efficiency in the Service, higher duties allowance may be continued subject to the period of absence, including absence on sick or emergency leave with pay, not exceeding three days in any one year.

(B) Leave ("Jury Service") granted under Regulation 45A. (See under "Leave").

(ii) If the officer has acted for at least twelve months as defined during the preceding two years and, subject to the proviso re recreation leave, performs higher duty on the days immediately prior to and following the periods of absence, payment of allowance may also be continued during the following absences:—

(A) Recreation leave, provided that if an officer has performed higher duties without a break for at least twelve months and whilst so acting proceeds on recreation leave, payment of higher duty allowance may be continued during the period of leave notwithstanding the officer might not resume duty in a higher position at the expiration of leave. In addition, payment of higher duty allowances shall be continued during a period of recreation leave which is included in a period of furlough, provided the officer would have continued to act in the higher position but for his absence on recreation leave and furlough.

(B) Leave granted with pay under section 69 of the Public Service Act (i.e. "Leave of Absence to attend proceedings under Public Service Arbitration Act) for a period not exceeding twelve days in any one year or leave granted under regulation 52 (i.e. "Arbitration Leave with Pay").

(C) Leave granted under regulation 45 (2) and (3). ("Subpoenaed or called as witness" which see under "LEAVE").

(D) Accident leave granted under prescribed conditions (see under "Accidents").

(E) Ordinary sick leave with pay not exceeding two weeks in any twelve months, i.e., twelve months on and from the date of first absence after completion of twelve months higher duty service.

(F) Leave granted under sub-regulation (3) of regulation 50 (see under "LEAVE" Special) for the purpose of attendance at any examination which, under the Regulations, is required to be passed as a condition of advancement.

(G) Other leave with pay not exceeding three days in any one year.

(H) Leave granted under sub-regulation (2) of regulation 50.

(b) Notwithstanding anything contained in sub-paragraph (a) (ii) of this order, an officer who has had continuous higher duty service (i.e. continuous without a break) for not less than twelve months may be paid higher duties allowance during absences on sick leave within the limits of available sick leave credits to the following extent, provided that, but for the absence on sick leave, the officer would have continued to act in the higher position—

During the second year of continuous higher duty service—up to four weeks;

During the third year of continuous higher duty service—up to six weeks;

During the fourth year of continuous higher duty service—up to eight weeks;

less any sick leave already granted with continued payment of higher duty allowance during the continuous period of higher duties service. Further sick leave on the basis of the foregoing may be granted in respect of continuous higher duties service in excess of four years. Where the period of continuous higher duties service includes service in more than one position, the rate of payment of higher duties allowance under this paragraph will be that received by the officer immediately prior to proceeding on sick leave.

(c) Where an officer is absent on accident leave or on ordinary sick leave, payment of higher duties allowance to the extent permitted under paragraph (a) of this order should be dealt with in the following manner:—

(i) If officer paid full salary—full rates of higher duties allowance to be paid.

(ii) If absent on half salary—half allowance to be paid.

(iii) If paid under the terms of Commonwealth Employees' Compensation Act—no higher duties allowance to be paid.

(d) Where the period of leave exceeds that laid down in paragraph (a) of this order the officer should be paid allowance up to the period authorised (e.g., in the case of sickness, three days under Order No. 7/A/16 (a) (i) or two weeks under Order No. 7/A/16 (a) (ii), provided that, but for his absence on leave, he would continue to perform higher duties service to the extent of the period for which payment of allowance is permitted.

Ref. G.O. 7/A/16.

PAYMENT DURING PUBLIC HOLIDAYS.

The following rules shall apply to payment of higher duties allowance during public holidays:—

(i) Where an officer acts in a higher position on the day before and the day after the holiday the allowance should be paid.

(ii) Except as provided in (iii) hereunder where a public holiday or holidays occur at the beginning or at the end of a period of leave payment of higher duties allowance in respect of such holiday or holidays should be made provided that the officer would otherwise have acted in the higher position on the day or days concerned.

(iii) Where an officer is required to perform higher duties immediately prior to and subsequent to the Christmas and New Year holidays and is granted leave on the working days intervening between the holidays, he may be paid higher duties allowance in respect of the holidays provided that but for the leave he would otherwise have continued to perform the higher duties.

(iv) Where an officer acting in a higher position is granted leave and a public holiday or holidays occur during such leave, he should be paid in respect of the holiday or holidays at the rate of which he is paid for the leave.

Ref. G.O. 7/A/17.

Incremental advancement on permanent appointment where Officer has previously acted.

(12) Where an officer who is performing the duties of a higher office is permanently promoted to that office, he shall not suffer any reduction in his remuneration, and he may receive the same increments as if he had, during the period of his temporary service in the higher office, been the permanent occupant of that office.

(13) Where an officer is permanently promoted to an office and, prior to his promotion, has performed the duties of a higher office of the same classification as the office to which he is promoted but is not performing those duties when he is promoted, the period for which he performed those duties shall be taken into account for the purposes of his incremental advancement in the same manner as it would have been taken into account under sub-clause (6) of this clause if he had not been promoted.

Ref. Award.

When promoted to lower classification.

(14) Where an officer who is or has been performing the duties of a higher office is promoted to an office which is of lower classification than the office the duties of which he is or has been temporarily performing, his remuneration upon promotion shall be the same as the remuneration which he would have received had his period of service in the higher office been service in the office of lower classification.

When salary is above the minimum payable in the higher office.

(15) Where an officer performs the duties of a higher office and is in receipt of a salary above the minimum salary payable to the occupant of the higher office, he shall, upon commencing to perform the duties of the higher office, be paid such allowance as will cause his total remuneration to be the same as that which would have been payable under Regulation 109B of the Public Service Regulations if he had been promoted to the higher office. Ref. Award.

(16) Where an officer temporarily performs the duties of an office the conditions of service of which differ from those of the office normally occupied by the officer, he shall be subject to the first-mentioned conditions as though he were the permanent occupant of the office. Ref. Award.

Salary bar.

(17) Where an officer temporarily performs the duties of a higher office the maximum salary of which, including allowances in the nature of salary, is not less than £2,358 per annum in the case of a male officer or £2,204 per annum in the case of a female officer, the preceding provisions of this clause do not apply, but the officer may be paid in respect of the performance of those duties an allowance of such amount, and subject to such conditions, as the Public Service Board or other employing authority determines. Ref. Award.

Officer not performing all the duties.

(18) Where an officer temporarily performing the duties of a higher office does not perform all the duties of that office, he may be paid in respect of the performance of those duties an allowance of such amount, and subject to such conditions, as the Public Service Board or other employing authority determines. Ref. Award.

Regarded as salary for other allowances.

(19) An allowance granted under this clause shall be regarded as salary for the purposes of calculating travelling and meal allowances and payment for extra duty service and excess travelling time. Ref. Award.

LIVING AWAY FROM HOME

OFFICERS APPOINTED TO STATIONS AWAY FROM HOME

Where an officer is appointed or transferred to an office the duties of which necessitate his residing away from home, he may be granted such allowances as the Board determines. Ref. Reg. 96.

APPLICATIONS.

Applicants for living away from home allowance should be required to complete the particulars shown on P.S.B. Form 29, and supply a certificate from parent or guardian and a boarding certificate, as provided for on the form. Ref. G.O. 8/B/1.

ALLOWANCE NOT TO BE REGARDED AS SALARY.

The allowance is not to be regarded as salary for the purpose of computing overtime or any other penalty payment, the rate of which depends on salary.

Ref. G.O. 8/B/2.

SALARY AND INCREMENTS.

The allowance is subject to reduction by the amount of any increments, or any other salary increases granted subsequent to the date of approval of the allowance.

Ref. G.O. 8/B/3.

PAYMENT OF ALLOWANCE DURING ABSENCE, ETC.

(a) Subject to sub-paragraph (b) of this order, the allowance should be continued during any authorized leave with pay. However, if the officer or employee is on Sick Leave on reduced pay the circumstances should be referred to the Public Service Inspector for decision as to the allowance payable.

(b) Payment of the allowance may be continued up to a period of one month to an officer or employee who returns to his home during absence or leave. Should the absence extend beyond one month and the officer continue to reside at home, payment of allowance should cease.

(c) The allowance should not be paid during any period of leave without pay.

Ref. G.O. 8/B/4.

NEW APPOINTEES TO BE ADVISED OF ELIGIBILITY.

The conditions under which living away from home allowance is payable should be brought under the notice of junior officers or employees on their appointment, in order that those eligible might make application for the allowance.

Ref. G.O. 8/B/5.

DATE FROM WHICH PAYABLE.

Except where otherwise determined by Public Service Inspector the approved allowance should be paid from the date of eligibility, irrespective of the date of application.

Ref. G.O. 8/B/6.

ALLOWANCES PAYABLE IN ADDITION.

The following allowances are payable in addition to any allowance granted for living away from home:—

(i) District allowance.

(ii) Allowance—sleeping on Office Premises (Reg. 95)—provided that reduction may be made in amount of living away from home allowance by reason of any saving in cost of board and lodging owing to the officer or employee sleeping on official premises.

Ref. G.O. 8/B/7.

REVIEW OF ALLOWANCE.

An officer or employee receiving an allowance for living away from home should at the end of each quarter be required to submit a statement that he is still living away from home and is eligible for the allowance.

Ref. G.O. 8/B/8.

TRANSFERS OR CHANGE OF ADDRESS.

Where an officer who is in receipt of an allowance for living away from home is transferred or changes his address, he should advise his Chief Officer immediately of the date on which he takes up residence at his new address, the amount paid thereat for board, etc., and whether he is boarding with relatives.

Ref. G.O. 8/B/9.

LIVING AWAY FROM HOME (MARRIED OFFICER).

(1) Where a married officer is stationed at an office where the quarters provided are temporarily not available for occupancy, or where an officer, upon transfer, cannot enter into occupancy of quarters or private residence through unavoidable delay in transmission of furniture and household effects, and the officer is therefore obliged to reside for the time being with his family at an hotel or other house of accommodation, the Chief Officer may grant the officer an allowance equal to the difference between ordinary household expenditure and cost of board and lodging, but not exceeding half the cost of board and lodging of himself and his family, unless the Board, having regard to the special circumstances of the case, otherwise approves.

Provided that such allowance shall not be paid for more than one month except upon the approval of the Board.

(2) In the case of a married officer transferred to a station where quarters are not provided, and his family have removed with him to the station, an allowance in accordance with the last preceding sub-regulation may be granted upon evidence to the satisfaction of the Chief Officer that suitable premises for residence are not available at the time the officer reaches his new station.

Payment of allowance beyond a period of three months shall be subject to the approval of the Board. Where the officer's family have not removed with him to the station, he may be granted such allowance as may be determined by the Board upon satisfactory evidence of increased expenditure.

Ref. Reg. 97.

WHEN ALLOWANCE SHOULD BE DISCONTINUED.

Payment of allowance under Regulation 97 should not be continued when the officer or employee is absent on—

- (i) Recreation or Sick Leave.
- (ii) Furlough.
- (iii) Official Duty.

However, an officer or employee may be re-imbursed any continuing expenses necessarily incurred at headquarters during the period of his absence where these are of a kind which would not be incurred if he were properly established at the new location. An application for payment of allowance in these circumstances should indicate the continuing expenses incurred at headquarters and the necessity for these to be continued.

Ref. G.O. 9/K/5.

MARRIED MINORS.

(1) Where a married male officer who has not attained the age of twenty-one years is in receipt of an actual salary at a rate less than the minimum rate of actual salary payable to an adult officer occupying the office of laborer, grade 1, or if a higher minimum rate of actual salary is payable under a determination of the Public Service Arbitrator to an adult officer occupying that office, the salary of such a married male officer is less than that higher minimum rate, that officer shall be paid an allowance of an amount equal to the difference between the rate of actual salary payable to him and that minimum rate of actual salary or that higher minimum rate of salary, as the case requires.

(2) Where the salary of an officer in receipt of an allowance under this regulation is increased, the allowance payable to him shall be reduced by the amount of the increase, and upon the officer attaining the age of twenty-one years, the allowance shall cease to be payable.

Ref. Reg. 87B.

MEAL (COUNTRY STAFF).

An allowance of 2s. 6d. shall be paid to employees at country stations when they are away from head-quarters during the midday meal hour, providing the officer in charge certifies that the employee was sent away from his usual station without notice immediately before leaving home and without an opportunity of visiting his home and arranging for a meal, and was not within 4 miles of his station between the hours of 12 noon and 2 p.m.

Ref. Award.

MEAL (OVERTIME).

(1) Subject to this clause, an employee who—

(a) after the completion of his ordinary duty for the day is required without a break for a meal to perform extra duties up to the completion of or beyond the meal period next occurring after completion of that ordinary duty;

(b) is required, after the completion of his ordinary hours of duty for the day, to perform duty after a break for a meal which occurs after that completion and is not entitled to payment for that break;

(c) is required to perform extra duty after two o'clock in the afternoon on a Saturday (or the day normally allowed to him as the weekly half holiday) after a meal break and is not entitled to payment for that meal break; or

(d) is required to perform duty on a Sunday or public holiday (in addition to his normal weekly hours of duty) extending beyond a meal break and is not entitled to payment for that meal break;

shall be paid a meal allowance, in addition to overtime (if any) at the rate of eight shillings.

Ref. Award.

MEAL (OVERTIME FIVE DAY WEEK AND OR SHIFT WORKER).

(a) An officer or employee who completes his normal weekly hours of duty Monday to Friday and who is required to perform extra duty on a

Saturday extending beyond a meal break and is not entitled to payment for that meal break; and

(b) A Shift worker who, in addition to his normal weekly hours of duty, is required to perform duty on his rostered day off extending beyond a meal break and is not entitled to payment for that meal break, may be paid a meal allowance at the prescribed rate, subject to the usual conditions.

Board Circular 1959/12.

MEAL (ABSENCE NOT EXTENDING OVERNIGHT).

No allowance, other than for expenses necessarily incurred, shall be paid under this regulation, in any case where an officer is not required to be absent from his head-quarters over night.

Ref. Reg. 75A (4).

OUT OF POCKET EXPENSES.

(a) An officer or employee absent from his head-quarters or temporary head-quarters, whose absence does not extend overnight, may claim payment for meals as under, if expense has been incurred in the purchase of a meal or meals during his absence—

- (i) If absent for breakfast only he may claim expenses for that meal. To be considered as having been absent for breakfast he must have departed from his home not later than 6.30 a.m.
 - (ii) If absent for lunch only he is not entitled to claim for that meal. To be considered as having been absent for lunch he must have been absent from his head-quarters during his usual lunch period. Vide (iii) and (iv).
 - (iii) If absent for dinner only he may claim expenses for that meal. To be considered as having been absent for dinner he must have returned to his head-quarters not earlier than 7.00 p.m. or to his home not earlier than 7.30 p.m.
 - (iv) If absent for two meals he may claim expenses for one meal. To be considered as having been absent for two meals he must have been absent for any two meals as shown in (i), (ii) and (iii).
 - (v) If absent for at least twelve hours, and such absence covers three meals as shown in (i), (ii), (iii), he may claim expenses for three meals.
 - (vi) The amounts payable as expenses for meals will be those prescribed in Public Service Regulation 68 (1) for dinner. All officers and employees, irrespective of salary, should be allowed 5s. 6d. for breakfast or for lunch.
- (b) In applying this order, reimbursement may be made only where expenditure on meals is incurred. Any meal or meals supplied free of additional charge by the transport authority may not be included in the calculation of the amount to be reimbursed.

Ref. G.O. 8/G/2.

USE OF OFFICERS' OWN MOTOR TRUCKS, MOTOR CARS OR CYCLES ON OFFICIAL BUSINESS. See under Reg. 90.

SUBURBAN RELIEVING.

Any employee relieving at a suburban station shall be paid an allowance of 2s. 6d. per day and fares in excess of usual daily fare (if any be necessary) in cases in which the station at which he is relieving is further from his home than his head-quarters; and 3s. per day if the performance of his duties reasonably requires him to be absent from his home for twelve hours or more on such day:

Provided that this clause does not apply to employees on the permanent relieving staff, and as to any particular job it shall not apply for more than one week.

Ref. Det. 2/1939 Clause 13.

SUBURBAN, DEFINITION OF "USUAL STATION".

The term "USUAL STATION" used in Reg. 80 means the place at which an officer normally performs duty from day to day. If an officer is transferred from a permanent office to the Unattached List, his "USUAL STATION" for the purpose of Reg. 80 is—

(i) the office at which he performs duty from day to day when not on relieving duty; or

(ii) if not performing duty from day to day at a particular office—

(A) the office at which he was last permanently stationed if that place or office was outside the city area;

(B) the departmental central or principal branch office of the capital city in which the officer is located if the officer normally works within the city area.

Ref. G.O. 8/D/1.

SUBURBAN, DEFINITION OF, "FURTHER FROM HIS HOME THAN HIS USUAL STATION".

The words "further from his home than his usual station" in Reg. 80 should be interpreted to mean—

(i) that the distance between home and temporary station must be greater than the distance between the officer's home and his usual station as measured by the most direct routes followed by conveyance available to the general public in each case; or

(ii) if the distance is not greater as in (i), more time occupied in travelling by means of such conveyance.

Ref. G.O. 8/D/3.

SUBURBAN RELIEVING. "Allowance not payable in addition to E.T.T."

Reg. 69 and the relative determination provision provide that suburban relieving allowance shall not be paid in addition to E.T.T., but whichever amount is greater shall be paid.

Ref. G.O. 8/D/6.

TRAVELLING AND RELIEVING.

(1) Subject to these Regulations the following shall be scale of travelling allowances for all officers and temporary employees:—

Where Salary or Maximum Salary of Office is—		Allowance — Capital Cities.								
		First Twenty-one Days' Residence	After Twenty-one Days' Residence							
			Married Officer	Unmarried Officer						
				Per Day	Per Week	Per Week				
Male	Female	£	s.	d.	£	s.	d.	£	s.	d.
£968 and under	£814 and under	2	14	0	14	11	0	9	9	0
£969 to £2,877	£815 to £2,723	3	8	0	18	6	0	11	18	0
£2,878 and over	£2,724 and over	3	17	0	20	17	0	13	11	0
		Allowance—Other than Capital City Rate.								
		First Twenty-one Days' Residence	After Twenty-one Days' Residence							
			Married Officer	Unmarried Officer						
				Per Day	Per Week	Per Week				
		£	s.	d.	£	s.	d.	£	s.	d.
£1,737 and under	£1,583 and under	2	6	0	10	3	0	5	18	0
£1,738 and over	£1,584 and over	3	0	0	13	8	0	8	14	0

(2) Notwithstanding anything contained in sub-regulation (i) of this regulation, the travelling allowance payable to an officer acting as a member of an Appeal Board or a Board of Inquiry shall be at the rate of Three Pounds Seventeen Shillings per day.

(3) Where allowance has been paid under this regulation for **eight weeks'** residence in one locality, the Chief Officer shall submit the case to the Board for **review**. No such allowance shall be continued beyond three months without the concurrence of the Board, and if, upon review, the Board considers the amount excessive, it shall be discontinued or reduced to such amount as the Board thinks fit.

(4) No allowance, other than for expenses necessarily incurred, shall be paid under this regulation, in any case where an officer is not required to be absent from his headquarters over night.

Ref. Reg. 75A.

BASIS FOR DETERMINING AMOUNT OF TRAVELLING ALLOWANCE ON REVIEW

(i) **Married officer**, who while on temporary transfer, continues to maintain family in a home at permanent headquarters—

Grant allowance equal to the amount paid by the officer for board and lodging at the temporary station, plus 6/- p.w. for incidentals, plus the amount claimed on P.S.B. Form 38 for laundry, but not exceeding 13/6 p.w. for laundry (but see para. 10(iv) re laundry and incidentals in district allowance localities).

(ii) **Married officer**, who, ordinarily maintains a home at headquarters, but has, at his own expense removed his family to the temporary station and resides in a boarding establishment thereat.

Grant allowance equal to the amount paid by the officer for himself and his family for board and lodging at temporary station, less the total amount specified for rent and food in the scale of living costs according to the officer's income group and family category, but not exceeding the amount which the officer would have received under (2) (i) above.

Where an officer in these circumstances claims continuing expenses are incurred at headquarters for retention of accommodation, or maintenance charges and other continuing expenses at headquarters, Form P.S.B. 38 should be forwarded to the Board through the local Inspector for assessment of the rate of allowance payable on review.

(iii) **Married officer, who**

(a) owns or is purchasing a home at permanent headquarters;

(b) normally boards with his family at permanent headquarters;

(c) rents an unfurnished or furnished home at permanent headquarters; and who has, at his own expense, removed his family to the temporary station, and resides thereat in a furnished house or flat—

Form P.S.B. 38 is to be submitted to the local Public Service Inspector for determination of the allowance payable on review.

(iv) **Married Officer**, who does not ordinarily maintain a home at permanent headquarters and who proceeds to temporary station alone—

Grant allowance as for an unmarried officer (see below).

(Note. Where a married officer, whose travelling allowance on review is to be assessed in accordance with this instruction, is on temporary transfer to a district allowance locality, he should be treated, for additional allowance purposes, as a married officer.)

(v) **Unmarried Officer**, with no continuing expenses at headquarters or where such continuing expenses merely cover such items as retention of room or care of personal effects and are covered by receipts.

If cost of board and lodging at temporary station plus reasonable continuing expenses (if any) at headquarters is higher than the cost of board and lodging at headquarters, grant allowance equal to the difference, plus the amount admissible for laundry charges in accordance with paragraph 3 hereunder.

If the cost of board and lodging at temporary station together with the amount admissible for laundry charges in accordance with paragraph 3 hereunder plus reasonable continuing expenses (if any) at headquarters, is not greater than the cost of board and lodging at headquarters, allowance should be discontinued.

(vi) **Unmarried Officer**, who continues full payment of board and lodging at headquarters:—

Provided the Chief Officer is satisfied as to the necessity for the officer to continue payment of the full rate of board and lodging at head-

quarters, and such payment is covered by receipts submitted, grant allowance equal to the cost of board and lodging at temporary station plus the amount admissible for laundry charges in accordance with paragraph 3 hereunder.

(vii) Any case not covered by (i) to (vi) should continue to be submitted to the Public Service Inspector for review.

3. Laundry Charges

In respect of an unmarried officer or a married officer who boards at his permanent headquarters and the charge for board and lodging thereat is inclusive of laundry, claims for laundry up to 13/6 per week may be admitted when reviewing the allowance where the amount paid for board and lodging at temporary station does not include laundry.

4. Meals

(i) When computing the allowance payable in accordance with instructions 2, in those instances where the officer has been able to secure bed or bed and breakfast accommodation only, there may be added to the tariff for such accommodation, for the purpose of determining the full cost of board and lodging of the officer, the following amounts:

Breakfast	5/6
Lunch	5/6
Dinner	8/-

Receipts for meals purchased are not required.

(ii) Where, however, an officer claims reimbursement for breakfast and/or evening meals (dinner) at a guest house or hotel which provides accommodation on a bed, or bed and breakfast basis only, he may be reimbursed the cost of such meals in lieu of the amounts specified in the previous paragraph for breakfast and dinner, as the case may be, in circumstances where such meals are charged for separately. However, the amount of reimbursement which may be made under this paragraph is limited to the standard or normal charge for a conventional breakfast or dinner at the establishment in which the officer is temporarily residing.

(iii) Care should be taken to ensure that double reimbursement in respect of any meal is not effected when the officer performs additional duty and is paid meal allowance in accordance with Regulation 68.

5. (i) Where the rate of travelling allowance payable upon review, determined in accordance with Instruction 2 above, exceeds the appropriate weekly rate of travelling allowance prescribed by Regulation 75A, such rate shall not be increased by an amount exceeding £3/10/- in any week, e.g., a married officer in receipt of salary of £1,353 p.a., on temporary transfer to a capital city, may be paid travelling allowance on review up to £19/10/- p.w. It should be noted, however, that when a review of travelling allowance is made, any profit or loss which might have been made during the first eight weeks should not be taken into consideration.

(ii) If increase beyond this limit in any instance is considered justified, the matter should be submitted to the local Public Service Inspector.

6. Weekend Absences from Temporary Station

Where an officer or employee in receipt of a reviewed rate of allowance under Regulation 75A(3), as determined in accordance with these instructions, returns to his home at a weekend or at weekends, the amounts (if any) included in that allowance for laundry and incidentals may be continued during that absence or during those absences from temporary station.

7. Payment of excessive amounts of board and lodging.

If the amount paid by an officer for board and lodging appears to the Chief Officer in any case to be excessive, having regard to the status of the officer and the ruling rates for board and lodging in the particular locality, the Chief Officer should, in determining the amount of allowance to be paid, set down the cost of board and lodging at an amount which he considers reasonable. Should the officer subsequently apply for an increase in the amount of the allowance, the matter should be submitted to the local Public Service Inspector for decision.

8. Minimum acceptable amount for board and lodging at permanent headquarters.

In assessing travelling allowance in the case of an **unmarried** officer temporarily transferred, the amounts indicated hereunder should be the minimum acceptable as the cost of board at permanent headquarters:

Adult Males	£4	5	0
Adult Females	£3	4	0
Minors	£2	2	6

These figures are to be regarded as **minimum** figures only. If the officer's rate of board and lodging at headquarters is higher than the rates above-mentioned, the rate so quoted by him should be used in assessing the rate of allowance payable on review.

9. Travelling Allowance on review not to be less than allowance payable under Public Service Regulation 96.

Where reduction in travelling allowance is contemplated in the case of an unmarried officer, in no circumstances should the allowance be reduced below the amount that the officer would be eligible to receive by way of living away from home allowance if he were permanently transferred to the position he is temporarily filling.

10. Review of Travelling Allowance in District Allowance Localities.

(i) **Officer on temporary transfer from a non-district allowance locality to a district allowance locality.**

(a) Married Officer.

Travelling allowance on review to be assessed in accordance with the instructions outlined in 2 (i)-2 (iv) above except that (1) laundry and

incidental costs may be admitted to the extent shown in para. 10 (iv) hereunder and (2) a weekly amount equivalent to the prescribed rate of district allowance for the particular locality is to be added.

(b) Unmarried Officer.

Travelling allowance is to be assessed in accordance with instructions 2 (v) and 2 (vi) above, subject to the allowance so determined being not less than the prescribed rate of district allowance for the locality plus the amount of living away from home allowance or boarding allowance to which the officer would have been eligible had he been permanently transferred to the locality.

(ii) Officer on temporary transfer from one district allowance locality to another.

Where an officer's district allowance applicable to headquarters is continued during absence on temporary transfer:

(a) Married Officer.

Travelling allowance on review is to be assessed in accordance with the instructions outlined in paras. 2 (i)-2 (iv) above and in addition a weekly amount should be paid equivalent to the amount (if any) by which district allowance at the temporary station exceeds district allowance at headquarters.

Laundry and incidental expenditure may be assessed in accordance with the amounts prescribed in para. 10 (iv) hereunder.

(b) Unmarried Officer.

Travelling allowance on review is to be assessed in accordance with the instructions outlined in paras. 2 (v) and 2 (vi) above, subject to the allowance so determined being not less than the sum of—

- (1) the weekly equivalent of the amount (if any) by which district allowance at the temporary station exceeds district allowance at headquarters, and
- (2) the amount of living away from home allowance, or boarding allowance to which the officer would have been eligible had he been permanently transferred to the locality.

(iii) Officer on temporary transfer from a district allowance locality to a non-allowance locality.

Where an officer is on temporary transfer from a district allowance locality, travelling allowance on review should be determined on the actual increased costs at temporary station independently of the rate of the district allowance which is payable at the headquarters of the officer and which the officer continues to receive while on temporary transfer.

(iv) Laundry and Incidental expenditure in district allowance localities.

Laundry charges may be met to the extent claimed but not exceeding the rates shown in column 2 of the following scale.

Incidental expenses to the rates shown in column 3 may be allowed.

District Allowance Grading	Laundry up to	Incidentals
Grade 7	£1 10 0	10/-
Grades 6 and 5	£1 5 0	8/6
Grades 4 and 3	£1 2 6	7/6
Grades 2 and 1	£1 0 0	7/-

11. Minimum Allowance payable.

Where in the case of an unmarried officer the allowance which would be payable following review is less than 2/6 p.w., no allowance shall be paid.

Ref. P.S.B. Circular 1960/15.

ALLOWANCES. Reg. 76.

(1) Officers regularly employed on relieving duties and members of country line parties (other than camping parties) shall, subject to the provisions of sub-regulation (3) of regulation 75A, be granted an allowance on the following scale:—

Where Period of continuous Residence at a Temporary Station is—

Less than Three weeks	Three weeks or more		
	Married Officer	Unmarried Officer	
		First week	After first week
Per day	Per week	Per week	Per week
£ s. d.	£ s. d.	£ s. d.	£ s. d.
2 6 0	10 3 0	10 3 0	5 18 0

(2) An officer temporarily transferred to perform duty at another station or stations, involving absence from home for a period of not less than six weeks shall, subject to the provisions of sub-regulation (3) of regulations 75A, be paid an allowance as prescribed in the last preceding sub-regulation provided—

(a) that the officer is informed in writing before leaving his headquarters of the allowance to be paid; and

(b) that a period of not less than three weeks elapses between the time of his first arrival in and time of ultimate departure from any town.

(3) Officers whose place of work is variable within a specified district, shall, subject to the provisions of sub-regulation (3) of regulation 75A (Review), be paid an allowance as prescribed in sub-regulation (1) of this regulation, provided—

(a) that the officer is informed in writing before leaving his headquarters of the allowance to be paid, and—

(b) that a period of not less than two weeks elapses between the time of his first arrival in and time of ultimate departure from any town.

(4) If, in any case, it is proved to the satisfaction of the Permanent Head or the Chief Officer that the allowance paid under this regulation

is insufficient to meet expenses necessarily incurred, the Permanent Head or the Chief Officer may increase the allowance.

(5) This regulation shall not apply to officers required temporarily to perform duty in a capital city. Ref. Reg. 76.

INSUFFICIENT TO COVER OR IN EXCESS (Use Form P.S.B. No. 38).

Where proof has been furnished to the satisfaction of the Board that the travelling allowance payable to an officer under these regulations is either insufficient to cover, or in excess of, expenses which have been, or may be, reasonably incurred, the Board may direct the payment, in lieu of that travelling allowance, of such rate of travelling allowance as is necessary to meet those expenses. Ref. Reg. 81.

INSTRUCTIONS TO DEPARTMENTS, VARYING T.A. RATES UNDER REG. 81.

Variation in the rate of travelling allowance prescribed in Regulation 75A, to the extent shown in Instruction 2(v), may be made upon proof to the satisfaction of the Chief Officer that the allowance paid in respect of any particular absence from headquarters is insufficient to cover expenses reasonably incurred during that absence.

(i) An officer should not be paid a higher rate of travelling allowance simply because he pays a high rate for board and lodging during **part** of his absence.

(ii) The expenditure of the officer on board and lodging should be computed from time of leaving headquarters to time of return thereto or, where the period of absence exceeds eight weeks, from time of leaving headquarters to the date of effect of review of the travelling allowance in accordance with Public Service Regulation 75A(3).

(Note: Actual expenses are considered when determining travelling allowance payable upon review. See separate instructions by Board concerning delegation of authority to review travelling allowance in accordance with Regulation 75A(3).)

(iii) Additional allowance may be granted on the following basis:—

(A) Married Officer maintaining a home at Headquarters:

(1) Absence at temporary station up to three weeks.

Where the amount of total expenditure on board and lodging plus expenditure on meals necessarily incurred when travelling or not otherwise included in the charges made, determined in accordance with Instructions 2(ii) and 2(iv), exceeds three quarters of the prescribed rate of travelling allowance, an additional amount equal to that excess may be paid.

Example: A married officer eligible for travelling allowance at the rate of 40/- per day who is required, during the first three weeks to pay for accommodation and subsistence at the rate of 37/6 per day would be entitled to additional travelling allowance computed as follows:—

Cost of accommodation and subsistence (21 days at 37/6 per day)	£39 7 6
Less $\frac{1}{4}$ of daily prescribed rate (21 days at 30/- per day)	£31 10 0

Payment additional to assumed prescribed allowance (£42) £7 17 6

In cases of absence of three weeks or less details of expenditure on incidentals and laundry need not be provided in support of application for variation of rate of allowance.

(2) Absence at Temporary Station more than three weeks.

Where the amount of total expenditure on board and lodging plus expenditure on meals necessarily incurred when travelling or not otherwise included in the charges made, determined in accordance with Instructions 2(ii) and 2(iv), exceeds an amount calculated as follows:—

- (a) three quarters of prescribed daily travelling allowance rate during first three weeks as in (1) above; plus
- (b) prescribed weekly travelling allowance rate less 6/- per week (incidentals) and up to 13/6 per week (laundry),
an amount equal to that excess may be paid.

Example: A married officer eligible for travelling allowance at the rate of 40/- per day (first three weeks) and £8/16/- per week (thereafter) who is required to pay 35/- per day for accommodation and subsistences for a period of six weeks is entitled to additional travelling allowance computed as follows:—

Cost of accommodation and subsistence (42 days at 35/- per day)	£73 10 0
Less— $\frac{3}{4}$ of daily prescribed rate (21 days at 30/- per day)	£31 10 0
—weekly prescribed rate less 19/6 for 3 weeks (3 x £7/16/6)	£23 9 6
	£54 19 6

Payment additional to prescribed allowance (£68/8/-) £18 10 6

In this example it has been assumed that the officer is able after the first three weeks, to substantiate laundry expenses up to the maximum allowable viz, 13/6 per week. Where a lesser amount is claimed for laundry, the amount of payment, additional to prescribed travelling allowance, as calculated above, should be reduced by the difference between 13/6 per week (calculated for the whole period of absence after 21 days) and the amount claimed for that period.

(B) Unmarried officer, and Married officer not maintaining a home at headquarters.

Grant allowance equal to the amount by which total expenditure on board and lodging, plus expenditure on meals necessarily incurred when

travelling or not otherwise included in the charges made for board and lodging (determined in accordance with instruction 2(ii), exceeds the total of:—

- (a) the amount of travelling allowance computed from time of leaving headquarters to time of return thereto which has been paid at the prescribed rates during the period involved, and
- (b) the saving in the officer's normal expenditure on board and lodging at headquarters, by virtue of his absence from headquarters, during the period involved.

Provided that, if the amount normally expended by the officer on board and lodging at headquarters includes the cost of laundry, and the period of absence from headquarters exceeds one week, the amount claimed for laundry (subject to a maximum of 13/6 per week) may be allowed.

(iv) When computing the allowance payable in accordance with Instructions 2(iii) (A) or (B), in those instances where the officer has been able to secure bed or bed and breakfast accommodation only, there may be added to the tariff for such accommodation, for the purpose of determining the full cost of board and lodging of the officer, the following amounts:—

Breakfast	5/6	All officers
Midday Meals	5/6	All officers
Evening Meals	8/—	All officers

Where, however, an officer claims reimbursement for breakfasts and/or evening meals (dinner) at a guesthouse or hotel which provides accommodation on a bed or bed and breakfast basis only, he may be reimbursed the cost of such meals in lieu of the amounts specified in the previous paragraph for breakfast and dinner, as the case may be, in circumstances where such meals are charged for separately. However, the amount of reimbursement which may be made under this paragraph is limited to the standard or normal charge for a conventional breakfast or dinner at the establishment in which the officer was temporarily residing.

Care should be taken to ensure that double reimbursement in respect of any meal is not effected when the officer performs additional duty and is paid meal allowance.

(v) Chief Officers may approve of variation only in those cases where the proposed increase in the prescribed rate of travelling allowance is:—

- (a) at the rate of £3/10/- per week or less where the period of absence involved is one week or longer, or
- (b) not more than the amount of £3/10/- when the period of absence is less than one week.

Cases not covered by (a) or (b) should continue to be submitted to the Public Service Inspector for decision.

3. Where an officer or employee in receipt of an allowance under Regulation 81, as determined in accordance with these instructions,

returns to his home at a weekend or at weekends, the amounts (if any) included in that allowance for laundry and incidentals may be continued during that absence or during those absences from temporary station.

4. The increased allowance claimed must be reasonable. If an officer stays at an hotel which involves very high expenditure he should be required to explain to the Chief Officer's satisfaction his failure to secure board and lodging at a reasonable cost.

5. Any claim for payment of increased travelling allowance must be fully supported by receipts.

Such receipts must be carefully examined to ensure that only relevant expenditure is taken into account. Expenses of a private nature, such as telephone calls, meals apart from breakfast, lunch and dinner portorage, etc., are regarded as covered by the amount allowed for incidentals. Claims in respect of taxi fares should be treated separately from travelling allowance.

Ref. P.S.B. Circ. 1958/9.

WHEN OWN CONVEYANCE USED.

In addition to mileage rates, travelling allowance at the prescribed rates and (if payable) excess travelling time for the actual journey may be paid to an officer or employee, but not more than would have been paid had he travelled by the regular means of conveyance.

Ref. G.O. 10/H/3.

WHERE NO PUBLIC TRANSPORT IS AVAILABLE.

(a) Eligibility for transport allowance be established where:—

- (i) no public transport is available at all or is available at a point not less than one mile (by the shortest possible route) from the place of employment; or
- (ii) in respect of shifts Monday to Friday, commencing or ceasing outside the hours of 8.00 a.m.-6.00 p.m. and Saturday, Sunday and Holiday duty where alternative public transport must be used owing to the curtailment or cessation of normal public transport and travel by the alternative public transport for the journey either to or from work exceeds by one hour the travelling time compared with the usual time of travel when working on the day shift; or
- (iii) where alternative public transport is employed as in (ii) and on the officer returning to his home, it is necessary for him to walk not less than one mile from the disembarkation point to his place of residence. "Place of Employment" shall be that place where the officer is required to record his time of arrival and departure. These conditions are not intended to apply where public transport is unavailable through transport strikes, etc.

(b) **Officer's Contribution.**

- (i) An amount of 3/- per day or a maximum of 15/- per week representing the officer's contribution in travelling to and from duty will

be made from the mileage allowance payable. The deduction will be common to officers in both metropolitan and country areas.

(ii) Where a taxi or official vehicle is provided to transport an officer between the place of employment and his home, the officer will be required to contribute 1/6 for each journey, or 3/- for the forward and return journeys, subject to the maximum contribution of 15/- per week.

(iii) An exception to the rule will be made where an official vehicle is provided without a designated driver, when no contribution will be required of any officer who travels in such a vehicle to and from duty.

(c) Rate of Payment.

(i) Metropolitan Areas.

Regulation 90 rates will be paid up to 10 miles on the forward and return journey, i.e., a maximum of 20 miles per day, subject to a deduction as described in (b) (i).

(ii) Country Areas.

Similar conditions as for metropolitan areas will apply, except that, the Board would, in individual cases, be prepared to consider payment of mileage allowance in excess of 20 miles per day in circumstances where the place of employment is located more than 10 miles from the nearest substantial town.

(d) Travel to home during break of shift.

Where an officer's rostered duty involves a break in shift exceeding two hours and he returns to his home, he may be paid mileage allowance at Regulation 90 rates up to ten miles on the forward and return journey, i.e., a maximum of 20 miles per day, subject to a deduction of 3/- per day or a maximum of 15/- per week. Payment of mileage allowance and deduction made under this heading should stand alone from payments made under (c) (i) or (c) (ii) above.

Ref. P.S.B. Memo. 58/2313 (216).

AMENITIES

ACCOMMODATION FOR HATS, COATS AND PERSONAL BELONGINGS

(a) Provision should be made for accommodation of officers' coats, hats, parcels and other personal belongings during office hours. In rooms containing three officers or fewer, the hat and coat stand in common use is suitable. In rooms where there are more than three officers, some provision should be made in a position screened from the general working area and from the public. This may consist of a recess or cupboard with a rod and coathangers, with a shelf over for hats and parcels, allowing approximately 9" run per person, or of individual full-length lockers. There should be accommodation for women's handbags, preferably in drawers or other safe receptacles at their workplace, or in lockers else-

where. There should be provision for lunch parcels elsewhere than in drawers or lockers, preferably in ventilated cupboards in the lunch or tea-rooms.

In small offices tidiness and security present no problem, but in large offices provision must be made for it. As women carry handkerchiefs, money, cosmetics, etc., in their handbags, it is reasonable that they should have them at their workplace unless they are moving about or engaged in such work that this is not possible. The keeping of sandwiches, etc., either at the workplace or in clothes lockers, should not, however, be allowed, as it often results in spoilt work and the encouragement of vermin.

(b) Where uniforms are worn, individual lockers should be provided and should be in change-rooms.

(c) Lockers, where provided, should be full-length, well-ventilated top and bottom, preferably of steel, and sloping tops, a hat shelf, a rod to take two coathangers, and with individual locks, master-keyed. Some seats also should be provided close to the lockers.

The recommended size for lockers is 10" to 12" wide by 22" deep by approximately 6' 0" high. The height includes 4' 10" hanging space, a hat shelf over, and 8" clear underneath for sweeping. Seats needed for changing shoes can be backless benches 14" wide.

(d) Change-rooms, where provided, shall be separate for men and for women. In assessing the area required 3 to 6 sq. ft. of floor space, exclusive of lockers, should be allowed for each person using the room at the same time. Change-rooms are preferably planned adjacent to sanitary and washing accommodation. Washing accommodation may be included in the change-room unless it is to be locked during working hours, in which case some at least of the washing facilities should be placed where they are accessible at all times to persons using the w.c.'s. The interiors of change-rooms should be screened from the views of passers-by.

The figure of 3 to 6 sq. ft. refers to the amount of floor area actually in use by persons changing. The higher figure is desirable, but the latitude given allows for the architect to use his discretion in planning areas of different shapes and sizes, wherein more or less space may be required for passage-ways, door swings, screens, etc. Where washing accommodation is included additional floor area will, of course, be required. In large establishments, it may prevent time-wasting among certain elements of the staff if the change-rooms are kept locked during the major part of working hours, but in any case a suitable woman officer should be responsible for the proper use of the change-room, and women should be able to apply to her for access to their lockers at any time.

