



SUPPLEMENT .

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, AUGUST 3, 1922.

Published by Authority.

WELLINGTON, TUESDAY, AUGUST 8, 1922.

Amendment to the Regulations under the Post and Telegraph Department Act, 1918.

JELLICOE, Governor-General.

ORDER IN COUNCIL.

At the Government House at Wellington, this 7th day of August, 1922.

Present :

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL.

IN pursuance and exercise of the power and authority conferred on him by the Post and Telegraph Department Act, 1918 (hereinafter termed "the said Act"), His Excellency the Governor-General of the Dominion of New Zealand, acting by and with the advice and consent of the Executive Council of the said Dominion, doth hereby make the following amendments to the regulations made on the twenty-first day of January, one thousand nine hundred and nineteen, for the election of the elective member of the Post and Telegraph Promotion Board, and to the regulations made on the first day of July, one thousand nine hundred and nineteen, for the classification and regulation of the Post and Telegraph Department and the amendments thereof made from time to time under the provisions of the said Act; and doth direct that this Order in Council shall have effect from the date of publication in the *New Zealand Gazette*.

SCHEDULE.

THE regulations made for the election of the elective member of the Post and Telegraph Promotion Board are hereby altered as follows :—

Regulation 2 is hereby revoked, and the following regulation substituted therefor :—

"2. The elective member of the Board shall be elected by ballot to be taken on the third Wednesday in February, 1925, and on the same day in every third year thereafter. Such member shall hold office until his successor comes into office."

Regulation 5 is hereby revoked, and the following regulation substituted therefor :—

"5. The Chief Clerk of the Secretary's Office, General Post Office, or the person for the time being performing the duties of such Chief Clerk, shall be the Returning Officer for the election. There shall be two scrutineers—namely, the Assistant Postmaster, Wellington, and the Superintendent of the Telegraph Office, Wellington, or the person or persons performing the duties of either or both of those officers."

Regulation 8 is hereby revoked, and the following regulation substituted therefor :—

"8. Should there be more than one nomination a poll shall be taken on the third Wednesday in February."

Regulation 17 is hereby revoked, and the following regulation substituted therefor :—

"17. The Returning Officer shall, within seven days after receiving such direction, appoint a day for holding the election, and publish notice thereof in the Post and Telegraph Depart-

ment's Official Circular. Such day of election shall not be earlier than thirty days nor later than forty-five days after such notice has appeared."

Regulation 18 is hereby amended by deleting the word "ten," in the second from last line, and substituting the word "twenty-one" in lieu thereof.

The regulations made for the classification and regulation of the Post and Telegraph Department are hereby altered as follows:—

Regulation 7 is hereby revoked, and the following regulation substituted therefor:—

"7. Except in the case of promotion, no annual increment shall accrue to any salary until the officer in receipt of such salary has received the same for a period of twelve months. The right to receive such increment in any year shall depend upon the good and diligent conduct of the officer concerned and the efficient performance of his duties. If in the opinion of the Secretary the officer is not entitled thereto, he may issue an order to deprive such officer of such increment, which shall in that case not be paid."

Regulation 15 is hereby revoked, and the following regulation substituted therefor:—

"15. (1.) No officer other than one of those specified in subclause (2) hereof shall be eligible for promotion from Class VII of the Clerical Division unless he has passed the Controlling Officers' Examination referred to in Part V hereof.

"(2.) Any officer who—

"(a.) Was in receipt of a salary of over £200 on the 31st March, 1913, or then had not less than twelve years' continuous permanent service and was on that date engaged in clerical duties: or

"(b.) Has passed either the Post and Telegraph Senior Technical Examination, the Public Service Senior Examination, the New Zealand University Matriculation Examination, or such other examination as is recognized as equivalent to a pass in the Public Service Senior Examination,

shall be eligible for promotion from Class VII of the Clerical Division without being required to pass any further examination."

Regulation 16 is hereby revoked, and the following regulation substituted therefor:—

"16. (1.) No officer graded in Class VII of the Clerical Division shall be eligible for advancement beyond the Fifth Subdivision until he has passed the Competency Examination referred to in Part V hereof.

