

PUBLIC SERVICE REGULATIONS. ⁽¹⁾

PART I.—ORGANIZATION, ADMINISTRATION AND DISCIPLINE.

Division 1.—Preliminary.

1. These Regulations may be cited as the *Public Service Regulations*. ⁽¹⁾ Short title.

2. The *Public Service Regulations* 1922, as amended to the date of commencement of these Regulations, are repealed. Repeal.

3. These Regulations are divided into Parts, as follows:— Parts.

Part I.—Organization, Administration and Discipline.

Division 1.—Preliminary.

Division 2.—Organization and Administration.

Division 3.—Filling of Vacancies.

Division 4.—Attendance of Officers.

Division 5.—Duties and Obligations of Officers.

(1) The *Public Service Regulations* (made under the *Public Service Ordinance* 1922-1940) comprise the original *Public Service Regulations*, as amended by the other regulations referred to in the following Table:—

REGULATIONS MADE BY THE MINISTER.

Description.	Date on which made by Minister.	Date on which published in <i>N.G. Gaz.</i>	Date on which took effect.
<i>Public Service Regulations</i>	13.2.1939	15.3.1939	15.3.1939 (<i>N.G. Gaz.</i> of 15.3.1939)
<i>Amending Regulations</i>	23.1.1940	3.2.1940	The whole except Reg. 7 on 3.2.1940 (<i>N.G. Gaz.</i> of 3.2.1940); Reg. 7 on 15.3.1939 (Reg. 7(2) of Regulations gazetted on 3.2.1940)
<i>Amending Regulation</i>	17.4.1940	24.4.1940	2.9.1939 (Reg. 1(2) of Regulations gazetted on 24.4.1940)
<i>Amending Regulations</i>	22.10.1940	15.11.1940	The whole except Reg. 1 on 15.11.1940 (<i>N.G. Gaz.</i> of 15.11.1940); Reg. 1 on 12.9.1940 (Reg. 1(2) of Regulations gazetted on 15.11.1940)
<i>Amending Regulations</i>	29.10.1941	15.11.1941	The whole except Reg. 3 on 15.11.1941 (<i>N.G. Gaz.</i> of 15.11.1941); Reg. 3 on 29.5.1941 (Reg. 3(2) of Regulations gazetted on 15.11.1941)

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- Part II.—Salaries and Allowances.
 - Division 1.—Salaries.
 - Division 2.—Overtime.
 - Division 3.—Travelling and other Allowances.
 - Division 4.—Rent for Quarters.
 - Division 5.—Cost of Transfer of Officers.
- Part III.—Leave of Absence.
- Part IV.—Employment of Married Women.
- Part V.—Temporary Employment.
- Part VI.—Medical Attention.
- Part VII.—Election of Divisional Representatives.
- Part VIII.—Appeal Boards and Boards of Inquiry.

Definitions.

4. In these Regulations, unless the contrary intention appears—

“Commonwealth Public Service Regulations” means the Commonwealth Public Service Regulations made under the *Commonwealth Public Service Act 1922-1934* (being Statutory Rules 1935, No. 18) and includes any regulations amending or in substitution for those Regulations and for the time being in force;

“family” means an officer’s children or step-children who are under the age of sixteen years and are wholly dependent upon the officer;

“pay” means salary, or salary and allowances in the nature of salary;

“the Ordinance” means the *Public Service Ordinance 1922-1938*.⁽²⁾

Officers to be acquainted with Ordinance and Regulations.

- 5.—(1.) All officers shall acquaint themselves with the provisions of the Ordinance and of these Regulations.

(2.) Officers in charge shall keep a copy of the Ordinance and of these Regulations, amended up to date, so that the Ordinance and Regulations shall be readily available to officers under their control.

Division 2.—Organization and Administration.

Departments.

6. The following shall be the Departments of the Public Service:—

Department of the Government Secretary;

Department of the Treasury;

Department of District Services and Native Affairs;

(2) Now the *Public Service Ordinance 1922-1940*.

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Department of Public Health;
Department of Customs;
Department of Lands, Surveys, Mines and Forests;
Department of Agriculture;
Department of Public Works.

7. The persons for the time being holding the following offices shall be the Permanent Heads of Departments:—

Permanent
Heads.

The Government Secretary;
The Treasurer;
The Director of District Services and Native Affairs;
The Director of Public Health;
The Chief Collector of Customs;
The Secretary, Department of Lands, Surveys, Mines and Forests;
The Director of Agriculture;
The Director of Public Works.

8. The functions of each Department shall be such as the Administrator from time to time directs.

Functions of
Departments.

9.—(1.) Whenever a Permanent Head finds that the number of officers in his Department is greater than is required to perform the work of his Department, he shall forthwith report the matter to the Administrator, who shall, if he considers any office unnecessary, recommend the abolition of that office.

Excess officers.

(2.) Upon the abolition of an office, the Administrator—

- (a) if the services of the officer holding the office immediately prior to its abolition (in this sub-regulation referred to as "the excess officer") can be utilized in any vacant office of equal status in the same or any other Department, shall transfer the excess officer thereto;
- (b) if an office of equal status is not available, and the services of the excess officer can be utilized in a vacant office of lower status in the same or any other Department, shall transfer the excess officer thereto, and may submit a recommendation to the Minister⁽³⁾ that the salary of the excess officer be reduced in accordance with the prescribed rate of pay for the office to which he is transferred and, subject to the approval of the Governor-General, the salary of the excess officer shall be reduced accordingly; or

(3) Section 4 of the *Ordinances Interpretation Ordinance 1934-1941* provides that in any Ordinance "unless the contrary intention appears—'Minister' means the Minister of State for the time being administering the *New Guinea Act 1920-1932*."

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Para. (c) am.
by Regs.
gazetted on
3.2.1940, r. 1.

- (c) if an office of equal or lower status in which the services of the excess officer can be utilized is not available, may submit a recommendation to the Minister⁽³⁾ that the excess officer be retired from the Public Service, and the Governor-General may retire the excess officer from the Public Service.

Division 3.—Filling of Vacancies.

Filling of
vacancies in
First Division.

10.—(1.) Where a vacancy occurs in the First Division, the Administrator shall report to the Minister⁽³⁾ stating his views as to whether the vacancy should be filled by the promotion of an officer, or whether it is desirable to invite applications from outside the Public Service.

(2.) Where the Minister⁽³⁾ considers that the vacancy should be filled by the promotion of an officer, he may make a recommendation to the Governor-General accordingly.

(3.) Where the Minister⁽³⁾ considers it desirable to fill the vacancy by the appointment of a person who is not an officer, he may direct that applications be invited for the position.

(4.) Upon receipt of the applications, an appointment may be made by the Governor-General.

Report of
vacancies.

11. When a vacancy occurs in any Department, the Permanent Head shall forthwith report the vacancy to the Administrator stating whether, in his opinion, it is necessary that the vacancy should be filled.

Filling of
vacancies.

12. If the Administrator considers that a vacancy in the Second Division or Third Division should be filled and it is expedient to fill the vacancy by the transfer or promotion of an officer, the Administrator may, after report from the Permanent Head—

(a) transfer or promote an officer to the vacancy; or

(b) direct that a notice be published in the *New Guinea Gazette* stating the office to be filled, the Division, limits of salary, and location of the office.

Applications
for vacancies.

13.—(1.) Where a notification of a vacant office has been published in the *New Guinea Gazette*, applications for the vacancy shall be forwarded through the Permanent Head of the Department to which the applicant belongs, and shall be addressed to the Government

(3) See footnote (3) printed on p. 4235.

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Secretary, who shall, after the closing date of applications, forward the applications to the Permanent Head of the Department in which the vacancy exists, for report.

(2.) On receipt of the report, the Administrator may transfer or promote an officer to the vacancy.

14.—(1.) The Administration shall pay the fare of a person appointed to the Public Service from outside the Territory to the Territory from his place of residence within or outside of Australia. Fares to Territory of appointees.