CLEANING AND MAINTENANCE STAFF

(a) Facilities for cleaning operations should be provided. These should include provisions for filling and emptying buckets (preferably slop-hoppers or slop-sinks with bucket grids and hot and cold faucets over), storage for buckets, brooms, floor polishers, cleaning clothes and cleaning materials.

The provision of a cleaner's room in connection with each sanitary block is usually found satisfactory, in conjunction with a central store for bulk supplies, ladders and other maintenance equipment not covered in this code.

(b) Accommodation should be provided for the maintenance staff of office buildings, which may include boiler attendants, lift attendants and cleaners. It should include washing facilities, w.c.'s and lockers and change-rooms for each sex and, if required, a lunch-room with tea-making facilities common to both, all in accordance with the requirements for office staff.

Accommodation for maintenance staff is conveniently grouped with store-rooms, boiler rooms and other services. In small buildings maintenance staff may use general washing and sanitary facilities, but should in all cases be provided with lockers and a lunch-room.

The following principles are to be followed in providing food services in Commonwealth offices, subject to the physical limitations of existing buildings and rented premises.

- (i) In all establishments where sufficient numbers are employed, in addition to tea-making facilities and provision of a lunch-room, a simple type of food service should be made available to employees who cannot go home for lunch.
- (ii) The type of this service (simple hot meals, light refreshments, salads and Oslo lunches) should be determined in the light of local circumstances.
- (iii) In the case of rented premises, any services installed should require little irrecoverable expenditure.
- (iv) In accordance with normal industrial practice the Commonwealth should meet all costs of providing the service and replacing capital equipment. The service should then be operated on a self-supporting basis, except that the Commonwealth should meet the cost of lighting, heating and cleaning the public section of the lunch-room, and that no charge should be made for administrative or accounting assistance rendered by Departmental officers.
- (v) The expert staff of the Department of Labour and National Service should collaborate with the Department of Works and Housing and the authority controlling the particular establishment under review to give effect to the foregoing recommendations by determining what type of service would be self-supporting.
- (vi) All proposals for the provision of food services, after being agreed upon between the Department of Labour and National Service and Department of Works and Housing and the Department concerned, should be submitted to the Treasury for concurrence.
- (vii) The food services should be under Departmental management and the efficiency of management should be subject to regular inspection and review by the Department of Labour and National Service in consultation with the Department concerned.

FIRST AID AND REST ROOM

(a) Wherever more than ten officers are employed, the following first-aid equipment should be supplied, and should be kept in a locked box or cabinet in charge of a trained person, and replenished as necessary:

Absorbent cotton wool (sterilised and enclosed in 1 oz. quantities	8 oz.
Absorbent gauze	1 yd. carton
Assorted bandages (each enclosed in sealed envelopes)	1 doz.
Safety Pins	1 doz.
Adhesive plaster with prepared dressings, assorted sizes	1 doz.
Tincture of Iodine, 2½%	1 oz.
Acriflavine	1 oz.
Sal Volatile	2 oz.
Tweezers	1 pr.
Scissors	1 pr.
Drinking Glass	
Medicine Glass	
First Aid leaflet	

(b) Where offices are part of an establishment where a trained nurse is employed and is readily accessible, then the first-aid equipment should be in her charge, where there is no trained nurse, the trained person should hold a St. John Ambulance Medallion, and where women are employed should preferably be a woman, and in this case the equipment may be kept in the women's rest room. Where officers are engaged on laboratory or other work involving special hazards, or where more than 250 officers are employed, the Commonwealth Medical Officer should be consulted as to the provision of suitable equipment.

Accident rates are not high among office workers, but falls, cuts, burns, and cases of sudden illness do occur, and provision should be made to deal with them.

(c) Where more than ten women are employed an adequately screened and quiet place, well lighted and ventilated, and accessible to a women's wash-room and w.c.'s, should be set aside to serve the purpose of a rest-room. Where 50 or more women are employed, there should be a separate small rest-room, and in both cases the following equipment should be provided:

- 1 rest couch with two pillows.
- 1 armchair with cushion to every 100 women employed.
- 1 locked cabinet with table-top, containing:
 - 2 pillow-slips, and 1 towel, changed weekly.
 - 1 hot water bottle.
 - 2 rugs or blankets.
 - 1 enamel basin 8" or 9" diameter.
 - 1 drinking glass.

The rest place should also be in charge of the trained person, and should not be used for recreation but be kept for the use of those who are ill.

The rest couch may be a simple wooden frame with a mattress and pillows covered in washable material. This is purely for emergency use, to enable a sick woman to be cared for until she can be sent home or return to work, or until, in serious cases, medical attention can be obtained. The rest-room is regarded as part of the provision for women because minor illnesses are more common than among men. Cases of sudden illness, collapse, etc., do, however, occur among male staff and it is an advantage to have a rest-room or couch reasonably accessible so that it can be used for a man in emergency. One rest couch should be found sufficient for up to 250 women office-workers, supplemented by an armchair to every 100 women.

SANITARY ACCOMMODATION

(a) Separate accommodation should be provided for men and for women in the proportion of at least one w.c. to every 20 women, and one w.c. and 1 urinal to every 25 men. Alternatively, urinals for men may be omitted, and w.c.'s provided in the proportion of at least one to every 20 men.

This is the minimum standard recommended for factories, but on this basis temporary congestion has been recorded and a greater number should be provided if possible. The omission of urinals for men is sometimes preferred on sanitary grounds. It also means greater flexibility and allows ready conversion of blocks to male or female use according to the predominance of sexes in any part of any building.

As an alternative method of estimating requirements when the numbers of officers have not been established, allow one w.c. for every 1,400 sq. ft. of office space of average occupancy.

(b) Sanitary accommodation should be readily accessible under cover. If practicable, no officer should be further from his or her accommodation than the height of one storey or a horizontal distance of 300 feet. In all cases w.c.'s should be planned in conjunction with washing facilities, and should be adjacent to change-rooms wherever these are provided. No toilet block should serve more than 100 persons (i.e. 5 w.c.'s) and preferably not less than 60.

It is common for toilet blocks for men and women to be placed on alternate floors of multi-storeyed buildings. Inaccessibility of toilet blocks is not only inconvenient but also leads to time wasting and to difficulties of control. The maintenance of cleanliness and tidiness is simplified where small groups are concerned.

(c) W.c.'s and urinals should be separated from the working area by an air-lock consisting of a room or corridor independently ventilated, and entrance doors should be placed or screened so that the interiors of individual closets cannot be visible to passers-by. Change-rooms and wash-rooms may be used as air-locks. Washing accommodation should not be placed in the same room that contains ranges of closets with open partitions, except in small installations containing only 1 or 2 closets.

(d) W.c. compartments should have a minimum area of $12\frac{1}{2}$ sq. ft. with a minimum clear internal width of 2' 8". Partitions and doors should not be less than 6' high and should be kept 8" clear from the floor. Doors should be capable of being latched only from the inside and should remain open when not in use. All w.c.'s should contain toilet paper in an appropriate holder and a coat hook. Each w.c. for women should contain in addition a small shelf for handbags and a rubbish bin or built-in rubbish chute for the disposal of sanitary pads.

(e) Urinals, where provided, should be of glazed earthenware or porcelain with individual wastes and flushing systems capable of being flushed after every use.

(f) Floors of w.c.'s and rooms containing w.c. compartments and urinals should be of impervious material with a non-slip finish carried up with a cove to form a skirting at least 6" high, and properly drained to floor wastes.

(g) W.c.'s and urinals should have lighting, either by daylight or artificial light, that will give a minimum of 5 foot-candles, and ventilation that will ensure at least 5 changes of air per outlet ventilators to the open air or by mechanical ventilation. Where artificial lighting or mechanical ventilation systems are used they should be designed and operated in accordance with best modern practice.

Where it is economically practicable to instal the necessary plant, rooms such as these can be placed in parts of buildings inaccessible to outside walls and by so doing the amount of space available for offices with good natural lighting may be increased.

TEA SERVICE, LUNCH-ROOMS AND DRINKING WATER

(a) Arrangements should be made for the preparation of mid-morning and afternoon tea.

(b) The tea-making equipment provided should include boiling water urns of the necessary capacity, a sink and draining-board for washing up, lockable cupboards for storing crockery, tea and other stores; towel rails, a strainer for emptying teapots, and a garbage bin. Clean towels should be supplied weekly.

The serving of tea is recommended in all places of work, and is already established in Government offices, and properly arranged equipment saves time and facilitates cleanliness. The provision of tea, milk, and sometimes also sugar and biscuits is usually subscription from the officers, who may also be required to supply the crockery used.

(c) The tea-making equipment may be installed in the lunch-room, where this is provided, or in a suitable small room kept for the purpose. Where upwards of 100 officers are to be served, consideration should be given to the provision of a mobile tea-service and to the engagement of a person to operate it, the costs of preparation to be borne by those using the service.

While the five or ten minutes' tea-break is recommended for all officers, and is particularly valuable to those working consistently on machines, typewriters, comptometers, etc., this period should not be extended unnecessarily. It has been found more satisfactory to use messengers to take tea to officers at their work places than to have congregations at central points. A mobile tea service, such as that used in war factories, where an insulated "multipot" urn and trays of cups are carried on a wheeled trolley from point to point, may prove economical of time and effort in large installations.

(d) In all establishments a lunch-room should be provided.

Eating at workplaces is undesirable because food scraps tend to damage work and encourage vermin, and also because a proper break at meal-times is valuable to health and efficiency.

(e) The lunch-room should contain sufficient tables and chairs for those who will eat lunch on the premises, with facilities for boiling water and heating food, a sink and draining-board for washing up, lockable cupboards for storing crockery and foodstuffs, and vermin-proof garbage bins. The equipment provided for tea-service can be part of the lunch-room equipment. The lunch-room should have good natural lighting and be properly ventilated, finished in light cheerful colours and maintained in a clean condition.

The creation of pleasant surroundings in a lunch-room will contribute to its proper use and its maintenance in a good condition. In estimating requirements of floor area, allow approximately 14 sq. ft. per person for small dining-rooms, and this figure can be reduced to 10 sq. ft. for upwards of 100 persons.

(f) An adequate supply of clean, cool drinking water should be conveniently accessible to all officers. This should preferably be by means of bubbler-fountains in wash-rooms and in lunch-rooms, where these are provided. In areas where the temperature of the cold water supply rises above 75°F some means of reducing this temperature should be adopted.

The use of common drinking cups tends to spread infections, and should be discouraged. Preferably, the temperature of drinking water should be between 55°F. and 70°F., and when it rises above this temperature, it is unpalatable. An ice-box watercooler can be economically operated on block ice in areas where hot weather is a problem for some months of the year; an icewater refrigerator is a more expensive installation that will give water at a controlled temperature all the year round in hot climates. Water from a central refrigerator may be piped to several points.

WASHING FACILITIES

(a) Hand-washing facilities should be provided separately for men and women in the proportion of one "washing point" to every 15 persons.

(b) A "washing point" should consist of a hand-basin or approximately 2 ft. run of porcelain-enamelled wash trough or equivalent section of a

circular wash fountain, with running water supplied to it, and with at least 3 ft. width of clear space in front of it.

The use of spray fittings is recommended in preference to taps over a basin, as in any case most persons wash under running water, and troughs and fountains are easier to clean than basins.

(c) A continuous supply of warm water should be available either by hot and cold taps, preferably in combination with a single spray outlet, or by a single tap and spray providing warm water at a temperature of 100°F. Where warm water sprays are provided there should be in addition at least one cold water outlet to every four washing points.

In large installations it frequently proves economical of fittings and of fuel to pipe the water to the washing point at the temperature at which it will be used. Cold water will, however, be needed in warm weather.

(d) Soap and towels should be provided, either a separate towel and cake of soap to each officer, or by one of the following methods. Liquid soap can be supplied in tilting containers, or, for large installations, from a central tank with spring valves, one to each two washing points. Where individual towels are not issued weekly to officers, paper towel machines should be installed in wash-rooms, with baskets for used towels. Other suitable installations are automatic roller-towel machines, providing a fresh area of towel to each user, or hot-air driers.

Office workers seldom have suitable places to keep individual cakes of soap, and the supplying of bar soap to wash-rooms results in waste; liquid soap is the most suitable form available at present. The supply and laundering of individual towels now common in Government offices is very satisfactory hygienically, but may be open to abuse. The provision of towels for common use among a number of people, such as ordinary roller towels, should be avoided.

(e) In tropical areas and in places where the nature of the work makes it desirable, the provision of showers should be considered. Where provided, they should be in the ratio of one to every ten men or ten women, should consist of shower cubicles with hot and cold water and soap holders, and dressing space including seat and hook for clothes protected from splash, the whole in an area of approximately 4' 0" x 6' 0", and should have doors capable of being latched from the inside.

Office workers are less likely to need showers than industrial workers, but in hot humid climates such as those of Northern Queensland and the Northern Territory, where officers live at any distance from their work, or combine outdoor work with office work, showers may prove desirable, and if provision is to be made at all it should be on lines that will ensure full and efficient use.

(f) Mirrors should be provided either in rooms containing washing facilities or in change-rooms, where these are provided. Mirrors for women should be preferably in strips approximately 18" deep and 24" long for each washing point provided, fixed at 4' 3" from the floor with a shelf for handbags 8" below the mirror and 4" to 6" wide. They

should not be placed over wash-basins or troughs. Mirrors for men can be the same depth and 9" long for each washing point provided, fixed at least 4' 9" from the floor, and require no shelf. In men's change-rooms mirrors can conveniently be fixed on the ends of banks of lockers.

If mirrors are placed over wash-basins it doubles the congestion at this point, and they should be placed elsewhere. Shelves for handbags, etc., are essential, but if placed over basins damage may be caused by cosmetic jars, etc., being knocked into basins. Where there are change-rooms the mirrors are most conveniently placed there, and in large establishments where the change-rooms are kept locked during office hours, it is claimed that this prevents waste of time over hair-doing, etc. Ample provision of mirrors, however, shortens the time legitimately required for "tidying up".

ANNUAL LEAVE

See under Recreation Leave.

APPEALS, PROMOTION

CONSTITUTION OF PROMOTIONS APPEAL COMMITTEES.

(1) A Promotion Appeal Committee shall be constituted by—

(a) A chairman appointed by the Board, who, while acting as chairman, shall not be subject to direction by any person or authority under the Act;

(b) An officer nominated by the Permanent Head of the Department in which the provisional promotion has been made; and

(c) An officer nominated by the appropriate organization.

(1A) Subject to the next three succeeding sub-regulations, the appropriate organization for the purposes of the last preceding sub-regulation is an organization the rules of which provide that an officer who occupies the office to which a provisional promotion has been made is eligible for the membership of that organization.

(1B) Where the rules of more than one organization provide that an officer who occupies the office to which a provisional promotion has been made is eligible for membership, the appropriate organization for the purposes of sub-regulation (1) of this regulation is the organization the membership of which includes the largest number of officers occupying offices of the class to which the provisional promotion has been made.

(1C) Where a provisional promotion is made to an office specified in the first column in the table in this sub-regulation, the appropriate organization for the purposes of sub-regulation (3) of this regulation is the organization specified in the second column of that column opposite to the designation of that office.

Office to which Provisional Promotion is made	Appropriate Organization
Supervising Technician Grade 1	Postal Telecommunication Technicians' Association (Australia)

(2) An organization may, if it so desires, nominate not more than three officers in each State, any one of whom may act from time to time as a member of a Promotions Appeal Committee for the determination of appeals in respect of promotions to such sections or classes of office as are respectively specified by the organization when making its nominations.

(3) An organization may nominate not more than two officers to be deputies of each officer nominated by it as a member of a Promotions Appeal Committee and either of the deputies may act as a member of the Committee, if the member for whom he is a deputy is not available, for any reason, to act as member.

(4) An officer nominated by an organization to be a member of a Promotions Appeal Committee or as a deputy of a member shall continue as a member or deputy of a member, as the case may be, for a period of twelve months from date of nominations unless he sooner resigns from the position.

(5) An officer shall not act as a member of a Promotions Appeal Committee in any case in which he is the provisional promotee or an appellant.

(6) An officer or his deputy shall be granted leave of absence from his normal duties without loss of salary whilst acting as a member of the Promotions Appeal Committee.

(7) Where, by reason of his duties as a member of the Promotions Appeal Committee, an officer is required to be absent from his usual station overnight, he shall be paid travelling allowance at such a rate as the Board determines.

(8) In this regulation, "organization" means an organization within the meaning of the Commonwealth Conciliation and Arbitration Act 1904-1934.

Ref. Reg. 109D.

HEARING OF

(1) In respect of certain positions prescribed by the Regulations, the senior efficient officer is entitled to the promotion. In respect of all other positions, the most efficient officer is entitled to the promotion, seniority being disregarded, except in the case of equality of efficiency between two or more officers, when seniority becomes the determining factor.

(2) "EFFICIENCY" is defined as meaning special qualifications and aptitude for the discharge of the duties of the office to be filled, together with merit, diligence and good conduct.

(3) Appeals by officers passed over for promotion, who consider they have a better claim for selection, will be heard by Promotions Appeal Committees, consisting of a representative of the Department, a representative of the employee, and an independent Chairman.

(4) (a) Except as provided in Section 50 of the Act, paragraphs (8B), (8C) and (8D) (which see under "PROMOTIONS"), a Promotion Appeals Committee for the State in which the vacancy in an office exists shall make full enquiries into the claims of the appellant and those of the officer provisionally promoted, and shall determine the appeal and for the purpose of such determination the decision of the majority of the members of the Committee shall be the determination of the Committee.

(b) Where an appeal is made in respect of an office to which there has been assigned a maximum rate of salary in excess of such maximum rate as is prescribed for the purpose of this sub-section and both the officer provisionally promoted and the appellant perform their duties in the same State, a Promotions Appeal Committee for that State shall make full enquiries into, and make a report to the Board on, the claims of the appellant and those of the officer provisionally promoted.

(c) Where an appellant and the officer provisionally promoted perform their duties in different States, a Promotions Appeal Committee for the State in which the appellant performs his duties and a Promotions Appeal Committee, for the State in which the officer provisionally promoted performs his duties shall, respectively, make full inquiries into, and make a report to the Board on, the claims of the appellant or those of the officer provisionally promoted, as the case may be.

(5) The procedure to be followed by PROMOTIONS APPEAL COMMITTEES in the hearing of appeals is left to the discretion of the members of the Committee, bearing in mind that the hearing of oral evidence from all interested parties is impracticable, if the hearing is to be completed within a reasonable period. Appeals are determined by a majority vote of the COMMITTEE.

(6) The Promotions Appeal Committees are also required to hear and determine appeals in respect of temporary transfers exceeding one month as hereunder.

(a) In the case of certain positions, where the senior efficient officer is entitled to promotion, a senior officer passed over for temporary transfer is entitled to appeal on the ground that he is available and can efficiently discharge the duties of the position in question.

(b) In all other cases, a senior officer passed over for temporary transfer is entitled to appeal on the ground that he is available and that his efficiency is equal to the officer selected.

(7) It should be noted however that the law relating to promotion and the temporary filling of a higher position does not provide for selection on the basis of seniority alone, and it would be quite useless, therefore, for employees to appeal solely on this ground.

BASIC WAGE

ADDITIONS TO SALARIES—PERMANENT OFFICERS AND TEMPORARY EMPLOYEES

(1) In any individual determination to which this clause applies, the annual salary or scale of rates of annual salary prescribed therein shall be increased in accordance with the provisions of Public Service Regulation 106A.

(2) Where a reference is made in a clause in this determination to a specified rate of salary in relation to a male or a female employee, that rate, for the purpose of operation of that clause, shall be increased by the amount by which the salary payable to a male officer aged twenty-one years or over, or a female officer aged twenty-one years or over, as the case required, is increased in accordance with Public Service Regulation 106A.

Ref. Award.

CLOTHING

See under Protective Clothing.

COMPENSATION ACT

METHOD OF PROCEDURE WHEN MAKING CLAIMS. See under "Accidents".

CLAIMS FOR SPECIFIED INJURIES 3rd SCHEDULE

NATURE OF INJURY	Amount Payable		
	£	s.	d.
Loss of both eyes	3,000	0	0
Loss of an only useful eye, the other being blind or absent	3,000	0	0
Loss of one eye with serious dimunition of sight of the other	2,250	10	0
Loss of one eye	1,200	0	0
Loss of hearing	2,100	0	0
Complete deafness of one ear	600	0	0
Loss of both hands	3,000	0	0
Loss of right arm or greater part of right arm	2,400	0	0
Loss of left arm or greater part of left arm	2,160	0	0
Loss of lower part of right arm, right hand or five fingers of right hand	2,100	0	0
Loss of lower part of left arm, left hand or five fingers of left hand	1,890	10	0
Loss of right thumb	900	0	0
Loss of left thumb	810	10	0
Loss of right forefinger	600	0	0
Loss of left forefinger	540	0	0

Loss of right middle finger	480	0	0
Loss of left middle finger	450	10	0
Loss of right ring finger	420	0	0
Loss of left ring finger	390	10	0
Loss of right little finger	390	0	0
Loss of left little finger	360	0	0
Loss of total movement of joint of right thumb	420	0	0
Loss of total movement of joint of left thumb	390	0	0
Loss of distal phalanx or joint of right thumb	480	0	0
Loss of distal phalanx or joint of left thumb	450	0	0
Loss of portion of terminal segment of right thumb involving one-third of its flexor surface without loss of distal phalanx or joint	420	0	0
Loss of portion of terminal segment of left thumb involv- ing one-third of its flexor surface without loss of distal phalanx or joint	390	0	0
Loss of two phalanges or joints of right forefinger	360	0	0
Loss of two phalanges or joints of left forefinger	330	0	0
Loss of two phalanges or joints of right middle or ring finger	330	0	0
Loss of two phalanges or joints of left middle or ring finger	300	0	0
Loss of two phalanges or joints of right little finger	300	0	0
Loss of two phalanges or joints of left little finger	270	0	0
Loss of distal phalanx or joint of right forefinger	300	0	0
Loss of distal phalanx or joint of left forefinger	270	0	0
Loss of distal phalanx or joint of other finger of right hand	240	0	0
Loss of distal phalanx or joint of other finger of left hand	216	0	0
Loss of hand and foot	3,000	0	0
Loss of both feet	3,000	0	0
Loss of leg above knee	2,250	0	0
Loss of leg below knee	1,950	0	0
Loss of foot	1,800	0	0
Loss of great toe	600	0	0
Loss of any other toe	240	0	0
Loss of two phalanges or joints of any other toe	192	0	0
Loss of phalanx or joint of great toe	300	0	0
Loss of phalanx or joint of any other toe	180	0	0

TIME FOR TAKING PROCEEDINGS. Section 16.

(1) The commissioner shall not admit a claim for compensation under this Act for an injury unless notice of the accident has been served upon him as soon as practicable after it has happened, and before the employee has voluntarily left the employment of the Commonwealth,

and unless the claim for compensation has been made—

(a) within six months from the occurrence of
or

(b) in case of death—within six months after advice of the death has
been received by the claimant:

Provided always that—

(i) the want of or any defect or inaccuracy in the notice shall not prevent consideration of the claim by the Commissioner if he finds that the Commonwealth is not prejudiced by the want, defect or inaccuracy, or that the want, defect or inaccuracy was occasioned by mistake, absence from Australia or other reasonable cause; and

(ii) the failure to make a claim within the period above specified shall not prevent consideration of the claim by the Commissioner if he finds that the failure was occasioned by mistake, absence from Australia or other reasonable cause.

(2) Notice in respect of any injury to which this act applies shall contain the name and address of the person injured and a statement in ordinary language of the cause of the injury and the date at which the accident happened.

(3) The notice may be served by sending it by post in a registered letter properly addressed to the Permanent Head or Chief Officer of the Department or authority in or by which the employee was employed at the time of the accident, or by delivering it at the head office of the Department or authority or to the officer-in-charge of the work on which the employee was so employed, or in any other prescribed manner.

(4) In the application of this section, in accordance with section 10, and sub-section (2) of Section four, of this Act, in relation to a claim in respect of an employee who is suffering from a disease or whose death has been caused by a disease—

(a) notice of the accident shall be deemed to have been served in accordance with the provisions of sub-section (1) of this section if notice of the contracting of the disease was served on the Commissioner—

(i) in the case of a claim arising out of the death of the employee caused by the disease—as soon as practicable after his death; or

(ii) in any other case—as soon as possible after the employee became aware that he was suffering from the disease or, if he died without having become so aware, as soon as practicable after his death;

(b) a claim for compensation shall be deemed to have been made within the period required by sub-section (1) of this section if the claim was made—

- (i) in the case of a claim arising out of the death of the employee caused by the disease, within six months after advice of the death was received by the claimant; or
- (ii) in any other case—within six months after the employee first became aware that he was suffering from the disease or, if he died without having become so aware, within six months after his death.
- (c) a notice shall, for the purposes of sub-section (2) of this section, be deemed to contain the date at which the accident happened if it specifies the date at which, or period during which, the employee contracted the disease; and
- (d) a notice shall be deemed to have been duly served in the last preceding sub-section if—
 - (i) it was sent in a manner specified in that sub-section to the Permanent Head or Chief Officer of the Department or authority by which the employee was employed in employment to the nature of which the disease was due or, if he was so employed in more than one Department or authority, to the Permanent Head or Chief Officer of the Department or authority by which he was last so employed.
 - (ii) it was delivered at the head office of the Department or authority by which he was so employed or last so employed as the case requires; or
 - (iii) it was served in any other prescribed manner.

ACCIDENTS OR DEATH. Section 9.

(1) If personal injury by accident arising out of or in the course of his employment by the Commonwealth is caused to an employee of the Commonwealth, the Commonwealth shall, subject to this Act, be liable to pay compensation in accordance with the First schedule to this Act:

(2) Where an employee is required by the terms of his employment by the Commonwealth, or is expected by the Commonwealth, to attend a trade, technical or other training school, he shall, for the purposes of this Act, be deemed to be employed by the Commonwealth while he is attending that school.

(3) If it is proved that the injury to an employee is attributable to his serious and wilful misconduct, any compensation claimed in respect of that injury shall, unless the injury results in death or serious and permanent disablement, be disallowed.

INDUSTRIAL DISEASES. Section 10.

(1) Where—

- (a) an employee is suffering from a disease and is thereby incapacitated for work; or
- (b) the death of an employee is caused by a disease, and the disease is due to the nature of the employment in which the employee was engaged by the Commonwealth, the Commonwealth shall, subject

to this Act, be liable to pay compensation in accordance with this Act as if the disease were a personal injury by accident arising out of or in the course of his employment.

(2) If the Commissioner is satisfied that the employee, at the time of entering the employment of the Commonwealth, wilfully and falsely represented himself as not having previously suffered from the disease, compensation shall not be payable.

(3) A claimant for compensation under this section shall, if so required, furnish the Commissioner with such information as to the names and addresses of other employers of the employee as the claimant possesses.

(4) If the disease is of such a nature as is contracted by a gradual process, the Commonwealth shall be entitled to be indemnified by any other employers (if those employers are also liable to pay compensation) who employed the employee prior to the incapacity in the employment to which the disease is due, and all questions as to the right to, and amount of, any such indemnity shall in default of agreement be settled by arbitration or by action in any County Court.

COMPENSATION FOR CERTAIN INJURIES. Section 12.

(1) Subject to this Act, where an employee sustains, by accident arising out of or in the course of his employment any of the injuries specified in the first column of the Third Schedule to this Act, the compensation payable shall, when the injury results in incapacity other than total and permanent incapacity for work, be the amount specified in the second column of that Schedule opposite the specification of the injury in the first column.

(a) Upon payment of an amount under this section the employee shall not be entitled to any payment in accordance with sub-paragraph (b) or sub-paragraph (c) of paragraph (1) of the First Schedule to this Act, (weekly payments), in respect of a period of incapacity for work resulting from the injury, but the amount payable under this section shall not be subject to any deduction in respect of any amount previously paid to the employee in accordance with either of those sub-paragraphs.

(2) Where an employee habitually uses his left hand and arm to perform work usually performed by an employee with his right hand and arm, the compensation payable to the first-mentioned employee under this section shall be—

(a) for the loss of his left arm or any part thereof—the amount which would have been payable to an employee for a similar loss in respect of his right arm or the corresponding part thereof; and

(b) for the loss of his right arm or any part thereof—the amount which would have been payable to an employee for a similar loss in respect of his left arm or the corresponding part thereof.

(3) Where an employee sustains an injury which causes the loss of the sight of both eyes or of an only useful eye, any compensation previously

paid under this section in respect of loss of sight shall be deducted from the compensation payable under this section.

(4) Where an employee sustains an injury which causes partial and permanent loss of the sight of one eye, there shall be payable an amount of compensation equivalent to such percentage of the amount of compensation payable under this section in respect of the loss of the sight of one eye as is equal to the percentage of the diminution of sight.

(5) Where an employee sustains an injury which causes partial and permanent loss of the efficient use of a part of the body specified in the Third Schedule to this Act in and for the purposes of his employment at the date of the injury, there shall be payable an amount of compensation equivalent to such percentage of the amount of compensation payable under this section in respect of the loss of that part as is equal to the percentage of the diminution of the efficient use of that part.

(6) For the purposes of this section and of the Third Schedule to this Act, the loss of a specified part of the body shall be deemed to include—

- (a) the permanent loss of the use of that part; and
- (b) the permanent loss of the efficient use of that part in and for the purposes of his employment at the date of the injury.

MEDICAL BENEFITS. Section 11.

(1) Where compensation is payable by the Commonwealth under this Act in respect of an injury sustained by an employee, or where compensation would be so payable but for the fact that the employee is not incapacitated for work or but for the operation of clause (ii) of subparagraph (b) of paragraph (1a) of the First Schedule to this Act (Social Service Payments).

(a) the Commonwealth shall be liable to pay a sum ascertained in accordance with the next succeeding sub-section in respect of the cost of such medical treatment in relation to the injury as is, in the opinion of the Commissioner, reasonably necessary; and

(b) the Commonwealth shall subject to sub-section (2A) of this section, be liable to pay a sum equal to the amount of the expenditure incurred by the employee in travelling to a place for the purpose of receiving any such medical treatment or to his place of residence after receiving any such medical treatment—

(i) by ambulance; or

(ii) otherwise than by ambulance between places that are not less than fifteen miles apart by the nearest practicable route, or in remaining, for the purpose of receiving any such medical treatment, at a place to which he has so travelled for that purpose, being a place that is not less than fifteen miles by the nearest practicable route from the place from which he has so travelled.

(2) The sum for which the Commonwealth shall be liable in respect of the medical treatment of an employee shall be such sum as the Commissioner considers reasonably appropriate to the treatment afforded, having regard to the customary charge made in the community for such treatment.

(2A) Where an employee has incurred expenditure in relation to which paragraph (b) of sub-section (1) of this section applies, and the Commissioner is of opinion, having regard to all the circumstances, including—

(a) the means available for the conveyance of the employee;
(b) the places at which appropriate medical treatment was available for the treatment of the employee; and
(c) the accommodation that was available to the employee, that it was not reasonably necessary for the employee to incur any such expenditure or that the expenditure incurred exceeded the expenditure that was reasonably necessary, the liability of the Commonwealth under that paragraph shall be a liability to pay a sum equal to the amount of the expenditure, if any, that in the opinion of the Commissioner, was reasonably necessary.

(2B) Except where the Commissioner, by reason of exceptional circumstances, otherwise directs, there shall not be payable under this section, in respect of an injury, a sum exceeding, or sums exceeding in the aggregate, three hundred and fifty pounds.

(3) Where any compensation is payable by the Commonwealth under this Act, to, or in respect of, an employee, any payment in pursuance of this section shall be in addition to that compensation.

WEEKLY PAYMENTS.

During total incapacity the weekly rate of Compensation is:

Adults—£10, and in addition, £2/10/- for wife or totally dependant female and £1/2/6 for each dependant child under 16 years.

Juniors—100% of wages up to £7/5/- per week, but if paid adult rates when injured, £10 per week will be paid.

CHOICE BETWEEN BENEFITS OF ACT OR AWARD

Section 15 provides that an injured employee may elect to take compensation or benefits under this Act or under the Award (Common Rule) of the Public Service Arbitrator relating to accidents. Employees who elect to take the benefits of the Award are ineligible to receive compensation subsequently under the Act.

PAYMENT OF SALARY FOR DAY OF INJURY.

Where an employee, having commenced duty on any day, becomes incapacitated for work in circumstances in which liability is admissible under the Commonwealth Employees' Compensation Act, and he elects to receive benefits under that Act, he may be regarded as being on duty for the remainder of the prescribed period of duty on that day, for the purposes of payment of salary or wages.

Accordingly, any weekly payments of compensation under the Commonwealth Employees Compensation Act will come into force from the day following the date of injury.

However, where an employee is injured while travelling to his employment, prior to commencing duty for that day, he should not be regarded as eligible for payment of salary or wages for that day, unless he commences duty later on the same day.

Ref. G.O. 5/D/10.

CONTINUITY OF EMPLOYMENT

ABSENCES NOT AFFECTING.

Various determinations of the Public Service Arbitrator prescribe that an employee may be eligible for recreation leave, sick leave or incremental advancement (as the case may be) after a specified period of continuous employment. Employment is to be deemed continuous and unaffected by absences for the following causes:

- (i) Approved recreation leave;
- (ii) Approved sick leave with or without pay to the extent of available credits, or as provided in Order No. 5/C/21 (which see under "Sick Leave");
- (iii) Public holidays;
- (iv) Leave granted for arbitration purposes to attend as a witness in Court proceedings, for jury service or for Defence purposes;
- (v) Leave granted to attend examinations;
- (vi) Emergency leave granted in accordance with Order No. 5/F/11 (i) (which see under "Leave");
- (vii) Accident leave granted under the Commonwealth Employees' Compensation Act.

Ref. G.O. 13/C/2.

ABSENCES NOT BREAKING CONTINUITY BUT WHICH DO NOT COUNT AS SERVICE.

(a) While absences of the following nature do not break continuity of employment they should not be regarded as service for any purpose:

- (i) Emergency leave granted in accordance with Order No. 5/F/11 (ii) (which see under "Leave");
- (ii) Discontinuance of employment for any periods not exceeding in the aggregate two months in any fourteen months, provided such discontinuance was not occasioned by the employee resigning his employment or by discharge from employment because of unsatisfactory service.

(b) The effect of sick leave without pay to employees absent from duty due to war caused disabilities is covered by Order No. 5/C/22 (which see under "Sick Leave").

(c) The granting of recreation leave, sick leave and incremental advancement depends upon completion of twelve months' continuous

service. Any absences from employment under paragraph (a) of this Order do not count as service for this purpose and additional time equal to the periods of absences shall be worked before the temporary employee may be regarded as having completed twelve months' continuous service.

Ref. G.O. 13/C/3.

SERVICE WITH MORE THAN ONE DEPARTMENT OR AUTHORITY.

(a) "Continuous employment" means employment which is in fact continuous in the same position or in two or more positions; or which is continuous employment as defined in Orders Nos. 13/C/2 and 13/C/3 (which see under preceding items).

(b) For the purposes of paragraph (a) of this Order, "employment" includes:

- (i) Employment in a temporary capacity in the same or in two or more Commonwealth Departments; or
- (ii) Service in a permanent capacity, under the Public Service Act, followed by employment in a temporary capacity in a Commonwealth Department; or
- (iii) Employment in a temporary capacity or service in a permanent capacity with a Commonwealth Authority, Commission, or other body which has been established by the Commonwealth Parliament and in which employees and officers are not subject to the Public Service Act, followed by employment in a Commonwealth Department; or
- (iv) Any combination of the foregoing followed by employment in a temporary capacity in a Commonwealth Department.

(c) It should be noted particularly that, where the previous employment has been terminated by resignation, subsequent employment in a Commonwealth Department must be commenced on the next working day following the date of resignation, or the two periods of employment cannot be regarded as continuous.

Ref. G.O. 13/C/1.

COST OF CONVEYANCE ON TRANSFER OR REMOVAL

When officers are transferred—

- (a) in the public interest;
- (b) in ordinary course of promotion;
- (c) on account of illness, due to causes over which the officer has no control, subject, if considered necessary by the Chief Officer, to satisfactory medical evidence;

(d) after a residence of three years or over in an extreme climate or in an isolated locality; or

(e) to fill vacancies occurring at places described in the last preceding sub-clause—

the actual cost of conveyance of such officers, together with their wives and children, and of removal of household furniture and effects, subject to the provisions of Regulation 120, (which see under "REMOVAL EXPENSES" "Furniture and Effects, Limitations on Payment of Removal Costs") shall be paid by the Department. Ref. Reg. 119.

CRIMINAL OFFENCE

OFFICER CONVICTED OF,

(1) Where an officer is charged with having committed any criminal offence against the law of the Commonwealth or of a State or of a Territory of the Commonwealth, punishable either on indictment or on summary conviction, he may be suspended by an authorized officer.

(2) If upon the hearing of the charge by any court, the officer is found guilty of the offence, the Board may (whether the officer has been suspended or not) dismiss him from the Commonwealth Service, or reduce him to a lower Division, class, or position and salary, or reduce his salary, or inflict such other punishment as the case demands.

(3) Any officer who is so suspended or dismissed shall, unless the Board otherwise directs, not receive any salary from the date upon which or for the period during which, he ceased to perform the duties of his office.

(4) The Chief Officer may at any time remove the suspension of any officer suspended under this section, whether before or after conviction.

(5) This section shall not prevent an officer from being dealt with under some other provision of this Act, but an officer shall not be punished under this Act twice in respect of the same offence or matter.

(6) Where an officer has been so dismissed (whether before or after the commencement of this sub-section) but the conviction has been subsequently quashed or he has received a pardon or the conviction has been otherwise nullified, or he has been released from prison as a result of an inquiry into the conviction, he may be appointed by the Board, without examination, and, if the Board thinks fit, without probation, to the Commonwealth Service at the same classification as he had immediately before his dismissal.

(7) A person so appointed shall be deemed to have continued in the Commonwealth Service as if he had not been dismissed and as if, during the period which he ceased to perform the duties of his office he had been on leave of absence without pay, and that period shall be included as part of the officer's period of service. Ref. P.S. Act 62.

DEFINITIONS

"Employee". Means a person employed under Div. 10 P.S. Act. (Temporary Employment).

"Officer". Means a person appointed or transferred to the Commonwealth Service but does not include an "Employee".

"Promotion". See under "Promotion".

"Temporary Exempt" (Exempt Employee). Means that the provision of the Act relating to the period of employment shall not apply.

DETERMINATION OF SENIORITY

See under "Seniority".

DISMISSALS

See under "Retrenchment".

EMERGENCY DUTY

INSTRUCTION TO RETURN TO DUTY TO MEET EMERGENCY.

(1) Where an employee is called on duty to meet an emergency at a time when he would not ordinarily have been on duty, and no notice of such call was given him prior to his ceasing duty on his ordinary shift, he shall be paid for such emergency duty at the rate of double time. The time for which payment shall be made shall include time necessarily spent in travelling to and from duty. The minimum payment under this clause shall be for two hours at double time.

Ref. Award Clause 13, Para. (1).

RECALLED MORE THAN ONCE IN ANY DAY.

Where an officer or an employee is actually recalled from his home, the minimum payment conditions should apply to each recall irrespective of its relationship to any previous or subsequent recall.

Ref. G.O. 12/B/4.

RELIEF FROM DUTY TO OFFSET.

(2) Where, in the opinion of the Officer-in-Charge, it is essential in the interests of health that respite from work be granted to an employee who has been called up for emergency duty, the employee may be relieved from duty on his next regular shift, without deduction from his wages, for a period not exceeding the number of hours extra duty worked. In no case shall the period of relief from duty extend into a second rostered tour of duty.

(3) This clause shall not apply to employees whose duty for the day is varied by alteration of the commencement of the scheduled shift to meet an emergency.

Ref. Clause 13 Award.

SUNDAYS AND HOLIDAYS.

(a) Where an officer or employee is recalled for duty on a holiday or a Sunday without an instruction for return to duty having been given prior to completion of usual duty on the last day of work prior to the Holiday or Sunday, he should be paid under emergency duty conditions, except where payment to him under holiday or Sunday duty conditions, as the case might be, would be higher. In the latter case the higher payment should be made.

(b) The whole of a Public Holiday should be regarded as time when an officer or employee would not ordinarily have been on duty (excluding any portions of such holiday for which an officer or employee has been specifically rostered for duty), and the emergency duty provisions should be applied to an officer or employee who is recalled on a holiday without prior notice. Provided that, from the emergency duty compensation computed in the normal manner, there should be deducted an amount equal to payment at single rate for any period of duty performed on the holiday which the officer would normally have worked but for the holiday.

Ref. G.O. 12/B/2.

EXCESS TRAVELLING TIME

PERMANENT OFFICERS AND TEMPORARY EMPLOYEES.

(1) An employee who is travelling or on duty away from his usual station shall be paid at ordinary rates, subject to the limitations hereafter stated, for time necessarily spent in travel or on duty (exclusive of overtime duty) in excess of—

- (a) his usual hours of duty for the day; and
- (b) the time necessarily elapsing between time of departure from home and commencement of duty at his usual station and the time necessarily elapsing between time of ceasing duty at his usual station and arrival at home; provided that in the case of employees referred to in sub-clause (2)(b) hereunder, a minimum time of twenty minutes each way shall apply.

(1A) Payments shall not be made unless the excess time exceeds:—

- (a) one half hour in any one day; or
- (b) three hours in any pay period in the case of an employee who performs rostered ordinary duty on six days of the week; or
- (c) two and one-half hours in any pay period in the case of an employee whose ordinary hours are confined to five days of the week;

nor shall payment be made for more than five hours in any one day.

