

Hon. Mr. Mitchelson.

CIVIL SERVICE.

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## A BILL INTITULED

Title.

AN ACT to organize and regulate the Civil Service of New Zealand, and to make better Provision in respect thereof.

BE IT ENACTED by the General Assembly of New Zealand in Parliament assembled, and by the authority of the same, as follows:— 5

Short Title.  
Date when Act  
comes into  
operation.

1. The Short Title of this Act is "The Civil Service Act, 1890," and it shall come into operation on the day of one thousand eight hundred and ninety-one.

## PART I.

10

## PRELIMINARY.

To whom Act does  
not apply.

2. Subject to the express provisions of this Act, nothing herein contained shall apply to—

Responsible Ministers of the Crown;

Judges of the Supreme Court;

The Speaker of the Legislative Council, or the Speaker of the House of Representatives, or the Chairman of Committees

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of either House of the General Assembly, or the officers, clerks, or other persons employed in or about either of such Houses or in the Library thereof;

5 The Controller and Auditor-General, and the Assistant-Controller and Auditor-General;

*The Agent-General of the colony in London and the officers of his department, except as hereinafter specially provided;*

*The Commissioner, officers, clerks, and persons employed in the Government Insurance Department;*

10 *Teachers in Native schools;*

*Managers of water-races constructed under the Acts in force relating to mining districts;*

*Inspectors of Stock;*

15 Persons the right to appoint whom is not vested in the Governor or Governor in Council;

Officers, non-commissioned officers, and men of the Defence Force of the colony, officers and men of the Police Force, or the Commissioners and employés appointed or employed under "The Government Railways Act, 1887;"

20 Officers appointed by the Governor, or Governor in Council, or any responsible Minister, to whose office salary is not appropriated by the General Assembly;

25 Postmasters not permanently and exclusively employed in the Civil Service;

Persons employed in the public service who are paid by fees or commission, and whether as the sole remuneration for such employment or in lieu of salary;

30 Persons holding any honorary office or employed for any temporary service only, or rendering any service under any contract or agreement for a limited time;

Mechanics, artificers, or persons employed solely upon manual labour;

35 Any officer or class of officers to whom or to which the Governor in Council may from time to time declare this Act shall not apply.

3. In this Act, unless inconsistent with the text,—

Interpretation.

"Board" means the Board constituted under the provisions of this Act:

40 "Civil Service" includes all persons employed in the Civil Service of the colony within the meaning and subject to the provisions of this Act:

"Minister" means a responsible Minister of the Crown having the control of a department of the Civil Service:

45 "Officer" means a person to whom this Act applies employed in any permanent capacity in the Civil Service:

"Permanent head" means the permanent officer for the time being having charge of a department of the Civil Service, now or hereafter existing, to which the expression relates, and includes any officer temporarily acting as the head of such department in the absence of the permanent head, and so long as he is so acting:

50 "Regulations" mean regulations in force under or from time to time made under this Act:

“Salary” means the sum or sums appropriated by the General Assembly for payment to an officer by way of fixed annual remuneration for his services, whether in one or more departments, and does not include any sums paid to an officer by way of fees or allowances.

Repeal of Acts.

4. Upon the commencement of this Act the several Acts and parts of Acts mentioned in the *First* Schedule hereto shall be and the same are hereby repealed, save and except as to all matters and things done under the said Acts or any of them, and also save and except as to all rights, absolute or contingent, reserved or conferred thereby, existing at the commencement of this Act or that may hereafter exist or accrue to any person under or by virtue of the said Acts or any of them in respect of compensation for loss of office, or superannuation allowance in case of retirement from the Civil Service; and also save and except as to any right, claim, or interest of officers, or the widows, or children of officers, to the allowances or gratuities they would be entitled to or might receive under sections thirty-eight, thirty-nine, and forty of “The Civil Service Act, 1866,” if it had remained in force.

And, except as may be provided by the said Acts or any of them, and except in respect of any such absolute or contingent rights, claims, or interests, and the express provisions of this Act, all persons in the Civil Service at the commencement of this Act shall in every other respect be subject to the provisions of this Act to the same extent and in the like manner as if they had been appointed to such Service after the commencement hereof.

Saving of existing rights.

No provision in this Act which declares that this Act shall not apply to any person or class of persons shall be deemed to deprive any person or class of persons who was or were in the Civil Service immediately before the passing of this Act of any right, absolute or contingent, in respect of compensation for loss of office or by way of superannuation allowance, which he or they may be entitled to under all or any of the Acts hereby repealed; but all such rights, absolute or contingent, shall continue and subsist as if such person or class of persons had remained in the Civil Service.

Saving of superannuation claims as at 31st March, 1887.

5. Whenever any person in the Civil Service at the commencement of this Act, who has an absolute or contingent right to a superannuation allowance under any law authorising the same, shall at any time hereafter retire from such Service, for any reason under which such retirement is required or permitted, he shall be entitled to have such superannuation allowance calculated on the basis of the annual salary payable to him and appropriated to his office for and during the financial year ending the thirty-first day of March, one thousand eight hundred and eighty-seven, or any increased annual salary payable after that year in respect of the same or any other office, as the case may be, and although he may not, in either case, have enjoyed such salary for the period prescribed as a basis of such calculation under any law under which such superannuation allowance is or could be granted.

