

1874.

VICTORIA.

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POST OFFICE AND TELEGRAPH DEPARTMENT.

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REGULATIONS AND SCHEDULES

RELATING TO

APPOINTMENT, ETC., OF SORTERS, LINE-REPAIRERS, AND OTHERS,

IN THE

POST OFFICE AND TELEGRAPH DEPARTMENT.

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PRESENTED TO BOTH HOUSES OF PARLIAMENT BY HIS EXCELLENCY'S COMMAND.

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By Authority:

JOHN FERRES, GOVERNMENT PRINTER, MELBOURNE.

# GENERAL REGULATIONS.

I. Every candidate for employment as Sorter, Line-repairer, Stamper, Letter-carrier, or Telegraph Messenger shall be able to read manuscript, write from dictation, and have a knowledge of the first four rules of arithmetic; he shall also show that he is of sober habits, and in other respects of good character, and shall produce a certificate from the Chief Medical Officer, or from some other medical man nominated by the Minister of the department, that he is free from any infirmity of body or mind; otherwise he shall not be eligible for appointment to any of the offices above named, either in the First or Second Class.

Qualifications of candidates.

II. No person shall be appointed as a Sorter, Stamper, or Letter-carrier who shall be under sixteen, or above twenty-five years of age; or as a Telegraph Messenger if he shall be under thirteen, or above sixteen years of age.

III. Where, in the present year, any officer in the Second Class in the Schedules annexed, or any officer not in the Third Schedule under the Civil Service Act, has attained to the age of forty-five years, such officer shall not be eligible for appointment to the First Class of any of the offices named herein.

Clause III. to VII. shall apply to the pay of officers under the new establishment who were in the service before the passing of these Regulations.

IV. Where in the present year any officer mentioned herein shall be in receipt of a rate of wages beyond the maximum assigned to the First Class in the Schedules annexed he shall continue to receive the same wages as before the passing of these Regulations, but in the event of such officers being reduced for misconduct, or his office becoming vacant, no higher rate of wages shall be attached to such office than the maximum limit of the First Class in the Schedule relating thereto.

V. Where in the present year any officer referred to in the Schedules annexed shall receive a rate of wages under the New Establishment in the First or Second Class, but beyond the minimum rates of those classes, he shall continue to receive the same wages, but shall not receive any annual increment thereto until the time at which if he had entered the Second Class at the minimum rate of wages of such class from the date of his first continuous employment he would be entitled to an annual increment.

VI. Where in the present year any officer referred to in the Schedules annexed shall receive wages under the New Establishment in the First or Second Class beyond the minimum rate assigned to his class, but below the rate of wages to which he would have been entitled if these Regulations had been passed at the time he entered the service, such officer shall receive such addition to his present rate of wages as he may be entitled to by annual increment.

VII. Where in the present year any officer referred to in the Schedules annexed shall receive a lower rate of wages than others in the same class who have not been continuously employed for so long a time, such officer shall receive under the New Establishment such addition to his present rate of wages, by way of increment, as shall place him on an equal footing with such other officers, but he shall not receive a higher rate of wages than those who were his seniors in point of pay before the passing of these Regulations.

VIII. Notwithstanding anything contained in the General Regulations, or in the Schedule Regulations annexed, any person who at any time has been, or shall hereafter be, employed in any of the offices named herein, or in any office in the Post Office and Telegraph Department, in the Third Schedule of the Civil Service Act, who has left the Service and has not been dismissed, may be appointed to any of the classes in the Schedules annexed in the same manner as if he had never left the Service.

Persons formerly in the Service may be re-appointed.

Officers of Third Schedule not named in first clause of these Regulations may be appointed.

IX. Mail-guards and other persons in the Post Office and Telegraph Department holding offices in the Third Schedule of the Civil Service Act not mentioned in these Regulations shall be eligible for appointment to any of the offices named herein, and at such rates of pay within the First Class of such offices as may be determined on by the Minister of the department, notwithstanding anything contained in the Schedule Regulations annexed.

Leave of absence for recreation.

X. The officers of the First Class in the Schedules annexed to these Regulations who have been ten years in the service and have not been reduced for misconduct may receive three weeks' leave of absence for recreation in each year, and the days appointed in the *Government Gazette* as public holidays; and the officers of the First Class in the Schedules annexed who have not been ten years in the service may receive two weeks' leave of absence for recreation in each year, and the days appointed in the *Government Gazette* as public holidays.