(2.) If the appointee fails to complete twelve months' service in the Public Service, the fare, or such portion thereof as the Administrator directs, shall be deducted from any amount due to the officer by the Administration or shall be refunded by the officer to the Administration.

Division 4.—Attendance of Officers.

15. The hours of duty of officers shall, where the circumstances of public business permit, and unless the Administrator otherwise directs, be from 8 a.m. to 12 noon, and from 1.30 p.m. to 3.30 p.m. except on Saturdays, when the hours of duty shall be from 8 a.m. to 12 noon. Hours of duty.

16. Every officer (other than an officer of the First Division or any officer exempted by the Administrator) shall enter daily, in an attendance book, or other means of record approved by the Permanent Head and provided for the purpose, the times of his arrival at, and departure from, his office. Attendance books.

17. An officer shall not, except with the express permission of the Permanent Head or of an officer authorized by him to grant that permission, leave his office during office hours except on official business. Officers not to leave their offices.

18. If any officer is irregular in his attendance or absents himself without leave during office hours, the circumstances shall be reported by the officer in charge to the Permanent Head. Absence during office hours.

19.—(1.) An officer shall not be absent from duty or leave his district without authorized leave, unless reasonable cause is shown. Absence without leave.

(2.) If any officer is prevented by illness or other emergency from attending duty, he shall, as soon as possible, report the circumstances to the Permanent Head, and furnish any further particulars the Permanent Head considers necessary. The Permanent Head shall

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report any such absence of an officer to the Government Secretary forthwith.

(3.) Without prejudice to any other action that may be taken for a breach of these Regulations, where an officer's absence has not been sanctioned, he shall not receive pay for the period of his absence.

Journals to be kept by officers.

20. Unless the Administrator otherwise orders, every officer whose duties are not under supervision or are not performed at a fixed place, shall keep a journal showing daily the duties carried out by him, and the time occupied therein, and shall produce the journal, or furnish a copy thereof, when called upon to do so by the Administrator, the Permanent Head or the officer in charge of the branch in which the officer is at the time employed.

Division 5.—Duties and Obligations of Officers.

Subordination of officers.

21.—(1.) Every officer shall obey promptly all instructions given to him by the officer under whose immediate control or supervision he is placed.

(2.) If any officer considers that he has any ground of complaint arising out of an instruction, or from any other cause whatsoever, he may appeal in regard thereto, through his immediate superior, to the Permanent Head, who shall consider the appeal and advise the officer of his decision.

(3.) If the officer is still dissatisfied, he may appeal through the Permanent Head to the Administrator.

(4.) The officer shall, nevertheless, as far as possible, carry out any instruction which is given to him until it is countermanded by competent authority.

Performance of duties.

22. Every officer shall promptly and correctly carry out all duties appertaining to his office and shall, in due course and at proper times, comply with and give effect to all laws, regulations and instructions made or issued for his guidance in the performance of his duties.

Officers not to publicly comment on administration, &c.

23. An officer shall not—

(a) publicly comment upon any administrative action or upon the administration of any Department; or

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

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24. Except in the course of official duty, an officer shall not divulge, directly or indirectly, any information concerning public business or any matters of which he has knowledge officially.

Information not to be given.

25. An officer shall not, directly or indirectly, solicit or accept gifts or presents from any member of the public interested, directly or indirectly, in any matter affecting the administration of the Territory.

Solicitation of gifts or presents.

26. An officer shall not demand or, except with the Administrator's approval, receive for his own use any fee, reward, gratuity or remuneration of any kind whatsoever, other than his official salary and allowances, for service performed by him, either in or out of office hours, in connexion with the Public Service.

Fees, rewards and gratuities.

27. An officer shall be responsible for the careful use and preservation of all Government property in his charge or possession.

Care of public property.

28.—(1.) An officer shall not, either as principal or agent, enter into any monetary transaction with another officer, whereby any interest or other return in money or kind is charged or paid.

Borrowing or lending money.

(2.) A senior officer shall not borrow any money from any of his subordinates.

29.—(1.) An officer summoned or called as a witness before a Court shall promptly advise the Permanent Head.

Attendance as witness.

(2.) An officer required as a witness on behalf of the Administration shall not be entitled to receive any witness fee, but shall be granted leave with pay for the period during which he was necessarily absent from duty. Where, by reason of his attendance, an officer is obliged to incur expense, he may be reimbursed the expense to such extent as the Administrator approves.

(3.) An officer called as a witness before a Court in any other circumstances may be granted leave but, unless otherwise determined by the Administrator, the leave shall be without pay, and any fees received by the officer as a witness may be retained by him.

PART II.—SALARIES AND ALLOWANCES.

Division 1.—Salaries.

30.—(1.) Subject to regulation 35 of these Regulations, an officer who is, under the Ordinance and these Regulations, an officer in the First Division or whose office is classified in the First Division and who occupies an office specified in the first column of the following table shall be paid salary within the limits of salary specified in the second and third columns of that table opposite the description of that office:—

Salaries of Officers of First Division.

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Office.	Salary per annum.	
	Minimum.	Maximum.
	£	£
Director of Agriculture	1,100	1,250
Director of Public Health	1,100	1,200
Government Secretary	900	1,100
Treasurer	900	1,050
Director of District Services and Native Affairs	900	1,050
Crown Law Officer	900	1,050*
Medical Officer	800	1,000
Medical Officer and Government Pathologist	800	1,000*
Director of Public Works	852	950
Secretary, Department of Lands, Surveys, Mines and Forests	852	950
Assistant Director, Department of District Services and Native Affairs	780	852
Anthropologist	780	852
Superintendent of Police	780	852
Entomologist	780	852
Chief Collector of Customs	780	852
Warden (Mines)	708	780
Economic Botanist	708	780
Geologist	708	780
Agricultural Chemist	708	780
Registrar-General and Official Trustee	708	780
District Officer, Grade 2	732	804
District Officer, Grade 1	636	732

*Present occupant is not subject to deduction for rent, *see* regulation 55.

(2.) Subject to the Ordinance and these Regulations, an officer who occupies an office specified in the first column of the table set out in the last preceding sub-regulation may be paid increments of salary within the limits of salary prescribed in respect of that office at the following rates:—

- (a) In the case of an officer whose salary is less than £636 per annum—at the rate of £18 per annum;
- (b) In the case of an officer (other than an officer specified in the next succeeding paragraph) whose salary is £636 per annum or more but is less than £900 per annum—at the rate of £24 per annum; and
- (c) In the case of an officer whose salary is £900 per annum or more and an officer occupying the office of Medical Officer, or Medical Officer and Government Pathologist—at the rate of £50 per annum.

(3.) An officer who, between the first day of September, One thousand nine hundred and thirty-eight and the date upon which these Regulations came into operation, occupied for any period an office specified in the first column of the table set out in sub-regulation (1.) of this regulation shall be paid salary in accordance with the provisions of this regulation.

Salaries of
officers of
Second Division.

31.—(1.) The limits of salary payable to an officer in the Second Division shall be the limits of such amounts specified in the following

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table as are allotted in respect of that office by the classification for the time being in force:—

£	£	£	£	£	£	£
300	318	336	354	372	390	408
426	444	462	480	498	516	534
552	570	588	600	618	636	660
684	708	732	756			

(2.) Subject to the Ordinance and these Regulations, an officer may be paid increments of salary within the limits of salary allotted to his office of such amount as will raise his salary to the next higher amount shown in the table set out in the last preceding sub-regulation.

32.—(1.) Subject to regulation 35 of these Regulations, an officer of the Third Division who occupies an office specified in the first column of the following table, shall be paid salary within the limits of salary specified in the second and third columns of that table opposite the description of that office:—

Salaries of officers of Third Division.
Sub-reg. (1) am. by Regs. gazetted on 3.2.1940, r. 2, and on 15.11.1940, r. 1.

