

# STATUTORY RULES.

## No. 5 of 1920.

### REGULATIONS

Made under *The Public Service Ordinance of 1907.*

(No. 2 of 1907.)

#### *Citation.*

1. These Regulations may be cited as the *Papua Public Service Regulations, 1920.*

#### *Definitions.*

2. In these Regulations, unless the contrary intention appears—  
“Officer” means any officer in the Public Service.  
“Public Service” means the Public Service of the Territory of Papua.  
“Permanent Officer” means any officer whose appointment has been approved by the Governor-General.  
“Temporary Officer” means any officer other than a permanent officer.

#### *Non-application of Regulations to certain persons.*

3. These Regulations shall not apply to—  
The Lieutenant-Governor;  
A Judge of the Central Court;  
Any officer remunerated by fees, allowance or commission only; or,  
Any officer or class of officers to whom or to which the Lieutenant-Governor by notice in the *Gazette* declares that these regulations shall not apply.

#### *Divisions of the Service.*

4. The Public Service of the Territory shall consist of two Divisions, namely:—  
Professional and Clerical; and General.

#### *Professional and Clerical Division.*

5. (1) The Professional and Clerical Division shall include all officers whose offices are classified in that Division.

#### *General Division.*

- (2) The General Division shall include all officers in the Public Service not included in the Professional and Clerical Division.

#### *Officers to be classified.*

6. (1) The Lieutenant-Governor shall classify all officers in the Professional and Clerical Division in accordance with the groups set out in Schedule A, and all officers in the General Division in accordance with the designation and groups set out in Schedule B to these Regulations.

(2) Such classification shall distinguish permanent officers from temporary officers; and the inclusion of temporary officers in the classification shall not be deemed to confer upon them any right to a permanent appointment in the Public Service.

*Classification to be published.*

7. A notification of each classification or re-classification shall be published in the *Gazette*.

*Reconsideration of First Classification of Service.*

8. Any officer who is dissatisfied with the classification of his office under the first classification of the service under these Regulations may within three months after the publication of the classification apply to the Lieutenant-Governor in writing stating the grounds of his dissatisfaction and requesting that the classification of his office may be reconsidered; and the Lieutenant-Governor shall reconsider the same accordingly and alter or confirm such classification as he thinks just.

*Minimum salary adult unmarried males.*

9. The minimum salary for unmarried male officers of not less than twenty-one years of age shall be £285 per annum.

*Minimum salary adult females.*

10. (1) The minimum salary for female officers of not less than twenty-one years of age shall be £285 per annum.

(2) This Regulation shall not apply to Hospital Matrons or Nurses.

*Minimum salary married adult males.*

11. The minimum salary for married male officers of not less than twenty-one years of age shall be £400 per annum.

*Minimum salary adult unmarried males after four years' adult service.*

12. The minimum salary of an unmarried male officer of not less than twenty-five years of age who has served continuously for four years in the Public Service shall be £400 per annum.

*Proof of Age or Marriage.*

13. Where the amount of a minimum salary is dependent upon age or marriage the officer concerned, if so required, shall, before he is entitled to receive such minimum salary, furnish proof to the satisfaction of the Government Secretary of such age or marriage.

*Advancement to a higher group.*

14. Advancement from any one group to a higher group shall be by promotion only.

*Annual increments.*

15. (1) Subject to these Regulations officers shall be entitled to the annual increments set down for the respective groups in which they are classified under Schedule A or Schedule B, unless the Head of their Department reports previously in writing that the officers' conduct, diligence or efficiency is unsatisfactory and the Lieutenant-Governor decides in consequence that any increment shall be withheld. If any increment is so withheld the officer shall be entitled on his request to have his case reconsidered by the Lieutenant-Governor.

(2) Increments shall be payable as from the first day of January, 1921, as regards those officers who on the first day of January, 1920, were filling the office in which they are classified. In the case of officers appointed subsequently to the first day of January, 1920, to the office in which they are classified, increments shall commence to be payable twelve months after the date of their appointment to such offices.

Provided that in the case of those officers in groups having increments fixed to enable the minimum salary of £400 to be reached after four years' service, increments shall be given at yearly intervals from the date of their entry into the service.

(3) In cases where the proposed salary of an officer under any classification is shown as £400 his first increment shall amount to such sum as will make his salary equal to the next incremental step, if any, in the group in which he is classified.

(4) Where an officer is in receipt of a minimum salary of £400 by reason only that he is married he shall not be entitled to any salary exceeding £400 within the group in which his office is classified until such time as he would have become entitled by annual increments to such salary exceeding £400 had he been unmarried. Nothing in this Regulation shall affect the right of any officer to receive a salary exceeding £400 at any time consequent upon the re-classification of his office or his promotion to a higher grade.