Sick leave.

XI. The officers of the First Class in the Schedules annexed to these Regulations, who may be absent from duty on account of sickness, may receive full pay during such absence provided it does not exceed thirty-six working days; but if any officer is absent for a longer period in the same year, such officer shall receive half pay only for such time as he may be absent on sick leave in excess of the number of days above mentioned.

Bonus allowance.

XII. Officers of the Second Class, when absent for recreation or on account of sickness, shall not be entitled to any wages for the time they may be so absent; but may be allowed, conditionally upon good conduct, at the termination of each financial year, a bonus allowance equivalent to two weeks' pay.

Portion of a week's service not to be paid for as full week. Attendance of officers may be required on holidays.

XIII. When any officer appointed under these Regulations shall not have served a full week he shall be paid only for such proportion of a week as he may be entitled to.

XIV. Nothing contained herein shall prevent the Minister in charge of the department from requiring the attendance of the officers named in these Regulations on the days appointed in the *Government Gazette* as public holidays if necessary for the convenience of the department, but in that case such officers shall be entitled in lieu thereof to holidays, on the conditions above mentioned, upon such other occasions as shall not interfere with the public service.

Overtime.

XV. The ordinary number of hours that the officers named in these Regulations may be employed shall be eight hours a day, and when the exigencies of the public service require their attendance for a longer period they shall be paid for overtime; if between the hours of 6 a.m. and 6 p.m., at the same rate per hour as for an ordinary day's work; if after 6 p.m. and before 6 a.m. they shall be paid for such extra work twenty-five per cent. additional to the rate per hour for an ordinary day's work.

Schedule Regulations.

XVI. Other Regulations relating severally to the officers named in the first clause of these Regulations have been superscribed to the Schedules annexed, and shall be denominated hereinafter as Schedule Regulations.

Previous Regulations relating to matters determined by Parliament, and to take effect from date named.

XVII. These Regulations shall commence and take effect from the First day of July, One thousand eight hundred and seventy-four, and shall be in lieu of all other Regulations whatsoever relating to matters determined herein, and such other Regulations are hereby cancelled; and the rates of pay and increments set forth in the Schedules annexed hereto shall be subject to the votes of Parliament from year to year.

## NEW ESTABLISHMENT FOR SORTERS,

### SCHEDULE REGULATIONS.

#### TOWN AND COUNTRY.

1. Every candidate for employment as Sorter who has not attained the age of twenty-one years shall serve a probation of three months at the rate of 10/6 per week, except where otherwise provided in Schedule Regulations for Stampers and Letter-carriers.
2. Probationer shall not be appointed unless he shall have served the full term of his probation to the satisfaction of the Deputy Postmaster-General, and may be summarily discharged during probation for unfitness or misconduct.
3. There shall be two classes of Sorters.
4. The wages of the First Class shall be from 51/ per week, with an annual increment of 1/6 per week to 60/ per week.
5. The wages of the Second Class shall be from 18/ per week, with an annual increment of 6/ per week after the first year, and 7/ per week after the second and each succeeding year to 45/ per week.
6. The Sorters of the Second Class shall serve two years at the maximum of such class before they shall be eligible for promotion to First Class.
7. Annual increment shall commence one year after first continuous employment.
8. No increment shall be deemed to have accrued to the wages of any Sorter in the First Class until such time as he would be entitled thereto by annual increment if he had commenced at the minimum limit of the Second Class.
9. Present seniority of Sorters shall not be altered by operation of increment.
10. Increment shall be dependent upon good conduct.

### SCHEDULE.

#### STAFF SORTERS.

##### III. Schedule of 25 Victoria No. 160 (Civil Service Act).

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
First Class ...	60/ to 51/	1/6	6	The length of service required to reach the maximum of this class is twelve years.

#### ASSISTANT SORTERS.

\* Contingencies."