Office.	Salary per annum.	
	Minimum.	Maximum.
	£	£
Foreman, Telephones and Lines	472	520
Mechanic and Linesman (Telephones), Grade 3	412	472
Senior Mechanic (Wireless)	412	472
Senior Mechanic (Electrical)	412	472
Foreman Carpenter	396	456
Foreman Painter	396	456
Foreman Plumber	396	456
Assistant Instructor (Native Technical School)	396	456
Schooner Engineer and Master	396	456
Superintendent, Native Labour	396	456
Mechanic and Linesman (Telephones), Grade 2	384	444
Mechanic, Grade 2	384	444
Storeman, Grade 3	384	444
Field Assistant	384	444
Carpenter and Joiner	372	432
Plumber	372	432
Painter	372	432
Mechanic, Grade 1	372	432
Fitter and Turner	372	432
Storeman, Grade 2	360	420
Schooner Engineer	348	408
Road Overseer	336	420
Chainman, Grade 2	336	420
Mechanic and Linesman (Telephones), Grade 1	336	408
Storeman, Grade 1	312	408
Chainman, Grade 1	300	408
Overseer, Native Labour	300	408
Matron	228*	252*
Nurse	182*	206*
Housekeeper	168*
Typist (female)—		
Under 18 years	156
At 18 years	168
At 19 years	180
At 20 years	192
Adult	286	310
Assistant Teacher (female)	300	348

*With free quarters and board.

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(2.) Subject to the Ordinance and these Regulations, an officer who occupies an office specified in the first column of the table set out in the last preceding sub-regulation may be paid increments of salary within the limits of salary prescribed in respect of that office at the rate of £12 per annum.

Sub-reg. (3)
ad. by Regs.
gazetted on
3.2.1940, r. 2.

(3.) An officer who, between the first day of July, One thousand nine hundred and thirty-nine, and the date upon which these Regulations came into operation, occupied for any period an office specified in the first column of the table set out in sub-regulation (1.) of this regulation may, with the approval of the Administrator, be paid salary in accordance with the provisions of this regulation.

Salaries of
officers on
reclassification.

33. Notwithstanding anything contained in these Regulations, where the amount or scale of salary prescribed in respect of any office included in the First Division or the Third Division is altered in pursuance of section 21 of the Ordinance, an officer who occupies that office shall, so long as the altered classification remains in force in respect of that office, be paid salary in accordance with that classification.

Conditions of
advancement in
certain offices.

34. Notwithstanding anything contained in these Regulations—

- (a) an Assistant District Officer shall not be promoted to the office of District Officer, and a Patrol Officer shall not be promoted to the office of Assistant District Officer, unless he has passed an examination in law, native administration, and such other subjects as are from time to time determined by the Administrator;
- (b) a Patrol Officer shall not be advanced to a salary beyond—
 - (i) £426 per annum unless he has passed an examination in native administration and such other subjects as are from time to time determined by the Administrator; and
 - (ii) £498 per annum unless the Director of District Services and Native Affairs certifies that the Patrol Officer is capable of performing efficiently the whole of the duties of an Assistant District Officer.
- (c) a Medical Assistant, Grade 1, shall not be advanced in salary beyond £426 per annum unless the Director of Public Health certifies that he is capable of performing efficiently the whole of the duties of a Medical Assistant, Grade 1;
- (d) an officer shall not be transferred or promoted to the office of Medical Assistant, Grade 2, Medical Assistant, Grade 3, or Technical Assistant, until he has passed such examination as is determined by the Administrator;

- (e) an Inspector and Instructor in the Department of Agriculture shall not be advanced to a salary beyond £462 per annum—
- (i) unless he has obtained a Diploma of Agriculture from an institution approved by the Administrator or a certificate recognized by the Administrator as substantially equivalent to such a Diploma; or
 - (ii) until he has passed such examination as is determined by the Administrator;
- (f) a Cadet Draftsman shall not be advanced to a salary beyond £390 per annum until—
- (i) he has satisfactorily completed a period of three years' training; and
 - (ii) he satisfies the Administrator that he has completed a course of study approved by the Administrator:

Provided that a Cadet Draftsman who has complied with the foregoing conditions may, with the approval of the Administrator, be advanced to a salary not exceeding £408 per annum. Where approval is given for the advancement of a Cadet Draftsman to a salary of £408 per annum, he may be designated Draftsman, Grade 2, from the date of such advancement and, thereafter, he may be advanced by annual increments to a salary not exceeding £480 per annum;

Proviso ad. by
Regs. gazetted
on 15. 11. 1940,
r. 2; sub. by
Regs. gazetted
on 15. 11. 1941,
r. 1.

- (g) a Draftsman shall not be advanced to a salary beyond £516 per annum unless he satisfies the Administrator that the character and importance of the work warrant the advancement and that he is capable of performing the duties of his office efficiently;
- (h) an officer occupying the office of Clerk, Crown Law Office, Department of the Government Secretary, salary scale £408-516, shall not be advanced to a salary beyond £462 per annum unless he satisfies the Administrator that the character and importance of the work warrant the advancement and that he is capable of performing the duties of his office efficiently; and
- (i) a Typist (female) shall not be advanced to a salary beyond £286 per annum unless she has passed such examination as is determined by the Administrator.

35. Unless the Minister⁽³⁾ otherwise approves, an officer shall, upon appointment or promotion, receive the minimum salary payable in respect of the office to which he is appointed or promoted:

Salary on
promotion.

(3) See footnote (3) printed on p. 4235.

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Provided that where an officer is promoted and his salary before promotion is not less than the minimum salary of the office to which he is promoted, he shall continue to receive the salary paid before promotion until one year from the date on which he received his last increment.

Division 2.—Overtime.

Duty after usual hours.

36. Officers shall, whenever so required, perform duty after the usual hours in order to meet the exigencies of departmental business.

Overtime.

37. In the case of officers whose ordinary hours of duty are from 8 a.m. to 3.30 p.m. on week days and from 8 a.m. to 12 noon on Saturdays, overtime shall be time worked in excess of eight hours a day from Monday to Friday and of four hours on Saturday, or of seventy-eight hours a fortnight:

Provided that where an officer is required to work shift periods any part of which extends beyond the hour of midnight, the time worked after midnight shall, for the purpose of calculating the total time worked on any one day, be deemed to be time worked on the day on which the shift period commenced.

Approval of Administrator for working of overtime.

38. When the conditions of departmental business necessitate the working of overtime, the Permanent Head shall immediately report the circumstances to the Administrator or the Government Secretary. The report shall specify the officer or officers to be employed, and the probable duration of the overtime, and, except in emergent cases, the approval of the Administrator or the Government Secretary for the working of overtime shall first be obtained.

Recording and payment of overtime.

39.—(1.) At the end of each calendar month, each Permanent Head shall furnish to the Administrator a return of overtime worked during the month, together with a statement of the amounts payable to each officer for overtime.

(2.) Subject to these Regulations and to the authorization of the Administrator or the Government Secretary an officer who works overtime shall be paid at the rate prescribed in the next succeeding regulation.

Calculation of overtime payment.

40.—(1.) The hourly rate of overtime payment shall be ascertained by dividing the annual salary by 52, dividing the result so obtained by 39, and multiplying the result so obtained by $1\frac{1}{2}$. A fraction of one penny in the hourly rate shall be disregarded unless it exceeds one halfpenny, when one penny shall be allowed in lieu of the fraction. Overtime shall be calculated to the nearest quarter of an hour in the total time for which payment is claimed.

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(2.) Salary for the purpose of overtime payment shall not include any allowance except such allowance as is granted for performing the duties of a higher office.

41.—(1.) Subject to the next succeeding sub-regulation, an officer—

- (a) who is in receipt of salary in excess of £500 per annum;
- (b) who does not work under direct supervision;
- (c) whose work is of an intermittent character; or
- (d) whose hours of duty cannot be accurately determined,

Officers in receipt of more than £500 per annum, &c.

shall not be entitled to payment for overtime.

(2.) Where the Administrator considers that there are special circumstances which warrant payment for excessive time worked, the Administrator may approve of payment for the excessive time or of the grant of time off in lieu thereof, in accordance with such conditions as he determines.

Division 3.—Travelling and Other Allowances.