"(2.) No officer graded in Class VIII of the General Division shall be eligible for promotion to the position of line foreman, faultman, mechanic, mechanician, cable-jointer, or plumber until he has passed an examination provided for by Regulation 75H.

"(3.) No officer shall be eligible for promotion to the position of Overseer, Chief or Senior Mechanician, until he has passed an examination to test his fitness for such a position."

Clause 3 of regulation 17 is hereby revoked, and the following clause substituted in lieu thereof:—

"(3.) Officers already in the service may on promotion to a cadetship receive a commencing salary of £90 per annum."

Regulation 20: The words "March" in the ninth line, "and" in the tenth line, and "District" in the twelfth from last line are deleted, and the words "and December" inserted after the word "September" in the tenth line.

The figures "230" in the sixth from last line are deleted, and the figures "190" substituted therefor.

Regulation 21 is hereby revoked.

Regulation 23 is hereby revoked, and the following regulation substituted therefor:—

"23. In any case where an officer is directed to commence duty at least two hours before the ordinary time, or is required to perform at least two hours' duty after the time he ordinarily obtains release, without an interval sufficient to admit of his travelling to his home, or who, without previous warning of the circumstances of his employment on any particular day, cannot be given the opportunity to follow his usual practice of obtaining a meal at mid-day, he shall be granted a meal allowance on the following scale: Officers receiving £400 a year or over, 2s. 6d.; under £400 a year, 2s. Tram fares to and from the officer's residence may be paid only when no meal allowance is granted. A meal allowance may not be paid to officers on regular day duty who can be released without difficulty for sufficient time to take their meals at home. A meal allowance shall not be granted when overtime or a bonus is paid for the duty in excess of the ordinary day's work."

Regulation 24 is hereby revoked, and the following regulation substituted therefor:—

"24. (1.) Any officer who, with the knowledge and authority of the Secretary, acts in a higher controlling position at his own station for three consecutive months, or for four months in any twelve months, may be paid, while so acting, the difference between his salary and the salary of the

officer he replaces: Provided that where a junior acts in a position usually filled by an officer classified in a superior grade or class he may be paid an allowance at the rate of £15 per annum.

"(2.) The absence of the officer on approved leave shall not be deemed to break the period of acting, but payment of an allowance shall not be made for the period of his absence.

"(3.) In special cases where any officer acts for a shorter period than those mentioned above the Secretary may authorize payment of a suitable amount."

Regulation 25 is hereby revoked, and the following regulation substituted therefor:—

"25. (1.) Any workman on the permanent or temporary staff who acts for more than a month in charge of two men may be paid an allowance of 6d. per diem while so engaged. If the number of men controlled exceeds three the allowance shall be 1s. per diem. A camp cook is not to be counted as one of the men controlled.

"(2.) A workman receiving an allowance under this regulation shall not be entitled to receive payment under Regulation 24 hereof."

Clauses (2), (4), (6), and (8) of Regulation 27 are hereby revoked, and the following clauses inserted in lieu thereof:—

"(2.) Payment of overtime, when made, will be at the following rates:—

	Rate per Hour.
To officers drawing salaries exceeding £380 and not exceeding £480	s. d. 3 6
To officers drawing salaries exceeding £305 and not exceeding £380	3 0
To officers drawing salaries exceeding £243 and not exceeding £305	2 6
To officers drawing salaries exceeding £190 and not exceeding £243	2 0
To officers drawing salaries not exceeding £190	1 6
To message-boys	0 8

"(4.) Overtime payments are to be calculated and finally made on the basis of salary payable at the time of service.

"(6.) Payment will be made at a rate and a half for overtime at all hours on Sundays and the holidays specified in Regulation 97, or for the attendance of any staff specially appointed for the regular sorting of mails at night. The maximum amount which may be claimed by a nightwatchman is 2s. an hour.