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.										
Second Class...	<table style="border: none;"> <tr><td style="border: none;">45/</td><td style="border: none;">7/</td></tr> <tr><td style="border: none;">38/</td><td style="border: none;">7/</td></tr> <tr><td style="border: none;">31/</td><td style="border: none;">7/</td></tr> <tr><td style="border: none;">24/</td><td style="border: none;">6/</td></tr> <tr><td style="border: none;">18/</td><td style="border: none;">—</td></tr> </table>	45/	7/	38/	7/	31/	7/	24/	6/	18/	—	—	4	The length of service in this class before eligible for promotion to first class is six years.
45/	7/													
38/	7/													
31/	7/													
24/	6/													
18/	—													

## NEW ESTABLISHMENT FOR LINE-REPAIRERS

### SCHEDULE REGULATIONS.

#### TOWN AND COUNTRY.

1. Every candidate for employment as Line-repairer shall serve a probation of six months at 36/ per week.
2. Probationer shall not be appointed unless he shall have served the full term of his probation to the satisfaction of the Deputy Postmaster-General, and may be summarily discharged during probation or unfitness or misconduct.
3. There shall be two classes of Line-repairers.

4. The wages of the First Class shall be from 51/ per week, with an annual increment of 1/6 per week to 57/ per week.
5. The wages of the Second Class shall be from 45/ per week, with an annual increment of 1/6 per week to 48/ per week.
6. Line-repairers of the Second Class shall be eligible for promotion to the First Class after one year's service at the maximum of the Second Class.
7. Annual increment shall commence one year after first continuous employment.
8. No increment shall be deemed to have accrued to any Line-repairer of the First Class until such time as he would be entitled thereto by annual increment, if he had commenced at the minimum limit of the Second Class.
9. Present seniority of Line-repairers shall not be altered by operation of increment.
10. Increment shall be dependent upon good conduct.
11. Line-repairers of the First and Second Classes shall be granted an allowance, when travelling, of 6/ to 8/ a day, according to the districts in which they may be employed.

### SCHEDULE.

#### STAFF LINE-REPAIRERS.

##### III. Schedule of 25 Victoria No. 160 (Civil Service Act).

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
First Class ...	57/ to 51/	1/6	4	The length of service required to reach the maximum of this class is seven years.

#### ASSISTANT LINE-REPAIRERS.

"Contingencies."

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
Second Class...	48/ to 45/	1/6	2	The length of service in this class before eligible for promotion to first class is three years.

## NEW ESTABLISHMENT FOR STAMPERS.

#### SCHEDULE REGULATIONS.

##### TOWN AND COUNTRY.

1. Every candidate for employment as Stamper shall serve a probation of six months, except where otherwise provided in Schedule Regulations for Letter-carriers.
2. Probationer shall receive at the rate of 18/ per week for the first three months and at the rate of 27/ per week for the last three months of his probation.
3. Probationer shall not be appointed unless he shall have served the full term of his probation to the satisfaction of the Deputy Postmaster-General, and may be summarily discharged during probation for unfitness or misconduct.
4. There shall be two classes of Stampers.
5. The wages of the First Class shall be from 45/ per week, with an annual increment of 1/6 per week to 57/ per week.
6. The wages of the Second Class shall be from 36/ per week, with an annual increment of 1/6 per week to 42/ per week.
7. The Stampers of the Second Class shall serve two years at the maximum of such class before they are eligible for promotion to the First Class.
8. Annual increment shall commence from one year after first continuous employment.
9. No increment shall be deemed to have accrued to the wages of any Stamper in the First Class until such time as he would be entitled thereto by annual increment if he had commenced at the minimum limit of the Second Class.
10. Present seniority of Stampers shall not be altered by operation of increment.
11. Increment shall be dependent upon good conduct.
12. Stampers of the First Class who have served for one year at the maximum of their class shall be eligible for promotion as sorters of the First Class at the rate of pay they are then receiving.

## SCHEDULE.

## STAFF STAMPERS.

III. Schedule of 25 Victoria No. 160 (Civil Service Act).

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
First Class ...	57/ to 45/	1/6	8	The length of service required to reach the maximum of this class is fourteen years.

## ASSISTANT STAMPERS.

"Contingencies."

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
Second Class...	42/ to 36/	1/6	4	The length of service in this class before eligible for promotion to first class is six years.