42.—(1.) Subject to these Regulations, the scale of travelling allowances payable to officers shall be as follows:—

Travelling allowances.
Sub-reg. (1) am. by Regs. gazetted on 3.2.1940, r. 3.

Salary.	Ordinary Scale.	Camp Scale.	Hourly Rate.
	Per day.	Per day.	
	s. d.	s. d.	
Under £500	15 0	} 8 0	1/24th of the daily rate
£500 to £800	17 6		
Over £800	20 0		

(2.) Subject to this regulation, camp scale of travelling allowance shall apply in lieu of the ordinary scale when an officer, absent from his station, is not residing in a town or, if residing in a town, is provided with quarters by the Administration.

Sub-reg. (2) am. by Regs. gazetted on 3.2.1940, r. 3.

(3.) Upon proof to the satisfaction of the Administrator that the travelling allowance payable to an officer under this regulation is either insufficient to cover, or in excess of, expenses reasonably incurred, the Administrator may vary the allowance:

Provided that the Administrator shall not, under this sub-regulation, authorize payment of an allowance in excess of thirty shillings per day.

(4.) When an officer travels by sea or by air and the fare paid includes subsistence, the travelling allowance shall be five shillings per day, but, when the fare paid does not include subsistence, he shall be paid the ordinary scale of travelling allowance in accordance with sub-regulation (1.) of this regulation.

Sub-reg. (4) am. by Regs. gazetted on 3.2.1940, r. 3.

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(5.) When an officer is travelling in the ordinary course of his duty, an allowance under this regulation shall not be granted unless the Minister,⁽³⁾ upon the recommendation of the Administrator, authorizes the payment.

(6.) There shall be paid to an officer travelling on duty outside the Territory such travelling allowance as the Administrator thinks fit, but not exceeding the rate of allowance payable under the Commonwealth Public Service Regulations to an officer of the Commonwealth Public Service in receipt of salary at a corresponding rate.

District allowance, rates and conditions of.

43.—(1.) An officer living in a locality specified in the first column of the following table (being a locality where the climatic conditions are severe or where the cost of living is appreciably higher than the ordinary or normal cost of living at Rabaul) and performing duty in the District specified in the second column of that table opposite to the name of the locality may, subject to this regulation, be paid an allowance at such rate as the Administrator determines, but not exceeding in any case the rate specified in the third column of the following table opposite to the name of the locality:—

Locality.	District.	Maximum rate of allowance per annum.
		£
Goldfields	Morobe	100
Sepik River Basin	Sepik	26

(2.) An allowance under this regulation shall not be payable in addition to travelling allowance to an officer while temporarily living in a locality in respect of which an allowance under this regulation would, but for this sub-regulation, be payable.

(3.) The payment of an allowance under this regulation shall be subject to the approval of the Administrator or of the Government Secretary.

Travelling allowance not payable in certain cases.

44. Travelling allowance shall not be payable under these Regulations to any officer travelling to or within the Territory for the purpose of taking up duty on appointment or to any officer transferred from any place in the Territory to any other place in the Territory.

Car or cycle allowance.

45.—(1.) Except as provided in the next succeeding sub-regulation, an officer or a temporary employee who, at the direction in writing of the Administrator or of the Government Secretary, uses his own motor car or motor cycle when travelling on public business shall be allowed in respect of such use, payment at the following rates:—

(3) See footnote (3) printed on p. 4235.

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Motor car—12 horse power and over	..	8d. per mile
Motor car—under 12 horse power	..	7d. per mile
Motor cycle with side car	..	4d. per mile
Motor cycle	..	3d. per mile.

(2.) The Administrator or the Government Secretary may, if he considers the circumstances so warrant, authorize payment to an officer of an allowance at a daily or weekly rate in lieu of the rates specified in this regulation, provided that the allowance so authorized does not exceed the total amount which would otherwise be payable under this regulation.

46.—(1.) Any officer may be called upon to perform temporarily Higher duties.
the duties of any office.

(2.) When an officer is required to perform temporarily the duties of an office lower than the office in which he is classified, he shall not suffer any reduction in pay or any loss of status.

(3.) Where an officer temporarily performs, to the satisfaction of the Administrator, the whole of the duties of an office higher than that in which he is classified, he may be paid an allowance to raise his salary to the minimum salary of the higher office for all time temporarily served in that office in excess of six weeks, continuously or in broken periods of not less than one day, in any period of twelve months:

Provided that a second period of six weeks shall not be required to be worked without payment of allowance so long as the acting service has been continuous and extending over twelve months:

Provided further that, where an officer performs the duties of more than one higher office, service in each higher office shall be counted in the computation of the prescribed period of six weeks to be served before the allowance under this regulation is payable.

(4.) Where an officer temporarily occupies a higher office but does not perform the whole of the duties usually performed by the permanent occupant of that office, he may be paid such allowance as is determined by the Administrator not exceeding the amount of the allowance that would be payable to the officer if he performed the whole of the duties of the higher office.

(5.) Payment of an allowance under the last preceding sub-regulation shall be made only in respect of the performance of higher duties after the officer has acted in the higher office for at least six weeks, continuously or in broken periods of not less than one day, in any period of twelve months and if he has performed the duties of the higher office allotted to him to the satisfaction of the Administrator.

(6.) An officer required to perform the duties of a higher office temporarily may be granted increments as though he had been permanently promoted to that office:

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Provided that, in the case of the first increment, the officer may be granted the increment if he has performed the higher duties for twelve months, continuously or in broken periods, during the preceding two years:

Provided further that an officer may be granted a second increment if he has performed the duties of the higher office for two years, continuously or in broken periods, during the preceding four years:

Provided also that service in a higher office prior to the first day of July, One thousand nine hundred and thirty-five shall not be counted for the purpose of this sub-regulation.

(7.) Further increments may be granted on the basis indicated in the last preceding sub-regulation, but an officer shall not be entitled to a second or subsequent increment until he has received the preceding increment for a period of twelve months.

(8.) For the purpose of determining whether an increment is payable under this regulation, or whether higher duty service is "continuous" for the purpose of determining whether a further period is to be served without allowance, absence from duty for the following reasons shall be deemed to be service in a higher office if the officer resumes duty in the same or other higher office at the expiration of such absence:—

- (i) Recreation leave;
- (ii) Sick leave, not exceeding six weeks in any period of two years;
- (iii) Leave granted to officers called as witnesses;
- (iv) Public holidays;
- (v) Accident leave granted by the Administrator in pursuance of regulation 74 of these Regulations; and
- (vi) Any other authorized leave not exceeding twelve days in any period of two years.

(9.) The provisions of sub-regulation (8.) of this regulation shall apply in relation to the performance of higher duties by any officer during any period between the first day of December, One thousand nine hundred and thirty-seven, and the date upon which these Regulations came into operation.

(10.) An allowance shall not be payable to an officer in respect of the period of his absence for any of the reasons specified in sub-regulation (8.) of this regulation except his absence on any public holiday.

(11.) Where the scales of salaries of the office permanently occupied by an acting officer and of the office which he temporarily occupies overlap, the acting officer shall, subject to this regulation, be paid such allowance while so acting as would place him in the same position as he would have been in had he been permanently promoted to the higher office.

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47.—(1.) The Administrator or the Government Secretary may authorize an officer to reside at an hotel or other accommodation house pending allotment to the officer of a residence belonging to or controlled by the Administration. Accommodation allowance.

(2.) Upon production by the officer of evidence of the cost to him of board and lodging at the hotel or other accommodation house, the Administrator or the Government Secretary may authorize payment to the officer of an allowance at a rate equal to the difference between the cost of his board and lodging and the rate of £96 per annum and, in the case of a married officer, an allowance at the same rate in respect of his wife and each member of his family who resides with and is maintained by him at the hotel or other accommodation house: Sub-reg. (2) am. by Regs. gazetted on 3.2.1940, r. 4.

Provided that, where a married officer pays less than the full rate for board and lodging for any member of his family, the allowance payable to the officer in respect of that member of his family shall be at a rate equal to the actual cost of the board and lodging of that member of his family less an amount that bears the same proportion to the rate of £96 per annum as the actual cost of the board and lodging of the member of his family bears to the full rate.