(5) Where an officer is promoted to a higher group and his salary before promotion is less than the minimum salary of the group to which he is promoted, his salary from the date of his promotion shall be the minimum salary of the group to which he is promoted. Subsequent increments in his new group shall become payable at yearly intervals from the date of his promotion to such group.

(6) Where an officer is promoted to a higher group and his salary before promotion is not less than the minimum salary of the group to which he is promoted, he shall (subject to the next following Regulation) continue to draw his former rate of salary in his new group until one year from the date on which he received his last increment, when he shall receive an increment of such amount as will bring his salary to an incremental step in his new group; provided that such first increment in his new group shall not be less than any increment he would have become entitled to had he not been promoted, but less than the amount of two increments of the new group.

Subsequent increments shall become payable at yearly intervals from the date he received such first increment in the new group.

(7) Where an officer who had reached the maximum of his group before promotion, and in consequence had received no increment during the year preceding his promotion, is promoted to a higher group and his salary before promotion is not less than the minimum salary of the group to which he is promoted, such officer shall receive an increment as from the date of his promotion of such amount as will bring his salary to the next incremental step in his new group. Subsequent increments shall become payable at yearly intervals from the date of his promotion to such group.

#### *Rent for Quarters.*

16. (1) If an officer occupies for the purpose of residence the whole or part of a building belonging to or occupied by the Territory such officer shall be charged a rental not exceeding Ten per centum on the salary of such officer.

(2) Officers who occupy Government buildings are prohibited from sub-letting any portion thereof without the consent in writing of the Lieutenant-Governor.

#### *Allowances.*

17. With the exception of allowances payable under any Regulations made in reference thereto, no officer shall be entitled to any allowance whatsoever unless it is expressly provided for in the gazetted classification.

Made in Executive Council this tenth day of November, One thousand nine hundred and twenty.

Executive Council Minute,  
No. 2 of 44/1920.

H. L. MURRAY,  
Clerk of Executive Council.

[Published in *Gazette* No. 17 of 12th November, 1920.]

SCHEDULE A.  
LIST OF GROUPS AND ANNUAL INCREMENTS.  
PROFESSIONAL AND CLERICAL DIVISION.

GROUP.		ANNUAL INCREMENTS.				
Min.	Max.	1st.	2nd.	3rd.	4th.	5th.
£	£	£	£	£	£	£
800 to 900	...	} Officers in these Groups, such increments as the Lieutenant-Governor may deem desirable.				
700 to 900	...					
700 to 800	...					
675 to 800	...	25	25	25	25	25
650 to 775	...	25	25	25	25	25
625 to 750	...	25	25	25	25	25
600 to 725	...	25	25	25	25	25
575 to 700	...	25	25	25	25	25
550 to 650	...	20	20	20	20	20
530 to 630	...	20	20	20	20	20
510 to 610	...	20	20	20	20	20
490 to 565	...	15	15	15	15	15
470 to 545	...	15	15	15	15	15
450 to 525	...	15	15	15	15	15
430 to 505	...	15	15	15	15	15
410 to 485	...	15	15	15	15	15
390 to 465	...	15	15	15	15	15
370 to 445	...	15	15	15	15	15
350 to 425	...	15	15	15	15	15
335 to 410	...	15	15	15	20	10
300 to 400	...	25	25	25	25	...
285 to 400	...	25	30	30	30	...
285 to 315	{ Female Clerks }	10	10	10	...	...
100 to 250	Cadets ...	(18th year) 35	(19th year) 35	(20th year) 40	(21st year) 40	...

SCHEDULE B.  
LIST OF GROUPS AND ANNUAL INCREMENTS.  
GENERAL DIVISION.

OFFICE.	GROUP.		ANNUAL INCREMENTS.			
	Min.	Max.	1st.	2nd.	3rd.	4th.
	£	£	£	£	£	£
Blacksmith ...	370 to 410	...	10	10	10	10
Boatbuilder ...	370 to 410	...	10	10	10	10
Carpenter ...	370 to 410	...	10	10	10	10
Compositor ...	320 to 400	...	20	20	20	20
Engineer and Mechanic ...	400 to 448	...	12	12	12	12
Engineer and Mechanic ...	380 to 428	...	12	12	12	12
Foreman (Printing Office) ...	360 to 420	...	15	15	15	15
Machinist (Printing Office)...	340 to 400	...	15	15	15	15
Matron ...	180 to 210	...	10	10	10	...
Medical Assistant ...	336 to 400	...	16	16	16	16
Nurse ...	140 to 170	...	10	10	10	...
Overseer ...	336 to 400	...	16	16	16	16
Plantation Assistant ...	336 to 400	...	16	16	16	16
Plumber and Ironworker ...	370 to 410	...	10	10	10	10
Reader and Compositor ...	320 to 400	...	20	20	20	20
Road Ganger ...	336 to 400	...	16	16	16	16
Storeman ...	312 to 400	...	22	22	22	22