(2) The term "usual station" for the purpose of this clause means—

- (a) for the employees who are required ordinarily to work day by day at the same fixed place of work—the place so fixed by the Department;

(b) for employees whose place of work is variable within a specified district—a place within the district fixed by the Chief Officer or by an officer authorized by the Chief Officer to do so.

(3) Travelling time shall include—

(a) the time during which an employee has to wait for change of trains or other scheduled conveyance and/or trains or other scheduled conveyance between the advertised and actual time of departure;

(b) in the case of an employee not absent from his permanent or temporary headquarters overnight, the time spent by that employee outside the usual hours of duty for the day in waiting between the time of arrival at the scene of work and the time of commencement of work, and/or between the time of ceasing work and the time of departure of the first available train or other means of conveyance;

(c) time spent in travelling on transfer in all cases where transfer expenses are allowed except where the transfer involves promotion which carries increased pay.

(4) Travelling time shall not include—

(a) time of travelling in which an employee is required to perform any duty while travelling or walking, or to ride a horse or cycle or drive a vehicle or work a railway pump car. Care of kit is not duty within the meaning of this paragraph;

(b) time of travelling by ship on which accommodation and meals are provided;

(c) time of travelling by train between 10.30 p.m. and 7 a.m. where a sleeping berth is provided on the train, or any time of travelling (day or night) by train from one capital city to another where a sleeping berth is provided.

(5) Employees in camping parties shall not be entitled to payment for excess travelling time, but shall be required to travel from camp to the locality of their work within the prescribed hours of duty, returning from the locality of the work to the camp in their own time after the hour of ceasing duty, or vice versa, as agreed upon with the employee.

(6) An employee may be required to work at any place within the district and may be required to proceed direct to that place to work without proceeding to his usual station. If the time necessarily spent by an employee in proceeding direct to and returning from such a place of work establishes a claim to payment for excess travelling time, it shall be dealt with under the general provisions of this clause.

(7) Employees in receipt of a salary exceeding £1,518 per annum as regards male employees or £1,364 per annum as regards female employees shall not be entitled to payment for excess travelling time, and the maximum hourly rate shall be the rate ascertained by regarding salary received as £1,298 per annum in the case of male employees and £1,144 in the case of female employees.

(8) A "day" means from midnight to midnight.

(9) In any case where this clause and a clause in an individual determination of the Arbitrator governing the payment of allowances for suburban relief duty or racecourse duty are applicable, payment shall not be made under more than one of those clauses.

Ref. General Conditions Award Clause 6.

FIXATION OF "HEAD STATION" FOLLOWING TRANSFER OR PROMOTION

See under "Transfers".

EXCESS OFFICERS

See under "Retrenchment".

EXAMINATIONS

TRAVELLING EXPENSES OF CANDIDATES.

(a) (i) A Permanent officer who is required to travel for the purpose of attending an examination which is in the normal line of his advancement, may apply to the Chief Officer for refund of the cost necessarily incurred in attendance.

(ii) A permanent officer who is required to travel for the purpose of attending an examination which is not in the normal line of his advancement and who necessarily incurs expenses in excess of £1/10/- may apply to the Public Service Inspector or the Director, Posts and Telegraphs, with whom the application for the examination was lodged, for a refund of the amount by which such expenses exceed £1/10/-.

(b) Other candidates, being temporary employees, who are required to travel for the purpose of attending an examination and who necessarily incur expenses in excess of £1/10/- may apply to the Public Service Inspector with whom the applications for the examination were lodged for a refund of the amount by which such expenses exceed £1/10/-.

(c) Reimbursement depends upon satisfactory performance at the examination. Where an examination is conducted by the Postmaster-General's Department, Chief Officers of that Department may approve payments in accordance with instructions issued by the Board. In all other cases payment will be subject to approval by the Board or the Public Service Inspector.

Ref. G.O. 14/A/3.

LEAVE TO ATTEND. (See under "LEAVE").

FARES

REIMBURSEMENT OF, REMOTE DISTRICTS.

(1) Where an officer who is permanently stationed in a locality included in a determination by the Board for the purposes of sub-regulation (3)

of regulation 49 (which reads—"Officers stationed in remote localities, or in localities where the climatic conditions are unusually severe, may be granted by the Chief Officer leave of absence for recreation exceeding eighteen days but not exceeding thirty days, exclusive of Sundays and holidays, in each year:

Provided that the Board may determine from time to time the localities to which this sub-regulation shall apply, and the period of leave in respect of each year which may be granted to officers stationed in each particular locality") of these regulations travels, during leave of absence for recreation or on account of illness, away from that locality, the Chief Officer may reimburse the officer so much of the amount paid by the officer for the cost of travelling as is ascertained in accordance with whichever of the succeeding provisions of the regulations is applicable.

(2) A married officer whose wife and children reside with him at his station may be granted an amount equal to the amount by which the first-class return rail, sea or air fares, for travel between his station and the nearest capital city or destination of lesser distance, by his wife and children (if any) who are under the age of 18 years or who, being dependant on him, are certified by a duly qualified medical practitioner to be permanent invalids, exceed Five Pounds.

(3) A married officer who travels from his station on recreation or sick leave may be granted an amount equal to the amount by which the first-class rail, sea or air fare between his station and the nearest capital city or destination of lesser distance, exceeds Five Pounds.

(4) An unmarried officer who travels from his station on recreation or sick leave may be granted an amount equal to the amount by which the first-class return rail, sea or air fare between his station and the nearest capital city or destination of lesser distance, exceeds the sum of Seven Pounds Ten Shillings.

(5) An officer who selects or whose wife and children select to travel a greater distance than the distance between his station and the nearest capital city may be granted an amount equal to the amount which he may be granted under sub-regulation (2), (3) or (4) of this regulation, as the case may be.

(6) Reimbursement of an amount in respect of air fares under sub-regulation (2) or in the case of the wife and children (if any) of an officer, under sub-regulation (5) of this regulation shall not be granted unless it is, in the opinion of the Chief Officer, desirable for health or other reasons that the wife and children (if any) of the officer should travel by air.

(7) Reimbursement of an amount in respect of air fare under sub-regulation (3) and (4) and, in the case of an officer only, sub-regulation (5) shall not be granted unless air travel would substantially reduce the travelling time allowed to the officer under sub-regulation (5) of regulation 49 of these regulations (which reads "The Board may determine that officers stationed in remote localities shall be allowed reasonable time for travelling while on recreation leave in addition to recreation leave. The

period of travelling time, and the conditions under which it may be granted, shall be such as are approved from time to time by the Board").

(7A) Reimbursement of an amount in respect of fares under this regulation shall not be granted to an officer more than once in respect of each two years of his service at a locality included in a determination of the Board under sub-regulation (3) of regulation 49 of these regulations (which reads "Officers stationed in remote localities, or in localities where the climatic conditions are unusually severe, may be granted by the Chief Officer leave of absence for recreation exceeding eighteen days.

Provided that the Board may determine from time to time the localities to which this sub-regulation shall apply, and the period of leave in respect of each year which may be granted to officers stationed in each particular locality").

(8) Where an officer whose period of temporary transfer under Regulation 116 (see under "TRANSFERS") to, and service at, a locality included in a determination of the Board under sub-regulation (3) of Regulation 49 (see under 7A above) of these regulations is not less than two years proceeds on recreation leave or sick leave and returns at the expiration of his leave for a further period of duty at the locality from which the leave commenced, reimbursement may be granted under the conditions set out in this regulation in respect of fares to and from his former capital city or other destination of lesser distance.

(9) For the purposes of the last preceding sub-regulation, "former capital city" means—

(a) in case of an officer who is permanently stationed in the Australian Capital Territory—Canberra; and

(b) in other cases—the capital city of the State in which the officer is permanently stationed.

Ref. Reg. 98.

AIR TRAVEL, USE OF SLEEPER CHAIRS.

Where sleeper chairs are used as an alternative to sleeping berths, or are used on planes not equipped with sleeping berths, and the particular flight extends over the major portion of the night or beyond midnight, the additional cost of providing a sleeper chair for an officer or employee travelling on official business may be made a charge against the Department.

Ref. G.O. 10/A/5.

OFFICERS TRAVELLING TOGETHER.

Where two officers or employees are sent together to perform duties and one is entitled to first-class fares, both should be allowed first-class fares by rail or steamer.

Ref. G.O. 10/A/1.

RAILWAY TRAVEL.

Where bookings are arranged for officers or employees travelling on departmental duty, advantage should be taken of return tickets, if issued at a lesser cost than two single tickets, or other concession fares when such are available.

Ref. G.O. 10/A/3.

RESERVED SEAT FOR RAIL TRAVEL.

Seat reservations for an officer travelling by rail at official expense will be borne by the Department irrespective of whether reservations of seats on the particular train is compulsory or not.

Ref. G.O. 10/A/6.

SLEEPING CARS, PARLOUR CARS AND "ROOMETTES".

(a) An officer or employee travelling on a journey which extends over the major portion of the night or beyond midnight shall be entitled to a sleeping berth and if necessary first-class fares should be granted to enable a sleeper berth to be obtained.

(b) An officer or employee desirous of using the parlour car on any line must do so at his own expense.

(c) The cost of a "roomette" in the Melbourne-Adelaide express may be borne by the Department where an officer or employee travels overnight between Melbourne and Adelaide and is entitled to sleeper accommodation.

Ref. G.O. 10/A/4.

WHERE FIRST-CLASS ACCOMMODATION IS NOT AVAILABLE.

Where second-class accommodation only is provided on a train or vessel, an officer or employee entitled to travel first-class is not to be paid the difference between the amount of first and second class fare.

Ref. G.O. 10/A/2.

ON TRANSFER. DEFINITION OF "FAMILY". (See under "TRANSFERS").

FEEES

ACCEPTANCE OF.

An officer shall not demand, or, except with the approval of the Board, 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 Service.

Ref. Reg. 38.

FURLOUGH

APPLICATION. METHOD OF,

As the grant of furlough is approved by the Department of Treasury, Canberra, applications should be submitted **at least 3 months** prior to the date on which the employee desires to commence furlough. (Use Form P.S.B. 17).

The following information should be supplied:—

(a) The purpose for which the furlough is desired;

(b) The date on which the employee desires furlough to commence;

(c) Whether or not the employee intends to engage in remunerative employment during the currency of furlough;

(d) How wage during furlough is desired, i.e., fortnightly or lump sum in advance.

Ref. Personnel Inst. No. 124.

APPLICATION FOR LESS THAN 1 MONTH.

Applications for furlough for periods less than one month will not be considered.

Ref. Personnel Inst. No. 125.

BASIS OF ENTITLEMENT.

(1) The Board may grant to an officer who has continued in the Commonwealth Service for not less than fifteen years leave of absence for a period not exceeding three-tenths of one month on full salary, or three-fifths of one month on half salary, in respect of each year of continuous service.

(1A) An officer shall not be granted leave of absence under this section for a period exceeding twelve months at any one time.

(2) Where an officer who has continued in the Commonwealth Service for not less than fifteen years is retiring or being retired from the Commonwealth Service, the Board may, in lieu of granting leave to the officer under sub-section (1) of this section, authorize payment to the officer, upon his retirement from the Commonwealth Service, of a sum not exceeding his salary for a period of leave equal to the period of leave on full salary which the officer could have been granted under this sub-section.

(3) Upon the death of any officer who at the date of his death was eligible under this section for the grant of leave of absence, or, if the Board, after consideration of all the circumstances, directs that the death of an officer so eligible be presumed, the Board may authorize payment to the dependants of the officer of a sum equivalent to the amount of salary which would, under this section, have been granted to the officer had he retired immediately prior to the date of his death, or, in any case where the Board has directed that the death of the officer be presumed, a date determined by the Board.

(4) Notwithstanding anything contained in this section—

(a) the official conduct record of an officer shall be taken into consideration in determining whether the whole or any portion of the leave of absence or pay provided in this section may be granted.

Ref. P.S. Act 73.

CALENDAR BASIS.

(a) Furlough is always granted on a calendar basis and includes Saturdays, Sundays and holidays, e.g., an employee commencing 2 months furlough on 6/2/53 would be due to resume duty on 6/4/53.

(b) Where portions of a month are involved, a month is taken to mean 30 calendar days, e.g., half a month's furlough is 15 calendar days, irrespective of the number of days actually contained in the month on which the furlough is taken. Similarly 1/10th of a month is regarded as 3 calendar days.

(c) Furlough, unlike recreation leave, is not extended by holidays occurring during the period of furlough.

Ref. Personnel Inst. No. 123.

DISTRICT ALLOWANCES. PAYMENT DURING FURLOUGH.

(a) District allowance is not payable to an officer or employee in the following circumstances:—

- (ii) Whilst on furlough unless the officer remains in the district in respect of which the allowance is payable; provided that district allowance may be paid if the wife and family of an officer or employee remain at his station while he is absent on furlough.

Ref. G.O. 8/A/7.

HIGHER DUTY ALLOWANCES DURING.

(2) For the purposes of section 73 (see under "Basis of Entitlement") of the Act, "Salary" also includes the allowance payable to an officer in respect of the performance of the duties of an office having a higher classification than his own if the officer has performed, or would, but for his absence on authorised leave, have performed those duties for a continuous period of not less than one year immediately preceding the date on which he commences leave of absence under Section 73 of the Act, the date of his retirement from the service or the date of his death, whichever is applicable.

(3) Where an officer has, for a continuous period of not less than one year immediately preceding the date on which he commences leave of absence under Section 73 of the Act, the date of his retirement from the service or the date of his death, whichever is applicable, performed, or would, but for his absence on authorised leave, have performed the duties of more than one office each of which has a higher classification than his own for successive periods which are continuous one with the other, the officer shall, for the purposes of the last preceding sub-regulation, be deemed to have performed the duties of whichever of the offices having a higher classification than his own has the lowest classification for a continuous period of not less than one year.

Ref. Reg. 62.

OFFICER ABSENT ON SICK LEAVE.

Where an officer who is on sick leave applies for furlough, and it is evident that the furlough is required owing to continued ill health, a report should be obtained from the Commonwealth Medical Officer upon the state of the officer's health. This report should be forwarded to the Public Service Inspector, together with a statement of the sick leave credit due to the officer and the application for furlough. The date from which the officer has been continuously absent on sick leave should also be shown. If, however, the Commonwealth Medical Officer reports that the officer is permanently incapacitated, action on the application for furlough should be stayed and the procedure outlined in G.O. 3/A/5, (Retirement due to Invalidity) observed.

Ref. G.O. 5/G/11.

OFFICER FALLING ILL WHILST ON.

(d) If an officer or an employee falls sick whilst on furlough and produces at the time satisfactory medical evidence, he may be granted additional furlough equivalent to the period of sickness falling within the period of furlough originally approved subject to—

- (i) the officer or the employee being unfit for duty at the time of obtaining the medical certificate, and the medical evidence so indicates;
- (ii) the sick leave required being of not less than two weeks duration; and
- (iii) availability of sick leave credits which will be debited with the period of sick leave approved. The period of furlough, equivalent to the period of the approved sick leave, may, without further reference to the approving authority other than to inform the approving authority of the variation made, be taken as from the date of expiration of the period of furlough originally approved or added to furlough entitlement.

Ref. G.O. 5/C/10D.

PRO RATA, TO OFFICERS NOT ENTITLED TO FURLOUGH.

(1) The Board may grant to an officer who has continued in the Commonwealth Service for not less than four years but less than fifteen years, immediately prior to his retirement from the Commonwealth Service on or subsequent to, his attaining the age of sixty years, leave of absence on full salary as follows:—

- (a) Where the period of service of the officer is not less than four years but is less than eight years—2 months.
- (b) Where the period of service of the officer is not less than eight years but is less than twelve years—3 months.
- (c) Where the period of service of the officer is not less than twelve years but is less than fifteen years—4 months.

(2) Where an officer is eligible for leave under the last preceding sub-section, the Board may, in lieu of granting that leave, authorise payment to the officer, upon his retirement from the Commonwealth Service, of a sum not exceeding his salary for a period equal to the period of leave which the officer could have been granted under that sub-section.

(3) Where an officer who is less than sixty years of age—

- (a) retires from the Commonwealth Service after not less than four years' service but less than fifteen years' service and satisfies the Board that his retirement is due to ill health that is permanent and is not due to misconduct or to causes within his own control; or
- (b) is retired from the Commonwealth Service under Section 20 of this Act (see under "Retrenchment" EXCESS OFFICERS) after not less than eight years' service but less than fifteen years' service, the Board may authorise payment to the officer of a sum not exceeding his salary for a period equal to the period of leave which the officer could have been granted under sub-section (1) of this section if he had attained the age of 60 years.

(4) Where, before an officer has completed fifteen years' service in the Commonwealth Service and either before or after he has attained the age of 60 years—

(a) the officer dies; or

(b) the Board after consideration of all the circumstances directs that the death of the officer be presumed, the Board may authorise payment to the dependants of the officer of a sum equivalent to the amount of salary which the Board could have authorised to be paid to the officer under sub-section (2) of this section if—

(c) he had retired from the Commonwealth Service on the date of his death or, where the Board has directed that the death of the officer be presumed, on a date determined by the Board; and

(d) in the case of an officer who had not attained the age of sixty years at that date—he had attained that age.

(5) The official conduct record of an officer shall be taken into consideration in determining whether, and to what extent, leave of absence shall be granted, or payment authorised, in accordance with this section.

Ref. P.S. Act 74.

REDUCTION OF RECREATION LEAVE DUE TO.

In the event of an employee being granted furlough after the completion of 15 years' service, a deduction is made at the rate of $1\frac{1}{2}$ days (6 day week basis) or $1\frac{1}{4}$ days (5 day week basis) from his recreation leave in respect of each complete month of furlough, other than the first month, granted since the last period of recreation leave, provided that a full period of recreation leave has not previously been forfeited.

EXAMPLE 1.

An employee (6 day week basis) is granted 9 months' furlough.

Deduction from next Recreation Leave $= 8 \times 1\frac{1}{2} = 12$ days.

Balance of Recreation Leave due $= 6$ days.

EXAMPLE 2.

An employee (6 day week basis) is granted $1\frac{1}{2}$ months' furlough.

Deduction from next Recreation Leave $= \text{Nil.}$

Ref. Personnel Inst. No. 78.

RETRENCHED TEMPORARY EMPLOYEES.

Where the services of a temporary employee are terminated on the grounds of retrenchment pro rata furlough is payable as follows:—

(a) Where the completed service is eight years but less than 12 years—3 months.

(b) Where the completed service is 12 years but less than 15 years—4 months.

Retrenchment is defined as meaning the compulsory termination of the service of an employee for the reason that—

(a) His service or position is not necessary;

(b) The work for which he was engaged is finished; or

- (c) The reduction in the number of Commonwealth employees is necessary because the quantity of the work has diminished.

Ref. Furlough Act Section 8.

RETRENCHMENT OF OFFICER.

In the event of an officer being retired under section 20 of the Act (which reads—"If at any time the Board finds that a greater number of officers of a particular classification is employed in any Department or Branch of a Department than is necessary for the efficient working of the Department or Branch, any officer whom the Board finds in excess may be transferred to such other position of equal classification and salary in the Service as the officer is competent to fill, and if no such position is available the officer may be transferred to a position of lower classification and salary. If no position is available for the officer the Board may retire him from the Public Service") and he has not attained the age of 60 years, the Board may authorise payment to him on the basis of PRO RATA (which see under "Pro Rata, To Officers Not Entitled to Furlough").

Ref. Act 20.

TEMPORARY EMPLOYEES.

The condition of furlough applicable to temporary employees are the same as those which operate for permanent officers, with the exception that the grant of furlough on attaining 60 years of age or retirement on the grounds of invalidity or payment in lieu to dependants of a deceased employee where the period of service is less than 15 years is not to be made unless the completed service is eight years. The basis of pro-rata furlough for temporary employees is as follows:—

- (a) Where the completed service is eight years but less than 12 years—3 months.

- (b) Where the period of completed service is 12 years but less than 15 years—4 months.

Ref. Furlough Act Section 7.

TO DEPENDANTS OF A DECEASED OFFICER 60 YEARS OF AGE WITH LESS THAN FIFTEEN YEARS' SERVICE.

(See under "Pro Rata, To Officers Not Entitled to Furlough").

WHERE OFFICER RESIGNS OR DIES DURING CURRENCY OF FURLOUGH.

(a) Where salary to cover a period of furlough has been paid in advance, the certificate already issued for furlough is not varied in the event of resignation or death of the officer granted furlough.

(b) If, however, for any reason, salary during furlough has not been paid in advance, a certificate will be issued cancelling the furlough already granted and granting furlough in months and tenths of months up to the date of resignation or death. Payment in lieu of furlough in months and tenths of months will also be authorised for the balance of the time subject to recognition of claims by the dependants.

Ref. G.O. 5/G/12.

SERVICE UNRECORDED.

The claims of officers to Commonwealth service during periods when records were not maintained or for which records have now been destroyed, etc., should as circumstances demand be as fully substantiated as possible.

To enable recognition of such periods of unrecorded service for the purposes of furlough, the Board will accept claims which satisfy the following conditions:—

(a) Three Statutory Declarations should be submitted; one completed by the applicant; two completed by persons who were associated with him departmentally for the period or periods in question, i.e., two covering a common period.

(b) The statements of each declarant should refer, as precisely as possible, to the applicant's unrecorded service by covering the following points:—

- (i) individual periods of employment (month to month);
- (ii) nature and location of employment;
- (iii) persons under whose supervision the applicant worked;
- (iv) departmental association between the applicant and the supporting declarants (for the period or periods in question);
- (v) any other relevant information.

The foregoing requirements are deemed to be the minimum evidence with which to establish to the Board's satisfaction the bona fides of the claim that the applicant had full time continuous Commonwealth service for a period that cannot be confirmed by departmental records. However if these requirements cannot be fulfilled and any other evidence in support of the claim is available, the officer should be invited to submit it for the Board's consideration.

In the absence of specific dates unrecorded service will be calculated:—

- (a) from the 15th day of the month; or
- (b) to the 15th day of the month.

Ref. G.O. 5/G/31.

GAZETTES

DISTRIBUTION TO OFFICERS OF "GAZETTES" OR "GAZETTE" EXTRACTS.

Chief officers should take such action as will ensure that "Gazettes", or "Gazette" extracts containing notification of provisional promotions and confirmation thereof, advertised vacancies, and examinations (including results of examinations) held under the Public Service Act and Regulations at which officers of the service were candidates, are made available for the information of officers in time for them to submit applications, etc. Where necessary, particulars extracted from the "Gazette" should be telegraphed to officers stationed in remote localities.

Ref. G.O. 14/E/2.

GAZETAL OF VACANCIES

AT THE DISCRETION OF CHIEF OFFICERS AND PERMANENT HEADS

The notification of vacancies in the "Gazette" is a matter for the discretion of Permanent Heads and Chief Officers. When the Permanent Head or Chief Officer, as the case may be, is satisfied as to the most suitable officer for promotion to a vacancy upon his relative efficiency, or where efficiency is equal, upon efficiency and seniority combined, or where a suitable officer is available for transfer without promotion, nothing would be gained by advertising the vacancy with the resultant loss of time involved in awaiting applications. Where, however, it is desired to secure a wide field of selection, say, from the whole Service, or where the vacancy is in a remote district and some difficulty may arise in securing a suitable officer, it would be in the departmental interest to advertise the vacancy.

GRADING OF SUPERVISING TECHNICIANS

EFFECT OF "MAJOR CHANGE" IN EQUIPMENT BEFORE THE NORMAL GRADING DATE.

The only major change which will allow for the up-grading of a Supervising Technician's position between normal grading dates, is when the change involves sufficient grading units to take the position from its existing grade to a grade two grades higher, i.e., if a grade 2 position had a major change, the units would have to reach the figure to justify a Grade 4 Supervising Technician before the grading would be altered prior to the normal grading date at June 30. Ref. A.S. 54/84.

HEAD STATION

FIXATION OF AFTER TRANSFER OR PROMOTION

(See under "TRANSFERS").

HIGHER DUTIES

ALLOWANCES (See under "ALLOWANCES").

FOURTH DIVISION OFFICER ACTING IN THIRD DIVISION.

Where a fourth division officer is called upon to act in a third division position (either clerical or professional) and fulfils the prescribed conditions, payment of higher duties allowance may be approved by the Chief Officer.

The amount of allowance payable (if any) and subsequent higher duties incremental advancement should be determined as follows:

- (i) grant allowance to raise the remuneration of the acting officer to the next higher salary sub-division payable to a Third Division Officer;
- (ii) if the amount of allowance determined under (i) is equal to or greater than the amount of the increment to which the officer would be

entitled in the Fourth Division position, he should be required to serve a full twelve months in the Third Division position before becoming eligible to receive a higher duties allowance increment;

(iii) if the amount of allowance determined under (i) is less than the amount of the next increment payable in the Fourth Division position, the officer should be regarded as eligible to receive an increment to the next higher salary sub-division in the acting position on the date on which his next substantive increment falls due.

(iv) if the officer has been in receipt of the maximum salary of the Fourth Division position for a period of twelve months or more, and the amount of the allowance as determined under (i) is less than the amount of the last increment in the Fourth Division position, the officer may be granted an allowance to raise his remuneration to the next higher salary sub-division of the Third Division position;

(v) Notwithstanding anything contained in the foregoing, officers up to 23 years of age acting as Clerk, £369-£903, Third Division, should be paid higher duties allowance on an age basis; and

(vi) an officer who has had previous acting service in the Third Division will be entitled to have that service taken into account under the usual conditions in the assessment of the higher duties allowance payable on commencing duty in the Third Division position, and for incremental advancement.

Ref. G.O. 7/A/5.

OFFICER ALREADY ACTING AND REQUIRED TO ACT IN STILL HIGHER POSITION.

When an officer acting in a higher position is required to act in a still higher position, remuneration in the latter may be based on that received in the former, provided that if the salary scales of both higher positions overlap and if the amount determined as payable is more than that for which the officer would have been eligible had his total higher duties service in both positions been in the senior position, remuneration received in the first higher position shall be continued pending a break in acting service, or if there is no break, until total acting service based on occupancy of the senior position would entitle the officer to advance beyond that amount.

e.g.—Mail Officer, £668-£858, salary £818, acting as Senior Assistant (Mails) £898, from 1st February, 1955, with allowance to raise remuneration to £898, required to act as Inquiry Officer (Mails), £858-£948 from 31st May, 1955. Based on remuneration received as Senior Assistant (Mails), remuneration as Inquiry Officer (Mails) is £898. As this sum exceeds the amount payable had the whole higher duties service been given in the latter capacity (£858) remuneration received as Senior Assistant (Mails) will continue only until a break in acting occurs, or until the officer would be eligible for advancement to £918, from 1st February, 1957.

Determined as follows:—

As Inquiry Officer (Mails) £858, 1st February, 1955.

As Inquiry Officer (Mails) £888, 1st February, 1956.

As Inquiry Officer (Mails) £918, 1st February, 1957.

These principles are to be applied to Fourth Division Officers acting in higher Fourth Division positions and then required to act in Third Division positions.

Ref. G.O. 7/A/5A.

POSITIONS LOWERED IN CLASSIFICATION OR ABOLISHED.

(a) Where the higher duties allowance is being paid to an officer temporarily occupying a position which is lowered in classification or abolished, any necessary adjustments of higher duties allowance should take effect—

- (i) in the case of a position lowered in classification, fourteen days after notification of the reclassification in the GAZETTE; and
- (ii) in the case of abolition of a position, the date of the Governor-General's approval to the recommendation of the Board. In the case of a position in the Postmaster-General's Department provided under the "group proposal" scheme, however, the adjustment of higher duties allowance should take effect fourteen days after the date of allotment by the Department of the lower classified office.

(b) Where an officer is acting in a position which is lowered in classification, the remuneration payable to him in that position after reclassification is to be determined in accordance with the principles expressed in Reg. 87 (14) (which says) "Where an officer who is or has been performing the duties of a higher office is promoted to an office which is of lower classification than the office the duties of which he is or has been temporarily performing, his remuneration upon promotion shall be the same as the remuneration which he would have received had his period of service in the higher office been service in the office of the lower classification."

(c) To alleviate financial hardship, where it is necessary to reduce the remuneration of an officer, in the terms of this order, action should be taken promptly. Retrospective reductions should be avoided as far as possible. If, for any unavoidable reason, delay occurs between the date of effect of the reduction and the date on which the reduction is actually made, the repayment involved should be spread over two or more pay periods and the officer notified accordingly.

Reg. G.O. 7/A/10.

POSITIONS RAISED IN CLASSIFICATION OR NEWLY CREATED

(a) Where a position is raised in classification, the officer filling the position should be regarded as carrying out the duties of a higher classification as from the Board's date of concurrence in the higher classification, or from such earlier date as the Board may, in special circumstances, direct. However, in the case of a position in the Postmaster-General's Department provided under the "group proposal" scheme, the

officer should be regarded as carrying out duties of a higher classification as from the date of allotment by the Department of the higher classified position, or from such earlier date as the Board may, in special circumstances, direct.

(b) Where an officer acts in a newly-created position, the Board has authorized the payment of higher duties allowance, subject to funds being available, from the date of the Board's advice to the Department of its concurrence in the creation of the position or the date of occupancy whichever is the later. The Board may vary this date only to meet special circumstances. In the case of a newly-created position in the Postmaster-General's Department provided under the "group proposal" scheme, the officer should be regarded as carrying out the duties of the new position as from the date of allotment by the Department of such a position or from such earlier date as the Board might, under special circumstances, direct.

Ref. G.O. 7/A/9.

PAYMENT DURING FURLOUGH

See under "FURLOUGH".

HIGHER POSITIONS

TEMPORARY FILLING OF.

The condition to be observed in the appointment of employees to act temporarily in higher positions are prescribed by P.S. Regulation 116. These conditions apply generally to all permanent employees in the Commonwealth Service.

The provisions of Regulation 116 in respect to this matter are as hereunder:

(1) The Chief Officer may temporarily transfer an officer from one position to another. When it is necessary to fill a position temporarily by the transfer of an officer of lower classification, selection shall be made on the following bases:—

- (a) in the case of a temporary transfer for a period not exceeding one month, the senior available efficient officer shall be selected;
- (b) in the case of a temporary transfer for a period exceeding one month, the most efficient available officer shall be selected, except in the case of an office in respect of promotion to which the basis of selection is the senior efficient officer available for promotion, when the senior efficient officer available shall be selected:

Provided that the Chief Officer may select an officer who is qualified as prescribed for permanent transfer or promotion to the position in preference to an officer who is not so qualified, notwithstanding that the latter may be the senior.

(1AA) Where—

- (a) an officer is temporarily transferred for a period exceeding one month to an office having a higher classification than the office occupied by the officer so transferred; or

(b) the temporary transfer of an officer to an office having a higher classification than the office occupied by the officer transferred exceeds a period of one month,

the temporary transfer is subject to appeal in accordance with this regulation.

(1A) An appeal against a temporary transfer may be made by an officer who is available and occupies an office having a lower classification than the office to which the transfer has been made—

(a) in the case of a temporary transfer to an office specified in Regulation 109G of these Regulations—on the ground that he is senior to the officer temporarily transferred and is efficient; or

(b) in any other case—on the ground of—

(i) superior efficiency; or

(ii) equal efficiency and seniority.

(1B) The provisions of Section 50 of the Act and of regulations 109 to 109g of these Regulations shall, subject to the next succeeding sub-regulation, apply *mutatis mutandis*, to an appeal under this regulation as if it were an appeal under that section and, where the appeal is upheld, the officer whose appeal is upheld shall be temporarily transferred and the temporary transfer of the officer originally transferred shall be cancelled.

Ref. Reg. 116.

HOLIDAYS (PUBLIC)

OFFICERS AND EMPLOYEES WORKING AWAY FROM HEAD-QUARTERS.

Officers and employees whose headquarters are in the metropolitan area, and who may be working in another locality, are required to work without compensation on any holiday authorised by the Board for observance in the metropolitan area only.

Where a local holiday is authorised by the Board, or the Public Service Inspector under delegation, at the centre in which such officers and employees are temporarily employed they should be granted the holiday or monetary compensation if they are required to work thereon.

(c) An officer or employee temporarily stationed in a locality for which a holiday is proclaimed under section 76 (4) of the Act is entitled to payment at a holiday rate for duty performed on that date.

(d) The provisions of this Order apply where an officer or employee on temporary transfer commences and ceases duty at his temporary station but returns to his home at his recognised headquarters each night during the period of his temporary transfer.

(e) Where an officer or employee commences and ceases duty at his recognised headquarters but performs duty during the day at a temporary station, the provisions of this Order do not apply and the officer or employee should participate only in the holidays authorised for observance at his recognised headquarters.

Ref. G.O. 12/G/7.

HOLIDAY PAY

COMPUTATION OF ORDINARY DUTY PAY.

(1) "Subject to this clause, for rostered holiday duty which is not in excess of the prescribed weekly hours, an employee shall be entitled to extra payment as follows:—"

(a) If duty involves one attendance—

Payment for actual time worked with a minimum of one half day's salary;

(b) If duty involves more than one attendance—

(i) With duty of not more than half a day—Three quarters of a day's pay.

(ii) With duty of more than half a day—A full day's pay.

(2) For the purposes of this clause more than one attendance shall mean two or more attendances on a holiday—

(a) where one or more of the attendances is commenced prior to 12 noon and one or more of the attendances is commenced subsequent to 12 noon; or

(b) where one or more of the attendances is commenced prior to or subsequent to 12 noon and one or more of the attendances is commenced subsequent to 6 p.m.

Provided that duty on a holiday commenced prior to 12 noon and extending beyond 12 noon or commenced prior to 6 p.m. and extending beyond 6 p.m., broken by a meal period shall not constitute more than one attendance.

(2A) For holiday duty (other than rostered duty), which is not in excess of the prescribed weekly hours, an employee shall be entitled to extra payment as prescribed in sub-clauses (1) and (2) of this clause.

(3) Overtime worked on a public holiday shall be paid for at the rate of double ordinary pay:

Provided that where the period of duty on a holiday is wholly in excess of the prescribed weekly hours, payment shall be made as follows:—

(a) If duty involves one attendance—

Payment for actual time worked with a minimum of one half day's salary at the appropriate ordinary rate;

(b) If duty involves more than one attendance—

Payment for actual time worked with a minimum of three quarters of a day's pay at the appropriate ordinary rate.

(4) Except with the approval of the Board, the provisions of sub-clauses (2A) and (3) of this clause shall not apply to a male employee in receipt of a salary in excess of £2,358 per annum nor to a female employee in receipt of a salary in excess of £2,204 per annum.

(5) Notwithstanding anything contained in this clause, the hourly rate of salary for the purposes of this clause shall not exceed:—

(a) In respect of holiday duty not in excess of the prescribed weekly hours—

- (i) for male employees whose salary rate is £1,298 per annum or less and for female employees whose salary rate is £1,144 per annum or less—single time based on the employee's annual salary rate;
 - (ii) for male employees whose salary rate is more than £1,298 per annum and for female employees whose salary rate is more than £1,144 per annum—single time based on a salary rate of £1,298 per annum in the case of male employees and £1,144 per annum in the case of female employees.
- (b) In respect of overtime on a holiday—
- (i) for male employees whose salary rate is £1,298 per annum or less and for female employees whose salary rate is £1,144 per annum or less—double time based on the employee's annual salary rate;
 - (ii) for male employees whose salary rate is more than £1,298 per annum and for female employees whose salary rate is more than £1,144 per annum—time and a half based on a salary rate of £1,298 per annum (male employees) and £1,144 per annum (female employees) or single time based on the employee's annual salary rate, whichever is the greater, plus an amount equal to half time based on a salary rate of £1,298 per annum in the case of male employees and £1,144 per annum in the case of female employees.
- (6) Notwithstanding the provisions of sub-clause (1) of this clause, an employee whose hours of scheduled duty for the day immediately preceding or following a holiday, commence or cease, as the case may be, on that holiday shall, in respect of his attendance and services during the holiday, be granted holiday duty remuneration for the actual period only of attendance on that holiday.
- (7) Scheduled duty commencing on the evening of a holiday and terminating on the morning of the next day (also a holiday) is to be considered as duty on one day for the purposes of this clause.
- (8) Where, in a cycle of shifts on a regular roster, an employee is required to perform rostered duty on each of the days of the week, that employee shall, in respect of a public holiday which occurs on a day on which he is rostered off duty, be granted, if practicable, within one month after the holiday, a day's leave in lieu of that holiday.
- (9) Where, in any case, it is not practicable to grant a day's leave in pursuance of sub-clause (8) of this clause, the employee shall be paid, in its stead, one day's pay at the ordinary rate.
- (10) For the purposes of this clause a holiday means a holiday as prescribed in or authorized or appointed under Section 76 of the Public Service Act 1922-1957.

Ref. Award Clause 4.

HOURLY RATES

(See under "PAY TABLE").

HOURS OF DUTY

(See P.T.T.A. Award Clause 3).

ILLNESS

REIMBURSEMENT OF FARES (See under "FARES").

OFFICERS ON RECREATION LEAVE OR FURLOUGH (See under "FURLOUGH").

IMPROVEMENTS BOARD

HOW TO PROCEED WHEN SUBMITTING ITEMS TO.

An Improvements Board is created in the Postmaster-General's Department to receive and consider all suggestions made by employees for improved working in any phase of the Department's activities.

Employees making suggestions are asked to submit them direct to—

THE SECRETARY, Improvements Board, Postmaster-General's Department, Treasury Gardens, Melbourne, C.2.

Correspondence addressed to the Improvements Board, whether in official or private envelopes, is to be accepted free of postage.

The following list gives an indication of the lines on which suggestions are invited:

Methods by which a saving of time may be effected in the performance of any particular work.

Prevention of waste in any form.

Improvements in the systems of storage, handling or transportation of articles or goods.

Dispensing with unnecessary work or expenditure.

Any improved method of arranging, planning, carrying on, or expediting work.

Any improvement whereby work is performed more economically and the product improved.

Any suggestions whereby an accident or mistake having occurred is prevented from recurring.

Generally any suggestion for improvement in the functions, services or activities of the Department.

The following rules should be observed when submitting suggestions:

Each suggestion should be submitted on a separate sheet of paper.

Relative drawings numbers with full titles should be quoted.

Sketches when submitted should be made on separate sheets and should not be signed.

The full name, postal address and official designation of the suggestor should be given.

It is desirable that suggestions be submitted as promptly as possible after the idea has been conceived, as otherwise difficulty may be experienced by the Board in determining the real originator of two similar suggestions.

The following rules will be observed by the Improvements Board in connection with the receipt and consideration of suggestions:

The receipt of each suggestion will be promptly acknowledged.

An officer or employee may indicate his desires to remain anonymous until the suggestion is finally dealt with if he so desires.

A bonus or other suitable recognition will be given by the Department in the case of any suggestion adopted or in any other case where considered to be justified.

In considering the question of a bonus for a suggestion due regard will be given to its value, the extent to which it can be utilized, the circumstances under which it is made, and the status of the suggestor.

In cases where the Board deems such a course advisable, it may suggest means by which the ideas submitted could be improved and made of value. In such a case these circumstances will be taken into account in awarding any bonus.

It may sometimes be considered advisable to test a suggestion or invention in actual working, in which case a preliminary bonus may be recommended, and a further payment made after experience of its working.

The Department reserves the right to make use of all suggestions in any manner it thinks fit.

The object of the Department in the creation of the Improvements Board is to encourage employees to put forward any ideas they may have for improved working, and to assist in this way to attain the highest possible degree of efficiency in the service which the Post Office renders to the public.

The Suggestions Committee or the Suggestions Liaison Officer might suggest to the officer or employee submitting the proposal for increased efficiency for further lines of inquiry which might make his suggestions more complete or acceptable.

INCAPACITY

OF OFFICERS.

If an officer appears to the P.S. Board or the Chief Officer to be inefficient or incompetent or unfit to discharge or incapable of discharging the duties of his office efficiently, the P.S. Board may, after report from the Chief Officer, and after investigation into the circumstances, retire the officer from the Commonwealth Service from a date to be specified by the P.S. Board, or may transfer him to some other position, with salary appropriate to such other position. Ref. Act 67.

INCREMENTS

ENTITLEMENT. PERMANENT OFFICERS AND TEMPORARY EMPLOYEES.

(1) Officers shall be entitled to annual increments within the scale of rates of salary fixed for the position occupied subject to the provisions of Section 31 of the Public Service Act 1922-1957.

(2) Increments similar to those payable to permanent officers shall be payable under similar conditions to temporary employees within their respective grades as follows:—

The first increment shall be payable on completion of twelve months' service (continuous or broken) in the preceding two years. The second increment shall be payable where the employee has served for twelve months (continuously or in broken periods) within the preceding two years and for two years (continuously or in broken periods) within the preceding four years and has received the salary of the second subdivision for twelve months. Further increments shall be granted on the basis of the foregoing:

Provided that where the termination of an employee's engagement is not due to the requirements of the Department previous service shall not be taken into account in the event of his re-employment.

(3) Employees covered by a determination to which this clause applies, occupying positions for which the Board in pursuance of Section 32 of the Public Service Act has determined conditions of advancement shall be subject to the conditions of advancement so determined, and those conditions shall be incorporated and read as one with that Determination.

(4) The provisions of sub-clauses (1) and (2) of this clause shall not apply to an employee under 21 years of age occupying a position in respect of which a rate of salary payable according to age is prescribed, except in those cases where such an employee, having complied with a condition of advancement determined by the Board in pursuance of Section 32 of the Public Service Act in respect of that position, is paid the prescribed rate for that position payable to an employee who has attained the age of 21 years.

Ref. Award Clause 9.

CONDITIONS UNDER WHICH DEFERRED OR GRANTED.

(1) The Board may determine the condition under which increments may be granted to officers whose attendance for duty during the year has been for a lesser period than eleven months.