(3.) An officer shall not be eligible for payment of an allowance under regulation 42 of these Regulations in respect of any period during which he receives an allowance under this regulation.

(4.) This regulation shall be deemed to have come into operation on the first day of August, One thousand nine hundred and thirty-eight.

48. The Administrator or the Government Secretary may authorize the payment of an allowance at a rate not exceeding £50 per annum to any officer occupying the office of Typist (female) or Apprentice who is under the age of twenty-one years and who does not reside with her or his parents in the Territory. Living away from home allowance to typists and apprentices.

49.—(1.) Any officer of the Second or Third Divisions, who is— Allowance for children.

- (a) married or a widower;
- (b) the father, father by adoption or step-father of children under the age of sixteen years who are wholly dependent upon and maintained by him; and Sub-reg. (1) am. by Regs. gazetted on 15.11.1940, r. 3.
- (c) in receipt of salary and allowances in the nature of salary the total sum of which is less than £600 per annum,

shall be paid an allowance at the rate of £20 per annum in respect of each of his children so dependent:

Provided that the total sum per annum payable to any officer under this sub-regulation shall not exceed the amount by which the total sum of the salary and allowances in the nature of salary paid to that officer falls short of £600 per annum.

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(2.) Any officer making an application for an allowance under this regulation shall forward with the application a birth certificate of each child in respect of whom he claims an allowance, or shall furnish such other documentary proof of the birth of the child in respect of whom the allowance is claimed as is considered satisfactory by the Administrator.

(3.) An officer who is in receipt of an allowance under this regulation shall notify the Government Secretary immediately upon his becoming ineligible under this regulation for the payment of the allowance or any portion thereof.

(4.) An allowance under this regulation in respect of any child shall not be paid to an officer who is absent on leave of any kind without pay. When an officer is absent on sick leave on reduced pay, the full amount of the allowance shall be continued.

Allowance for lighting.

50. The Administrator may, in his discretion, authorize the free issue to an officer of the necessary materials for lighting purposes.

Allowance for purchase of boots.

51.—(1.) District Officers, Assistant District Officers and Patrol Officers may be paid an allowance at the rate of £3 per annum for the purpose of the purchase of boots required by them for patrol work.

(2.) The Administrator may, from time to time, direct that an allowance under this regulation shall be payable to any other officer or class of officers in whose case he considers it justified.

(3.) Payment of an allowance under this regulation shall be made only if approved in each case by the Administrator or by the Government Secretary.

Division 4.—Rent for Quarters.

Deduction from salary for rent of quarters.

52. Subject to these Regulations, there shall be deducted from the salaries of officers occupying for the purpose of residence buildings belonging to or controlled by the Administration amounts in accordance with the following scale:—

Class of Residence, &c.	Salary over £600 per annum.	Salary £600 per annum and under.
	Per annum.	Per annum.
	£	£
(a) First Class	48	36
(b) Second Class	36	24
(c) Half of First Class	24	18
(d) Half of Second Class	18	12
(e) Single Quarters	6	6

Classification of residences.

53. The classification of residences for the purpose of the last preceding regulation shall be determined by the Administrator who

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may, where he considers the residence to be such as not to justify classification in class (a) or (b) determine the amount of rental, if any, to be paid.

54. District Officers, Assistant District Officers, Patrol Officers, Surveyors, Chainmen, Medical Officers, Medical Assistants at out-stations, or any other officer or class of officers, approved by the Administrator whose duties necessitate his frequent absence from his station may be charged half the rental prescribed in respect of his residence.

Certain officers to pay half prescribed rental.

55. Notwithstanding anything contained in these Regulations, deduction for rent of quarters shall not be made from the salary of an officer occupying, on the date of the commencement of these Regulations, the office of Crown Law Officer or Medical Officer and Government Pathologist.

Exemption of certain officers.

56. Except as otherwise prescribed, a deduction at the rate of £96 per annum shall be made from the salary of any officer who is provided with quarters and board by the Administration in respect of the period for which the officer receives quarters and board.

Deduction for quarters and board.

57. The Administration may provide without charge to officers and temporary employees at residences at out-stations, and at such other residences as the Administrator determines, the following articles of furniture and household utensils:—

Furniture.

- One bed and mattress.
- One chest of drawers.
- One wardrobe.
- One washstand.
- One basin and jug.
- One dressing table and mirror.
- One dining table.
- Four chairs.
- One sideboard.
- One kitchen table.
- One cupboard.
- One ice box.
- One filter.
- One stove.
- One lamp (table).

Provided that where the Administrator considers that the circumstances so warrant he may authorize the issue of additional or different articles of furniture.

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Furnished
quarters for
typists (female).
Sub-reg. (1)
am. by Regs.
gazetted on
3.2.1940, r. 5.

58.—(1.) The Administration may supply any Typist (female) or Female Teacher with quarters and the following articles of furniture and household utensils:—

- One bed and mattress (single).
- One chest of drawers.
- One washstand.
- One basin and jug.
- One dressing table.
- One dining table.
- Two chairs.
- One kitchen table.
- One stove.
- One icebox.
- One wardrobe.
- One kitchen safe.
- Two cane chairs:

Provided that where the Administrator considers the circumstances so warrant he may authorize the issue of additional or different articles of furniture.

(2.) Where quarters and furniture are supplied in pursuance of this regulation, a deduction at the rate of £12 per annum shall be made from the salary of the Typist (female) or Female Teacher.

Sub-letting.

59. Except with the consent in writing of the Administrator, an officer shall not sub-let any portion of a Government building which he occupies.

Division 5.—Cost of Transfer of Officers.

Cost of transfer.

60.—(1.) When an officer is transferred—

- (a) in the interests of the Administration or in the ordinary course of promotion;
- (b) on account of illness, due to causes over which the officer has no control, and in respect of which satisfactory medical evidence is furnished that a change is necessary to restore health; or
- (c) on account of having served at an isolated station for at least two years or such shorter period as the Administrator determines,

the actual cost of transfer, to the place to which the officer is transferred, of the officer and of his wife and family (if any), together with

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such amount to cover the cost of the removal of the officer's household furniture and personal effects as the Administrator considers reasonable, shall be paid by the Administration.

(2.) This regulation shall also apply to temporary employees.

Sub-reg. (2)
ad. by Regs.
gazetted on
3.2.1940, r. 6.

PART III.—LEAVE OF ABSENCE.

61.—(1.) Leave of absence for recreation shall not accrue until an officer has completed a period of service of twenty-one months commencing from the date on which he first commenced duty in the Territory after his appointment or the date on which he returned to duty at the expiration of his last preceding recreation or long leave:

Intervals at
which recreation
leave to be taken.

Sub-reg. (1)
am. by Regs.
gazetted on
24.4.1940, r. 1;
and on
15.11.1941, r. 2.

Provided that where—

- (a) a medical officer certifies that the state of health of an officer renders it desirable that he should have leave of absence for recreation;
- (b) an officer makes application for leave on account of urgent private business; or
- (c) the officer retires,

the Administrator may grant the officer leave of absence after he has completed a period of service of twelve months commencing from the date on which he first commenced duty in the Territory after his appointment or the date on which he returned to duty at the expiration of his last preceding recreation or long leave:

Provided also that this sub-regulation shall not apply in the case of an officer who is granted leave of absence in pursuance of section 33A of the Ordinance.

Proviso ad. by
Regs. gazetted
on 24.4.1940,
r. 1.

(2.) A temporary employee who, before or after the date of the commencement of this sub-regulation, is appointed an officer and whose service as a temporary employee is continuous with his service as an officer shall, for the purposes of this regulation, be deemed to have commenced duty as an officer on the day on which the period of temporary employment immediately preceding his appointment as an officer commenced.

62. Each Permanent Head shall forward to the Government Secretary, one month before an officer's leave becomes due, a report as to the officer's conduct, diligence and efficiency and any other comments he deems necessary.

Report by
Permanent Head.