"(8.) Subject to the provisions hereinafter contained, overtime shall be paid for as follows:—

"(a.) To officers called on to perform duties in the receipt, sorting, delivery, and despatch of mails; in the receipt and despatch of telegrams; or in a telephone exchange; at post and telegraph offices in charge of an officer on the permanent staff, on Sundays or departmental holidays; on other days, in excess of forty-four hours (reducible by eight hours in the case of a holiday for which payment is made separately) in any week from Monday to Saturday inclusive.

"(b.) To a lineman called on to perform work on a Sunday or a holiday.

"(c.) To a lineman or other General Division officer called on to report for work at 8 a.m. at a job over two miles from his headquarters overtime may be paid for reasonable time occupied by him in travelling to such work, and from such work after 5 p.m., or the recognized time of ceasing work on Saturdays.

"(d.) If a workman is required to proceed to a job which prevents his returning to headquarters at night, he may be paid overtime in lieu of travelling allowance for such part of the time as is occupied in travelling from headquarters on the day of departure before 8 a.m., and to headquarters upon the day of return after 5 p.m."

Clauses (1) and (8) of Regulation 29 are hereby revoked, and the following clauses substituted therefor:—

"29. (1.) All officers and persons employed in a temporary capacity shall receive travelling allowance for personal expenses at the following rates:—

(a.) Officers drawing salaries not exceeding £150 per annum: actual and reasonable expenses.	Per Diem. £ s. d.
(b.) Officers drawing salaries exceeding £150 and not exceeding £380 per annum	0 12 6
(c.) Officers drawing salaries exceeding £380 and not exceeding £480 per annum	0 15 0
(d.) Officers drawing salaries exceeding £480 and not exceeding £575 per annum	0 17 6
(e.) Officers drawing salaries exceeding £575 per annum	1 0 0

"Provided that while at sea, if the time occupied is more than twenty-four hours, the allowance shall be—

For the first day of absence from headquarters	0 10 0
For subsequent days	0 2 6

"(8.) Officers called upon to perform relieving duty which necessitates their absence at night from home shall be paid allowances at the following rates:—

	s.	d.
To officers drawing salaries not exceeding £150 : Per Diem. actual and reasonable expenses.	10	0
To officers drawing salaries exceeding £150 and not exceeding £305	12	6
To officers drawing salaries exceeding £305 and not exceeding £480	15	0

"Claims made by officers drawing salaries not exceeding £150 per annum for a refund of actual expenses are to be supported by vouchers, and will be subject to revision by the Secretary. Officers entitled to lodging-allowance, when appointed to relieving duty involving separate payment for such duty, will not be entitled to claim lodging-allowance for a longer time than one week after the relieving duty commences."

The words "Dismissals, Removals" in the heading of Part III are deleted, and the words "Misconduct, Inefficiency" substituted therefor.

Regulation 32 is hereby revoked, and the following regulation substituted therefor:—

"32. (1.) At any inquiry held under Regulation 31 hereof as to the truth of any charge made against an officer the officer shall be entitled to be represented by counsel or agent.

"(2.) No officer shall be compelled to answer any question tending to incriminate him.

"(3.) On any such inquiry the Secretary, or person or persons appointed as aforesaid, shall direct himself or themselves by the best evidence he or they can procure or that is laid before him or them, and may receive or reject as he or they think fit any evidence that may be tendered.

"(4.) The Secretary shall keep a complete record of all such inquiries, including the depositions of all witnesses who gave evidence thereat, and such record and depositions shall be available for subsequent reference.

"(5.) The decision after such inquiry shall be made known to the officer by the Secretary."

Clauses (2), (6), (17), and (18) of Regulation 37 are hereby revoked, and the following clauses substituted therefor:—

"(2.) The elective members of the Board shall be elected by ballots to be taken on the fourth Wednesday in June in every third year after the 25th day of June, 1919. Such members shall hold office until their successors come into office."

"(6.) The Chief Clerk of the Secretary's Office, General Post Office, or the person for the time being performing the duties of such Chief Clerk, shall be the Returning Officer for the election. There shall be two scrutineers—namely, the Assistant Postmaster, Wellington, and the Superintendent of the Telegraph Office, Wellington, or the person or persons performing the duties of either or both of those officers."