(2) The permanent head shall furnish monthly to the Board through the Inspector a return of all increments granted during the month.

(3) Where the Permanent Head determines in pursuance of sub-section (4) of section 31 of the Act (which dealt with Deferment) that an officer is not entitled to receive an increment from the due date, a copy of the order depriving the officer of the increment, with a statement of reasons for such action, shall be furnished to the officer affected, who may, within seven days of receipt of such order, appeal to the Board through the Permanent Head and the Inspector against the action taken.

(4) All deferment of increments shall be reported by the Permanent Head to the Board through the Inspector.

(5) Where an increment has been deferred, the Board may determine that, for purposes of future advancement, the increment shall be deemed to have been granted from the date on which, but for such deferment, it would have become due:

Provided that where an increment has been deferred owing to misconduct or inefficiency, the provisions of this sub-regulation shall not apply unless the officers conduct, diligence, and efficiency during the ensuing twelve months be reported as satisfactory. Ref. Reg. 114.

TO TEMPORARY EMPLOYEES ON PERMANENT APPOINTMENT.

(1) The following conditions shall apply to any person temporarily employed at the date of his permanent appointment to a Fourth Division position which has status similar to that of his temporary position:—

- (a) If he is in receipt of pay above the minimum rate prescribed for a permanent office in a like position, he shall be appointed without diminution of pay, and shall, if not in receipt of the maximum salary of his position, be eligible for incremental advancement, subject to the usual conditions governing the granting of increments, twelve months from the date of receipt of pay drawn as a temporary employee at the time of his permanent appointment; and
- (b) If he is in receipt of the minimum salary of his position, he shall be eligible for incremental advancement, subject to the usual conditions governing the granting of increments on the following basis:—
 - (i) If he has had less than twelve months temporary service—increment to be granted twelve months from the date of his permanent appointment; and
 - (ii) If he has had twelve months temporary service but less than two years' temporary service—increment to be granted from the date of completion of two years' combined temporary and permanent service.

(2) Where a temporary employee is permanently appointed to a position in the Fourth Division and at the time of his permanent appointment or at any time during his temporary service he was employed in a higher position than that to which he is permanently appointed, his salary on appointment and incremental advancement shall be determined as if the whole of his continuous temporary service had been in the position to which he was appointed.

(3) The salary paid from 1st July, 1926, of any officer appointed to the permanent staff after 1st January, 1924, and prior to 1st July, 1926, shall be adjusted to a rate not less than that which would have been payable on 1st July, 1926, if the foregoing conditions had been in operation at the time of his permanent appointment: Provided that for the purpose of this sub-regulation no increment shall be deemed to have accrued prior to 1st January, 1925.

(4) The salary paid from the date of appointment of any officer appointed to the permanent staff after 1st July, 1926, and prior to the

date of this regulation, shall be adjusted to a rate which would have been payable on appointment if the foregoing conditions had been in operation at the time of his permanent appointment.

(5) No increase shall be granted under this regulation which would place an officer in a more favourable position than if the whole of his service had been on the permanent staff. Ref. Reg. 113.

INSURANCE ON FURNITURE AND EFFECTS REMOVED OR STORED

ACCEPTANCE OF INDEMNITY BY COMMONWEALTH.

(a) The Commonwealth will accept liability, as determined, for loss or damage, including breakages to furniture, household and personal effects, where removal is arranged at public expense and carried out through the Department of Supply. Indemnity will not be provided by the Commonwealth against loss or damage where the removal is carried out by private arrangement; the officer or employee should in these circumstances make his own arrangements about insurance.

(b) The use of the word "INDEMNITY" in this order and other orders in this sub-section means that the Commonwealth will carry the risk up to the total amount of the cover provided. Thus, if an officer or employee values his furniture, etc., at an amount in excess of £1,100 he will nevertheless be covered for any losses, damages, etc., which may occur, up to a total of £1,100.

Ref. G.O. 9/C/1.

ADDITIONAL COVER AT OPTION OF OFFICER.

An officer or employee may, at his own expense, take out additional insurance cover with an insurance office to cover loss, damage, or breakage over and above the liability accepted by the Commonwealth (See G.O. 9/C/2 Maximum Indemnity).

Ref. G.O. 9/C/5.

EFFECTS MOVED BY SEA.

The indemnity of £1,100 covered by this sub-section is available for all removals in Australia and to or from and within Australian Territories. It applies regardless of the method of transport used.

Ref. G.O. 9/C/6.

MAXIMUM COVER BY COMMONWEALTH.

(a) The maximum amount of liability accepted by the Commonwealth Government is £1,100 Australian currency, for which no premium is payable by the owner of the furniture and effects or by the Department.

(b) The maximum liability is to cover both goods in store and goods removed. If an officer or employee has goods in store, and goods removed, the total liability in respect of both transactions combined shall not exceed £1,100.

Ref. G.O. 9/C/2.

PERIOD OF COVERAGE.

Except as provided in G.O. 9/C/6, indemnity given to the officer or employee, while the ownership of the goods remains with the officer or employee, applies from the time delivery of goods is accepted by the furniture remover and while the goods are in transit or store and up to the time the goods are delivered to a residence indicated in writing by the owner.

Ref. G.O. 9/C/3.

INSURANCE OF OFFICERS' MOTOR VEHICLES USED ON DEPARTMENTAL BUSINESS.

The mileage rates payable under Regulation 90 include a component to cover the costs of both Comprehensive and Compulsory Third Party Insurance at the rate for private vehicles. As the Commonwealth is thus, in effect, paying the premiums in both cases, it does not carry any insurance risk on private vehicles used on official business.

Certain insurance companies classify a vehicle used by an officer for official purposes as a business vehicle, and require additional premiums. It is an officer's personal responsibility to ascertain the practice of his own company on this, and to arrange if obligatory, for the insurance to be carried out at business rates. On production by the officer of satisfactory evidence that insurance at business rates was actually required by his insurance company, the Department will reimburse him for the difference between the amount actually paid and the amount payable at private rates.

If in any case the Commonwealth is adjudged liable for damages arising out of an accident involving an officer using his private vehicle on official purposes, the Commonwealth will claim against the officer to recover the damages awarded against it. It is, therefore, desirable for an officer to cover himself by taking out a Comprehensive Policy, but this is a matter for the officer to decide for himself.

Ref. P.S.B. Circular 1954/17.

JURY SERVICE

(See under "Leave").

LEAVE

ACCIDENT. (See under "Accident").

APPLICATIONS FOR.

All Leave must be covered by a written application which should indicate a specific period for which leave is required, and the **reason** for such leave. "Urgent private business" is not acceptable as a reason; should an applicant be unwilling to indicate in writing his reason for desiring leave he may explain the reason to a responsible officer, who should endorse the application accordingly. Difficulty is often experi-

enced in deciphering signatures. Applications should clearly show the full name and designation of the employee; where the signature is not legible the name should be shown in block letters.

Ref. Personnel Inst. Sect. 1, Para. 3.

BLOOD DONORS.

Employees volunteering for blood transfusions may be granted leave with pay without deduction from sick leave credits for the period necessarily involved in attendance for a transfusion. Where, however, as a result of the transfusion any further period of leave is sought, the usual conditions relative to the granting of sick leave necessitated by the illness should be applied.

Notification to attend as a blood donor must be sighted by the Staff Clerk before leave is granted.

Ref. Personnel Inst. No. 56.

DENTAL PURPOSES

(See under "SICK LEAVE").

DISTRICT ALLOWANCES, PAYMENT WHILST ON LEAVE.

(b) Payment of district allowance may be continued whilst an officer is absent from his district on recreation leave, accumulated recreation leave, or sick leave with pay; provided that, when an officer is not resuming duty at his former station at the expiration of leave, the provisions of G.O. 8/A/2 (a) (which says—"Where an officer is permanently transferred from one allowance district locality to another, the allowance payable in the locality from which he is transferred applies until he actually takes up duty in the new locality") or 8/A/2 (b) (which says "Where an officer is permanently transferred from a district allowance locality to a non-allowance locality, the allowance ceases from the date the officer finally leaves the district") will apply.

(e) Where the services of an employee stationed in a District Allowance area are terminated or the employee resigns, District Allowance at the rate applicable at the date of ceasing duty may be included in the computation of any pro-rata or accrued recreation leave payments, in respect of that part of recreation leave which accrued in the District Allowance locality.

Ref. G.O. 8/A/7.

EXAMINATIONS, TO ATTEND.

(a) Leave of absence, on the basis, and according to the conditions, of Reg. 50 (3) (which says "The Chief Officer may grant leave to any officer to attend any examinations which under the regulations is required to be passed as a condition of advancement, any examination of a University or of a Technical College or School recognized by the Board in subjects a knowledge of which would, in the opinion of the Chief Officer, increase an officer's usefulness in the Public Service or any examination which it is necessary that an officer should attend as part of a course of training under a scheme of vocational training.

Provided that leave so granted in excess of five days in any period of

twelve months shall, at the option of the officer, be granted without pay or deducted from the officer's next recreation leave") may be granted to employees who—

- (i) desire to attend an examination for permanent appointment to the Commonwealth Public Service; or
 - (ii) are required to attend an examination the passing of which by an employee is a necessary condition of advancement in accordance with Section 32 of the Public Service Act, or a determination of the Public Service Arbitrator.
- (b) The University examinations referred to in regulation 50 (3) are primarily those connected with the University courses leading to Degrees or Diplomas, but leave to attend University or Department of Education examination for the Intermediate, Leaving, Matriculation, Junior, Junior Public, Senior Public, or Schools Board Certificate, may be granted to officers and/or employees provided the attendance is either—
- (i) to obtain a qualification or part qualifications for appointment, promotion or transfer in the Service; or
 - (ii) in the case of officers only, to enable them to matriculate prior to entry on a course of study at the university. Ref. G.O. 14/A/2.

INFECTIOUS DISEASES, CONTACTS WITH.

Before leave is granted under regulation 58A, (which says "(1) Upon report by a duly qualified medical practitioner that, by reason of contact with a person suffering from an infectious disease and through the operation of restrictions imposed by Commonwealth or State law in respect of such a disease, an officer is unable to attend for duty, the Chief Officer may grant the officer leave of absence. Such leave of absence may be regarded as leave of absence owing to illness or, at the option of the officer, the whole or any portion of the leave may be deducted from recreation leave due. (2) Leave of absence under the last preceding sub-regulation shall not be granted for any period beyond the earliest date at which it would be practicable for the officer to resume duty, having regard to the restrictions imposed by law") it should be ascertained whether the law operating in the locality in which the officer or employee concerned resides requires his isolation as a contact. If the law does not make such a provision, leave should not be granted under the provisions of the regulation, notwithstanding that it may have been recommended by a medical practitioner.

Ref. G.O. 5/C/4 Reg. 58A.

JURY SERVICE.

(1) An officer summoned as a juror shall promptly notify the Chief Officer.

(2) Any officer so summoned shall be granted leave of absence for the period necessary for his attendance upon the Court, and such leave shall be with full pay.

(2A) An officer summoned to attend as a juror shall pay to the Commonwealth any amounts received by him as fees for so attending.

(2B) An amount payable to the Commonwealth in accordance with the last preceding sub-regulation may be sued for and recovered in a court of competent jurisdiction as a debt due and payable to the Commonwealth.

(3) This regulation shall apply to temporary employees.

Ref. Reg. 45A.

ON ACCOUNT OF ILLNESS OR OTHER PRESCRIBED CAUSE

(Period Allowed). (See under "SICK LEAVE").

OPTICAL PURPOSES. (See under "SICK LEAVE").

PRESCRIBED DEFENCE PURPOSES.

(1) Each of the following is a prescribed service for the purposes of paragraph (a) of sub-section (1) of section 72 of the Act:—(which says "The Chief Officer may grant leave of absence to an officer or employee—

- (a) to enable the officer or employee to engage in such service as is prescribed in the Defence Force or in the naval, military or air forces of a part of the Queen's dominions (including a British protectorate or a British protected state), of a country allied with Australia for the purposes of defence or of the United Nations; or
- (b) with the approval of the Board, to enable the officer or employee to engage in work or employment which is in the interests of the defence or public safety of the Commonwealth or the Territories of the Commonwealth.

(2) Leave granted under this section is subject to such terms and conditions as are prescribed.

(3) The period during which an officer or employee is absent on leave granted under this section shall be deemed to form part of the period of service or employment of the officer or employee under this Act."

- (a) Service in time of war as a member of the defence force or of another force referred to in that paragraph;
- (b) Service as a member of a part of the Defence force or of another force referred to in that paragraph which has been allotted for duty in an area in which the forces of the United Nations are engaged in warlike operations.
- (c) Annual training as a member of the Citizens Naval Forces, the Citizens Military Forces, the Citizen Air Force or the Royal Australian Air Force Active Reserve;
- (d) attendance at a school, class or course of instruction conducted for the training of members of the Citizen Naval Forces, the Citizen Military Forces or the Citizen Air Force; and

- (e) Service on full time duties as a member of the Citizen Naval Forces, the Citizen Military Forces, the Citizen Air Force or the Royal Australian Air Force Active Reserve for or in connection with the training of persons liable to training under the National Service Act 1951-1953. Ref. Reg. 51.

VOLUNTEER CITIZEN FORCES

The Board has approved the grant by the Chief Officer of leave of absence with **full pay** to officers and employees, who are members of the Volunteer Citizen Forces, for the purpose of attending Naval, Military or Air Force Training. This approval has effect as from 29th March, 1960, and the undermentioned conditions govern the grant of such leave:—

- (a) for attendance for Annual Continuous Obligatory Training:—
- (1) Citizen Naval Forces—up to 13 days (including Saturdays and Sundays),
 - (2) Citizen Military Forces—up to 14 days (including Saturdays and Sundays).
 - (3) Citizen Air Force—up to 16 days (including Saturdays and Sundays).
 - (4) In addition to the number of days shown above, a further four days may be granted for annual obligatory training purposes on certification by the Commanding Officer of the particular Service Unit that the additional days are required for this purpose. Board's advice is that the additional days may be required only for service in the Citizen Military Forces, and even then only in the case of a limited number of Units.

(b) for attendance at one school, class or course of instruction annually:—

- (1) Citizen Naval Forces—up to 13 days (including Saturdays and Sundays);
- (2) Citizen Military Forces—up to 16 days (including Saturdays and Sundays);
- (3) Citizen Air Force—up to 16 days (including Saturdays and Sundays).

In each case evidence of the necessity for attendance at the camp or training shall be submitted with the officer's or employee's application, and at the conclusion of the camp, school, class or course of instruction, the officer or employee shall produce to the Chief Officer a certificate by his Commanding Officer of attendance thereat.

If in any case it would not be in the public interest to grant leave of absence to an officer for the purpose of attending camp, etc., of his own unit or corps, the Chief Officer may grant, in lieu, leave of absence for the purpose of attending an equivalent camp, etc., of another unit or corps.

Leave of absence with pay granted in accordance with these instructions shall not be deducted from Recreation Leave.

(a) An officer or employee who while undergoing training referred to in this instruction sustains compensable injury or illness necessitating his

absence from duty beyond the period for which leave has been granted, may, if he so desires, elect to receive in lieu of weekly payments under the Compensation Act, sick leave with pay with consequential reduction in sick leave credits and after sick leave ceases to be in excess of the weekly rate of compensation or sick leave credit exhausted, weekly payment of compensation for any remaining period;

(b) If compensation is paid during any of the period of the absence, leave for the actual period during which compensation is paid shall be granted as leave without pay. In this regard the proviso of General Order 5/D/2 will apply.

The following instructions are issued for the guidance of officers assessing "**full pay**".

(i) Full pay, includes an allowance specified in paragraphs—(c), (d), (e), (f), (g), (h), (i), (k), (l), (m), or (n), of Public Service Regulation 62. Increments, including higher duties allowance increments (if any) which fall due during an officer's service on Citizen Force training leave, should be granted provided the officer would have been paid the increment if he had not been granted leave of absence.

(ii) Higher duties allowance may be included subject to the following conditions:—

(a) the officer has drawn higher duties allowance for at least one month before the Citizen Force training leave commences; and

(b) the officer would have continued to act but for absence on Citizen Force training leave.

(iii) Where an officer is acting in a higher position at the time of commencing Citizen Force training leave, but has not been in receipt of higher duties allowance for at least one month, he must be **credited** with higher duties service if he would have continued to act, but for his absence on defence leave. On determining remuneration on resuming duty, this higher duties service should be taken into consideration.

(iv) The following allowances, extraneous payments, etc., should be excluded:—

(a) Shift duty payments.

(b) Week-end penalty payments.

(c) District Allowance except where a married officer's or employee's family remains in the District Allowance locality.

If any doubt arises as to whether an allowance should be included or excluded in the computation of an officer's or employee's remuneration the Board should be consulted.

Ref. P.S.B. Circ. 1960/12.

PRIOR TO RETIREMENT OR RESIGNATION.

The following conditions govern the grant of leave to officers about to sever their connection with the service:—

(i) When an officer who has not reached the age of 60 years submits his resignation or is to be retired from the Public Service, he may be

granted any recreation due to him in respect of the calendar year in which his services terminate, provided he has reached the anniversary in that year of his date of appointment to the service, or the anniversary of the date of commencement of employment where the officer had temporary service prior to, and continuous with, permanent service.

Examples—

(A) Appointed to the service or commenced continuous employment on 1st April, 1945.

Resigns on 1st May, 1951, without having had recreation leave in respect of 1951.

May be granted leave for 1951 prior to acceptance of resignation.

(B) Appointed to the service or commenced continuous employment on 1st October, 1945.

Resigns on 1st May, 1951.

Leave should be granted on resignation as anniversary of date of appointment has not at that time been reached.

Where necessary the resignation of an officer should be returned to him for amendment so that it might be expressed to take effect from the date of expiry of any recreation leave granted.

(ii) An officer who submits his resignation while on recreation leave for the current year may complete the recreation leave before his services terminate.

(iii) An officer who has reached the age of 60 years and who submits his resignation, or is to be retired, may be granted any recreation leave for which he is eligible in respect of the current year, although he may not have reached the anniversary in that year of his date of appointment to the service.

(iv) Recreation leave which has been deferred from a previous year or years under Public Service Regulation 48 ("Prior service reckoned as Commonwealth Service") or 49 ("Employment of Married Women") may be granted prior to resignation or retirement. Recreation leave, to the extent due may also be granted following upon sick leave when retirement is effected under Section 67 (which see under "Incapacity of Officers") of the Act.

(v) In the case of an officer retiring on attaining the age of 65 years, recreation leave cannot be extended beyond his 65th birthday, notwithstanding that the full period of recreation leave might not have been completed.

(vi) There is no provision in the Public Service Act or Regulations for the grant to permanent officers of salary in lieu of recreation leave not taken. Payment in lieu of recreation leave, either to officers, or their dependants in the case of death, cannot be made.

(vii) Notwithstanding sub-paragraph (vi) of this order, where for other than disciplinary reasons, an officer's probationary appointment is annulled or his services are dispensed with under Section 37 of the Public Service Act (Persons appointed on Probation only) or the appointment is cancelled, or an officer resigns, without having completed twelve

months' service (i.e., combined probationary service and service subsequent to the confirmation of appointment) the service rendered is to be treated as if it had been temporary service and pro-rata recreation leave or payment in lieu should be granted.

Ref. G.O. 5/B/15.

SUBPOENAED OR CALLED AS WITNESS.

(1) An officer subpoenaed or called as a witness shall promptly notify the Chief Officer.

(2) An officer who is required to attend, whether as a result of having been served with a subpoena or otherwise, to give evidence—

(a) on behalf of the Commonwealth or an authority established by or under a law of the Commonwealth or a law of the territory of the Commonwealth in a judicial proceeding;

(b) on behalf of the Crown or an informant or complainant, being an officer of the Commonwealth acting in the course of his duties, in a prosecution for an offence against a law of the Commonwealth or a law in force in a Territory of the Commonwealth;

(c) before a Royal Commission appointed under a law of the Commonwealth or a person conducting an enquiry under a law of the Commonwealth or a law in force in a territory of the Commonwealth;

(d) at the instance of a person or authority exercising arbitral functions by virtue of a law of the Commonwealth or a law in force in the Territory of the Commonwealth; or

(e) on behalf of the Commonwealth or an authority established by or under a law of the Commonwealth or a law of the Territory of the Commonwealth before a person or authority exercising arbitral functions by virtue of a law of the Commonwealth or a law in force in the Territory of the Commonwealth, shall be granted such leave with pay during such period as is necessary to enable the officer to attend in accordance with the requirement and, if it is necessary for the officer to travel for the purpose of so attending, the officer shall, for the purposes of payment of travelling allowances and expenses, be entitled to travelling allowances and expenses on the same basis as if the officer had travelled in the course of his duties.

(2A) An officer who, by reason of attending to give evidence in any of the circumstances referred to in the last preceding sub-regulation, receives payment, other than payment of travelling allowances and expenses by reason of the operation of that sub-regulation, of witnesses expenses shall pay the amount received to the Commonwealth.

(3) An officer subpoenaed or called as a witness on behalf of a State shall, as regards his attendance to give evidence, be deemed to be in the performance of his usual duties, and no witness fees (other than the expenses, if any, paid by the Commonwealth for his travelling allow-

ances) shall be charged by or paid to him on account of his being subpoenaed or called. Any amount received by the officer, otherwise than from the Commonwealth, in respect of travelling expenses shall be paid to the Commonwealth.

(3A) An amount payable to the Commonwealth in accordance with sub-regulation (2A) or (3) of this regulation may be sued for and recovered in a court of competent jurisdiction as a debt due and payable to the Commonwealth.

(4) An officer subpoenaed or called as a witness in any other circumstances may be granted leave, but such leave shall be without pay, and any fees received as a witness may be retained by the officer.

(5) In this regulation "officer" includes a temporary employee.

Ref. Reg. 45.

SPECIAL LEAVE.

(1) The Chief Officer may, upon sufficient cause being shown, grant any officer leave of absence not exceeding three days in any twelve months without deduction from recreation leave.

(1A) (a) Where an officer is required to attend for the purpose of an interview or a medical examination in connection with his enlistment or proposed enlistment in the Citizen Naval Forces, the Citizen Military Forces, the Citizen Air Force, or the Royal Australian Air Force Active Reserve; and

(b) the officer is not eligible for the grant of leave of absence under the last preceding sub-regulation, the Chief Officer may grant to the officer leave of absence to attend for the purposes of the interview or medical examination.

(2) In addition to leave granted under sub-regulation (1) of this regulation, the CHIEF OFFICER may grant any officer leave of absence not exceeding three days in any twelve months subject to deduction of the period of leave from the officers next recreation leave. Ref. Reg. 50.

SPECIAL, TEMPORARY AND EXEMPT EMPLOYEES.

The Chief Officer may, upon sufficient cause being shown—

(i) Grant any employee who has served for twelve months, leave of absence not exceeding three days in any sick leave year (For "DEFINITION" of "Sick Leave Year" see under "SICK LEAVE") without deduction from recreation leave.

(ii) Grant any employee, who at the date on which leave is granted has had service sufficient to establish on termination of employment for reasons other than misconduct a pro-rata recreation leave credit sufficient to cover the period of leave required, leave of absence not exceeding three days in any sick leave year subject to deduction of the period of leave from the employee's next accruing recreation leave. Where the employee's services terminate before the next annual accrual of recreation leave, the equivalent value of the leave granted under this provision should be deducted from the payment in lieu of pro-rata

recreation leave due at the date of termination. Leave of absence under this sub-paragraph may be granted in addition to any leave granted under (i) in the foregoing.

The Chief Officer should exercise his discretion in the same manner as he would do so on the application of an officer for leave under Reg. 50 (1) or (2)—(which see under "LEAVE" Sub. Heading "Special"), as the case may be.

Ref. G.O. 5/F/11.

SPORTS, PARTICIPATION IN.

Inter-departmental or inter-branch sporting fixtures should normally be held outside office hours. However, where such a fixture is of such a nature that its success depends upon the holding part or all of it during office hours, leave to officers whose participation is necessary for its success may be granted under Regulation 50 or as recreation leave. Temporary employees with twelve months' service or more may be similarly treated.

Ref. G.O. 5/F/3.

TO RETURN HOME FROM REMOTE LOCALITIES. REIMBURSEMENT OF FARES. (See under "FARES").

URGENT PRIVATE BUSINESS. (See under "APPLICATIONS FOR"). **WITHOUT PAY.**

(1) The Board may, on the application of an officer or employee, grant to the officer or employee leave of absence without pay—

- (a) Where the absence is for the purpose of enabling the officer or employee to occupy an executive office in an organization (as defined by the Public Service Arbitration Act 1920-1950) of employees in the Public Service and the officer or employee is required to devote the whole of his time to the duties of that office;
- (b) where the leave of absence is for the purpose of enabling the officer or employee—
 - (i) to pursue a course of studies, or to undertake research, relating to the duties of an office in the Commonwealth Service;
 - (ii) to undertake vocational training under Part III of the Re-establishment and Employment Act 1945-1951 or under any other Commonwealth scheme of vocational training;
 - (iii) to engage in employment under the Commonwealth or an authority of the Commonwealth not being employment under this Act or employment in relation to which the Officers' Rights Declaration Act 1928-1940 applies; or
 - (iv) to engage in employment with Commonwealth Hostels Limited, for a period not exceeding twelve months or for such longer period as the Board thinks fit; or
- (c) for any other purpose (not being a purpose in respect of which leave may be granted under any other provision of this Act)—for a period not exceeding twelve months.

(2) The period during which an officer or employee is absent on leave granted under this section shall not, unless the Board otherwise determines, be deemed to form part of the period of service or employment of the Officer or employee under this Act. Ref. Act 71.

LIFE ASSURANCE POLICIES

TRANSFER OF.

In order to assist you to contribute as much as possible to the Superannuation Fund, the Superannuation Board may take over your life assurance policies. If a policy is taken over, the Board will pay the future premiums and, on maturity of the policy, will collect the amount due. From this sum will be deducted the premiums paid by the Board, plus compound interest thereon, and the balance will be paid to the assured.

The policies must be endowment policies and unencumbered. The Board will not accept whole life policies. If, however, a contributor has a whole life policy which has been in force for not less than seven years, it may suit him to convert the policy into an endowment policy (maturing at age 60 or 65) which may be acceptable to the Board. You should first obtain from the assurance company particulars of the conversion and submit them to the Board for consideration.

Endowment policies cannot be taken over by the Board unless they have been in force for a sufficient number of years (generally at least five years) to ensure that on maturity the value of the policy will cover the premiums paid by the Board, plus compound interest thereon.

The rate of interest at present charged is 4 per cent.

OFFENCES

Section 55 P.S. Act.

(1) An officer (other than an officer in the First or Second Division) who—

- (a) Wilfully disobeys or disregards any lawful order made or given by any person having authority to make or give the order; or
- (b) Is negligent or careless in the discharge of his duties; or
- (c) Is inefficient or incompetent through causes which appear to be within his own control; or
- (d) Uses intoxicating liquors or drugs to excess; or
- (e) Is guilty of any disgraceful or improper conduct, either in his official capacity or otherwise; or
- (f) Commits any breach of the provisions of this Act or any regulations thereunder; or
- (g) Having made an oath or affirmation in the form in the Fourth Schedule to this Act, does or says anything in violation of that oath or affirmation; or

(h) Has wilfully supplied to any officer or other person acting on behalf of the Commonwealth incorrect or misleading information in connection with his appointment to the Commonwealth Service, shall be guilty of an offence, and shall be liable for such punishment as is determined under the provisions of this section.

(2) If the Chief Officer, or any officer prescribed as having power to deal with minor offences, has any reason to believe that an officer has committed a minor offence, he may call upon the officer for an explanation as to the alleged offence, and if, on consideration of the explanation, he is of the opinion that the offence has been committed, he may caution or reprimand the offending officer, or fine him a sum not exceeding ten shillings. Any caution, reprimand, or fine by an officer other than the Chief Officer shall be forthwith reported to the Chief Officer, and where the offence has been punished by a fine, the officer affected may appeal to the Chief Officer within forty-eight hours of the notification to him of the punishment. Upon such appeal the Chief Officer may confirm, annul, or reduce the punishment, and his decision shall be final.

(3) Where there is reason to believe that an officer (not being an officer of the First or Second Division) has committed an offence, other than a minor offence punishable under the provisions of the preceding subsection—

(a) The officer may be charged by the Chief Officer, or any other officer prescribed as having power to lay a charge, and may if it is considered that the charge is of such a serious nature that the charged officer should not continue in the performance of his duty, be suspended by the Chief Officer, or, in emergent cases, by any other officer having power as aforesaid.

(b) Suspension may be effected prior to or at the time of, or subsequent to, the laying of the charge, and may be removed at any time by the Chief Officer pending determination of the charge, or, in any case where the charge has not been sustained, immediately on a finding to that effect.

(c) Upon a charge being laid against an officer, he shall forthwith be furnished with a copy of the charge, and shall be directed to reply forthwith in writing, stating whether he admits or denies the truth of the charge, and giving any explanation he desires thereto. If a reply is not made by the officer within seven days of his receipt of the charge, the officer shall be deemed to deny the truth of the charge.

(d) If the Chief Officer, after consideration of reports relating to the offence and charge and the reply and explanations, if any, of the officer charged, and any further reports he may consider necessary, is of the opinion that the charge has been sustained, he may—

(i) Fine the officer any sum not exceeding £20; or

(ii) Reduce his salary; or

(iii) Reduce him to a lower division, class or position, and salary; or

(iv) Transfer him to some other position or locality, which transfer may be in addition to fine or reduction; or

(v) Recommend to the Board the dismissal of the officer from the Service.

Provided that if the punishment so imposed or recommended by the Chief Officer be other than a fine not exceeding Two Pounds or if, in the case of an officer who has been deprived of his salary during suspension, the amount of the fine imposed, together with the amount of salary of which he has been deprived, exceeds Two Pounds, the officer may appeal, in such manner and within such time, not less than seven days, as is prescribed, against the decision of the Chief Officer, and the appeal shall be heard by an Appeal Board constituted as hereinafter prescribed.

(e) If no appeal is made by an officer against a recommendation that he be dismissed, the Board of Commissioners may dismiss the officer or impose any other punishment specified in the last preceding paragraph.

(4) Appeal may be made on the ground of innocence of the charge, or excessive severity of the punishment, and the Appeal Board may confirm, annul, or vary the decision appealed against by imposing any other punishment specified in the last preceding sub-section, and its decision shall be final, except that in any case where the Appeal Board considers the officer should be dismissed, the case shall be referred by the Chairman of the Appeal Board to the Board of Commissioners, which may dismiss the officer from the Commonwealth Service, or impose any other such punishment as is prescribed in the preceding sub-section. In the hearing of any appeal against the excessive severity of the punishment the Appeal Board shall take into consideration the previous record of the officer.

(5) An Appeal Board constituted under this section shall comprise—

(a) A chairman who shall have the qualifications of a Stipendiary or Police Magistrate, and shall be appointed to the office by the Board of Commissioners, but shall not while sitting as Chairman of an Appeal Board be subject to direction by any person or authority under this Act;

(b) An officer of the Department to which the appellant belongs (not being an officer concerned in the laying of the charge against the appellant), appointed by the Chief Officer for the purpose of the particular appeal to be heard; and

(c) An officer elected as prescribed, by and from the officers of the division in which the appellant is included in the State in which the appellant performs his duties, as the representative for that State of the Division in which the appellant is included or an officer appointed in pursuance of sub-section (6) of this section.

Any two members of an Appeal Board may by consent of the parties concerned exercise all the powers of the Board for investigation and decision.

(5A) Where a person who is not an officer of the Commonwealth Service is appointed Chairman of an Appeal Board he shall hold office during the pleasure of the Board of Commissioners and shall receive such remuneration, by way of fees, as the Board of Commissioners determines.

(6) In the case of illness, absence or suspension of an officer who is the elected representative of the Division to which the appellant belongs, or of there being no elected representative of that Division, or where the Board of Commissioners is of opinion that, by reason of his being personally interested in, or affected by, any matter which is the subject of appeal under this section, it is undesirable that the elected representative should act as a member of an Appeal Board, the Board of Commissioners may appoint another officer of the same division to act temporarily as a member of an Appeal Board in lieu of an elected representative.

(7) Every member of an Appeal Board shall, before proceeding to perform the duties or exercise the powers of a member of an Appeal Board, take an oath or make an affirmation in the form in the Fifth Schedule of this Act.

(9A) Where, at any meeting of an Appeal Board, the members present are divided in opinion as to any action to be taken by it under subsection (4) of this section, the question shall be decided according to the decision of the majority, if there is a majority, and where the members present are equally divided on any such question, the question shall be postponed to a later meeting of the Board.

(10) Where an officer has been suspended under this section and—

(a) The Chief Officer, after consideration of reports relating to the offence and charge and the reply and explanation, if any, is of opinion that the charge against the officer has not been sustained; or

(b) An Appeal Board finds that the charge against the officer is not proved, the Chief Officer shall forthwith remove the suspension.

OFFICES

CREATION AND ABOLITION OF.

(1) The Governor-General may, on the recommendation of the Board, after the Board has obtained a report from the Permanent Head—

(a) create an office in a Department; and

(b) abolish an office in a Department.

(2) The Board may, after the Board has obtained a report from the Permanent Head—

(a) raise or lower the classification of an office; and

(b) alter the designation of an office, other than the office of Permanent Head.

(3) Where the classification of an office is altered, the office shall be deemed to be vacant and the officer who occupied the office immediately before the alteration shall become an unattached officer.

(4) Where the Board makes the same alteration of the classification of all offices having the same designation and classification, the Board may, by notice published in the Gazette, direct that the last preceding sub-section shall not apply and in that case that sub-section does not apply.

(5) Where—

(a) the Board makes an alteration of the classification of an office in a case where there is no other office having the same designation and classification as that office, and

(b) the Board declares, by notice published in the Gazette, that the alteration is related to an alteration in respect of which a notice is or has been published under the last preceding sub-section, the Board may, in that first mentioned notice, direct that sub-section (3) of this section shall not apply in relation to that first mentioned alteration and, in that case, that sub-section does not apply.

Ref. Act 29.

OLD AGE PENSIONS

See under "PENSIONS".

OFFICER

DEFINITION OF. See under "DEFINITIONS".

OFFICERS

ENTITLED TO RETIRE AT 60.

Every officer having attained the age of sixty years shall be entitled to retire from the Commonwealth Service if he desires so to do; but any such officer may (unless retired as hereinafter provided) continue in the Service until he attains the age of sixty-five years.

If any officer continues in the Service after he has attained the age of sixty years, he may at any time before he attains the age of sixty-five years be retired from the Service by the Board, or in the case of an officer of the First Division, by the Governor-General.

Ref. Act 85.

MAY BE CONTINUED IN SERVICE BEYOND 65.

When an officer has attained the age of 65 years and in the opinion of the Board it is desirable in the interests of the Commonwealth that the officer should continue in the performance of the duties of his office, and the officer is willing and able to do so, the Board may direct the officer to continue in his office for a fixed time not exceeding twelve months, otherwise every officer on attaining sixty-five years of age shall retire from the Service.

Ref. Act 86.

OUTSIDE WORK

PERFORMANCE OF. See under "P".

OVERTIME

GENERAL CONDITIONS RE PAYMENT — PERMANENT OFFICERS AND TEMPORARY EMPLOYEES.

Payment for overtime shall be subject to the following conditions:—

- (a) The overtime is worked by the previous direction of the Chief Officer or other officer authorized by him, or (if the circumstances do not permit of previous direction) is subsequently approved in writing by the Chief Officer or other officer authorized by him.
- (b) An employee's salary for the purpose of computation of overtime shall include higher duties allowance and/or any allowance in the nature of salary.
- (c) Overtime shall be calculated to the nearest quarter of an hour of the total amount of overtime to be claimed in each fortnightly period.
- (d) The hourly rate for overtime payment shall be ascertained by applying the following formulae:—

- (i) Time and a half rate—

$$\begin{array}{rcccl} \text{Annual salary} & & 6 & & 3 \\ \hline & \times & & & \times \\ 313 & & \text{Prescribed weekly hours before} & & 2 \\ & & \text{overtime is payable.} & & \end{array}$$

- (ii) Double time rate—

$$\begin{array}{rcccl} \text{Annual salary} & & 6 & & 2 \\ \hline & \times & & & \times \\ 313 & & \text{Prescribed weekly hours before} & & 1 \\ & & \text{overtime is payable.} & & \end{array}$$

Provided that the maximum hourly rate shall be the rate ascertained by regarding 'annual salary' in those formulae as £1298 in the case of a male employee and £1144 in the case of a female employee:

Provided further that the rate so ascertained shall be not less than single time based on the employee's annual salary.

- (e) For the purposes of the last preceding paragraph the 'prescribed weekly hours before overtime is payable' shall be forty, unless otherwise specifically provided.
- (f) Except with the approval of the Board, a male employee in receipt of a salary in excess of £2358 per annum or a female employee in receipt of a salary in excess of £2204 per annum shall not be eligible to receive overtime payment.
- (g) Payment for overtime calculated for any period in accordance with the provisions of this clause shall not be subject to any fortnightly limitation in amount.
- (h) Payments for overtime shall be made under the conditions prescribed by Public Service Regulations where not inconsistent with this clause.

Ref. Award Clause 10, Det. 32 of 1956.

(d) Certain allowances related to the performance of duties are regarded as salary for the purpose of computing the rate of overtime payment.

These allowances are as follows:—

TECHNICIANS ASST. GRADE 2, TECHNICIAN, SENIOR TECHNICIAN.

May be paid an allowance at the rate of £38 P.A.—

(a) If employed at—

- (i) a carrier repeater station;
- (ii) a carrier terminal station;
- (iii) a trunk line testing station;
- (iv) a telegraph repeating station;
- (v) a chief telegraph office on telegraph maintenance duties;
- (vi) a national broadcasting station; or
- (vii) an overseas radio terminal.

(b) has demonstrated his proficiency to send and receive morse signals at the rate of 20 words per minute; and

(c) The Superintending Engineer has certified that the officer is required, in the performance of his duties, to send and receive morse signals.

TECHNICIAN (Mail).

He may be paid an allowance at the rate of £38 per annum under such conditions as are, from time to time, determined by the Board, on passing an examination in the subject of traffic procedure in the Mail Branch.

SUPERVISING TECHNICIAN, Grades 1, 2, 3, 4, 5.

(1) May be paid an allowance of £38 per annum if employed at—

- (i) a carrier station;
- (ii) a carrier terminal station;
- (iii) a trunk line testing station;
- (iv) a telegraph repeating station;
- (v) a chief telegraph office on telegraph maintenance duties;
- (vi) a national broadcasting station; or
- (vii) an overseas radio terminal;

(b) he has demonstrated his proficiency to send and receive morse signals at the rate of 20 words per minute; and

(c) The Superintending Engineer has certified that the officer is required in the performance of his duties to send and receive morse signals.

(2) Maybe paid an allowance at the rate of £38 per annum under such conditions as are, from time to time, approved by the Board, if—

- (a) He is employed on mail handling plant in the Mail Branch; and
- (b) He has passed an examination in the subject of traffic procedure in operation in the Mail Branch.

Ref. G.O. 12/A/8

HOLIDAYS HOURLY RATE COMPUTATION.

The hourly rate payable for holiday overtime should be computed on the same basis as the hourly rate of overtime on ordinary working days (Vide Order No. 12/A/8 which see in the foregoing) except that, subject to the maximum hourly rate provision, the rate payable is uniformly double time.

Ref. G.O. 12/G/21.

IN RELATION TO SUNDAY DUTY.

(a) Where overtime is worked in conjunction with rostered Sunday duty the overtime should be computed as hereunder:—

- (i) If overtime for the class of position in which the Sunday duty is performed is payable on a daily basis, then Sunday overtime should be paid for any duty in excess of the rostered daily hours as for an ordinary working day. Where free time can be worked on an ordinary working day, this should not be required of officers and employees on a Sunday shift.

Example—A Telegraphist is rostered for $36\frac{1}{2}$ hours per week (average over a cycle). His roster includes a six-hour day shift on a Sunday. On an ordinary working day (Monday to Friday) a telegraphist may be required to give "free time" under prescribed conditions. However, on a Sunday this free time should not be required. Sunday overtime would be payable for all time worked in excess of his rostered hours for the day.

- (ii) If the officer or employee occupies a position where overtime is payable only on a weekly or a fortnightly basis, he should be paid half rate extra for duty performed on the Sunday. Duty on Sunday is then included in the total weekly or fortnightly hours and overtime paid at prescribed rates for duty in excess of the prescribed weekly or fortnightly hours.

Example—An Inquiry Officer performs the following duty during a week:—

Thursday	7 hours 18 mins.
Friday	7 " 18 "
Saturday	3 " 30 "
Sunday	8 " 18 "
Monday	7 " 18 "
Tuesday	8 " 18 "
Wednesday	OFF DUTY
Total	42 Hours

Payment to be made—Sunday Duty—

8 hrs. 18 mins. at $\frac{1}{2}$ extra rate = 4 hours 9 minutes ordinary pay.

Overtime for the Week—

2 hours at time and a half = 3 hours ordinary pay.

Additional Pay for the Week—7 hours 9 minutes ordinary pay.

- (b) In all calculations of ordinary overtime on a weekly or fortnightly basis, duty on Sunday, which is paid for at full Sunday penalty rate of

double time, should be deducted from the total weekly hours worked. The provisions of regulation 67 (13) fixes a Salary Bar of £2,228 per annum.

Ref. G.O. 12/H/16.

RELEASE FROM DUTY AFTER OVERTIME.

(2) Subject to sub-clause (3) of this clause, where an employee is on overtime duty so long as not to have eight consecutive hours off duty before his next regular starting time, he shall be entitled to be absent until he has had eight hours off duty without deduction from his wages. Reasonable travelling time in addition to the eight hours off duty shall be allowed to cover time taken in travelling from and to his place of employment:

Provided that if such an employee is required by the Department to resume or continue work without having had eight consecutive hours off duty, he shall be paid at double rates until he is released from duty for that period, and he shall then be entitled to be absent until he has eight consecutive hours off duty without loss of pay for ordinary working time occurring during that absence.