63.—(1.) Unless the Administrator otherwise directs, leave granted for recreation shall, if the officer leaves the Territory, be deemed to commence on the date of an officer's departure from Rabaul, and the

Commencement
of leave.

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period of leave shall be exclusive of any period necessary for his return from Rabaul to his station.

Fares between Rabaul and out-stations.

(2.) The fares of an officer and his wife and family (if any), located at an out-station and journeying for purposes of leave between that station and Rabaul, and the cost of the transport of their personal effects shall be paid by the Administration.

Grant of passages to officers proceeding on leave.

64.—(1.) The Administrator may, subject to this regulation, authorize payment of part of the cost of the passages of an officer, his wife and family (if any) travelling beyond the Territory on approved leave.

(2.) A married officer may be granted first class return passages for himself, his wife and family (if any) between any port in the Territory and Sydney in the State of New South Wales or any other port in Australia of lesser distance from the Territory on payment to the Administration by the officer of an amount equal to sixty per centum of the cost of one first class return fare between the port in the Territory from which the officer embarks and Sydney in the State of New South Wales or other port in Australia of lesser distance from the Territory :

Provided that passages in accordance with this sub-regulation may be granted whether the wife and family of an officer travel with the officer or subsequently :

Proviso am. by Regs. gazetted on 15.11.1941, r. 3.

Provided further that, if the wife and family of an officer travel prior to the date on which the officer travels, he may be reimbursed the cost of passages for the wife and family on his departure from the Territory except in time of war when the officer may, with the approval of the Administrator, be reimbursed the cost of passages from the Territory for his wife and family at the time at which they travel from the Territory.

(3.) An unmarried officer or a married officer travelling alone, except as provided in the last preceding sub-regulation, and to whom passages have not been granted for his wife and family (if any), may be granted a first class return passage between any port in the Territory and Sydney in the State of New South Wales or any other port in Australia of lesser distance from the Territory on payment to the Administration by the officer of a sum equal to forty-five per centum of the cost of one first class return fare between such port in the Territory and Sydney in the State of New South Wales or other port in Australia of lesser distance from the Territory.

Sub-reg. (4) am. by Regs. gazetted on 3.2.1940, r. 7.

(4.) An officer who elects to travel on approved leave a greater distance than is represented by the distance between any port in the Territory and Sydney in the State of New South Wales may be granted an amount equal to the cost to the Administration of passages which

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would have been granted under this regulation had he elected to travel to and return from Sydney in the State of New South Wales.

(5.) If any person who is granted a return passage or an amount in lieu thereof under this regulation does not complete the return journey, the Administrator may deduct from any moneys due to the officer concerned an amount not exceeding one half of the cost of the passage or amount granted in lieu thereof to that officer in respect of such person.

Sub-reg. (5)
sub. by Regs.
gazetted on
3.2.1940, r. 7.

(6.) For the purposes of this regulation the cost of a first-class return passage shall not exceed the cost of a first-class return fare as provided in any agreement entered into by the Commonwealth Government with a shipping company in respect of the maintenance of a shipping service between the Territory and Australia which is in force at the relevant time.

Sub-reg. (6)
ad. by Regs.
gazetted on
3.2.1940, r. 7.

(7.) Grant of or payments in respect of passages under this regulation shall not be made to or in respect of any officer more than once in any period of two years.

Sub-reg. (7)
ad. by Regs.
gazetted on
3.2.1940, r. 7.

65. Immediately prior to commencing leave an officer shall notify the Government Secretary of his address while on leave and, if he changes that address, shall immediately notify the change of address.

Address while
on leave.

66. An officer absenting himself from duty on the ground of illness shall as soon as practicable apply in writing through the Permanent Head to the Administrator for leave of absence.

Leave of absence
on ground of
illness.

67.—(1.) An officer who is within the Territory at the time of his illness shall submit with his application for sick leave a medical certificate from a Medical Officer or practitioner or in any locality where a Medical Officer or practitioner is not available from a Medical Assistant:

Medical
certificates
in case of
sick leave.

Provided that, unless the Administrator otherwise directs, a medical certificate shall not be required in the case of absences not exceeding two successive days and which do not, in the aggregate, exceed twelve days in any period of twelve months' service from the date upon which an officer's first absence on sick leave commenced.

(2.) An officer who is not within the Territory at the time of his illness shall submit with his application for sick leave a medical certificate which shall, wherever practicable, be obtained from a Commonwealth Medical Officer.

68.—(1.) In the case of illness of an officer, the Administrator may, subject to the Ordinance and these Regulations, on production of satisfactory medical evidence, grant to the officer in any triennial

Sick leave in
triennial period.

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period sick leave not exceeding in the aggregate the periods of leave at the rates of pay therefor specified in the following table:—

Length of Service.	Period for which Leave may be granted.		
	Full Pay.	Half Pay.	Third Pay.
Under one year	One month ..	Two months ..	Three months
Over one and under five years	Two months ..	Four months ..	Six months
Five years and over	Three months	Three months	Six months
Ten years and over	Four months ..	Six months ..	Two months

Provided that leave in excess of three months shall not be granted except with the concurrence of the Minister.⁽³⁾

(2.) In the case of any officer the first triennial period shall be the period of three years' service dating on and from his first absence on sick leave. Any subsequent triennial period shall commence on the date of his first absence on sick leave after the date upon which the previous triennial period expired.

Further medical examination.

69. Where an officer who has been absent on account of illness for a continuous period of three months applies for further leave he shall be examined by a Medical Officer or other medical practitioner approved by the Administrator before an extension of sick leave may be granted.

Illness extending beyond eighteen months.

70. Where an officer who has been absent on account of illness for a continuous period of eighteen months has not recovered sufficiently to enable him to resume duty, the Administrator shall immediately submit a report of the case to the Minister⁽³⁾ with a view to action being taken for the officer's retirement in pursuance of sub-section (4.) of section 37 of the Ordinance.

Certificate of fitness to resume duty.

71. If an officer is absent from duty on account of illness and the period of his absence has extended beyond three months, he shall not be permitted to resume duty unless and until a Medical Officer or other medical practitioner approved by the Administrator has certified that he is fit to resume duty.

Medical examination.

72. An officer shall submit himself to medical examination by a Medical Officer or other medical practitioner approved by the Administrator whenever required by the Administrator to do so.

Illness due to misconduct.

73.—(1.) An officer shall not be granted sick leave with pay on account of physical disability or ill-health caused by his misconduct or in any case of absence from duty without sufficient cause.

(2.) Where the Administrator desires to satisfy himself as to the cause of disability or illness, he may require the officer to present himself for medical examination at a stated time, or may make such

(3) See footnote (3) printed on p. 4235.

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arrangements as are necessary for the medical examination of the officer.

(3.) If the Medical Officer's report is not favorable to the officer, or if the officer is not available for examination at the appointed time, he shall be debited with the cost of the examination or visit of the Medical Officer, as the case may be.

74.—(1.) Notwithstanding anything contained in these Regulations, where an officer or temporary employee sustains physical injury in the execution of his duty and the Administrator is satisfied that the injury is not attributable to wilful misconduct of the officer or temporary employee, the Administrator may grant leave of absence on full pay to the officer or temporary employee for a period not exceeding three months. If, at the end of three months, it is shown to the satisfaction of the Administrator that the injured officer or temporary employee is unable to resume duty, he may, with the concurrence of the Minister,⁽³⁾ grant further leave of absence under such terms and conditions as he considers justified in the circumstances. Accidents on duty.

(2.) The Administration may pay such transport, medical and hospital expenses *bona fide* incurred in consequence of the injury as the Administrator considers reasonable.

(3.) Any leave granted under this regulation shall not be deducted from sick leave at credit of the officer or temporary employee at the time of the grant of such leave.

(4.) Nothing in this regulation shall derogate from any right which an officer or employee possesses under the *Commonwealth Workmen's Compensation Act 1912*⁽⁴⁾ or any law of the Territory substituted for that Act but an officer or temporary employee shall not be entitled to receive benefits under this regulation and that Act or law at the same time.