## NEW ESTABLISHMENT FOR LETTER-CARRIERS.

## SCHEDULE REGULATIONS.

## TOWN AND COUNTRY.

- Every candidate for employment as Letter-carrier shall serve a probation of six months.
- Probationer shall receive at the rate of 18/ per week for the first three months and at the rate of 27/ per week for the last three months of his probation.
- Probationer shall not be appointed unless he shall have served the full term of his probation to the satisfaction of the Deputy Postmaster-General, and may be summarily discharged during probation for unsuitness or misconduct.
- There shall be two classes of Letter-carriers.
- The wages of the First Class shall be from 45/ per week, with an annual increment of 1/6 per week to 57/ per week.
- The wages of the Second Class shall be from 36/ per week, with an annual increment of 1/6 per week to 42/ per week.
- Letter-carriers of the Second Class shall serve two years at the maximum of such class before they are eligible for promotion to First Class.
- Annual increment shall commence one year after first continuous employment.
- No increment shall be deemed to have accrued to the wages of any Letter-carrier in the First Class until such time as he would be entitled thereto by annual increment if he had commenced at the minimum limit of the Second Class.
- Present seniority of Letter-carriers shall not be altered by operation of increment.
- Increment shall be dependent upon good conduct.
- Letter-carriers of the First Class who have served for one year at the maximum of their class shall be eligible for promotion as Sorters of the First Class, at the rate of pay they are then receiving; or as Stampers, at the maximum rate of pay of such class.
- Letter-carriers of the Second Class who have served two years at the maximum of their class shall be eligible for appointment as Stampers of the First Class, at the minimum rate of pay of such class.
- Letter-carriers of the First and Second Classes shall be allowed uniforms consisting of a summer coat and trousers, a winter coat and trousers, and a cap with two covers, annually.

## SCHEDULE.

## STAFF LETTER-CARRIERS.

III. Schedule of 25 Victoria No. 160 (Civil Service Act).

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
First Class ...	47/ to 45/	1/6	8	The length of service required to reach the maximum of this class is fourteen years.

## ASSISTANT LETTER-CARRIERS.

"Contingencies."

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
Second Class...	42/ to 26/	1/6	4	The length of service in this class before eligible for promotion to the first class is six years.

## NEW ESTABLISHMENT FOR TELEGRAPH MESSENGERS.

## SCHEDULE REGULATIONS.

## TOWN AND COUNTRY.

- Every candidate for employment as Telegraph Messenger shall serve a probation of three months at the rate of 10/6 per week.
- Probationer shall not be appointed unless he shall have served the full term of his probation to the satisfaction of the Deputy Postmaster-General, and may be summarily discharged during probation for unfitness or misconduct.
- There shall be two classes of Telegraph Messengers.
- The wages of the First Class shall be from 24/ per week, with an annual increment of 1/6 per week to 30/ per week.
- The wages of the Second Class shall be from 12/ per week, with an annual increment of 3/ per week after the first year, and 5/ per week after the second year to 20/ per week.
- The Telegraph Messengers of the Second Class shall be eligible for promotion to the First Class after one year's service at the maximum of the Second Class.
- Annual increment shall commence one year after first continuous employment.
- No increment shall be deemed to have accrued to the wages of any Telegraph Messenger of the First Class until such time as he would be entitled thereto by annual increment if he had commenced at the minimum limit of the Second Class.
- Present seniority of Telegraph Messengers shall not be altered by operation of increment.
- Increment shall be dependent upon good conduct.
- Telegraph Messengers of the First Class, after having served for two years at the maximum of such class, shall be eligible for promotion as Letter-carriers of the First Class.
- Telegraph Messengers of the Second Class shall be eligible for promotion as Letter-carriers of the Second Class, at the minimum rate of pay of such class, after having served the probation required by the Regulations relating to Letter-carriers. But such probationer shall not be paid less during such probation than the wages he was receiving as Telegraph Messenger.
- Telegraph Messengers of the First and Second Classes, who have become qualified and have passed the necessary examination, shall be eligible for appointment as Assistant Operators, at such rates of pay as may be determined upon by the Minister of the department.
- Telegraph Messengers of the First and Second Classes shall be allowed uniforms consisting of a summer coat and trousers, a winter coat and trousers, and a cap with two covers, annually.

## SCHEDULE.

## STAFF TELEGRAPH MESSENGERS.

III. Schedule of 25 Victoria No. 100 (Civil Service Act).

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
First Class ...	30/ to 24/	1/6	4	The length of service required to reach the maximum of this class is seven years.

## ASSISTANT TELEGRAPH MESSENGERS.

"Contingencies."

Class.	Maximum and Minimum Rates of Wages.	Rate of Annual Increment per Week.	Number of Years to reach Maximum.	Remarks.
Second Class...	{ 20/ 15/ 12/ }	{ 5/ 3/ }	2	The length of service in this class before eligible for promotion to the 1st class is three years.