(3) The provisions of sub-clause (2) of this clause shall not apply to overtime worked in the circumstances covered by clause 13 of Determination No. 32 of 1956 (Emergency Duty) or to overtime (not exceeding a period of three hours) worked immediately prior to the commencement of an ordinary shift.

Ref. Clause 4 and 7, Award.

PAY TABLES

Formula Fortnightly and Hourly.

Fortnightly salary is based on the following formula:

$$\frac{\text{Annual salary} \times 12}{313}$$

Hourly pay is based on the following formulae:

Half time—

$$\frac{\text{Annual salary}}{313} \times \frac{6}{\text{prescribed weekly hours}} \times \frac{1}{2}$$

Single or ordinary time—

$$\frac{\text{Annual salary}}{313} \times \frac{6}{\text{prescribed weekly hours}}$$

Time and a half—

$$\frac{\text{Annual salary}}{313} \times \frac{6}{\text{prescribed weekly hours}} \times \frac{3}{2}$$

Double time—

$$\frac{\text{Annual salary}}{313} \times \frac{6}{\text{prescribed weekly hours}} \times 2$$

HOURLY AND FORTNIGHTLY RATES OF PAY— 40 HOUR WEEK

Salary	Single Time	Half Time	One and a half	Double	Per Fortnight
£	s. d.	s. d.	s. d.	s. d.	£ s. d.
1	0 0.12	0 0.06	0 0.17	0 0.23	0 0 9.20
2	0 0.23	0 0.12	0 0.35	0 0.46	0 1 6.40
3	0 0.35	0 0.17	0 0.52	0 0.69	0 2 3.60
4	0 0.46	0 0.23	0 0.69	0 0.92	0 3 0.81
5	0 0.58	0 0.29	0 0.86	0 1.15	0 3 10.01
6	0 0.69	0 0.35	0 1.04	0 1.38	0 4 7.21
7	0 0.81	0 0.40	0 1.21	0 1.61	0 5 4.41
8	0 0.92	0 0.46	0 1.38	0 1.84	0 6 1.61
9	0 1.04	0 0.52	0 1.55	0 2.07	0 6 10.81
10	0 1.15	0 0.58	0 1.73	0 2.30	0 7 8.01
50	0 5.75	0 2.88	0 8.63	0 11.50	1 18 4.06
100	0 11.50	0 5.75	1 5.25	1 11.00	3 16 8.13
200	1 11.00	0 11.50	2 10.50	3 10.01	7 13 4.26
500	4 9.51	2 4.75	7 2.26	9 7.02	19 3 4.64
700	6 8.51	3 4.26	10 0.77	13 5.02	26 16 8.89
1000	9 7.02	4 9.51	14 4.52	19 2.03	38 6 9.28

To obtain the desired rate for salaries which do not appear in this table, add the above rates of pay equivalent to salary required.

In making calculations, decimals of .5 or over are to be regarded as one penny.

PERFORMANCE OF OUTSIDE WORK

APPLICATION FOR PERMISSION TO ENGAGE IN.

Where application is made for permission to engage in the performance of work outside the service, such application shall be submitted to the Chief Officer, who shall forward it, with his report, through the Permanent Head, for consideration by the Board.

Ref. Reg. 43.

EXPRESS PERMISSION OF PUBLIC SERVICE BOARD REQUIRED

(1) Except with the express permission of the Board, which permission may at any time be withdrawn, no officer shall—

- (a) accept or continue to hold an office in or under the Government of any State, 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 carried on by any corporation, company, firm or individual; or
- (c) engage in or undertake any such business, whether as a principal or agent; or

(d) engage or continue in the private practice of any profession, occupation or trade, or enter into any employment, whether remunerative or not, with any person, company or firm who or which is so engaged; or

(e) accept or engage in any remunerative employment other than in connection with the duties of his office or offices under the Commonwealth.

(2) 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 law in any State or elsewhere but an officer shall not take part in the conduct of the business of the company or society otherwise than by the exercise of his right to vote as a member or a shareholder.

(3) Notwithstanding anything contained in this section, an officer may, with the approval of the Board (which approval may at any time be withdrawn), act as a director of a co-operative society which is registered under any law in any state or elsewhere and does not enter into contracts for the supply of goods or services to the Commonwealth.

Ref. Act 91.

PENSIONS, AGE AND INVALID

These pensions are paid to people who satisfy certain age, residence and nationality requirements and who qualify under a means test which applies to income and property.

QUALIFYING AGE

For women, at least 60 years of age.

For men, at least 65 years of age.

RESIDENCE

To qualify, a person must have lived in Australia continuously for 20 years. This need not be immediately prior to claiming pension. Certain absences count as residence.

NATIONALITY

Only British subjects, or women who were British subjects before their marriage, are eligible.

RATE OF PAYMENT

The maximum rate of pension is £5 a week.

If the pensioner is an invalid, a Child's Allowance of 11/6 a week is paid free of the means test for the first child under 16 years. An extra 10/- a week pension may be paid, subject to the means test, for each other child. An allowance of £1/15/- a week may also be paid to his non-pensioner wife; this is subject to the means test.

Supplementary Assistance of 10/- a week is available to single pensioners and to married couples where only one is a pensioner and no wife's allowance is paid. This is payable only to persons who pay rent and who are considered to depend entirely on their pensions.

If a pensioner lives in a benevolent home, £1/13/- a week of the pension is paid to him; the rest is paid to the home for his maintenance, except where the pensioner is an inmate of an infirmary ward.

BLIND PERSONS

Permanently blind persons who are otherwise qualified are eligible, free of any means test, for a pension of £5 a week, plus Child's Allowance of 11/6 a week for the first child under 16. The means test does, however, apply to the payment of Wife's Allowance, the extra pension for children other than the first, and Supplementary Assistance. There are limits to the amount a blind person may receive from age and war pensions.

MEANS TEST

This sets the limit on the amount of income and property which a pensioner may have without the rate of pension being affected. If income and/or property exceed these limits, deductions from the pension are made on a sliding scale.

When income and property reach certain maximum amounts, no pension is payable.

ON INCOME

Single Persons

Income of up to £3/10/- a week does not affect the rate of pension. If the pensioner's income is more than £3/10/- a week, the pension is reduced by the amount of the excess. No pension is paid if income is £8/10/- or more a week.

Married Persons

Income of up to £7 a week does not affect the rate of pension. If the couple's income is more than £7 a week, the pension of either or both is reduced by half the amount of the excess. No pension is paid to either person if income is £17 or more a week.

Pensioners with children may, in certain circumstances, have additional income of 10/- a week for each child under 16 years.

"Income" includes earnings and any other form of income, with certain exceptions.

The main exceptions are:—

Income from property;

Gifts or allowances from children, parents, brothers or sisters;

Benefits from friendly societies;

Child endowment or other payments for children;

Commonwealth health benefits and amounts received from registered benefit organisations.

The value of board and lodging received by a pensioner is assessed as income of 12/6 a week.

ON PROPERTY

Under the merged means test, an age, invalid or widow pensioner without children who had no income, other than exempt income from

property, might have property to the value of £2020 and receive a maximum general rate pension. A widow with children similarly situated might have property up to the value of £2820 and still receive a pension at the maximum rate.

An individual applicant for an age or invalid pension who had no other income — other than exempt income from property — might have property to the value of £4620 under the merged means test before eligibility was exhausted.

By the same calculations, a widow with children and no other income might have property to the value of £5550 and a widow without children might have property to the value of £4300, before the deductions left no remainder and eligibility ceased.

A married couple may have property to the value of £9240 before being disqualified from receiving some pension if they have income from no other source than income from property.

"Property" includes all real and personal property, e.g., houses; land; money in hand, in a bank, invested or lent; shares; legacies; vehicles other than for personal use; livestock.

"Property" does not include the pensioner's home, furniture or personal effects.

Other types of property disregarded are:—

The surrender value (up to £750) of life insurance policies;

The value of any reversionary interest;

The capital value of any life interest, annuity or contingent interest.

PAYMENT OF AGE OR INVALID PENSION

Paid fortnightly in advance, two methods of payment are available, namely:—

(1) In cash at a Post Office nominated by the pensioner.

(2) By cheque posted to the pensioner's address.

Payment begins from the first pension pay day after the claim is lodged.

PENSIONER MEDICAL SERVICE

Free medical treatment of a general practitioner nature and free pharmaceutical benefits are available to all age, invalid, widow and service pensioners (and their dependants) whose pensions commenced before 1st November, 1955. Pensioners whose pensions commenced on or after that date may participate in the Pensioner Medical Service provided their income from other sources does not exceed £2 a week. People receiving tuberculosis allowance and their dependants are also eligible. Entitlement cards for the Service are issued by the Commonwealth Director of Social Services in each State.

FUNERAL BENEFITS

A Funeral Benefit of £10 is payable to the person who has paid, or is liable to pay, the cost of the funeral of an age or invalid pensioner or of a claimant who, but for his death, would have been granted an age or invalid pension.

The benefit is also payable, under the same conditions, in respect of the funeral of a person who, at the time of his death, was receiving, or was a claimant for, a tuberculosis allowance and was otherwise qualified for an age or invalid pension.

Where the cost of the funeral has been partly met from a contributory funeral benefit fund (except that of a friendly society or trade union), a funeral benefit is payable equal to the amount (not above £10) by which the cost of the funeral exceeded the payment from the fund.

A claim for funeral benefit should be lodged within six months after the pensioner's death with the Commonwealth Director of Social Services in the capital city of the State in which the death occurred. Claim forms may be obtained from a Registrar of Deaths or from any office of the Commonwealth Department of Social Services.

Funeral benefits were introduced by the Curtin Government in July, 1943.

WIFE'S ALLOWANCE

An allowance, not exceeding £1/15/- a week, may be granted to the wife of an invalid pensioner, if she is living with her husband and is not receiving an invalid or age pension, or a service pension under the Repatriation Act. The rate of the allowance is affected by income and property on the same basis as an age or invalid pension.

This allowance is payable, on the same conditions, to the wife of an age pensioner who is permanently incapacitated for work or permanently blind.

A wife's allowance is not payable to a woman whose husband is an inmate of a benevolent home, unless she has the custody, care and control of a child under the age of 16 years or is over 50 years of age.

CHILD'S ALLOWANCE

An allowance of £29/18/- a year (11/6 a week) in respect of the first or only child under the age of 16 years may be granted to the wife of an invalid pensioner (or age pensioner who is permanently incapacitated for work or permanently blind), if she is living with her husband and is not receiving a service pension.

This allowance for a child is additional to the wife's allowance and may also be granted where the wife is ineligible for a wife's allowance on account of income or property.

A child's allowance may also be granted to any invalid pensioner who has the custody, care and control of a child under the age of 16 years, but where both husband and wife are invalid pensioners, living together, the child's allowance is payable only to the wife.

A child's allowance may be paid to a blind pensioner.

IN RELATION TO SUPERANNUATION

The following table will indicate to contributors to the Superannuation Fund what effects any contributions would have in relation to payments under Age or Invalid Pensions.

Income of Husband and Wife, consisting of Superannuation only			Married Man (65 years) and Wife (60 years) £5 each per week Age pension.		
1 unit = 17/6 per week			Other permissible Income up to £3/10/- per week each.		
			Age Pension		Total Weekly
			To Husband	To Wife	Income
2	Units	£1 15 0	£5 0 0	5 0 0	£11 15 0
2½	"	2 3 9	£5 0 0	5 0 0	12 3 9
3	"	2 12 6	5 0 0	5 0 0	12 12 6
4	"	3 10 0	5 0 0	5 0 0	13 10 0
5	"	4 7 6	5 0 0	5 0 0	14 7 6
6	"	5 5 0	5 0 0	5 0 0	15 5 0
7	"	6 2 6	5 0 0	5 0 0	16 2 6
8	"	7 0 0	5 0 0	5 0 0	17 0 0
9	"	7 17 6	4 11 3	4 11 3	17 0 0
10	"	8 15 0	4 2 6	4 2 6	17 0 0
11	"	9 2 6	3 13 9	3 13 9	17 0 0
12	"	10 10 0	3 5 0	3 5 0	17 0 0
13	"	11 7 6	2 16 3	2 16 3	17 0 0
14	"	12 5 0	2 7 6	2 7 6	17 0 0
15	"	13 2 6	1 18 9	1 18 9	17 0 0
16	"	14 0 0	1 10 0	1 10 0	17 0 0
17	"	14 17 6	1 1 3	1 1 3	17 0 0
18	"	15 15 0	12 6	12 6	17 0 0
19	"	16 12 6	3 9	3 9	17 0 0
20	"	17 10 0	—	—	17 0 0

Income of single person, consisting of Superannuation only.			Age Pension = £5 per week Unmarried Woman (60 years) Unmarried man (65 years) Other permissible income, up to £3/10/- per week		
1 unit = 17/6 per week			Age Pension		Total Weekly
					Income
2	Units	£1 15 0	£5 0 0		£6 15 0
2½	"	2 3 9	5 0 0		7 3 9
3	"	2 12 6	5 0 0		7 12 6
4	"	3 10 0	5 0 0		8 10 0
5	"	4 7 6	4 2 6		8 10 0
6	"	5 5 0	3 5 0		8 10 0
7	"	6 2 6	2 7 6		8 10 0
8	"	7 0 0	1 10 0		8 10 0
9	"	7 17 6	12 6		8 10 0
10	"	8 15 0			8 10 0

HOW TO APPLY

Sets of claim forms may be obtained from any Post Office and from all offices of the Commonwealth Department of Social Services.

People living in metropolitan areas should send their claims to the Director of Social Services in the capital city of the State in which they live. Others should send them to the nearest Registrar of Social Services.

If both husband and wife wish to claim a pension, a separate set of forms should be used by each.

INVALID PENSIONS

These pensions are paid to people who are permanently incapacitated for work or permanently blind and who satisfy age residence and nationality requirements. Rates and conditions are otherwise similar to those rates and conditions set down for Age pensions with the exception that no means test applies in the case of blind persons.

QUALIFYING AGE

16 years of age or over.

INCAPACITY

To qualify, a person must be permanently incapacitated for work to the extent of at least 85 per cent., or permanently blind.

RESIDENCE

Five years' continuous residence in Australia is required. This need not be immediately prior to claiming pension. If the incapacity or blindness first occurred outside Australia, except during a temporary absence, a total of 20 years' residence is necessary. Certain absences count as residence.

PROMOTION

PROVISIONS GOVERNING.

(1) Where a vacancy exists in any office in any Division other than the First Division, and in the opinion of the Board it is necessary to fill that vacancy by the transfer or promotion of an officer, the Permanent Head of the Department in which the vacancy exists may, subject to the provisions of this Act, transfer or promote an officer to fill the vacancy.

(2) Where the officer whom it is proposed to transfer is an officer of a Department other than that in which the vacancy exists, the transfer shall be subject to approval by the Board.

(2A) Where the Board approves of a transfer under the last preceding sub-section, the Board shall notify in writing the Permanent Head of the Department in which the vacancy exists and also the Permanent Head of

the Department from which the officer is to be transferred and, upon being so notified, the last-mentioned Permanent Head shall forthwith release the officer.

(3) In the selection of an officer for promotion under the provisions of this section, consideration shall, subject to the next succeeding sub-section, be given first to the relative efficiency, and, in the event of an equality of efficiency of two or more officers, then the relative seniority, of officers available for promotion to the vacancy.

(3A) The regulations may provide for the selection of officers for promotion to prescribed offices or to offices included in any prescribed group or section of offices on the basis of the selection of the senior efficient officer available for promotion.

(4) In this Section "Efficiency" means special qualifications and aptitude for the discharge of the duties of the office to be filled, together with merit, diligence and good conduct, and, in the case of an officer who is a returned soldier, includes such efficiency as, in the opinion of the Permanent Head, the Board or a Promotions Appeal Committee, as the case may be, he would have attained but for his absence on active service.

(4A) Notwithstanding anything contained in the last preceding sub-section, "Efficiency" shall, in relation to promotions to such senior executive offices in a Department as are prescribed, include not only special qualifications and aptitude for the discharge of the duties of the office to be filled but also for the discharge of the duties of offices of higher status in the Department.

(5) Any Promotion made in pursuance of sub-section (1) of this section shall be provisional and without increased salary pending confirmation of the promotion, and shall be notified in the prescribed manner, and shall be subject to the right of appeal as provided in this section.

(5A) For the purposes of this section there shall be a Promotions Appeal Committee for each State.

(5AB) A Promotions Appeal Committee shall be constituted as prescribed.

(5B) The members of a Promotions Appeal Committee shall hold office upon such terms and conditions, (including tenure of office) as are prescribed.

(5C) Every member of a Promotions Appeal Committee shall, before proceeding to perform the duties or exercise the powers of a member of a Promotions Appeal Committee take an oath or make an affirmation in the form in the Sixth Schedule to this Act.

(6) An appeal under this section shall be made in such manner and within such time as is prescribed, and may, subject to the next succeeding sub-section, be made by any officer who considers that he is more entitled to promotion to the vacant office than the officer provisionally promoted, on the ground of—

(a) Superior Efficiency; or

(b) Equal Efficiency and Seniority.

(6A) Where the regulations prescribe that the selection of officers for promotion to an office or to an office included in a group or section of offices shall be made on the basis of the selection of the senior efficient officer available for promotion, an appeal under the last preceding sub-section in respect of a provisional promotion to a vacancy in any such office may be made by any officer on the ground that he is senior to the officer provisionally promoted and is efficient.

(7A) The Board may regard an Appeal as having been made on either of the grounds specified in sub-section (6) of this section or on the ground specified in sub-section (6A) of this section, as the case may be, by an officer who, at any time within the time prescribed for lodging an appeal, is absent on leave granted in pursuance of section 72 of this Act. ("Leave for Defence Purposes") or is absent from Australia on official duty, and in that case this section shall have effect as if an appeal had been received from that officer and as if that officer had been at the date of appeal performing his duties in the State in which immediately prior to the grant of leave or his departure from Australia on official duty, as the case may be, he was performing his duties.

(8) Upon receipt of an appeal under this section, the Board shall, having regard to the next three succeeding sub-sections, forward the appeal to an appropriate Promotions Appeal Committee, and shall furnish to the Committee particulars of the officers (if any) referred to in the last preceding sub-section.

(8A) Except as provided in sub-sections (8B), (8C) and (8D) of this section, a Promotions Appeal Committee for the State in which the vacancy in an office exists shall make full enquiries into the claims of the appellant and those of the officer provisionally promoted, and shall determine the appeal and, for the purpose of any such determination, the decision of the majority of the members of the Committee shall be deemed to be the determination of the Committee.

(8B) Where an appeal is made in respect of an office to which there has been assigned a maximum rate of salary in excess of such maximum rate as is prescribed for the purpose of this sub-section and both the officer provisionally promoted and the appellant perform their duties in the same State, a Promotions Appeal Committee for that State shall make full enquiries into, and make a report to the Board on, the claims of the appellant and those of the officer provisionally promoted.

(8C) Where an appellant and the officer provisionally promoted perform their duties in different States, a Promotions Appeal Committee for the State in which the Appellant performs his duties and a Promotions Appeal Committee for the State in which the officer provisionally promoted performs his duties shall respectively make inquiries into, and make a report to the Board on the claims of the appellant or those of the officer provisionally promoted, as the case may be.

(8D) Upon receipt of all reports of Promotions Appeal Committees under sub-section (8B) or sub-section (8C) of this section in respect of any appeal, the Board shall determine the appeal.

(9) Where an appeal is upheld in pursuance of this section, the Board shall promote the appellant officer to the vacant office and cancel the provisional promotion.

(10) Where an appeal is disallowed in pursuance of this section, or no appeal is lodged within the prescribed time, the provisional promotion shall be confirmed by the Board, or the Permanent Head as the case may be.

(11) Notwithstanding anything contained in this section, the Board may, at any time after notification has been made of a provisional promotion to a vacant office, and before the promotion has been confirmed, cancel the provisional promotion if the Board is satisfied that the office is unnecessary or can be filled by the transfer of an excess officer, or that in the circumstances the notification or further notification of the vacant office is desirable.

(12) The powers of the Board under the last preceding sub-section may be exercised whether an appeal has been made or not.

(13) An appeal by an officer performing his duties in, or an appeal in respect of an office in—

(a) A place outside Australia other than a place in a Territory of the Commonwealth; or

(b) A territory of the Commonwealth, shall be inquired into and determined as prescribed.

(14) The last preceding sub-section shall cease to have effect in relation to a Territory of the Commonwealth after such date as is prescribed in respect of that Territory.

(15) For the purposes of this section, the Australian Capital Territory shall be deemed to be a State and, as from the date prescribed under the last preceding sub-section in respect of any other Territory of the Commonwealth, that other Territory shall be deemed to be a State.

Ref. Act 50.

DEFINITION OF.

(a) The following shall be deemed to be promotion within the meaning of Section 50 of the Act, it being noted that "salary" means actual salary payable either under the Regulations or Arbitration Determinations:

(i) The removal of an officer from one position to another carrying a higher attainable maximum salary, except where the removal is the result of competitive examination or where the position to which he is removed is that of a base grade clerk.

NOTE.—Removal of an officer from a position of base grade clerk to a position of cadet, unless as a result of competitive examination, should be deemed to be promotion. Advancement of a cadet, on successful completion of his cadetship, shall not be deemed to be promotion.

(ii) The removal of an officer to another position as a result of which he obtains immediate increase in salary, except where the removal is the result of competitive examination or when the position to which he is removed is that of a base grade clerk.

(iii) In the case of an officer occupying a position in which advance-

ment beyond a specified amount to the attainable maximum is dependent upon the fulfilment of certain conditions (and assuming the officer has not fulfilled those conditions), removal to another position where the same bar to advancement does not exist.

For example:

An Assistant Research Officer, £903-£1083, restrained on the salary barrier of £993 because he has not fulfilled the conditions for advancement beyond that salary, must be promoted upon removal to a position of clerk £903-£1083.

Similarly, a Mail Officer, £668-£858, restrained on the salary barrier of £758 and who is not qualified for advancement beyond that salary must be promoted on removal to a position of Assistant (Mails) £758-£798.

(b) On the other hand, where an officer is receiving a salary in excess of the maximum classified salary of his position, and a suitable position becomes available with maximum salary higher than the maximum classified salary of the position occupied by the officer, but not exceeding his actual salary, removal to the vacancy shall be regarded as "transfer" and not as "promotion". This does not apply to the occupants of "temporary" or "tentatively classified" positions.

(c) Advancement of a Technician-in-Training to a Technician's Assistant, of a Technician's Assistant to a Technician, or of a Technician to Senior Technician, which is effected under provisions of Arbitration determinations, is not promotion within the meaning of section 50 of the Act, and should therefore not be gazetted as a provisional promotion.

(d) Advancement of an officer to an office which is the subject of a determination by the Board under sections 53A, 53B, or 53C of the Act is not promotion within the meaning of section 50 of the Act, and should therefore not be gazetted as a provisional promotion.

Ref. G.O. 2/C/1.

FIXATION OF HEAD STATION FOLLOWING.

(See under "TRANSFERS").

HEARING OF APPEALS AGAINST. (See under "APPEALS PROMOTION").

MEMBERS OF THE FORCES. (See Award Clause 16).

OBJECTIONS TO.

Should any officer object to promotion or transfer on the grounds that it will involve him in pecuniary loss, or that the transfer is not to a position of equal importance, or for other cogent reasons, he may apply through the Chief Officer and Inspector to the Board for permission to decline the promotion or transfer. If the Board finds that the objection is well founded, permission may be granted without prejudice to the officer's right of future promotion or transfer, otherwise the Board shall make an order directing the promotion or transfer of the officer.

Ref. Reg. 111.

PROMOTION APPEALS. (See under "APPEALS PROMOTION").

TO TECHNICIAN AND/OR SENIOR TECHNICIAN. See (Award Clause 15) and ("Definition of" above).

ADVERSE MATTER.

(1) Where a senior applicant is not selected for provisional promotion to a vacant office, the Permanent Head or the Chief Officer, as the case may be, shall, at the time of the making of the selection, inform the officer of any specific adverse matter which was decisive against his selection.

(2) Where the senior applicant is not an officer of the Department in which the provisional promotion is being made, the notification shall be sent through the Permanent Head or Chief Officer of the Department to which that applicant is attached. Ref. Reg. 108B.

PROTECTIVE CLOTHING

PRINCIPLES GOVERNING ISSUE

Although an officer is required to clothe himself in a manner appropriate to his normal duties, provision of protective clothing may be approved where—

- (i) The work is of a particularly dirty nature.
- (ii) Is liable to cause injury to an officer.
- (iii) May damage normal clothing; or
- (iv) May involve undue exposure to the elements.

ISSUE TO TEMPORARY EMPLOYEES

Where a temporary or exempt employee is engaged for fifty per cent. or more of his time on duties for which protective clothing is normally supplied and at least twelve months' continuous work of that description is in sight for the employee concerned, the issue of the approved protective clothing should be made on a personal basis. In other circumstances, where a non-personal issue of protective clothing would apply to a permanent officer, similar issues should be available for temporary and exempt employees.

NEW APPOINTEES

New appointees to the permanent staff should be supplied with approved issues of uniform and protective clothing immediately on commencing duty. Stores stocks are maintained for this purpose and responsible officers should requisition accordingly.

LIFE PERIOD OF GARMENTS

(a) For Protective Clothing, the life periods listed in those instructions are **estimated only**, and replacements may only be requisitioned if the authorising officer is satisfied that the articles have reached the end of their useful life, such articles shall be returned by the officer before the replacement garments are handed over.

(b) Returned garments should be parcelled or otherwise securely enclosed and despatched to the Superintendent, Stores and Contracts, under cover of a Form S.7.

(c) Where one piece only of a two-piece issue is worn out, that piece only is to be replaced.

PROTECTIVE CLOTHING

TABLE OF ENTITLEMENTS

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
AIR CONDITIONING PLANTS	(Technical Staff) J.1 and J.21 or J.2 and J.22 When work is particularly dirty nature	Suit Overall	Non Pers.	—	—	—	Minimum issue with replacements as frequently as necessary.
		Jacket and Trousers	Pers.	—	—	—	
		Hat, sou'wester	Pers.	1	—	—	Replacements as necessary.
		Oilskin Boots Knee Waterproof Boots Thigh Waterproof	Non Pers.	—	—	—	Minimum issue with replacements as frequently as necessary.
BATTERIES	(Technical Staff) F.2 Hat, sou'wester Servicing Precipitation Units	N.3 Boots Knee Waterproof N.4 Boots Thigh Waterproof	Pers.	1	—	—	Replacements as necessary.
	(Technical Staff) N.10 Goloshes Testing at Manufacturers' Premises	P.5 Gloves rubber half gauntlet	Non Pers.	—	—	—	Minimum issue with replacements as frequently as necessary.
BATTERIES	(Technical Staff) engaged in Installation and maintenance. For at least three months	J.19 } Suit Overall } Combination (Acid Proof)	Pers.	2	—	—	Replacements as frequently as necessary.
		P.4 } Gloves rubber } and P.5	As Required	—	—	—	
		Q.8 Apron rubber	Pers.	1 pr.	—	—	
		N.3 Boots knee, waterproof N.9 Clogs N.10 Goloshes	Which ever is most suitable	1 pr. 1 pr. 1 pr.	— — —	— — —	

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
BATTERIES	(Technical Staff) For occasional periods only	J.19 } Suit Overall } Combination (Acid Proof)	Non Pers.	—	—	—	Minimum Issue with replacements as frequently as necessary.
		P.3 } Gloves rubber and P.5 }					
		Q.8 Apron rubber					
	(Technical Staff) Frequent and rapid inspections of much shorter duration than occasional	H.7 Coat Grey (Acid Proof)					
BATTERIES	Supervising Tech's.	K.10 Waterproof or Great Coat	Non Pers.	1 Per Exchange	2	1	Minimum Issue with replacements as frequently as necessary.
	Senior Tech's.	Q.8 Apron rubber					
	Technicians engaged in testing and inspection for short periods	H.7 Coat Grey (Acid Proof)					
BICYCLE RIDING	(Technical Staff) more than 50% of the time using a Bicycle	M.2 Waterproof Cape	Pers.	1	4	1	Where a personal issue is considered advisable by the authorising officer the life period should be extended to 6 years.
	Less than 50% of the time using a Bicycle	N.7 Trouser Legs					
BICYCLE RIDING			—	—	—	—	NOTE: If riding is intermittent and for short periods only. Non Personal Issue.

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
C.T.O. ROOMS Removal and repair of equipment	Technical Staff	H.1 Dust Coat	Pers.	1	1	1	
DRIVING Regularly and in contact with public.	Supervising Tech's or Senior Tech's. Technicians and Tech's. Asst's.	H.1 Dust Coat	Pers.	2	2	1	
EXCHANGE INSTALLATION Work of an unusually dirty nature, or during building operations, or liable to damage clothing	Technical Staff	J.1 and J.21 } Suit Overall Jacket and Trousers J.2 and J.22 } Suit Overall Jacket and Trousers	Non Pers.	—	—	—	Minimum Issue with replacements.
EXCHANGE MAINTENANCE Work of an unusually dirty nature, or during building operations, or liable to damage clothing	Technical Staff	J.1 and J.21 } Suit Overall Jacket and Trousers J.2 and J.22 } Suit Overall Jacket and Trousers	Non Pers.	—	—	—	Minimum Issue with replacements.
EXCHANGE MAINTENANCE	Females	J.9 or J.10 } Overall J.10 } Suit, Overall, Trousers Without Jacket	Pers.	2	1	1	
ENGINEERING PLANNING, TRUNKING & SWITCHING DUTIES	Field Staff	H.1 Coat, Dust	Pers.	2	1	1	

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
HANDLING CABLE	Technical Staff	J.1 Suit Overall Jacket	Pers.	2	1	1	If intermittent duty — Non-Personal Issue. Replacements as frequently as necessary.
		J.21 Suit Overall Trous.		2	1	2	
		P.8 } Gloves Leather or } P.11 } Half Gauntlet		—	—	—	
LIGHT AND POWER SECTION	Technical Staff	J.6 } Suit Overall or } J.7 } or H.1 } Coat Dust or } H.2 }	Pers.	2	1	1	
				2	1	1	
MATERIAL TESTING AND INSPECTION	(Technical Staff) Where duties are destructive to clothing	J.1 } Suit Overall Jacket and Trousers or } J.21 } J.2 } Suit Overall Jacket and Trousers and } J.22 } or } H.3 } Coat Dust	Non Pers.	—	—	—	Minimum Issue with replacements as frequently as necessary.
MOTOR CYCLE RIDING	Technical Staff	H.4 Dust Coat	Pers.	2	1	1	Replacements as required.
		B.3 Khaki Drill Trous.		2	1	1	
		K.9 Waterproof Suit		1	2	1	
		E.1 Helmet (Crash)	Non.	1 pr.	1	1 pr.	Minimum Issue with replacements as frequently as necessary. For use when cleaning and servicing machines.
		P.6 Gloves Leather		1 pr.	1	1 pr.	
		T.1 Goggles		1 pr.	1	1 pr.	
NATIONAL BROADCASTING SERVICE	Studios (Technical Staff)	J.1 } Suit, Overall, and Trousers J.21 }	Pers.	—	—	—	
		H.5 Coat Dust		2	1	1	

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
OUTDOOR DUTIES	For more than 50% of the time Sup. Tech's., Sen. Tech's., Technicians or Tech S. Ass't.	K.4 Waterproof Greatcoat	Pers.	1	4	1	If engaged in any of these duties intermittently and for short periods only.
		K.2 Waterproof Greatcoat	Pers.	1	4	1	Non Personal Issue.
OUTDOOR DUTIES	For less than 50% of the time	—	—	—	—	—	Where a Personal Issue is considered advisable by the authorising officer, the Life period should be extended to 6 years.
REFRIGERATION PLANTS	(Technical Staff) When work is of a particularly dirty nature	J.1 } Suit Overall, and Jacket and Trousers	Non Pers.	—	—	—	Minimum Issue with replacements as frequently as necessary.
		J.2 } Suit Overall, and Jacket and Trousers					
STORE WORK (Almost exclusively)	Technical Staff	J.1 } Suit Overall, and Jacket and Trousers	Pers.	1	—	—	Replacement of one of either garment not more frequently than annually.
		J.2 } Suit Overall, and Jacket and Trousers					
SUBSCRIBERS INSTALLATION	(Technical Staff) For more than 50% of the time	H.3 Coat Dust	Pers.	1	—	—	Replacements not more frequently than one garment annually.
		J.6 Suit Overall Combination Coat Dust					
SUBSCRIBERS INSTALLATION	Less than 50% of the time	H.1 Coat Dust	Pers.	2	—	—	Replacement not more than one garment every eighteen months.
		—					
SUBSCRIBERS INSTALLATION	Engaged Infrequently	—	—	—	—	—	If only engaged infrequently, non personal issue with replacements as necessary.

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
SUBSCRIBERS MAINTENANCE	(Technical Staff) For more than 50% of the time	H.1 Coat Dust	Pers.	2	1	1	
SUBSCRIBERS MAINTENANCE	Less than 50% of the time	—	—	—	—	—	Life period shall be eighteen months.
SUBSCRIBERS MAINTENANCE	Engaged Infrequently	—	—	—	—	—	Non Personal Issue with replacements as necessary.
TEST AND RESEARCH LABORATORIES	Technical Staff	H.1 Coat Dust	Pers.	2	2	1	
TELEGRAPH INSTALLATION OR MAINTENANCE	Technical Staff	H.1 or H.3 } Coat Dust	Pers.	2	1	1	
TELEGRAPH MAINTENANCE	Female Assistants	J.9 or J.10 Overall Suit, overall, trousers. (without Jacket)	Pers.	2	4	1	
TRAINING SCHOOLS	Principal Sen. Technical Instructor and Technical Instructor	H.1 H.3 H.5 } Coat, Dust	Pers.	2	1	1	
TRAINING SCHOOLS	Field Supervision of Trainees involving outdoor duties	K.4 Waterproof Greatcoat	—	1	4	1	Personal issue unless only engaged on these duties for infrequent periods.
TRAINING SCHOOLS	Trainees (First Year)	J.6 Suit Overall or J.7 Combination	Pers.	1	1	—	Replacement as frequently as necessary.
TRAINING SCHOOLS	Trainees (After First Year)	—	—	—	—	—	Issues to be made on same basis as for Technicians employed on similar duties.

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
WORKSHOPS STAFF	Artisan Working more than 50% on outdoor duties daily	K.2 K.5 K.9 J.1 J.21 or J.2, J.22	Pers.	1	3	1	
		Waterproof Greatcoat					
		Overall, Jacket and Trousers	Pers.	2	1	1	
WORKSHOPS STAFF	Capstan and Turret Lathe, abrasive cutter, or pipe screwing and milling machine or using cutting oils	J.6	Pers.	2	1	2	
WORKSHOPS STAFF	(Female Staff) Employed on cords, dials, assembly and relay sections	J.20	Pers.	2	—	—	Replacements as frequently as necessary.
WORKSHOPS STAFF	(Trainees) During training and in workshops, or on field work which may damage or soil ordinary clothing	J.1 J.21 or J.2 J.22	Pers.	1	—	—	
		Suit Overall Jacket and Trousers					
WORKSHOPS STAFF	Ebonite Turning of	J.6	Non Pers.	—	—	—	Minimum issue with replacements as frequently as necessary
		Suit Overall Combination					
WORKSHOPS STAFF	(Staff on) Heat Treating Furnaces	J.6	Pers.	2	1	1	
		P.12	Pers.	1	—	—	Replacements as frequently as necessary.
		T.1	Non Pers.	1	—	—	Minimum issue with replacements as frequently as necessary
		Q.9	Non Pers.	—	—	—	
		Goggles					
		Apron Leather					

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
WORKSHOPS STAFF	(Staff on) Heated insulating Compound Duties	J.1 } Suit Overall and Jacket and Trousers	Pers.	2	1	1	
		J.2 } Suit Overall and Jacket and Trousers P.7 } Gloves Leather					
WORKSHOPS STAFF	(Staff on) Heated Insulating Compound Duties	—	—	—	—	—	Replacements as frequently as necessary.
WORKSHOPS STAFF	(Technical Staff) Machinery and plant maintenance connected with workshops	J.1 } Suit Overall and Jacket and Trousers	Pers.	2	1	1	If engaged on these duties in a part time capacity only non personal issue with replacements as frequently as necessary.
		J.2 } Suit Overall and Jacket and Trousers or J.6 } Suit, overall comb.					
WORKSHOPS STAFF	(Staff) Operating Grinders	T.1 Goggles	Pers.	—	—	—	Replacements as necessary.
WORKSHOPS STAFF	(Staff on) Plastic Moulding Operations	H.1 Coat Dust	Pers.	2	1	1	
WORKSHOPS STAFF	(Female Staff) Engaged on rack work, portable exchanges and switch-board sections	W.9 Slacks	Pers.	1	—	—	Replacements as necessary.
		J.20 Overall Wrapover	Pers.	2	—	—	

Location and/or Duties	To Whom Supplied	Garment Reference Number and Brief Description	Personal or Non Personal	Initial Quantity	Life Years	Replacement Issue	Remarks
WORKSHOPS STAFF	Supervisor, or Tech's, Sen. Technicians	H.1 } Dust Coat H.3 }	Pers.	1	2	1	
WORKSHOPS STAFF	(Technical Staff) Switch Repair Section	H.1 Coat Dust P.5 Gloves Rubber — Bib Khaki Drill	Pers. Pers. Pers.	2 1 1	1 — —	1 — —	Replacements as frequently as necessary.
WORKSHOPS STAFF	(Staff on) Synthetic Casting Resins—Mixing and Pouring	J.26 Suit Overall Comb. (White) T.1 Goggles P.5 Gloves, Rubber or Plastic (Half Gauntlet)	Pers. Pers. Pers.	2 1 1	1 — —	1 — —	Replacements as frequently as necessary.
WORKSHOPS STAFF	(Staff on) Work of a special nature outside workshops	K.2 Waterproof Greatcoat J.1 and J.21 or J.2 Jacket and Trousers J.22 }	Non Pers.	—	—	—	Minimum issue with replacements as frequently as necessary.
WORKSHOPS STAFF	(Process Workers) Engaged in Dip Soldering Operation. Employed in the Process for 50% or more of the time.	J.6 Suit Overall Combination	Pers.	2	1	—	Replacements as frequently as necessary. Where employed for less than 50% of time — non-personal issue.
WATER, DEEP MUD, SWAMPY GROUND, ETC.	Staff Working In.	N.1 } Leggings N.2 } N.3 Boots, Knees N.4 Boots, Thigh N.10 Goloshes	Pers.	1 pr.	5	1 pr.	If engaged on this work intermittently — NON-Personal Issue. Replacements as frequently as necessary.

PROVIDENT ACCOUNT

See under "SUPERANNUATION".

PUBLIC HOLIDAYS

AS PRESCRIBED UNDER PUBLIC SERVICE ACT.

(1) The following days, or any days prescribed under the law of any State to be observed in lieu thereof in that State, shall be observed as holidays in the Commonwealth Service, namely:

First day of January.

Twenty-sixth day of January.

Christmas Day and the following day.

Good Friday and the following Saturday and Monday.

The anniversary of the birthday of the Sovereign.

The twenty-fifth day of April; and

Any day proclaimed by the Governor-General or required by any Act to be observed in lieu of any of the said days.

(2) Whenever any of the said days, except the twenty-fifth day of April, falls upon a Sunday, the next following Monday shall be observed as a holiday in the public offices in lieu of such Sunday.

(3) In addition to the days mentioned in sub-section (1) of this section, there may be observed as public holidays or half-holidays in the public offices of the Commonwealth, or in any part thereof, such additional days or half-days, not exceeding in the whole, in the case of any office, four days in any one calendar year as are authorized by the Board.

(4) The Governor-General may by proclamation at any time for any special occasion appoint, in addition to the days herein before named any specified day or half-day to be observed as a holiday or half-holiday in the public offices of the Commonwealth or in any part thereof.

(5) The Minister, or the Permanent Head or Chief Officer of a Department, may require the Department, or a part of the Department, to be kept open in the public interest for the whole or part of a day observed as a holiday in pursuance of this section and may require the attendance and services of any officer of the Department on that day.

(6) An officer shall, in respect of his attendance and services on a holiday, be granted payment of an amount calculated in the prescribed manner, not being less than one-half of a day's salary.

(7) Notwithstanding the provisions of the last preceding sub-section, where the hours of duty of an officer are arranged by schedule and his hours of duty for the day immediately before or immediately after a holiday commence or cease, as the case may be, on that holiday, the officer shall, in respect of his attendance and service on the holiday, be paid salary as prescribed.

(7A) The regulations may prescribe that the payment of any amount or the granting of any period off duty in consequence of the attendance

and services of an officer during a holiday or a half-holiday shall be subject to the approval of the Board if the salary of the officer concerned exceeds an amount to be prescribed.

Ref. Act 76.

OFFICERS WORKING AWAY FROM HEADQUARTERS

(See under "Holidays Public").

PUBLIC COMMENT

ON ADMINISTRATION.

An officer shall not—

(a) use for any purpose, other than for the discharge of his official duties, information gained by or conveyed to him through his connection with the service; or

(b) publicly comment upon any administrative action or upon the administration of any Department;

Provided that nothing in this paragraph shall prevent an officer resident in any Territory within the Commonwealth from publicly commenting upon civic affairs relating to that Territory.

Ref. Reg. 34.

PUBLIC SERVICE BOARD

OFFICERS OR EMPLOYEES NOT DEBARRED FROM COMMUNICATING WITH.