PART IV.—EMPLOYMENT OF MARRIED WOMEN.

75. A married woman shall not be employed in the Public Service unless the desired assistance is not otherwise available and the Administrator certifies that there are special circumstances which make her employment desirable. Employment of married women.

76.—(1.) A female officer upon her marriage shall forfeit her office, and shall, upon the termination of any leave which is due to her, cease to receive the salary of her office. Female officer to forfeit office on marriage.

(2.) Subject to the last preceding regulation, a married woman who has so forfeited her office may be employed as a temporary employee.

(3) See footnote (3) printed on p. 4235.

(4) Repealed in its application to the Territory of New Guinea by the *Laws Repeal and Adopting Ordinance 1939*. See now the *Administration Employees' Compensation Ordinance 1939*.

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PART V.—TEMPORARY EMPLOYMENT.

Register of applicants for temporary employment.

77. The name of every applicant for temporary employment shall be recorded in the register of applicants for temporary employment, which shall be kept in the Department of the Government Secretary.

Selection of applicants.

78. Subject to sub-section (4.) of section 15 of the Ordinance, the selection of an applicant for temporary employment shall, as far as practicable, be made in order of his registration.

Record in register.

79. When the employment of any person is authorized by the Administrator, there shall be recorded in the register the date upon which that person's temporary employment commenced, any extension of the period of his employment authorized by the Administrator, and the date of the termination of his employment.

Report where person has been employed for three months.

80. Where a person has been continuously employed for three months, the Permanent Head shall report to the Administrator as to the necessity for the further employment of that person.

Punishment.

81. Where the Permanent Head, or in any office or place not under the immediate control of the Permanent Head, the officer in charge, considers that the conduct, diligence, or efficiency of a temporary employee has been unsatisfactory he may—

(a) in minor cases reprimand or caution the temporary employee; or

(b) in more serious cases suspend the temporary employee.

Suspension.

82.—(1.) Where the temporary employee is suspended the suspending officer shall forthwith furnish the temporary employee in writing with the reasons for the suspension, and shall require him to furnish forthwith in writing any explanation which he thinks fit for the consideration of the Permanent Head.

(2.) The Permanent Head may, after consideration of the explanation, or after any further inquiry which he thinks necessary, reprimand the temporary employee or fine him a sum not exceeding two pounds or may dispense with his services. The circumstances and action taken in any such case shall be immediately reported by the Permanent Head to the Administrator.

Leave.

83. Subject to satisfactory service, the Administrator may grant temporary employees recreation leave and sick leave for periods and at rates of pay not exceeding the periods and rates specified in the following table:—

Recreation Leave.—After completion of twelve months' continuous service—three and a half days on full pay in respect of each month of service.

Sick Leave.—Two days on full pay and two days on half pay for each month of continuous service.

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84. The Administrator, or any officer thereunto authorized by him, may, on sufficient cause being shown, grant a temporary employee leave of absence without pay, provided that not more than twelve days are granted in any period of twelve months from the day on which the first period of leave was granted under this regulation and that any period for which a temporary employee is absent on leave under this regulation shall not be counted as service for the purpose of recreation leave.

Leave of absence without pay.

85.—(1.) A temporary employee shall be paid at a rate corresponding to the minimum rate of salary prescribed for officers performing the same class of work but, in special cases, the Administrator may approve of payment at a higher rate not exceeding the maximum salary prescribed for officers performing the same class of work.

Rates of pay, allowances and hours of work.

(2.) Temporary employees may be granted allowances at the same rate and on the same conditions as officers:

Provided that the provisions of regulation 64 of these Regulations shall not apply to temporary employees.

(3.) The hours of work of temporary employees shall be the same as those of officers performing the same class of work.

PART VI.—MEDICAL ATTENTION.

86.—(1.) Wherever practicable, medical services shall be provided for officers and temporary employees of the Public Service and their wives and families (if any) at the following scale of charges:—

Medical services to be provided.

Consultations and Visits.

Salary.	Rates.	
	Consultations.	Visits.
	<i>s. d.</i>	<i>s. d.</i>
Up to and including £600 per annum	5 0*	7 0*
Over £600 per annum	7 0*	10 0*

* These rates do not include the provision of medicines.

Hospital Treatment at an Administration Hospital.

Salary.	Rates.	
	Unmarried Officers.	Married Officers.
	Per day.	Per day.
	<i>s. d.</i>	<i>s. d.</i>
Up to and including £600 per annum	8 6*	8 6*
Over £600 per annum	12 0*	8 6*

* These rates include the provision of medical attendance and the supply of all medicines, but do not cover the cost of operations or anaesthetics nor the treatment of illnesses caused by misconduct.

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(2.) The rates of charges specified in the last preceding sub-regulation may be waived or modified in any case by the Administrator if he considers the circumstances of the case justify such a course.

(3.) Notwithstanding anything contained in these Regulations, quinine or a suitable substitute at a rate not exceeding 250 grains per month may be issued to any officer or temporary employee without charge.

Operations.

87. All operations shall be charged for at a scheduled rate approved by the Administrator.

Treatment of malaria, &c.

88.—(1.) When medical treatment is due to an attack of malaria or is due to any disease peculiar to the conditions of duty in which the officer or temporary employee has been engaged, or is due to injury sustained in the execution of duty, a charge shall not be made for the supply of medicine or anaesthetics but the charge for hospital treatment in an Administration hospital shall be Eight shillings per diem, irrespective of the grade of the officer or temporary employee, to cover the cost of sustenance.

(2.) Where a married officer or temporary employee resides with his family in the Territory, Five shillings a day shall be charged in cases covered by this regulation.

(3.) This regulation shall not apply in any case where the Medical Officer is of opinion that the officer or temporary employee has neglected to take proper precautions against infection by mosquitoes, or where the officer or temporary employee has contributed to his injury by his own neglect or carelessness.

(4.) The charges specified in sub-regulations (1.) and (2.) of this regulation may be waived or modified in any case by the Administrator if he considers the circumstances of the case justify such a course.

Treatment by private practitioners.

89. Where it is necessary for officers or temporary employees or the wives and families of officers or temporary employees to obtain medical or hospital treatment, and a hospital or Medical Officer of the Administration is not available, the Administrator may authorize the reimbursement to such officers or temporary employees of the whole, or such portion as he considers reasonable, of the costs of the medical or hospital treatment.

PART VII.—ELECTION OF DIVISIONAL REPRESENTATIVES.

Application of Part.

90. This Part shall not apply to officers of the First Division.

Record of signatures of officers.

91.—(1.) As soon as practicable after the classification of the Public Service, the Government Secretary shall cause to be prepared a record of all signatures of all officers employed, other than those of

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the First Division, numbering them consecutively and keeping those of each Division separate from those of each other Division, and shall, whenever required by the Returning Officer, place this record at the Returning Officer's disposal.

(2.) At the conclusion of each election the record shall be returned to the custody of the Government Secretary.

92. The Administrator shall nominate an officer to act as Returning Officer in connexion with the election of Divisional Representatives. Returning Officer.

93.—(1.) All nominations of candidates for the position of representative of a Division shall be made, in writing, by not less than ten persons entitled to vote in the Division, and shall be forwarded, together with the written consent of the candidate, so as to reach the Returning Officer on or before the date for the closing of nominations. Nominations.

(2.) The dates appointed for the closing of nominations and for the election shall be notified by public advertisement in the *New Guinea Gazette*:

Provided that the date for the closing of nominations shall be at least six weeks before the date fixed for the election.

94. All voting shall be by post:

Voting.

Provided that where by reason of remoteness of station the time fixed between the date for the closing of nominations and the date of election is insufficient to enable an officer to vote by post, the Returning Officer may accept a vote from the officer by telegraph.

95. The Returning Officer shall stamp or initial all ballot-papers issued, and number them on the counterfoil, so as to correspond with the departmental record of signatures of officers. Ballot-papers to be stamped, initialled, and numbered.

96. There shall be delivered or posted to every officer to reach him, as far as practicable, before the date of election a postal ballot-paper, with counterfoil attached and also an envelope addressed to the Returning Officer. Ballot-papers to be delivered to officers.