"(17.) The Returning Officer shall, within seven days after receiving such direction, appoint a day for holding the election, and publish notice thereof in the Department's Official Circular. Such day of election shall not be earlier than thirty days nor later than forty-five days after such notice has appeared."

"(18.) The electoral list to be used at an extraordinary election shall be the same list as is used at an ordinary election, but the latter shall be revised and corrected so as to include only those officers in the Department one month before the day on which the extraordinary election is to be held. Candidates must be nominated in the same manner as is required for an ordinary election, and nominations must be received by the Returning Officer not later than twenty-one days before the day of election."

Regulation 65 is hereby revoked, and the following regulation substituted therefor:—

"65. (1.) No person shall be eligible for appointment as message-boy or message-girl until he or she has attained the age of fourteen years and has obtained a certificate of proficiency in the Sixth Standard as defined by regulation under the Education Act, 1914.

"(2.) An educational certificate of any reputable private school will be accepted upon proof to the satisfaction of the Secretary, or of some person appointed by him in that behalf, that the applicant has passed an examination equivalent in all material respects to that required for a certificate of proficiency in the Sixth Standard."

Clause 3 of Regulation 71 is hereby amended by inserting the word "Telegraph" before the word "Engineer" in the first line; and by deleting the subclause initials "(a)," "(b)," "(c)," and substituting therefor "(e)," "(f)," "(g)," respectively.

Clause (4) of Regulation 71 is hereby amended by inserting the word "Telegraph" after the word "Assistant" in the first line; by deleting the letters "(f)," "(g)," in the fourth line, and "(h)" in the fifth line, and substituting therefor the letters "(h)" "(j)," "(k)" respectively; by deleting the

subclause initials "(f)," "(g)," "(h)," and substituting therefor the initials "(h)," "(j)," "(k)" respectively; and by deleting the last paragraph, commencing "Provided."

Clause (2) of Regulation 72 is renumbered "(3)," and the following additional clause, to be numbered "(2)," is hereby made:—

"(2.) To the Clerical Division as a clerk or telegraphist until he has passed the Competency Examination."

Clause (b) of Regulation 73 is hereby revoked, and the following clauses substituted therefor:—

"(b.) An examination in postal work based on an elementary knowledge of the rules and regulations of the Department and of the portions of the Post and Telegraph Guide of the current issue applicable to mail-room and parcel-post duties; or

"(c.) An examination in telegraph work based on an elementary knowledge of the rules and regulations of the Department and of the portions of the Post and Telegraph Guide of the current issue applicable to the telegraph section of the service; also an examination in sending and receiving on the Morse instrument over a length of line (actual working-conditions) at a minimum rate of ninety letters sent and ninety letters received per minute, ten minutes each way, with a maximum of mistakes of 1 per centum in words."

Regulation 74 is hereby revoked, and the following regulation substituted therefor:—

"74. (1.) The Junior Examination shall be—

"(a.) For shorthand-writers, a test in shorthand at the rate of eighty words a minute for five minutes, and a test in typewriting at the rate of thirty words a minute for ten minutes;

"(b.) For typists, a test in typewriting at the rate of thirty words a minute for ten minutes, and typewriting from confused manuscript;

"(c.) For machinists, a test in the manipulation of one or other of the following machines—namely, Burroughs adding-machine; comptometer; Wahl-Remington typewriter.

"(2.) Before advancement beyond Class IV of the General Division, shorthand-writers, typists, and machinists shall pass the Senior Examination, which shall be—

"(a.) For shorthand-writers, a test in shorthand at the rate of one hundred and ten words a minute for five minutes, and a test in typewriting at the rate of forty words a minute for ten minutes.

"(b.) For typists, a test in typewriting at the rate of forty words a minute for ten minutes, and typewriting from confused manuscript.

"(c.) For machinists, a test in the manipulation of all the calculating-machines mentioned in section (1) (c) of this regulation."