## PART II.

### ORGANIZATION OF THE CIVIL SERVICE.

Civil Service to consist of four divisions and form one body.

6. The Civil Service shall, for the purposes of this Act, and so far as may be consistent therewith, be deemed to comprise one body, and shall consist of four divisions, namely, the First Division,

the Professional Division, the Clerical Division, and the Non-clerical Division.

7. (1.) The "First Division" includes all persons now or hereafter holding the offices mentioned in the *Second* Schedule hereto.

Definition of First Division, Professional Division, Clerical Division, and Non-clerical Division.

5 (2.) The "Professional Division" includes all officers not included in the First Division holding those offices, whether now existing or hereafter to be created, which require for their exercise some skill usually acquired only in some profession or other pursuit different from that required in the Clerical or Non-clerical Division.

10 (3.) The "Clerical Division" includes all officers appointed thereto after examination, as hereinafter provided, and all officers who are performing clerical duties at the time this Act comes into operation.

15 (4.) The "Non-clerical Division" includes all officers who at the date this Act comes into operation or hereafter may be permanently employed in the Civil Service, and who are not included in the other divisions of the Civil Service.

The Clerical Division shall be arranged in the classes set out in the *Third* Schedule hereto, and every officer included in any such class shall be eligible for promotion to any higher class on the terms and conditions prescribed by this Act.

25 8. The officers in the First Division, except in the case of officers paid by virtue of any Act now or hereafter in force, shall be paid such emoluments, salaries, and allowances as may be provided in the annual Appropriation Act.

First Division.

30 In the Professional Division and the Non-clerical Division the officers shall be arranged into such classes, and shall be paid such emoluments, salaries, and wages, in accordance with a fixed amount or a scale and with annual or other increments thereto, as may be determined by regulations, and as may be provided in the annual Appropriation Act.

Professional and Non-clerical Divisions to be classified by regulations.

35 In the Clerical Division each class shall have a maximum and a minimum limit of salary, as set forth in the said *Third* Schedule, and every officer therein mentioned shall be entitled to receive in every year, by way of increase to his salary, the increment set forth in such Schedule, subject, however, to the provisions of this Act.

Clerical Division to have annual increment as fixed in *Third* Schedule.

40 9. No annual or other increment shall accrue to any salary until the officer in receipt of such salary has received the same for a full financial year; and such increment shall be payable from the first day of the financial year next succeeding the date on which, from his length of service, any officer for whom such increment is recommended is eligible for such increase, except in case of promotion, when the increment shall take effect from the day on which such promotion takes effect.

When increments to take effect.

45 10. The right to receive such increment in any year shall depend upon the good and diligent conduct of the officer to whose salary such increment is attached, and a certificate thereof to be given by the permanent head of the department in which such officer is employed; and if, in the opinion of the permanent head, the officer is not entitled thereto, such permanent head may issue an order to deprive such officer of such increment, which shall in that case not be paid: Provided that an appeal from the decision of such permanent head shall lie to the Board, whose decision shall be subject to

Right to increment to depend on good conduct.

review by the Minister, and his determination thereon shall be final:

In the case of a permanent head the certificate as to his annual increment shall be made by the Minister.

Rateable reduction in salaries may be recommended.

11. Before transmission of the message accompanying the estimates in any financial year, the Governor may recommend, by message to the House of Representatives, a rateable reduction or increase, if any such be required, according to a specified rate in the salary for each person in each class of any division; and if such rate of reduction or increase be adopted by the said House, then the maximum and minimum limits of salary of the respective classes shall be reduced or increased, as the case may be, according to that rate, and a proportionate reduction or increase of increment shall be attached thereto, and such maximum and minimum limits of salary and of increment shall remain at such reduced or increased sum until another recommendation be made by the Governor in accordance with the provisions herein contained. 5 10 15

Salary may be fixed without increment in certain cases.

12. Notwithstanding anything in this Act, the Governor may upon the recommendation of the Board, fix the amount of salary to be paid to an officer at any sum within the maximum and minimum limits of the class of such office as determined under the provisions of this Act, and such sum shall be the salary attached to such office without annual increment. 20

Officer in receipt of salary exceeding maximum of his class to be transferred to other branch, or may be reduced.

13. If on the commencement of this Act any officer is in receipt of a greater salary than the maximum of the class assigned to his work under this Act, he shall be transferred as soon as may be convenient to some other branch of the department in which he can be employed upon duties equivalent to the amount of his salary; if the officer be found unfit for such transference, his salary shall be reduced to the maximum of the class to which his work has been assigned, and he shall receive out of the Consolidated Fund, as compensation for the reduction of his income, a sum amounting to one-twelfth of such reduction for each year of service, and a proportionate sum for any additional time less than a year. 25 30

Number of officers as fixed under Act not to be added to except with consent of Parliament.