97. Every ballot-paper shall be in the form or to the effect of the form set forth in the Schedule to these Regulations. Form of ballot-paper.

98. Any officer who receives a ballot-paper shall, if he desires to vote, record his vote— Marking ballot-papers.

(a) by making a cross in the square opposite the name of the candidate for whom he desires to vote;

(b) by signing his name on the counterfoil; and

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(c) by folding up and fastening the ballot-paper so that the vote cannot be seen, and forwarding it by post, enclosed in an envelope, addressed to the Returning Officer, so that it will reach him not later than 12 o'clock noon on the day of election.

Comparison of signatures.

99. If, after comparison, the Returning Officer is of opinion that the signature on the counterfoil corresponds with the record signature, he shall detach the counterfoil from the voting paper, and deposit the voting paper in a ballot-box.

Rejected ballot-papers.

100. Any rejected ballot-paper shall be preserved with counterfoil attached, pending the settlement of any dispute arising out of any election.

Scrutineers.

101. Two scrutineers shall be appointed by the Returning Officer, and each candidate shall be allowed to appoint one scrutineer and all such scrutineers may be present with the Returning Officer when he opens the ballot-box and counts the votes.

Equality of votes.

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

Voting by Returning Officer.

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

Returning Officer to determine questions of detail.

104. The Returning Officer shall, subject to these Regulations, determine conclusively all question of detail concerning any election.

Votes to be counted and announced.

105. All votes received prior to 12 o'clock noon on the day of election shall be counted by the Returning Officer in the presence of at least two scrutineers, and the result shall be communicated to the Administrator, who shall publish it in the *New Guinea Gazette*:

Provided that in the case of officers stationed at remote places with which there is no telegraphic communication, and whose votes cannot be lodged with the Returning Officer by the time and day mentioned, such votes shall be accepted by the Returning Officer if received at the earliest possible date after the election, and if, in the opinion of the Returning Officer, they may alter the result of the election as disclosed by the counting of other votes, the Returning Officer may defer communicating the result of the election to the Administrator until they have been counted and shall cause them to be counted in the presence of at least two of the appointed scrutineers.

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106. The term for which a Divisional Representative shall hold office shall be three years from the date of his election, except when a successor is appointed to fill an extraordinary vacancy, in which case the successor shall hold office only for the unexpired portion of the triennium following the general election:

Term of office of Divisional Representative.

Provided that, if the proceedings of a Board of Appeal are not completed at the date of expiry of the term for which the Divisional Representative sitting on the Board was elected the Divisional Representative shall be regarded as holding office in respect to the particular appeal until the proceedings are completed.

107. Where a Divisional Representative is himself an appellant to a Board of Appeal he shall not sit on the Board, but the Administrator may appoint any other officer of the same Division to act for the purposes of that appeal in his stead.

Divisional Representative who is appellant not to sit on Board.

108. A Divisional Representative shall forfeit office, if during the period for which he was elected, he has been punished for an offence by reduction to a lower Division or class or office or salary or by dismissal from the Service, or if he ceases to be employed in the Division for which he was elected or appointed as representative.

Forfeiture of office.

109. In the event of a vacancy in the office of Divisional Representative arising from no nomination for the position of representative having been made or from any cause whatever, the Administrator may appoint any officer in that Division, who shall act as representative until the expiration of the period for which the representatives of other Divisions are elected:

Vacancy.

Provided that in the absence of a Divisional Representative arising from any cause whatever, the Administrator may appoint temporarily an officer from the same Division to act in the Divisional Representative's stead during the period of his absence.

PART VIII.—APPEAL BOARDS AND BOARDS OF INQUIRY.

110.—(1.) An appeal under section 23 of the Ordinance shall be addressed to, and lodged at the office of, the Administrator within two days after the notice of the punishment appealed against has been served upon the officer who appeals.

Time for lodging appeal.

(2.) No action shall be taken upon any appeal not lodged within the time specified in the last preceding sub-regulation:

Provided that the Administrator may, in any case in which he is satisfied that, owing to the location of the officer, it is not practicable for the officer to lodge an appeal within the time specified in the last preceding sub-regulation, extend that time for such period as in the circumstances the Administrator thinks necessary.

PUBLIC SERVICE—

Grounds of appeal.

111. The ground upon which an officer appeals shall be stated in the appeal.

Statement to accompany appeal.

112. The appellant shall forward with his appeal a statement of the names of any witnesses whom he desires shall be in attendance at the hearing of the appeal.

Duties of Administrator in respect of appeals.

113. Upon receipt of an appeal lodged in accordance with this Part the Administrator shall forthwith—

- (a) forward the appeal to the Chairman of the Appeal Board; and
- (b) nominate as a member of the Appeal Board an officer not being an officer concerned in the laying of the charge against the appellant and shall notify the Chairman of the name of the officer nominated.

Date of hearing.

114.—(1.) The Chairman of the Appeal Board shall fix a date for the hearing of the appeal and shall forthwith notify the Government Secretary of the date so fixed.

(2.) The date fixed for the hearing of an appeal shall be not less than fourteen days from the date of the notice to the Government Secretary under the last preceding sub-regulation.

Appellant, &c., to be notified of date of hearing.

115. Upon receipt of notice of the date fixed for the hearing of an appeal the Government Secretary shall forthwith notify the appellant, the Departmental Representative and the Divisional Representative of the date fixed and shall make arrangements for the attendance of witnesses.

Copies of documents to be furnished.

116. The Government Secretary shall, where practicable, furnish to the appellant, at least seven days before the date fixed for the hearing of the appeal, a copy of all documents intended to be used in the hearing of the appeal.

Summoning of witnesses, &c.

117. The Chairman of an Appeal Board or of a Board of Inquiry may for the purpose of hearing an appeal under section 23 or for the purpose of an inquiry under section 24 of the Ordinance—

- (a) summon any person to attend as a witness before the Board at the time and place specified in the summons; and
- (b) administer an oath or affirmation to any person attending in pursuance of a summons under this regulation.

Failure to obey summons, &c.

118. Any person who, without reasonable cause (proof whereof shall lie upon him), having been summoned under the last preceding regulation to attend before an Appeal Board or a Board of Inquiry,

Public Service Regulations.

fails to attend in compliance with the summons shall be guilty of an offence.

Penalty: Twenty pounds.

119. Any person, summoned under regulation 117 of these Regulations to attend before an Appeal Board or a Board of Inquiry, who—

Refusal to give evidence, &c.

- (a) refuses to be sworn or to make an affirmation; or
- (b) refuses or fails without reasonable cause (of which the Chairman of the Board shall be the judge) to answer any question put to him during the hearing of the appeal or during the course of the inquiry, as the case may be, or to produce any books or documents required by the Board to be produced shall be guilty of an offence.

Penalty: Twenty pounds.

120. Any person, not being an officer or a witness called at the request of an appellant or person charged, who attends as a witness before an Appeal Board or a Board of Inquiry shall be paid such sum in respect of travelling expenses, maintenance, and loss of earnings or recompense for attendance as is certified by the Chairman of the Board to be reasonable.

Expenses of witnesses.

THE SCHEDULE.

TERRITORY OF NEW GUINEA.

PUBLIC SERVICE REGULATIONS.

Regulation 97.

Ballot-Paper.

..... Division.

ELECTION OF DIVISIONAL REPRESENTATIVE FOR THE ABOVENAMED DIVISION.

The counting of voting papers will commence at 12 o'clock noon on the day of 19 , at

List of Candidates Nominated.

(See directions at the back of paper.)

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(Directions to be printed at back of voting paper.)

(a) Every officer must make a cross in the square opposite the name of the candidate for whom he desires to vote.

(b) He must sign his name on the counterfoil.

(c) He must fold up and fasten the ballot-paper so that the vote cannot be seen, and forward it by post in an envelope addressed to and to reach the Public Service Returning Officer not later than 12 o'clock noon on the day of the election.

Counterfoil—

Division

Department

Divisional No.

Signature of Officer