Clause 2 of regulation 75B is hereby revoked, and the following clause substituted therefor:—

"(2.) A technical examination dealing with the fundamental principles of technical telegraphy, including batteries, instruments, simple testing, simplex and duplex systems.

"Officers solely employed in telegraph duties at combined offices shall be required to pass the telegraph examinations."

Regulation 75D is hereby revoked, and the following regulation substituted therefor:—

"D. For officers engaged exclusively on money-order and savings-bank duties: An examination in the money-order and savings-bank and postal-note rules and regulations of the Department, and that portion of the Post and Telegraph Guide of the current issue relating to this branch of the service; the examination to include a knowledge of the methods of the computation and check of savings-bank interest, and an elementary knowledge of general matters arising out of the work of the branch."

Clause (2) of Regulation 75E is hereby revoked, and the following clause substituted therefor:—

"(2.) A technical examination dealing with the fundamental principles of technical telephony, including batteries, telephones, apparatus, simple testing, and non-multiple switchboards."

Regulation 75G is hereby revoked, and the following regulation substituted therefor:—

"G. For other officers in the Clerical Division: The scope of the examination for any small group specially examined shall follow the general lines set out for the larger groups mentioned above—that is to say, a paper on the rules and regulations and the Post and Telegraph Guide affecting their duties, and an examination involving a good general knowledge of the work of the branch in which they are engaged."

Regulation 76 is hereby revoked, and the following regulation substituted therefor:—

"76. (1.) The Controlling Officers' Examination shall be an examination of an officer's fitness to proceed to a position of control in the service. The questions set shall be designed to test an officer's detailed knowledge of the duties of the branch in which he is employed and his general knowledge of the activities of the rest of the service.

"(2.) There shall be—

"(a.) A special paper (in one or more sections) dealing with the work of that branch of the service in which the officer is employed; and

"(b.) A general paper (in one or more sections), to be taken by all officers of every branch of the service, designed to test an officer's general departmental knowledge and capacity. Overseers, chief and senior mechanics, and mechanics shall not be required to take the general paper.

"(3.) The special paper, for which a syllabus shall be prepared when necessary, shall relate to the work and duties of—

"(a.) General postal;

"(b.) Telegraph;

"(c.) Combined offices;

"(d.) Accounting and money-order and savings-bank;

"(e.) Telephone;

"(f.) Telegraph Engineers;

"(g.) Head Office;

"(h.) Such other general groups as may be defined from time to time.

"(4.) The scope of the special paper shall include a thorough knowledge of—

"(a.) Post and Telegraph Act as far as it relates to the particular section of the service;

"(b.) The rules and regulations as far as they relate to the particular section of the service;

"(c.) Management and methods of work, including theory and practice, especially in technical matters.

"(5.) The general paper shall be designed to test an officer's knowledge of the activities of the service outside his own branch, and shall include general questions on the work of all the main branches, as disclosed in the Post and Telegraph Guide, the various rule-books and other departmental publications; the relations of the Department with other Departments and with the public; the furnishing of reports; the conducting of correspondence; and the maintenance of discipline.

"(6.) The answers to the questions shall be fully expressed, and upon the manner in which this is done, particularly in the general paper, it shall be decided whether or not the officer's qualifications in the English language are sufficient to enable him to hold a controlling position. The style and general composition of the replies shall be an essential factor in awarding a pass."

Regulation 78 is hereby revoked, and the following regulation substituted therefor:—

"78. Departmental examinations, excepting those for Assistant Telegraph Engineer and Telegraph Engineer, and the Junior Examination for shorthand-writers, typists, and machinists, shall be held twice yearly. The examinations for Assistant Telegraph Engineer and Telegraph Engineer shall be held yearly. At least a month's notice of the dates fixed for the examinations shall be given in the Post and Telegraph Official Circular. The Junior Examination for shorthand-writers, typists, and machinists shall be held as required; provided, however, that an interval of at least two months must elapse between two successive attempts at the examination for shorthand-writers, and an interval of at least one month between two successive attempts at the examination for typists or machinists. The names of officers who have passed the required standard of examination shall be entered in a record kept in the Head Office for that purpose."