Officers or employees are not debarred in any way from communicating with the Board, or with the Public Service Inspector within the scope of his delegation, upon any matters affecting them as officers or employees of the Service, and notwithstanding that the subject of a communication has already been decided by the Board, it should be forwarded to the Board for consideration.

Although applications to the Board should, in accordance with Regulation 6, be addressed to the Secretary, Commonwealth Public Service Board, they should be forwarded through the appropriate Branch Head to the Chief Officer who should transmit them to the Public Service Inspector for local action or reference to the Board as the case may be.

It should be noted, however, that regulation 6 should be read as subject to the specific provisions of regulations 109, 115 and 116 and to the conditions regarding the forwarding of applications set out in "Gazette" notifications of vacancies.

When transmitting communications to the Board from officers under their control, responsible officers should bring under notice any incorrect or misleading statements made therein, particularly where the communication may be an application for increased remuneration.

Where a matter directly concerning an officer or employee is referred to the Inspector or to the Board, the following information should be furnished:—

Officer's or employee's full name.
Designation.
Standard salary scale.
Office or Branch.
Date of appointment or commencing duty.
Date of birth.
Present salary and date of receipt.
If officer is a probationer.
Regulation 6 reads:—

Except where otherwise provided in these Regulations, the application of any officer upon any matter affecting him as an officer of the Service shall be made by that officer, through the head of his branch, to the Chief Officer. Where the matter is one which the officer desires shall be considered by the Board, the application shall be addressed to the "Secretary, Commonwealth Public Service Board", and shall be forwarded by the Chief Officer, with any remarks considered necessary, to the Inspector for transmission to the Board.

Ref. Reg. 6.

RATES

HOURLY AND FORTNIGHTLY (See "Pay Tables").

RECALL DUTY

(See "Emergency Duty").

RECREATION LEAVE

OFFICERS.

(1) The chief officer may grant to every officer of his Department leave of absence for recreation for any period or periods not exceeding eighteen days in the whole in each year, exclusive of Sundays and holidays.

(2) The regulations may provide for the reduction, by reason of a period of absence from duty, of the period of leave of absence for recreation which may be granted to an officer.

(4) The period of leave of absence for recreation which may be granted to officers stationed in isolated districts, or whose duties cannot ordinarily be performed within usual regular hours, shall not necessarily be limited to a maximum of eighteen days, but shall be limited as is prescribed.

Ref. Act 68.

TEMPORARY EMPLOYEES.

(1) If the Department retains a temporary employee in its service for a longer period than twelve months continuously, that employee shall be entitled to three working weeks leave of absence exclusive of Sundays

and holidays for each completed year of continuous service. Where leave due is not granted before the termination of employment, the employee shall be granted an amount equivalent to the pay for the period of recreation leave at credit.

(2) In any uncompleted year of service, a temporary employee who resigns or whose services are terminated (other than for misconduct) shall be eligible for payment in lieu of recreation leave on a pro rata basis for each completed month of continuous service;

Provided that where an employee has had more than one period of engagement in a calendar year, there shall, for the purpose of ascertaining the payment to which he is entitled under this sub-clause in respect of an engagement subsequent to the first, be added to the period of service of the second or subsequent engagements any periods of service of less than one month in the previous engagements which have not already been taken into consideration in the computation of payment in lieu of recreation leave for the preceding engagements.

(3) Payment under the provisions of sub-clause (1) and (2) of this clause shall be computed—

- (a) in respect of continuous service rendered up to the date of the employee's resignation or termination of employment as the case may be; and
- (b) notwithstanding anything contained in sub-clause (5) of this clause, on the basis that continuous service is calculated from the day or the anniversary of the day, as the case requires, on which the employee's service commenced.

(4) In any case where a temporary employee, during the period in respect of which his recreation leave or payment in lieu thereof is computed, has been absent on approved leave for more than fifty-one working days in one or more periods, the period of recreation leave or the amount of payment in lieu thereof which may be granted shall be subject to a pro rata deduction for each twenty-six working days of absence, excluding the first twenty-six days:

Provided that where an employee has been granted furlough under the Commonwealth Employees Furlough Act, 1943-1953, the recreation leave due to him under this determination shall be subject to reduction in accordance with Section 9A of that Act.

Provided further that absences for any of the following reasons shall not be taken into consideration for the purposes of reduction of recreation leave or payment in lieu thereof:—

- (a) leave granted to employees called as witnesses;
- (b) leave granted for defence or defence training purposes;
- (c) leave granted in connection with proceedings before the Public Service Arbitrator;
- (d) leave granted to attend examinations held under the provisions of the Public Service Regulations;

(e) sick leave granted in accordance with clause 7 of this determination or Public Service Regulation 138 or other provision for sick leave in any determination of the Public Service Arbitrator;

(f) leave granted under Determination No. 24 of 1925 of the Public Service Arbitrator (Common Rule re Accidents) or any other determination providing for accident leave.

(5) Without lessening the effect of sub-clause (1) of this clause, where, at any establishment, there is an annual leave close-down period, an employee at that establishment shall, unless his attendance is required in pursuance of this sub-clause, observe that period of close-down and in relation to that observance the following conditions shall apply:—

(a) continuous service for recreation leave purposes shall be calculated from the 1st December in each year;

(b) if the employee has not completed a year's continuous service on or before the 30th November, he shall be granted paid recreation leave on a proportionate basis for each completed month of continuous service at that date;

(c) where the period of leave granted in accordance with paragraph (b) of this sub-clause is less than the period of the annual leave close-down, the balance of the latter period shall be deemed to be a period of leave without pay and to be time of service;

(d) the Department may require any part of an establishment to be kept open for the whole or any portion of the annual leave close-down period and may require the attendance and services of the employee during the whole or part of that period; and

(e) any period of leave with pay not availed of at the time of the annual close-down period shall be granted during the ensuing twelve months.

(6) For the purposes of this clause, time served or paid for at a casual rate shall be disregarded.

(7) In the application of the provisions of this clause—

(a) The pro rata payment or deduction prescribed in sub-clauses (2) and (4) in respect of each completed month of service or each twenty-six working days of absence respectively, shall be at the rate of one-twelfth of the period of leave of absence to which an employee is entitled under sub-clause (1) of this clause on completion of a period of twelve months' continuous service.

(b) Where the hours of duty of an employee are confined to five days of the week—

(i) the period of fifty-one working days shall be read as forty-three working days; and

(ii) the period of twenty-six working days shall be read as twenty-two working days.

Ref. Award General Conditions Clause 8.

CONDITIONS UNDER WHICH LEAVE MAY BE DEFERRED

The Chief Officer shall, wherever practicable, cause arrangements to be made as will ensure that each officer shall be granted leave of absence annually for recreation; and, if leave is not taken in the year in which it accrues, it shall lapse. Provided that the Chief Officer may in any case where it is found impracticable to grant leave of absence in any year, or for any other sufficient reason, direct in writing that the leave may be taken in the following year in addition to the leave for that year, and any such case shall be reported to the Chief Officer:

Provided further that, except in pursuance of the next succeeding regulation (which see under "Remote Localities") recreation leave shall not be allowed to accumulate for more than two years.

Ref. Reg. 48.

DECEASED TEMPORARY EMPLOYEES. (Payment in Lieu).

By Board's Circular No. 1932/10 issued on 13th July, 1932, all Departments were advised that a temporary employee whose Recreation Leave was deferred and who died before the deferred leave was availed of, had a legal right under Public Service Regulation 137 immediately prior to his death to payment of an amount equivalent to his pay for the period of leave which was deferred, and his legal representatives are entitled to claim such amount.

Pro rata recreation leave, as provided by the Arbitrator in his Determinations Nos. 28, 29, 30 and 31 of 1947 and subsequent Determinations, is in the same category as accrued annual recreation leave and payment therefor may accordingly be made to a deceased employee's estate in circumstances where the employee would have been eligible for payment in lieu of pro rata recreation leave if he had ceased duty on the date of his death by resignation or termination for causes other than misconduct.

Ref. P.S.B. Circular 1932/10.

DEDUCTIONS FROM UNDER CERTAIN CONDITIONS.

(1) Where an officer has, during the period of 12 months immediately preceding the date as from which he is granted leave of absence for recreation, been absent from duty for more than 51 working days, the period of leave of absence for recreation which may be granted to the officer shall, subject to this regulation, be reduced by one-twelfth of the period of leave of absence to which the officer is entitled under section 68 of the Act for each 26 working days (other than the first 26 working days) on which the officer has been absent from duty during that period.

(2) Where an officer has, during the period of 12 months immediately preceding the date as from which he is granted leave of absence for recreation, been absent with leave granted under:

- (a) Section 69, 70 or 72 of the Act;
- (b) Regulation 45, 50, 52 or 53 of these regulations;

(c) The order for a common rule made by the Public Service Arbitrator on the 24th day of September, 1925, and known as Determination No. 24 of 1925, or that order as varied from time to time; or
(d) The order for a common rule made by the Public Service Arbitrator on the 5th day of September, 1951, and known as Determination No. 119 of 1951, or that order as varied from time to time, the period for which the officer was so absent from duty shall not be taken into account for the purposes of the last preceding sub-regulation.

(3) Where, by reason of the operation of paragraph (b) of sub-section (4) of section 73 of the Public Service Act 1922-1950, an officer was not granted leave of absence for recreation or a period of leave of absence for recreation was regarded as part of the period of leave of absence under that section and that officer is granted leave of absence under Section 73 of the Public Service Act, the period for which the officer is absent on that last mentioned leave shall not be taken into account for the purposes of sub-regulation 1 of this regulation.

Ref. Reg. 47.

REDUCTIONS WHEN "FURLOUGH" IS TAKEN

(See under "FURLOUGH").

HOLIDAYS OCCURRING DURING—OFFICERS AND EMPLOYEES ON SHIFT DUTY.

In the calculation of the recreation leave entitlement of an officer or an employee who may be rostered for duty for five shifts or six shifts on any of the seven days of the week, or on any of the six days of the week excluding Sunday, where a public holiday, falling on a Saturday, occurs during the period of leave, an additional day's leave shall be granted in respect of any public holiday observed pursuant to, or approved under, section 76 of the Public Service Act, (which see under "Public Holidays") occurring during the period of leave. Thus, a shift worker who is liable to be rostered for duty on—

(i) any of the six working days (Monday to Saturday); or

(ii) any of the seven days of the week (Monday to Sunday) (whether on a five shift or six shift per week basis) should be granted eighteen days' recreation leave exclusive of Sundays and public holidays.

Example.—A shift worker, as defined above, commences recreation leave on 2nd April, 1953. But for Public holidays occurring on the 3rd, 4th and 6th April, 1953, (Good Friday, Easter Sunday and Easter Monday) his three weeks' leave would expire on 22nd April, 1953. He is then eligible for additional leave on 23rd and 24th April in lieu of 3rd and 4th April (Public Holidays); Saturday, 25th April (Anzac Day) does not count in the eighteen days' leave and he is also eligible for recreation leave on Monday, 27th April, in lieu of 6th April (Public Holiday). He resumes duty on 28th April, 1953, having been absent for eighteen days exclusive of Sundays and public holidays occurring between 2nd April, 1953, and 28th April, 1953.

Ref. G.O. 5/B/12A.

FOLLOWING SICK LEAVE.

Where an officer who is absent on sick leave applies for recreation leave, and the Chief Officer considers that the illness from which the officer is suffering is of a nature that raises a doubt as to his fitness for duty, the officer should be informed that before his application can be granted, it will be necessary for him to furnish a medical certificate that he will be fit to resume duty at the expiration of the current term of approved sick leave. Where the officer is resident at a place where a Commonwealth Medical Officer is stationed he should obtain a certificate from the Commonwealth Medical Officer.

Ref. G.O. 5/B/13.

OFFICER FALLING ILL WHILST ON.

If an employee falls sick whilst on annual leave and produces at the time, satisfactory medical evidence, he may be granted, at a time convenient to the Department, additional leave equivalent to the period of sickness falling within the scheduled period of annual leave.

Provided that—

(a) The medical certificate indicates that the employee is unfit for duty; and

(b) Sick leave for not less than four days is required. With reference to sub-paragraph (b) the sick leave for four days need not necessarily fall within the scheduled period of annual leave. e.g., An employee due to resume on a Tuesday becomes ill on the Monday and produces a medical certificate for one (1) week from the Monday, would be entitled to one day's leave at a time convenient to the Department.

Ref. Personnel Inst. No. 45.

OFFICERS ON TEMPORARY TRANSFER.

(a) An officer on temporary transfer away from headquarters should not be permitted to take recreation leave unless suitable departmental arrangements can be made for the officer's work to be continued during his absence or held over until his return from leave.

(b) Where, in accordance with paragraph (a), an officer is granted recreation leave while on temporary transfer away from his headquarters, and he returns to his headquarters to commence leave, he shall be regarded as on duty until time of arrival at headquarters, or in respect of the return journey, from the time of departure from headquarters. If travel by the regular means of conveyance is used, payment of fares, travelling allowance and excess travelling time (if any) should be made. If travel is by other than the regular means of conveyance payment may be made in accordance with Orders under sub-section (H) of section 10. (See under "TRANSFERS" Authorisation of Travel by Private Motor Vehicle").

(c) Refers to "Linemen" only.

(d) The payment of fares, travelling allowance and travelling time under paragraph (b) of this order should be confined to officers who are

granted at least one week of a year's leave entitlement. Care should be taken to ensure that, except as provided in P.S.B. circular 1947/17, (which see under "FARES" "Married Officers Employed Away From Home") no officer should be permitted to return to his headquarters at frequent intervals for short periods of recreation leave.

(e) This order applies also to Temporary employees.

Ref. G.O. 5/B/10.

PAYMENT OF HIGHER DUTY ALLOWANCES. (See under "ALLOWANCES").

PRIOR TO RETIREMENT. (See under "LEAVE").

RESIGNATION OR DISMISSAL OF TEMPORARY EMPLOYEES (PRO RATA).

(a) Clause 8 of Determination No. 32 of 1956 (General Conditions of Service) (which see under "Temporary Employees") provides for payment of pro rata recreation leave to temporary employees whose services are dispensed with for reasons other than misconduct. The Board has determined that similar conditions are to apply to all other temporary and exempt employees not directly covered by that clause or other award condition.

(b) The calculation of the pro rata leave entitlement of an employee on ceasing duty shall take into consideration any additional leave to which, under Regulation 49 (which see under "Remote Localities") and the appendix to these orders, the employee may be entitled by reason of service rendered in a remote locality up to the time of ceasing duty.

Ref. G.O. 5/B/20.

REMOTE LOCALITIES.

(3) Officers stationed in remote localities, or in localities where the climatic conditions are unusually severe, may be granted by the Chief Officer leave of absence for recreation exceeding eighteen days but not exceeding thirty days, exclusive of Sundays and holidays, in each year:

Provided that the Board may determine from time to time the localities to which this sub regulation shall apply, and the period of leave in respect of each year which may be granted to officers stationed in each particular locality.

(4) Notwithstanding anything contained in Regulation 48 (See under "Conditions under which Leave may be Deferred") of these regulations, officers stationed in such localities as are determined by the Board from time to time may be allowed to accumulate recreation leave for (a) two consecutive years; or (b) three consecutive years.

(5) The Board may determine that officers stationed in remote localities shall be allowed reasonable time for travelling while on recreation leave in addition to recreation leave. The period of travelling time, and the conditions under which it may be granted, shall be such as are approved by the Board from time to time.

Ref. Reg. 49.

REMOTE LOCALITIES. LIST OF. PERIOD OF RECREATION LEAVE AND ACCUMULATION OF RECREATION LEAVE — REMOTE LOCALITIES.

(a) The Public Service Board has determined under regulation 49 that—

(i) At the localities set out in the table hereunder the period of recreation leave (18 days exclusive of Sundays and holidays) which may be granted in respect of each year to officers stationed in the localities listed may be increased by the number of days indicated in the headings to the table.

(ii) At the localities set out in the table hereunder recreation leave may be accumulated to the extent indicated in the sub-headings to the table.

Two Days. Accumulation— Two Years.	Four Days. Accumulation— Two Years.	Six Days. Accumulation— Three Years.	Eight Days. Accumulation— Three Years.	Ten Days. Accumulation— Three Years.	Twelve Days. Accumulation— Three Years.
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Boggabilla
Bourke
Brewarrina
Cobar
Collarenebri
Garah
Gulgambone
Ivanhoe
Menindie
Mungindi
Nevertire
Pilliga
Tooraweenah
Walgett

Goodooga
Pooncarie
Wilcannia

NEW SOUTH WALES

QUEENSLAND

Alpha	Aramac	Cardwell	Boulia	Camooweal	Burketown
Atherton	Babinda	Clarke River	Kynuna	Coen	Cape York
Augathella	Cairns	Cloncurry	McKinlay	Karumba	Moreton
Ayr	Clevedon	Cooktown	Urundangie	Normanton	

		Windorah	Thursday Island
Barcaldine	Gordonvale	Isisford	
Biloela	Halifax	Julia Creek	
Blackall	Hughenden	Jundah	
Bowen	Ilfracombe	Maxwelton	
Brandon	Ingham	Mossman	
Camboon	Innisfail	Mount Isa	
Capella	Longreach	Mount McConnell	
Carmila	Prairie	Mount Surprise	
Charleville	Quilpie	Mourilyan	
Charters Towers	Richmond	Muttaburra	
Clermont	Surat	Nelia	
Collinsville	Tambo	Port Douglas	
Cunnamulla	Tully	South Johnstone	
Dirranbandi	Twin Hills	Thargomindah	
Duaringa	Winton	Walsh	
Eidsvold			
Emerald			
Hawkwood			
Herberton			
Home Hill			
Injune			
Jericho			
Malanda			
Mareeba			
Marlborough			
Millaa Millaa			
Mitchell			
Monto			
Morven			
Nebo			
Peeramon			
Proserpine			
Ravenshoe			
Roma			
St. George			
St. Lawrence			

Two Days. Accumulation— Two Years.	Four Days. Accumulation— Two Years.	Six Days. Accumulation— Three Years.	Eight Days. Accumulation— Three Years.	Ten Days. Accumulation— Three Years.	Twelve Days. Accumulation— Three Years.
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QUEENSLAND (continued)

Springsure
Talwood
Taroom
Thangool
Theodore
Townsville
Walumbilla
Wandoan
Westwood
Yeulba
Yungaburra

SOUTH AUSTRALIA

Ceduna
Cook
Elliston
Fowler's Bay
Leigh Creek
Maralinga
Maree
Minnipa
Mount Eba
Oodnadatta
Pimba
Streaky Bay
Tarcoola
Wirrulla
Woomera
Wudinna

NORTHERN TERRITORY

Alice Springs
Amoonguna
Bungalow
Finke
Jay Creek

Areyonga
Avon Downs
Barrow Creek
Desert Block
Lake Nash
Mount Doreen
Papunya
Soudan
Tennant Creek
Warrabri
Yuendumu

Brunette Downs
Powell's Creek
Rockhampton
Downs

Anthony's Lagoon
Arnhem Land
Bagot
Berrimah
Beswick
Borroloola
Daly Waters
Darwin
Delissaville
Elliott
Groote Eylandt
Hooker Creek
Katherine
Larramah
Maningrida
Maranboy
Newcastle Waters
Pine Creek
Snake Bay
Top Springs
Wave Hill
Wonarah

Two Days. Accumulation— Two Years.	Four Days. Accumulation— Two Years.	Six Days. Accumulation— Three Years.	Eight Days. Accumulation— Three Years.	Ten Days. Accumulation— Three Years.	Twelve Days. Accumulation— Three Years.
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WESTERN AUSTRALIA

Cue	Meekatharra	Hamelin Pool	Learmonth	Broome
Forrest	Wiluna		Mundiwindi	Derby
Gwalia	Carnarvon		Onslow	Fitzroy Crossing
Leonora				Hall's Creek
Mount Magnet				Le Grange Bay
Northampton				Marble Bar
Rawlinna				Nullagine
Yalgoo				Port Hedland
				Roebourne
				Turkey Creek
				Warrawagine
				Wittenoom Gorge
				Wyndham

PAPUA-NEW GUINEA

All stations

(b) At the following localities where extended recreation leave is not granted, recreation leave may be accumulated for two years:—

Broken Hill.
Broken Hill Railway Town.
South Broken Hill.
Wentworth.

REGULATION 90

(1) Officers who are not in receipt of forage or equipment allowance and who use their own motor trucks, motor cars or cycles for official purposes or when travelling on public business, or any other officer whose motor truck, motor car or cycle is used for such purposes, may be allowed, in respect of such use, payment in accordance with the following table:—

Type of Vehicle Column 1	Rate of Payment in any period of 12 months.	
	Up to 5,000 miles. Column 2	Over 5,000 miles. Column 3
Motor Truck of 1 ton capacity or over	1/0½d.	10d.
Motor Truck of less than 1 ton capacity	¾d. Above rate for a Motor Car of the same h.p.	
Motor Car, 23 h.p. and over	11½d.	9d.
Motor Car, under 23 h.p. but not less than 15 h.p.	10½d.	8d.
Motor Car, under 15 h.p. but not less than 10.5 h.p.	10d.	7½d.
Motor Car, under 10.5 h.p.	9d.	6½d.
Motor Cycle	4½d.	3½d.
Motor Cycle with Sidecar	5½d.	4½d.
Bicycle	3d. per mile for each mile up to 20 miles on any journey, and 1½d. per mile for each mile over 20 miles on any journey.	

(2) The Board may increase the rates prescribed by this regulation in any case in which it is satisfied that they are inadequate.

(3) An officer shall not be entitled to an allowance under this regulation unless it is shown that the use of a motor truck, motor car, motor cycle or bicycle results in greater efficiency and saving than would be the case were other means of conveyance employed. Arising from a review of Regulation 90 by the Public Service Board (Vide P.S.B. Circular 1953/17) further sub regulations prescribe:—

- (i) Where an officer or employee, to suit Departmental convenience, transports another Commonwealth employee or other Commonwealth employees, the fares of whom would otherwise be met by the Department, the recipient of the allowance under regulation 90 may, subject to the provision of the regulation, be paid an allowance

of 1d. per mile in addition to the prescribed allowance irrespective of the number of passengers carried.

- (ii) Where the private vehicle of an officer or employee is used for official purposes by another officer or employee, the owner of the vehicle may be paid the prescribed allowance;
- (iii) Notwithstanding the provisions of sub-regulation (3) of Regulation 90, an officer or employee, who, for personal reasons, desires to use his private motor vehicle for official purposes, may be granted permission subject to the following conditions:—
 - (a) An allowance may be paid equal to the rate of allowance appearing in column 3 of the above table, provided that the payment so made shall not exceed the amount which would have been paid in fares had the officer or employee used the normal means of conveyance.
 - (b) Travelling allowance and excess travelling time may be paid subject to the limitations provided in General Order 10/H/3 (which see under "ALLOWANCES" "When Own Conveyance Used").
 - (c) Excessive travelling time is not taken as a result of the journey.
- (iv) The total allowance payable to an officer or employee under the table set out in this memorandum, added to that payable under (1), above, shall not exceed the total amount which would have been paid as fares if the officer or employee and his passenger or passengers travelled by the usual means of conveyance.

CARRIAGE OF PASSENGERS IN PRIVATE MOTOR VEHICLES.

(a) Where an officer or employee travelling on duty, or returning to his permanent headquarters under direction to take recreation leave while on temporary transfer, see Order 5/B/10, (under "RECREATION LEAVE" "Officer on Temporary Transfer") desires to travel in the private conveyance of another officer, he may be granted the necessary permission, provided the Chief Officer is satisfied that the use of other than the regular means of conveyance will not be to the disadvantage of the Department by reason of excess time on the journey or otherwise. An officer or employee travelling in such circumstances is not entitled to any payment other than for travelling allowance and (if payable) travelling time. Any such payment must not exceed that which would have been paid had he travelled by the ordinary means of conveyance.

(b) Where a person who is entitled to fares and removal expenses for himself and his family is given permission under Order No. 10/H/1 (which see under "TRANSFERS" "Authorization of Travel by Private Motor Vehicle") to travel on transfer by private motor vehicle, he may, in respect of his transfer, be paid:—

- (i) Mileage Allowance—at the rates prescribed in Order 10/H/2 (which see under "TRANSFERS" "Mileage Allowance for use of Own Conveyance") without any limit, and in addition 1d. per mile if any member or members of his family is or are carried;

- (ii) Travelling Allowance and Excess Travelling Time—Travelling Allowance and Excess Travelling Time (where eligible) under prescribed conditions up to the amount which would have been payable had the officer travelled by the normal means of surface travel.
- (iii) Accommodation and Meal Charges for Family—Reimbursement of one half the actual amount expended, provided that the period over which the reimbursement may be made shall be the period (that is, the actual period of time between the time of departure and time of arrival of the surface transport which would otherwise have been used) in which the journey could have been completed by the normal means of surface transport.
- (iv) Travelling time—that is, the salary of the officer, to the extent which would have been allowable had the officer travelled by the normal surface transport.

Provided that the total payments under (i)-(iv) shall not exceed the total of—(a) the cost of freighting the officer's vehicle, (b) fares of the officer and/or members of his family, (c) excess travelling time (where eligible) and travelling allowance to the officer; (d) reimbursement of half costs of accommodation and meals for members of his family; and (e) salary of the officer for travelling time allowance, which would have been met by the Department had the officer and/or his family travelled by the normal means of transport (air or surface, as the case may be) and the motor vehicle had been freighted by the most economical practical means. In those cases where the freight of the motor vehicle would not have been payable by the Commonwealth had the officer elected not to drive to his new station (see Order 9/F/1, under "REMOVAL EXPENSES" "Removal of Motor Cars and Motor Cycles, Liability of Department") the estimated cost of freighting the motor vehicle is still to be taken into account in determining the reimbursement which may be made.

Ref. G.O. 10/H/4.

DEFINITION OF "HORSE POWER".

In determining the horse power of a motor car for purpose of regulation 90 (and also 10/H/2, which see under "TRANSFERS" "Mileage Allowance for Use of Own Conveyance") the horse power as notified by the manufacturer should be observed, any variation as a result of rebor-ing being disregarded.

Ref. G.O. 11/A/3.

DEFINITION OF "SAVING" IN REGULATION 90 (3).

(a) In arriving at a determination on the point whether a saving has been effected, or is likely to be effected, by the use of an officer's motor car, motor cycle, or bicycle in travelling on public business, the comparison is not to be between the mileage rate as provided by regulation and the cost of fares by public conveyance only. Other items such as

travelling allowance, travelling (excess) time, and the pay value of an officer's ordinary time saved by the use of a more expeditious mode of travel should be taken into consideration. The factor of "greater efficiency" (regulation 90 (3)), in the road sense, having regard to the interests of the Department and also the reasonable interests of officers, must be considered in relation to the calculated saving in expenditure.

(b) Notwithstanding paragraph (a) of this Order, the use of a private motor vehicle may be authorized where the Chief Officer is satisfied that—

- (i) there is no public transport available to the destination at which the duty is to be performed; or
- (ii) although public means of transport is available, it is not possible to so arrange the programme of official duty to make use of that transport.

Ref. G.O. 11/A/1.

DEFINITION OF "ANY PERIOD OF TWELVE MONTHS" IN REGULATION 90(1).

(a) Any period of twelve months should be interpreted as a "mileage year" commencing from the date on which an officer first used his motor vehicle for official purposes, and end on the day preceding the anniversary of that date. A new "mileage year" will then commence on the anniversary of the date of first commencing to use his motor vehicle for official purposes.

If an officer ceases to use his motor vehicle for official purposes for a period in excess of twelve months, he will, if required to recommence using his motor vehicle for official purposes, commence a new "mileage year" from the date of that commencement.

(b) Where an officer replaces the motor vehicle he is currently using for official purposes with another motor vehicle, his "mileage year" for the purposes of Regulation 90 is unaffected.

Ref. G.O. 11/A/4.

PANEL VANS, STATION WAGONS AND ESTATE CARS.

For the purposes of Regulation 90 and Order 10/H/2, a panel van, station wagon or estate car should be treated as a motor car and not as a motor truck.

Ref. G.O. 11/A/5.

DRIVING OUTSIDE ORDINARY HOURS OF DUTY.

An officer or an employee should be regarded as being on duty and eligible for payment of overtime under the prescribed conditions when required by the Department to drive, outside his ordinary hours of duty, a departmental vehicle or to drive his own motor vehicle involving payment of allowance under Reg. 90. On the other hand, an officer or

employee who may have departmental gear in his possession is entitled to excess travelling time, but not to overtime, for time spent in travelling outside of his ordinary hours of duty, i.e., when not actually driving a conveyance.

Ref. 12/A/6.

PAYMENT FOR TRAVEL BETWEEN HOME AND PLACE OF DUTY WHERE OFFICER IS REQUIRED TO USE HIS MOTOR VEHICLE FOR OFFICIAL PURPOSES.

(a) Where an officer has been given prior notification that his motor vehicle will be required for official purposes on a particular day he should be paid the mileage allowance prescribed in Regulation 90 for the journey from and return to his home, subject to a deduction of any direct and ascertainable savings in fares on that day.

Order 12/A/6 (above) does not apply in this instance.

(b) This Order applies to an officer with continuing authority to use his motor vehicle for official purposes.

Ref. G.O. 10/H/7.

INSURANCE. (See under "Insurance on Effects Removed or Stored").

INSURANCE. Reimbursement, Reg. 90 Vehicles (See under "Insurance").

RELIEVING

ALLOWANCES, SUBURBAN. See under "Allowances".

REMOVAL EXPENSES

APPLICATION FOR REMOVAL.

(a) An officer or employee is required to submit an application in writing to the Chief Officer of his Department for the removal of furniture and effects. An inventory of the household furniture and effects to be removed, showing the values of the several articles to be removed is also required. Where portion of the removal is to store and portion to the new locality of the residence, the inventory and valuation list should be prepared in two parts accordingly. A separate inventory should be prepared for each room.

(b) The application by the officer should be prepared on the Department of Supply Form S.F.C. 9.4.1 (M.S.S. 311).

(c) As the inventories form the basis of contractors' quotations, claims for compensation against the contractor, and claims for compensation by the officer or employee against the Commonwealth, inventories should be prepared in detail on one side of the paper only and each article

should be itemized, otherwise the contractor will not accept responsibility. Where it is necessary to show an item as a "quantity", e.g., a quantity of timber, toys, books, or miscellaneous items, the officer or employee should, wherever practicable, state the quantity. When it is not practicable to state the precise quantity, an estimate should be given of the number, measure, volume or weight, whichever is appropriate. (This is necessary to assist removalists in estimating space, etc., for quotation purposes). An officer or employee is required to pack all items of personal clothing himself, and the delivery of the containers in good order and condition in which the clothes are packed will, so far as the contractor is concerned, constitute delivery of the clothes. Similarly, where an officer or employee elects to pack any other possessions, delivery of the container shall constitute delivery of the contents provided the container is in good order and condition and does not show evidence of being opened or tampered with. The owner should show on his inventory the measurement of all cases packed by himself. All items for part delivery should be shown in the original inventory and labelled accordingly.

(d) Arrangements for the testing, disconnecting and preparation for packing, and subsequent testing and reconnecting of mechanical or electrical household equipment at point of uplift and point of delivery should be made in accordance with G.O. 9/D/5 (which see under "Damages to Electrical Appliances, Gramophones, Pianos, etc."). Ref. G.O. 9/B/2.

ALLOWANCE FOR ACCELERATED DEPRECIATION ON FURNITURE AND EFFECTS.

(a) An allowance of £20 may ordinarily be paid by the Department which approves of the removal as compensation for accelerated depreciation and extra wear and tear on the furniture and household effects of an officer or employee and cost of necessary replacements to carpets, linoleums, curtains, etc., as a result of removal. Before payment is made the Chief Officer should be satisfied that the officer or employee has removed a substantial portion of what constitutes his normal furniture and household effects and that the total value of these items, excluding clothing and personal effects is not less than £500. The officer or employee is not required to prove actual loss in order to qualify for payment under this provision. Actual losses and damages should be covered under G.O. 9/D/5. (which see following).

(b) An allowance in pursuance of this order may be paid once only in respect of each removal even though the removal may be carried out in two or more parts. Ref. G.O. 9/D/6.

DAMAGES TO ELECTRICAL APPLIANCES, GRAMOPHONES, PIANOS, ETC.

(a) Liability for damage caused during removal of household effects of such categories as electrical appliances, pianos, gramophones, etc., will be accepted by the Commonwealth, subject to its being established in any instance that the damage is actually due to removal.

(b) It will be the responsibility of the officer to ensure that the disconnecting and preparation for packing (which includes the bolting down of refrigerator motors) and subsequently the reconnecting of mechanical or electrical equipment, refrigerators, radios, jugs, toasters, irons, etc., is undertaken by, or under the supervision of a technician or other expert skilled in the handling of such equipment. The officer or employee must obtain from the technician or other skilled expert in the handling of such equipment, a certificate showing the mechanical order and condition of such equipment, at both point of uplift and point of delivery. Any claim for damages to the equipment as the result of the removal must be accompanied by these certificates. The officer or employee will claim on the Removal Authority concerned as set out in G.O. 9/B/3 (see under "Removal Authority") for any reasonable costs incurred.

Ref. G.O. 9/D/5.

EVIDENCE OF VALUATION.

In submitting a claim in respect of loss on sale of furniture, an officer or employee should be required to supply proper evidence as to valuation of furniture and receipts for sale. The valuation must be obtained from some one other than the person who is to conduct the sale. Where no proper authority is available for valuation purposes, full details of the articles to be sold should be submitted to the State office of the Department of Supply for valuation.

Ref. G.O. 9/H/2.

FURNITURE AND EFFECTS, LIMITATIONS ON PAYMENT OF REMOVAL COSTS.

(1) Payment of the cost of removing furniture and household effects shall be subject to the following limitations:—

Officer's Salary	Maximum Amount Allowed
Under £312	£35
£312 to £612	£40
Over £612	£50

Provided that, where it is shown to the satisfaction of the Chief Officer that the removal cannot be effected for the amount prescribed above as the maximum, the Chief Officer may authorize the payment of such amount as will, in his opinion, cover the reasonable cost of the removal.

(2) In providing for cost of removal, only necessary household furniture and effects (see "Definition of Household Furniture and Effects under TRANSFERS") shall be taken into consideration.

(3) Before removal is undertaken, the Chief Officer shall, wherever practicable, obtain quotations from at least two carriers and may authorize acceptance of the more suitable.

(4) Where an officer elects to dispose of his furniture and effects instead of removing them to his next station, the Chief Officer may authorize payment to the officer of an amount equal to the loss shown, to the satisfaction of the Chief Officer, to have been sustained in the

disposal, but not exceeding the amount for which removal might have been effected under this regulation.

(5) An officer shall not be entitled to any compensation from the Commonwealth for losses or damages arising from removal, except where removal is effected by a Department, in which case compensation may be allowed under such conditions as are approved from time to time by the Board.

(6) Furniture, where practicable, shall be removed by railway if the cost be no greater than other means of conveyance.

(7) No payment shall be admitted for the purpose of this regulation unless vouchers are produced. Ref. Reg. 120.

INSURANCE FURNITURE AND EFFECTS. (See under "INSURANCE").

OFFICER MAY ELECT TO MAKE OWN ARRANGEMENTS FOR REMOVAL.

(a) An officer or employee transferred may elect to make his own arrangement for removal of his furniture and effects and, if he does so, he may recover proved costs up to the amount for which the removal might have been effected through the Department of Supply.

(b) An officer or employee should note, however, that experience has shown that the cost involved where a removal is effected privately usually exceeds that which is incurred where arrangements are made through the Department of Supply. Furthermore, the Department of Supply arranges contracts which impose strict standards of packing and loading. The same standards may not apply where private arrangements are made.

(c) Before making his own arrangements, the officer or employee must obtain at least three quotations, one of which should, wherever possible, be from the Department of Interior, Canberra, or the Department of Works, Darwin, if appropriate. Ref. G.O. 9/B/8.

ON APPOINTMENT, LIABILITY FOR COST.

Where a married officer is appointed to a locality involving either—

(i) removal interstate, or

(ii) removal within a State necessitating removal of household furniture and effects, but excluding removal within a town or a city, the Chief Officer may authorize the removal to be carried out in accordance with sub-section (B) (which see under "Application for Removal") of this section, but the officer will be required to contribute £10 towards the cost of the removal. Ref. G.O. 9/G/1.

COST OF CONVEYANCE. (See under "COST OF CONVEYANCE ON TRANSFER OR REMOVAL").

REMOVAL AUTHORITY.

(a) In all States, but not in the Australian Capital Territory and in the Northern Territory, the Department of Supply is the authority responsible for all administrative work connected with the removal interstate or

intrastate at public expense of furniture and effects of Commonwealth officers and employees.

(b) The Department of Interior, Canberra, is the authority responsible for all removals from Canberra.

(c) The Department of Works, Darwin, is the authority responsible for all removals from and in the Northern Territory.

(d) In the succeeding Orders in this section (Section 9) references to the Department of Supply should be read as including the Department of Interior, Canberra, and the Department of Works, Darwin.

Ref. G.O. 9/B/3.

REMOVAL OF MOTOR CARS AND MOTOR CYCLES. LIABILITY OF DEPARTMENT.

(a) Where an officer is transferred permanently from one station to another it is desirable that he should use his private motor vehicle as a means of transport for himself and his family. Chief Officers should encourage officers to use their private motor vehicles in this manner wherever possible.

(b) Where sea transport is unavoidable or land transport is impracticable the cost of conveyance by sea of the Motor Car or Motor Cycle belonging to an officer or employee, should be borne by the Department.

(c) Where localities are such that the driving of a motor car would be likely to result in it being damaged, or where the officer or employee for health reasons, etc., does not desire to drive his car, the cost of conveyance by land (Rail) may be authorized.

(d) Whether a motor vehicle is to be removed by ship or by rail or driven by the officer or employee is a matter for the Chief Officer to decide having regard to the attendant circumstances. If the officer or employee declines to drive his motor vehicle in circumstances in which the Chief Officer considers that paragraphs (b) or (c) of this order do not apply, the cost of removal will not be the responsibility of the Commonwealth.

(e) Where approval is given for removal by ship or rail at Departmental Expense—

(i) The officer or employee must make all arrangements for the removal. The Chief Officer may authorize an advance payment towards cost of removal of motor vehicle but not exceeding 90 per cent. of the estimated cost of removal, as revealed by suitable quotations obtained by the officer. When the removal has been completed, the advance should be adjusted against evidence of the actual removal costs.

(ii) Any insurance charges for insurance cover must be obtained privately by the officer or employee. The insurance sub-section (c) of this section (which see under "INSURANCE") is not applicable to removals of Motor Cars and Motor Cycles.

(f) This order applies also to unmarried officers transferred at Departmental expenses.

Ref. G.O. 9/F/1.

SALE OF FURNITURE AND EFFECTS OR MOTOR VEHICLE, COMPUTATION OF MAXIMUM AMOUNT OF LOSS TO BE REIMBURSED TO AN OFFICER WHO IS ENTITLED TO TRANSFER EXPENSES.

(a) Where an officer or employee elects to dispose of his furniture and effects, an estimate of the weight should be obtained and the rate per ton should then be made for the Department of Supply or its agent to estimate the cost of removal from house to house. The amount thus arrived at is to be regarded as the maximum allowance under regulation 120 (4) (which see under "Furniture and Effects, Limitations on Payment of Removal Costs").

(b) In calculating the amount which may be granted for loss consequent upon sale of furniture, expense involved in auctioneers' standard charges, standard valuation fee and cost of advertising sale may be allowed.

(c) Where an officer or employee, who is eligible under the conditions of G.O. 9/F/1 (which see under "Removal of Motor Cars and Motor Cycles Liability of Department") to have his motor vehicle removed at Departmental Expense, elects to sell his motor vehicle on removal, the same provisions as for sale of furniture and effects may be applied. However, an assessment of the value of the motor vehicle should first be obtained from the Department of Supply or other appropriate Department.

(d) The sale of furniture and effects, and motor vehicle should be dealt with separately, and any amount gained as the result of the sale of one should not be offset against a loss incurred on the other.

Ref. G.O. 9/H/1.

TEMPORARY EMPLOYEES ON APPOINTMENT.

(a) Where it is evident or probable that payment of fares for an employee's wife and family and/or removal of furniture and effects will be involved at the time of engagement, the approval of the Inspector should be sought before arrangements are made for the employee to commence duty. In the case of a prospective temporary employee this should be done in conjunction with the request for authority to employ.

(b) It should be made clear that unless the employee remains at least three months, if required, the expenditure incurred under paragraph (a) will be deducted from any wages due to him. In any event, if the employee resigns before his period of employment is terminated by the Department the return fares involved for himself and family and removal expenses to the place of engagement will not be paid. Similarly where the services of an employee are terminated by the Department for misconduct, the Commonwealth will not accept liability for fares or removal expenses to the place of engagement. Where the fares of the employee only are involved, the matter is to be determined by the Chief Officer in accordance with G.O. 10/F/2 (a) (which reads—"A

temporary or exempt employee engaged to take up duty at a distant place of employment, because suitable labour is unavailable, may upon the special approval of the Chief Officer be paid his fare, but it should be made clear that unless he remains at least three months—if required—the amount of his fare will be deducted from any wages due to him. In any event if the employee resigns before his period of employment is terminated by the Department, his return fare to the place of engagement will not be paid.”)

(c) This order does not apply to engagements for Service in the Northern Territory for which special conditions have been provided elsewhere.

Ref. G.O. 9/G/3.

WHERE OFFICER OCCUPIES FURNISHED QUARTERS.