Regulation 79 is renumbered "80."

The following additional regulation, to be numbered "79," is hereby made:—

"79. Entries for technical examinations other than engineering examinations will be accepted irrespective of an officer's status: Provided that an officer who is required to pass a competency examination must pass such competency examination before sitting for a Controlling Officers' Technical Examination. Entries from officers of the Clerical Division for competency non-technical examinations will be accepted only from those who have reached the fourth subdivision of Class VII; and for Controlling Officers' non-technical examinations only from those who have reached the tenth subdivision of Class VII.

Regulations 80 and 81 are hereby amalgamated and numbered "81."

Regulation 82 is hereby revoked, and the following regulation substituted therefor:—

"82. The percentage of marks required to pass any technical examination shall be 50: for any other departmental examination, 66."

Regulation 85 is hereby revoked, and the following regulation substituted therefor:—

"85. The following shall be the limits of age and educational qualifications required for positions in the Clerical, Engineering, and General Divisions:—

Position.	Age.	Examination.
Message-boy or message-girl	14 and over	Proficiency in Standard VI. Preference is to be given to those who have passed a higher educational test if otherwise suitable.
Messenger, postman, chauffeur, tradesman, distributor, exchange clerk, sorter, and the like—		
Juniors	16-20	Ditto.
Seniors	21-45	"
Lineman	21-45	Standard IV.
Junior telegraphist and clerk	16-20	Proficiency and Entrance Examination.
Exchange attendant ..	18-25	Proficiency.
Assistant (female) ..	16-25	"
Postmistress or counterwoman	20 and over	"
Shorthand-writer, machinist, or typist	16 and over	Proficiency and Junior Examination.
Telegraphist and clerk ..	21-45	Proficiency and Competency Examination.
Engineering cadet	16-25	Engineering Preliminary, taking physical science with magnetism and electricity.

"Provided that a message-boy or message-girl may be promoted to a higher position before attaining the age fixed as the minimum for that position, and that competent tradesmen or returned soldiers may be employed without being required to comply with this regulation."

Regulation 90 is hereby amended by adding the following:—

"Approved engineering officers desirous of obtaining a University degree in either science or engineering (electrical) may be granted leave to attend lectures at a University for a term not exceeding three years, subject to the following conditions:—

"(a.) The application for leave must be approved by the Secretary. Such approval may be cancelled at any time if the applicant's work and behaviour are not considered to be satisfactory.

"(b.) Term reports on attendance and progress at the classes will be obtained from the professor in charge; and if these, in the opinion of the Secretary, show that the concession is being abused, or that the student is not utilizing it to the best of his ability, then the Secretary may cancel his approval of the leave.

"(c.) The leave shall not exceed eight hours per week, and shall be on full pay.

"(d.) The Department will pay the University fees and bear the cost of necessary text-books.

"(e.) An agreement must be entered into with the Department to refund all University fees and the cost of books paid by the Department should the officer within three years after completion of his University course leave the Department for any reason whatsoever, save sickness or injury, or dismissal through no fault of his own."

The following additional regulation is hereby made:—

"112A. A Postmaster must not absent himself from the town in which he is stationed until he has obtained the authority of the Chief Postmaster."

Regulation 114 is hereby amended by deleting the words "excepting Chief Postmasters and Superintendents of Telegraph-offices," and substituting therefor the words "of the Clerical Division."

The following additional regulation is hereby made:—

"118. A record of all officers in the Department shall be kept by the Secretary, showing therein the divisions and classes in which such officers are respectively included, their length of service and salaries, and such other particulars as may be deemed necessary, and he shall from time to time cause entries to be made in such records of deaths, dismissals, resignations, promotions, and reductions. As soon as possible after the 1st day of April of each and every year the Secretary shall publish in the *New Zealand Gazette* a list of persons employed in the Department on that date, together with such other particulars as may be deemed necessary."

F. D. THOMSON,
Clerk of the Executive Council