Where furnished, or partly furnished, quarters are provided by the Department at the new station the officer or employee may either dispose of his surplus furniture and effects or store them. In the event of disposal the Chief Officer of the Department to which the officer or employee is transferred may authorize payment of an amount equal to the loss provided he is satisfied that loss was in fact sustained to the extent claimed, see order 9/H/1 (Preceding) and 9/H/2 (see under “Evidence of Valuation”). An officer or employee who elects to store his surplus furniture may be reimbursed the cost of removal to suitable storage. Storage charges may be reimbursed to him for such periods as the Chief Officer of the Department to which the officer or employee is transferred may consider reasonable in the circumstances; provided that any amounts so paid may, if the Chief Officer of the Department to which the officer or employee is transferred so determines, be offset against any loss on sale, should the officer or employee subsequently decide to dispose of his surplus furniture.

Ref. G.O. 9/H/3.

RESIGNATIONS

DATE FROM WHICH EFFECTIVE.

- (a) The date of the resignation of an officer is:—
- (i) the date specified by him in his resignation; or
 - (ii) in the absence of a specified date, the date appearing at the head of the officer's communication; or
 - (iii) in the absence of a specified date or a date on the officer's communication, the date on which he actually ceased duty. It is desirable that the date from which the officer resigns should be the date upon which his service will terminate, and officers controlling staffs should, therefore, wherever possible, ensure that an officer's resignation is framed in terms which indicate his desire to resign from the close of business on the date (to be named) upon which his service will terminate.

(b) An officer should not be permitted to resign as from close of business on a date on which a public holiday is to be observed. If an officer's resignation is stated to take effect from such a date, it is to be accepted from the close of business on the first preceding working day.

(c) If an officer is permitted to cease duty before the date he names (see G.O. 3/B/3, which says—"Where the convenience of the Department permits and the officer so desires, acceptance of his resignation may be anticipated except in cases covered by G.O. 3/B/4." "Resignation of an officer who may have committed an offence") he should, if possible, be required to amend his resignation unless the intervening period is covered by recreation leave to which he is entitled. If it is not possible to have his resignation amended or sufficient recreation leave is not available to cover the intervening period, such period should be covered to the extent necessary by the granting of leave without pay.

(d) The resignation of an officer who is on leave of absence will be effective from the date of resignation subject to the provisions of G.O. 5/B/15 (which see under "Leave Prior to Retirement or Resignation").

(e) Where, to meet the needs of the Department, an officer remains on duty after the date of his resignation, the resignation will take effect from his last day of service (including as service for this purpose any recreation leave for which the officer is eligible) and this day should be stated by the Department when forwarding the resignation to the Inspector.

(f) Where an officer who is eligible under the provisions of G.O. 5/B/15 (which see under "Leave Prior to Retirement or Resignation") for recreation leave, submits his resignation and it is not practicable to grant such leave prior to the date from which his resignation would ordinarily be effective, he should be requested to amend the date of his resignation to enable the leave to be granted.

Ref. G.O. 3/B/2.

ELDERLY OFFICERS.

(1) Every officer having attained the age of 60 years shall be entitled to retire from the Commonwealth Service if he desires so to do; but any such officer may (unless retired as hereinafter provided) continue in the service until he attains the age of sixty-five years.

(2) If any officer continues in the service after he has attained the age of sixty years, he may at any time before he attains the age of sixty-five years be retired from the service by the Board, or, in the case of an officer of the First Division, by the Governor-General.

Ref. Act 85.

PROCEDURE.

An officer's resignation should be forwarded to the Public Service Inspector accompanied by three copies of Form No. 14.

Ref. G.O. 3/B/1.

RETIREMENT

EXCESS OFFICERS. (See under "RETRENCHMENT").

LEAVE PRIOR TO. (See under "LEAVE").

OFFICER DUE TO ILLNESS. (See under "SICK LEAVE Period Allowed").

THROUGH INCAPACITY. (See under "Incapacity").

RETRENCHMENT

EXCESS OFFICERS.

If at any time the P.S. Board finds that a greater number of officers of a particular classification is employed in any Department or Branch of a Department than is necessary for the efficient working of that Department or Branch, any officer whom the Board finds is in excess may be transferred to such other position of equal classification and salary in the Service as the officer is competent to fill, and if no such position is available the officer may be transferred to a position of lower classification and salary. If no position is available for the officer the Board may retire him from the Public Service.

Ref. Act 20.

NOTICE OF TERMINATION OF SERVICES.

(a) Where the employment of an employee has extended over a period of not less than four weeks, the employee is entitled to at least one weeks' notice of termination of engagement (or such longer period as is provided in an award or determination covering the employment in which he is engaged). Where such notice is not given, payment should be made in lieu of notice. Controlling officers should see that the requisite notice is given, and plan to ensure that the employee concerned is gainfully employed by the Department during the period of his notice. Notice of termination of employment should not be given while an employee is on recreation leave. Notice must be given either before the commencement of or at the termination of recreation leave. The period of notice should not form portion of the period of recreation leave. The provision for notice does not apply where an employee's services are terminated through misconduct or unsatisfactory service.

One of the objectives of this General Order is to provide that adequate time should be available to the Department to ensure that, as far as practicable, all money due to an employee for salary or wages, payment in lieu of recreation leave and pro-rata recreation leave, are made available to him on the day on which he ceases duty following notice of termination of his employment.

(b) Notwithstanding paragraph (a) of this order, every employee who is to be retrenched should, as far as practicable, be given at least four weeks' notice (including normal notice) of impending retrenchment.

Ref. G.O. 13/B/2.

ORDER OF DISCHARGE, TEMPORARY AND EXEMPT EMPLOYEES.

(a) This order is to be used only where 'retrenchment' of temporary or exempt employees becomes necessary. "Retrenchment" means the compulsory termination of the services of an exempt or temporary employee for the reason that—

- (1) His service or position is not necessary;
- (2) The work for which he was engaged is finished; or
- (3) A reduction in the number of any Commonwealth employees is necessary because the quantity of work has diminished.

However, retrenchment is not involved where the employee is engaged for the performance of a specific task or for a specific period of time and is terminated on the completion of that task or on the expiration of that period of time in accordance with the intention, expressed or implied, at the time of the engagement.

(b) When considering the impact of any retrenchment that may be necessary, Departments should treat each establishment independently. For this purpose, the establishment is the management unit within which there is normally interchange of staff.

(c) The order of discharge stated in the succeeding paragraphs of this General Order applies to all temporary and exempt employees (considered together) other than those whose eligibility for permanent appointment has been established and whose appointments are in process.

(d) Decision having been reached as to the number of employees to be retrenched, employees with less than 12 months' service shall be retrenched first on the basis of "last on, first off", without regard to other factors.

(e) If, after all employees with less than 12 months' service have been retrenched, further retrenchment is necessary, consideration shall next be given to employees who are over the compulsory retiring age (65 years) or are married women not dependent on their earnings (considered together) and these shall be retrenched in the following order:—

- (1) A relatively less efficient employee shall be discharged before a relatively more efficient employee;
- (2) In the event of equality of efficiency retrenchment shall proceed on the basis of "last on, first off" without regard to any other factors.

(f) If after dealing with all employees falling within paragraphs (d) and (e) further retrenchment is necessary, all other employees are to be listed in order of relative efficiency and the relatively less efficient discharged first. In the event of equality of efficiency of all or any of the employees within this list retrenchment shall proceed in three successive categories.

- (1) Those with less than 8 years' service.
- (2) Those with 8 years' service but with less than 15 years' service;
- (3) Those with at least 15 years' service.

Those in a longer service category shall be retained until all those in a shorter service category have been discharged.

(g) Within each succeeding category in paragraph (f), retrenchment will proceed successively through the following groups and sub-groups:—

- (1) Persons without dependant children who are single, widowed, separated from spouses whom they are not maintaining or divorced, and who—
 - (a) are not entitled to preference under the provisions of Division 2, Part II and Part XI of the Re-establishment and Employment Act;
 - (b) are entitled to such preference.

(2) Other persons who—

- (a) are not entitled to preference under the provisions of Division 2, Part II and Part XI of the Re-establishment and Employment Act;
- (b) are entitled to such preference.

Within each of the above-mentioned groups and sub-groups, the principle of "last on, first off" shall be applied.

(h) For the purposes of paragraphs (e) and (g) of this General Order, the term "efficiency" shall possess the same meaning, and will be subject to the same method of measurement, as applies to the determination of efficiency for the purposes of promotion under Section 50 of the Public Service Act. (See "Efficiency" under "PROMOTION" Act 50 (4)).

(i) For the purposes of paragraphs (d), (e) and (f) of this General Order, the term "service" shall possess the same meaning, and will be subject to the same method of measurement, as applied to the term "Service" used in the Commonwealth Employees' Furlough Act Section 6 (Based on period of Employment).

(j) For the purpose of paragraph (g) of this General Order, the term "dependent children" shall mean children under the age of 16 years and other children who, being over the age of 16 years but under the age of 18 years have not completed their education and are being wholly maintained.

P.S.B. Circ. 1958/16.

RATE OF PAY—PRO-RATA LEAVE AND PAYMENT IN LIEU OF LEAVE.

Payment in lieu of leave due to an employee on termination of services should be computed on the basis of remuneration received at the date of cessation of employment, and not on the basis of salary received when leave originally accrued.

Ref. G.O. 13/B/3.

SALARIES

PAYMENT INTO BANK ACCOUNT.

The Department has no objection to such an arrangement if the officer concerned wishes to avail himself of the facility.

Approval of the arrangement is contingent on the following conditions:—

(a) Owing to administrative difficulties, the Department cannot undertake to bank a portion only of an officer's salary and the whole of the salary must be banked to the officer's credit.

(b) The election of an officer for payment of salary to a bank account shall be withdrawn only under exceptional circumstances.

(c) The officer's account shall be with a banking organization having Trading Bank facilities.

Ref. D.G.'s Memo. G.250/18/9.

SENIORITY

HOW DETERMINED (GENERAL).

(1) This regulation shall apply only in determining the relative seniority of officers for the purpose of Section 50 of the Act (which see under "PROMOTION") and of Regulation 116 (which see under "TRANSFERS—Temporary (Selection of Officers)").

(3) The relative seniority of officers of the Fourth Division shall be determined by the respective dates of their appointment to the Commonwealth Service.

Provided that if an officer enters the Third Division by transfer from the Fourth Division, service in the latter division up to a maximum of two years shall be reckoned, for the purpose of determining seniority, as service in the Third Division.

(6A) In the case of an officer appointed as a result of competitive examination, the date of his entry into the division to which he is appointed shall, for the purpose of determining his seniority, be deemed to be the date specified by the Board in the certificate of appointment:

Provided—

(a) That the officer is already employed in a temporary capacity in the the Commonwealth Service on that date; or

(b) That he commences duty within twenty-eight days of the date of issue by the Chief Officer of notification of appointment and request to report for duty.

(7) Notwithstanding anything contained in this regulation, the Board may if it thinks fit, specially determine the relative seniority of any officer who—

- (i) (This paragraph does not apply to Technical Staff).
- (ii) is removed from a Division to a lower Division;
- (iii) (This paragraph does not apply to Technical Staff).
- (iv) being a returned soldier is appointed or transferred to the Third Division as a result of passing an examination held prior to the first day of July, 1924.

(8) In any case not provided for in this regulation seniority shall be as determined by the Board.

(9) Nothing contained in this regulation shall affect the authority, for the purposes of management and control, vested in an officer by virtue of his temporary or permanent office.

Ref. Reg. 110.

SECTIONAL.

(1) This regulation applies notwithstanding anything contained in the last preceding regulation.

(2) Subject to this regulation, the relative seniority of officers of the Fourth Division who have qualified for promotion to, or occupy, an office specified in the First Column of the Table in this sub-regulation shall, for the purposes of promotion under Section 50 (which see under "PROMOTION") or of temporary transfer under Regulation 116 of these regulations (which see under "TRANSFERS") to an office specified in the second column of that Table opposite to that office, be determined by the respective dates on which the officers qualified for promotion to the office specified in the First Column of the Table.

First Column	Second Column
1. Senior Technician (Postmaster-General's Department).	Supervising Technician (any grade). Supervisor (Workshops). Technical Instructor, Grade 2, Technicians' School.
2. Senior Technician (Radio) (Department of Civil Aviation)	Senior Technical Instructor (any Grade) Technicians' School. Principal, Technicians' School (Postmaster-General's Department). Supervising Technician Radio (any grade). (Department of Civil Aviation).

(3) Subject to this regulation, the relative seniority of officers of the Fourth Division who occupy an office specified in the First Column of the Table in this sub-regulation shall, for the purposes of promotion under Section 50 of the Act or of temporary transfer under regulation 116 of these regulations to an office specified in the second column of

that Table opposite to that office, be determined by the respective dates on which the officers were first appointed, advanced; transferred or promoted to the office which they occupy.

First Column	Second Column
1. Technician (Instrument Maker)	
Technician (Mail)	Senior Technician (Mail)
Technician (Telecommunications)	Senior Technician (Telecommunications)
Technician (Toolmaker)	Senior Technician (Tradesman)
Technician (Tradesman)	(Postmaster-General's Department)
(Postmaster-General's Department)	
2. Technician (Radio)	Senior Technician (Radio)
(Department of Civil Aviation)	(Department of Civil Aviation)

(4) Where two or more officers in the Postmaster-General's Department qualified for promotion to the office of Senior Technician on the same date, the relative seniority of those officers shall be determined by the respective dates of their advancement, appointment, transfer or promotion to the office of Technician.

(5) Where two or more officers in the Postmaster-General's Department qualified for promotion to the office of Senior Technician on the same date, and were advanced or appointed to the office of Technician on the same date, the relative seniority of those officers shall be determined by their relative seniority immediately before the date upon which they qualified for promotion to the office of Senior Technician.

(6) Where two or more officers in the Department of Civil Aviation qualified for promotion to the office of Senior Technician (Radio) on the same date, the relative seniority of those officers shall be determined by the respective dates of their advancement, appointment, transfer or promotion to the office of Technician.

(7) Where two or more officers in the Department of Civil Aviation qualified for promotion to the office of Senior Technician (Radio) on the same date, and were advanced or appointed to the office of Technician on the same date, the relative seniority of those officers shall be determined by their relative seniority immediately before the date upon which they qualified for promotion to the office of Senior Technician (Radio).

(8) Where two or more officers in the Postmaster-General's Department were appointed, advanced, transferred or promoted to an office of Technician (Instrument Maker), Technician (Mail), (Technician Telecommunications), Technician (Toolmaker), or Technician (Tradesman) on the same date, the relative seniority of those officers shall be determined by the respective dates of their appointment to the Commonwealth Service.

(10) For the purposes of sub-regulation (8) and (9) of this regulation, where two or more officers were appointed to the Commonwealth service on the same date, their relative seniority shall be determined by the Board.

(12) Nothing contained in this regulation shall vary the relative seniority as at the thirtieth day of June, 1946, of officers of the Fourth Division in the Postmaster-General's Department who were promoted to the office of Senior Technician before the first day of July, 1924.

Ref. Reg. 110A.

SICK LEAVE

APPLICATIONS FOR (OFFICERS AND EMPLOYEES).

Applications for sick leave should be for a specified period and must be made, in writing, by the officer or employee as soon as possible after commencement of the leave. The accompanying medical certificate (which must be from a duly qualified medical practitioner), or such other evidence of illness approved by the Board, should indicate the malady from which the officer or employee is suffering, and the period of sick leave required.

Where any part of sick leave for which an officer or employee applies is granted at half-pay, or without pay, he should be advised of the terms on which leave has been granted. A temporary or exempt employee who is not entitled to sick leave with pay should not necessarily be required to incur the expense of furnishing a medical certificate. In cases where the nature of the illness prevents an officer or employee from making a written application within a reasonable time, and the Chief Officer, on receipt of a medical certificate is satisfied regarding the circumstances of the case, approval for the required sick leave should be given subject to production of a written application at a later date. If, in these circumstances, subsequent happenings such as the death of the officer or employee, prevent the submission of an application, the interim approval can be regarded as final. Where the initiative in placing an officer or employee off duty on account of illness is taken by a Commonwealth Medical Officer, no certificate other than the report of the Commonwealth Medical Officer will be required unless the period of absence exceeds that provided for in such report.

Ref. G.O. 5/C/1.

ENTITLEMENT (OFFICERS).

In the case of illness of an officer, the Chief Officer may, on production of satisfactory medical evidence, grant the officer leave of absence on the following conditions:—

(1) Except as otherwise provided in this clause, the basis for determining the leave which may be granted shall be ascertained by crediting the officer with the following periods, such leave to be cumulative:—

	Leave on Full Pay Working Weeks	Leave on Half Pay Working Weeks
On date of permanent appointment	2	2
On completion of twelve months' service	2	2
On completion of each additional twelve months' service	2	2

Provided that—

- (a) The Chief Officer may grant additional sick leave to a permanent officer, who, during his first five years of permanent service exhausts his sick leave credit on full pay accrued on the basis of the foregoing provisions, to the extent of a year's credit in anticipation of his sick leave next accruing.

Additional sick leave granted in pursuance of this sub-paragraph shall be subject to the same conditions as are applicable to sick leave granted in accordance with an officer's normal sick leave credit.

- (b) In the case of officers appointed prior to 1st October, 1951, existing sick leave credits shall be adjusted as under:—

(i) Those appointed after 1st April, 1951, and before 1st October, 1951, shall be given a credit of 2 weeks' full pay and 2 weeks' half pay credit and from that credit shall be deducted sick leave availed of since date of appointment. Where sick leave on third pay has been availed of, it should be converted to the equivalent of half pay, in completed days, and deduction from sick leave credit then effected.

(ii) In the case of those appointed on or before 1st April, 1951, existing credits shall remain unchanged, except that any third pay credits shall be converted to the equivalent of half pay in completed days.

(2) In the case of an officer permanently appointed on and after 1st October, 1951, who immediately prior to appointment was temporarily employed, his credit of sick leave on permanent appointment shall be determined as follows:—

(a) If employed temporarily for less than twelve months at date of permanent appointment, the officer shall be granted a credit of two working weeks on full pay and two working weeks on half pay, from which shall be deducted sick leave with pay previously granted. A further credit of two weeks on full pay and two weeks on half pay shall be granted on the completion of twelve months continuous temporary and permanent service and further annual credits on the anniversary of this date.

(b) If employed temporarily for at least twelve months at date of permanent appointment, the officer shall be credited with sick

leave at credit at date of permanent appointment, with further credits from the date from which those credits would have accrued had he remained a temporary employee.

(3) Sick leave availed of by an officer shall be debited against his credit of sick leave.

(4) Where, in the case of officers with long service, the Board considers that exceptional treatment is justified, they may, where leave on pay is exhausted, grant additional leave on half pay.

(5) The maximum period allowable with pay in respect of any continuous absence through illness shall be 52 weeks.

(6) Where an officer has exhausted all leave allowable with pay, he may be granted leave without pay.

Provided that, in respect of any continuous period of absence, leave with and without pay shall not exceed 78 weeks.

(7) The retirement of an officer under section 67 of the Public Service Act on the ground of invalidity shall not, except with the consent of the officer, be effected earlier than the date on which the officer's credit of leave on full pay will be exhausted:

Provided that—

(a) the continuous period for which an officer may be granted sick leave on full pay immediately prior to retirement shall not exceed 52 weeks:

(b) a further credit of sick leave shall not accrue to an officer subsequent to the date of the decision to retire him; and

(c) in no case shall an officer be entitled to sick leave extending beyond the day immediately preceding the sixty-fifth anniversary of his birth.

(8) Officers of the Commonwealth Public Service temporarily located in the Mandated Territory of New Guinea or the Territory of Papua shall not be debited with sick leave granted while so located in excess of the amount of leave on full pay which would accrue to them under this clause during the period served in the localities mentioned.

(9) Except as provided in sub-clause (2) of this clause, temporary service shall not be counted as service in the computation of service under this clause.

(10) If an officer falls sick while on annual leave and produces at the time satisfactory medical evidence, he may be granted, at a time convenient to the Department, additional leave equivalent to the period of sickness falling within the scheduled period of annual leave and the absence will be recorded as sick leave credits, provided the officer is, at the time of obtaining the medical certificate, confined to his home or hospital, the medical evidence so indicates and sick leave for not less than four days is needed.

Ref. Det. 119/1951. Common Rule.

ENTITLEMENTS TABLE

Service Rendered	Total Credits Due (Days)					
	Perm. Staff		Temp. Staff			
			Ex Service		Non Ex Service	
	Full Pay	Half Pay	Full Pay	Half Pay	Full Pay	Half Pay
Appointment or Commencement	12	12	0	0	0	0
1st month complete	12	12	1	0	0	0
2nd " "	12	12	2	0	2	0
3rd " "	12	12	3	0	3	0
4th " "	12	12	4	0	4	0
5th " "	12	12	5	0	5	0
6th " "	12	12	6	0	6	0
7th " "	12	12	7	0	6	0
8th " "	12	12	8	0	6	0
9th " "	12	12	9	0	6	0
10th " "	12	12	10	0	6	0
11th " "	12	12	11	0	6	0
12th " "	24	24	24	24	24	24
24th " "	36	36	36	36	36	36
36th " "	48	48	48	48	48	48
Etc.	Etc.	Etc.	Etc.	Etc.	Etc.	Etc.

Any portion of credits due, may be taken at any time with Doctor's certificate. Up to four days (concurrently if necessary) may be taken, in any sick leave year, from credit without certificate. Permanent officers may anticipate next year's credit during first 5 years.

Sick leave for temporary staff, and permanent staff appointed after 1/10/51, based anniversary to anniversary of commencement date. For permanent staff appointed before 1/10/51, anniversary to anniversary of date of appointment.

MEDICAL CERTIFICATES FOR.

(1) Application for leave of absence on the ground of illness shall be supported by the certificate of a duly qualified medical practitioner: Provided that the Chief Officer may grant leave of absence on the ground of illness, without production of a medical certificate, to the extent of four days in any twelve months.

(2) Subject to sub-regulation (1) of this regulation, where sick leave is granted without the production of a medical certificate or other evidence approved by the Board, such leave shall be without pay.

Ref. Reg. 54.

WHERE MEDICAL CERTIFICATE NOT PRODUCED.

(a) Where an officer or employee absents himself from duty by reason of illness, and does not produce a medical certificate or such other evidence of illness approved by the Board, the whole of such absence, if sanctioned, must be covered by sick leave without pay under regulation 54 (2) (See under "Medical Certificates For") except to such extent as the officer or employee may be eligible for and granted leave with pay under regulation 54 (1). Sick leave granted without pay should not operate to reduce the leave with pay for which an officer or employee is eligible in any sick leave year without production of a medical certificate under regulation 54 (1).

(b) For the purposes of applying Regulation 54 (1), the reference to "four days in any twelve months" should be interpreted to mean "Four days in each Sick Leave Year".

Example.—An officer was appointed on 1st April, 1952. He may be granted sick leave up to four days at any time within the period 1st April, 1952, to 31st March, 1953 (his sick leave year) without production of a medical certificate, with further grants up to four days within each of the succeeding sick leave years commencing on the first day of April.

(c) This order does not apply to an exempt employee covered by an award or determination made by an industrial tribunal other than the Public Service Arbitrator.

Ref. G.O. 5/C/9.

BLOOD TRANSFUSION.

Officers or employees volunteering for blood transfusion may be granted leave with pay without deduction from sick leave credits for the period necessarily involved in attendance for the transfusion. Where, however, as the result of the transfusion any further period of leave is sought, the usual conditions relative to the granting of sick leave necessitated by illness should be applied.

Ref. G.O. 5/C/8.

DENTAL AND OPTICAL PURPOSES.

(a) Where an officer or employee is required, as a matter of urgency, to visit a dentist, optometrist, optician or oculist, or where physical disability due to dental or optical causes prevents an officer or employee performing duty, leave of absence from duty may be granted in accordance with the following:—

- (i) Where the absence does not exceed two days, sick leave in accordance with regulation 54 (see under "Medical Certificates For") if the officer is eligible for single day absences without support by medical certificate.
- (ii) Where the officer or employee is ineligible for further leave under regulation 54, or where he is absent continuously for a period not exceeding three weeks, sick leave may be granted (subject to sub-

paragraph (iii) hereof) upon production of a certificate from a dentist, optometrist, optician or oculist as the case may be.

Such certificate should indicate—

- (A) That the officer or employee concerned is under treatment by the person furnishing the certificate;
 - (B) The nature of the treatment; and
 - (C) The actual period of absence from duty necessary.
- (iii) Where continuous absence extends beyond two days, the certificate should be referred to the Commonwealth Medical Officer in the capital city for his comments before sick leave with pay is granted.
- (iv) In any case of continuous absence for a period longer than three weeks, application for sick leave should be supported by a certificate from a duly qualified medical practitioner.
- (b) The above conditions may be applied, without the requirement of urgency, to probationary officers who are required to undergo dental or optical treatment to satisfy medical requirements as a preliminary to confirmation of appointment.

Ref. G.O. 5/C/6.

DEFINITION OF "WORKING DAY".

(1) A "Working Day" includes a public holiday in the case of employees who ordinarily work six days per week, and a Sunday or public holiday in the cases of employees such as lightkeepers, whose duty covers seven days per week.

(2) Absence on a Saturday, or other day observed as a weekly half-holiday, for the usual working period or shifts should be counted as absence for a day.

(3) Where an officer resumes duty on a day immediately succeeding a holiday or holidays, his sick leave should be regarded as expiring on the working day preceding such holiday or holidays.

DEFINITION OF SICK LEAVE YEAR

(1) **OFFICER**—Anniversary of Date of Appointment.

(2) **Temp. Employee on Permanent Appointment**—Anniversary of date of First Employment.

(3) **Temp. Employee**—Anniversary of date of First Employment.

TEMPORARY EMPLOYEES—RETURNED SOLDIERS AND NON-RETURNED SOLDIERS.

(1) An employee may be granted sick leave by the Chief Officer, if the Chief Officer is satisfied that absence from duty arises from illness due to causes beyond the employee's own control, subject to the following conditions:—

- (a) the employee shall apply in writing, stating the cause of absence;
- (b) the grant of sick leave with pay shall be subject to the application being supported by the certificate of a duly qualified medical practitioner:

Provided that the Chief Officer may grant sick leave with pay subject to available credits, without production of a medical certificate, to the extent of four days in any sick leave year.

(2) The basis for determining the sick leave which may be granted with pay during the first twelve months of continuous service shall be as follows:—

(a) Returned Soldiers.

After completion of twenty-six day's service, at the rate of one day for each twenty-six days of service in respect of which no sick leave with pay has previously been granted:

Provided that the period of sick leave with pay which may be granted to a returned soldier under this paragraph shall not exceed twelve days.

(b) Non-returned soldiers.

After completion of fifty-two days' service, at the rate of one day with pay for each twenty-six days' service in respect to which no sick leave with pay has previously been granted:

Provided that the period of sick leave with pay which may be granted to a non-returned soldier under this paragraph shall not exceed six days.

(3) In addition to sick leave which may be granted under sub-clause (2) of this clause, all temporary employees may, during the first twelve months of continuous service, be granted sick leave without pay for such period or periods as will not in the aggregate, exceed 24 days.

(4) On completion of a period of twelve months of continuous service, and for so long as his service is continuous, an employee shall be eligible for sick leave as though Determination No. 119 of 1951 (Common Rule re Sick Leave)—excepting paragraph (a) of the proviso to paragraph (1)—applied to him as from the commencement of that period of twelve months, subject to deduction from the sick leave for which he thereby becomes eligible, of any sick leave with pay granted during that period under sub-clause (2) of this clause.

(5) Notwithstanding anything contained in this clause, where satisfactory medical evidence is produced that absence from duty was on account of illness which originated from war service, the Board may determine the conditions under which sick leave shall be granted.

(6) For the purposes of this clause service shall be deemed to be continuous where in a period of fourteen months, there is employment for not less than twelve months and any breaks in employment have been due to the requirements of the Service.

(7) In the application of the foregoing provisions of this clause to an employee whose ordinary hours of duty are confined to five days of the week:—

(a) the period of twenty-six days shall be read as twenty-two days.

(b) the period of fifty-two days shall be read as forty-four days.

(c) the period of six days shall be read as five days.

(d) the period of twelve days shall be read as ten days.

(e) the period of twenty-four days shall be read as twenty days.

Ref. Award Clause 7.

TEMPORARY EMPLOYEES. DEFINITION OF 26 DAYS.

Twenty-six days actual employment for sick leave purposes under Reg. 138 or relative Arbitration determination (which see above) should be deemed to have been worked when the employee has completed four weeks plus 2 days duty.

Ref. G.O. 5/C/24.

DURING CURRENCY OF ANNUAL LEAVE. (See under "Recreation Leave").

EXCEEDING CONTINUOUS PERIOD OF THIRTEEN WEEKS.

Where an officer has been absent on sick leave and leave is extended under Section 70 (See under "Period Allowed") or any other provision of the Act or regulations, and the combined continuous period of absence exceeds thirteen weeks, the provisions of Reg. 57 (which reads "If any officer is absent from duty on account of illness, and such absence has extended beyond thirteen weeks continuously, he shall not be permitted to return to duty unless and until a Commonwealth Medical Officer, or other medical practitioner approved by the Inspector, has certified that he is fit to resume work:

Provided that where an officer resumes duty after a lesser period than thirteen weeks continuous absence due to illness, the Chief Officer may, if he is of opinion that the officer is not fit to resume duty, direct him to submit himself for examination by a Commonwealth Medical Officer or other medical practitioner approved by the Inspector, and if the examination discloses that the officer is unfit to resume duty, the Chief Officer shall grant further leave of absence on account of illness as the medical report indicates as necessary") in regard to the furnishing of a medical certificate as to fitness to resume duty are to be applied.

Ref. G.O. 5/C/11—Reg. 57.

BREAK IN CONTINUITY OF SERVICE (EMPLOYEES).

Where continuity of employment is broken, any period of sick leave standing to the credit of an employee at the date of termination of his employment should lapse and in any new period of employment the earlier period of service should not be counted for the purpose of establishing a sick leave credit.

Ref. G.O. 13/C/6.

PERIOD ALLOWED.

(1) The Chief Officer may grant leave of absence to an officer on account of illness or other prescribed cause—

- (a) For a continuous period not exceeding three months, or
- (b) With the approval of the Board, and subject to such conditions as are prescribed, for a continuous period not exceeding twelve months.

(2) If, at the expiration of a period of leave granted to an officer under the last preceding sub-section, the Board is satisfied that the officer is unable to resume his duties, the Board may—

- (a) Retire the officer from the Commonwealth Service; or
- (b) Grant to the officer leave of absence without pay for a period not exceeding six months.
- (3) If, at the expiration of a period of leave granted under the last preceding sub-section, the Board is satisfied that the officer is unable to resume his duties, the Board may retire the officer from the Commonwealth Public Service.
- (4) The regulations may empower a Chief Officer to direct that an officer who is ill shall absent himself from duty and shall comply with such conditions as are prescribed.

Ref. Act 70.

EVIDENCE OF ILLNESS OTHER THAN IN THE FORM OF A MEDICAL CERTIFICATE.

Where an officer or employee applies for sick leave and his application is not supported by a certificate as provided by G.O. 5/C/1 (which see under "Applications For") and 5/C/6, (which see under "Dental and Optical Purposes") the application, with accompanying evidence in support, should be referred to the Board for consideration, if the Chief Officer feels that the circumstances may warrant the granting of sick leave with pay.

Ref. G.O. 5/C/7.

DURING CURRENCY OF OTHER LEAVE.

(a) An officer or employee absent on approved leave (other than recreation or furlough), e.g., on leave without pay, is not eligible for sick leave until after the expiration of such approved leave.

(b) Where an officer falling sick while on recreation leave (provided not less than four days is involved) applies for sick leave in accordance with the Common Rule of the Arbitrator, he must forward the required medical certificate at the time he falls ill in the same manner as would be required if he were not on recreation leave at that time. The principle contained in regulation 48, i.e., that recreation leave shall not be allowed to accumulate for more than two years, should also apply to any additional leave due to an officer consequent upon illness during annual leave.

(c) Subject to the exceptions specified in Order No. 5/C/27, paragraph (b) of this Order except the second sentence, should be applied to:—

(i) Temporary and exempt employees, other than temporary foreman (to whom Determination 78 of 1950 applies)—on completion of 12 months' continuous employment;

(ii) Temporary foreman to whom Determination No. 78 of 1950 applies—as from the date of commencing employment.

(d) If an officer or employee falls sick while on furlough and produces at the time satisfactory medical evidence, he may be granted additional furlough equivalent to the period of sickness falling within the period of furlough originally approved subject to:

- (i) The officer or employee being unfit for duty at the time of obtaining the medical certificate, and the medical evidence so indicates;
- (ii) The sick leave required being of not less than two weeks' duration; and
- (iii) Availability of sick leave credits which will be debited with the period of sick leave approved.

The period of furlough, equivalent to the period of approved sick leave, may, without further reference to the approving authority other than to inform the approving authority of the variation made, be taken as from the date of expiration of the period of furlough originally approved or added to furlough entitlement.

Ref. G.O. 5/C/10.

EXCEPTIONAL CASES TO OFFICERS AND EMPLOYEES WITH LONG SERVICE.

Where in the opinion of the Chief Officer the circumstances in the case of any particular officer or employee with long service who has exhausted all sick leave on pay are such as to warrant reference to the Board with a view to the granting of further leave on half pay under sub-clause (4) (which see under "Entitlements (Officers)") of the common rule re sick leave, a copy of the officer's or employee's sick leave record, together with a full statement of the circumstances which in the opinion of the Chief Officer, would justify the Board in dealing with the case as an exceptional one, should be forwarded for consideration.

Ref. G.O. 5/C/17.

APPLICATION FOR FURLOUGH (WHILST ON).

(See under "Furlough").

EMPLOYEES ABSENT FROM DUTY DUE TO WAR CAUSED DISABILITIES.

Where an employee, who is a returned soldier, is absent on sick leave as a result of disabilities due to war service, any period of absence which it is not possible to cover by the grant of leave in accordance with normal and special sick leave credits (both with and without pay) may be granted as sick leave without pay, subject to absence with and without pay not exceeding a continuous period of 78 weeks, vide the proviso to Clause 6 of Determination No. 119 of 1951 (Common Rule Re Sick Leave) which see under 'Entitlements, Officers'.

Ref. G.O. 5/C/22.

REIMBURSEMENT OF FARES (REMOTE AREAS)

(See under "Accidents").

TERMINATION OF EMPLOYMENT (In relation to).

(a) Subject to the proviso hereto, sick leave should not be granted beyond the date on which an employee's services would normally have been dispensed with. If, for example, an employee were informed on the first day of a month that his services were to be terminated on the tenth day of the same month and he subsequently applied for sick leave,

leave should be granted only up to and including the tenth of the month, notwithstanding that the employee may have a sick leave credit which would permit of a longer period of absence. Orders 5/C/20 (which see under Temporary Employees **without** Superannuation Rights) and 5/C/21 (Temporary Employees **with** Superannuation Rights) are to be read in conjunction with this order.

Provided that where an employee is absent from duty on sick leave at the time of issue of a notice of retrenchment, action to terminate the employee's services should be delayed until the expiry date of the period of approved sick leave current at the time of the decision to retrench, or such further period of sick leave as may be subsequently approved and which is continuous with that which was approved prior to reaching the decision to retrench. Approval to a further period of sick leave is conditional on the need for its being related to the original illness.

(b) Where an employee has exceeded the period of sick leave authorized, with or without pay, and is absent through illness his absence should be regarded as discontinuance of employment, and his eligibility for recreation leave and incremental advancement should be determined in the light of such discontinuance of employment. Care should be taken to furnish the employee in such circumstances with prior advice of the date upon which he will break continuity of employment.

Ref. G.O. 5/C/23.

NOT TO LEAVE PRIVATE ADDRESS.

An officer or employee should not leave his recorded private address when applying for sick leave until he has received advice that sick leave has been granted, or, in a case of emergency, has obtained verbal authority to do so from a responsible officer of the Department.

Ref. G.O. 5/C/3.

METHOD OF DEBITING ABSENCES AGAINST.

(a) Where an officer or employee is absent on sick leave for a period exceeding one week, sick leave credit should be debited by one working week for each complete calendar week of absence. This procedure applies even though Saturdays, Sundays and/or Public Holidays do or may occur within the period of sick leave granted.

(b) Where an officer or employee is absent on sick leave for a period of less than one week, sick leave credits should be debited by the number of hours of normal rostered duty which the officer or employee would have performed, but for absence on sick leave, including duty which would have been performed on Saturdays, Sundays and public holidays (if the day(s) concerned had not been public holidays) occurring during the period of absence.

(ii) An officer or employee working 40 hours per week, absent from Friday to Tuesday inclusive (rostered during that period for 8 hours on Friday, 4 hours on Saturday, 8 hours on Monday, and 8 hours on Tuesday) should be granted 28 hours' leave. When granted further leave which, added to the 28 hours' leave already granted,

aggregates 40 hours, he should be deemed to have had one week's leave and deduction from his sick leave credit should be made accordingly.

(c) The credit of an officer or employee should not be debited in respect of absence on public holidays if the officer or employee is on duty on either the working day immediately preceding or the working day immediately following the holiday.

Ref. G.O. 5/C/18.

ADVICE TO OFFICERS AND EMPLOYEES RE CREDITS

Upon application an officer or employee may be supplied by the Chief Officer with a statement showing the amount of sick leave for which he may be eligible on full and half pay and without pay and his entitlement under Regulation 54 (which see under "Medical Certificates For").

Ref. G.O. 5/C/19.

WITHOUT PAY, TEMPORARY OR EXEMPT EMPLOYEES WITH SUPERANNUATION RIGHTS.

Where an employee who is a contributor to the Superannuation Fund or the Provident Account has exhausted all his normal sick leave credits with and without pay, he may be granted by the Board further sick leave without pay. Leave granted will not extend beyond the date on which the Commonwealth Medical Officer considers the employee's services should terminate for health reasons. Should the employee's incapacity be certified as permanent, his services may be terminated by the Chief Officer for this reason and the relevant information should be forwarded to the Superannuation Board for determination of his pension rights.

Ref. G.O. 5/C/21.

WITHOUT PAY, TEMPORARY EMPLOYEES WITHOUT SUPERANNUATION RIGHTS.

(a) Subject to paragraph (b) of this order, a temporary employee who has exhausted all sick leave carrying remuneration, i.e., leave on full pay and half pay, may be granted sick leave without pay for periods not exceeding four weeks in the aggregate in any "Sick Leave Year", subject to the production of satisfactory medical evidence.

(b) If in the opinion of the Chief Officer there are such special circumstances in the case of any particular employee with long service as to warrant the grant of additional sick leave without pay, full details thereof should be referred to the Board through the Public Service Inspector, for consideration.

(c) Authorized Sick Leave without pay should not be regarded as breaking continuity of employment (which see under "CONTINUITY OF EMPLOYMENT" G.O. 13/C/2) and the period of sick leave without pay in any "Sick Leave" year should be additional to the emergency leave referred to in G.O. 5/F/11, (which see under LEAVE "Emergency"), leave without pay granted in accordance with Section 71 of the Act (which see under LEAVE "Without Pay, Officers and

Employees") and the discontinuance of employment provision referred to in 13/C/3 (a) (ii) (which see under "CONTINUITY OF EMPLOYMENT" "Absences not breaking Continuity but do not count as Service").

(d) The period of four weeks without pay in any sick leave year is not accumulative, and thus differs in this respect for sick leave with remuneration.

Ref. G.O. 5/C/20.

WHEN NOT ROSTERED FOR DUTY.

An officer or employee is not required to apply for sick leave in respect of any sickness from which he is suffering at a time when he is rostered off duty, but if his sickness, commencing during a period off duty, extends to a period when he would otherwise be on duty, an application for sick leave is necessary for the latter period. An officer or employee working a five-day week and due for duty in rotation on a Saturday morning must make application for sick leave in the event of his inability through illness to attend for duty on the Saturday. For the purpose of granting time off, the officer or employee should be regarded as having been on duty on the Saturday if granted sick leave for that day.

Ref. G.O. 5/C/2.

WITHOUT PAY, NOT TO COUNT AS SERVICE FOR EMPLOYEES IN CERTAIN CASES.

In the case of employees, all sick leave in excess of that granted with pay and without pay to count as service will be without pay and **not** to count as service.

All sick and special leave Not to Count as Service advances the date on which an employee is due for sick leave credit to the extent of that leave, and also effects the date recreation leave and increments are due.

Ref. Personnel Inst. No. 13.

WHILST ON FURLOUGH. (See under "FURLOUGH").

DURING PERFORMANCE OF HIGHER DUTIES. (See under ALLOWANCES "Higher Duties").

WAR DISABILITIES (SPECIAL CREDIT) EX-SERVICEMEN

"Approval has now been given for the special war service sick leave credit of nine weeks on full pay to be available until further notice, to all officers and employees who are returned soldiers as defined in section 7 of the Public Service Act 1922/1955, regardless of whether their service was in the 1914-18 war, the 1939-45 war, or the Korean or Malayan operations.

It should be particularly noted that this decision extends the concession to ex-servicemen of the 1914-18 war, who, unless they also served in the 1939-45 war, were not previously entitled to it. In order to ensure uniformity of treatment, every officer or employee who is a returned soldier of the 1914-18 war but who has never been eligible for the bene-

fits of P.S.B. Circular 1946/4 is now to be accorded those benefits in full, regardless of sick leave without deduction from credits which may have been granted during the three years following discharge from the Forces.

The credit is available only to cover periods of absence when the officer or employee is unfit for duty due to war-caused disabilities.

Attention is invited to P.S.B. Circular No. 1947/12, which is designed to ensure that a temporary employee does not, over a number of periods of employment, avail of more than nine weeks' special sick leave. Similar care should be taken by Departments employing persons under exemption."

Ex Service members should take particular notice of this provision of sick leave!

Ref. Board Circular 1955/15.

WHILST ON RECREATION LEAVE. (See under "RECREATION LEAVE").

IN CASE OF MERITORIOUS ACTION PERFORMED OFF DUTY

Where an officer or employee sustains physical injury under circumstances the nature of which is such that the Chief Officer regards the action of the officer or employee as so meritorious in the public interests as to warrant special consideration, he shall be granted leave of absence under the conditions set out in clause (a) of the Arbitrator's Common Rule re Accidents (which see under "Accidents") and G.O. 5/D/3 (see under "Compensation Act") whether or not the injury has been sustained on duty. An example of such a case would be that in which an officer or employee, though not actually on duty, may receive injury in the course of action taken to prevent a breach of the law, or while endeavouring to protect Government property in case of fire. In any case of doubt as to the application of this provision, the matter should be submitted to the Board.

Ref. G.O. 5/D/8.

SUBURBAN ALLOWANCE

RELIEVING. See under "ALLOWANCES".

SUNDAY DUTY

PERMANENT OFFICERS AND TEMPORARY EMPLOYEES

(1) For Sunday duty which forms part of the ordinary scheduled hours, not exceeding the prescribed weekly hours, and not requiring attendance on more than six shifts for the week, payment shall be made to an employee at the rate of half time additional to the ordinary rate of pay.

(2) Where the whole or any portion of duty performed by an employee on a Sunday is in excess of the prescribed weekly hours, payment for the whole, or any portion, as the case may be, shall be made at the rate of double time.

(3) Where an employee is required to perform duty on a Sunday occurring within a week in which he is rostered for duty on the other six days of the week, payment for Sunday duty shall be made at the rate of double time.

(4) Where the whole of duty performed on a Sunday which is in excess of the prescribed weekly hours is performed before 9 a.m. or after 7 p.m., there shall be payment for a minimum of $1\frac{1}{2}$ hours, and where any portion of the duty is performed between 9 a.m. and 7 p.m., or where an employee is required to attend more than once on a Sunday, there shall be payment for a minimum of 3 hours.

(5) An employee who has been required to perform in addition to his prescribed hours of duty for the week a full day's duty on Sunday, shall, wherever practicable, be granted a day off during the six days succeeding that Sunday, and in such cases, the payment for Sunday attendance shall be one half day's pay.

(6) If an employee who is required to attend for duty on Sunday has conscientious scruples against Sunday duty, he may apply for permission to furnish a substitute.

(7) Deleted.

(8) Notwithstanding anything contained in this clause, the hourly rate of salary for the purposes of this clause shall not exceed—

(a) In respect of Sunday duty not in excess of the prescribed weekly hours—

(i) for male employees whose salary rate is £1,298 per annum or less and to female employees whose salary rate is £1,144 per annum or less—half ordinary time based on the employee's annual salary rate;

(ii) for male employees whose salary rate is more than £1,298 per annum and to female employees whose salary rate is more than £1,144 per annum—half ordinary time based on a salary rate of £1,298 per annum in the case of male employees and £1,144 per annum in the case of female employees.

(b) In respect of overtime on a Sunday—

(i) for male employees whose salary rate is £1,298 per annum or less and for female employees whose salary rate is £1,144 per annum or less—double time based on the employee's annual salary rate;

(ii) for male employees whose salary rate is more than £1,298 per annum and for female employees whose salary rate is more than £1,144 per annum—time and a half based on a salary rate of £1,298 per annum (male employees) and £1,144 per annum (female employees) or single time based on the employee's annual salary rate, whichever is the greater, plus an amount equal to half time based on a salary rate of £1,298 per annum in the case of male employees and £1,144 per annum in the case of female employees.

(9) Notwithstanding anything elsewhere contained in this clause, employees in receipt of a salary in excess of £2,358 per annum (male employees) and £2,204 per annum (female employees) shall not, except with the approval of the Board, be entitled to receive payment for, or a period off duty in respect of, overtime duty performed on a Sunday.

(10) Sunday pay shall be granted for any scheduled duty performed between midnight on Saturday and midnight on Sunday.

Ref. Award Clause 5.

TEMPORARY EXEMPT

DEFINITION OF. (See under "DEFINITIONS").

TEMPORARY EMPLOYMENT

ORDER OF SELECTION FOR.

Selection for temporary employment shall be made as far as possible in the order of registration of applicants for the work in which the employment is required, subject to preference amongst applicants, in the following order:—

(a) Returned soldier who is married, or who, having been married, is supporting a child of his marriage who is under the age of fourteen years;

(b) Returned soldier who is unmarried;

(c) Relatives of deceased persons who, if alive, would be eligible for definition as returned soldiers, as follows and in such order: Widow; Unmarried daughter; Widowed mother; Unmarried sister;

(d) Persons who are qualified by examination for permanent appointment; and

(e) Any other applicants.

Ref. Reg. 130.

SUPERANNUATION

TEMPORARY EMPLOYEES

Under this heading a booklet entitled "Explanatory Memorandum of the Provisions of the Superannuation Act", is published by the Superannuation Board and is distributed to all contributors. This booklet also gives the principal provisions governing the "Provident Account".

For the information of those persons employed who are not entitled to be issued with the Superannuation booklet, i.e., temporary employees prior to becoming eligible under the Superannuation Act, the following extracts from this booklet will serve as a guide when eligibility to contribute to either the "Superannuation" or the "Provident Fund" becomes apparent.

(1) You may elect to become a contributor if you are employed in a temporary capacity by the Commonwealth, and you have been so employed for a continuous period of not less than three years, and the Public Service Board has certified that your employment is likely to be

continued for a period of at least seven years, or you have by direction of the Treasurer, been deemed to be an employee within the meaning of the Superannuation Act.

(2) If you have become an employee within the meaning of the Superannuation Act, on or after the 20th April, 1954, you are not permitted to contribute to the Fund or to the Provident Account, unless you have been medically examined by a legally qualified medical practitioner approved by the Superannuation Board.

(3) If the Superannuation Board is satisfied as to your health and physical condition you are required to contribute to the Fund for pension benefits.

(4) If, however, the Superannuation Board is not satisfied as to your health and physical condition you must contribute to the Provident Account.

TRANSFER OF LIFE ASSURANCE POLICIES (See under "Life Assurance Policies").

TRANSFERS

TEMPORARY, SELECTION OF OFFICERS.

(1) The Chief Officer may temporarily transfer an officer from one position to another. When it is necessary to fill a position temporarily by the transfer of an officer of lower classification, selection shall be made on the following bases:—

(a) In the case of a temporary transfer for a period not exceeding one month, the senior efficient officer shall be selected;

(b) In the case of a temporary transfer for a period exceeding one month, the most efficient available officer shall be selected, except in the case of an office in respect of promotion to which the basis of selection is the senior efficient officer available for promotion, when the senior efficient officer available shall be selected;

Provided that the Chief Officer may select an officer who is qualified as prescribed for permanent transfer or promotion to the position in preference to an officer who is not so qualified notwithstanding that the latter may be the senior.

(1AA) Where—

(a) An officer is temporarily transferred for a period exceeding one month to an office having a higher classification than the office occupied by the officer so transferred; or

(b) the temporary transfer of an officer to an office having a higher classification than the office occupied by the officer transferred exceeds a period of one month, the temporary transfer is subject to appeal in accordance with this regulation.

(1A) An appeal may be made against a temporary transfer by an officer who is available and occupies an office having a lower classification than the office to which the transfer has been made—

- (a) in the case of a temporary transfer to an office specified in Reg. 109(G) of these regulations—(which regulation does not apply to Technicians) on the ground that he is senior to the officer temporarily transferred and is efficient; or
- (b) in any other case on the ground of—
 - (i) Superior efficiency; or
 - (ii) Equal efficiency and seniority.

(1B) The provisions of Section 50 of the Act (which see under “Promotions”) and of regulations 109 to 109G of these Regulations shall subject to the next succeeding sub-regulation, apply mutatis mutandis, to an appeal under this regulation as if it were an appeal under that section and, where the appeal is upheld, the officer whose appeal is upheld shall be temporarily transferred and the temporary transfer of the officer originally transferred shall be cancelled. (Regulations 109 to 109G are as follows).

Regulation 109 (see under “GAZETTES”) 109A (which says “Except on the approval of the Board, the date fixed for promotion of an officer shall not be earlier than the date of notification of the provisional promotion in the Gazette, nor later than twenty-one days thereafter”) 109B (which says “(1) Subject to the next succeeding sub-regulation, and unless otherwise determined by the Board, the salary to be paid an officer upon transfer or promotion to a higher position shall not exceed the salary of the higher position.

(2) Where an officer is transferred or promoted and in receipt of salary above the minimum salary fixed for the office to which he is transferred or promoted, his removal may, unless otherwise determined by the Board, be effected without reduction in salary;

Provided that, unless otherwise directed by the Board, he shall not be paid salary in excess of the maximum salary of the position to which he is transferred or promoted.

(3) The Board may determine that any officer transferred or promoted with salary at or exceeding the minimum salary of the office to which he is transferred or promoted shall not be eligible for advancement in salary until a date to be fixed by the Board.

Provided that the date shall not be later than the date upon which he would have been eligible for advancement in salary if he had been transferred at the minimum salary of the position according to age.

(4) Where an officer is transferred or promoted from one position to another with differing rates of incremental advancement, the Board may determine the salary to be paid on transfer or promotion and the date, for purposes of granting increments, from which that salary shall be deemed to have been paid.”) 109C (which says “Whenever it is considered necessary to fill a vacancy by the appointment of a person from outside the service or by the transfer from the Fourth Division to the Third Division of a qualified officer who has passed the prescribed exam-

ination, or by the transfer of an officer from another Department, the Permanent Head shall so advise the Board through the Inspector).

109D (See under "Promotions Appeals").

109E (This refers to "Appeals in relation to the Northern Territory and other Territories and places outside Australia".)

109F (which says "It shall be the duty of a Promotion Appeals Committee to make its enquiries without regard to legal forms or solemnities".)

109G (Paragraph does not apply to Technical Staff).

(1C) Sub-section (8B) of Section 50 of the Act (which see under "PRO-MOTION") shall, in its application to an appeal under this regulation, apply as if the words "in excess of such maximum rate as is prescribed for the purposes of this sub-section" were omitted and the words "in excess of £2,358 per annum" were substituted in their stead.

(2) The Chief Officer shall cause a return to be forwarded quarterly to the Inspector showing all officers whose temporary transfer at the date of the return has exceeded a period of three months, and the reason in each case for such transfer. A temporary transfer shall not be continued if disapproved by the Board.

Ref. Reg. 116.

PRINCIPLES TO BE OBSERVED IN SELECTION.

(a) In filling a position temporarily under the provisions of Reg. 116 (1) (a) (temporary transfers for periods not exceeding one month), the following principles should be observed:—

- (i) Where the position is in the Fourth Division and it is considered advisable in departmental interests to utilize temporarily the services of a Third Division officer, the question of relative seniority as between a Third Division officer and a Fourth Division officer should be determined in accordance with the principle expressed in G.O. 4/A/3 ("Third Division officers applying for Fourth Division positions").
- (ii) Where the position is in the Third Division, the relative Third Division seniority of efficient available officers of the Fourth Division shall be determined on the following principles:—
 - (A) Officers of the Fourth Division who are qualified for transfer to Third Division shall be credited with such Third Division seniority as they would be credited with if they were permanently transferred on the date of temporary transfer.
 - (B) Officers of the Fourth Division who are not qualified for transfer to the Third Division are to be credited with nil seniority.
- (iii) Where the position is in the Third Division and only unqualified Fourth Division officers are available, the senior efficient Fourth Division officer available for temporary transfer should, subject to G.O. 2/B/4 ("Temporary Transfer of Females") be selected.

- (iv) An officer who is qualified as determined by the Board under section 53 (which says—“(1) The Board may, by instrument in writing published in the GAZETTE, determine that an officer shall not be transferred or promoted to a specified office, or to an office included in a specified class of offices, unless the officer possess such qualifications, and complies with such conditions, as are specified.
- (2) The Board may, for the purpose of the last preceding sub-section—
 - (a) hold, or authorize the holding of, such examination as it thinks fit;
 - (b) determine conditions of entry for any such examination; and
 - (c) appoint examiners for the purpose of any such examination”) for permanent transfer or promotion to a position should as a rule, be selected for the filling temporarily of a position of that kind in preference to an officer not so qualified, notwithstanding that the latter may be senior.
- (v) Subject to (iv) above, when two or more officers are available for selection to act temporarily in a higher position, and the senior of those officers has proved efficient in his normal duties, and there is no good reason for belief that he could not carry out with efficiency the duties of the office to be filled temporarily, he shall be given the opportunity to act in the higher position in preference to a junior except that a subordinate officer should not, as a rule, be selected to act temporarily in a position in which he would be required to control an officer under whom he normally works.
- (b) In applying the provision of Reg. 116 (1) (b) (temporary transfers exceeding one month), the provisions of paragraph (a), sub-paragraph (iv), of this order should be observed.
- (c) (i) It is necessary to emphasise to Departments that the major consideration in effecting temporary transfers is not the payment of an allowance to some officer, but to ensure that, during the temporary absence of any officer the best possible arrangement is made for carrying on the work of the Department.

This does not mean, of course, that the legitimate interests of individual officers should not be protected, but it is often the case that such interests must be subordinated to the demands of efficient administration.

- (ii) The above principles seem to have been in the mind of the Bailey Committee which reported:—

“The Committee expresses the hope that Chief Officers will be urged not to take too narrow a view when determining the availability or otherwise of officers for temporary transfer. In saying this, however, the Committee recognises that a Department must take into account the extent to which any proposed relief arrangement would involve dislocation of staff, or would involve the Department in heavy expense.”

- (iii) The Board has never been able, nor does it desire, to give a strict definition of the word “available” as used in Reg. 116. The circumstances of each case vary and discretion must be left with

the Departments in carrying out the responsibility for efficient functioning of the Public Service. Apart from physical ability to effect transfer because of remote location, etc., the test for selection for temporary transfer, as prescribed by Reg. 116 particularly where the temporary transfer is for a period not exceeding one month, assumes that regard must be had to administrative convenience and departmental exigencies while protecting, so far as practicable in the circumstances, the rights of officers in relation to each other.

- (iv) In summary, the Board would suggest that the matters which should influence temporary transfers are, in order of importance—

(a) Whether it is strictly necessary to fill the position temporarily.

(b) If so, what are the best arrangements having regard to efficient administration.

(c) The rights of officers who are "available" for transfer to the temporary vacancy.

- (v) The Board feels that transfer from one Section of a Department to another Section, to temporarily fill a position for a short period is often not strictly necessary and generally not desirable in the interests of efficient administration of the Section and the Department as a whole, and that the aim should be, wherever possible, for the organisation of the particular Section to handle its own relief requirements while officers are on Recreation Leave, Sick Leave, etc.

- (vi) The different bases for selection of an officer for temporary transfer as set out in Public Service Regulation 116 (1) (a) ("Temporary transfer period **not** exceeding one month") and (b) ("Temporary transfer **exceeding** one month) should be specially noted.

- (vii) In the case of a temporary transfer exceeding one month, any senior officer passed over for selection, might be furnished on application with particulars of any specific adverse matter decisive against his being selected. It is not intended that a senior applicant passed over should be informed of **any** ground for his non selection which is related only to his efficiency relative to that of the transferee. A specific adverse matter would normally militate against selection irrespective of the competition encountered, e.g., absolute inability to control staff where this is an important element in efficiency for the vacancy. Weakness in staff control itself is merely a factor in relative efficiency to be estimated in relation to capacity of the competitors to supervise.

Ref. G.O. 2/B/3.

APPEALS AGAINST TEMPORARY TRANSFERS.

(a) Where a temporary transfer within a Department is expected to, or does in fact, exceed one month, action should be taken to notify the staff, by staff noticeboards or office circulars, in order that officers may exercise their appeal rights under regulation 116 (1A) ("Temporary

Transfer Exceeding One Month"). This applies both to permanent and temporary positions.

(b) The relative seniority of officers of the Third and Fourth Divisions for the purpose of appeals under Reg. 116 (1A) shall be determined—

- (i) Where the position is in the Fourth Division as in Paragraph (a), sub-paragraph (1), of G.O. 2/B/3 (See under "Principles to be observed in Selection").
- (ii) Where the position is in the Third Division as in paragraph (a), sub-paragraph (ii) of G.O. 2/B/3 (See under "Principles to be observed in Selection").

(c) The Board has authorised the Chairman, Promotions Appeal Committee, in each State, to notify direct to Departments the result of the Committee's determination of appeals under Regulation 116 in those cases where the Committee has authority to determine the appeals, viz. where all officers (appellants and transferees) are located in the one State and where the maximum salary of the position in dispute does not exceed £2,358 (S) per annum. This does not apply to appeals under section 50, (which see under "PROMOTION") the results of which will continue to be issued by the Board.

Ref. G.O. 2/B/3A.

PROVISIONS GOVERNING. (See under "PROMOTION" Act 50).

DEFINITION OF, "IN THE PUBLIC INTEREST".

(a) An officer who is transferred without promotion as a result of an application for an advertised or other vacancy, should bear the cost of removal, unless the transfer comes under one of the conditions of regulation 119 (See under "Cost of conveyance on TRANSFER or REMOVAL").

In applying the conditions of Regulation 119, a transfer upon an officer's application should not be regarded as "in the public interest"—

- (i) If the vacancy for which application is made can be suitably filled by the promotion of another officer; or
- (ii) If the position can be suitably filled by the transfer with less expense of another officer; or
- (iii) If the transfer is made at the officer's own request and without invitation by the Department.

Where an officer has applied for transfer from one locality to another in response to Departmental invitation, and the case is not one to which (i) or (ii) in this paragraph applies, the expense of the removal should be paid by the Department.

(b) Except as provided by Regulation 119 (d) and (e) an officer who is granted permission to exchange stations with another officer must pay his own transfer expenses.

(c) Where an officer qualifies by examination for another position in the same or another division, and is transferred as a result thereof, any transfer expenses involved should be paid by the Department.

(d) An officer transferred to another locality under the provisions of section 20 of the Public Service Act (which see under "RETRENCHMENT") should be deemed to be transferred in the public interest within the meaning of Regulation 119 (a) and his removal expenses should be paid by the Department from which he is transferred.

(e) A Technician who, after having been stationed for three years or more in a country district, is transferred to the metropolitan area to acquire experience necessary for the practical part of an examination which he has to pass in order to obtain promotion, is entitled to removal expenses.

Ref. G.O. 9/A/1.

OFFICER'S FURNITURE MOVED SUBSEQUENT TO TIME OF TRANSFER OF OFFICER.

An officer or employee entitled to removal expenses, who does not move his furniture at the time of transfer, owing to no residence being available, may be paid removal expenses at a later date on accommodation becoming available.

Ref. G.O. 9/A/2.

OFFICER ON TEMPORARY TRANSFER FOR AN INDEFINITE PERIOD.

(a) In special cases, where an officer is temporarily transferred for an indefinite period and the Department with the approval of the Public Service Inspector pays the cost of transport of the officer's family, furniture and effects no payment by way of travelling or relieving allowance should be made at the temporary station.

(b) When seeking the approval of the Public Service Inspector to payment of removal in such circumstances, particulars should be furnished indicating the reason for the temporary transfer and the possible duration thereof, together with an estimate of the cost of removal.

Ref. G.O. 9/A/3.

REMOVAL OF MOTOR CARS AND MOTOR CYCLES. (See under "REMOVAL EXPENSES").

TEMPORARY EMPLOYEES.

(a) The fares and removal expenses of a temporary or exempt employee may be borne by the Commonwealth if the transfer is being made to meet the needs of the Department and receives the prior approval of the Public Service Inspector in the State to which the employee is being transferred.

(b) The fares and removal expenses of a temporary or exempt employee will not be borne by the Commonwealth in any case in which the employee is transferred at his own request.

Ref. G.O. 9/A/4.

AT OWN REQUEST.

Except as provided in the next succeeding regulation (see under "Cost of Conveyance on Transfer") officers transferred from one locality to another at their own request must bear the whole cost of their removal.

Ref. Reg. 118 (2).

COST OF CONVEYANCE. (See under "Cost of Conveyance on TRANSFER or REMOVAL").

APPLICATION REQUIRED FOR REMOVAL OF FURNITURE AND EFFECTS. (See under "REMOVAL EXPENSES").

CONTRACT ARRANGEMENTS.

The Department of Supply is charged with the duty of arranging with commercial furniture removers for all removals after competitive quotes have been called. The actual physical work of every removal will therefore be undertaken by a reputable commercial furniture remover.

Exceptions will, or may, occur where—

(i) Removal is from Canberra when the actual work will be undertaken by the Department of the Interior.

(ii) Removal is from or within the Northern Territory when the actual work will be undertaken by the Department of Works.

Ref. G.O. 9/B/5.

DEFINITION OF HOUSEHOLD FURNITURE AND EFFECTS

(a) When an officer or employee is transferred at Departmental expense, the determination of items comprising his household furniture and effects is a matter for the discretion of the Chief Officer, subject to any requirements of the Department of Supply.

(b) Generally, it is intended that all items of "Normal" household furniture and effects, including the usual contents of outhouses, should be included in the removal. Items such as bicycles, garden tools, sewing machines, etc. (to a reasonable number in each case) may be included. The officer or employee should be expected to make all arrangements for, and meet the cost of removal of items such as fowls and other live-stock (apart from domestic pets), and also of firewood, live plants, shrubs, trees, etc.

(c) Removal of items of a dangerous or inflammable nature should be undertaken by the officer, or employee if, in the opinion of the Department of Supply the removal of these items is likely to be a danger to other items of furniture and effects to be removed.

(d) Subject to prior approval by the Chief Officer, the officer or employee should make arrangements for removal of domestic pets and claim reimbursement from his Department, provided the total liability of the Commonwealth does not exceed £3 at any one time.

Ref. G.O. 9/B/7.

OFFICER MAY ELECT TO MAKE OWN ARRANGEMENTS FOR REMOVAL. (See under "REMOVAL EXPENSES").

PRIOR DESPATCH OF PORTION OF FURNITURE AND EFFECTS

Where circumstances so warrant, prior approval may be sought and may be given by the Department for items of furniture and effects urgently required to be sent on ahead of the main bulk of furniture, e.g., by passenger train. An example would be that of an officer or employee who has young children or who supports an invalid member of his family and for whom a cot, perambulator, invalid chair, etc., may be necessary for the comfort of that member of his family.

Ref. G.O. 9/B/9.

INSURANCE. (See under "Insurance on Furniture and Effects Removed or Stored").

TO TROPICAL LOCALITIES.

An officer or employee removing to Darwin or other tropical locality from a southern State and contemplating taking his furniture with him should be made aware of the possibility of loss due to deterioration of furniture unsuitable for tropical conditions. It may be preferable to dispose of, or store, the furniture rather than transport it to a tropical locality where it may be ruined.

Ref. G.O. 9/B/10.

WHERE OFFICERS UNABLE TO OBTAIN QUARTERS. (See under "ALLOWANCES" Reg. 97).

OFFICER UNDER OBLIGATION TO SEEK RESIDENCE

Payment of the allowance is dependent upon the Chief Officer being satisfied that the officer or employee has unsuccessfully made every possible endeavour to secure a suitable residence.

Wherever considered practicable and necessary, supporting evidence from Estate Agents, or details of response to advertisements, should be required.

Ref. G.O. 9/K/2.

PRINCIPLE UNDERLYING ALLOWANCE.

The principle involved in allowances under regulation 97 (which see under "ALLOWANCES"—"Living away from Home Married Officer") is the reimbursement of additional expenditure incurred by a married officer or employee on permanent transfer by reason of the non-availability of a suitable unfurnished residence at the new location. The measure of this additional expenditure is the difference between the actual expenses at the new location and the expense which would be incurred were suitable accommodation available at the new location.

Ref. G.O. 9/K/1.

ALLOWANCE TO CEASE WHEN RESIDENCE OBTAINED

Any allowance which may be justified is payable only during the period from date of transfer to date on which suitable premises become available to the officer or employee. All expenditure incurred by the officer or employee after he becomes established is his own responsibility even though it may be regarded as excessive.

Ref. G.O. 9/K/3.

DEFINITION OF "SUITABLE PREMISES".

No hard and fast definition of "Suitable Premises" exists. However, premises might be considered unsuitable where, being unfurnished, the space available is insufficient to house the whole of the furniture and effects of the officer or employee. The onus is on the officer or employee to prove that he is unable to secure premises which are suitable taking into consideration his reasonable domestic requirements.

Ref. G.O. 9/K/4.

DEFINITION OF FAMILY.

Only expenditure which is attributable to the maintenance of those members of the officers' family who are fully or mainly dependent upon him should be included in the assessment of any allowance under regulation 97 (which see under "ALLOWANCES"—"Living away from Home Married Officer"). Officers and employees should be required to furnish receipts in support of all expenses in respect of which the allowance is claimed.

Ref. G.O. 9/K/6.

METHOD OF APPLICATION FOR ALLOWANCE.

An application for an allowance under regulation 97 should be submitted to the Chief Officer in the normal manner, i.e., through the officer's immediate superior officer.

In so doing, the officer should certify that the information furnished is correct in all respects, and his immediate supervisory officer should complete a certificate in the same form as that required of him on Form P.S.B. 38 ("Review of Travelling Allowances") in the case of travelling allowance reviews.

Ref. G.O. 9/K/7A.

PERMANENT AND TEMPORARY, WHERE DISTRICT ALLOWANCE IS PAYABLE.

(a) Where an officer is transferred from one district allowance locality to another, the allowance payable in the locality from which he is transferred applies until he actually takes up duty in the new locality.

(b) Where an officer is permanently transferred from a district allowance locality to a non-allowance locality, the allowance ceases from the date the officer finally leaves the district.

(c) Where a married officer borne on the staff of a district allowance office is required to relieve temporarily at an office carrying a higher or lower allowance, his home station allowance should be continued; but where he is temporarily transferred to a non-allowance locality and his family does not continue to reside in a locality where district allowance is payable his home station allowance should cease after one month.

(d) Where an unmarried officer borne on the staff of a district allowance office is required temporarily to relieve at an office carrying a higher or lower allowance, his home station allowance may be continued; but where he relieves in a non-allowance locality the district allowance ceases after one month.

(e) An officer transferred with a view to permanency to a district allowance locality, who, in pursuance of regulation 81A (which says—"Notwithstanding anything contained in these regulations, an officer who is instructed to proceed to a station in anticipation of his transfer thereto, and who has been notified in writing by the Chief Officer that his transfer is to be made permanent, shall not be eligible to receive travelling or relieving allowance during his employment at such station") is ineligible for travelling or relieving allowance, should be paid the appropriate rate of district allowance from the date of taking up duty in the locality.

Ref. G.O. 8/A/2.

REVIEW OF ALLOWANCES GRANTED.

An officer or employee granted an allowance under regulation 97—(which see under "ALLOWANCES" "Living away from Home Married Officer") should be required to notify the Chief Officer immediately of any variation in living conditions, when the allowance should be at once reviewed.

If no change in living conditions has been notified, the allowance should, nevertheless, be reviewed by the Department or the Inspector after it has been paid for six months, and thereafter at quarterly intervals. On each occasion the officer or employee should furnish a statement of any variation in living conditions, and of the efforts he has made to secure a suitable residence, and of the type of any cheaper accommodation or residence which he could have obtained but regarded as unsuitable. The officer and his immediate supervising officer should also on each occasion again complete the respective certificates previously required. (See "Method of Application for Allowance" G.O. 9/K/7A).

Ref. G.O. 9/K/8.

AUTHORISATION OF TRAVEL BY PRIVATE MOTOR VEHICLE

(a) An officer or employee who—

- (i) is entitled, on transfer, to payment of fares for himself and his family, or
- (ii) is required to travel for official purposes, or
- (iii) is directed to take recreation leave while on temporary transfer and returns to permanent headquarters for that purpose, or
- (iv) is stationed in a remote locality and is entitled to partial reimbursement of fares when travelling on recreation leave (see under "FARES"), may be granted the necessary permission to travel by his own private conveyance, other than in the circumstances covered by regulation 90, or in the private conveyance of some other officer or employee, or in a hired conveyance, provided application in the matter is made to the Chief Officer prior to the journey being undertaken and that in cases where (i) and (ii) of this order apply the Chief Officer is satisfied that the use of other than the regular means of conveyance will not be to the disadvantage of the Department by reason of excess time on the journey or otherwise.

(b) The "regular means of conveyance" for the purpose of paragraph (a) of this Order is to be regarded as the means of conveyance (which may be either surface or air travel) which would in fact have been authorized if the officer or employee had not been given permission to travel by private conveyance.

(c) For the circumstances in which and the conditions under which an officer or employee may secure an advance against payments which will become due under Regulation 90 or this General Order, see P.S.B. Circular 1955/12 (this reads "The Department of the Treasury has approved that where an officer travels on leave in circumstances in which he is eligible, under regulation 98 (which see under "FARES" "Reimbursement of Fares Remote Districts") and Order 10/H/1, for partial reimbursement of the cost of travel by private vehicle he may be paid in advance, before proceeding on leave, up to 90% of the estimated amount of the reimbursement to which he would be entitled on his return from leave").

(d) Notwithstanding the provisions of paragraph (b), where an officer or employee is entitled on transfer, to payment of fares for himself and his family and is granted permission to travel by his own private conveyance, "regular means of conveyance" for the purpose of paragraph (a) of this Order is to be regarded as travel by surface conveyance.

Ref. G.O. 10/H/1.

FARES ON.

An officer or employee who is transferred in circumstances which entitle him to transfer expenses as provided in the regulations or subsection (A) (these are General Orders 9/A/1, 2, 3 and 4 which see under "TRANSFERS") of this section shall be entitled to fares for himself and his family (see Order 9/J/2 "Definition of Family") who are residing with him and whose removal is necessitated by his transfer. The standard of fares allowed, etc., will be in accordance with Section 10 of these Orders (which see under "FARES").

Ref. G.O. 9/J/1.

STANDARD OF FARES ALLOWED. (See under "FARES").

DEFINITION OF FAMILY.

(a) For the purpose of these Orders, members of a family include the wife of the officer or employee, his children or adopted children under 21 years of age, dependant parents of the officer or his wife, but do not include a male of adult age (unless such person is ordinarily dependant upon the officer for support through illness or physical infirmity), or an adult daughter or adult adopted daughter, unless her services are required in the domestic establishment or it is necessary for some other good reason, such as invalidity, for her to accompany the other members of the family upon the transfer of the officer or employee.

The fare of a person who has taken charge of an officer's domestic arrangements and is acting as guardian of his children (e.g., a deceased wife's sister) may be paid by the Department.

(b) Fares of other relatives of an officer or employee or persons employed by the family are not to be paid by the Department, e.g.—

(i) Brothers and sisters.

(ii) A nursery or domestic assistant.

Ref. G.O. 9/J/2.

OTHER THAN BY REGULAR MEANS OF CONVEYANCE

(See under "Authorization of Travel by Private Motor Vehicle").

COST OF LODGING EN ROUTE.

(a) Where an officer or employee who is on transfer from one station to another and whose transfer expenses are paid by the Department has unavoidably to break his journey en route owing to trains or conveyances not connecting, and is thereby compelled to stay at an hotel or other house of accommodation overnight, payment of half hotel expenses of his wife and family may be allowed by the Department. The officer or employee himself is compensated by the usual travelling allowance.

(b) For the conditions which apply where an officer travels by private motor vehicle from one station to another, see Order 10/H/4 ("Carriage of Passengers in Private Motor Vehicle").

Ref. G.O. 9/J/4.

OFFICER OR EMPLOYEE RETURNING TO FORMER LOCATION TO PACK FURNITURE.

Where it is necessary for an officer or employee who is transferred in circumstances which entitle him to payment of transfer expenses (in whole or in part) to return to his former location to arrange for the packing of his furniture and to accompany his wife and family on their journey to the new location, the return fare of the officer or employee may be paid by the Department.

Ref. G.O. 9/J/5.

EXCHANGE OF POSITIONS.

(1) Where officers, who are similarly classified and are stationed in the same Department, desire to exchange positions temporarily or permanently, the Permanent Head may approve of the exchange. All such exchanges shall be effected in the applicant's own time and at their own expense.

(2) Applications for exchanges, temporary or permanent, between officers in different Departments, shall be submitted to the Board through the Inspector for determination.

Ref. Reg. 115.

MILEAGE ALLOWANCE FOR USE OF OWN CONVEYANCE

(a) An officer or employee granted permission in accordance with Order No. 10/H/1 (which see under "Authorization of Travel by Private Motor Vehicle") who uses his own motor vehicle or hires a motor vehicle should be paid an amount computed on the following basis:—

Mileage Rate for Journey

Motor Truck of 1 Ton capacity or over	10d.
Motor Truck of less than 1 Ton capacity	$\frac{1}{2}$ d. above rate for a Motor Car of the same horse-power.
Motor Car, 23 horse-power and over	9d.
Motor Car, under 23 horse-power but not less than 15 horse-power	8d.
Motor Car, under 15 horse-power but not less than 10.5 horse-power	$7\frac{1}{2}$ d.
Motor Car under 10.5 horse-power	$6\frac{1}{2}$ d.
Motor Cycle	$3\frac{3}{4}$ d.
Motor Cycle with side car	$4\frac{1}{4}$ d.

(b) Except as provided in Order 10/H/4 (b) (see "Carriage of Passengers in Private Motor Vehicles) the amount paid under this Order must not exceed the amount which would have been paid by the Department as fares had the officer or employee travelled by the usual means of conveyance. In respect of travel from Darwin when proceeding on recreation leave with entitlement to partial reimbursement of fares (see under "FARES" "Reimbursement of Where Permanently Stationed in Remote Districts").

(c) Mileage for the purpose of computing the amount payable in accordance with this Order is based on the shortest travelling distance by suitable roads between the two points of transfer.

Ref. G.O. 10/H/2.

OBJECTIONS TO. (See under "PROMOTION").

FIXATION OF HEAD STATION FOLLOWING TRANSFER OR PROMOTION.

(a) An officer on promotion or transfer from Station "A" to Station "B", who is instructed to take up duty permanently at Station "B", should, except as provided in paragraph (e) hereunder be regarded as located at Station "B" for excess travelling time purposes as from the date on which he takes up duty at Station "B".

(b) The principle of paragraph (a) should be applied to an officer who, upon reporting for duty at Station "B", does not take up duty immediately in his classified office but occupies another office on a temporary basis at Station "B".

(c) An officer on promotion or transfer from Station "A" to Station "B", who, before release from duty at Station "A", is required to provide temporary relief at Station "B" should not at that stage be regarded as located at Station "B" for excess travelling time purposes.

(d) An officer who is on temporary transfer from Station "A" to Station "B" and who is subsequently transferred or promoted to a position located at Station "B" should, for the purposes of excess travelling time, be regarded as having taken up duty at Station "B" as from the

date of notification of transfer or notification of confirmation of promotion, as the case may be.

(e) An officer on promotion or transfer from a country station to the metropolitan area who is instructed to take up duty in the metropolitan area should be regarded as located at that office in the metropolitan area, for excess travelling time purposes, as from (i) the date of notification of transfer or notification of confirmation of provisional promotion, as the case may be; or (ii) from the date he commences to live in the metropolitan area, whichever happens later. Excess travelling time will thereupon be computed on the basis of travel between the officer's station in the metropolitan area and the place at which he resides. This principle applies even though the officer may not take up duty immediately at the station or in the office to which he has been transferred or promoted.

(f) The principles expressed in this order may be extended to temporary employees. Ref. G.O. 12/D/3A.

WHERE OFFICER OR EMPLOYEE ELECTS TO DISPOSE OF HIS FURNITURE AND EFFECTS

(See G.O. 9/H/1 under "REMOVAL EXPENSES").

BECAUSE OF MISCONDUCT.

(1) An officer transferred from one locality to another because of misconduct must pay the whole cost of transfer unless otherwise determined by the Board.

(2) Except as provided in the next succeeding regulation, (i.e. Reg. 119—See under "Cost of Conveyance on Transfer or Removal") officers transferred from one locality to another at their own request must bear the whole cost of their removal. Ref. Reg. 118.

CARRIAGE OF PASSENGERS IN PRIVATE MOTOR VEHICLE

(See under "Reg. 90").

TRANSPORT

ALLOWANCE WHERE PUBLIC TRANSPORT IS UNAVAILABLE

(See under "ALLOWANCES").

TRAVELLING

ALLOWANCES. (See under "ALLOWANCES").

FARES ENTITLEMENT.

Second class fare shall be allowed officers the maximum standard salary of whose position does not exceed £1,028 per annum, and in other cases first class fares shall be allowed.

Provided that in special circumstances the Chief Officer may allow first class fare to any officer.

Provided further that first class fares shall be allowed—

- (a) To officers travelling by steamer on the Queensland or Western Australian coast.

(b) To officers travelling by railway:

- (i) North of 22 degrees south latitude; or
- (ii) in tropical climates on journeys exceeding ten hours in duration, or on journeys of any duration if accompanied by wife and family; and

(c) To female officers.

Ref. Reg. 84.

MODE OF TRANSPORT.

(1) Officers shall travel by railway if the cost be not greater than by other means of conveyance.

Provided that, where the Chief Officer considers it desirable that an officer should reach his destination more quickly than if he travelled by railway, the Chief Officer may authorize the officer to travel by air.

(2) Whenever an officer does not travel by railway he shall, upon furnishing the receipts for the payment, be repaid the actual cost of the necessary and most economical means of conveyance. Receipts will not be required for any amounts not exceeding 10/-.

Ref. Reg. 83.

OWN CONVENIENCE.

An officer or employee on duty at a temporary station who returns to his home for weekends and/or holidays for his own convenience, is not entitled to payment for any travelling time incurred on the journey.

Ref. Reg. G.O. 12/D/11.

WHEN OWN CONVEYANCE USED. (See under "ALLOWANCES").

TRAVELLING TIME

DEFINITION OF "ORDINARY".

(a) Ordinary travelling time in computing excess time means the time which an officer or employee ordinarily spends in travelling once daily between his home and headquarters, or (where the officer or employee is temporarily employed on relieving or other duty and is temporarily transferred from his temporary headquarters), the time he ordinarily spends in travelling between his temporary residence and his temporary headquarters. That is to say, the total period of daily travel coming within the definition of travelling time as prescribed, less the total period of ordinary travelling time daily at home or temporary station as the case may be, should form the basis of computation.

(b) The following should be noted in connection with the foregoing:—

- (i) Where an officer or employee after having completed his day's work travels from his home to a temporary station on the same day, no deduction should be made from the time occupied in travelling, the officer or employee already having given his period of travelling time on that day in proceeding to and returning from work at his usual station.

- (ii) Time of travel in proceeding from home to railway station to commence a journey should be regarded as travelling time and should be subject to the usual deduction, unless the officer or employee had already travelled to and from work on the day in question, in which case no deduction of ordinary travelling time should be made.
- (iii) Subject to the officer or employee not remaining overnight at the temporary station, waiting time after time of completing journey until usual time of commencement of work and/or after usual ceasing time until the next available train, or other conveyance by which the officer or employee travels should be regarded as travelling time.
- (iv) Waiting time is not payable at an officer's or employee's usual station where he is required to wait (a) between the time of arrival at the scene of work and the actual time of commencing work, (b) between the time of ceasing duty and the time of departure of the first available train or other means of conveyance, nor in the case of an officer or employee in temporary residence at a station between the time of arrival of one means of conveyance and the time of departure by a second means of conveyance. An officer or employee should be deemed to be in temporary residence at a station when he stays at such place overnight.
- (v) Ordinary travelling time at home station should form the basis for deduction purposes in all cases where an officer travels except where the employee has been temporarily transferred to a particular locality and is travelling to and from that locality. In such circumstances as an officer or employee travelling from centre to centre, or returning to permanent headquarters from temporary station, home station travelling time should be deducted in computing excess time.

Ref. G.O. 12/D/8.

UNIFORMS

(See under "PROTECTIVE CLOTHING").

USUAL STATION

DEFINITION OF.

The term "usual station" should be taken to mean in the case of regular relieving officers or employees whose headquarters are not definitely indicated in the Permanent Staff List, the General Post Office, or the office from which their movements are controlled.

Unless otherwise determined, the "usual station" of an unattached officer or employee should be regarded as the office at which he was last permanently stationed, if such office was outside the metropolitan area,

and the General Post Office in other cases. In the case of officers or employees covered by relative arbitration determinations whose place of work is variable within a specified district, the "usual station" should be fixed by the Chief Officer, or an officer authorised by the Chief Officer.
Ref. G.O. 12/D/9.

WORKERS' COMPENSATION

(See under "COMPENSATION").

WORKING AWAY FROM HEADQUARTERS
OFFICERS AND EMPLOYEES ON PUBLIC HOLIDAYS. (See under "Holidays Public").

SHIFT DUTY

CHANGES IN ROSTERED HOURS OF DUTY.

(a) Where, for reasons other than the sickness or absence, of which the Department did not have seven days' notice, of another officer or employee, a Department finds it essential to require an officer or employee, without at least 7 days' notice to perform ordinary duty at other than the rostered hours of duty on any day, payment to that officer or employee should be made at the appropriate overtime rate for duty performed outside the rostered hours of duty and at the ordinary rate for duty which falls within the normal rostered shift. This penalty rate is in substitution for any other penalty which would otherwise apply to that portion of the duty which falls outside the normal rostered shift. Payment of penalty rate on this basis should be continued for each change of shift until such time as the employee has received 7 days' notice of change of shift.

(b) Where an officer or employee, after commencing duty on his rostered shift on any day, is instructed to cease duty and complete his rostered hours later in the day, no deduction should be made from the ordinary day's pay in respect of the break in duty. For all time of duty subsequent to the ordinary rostered hour of ceasing duty, payment should be made at the appropriate overtime rate.

(c) This instruction has application only to officers and employees liable to perform shift duty but subject to that qualification shall apply to cases where the officer or employee is required to act in a higher position during the changed hours of duty. In this case the expression "at ordinary rate of pay" appearing in paragraph (a) shall mean at the ordinary rate of pay which he received in the higher position.

Ref. G.O. 6/A1/1.