14. The number of officers and persons to be employed in the Civil Service shall be determined in the manner provided by this Act, and, except as in this Act provided, no addition shall be made to any division of the Civil Service except by an Act to be passed by the General Assembly; and in case any addition shall be so made the Governor in Council may from time to time, upon the advice of the Board, direct in what class the persons appointed shall be placed, unless provision shall be otherwise made in that respect by the General Assembly. 35 40

### PART III.

#### ADMINISTRATION.

##### (1.) *Civil Service Board.*

Constitution of Civil Service Board.

15. For the purposes of this Act a Civil Service Board is hereby constituted, consisting of the persons residing at Wellington for the time being holding the offices mentioned in the *Second Schedule* hereto. 45 50

Every such permanent head or officer shall continue to be a member of the Board so long as he continues to hold his office, or some other office mentioned in the said Schedule.

16. The person at present holding the office of Solicitor-General shall be the first Chairman of the Board, and, in case of his death, resignation, or removal from office, the Governor in Council shall appoint some other officer mentioned in the said *Second* Schedule to be Chairman, and such power may be exercised from time to time and as often as there shall be a vacancy in the office of Chairman.

10 In case of the absence of a Chairman from any cause the Board may, from time to time, appoint some other member of the Board to act as Chairman during such absence.

17. Five members of the Board shall form a quorum, and may exercise all the functions of the Board; and, in case of equality of votes, the Chairman shall have a casting-vote as well as an original vote.

18. The Chief Clerk for the time being in the Colonial Secretary's office shall be the Secretary of the Board, and keep all the minutes and records of the Board, and perform such duties as may from time to time be required of him as such Secretary.

(2.) Duties of Board.

19. As soon as conveniently may be after the commencement of this Act, and thereafter in the month of January in each year, the permanent head of each department shall furnish the Board with a return showing the number of officers in each department, and the salaries, fees, and allowances paid to, and an accurate description in detail of the duties performed by, each officer, the date of his appointment, and the number of years he has been in the service.

20. The Board shall, as far as practicable, personally inspect each department, and shall examine into the character of the work performed by every officer therein, and may for such purpose examine the permanent head and any officer in such department.

21. The Board shall from time to time perform and execute the several duties and authorities required or directed by this Act, and in particular shall do the following things:—

(1.) Recommend to the Governor what departments shall be wholly or partly amalgamated with other departments, and the distribution of the officers thereof in such manner as may be thought most conducive to the public interest; and any officers whose services may be dispensed with on any such amalgamation shall be dealt with under the provisions of this Act:

(2.) After making such inspection and examination as aforesaid, shall make a classification of the services rendered and work performed in the several departments, and shall classify the same and the officers thereof according to the requirements of this Act, and the several divisions to which such officers should be assigned; and shall also indicate the number of officers necessary for the efficient performance of the work in each department, and what officers shall be assigned to a particular class of duty:

- (3.) Recommend what appointments, promotions, and transfers should be made as hereinafter provided to give effect to this Act.

Board to keep record of officers in Service.

22. The Board shall keep a record of all officers in the Civil Service, showing therein the divisions in which such officers are respectively included, with the particulars hereinafter required, and shall perform the other duties herein prescribed :— 5

- (1.) With regard to the First Division, the Professional Division, and the Non-clerical Division, shall state therein a general description of the several duties of the officers included in those divisions, their length of service, salaries, and such other particulars as may be deemed necessary ; 10
- (2.) With regard to the Clerical Division, shall state therein with respect to the officers therein included, in addition to the information as aforesaid, the nature of the work severally performed by such persons ; 15
- (3.) From time to time shall cause entries to be made in such record of deaths, dismissals, resignations, promotions, and reductions ;
- (4.) In the month of *January* in each and every year shall publish a list of officers then employed in the Civil Service, and the particulars with regard to such persons recorded as aforesaid, which said list shall be called the "Civil Service List," and shall be *prima facie* evidence of the several particulars therein set forth. 20
- (5.) Every such list shall be laid before both Houses of the General Assembly within ten days after the commencement of the first session of such Assembly held next after the said month of January. 25

Board to furnish annual report on condition of Service.

23. The Board shall furnish to the Governor, once in each year, a report on the condition and efficiency of the Civil Service, and shall make such suggestions for its improved working or for economy in administration as may appear desirable. 30

Board may be required to investigate efficiency of any department.

24. The Board shall, whenever requested so to do by the Minister controlling any department, investigate the efficiency, working, and general economy of such department, and report to the Minister the result of such investigation. 35

For the purpose of such investigation the Board shall have all such powers as are conferred upon the Board under the subsequent provisions of this Act in a case of inquiry into any charge made against an officer, so far as such provisions are applicable. 40

No action to be brought against Board.

25. No action or suit shall be brought or maintained against any person who may be a member of the Board for anything done in connection with the duties imposed upon him by or under this Act or any regulations, nor shall any such action or suit lie, or any costs be payable, in respect of any proceeding before the Board. 45

### (3.) *Alteration of Offices and Compensation.*

Governor may abolish offices, consolidate offices or departments, and dispense with services of officers.

26. The Governor may from time to time, on the recommendation of the Board, abolish any office, or consolidate any offices or departments, and may dispense with the services of any officer whose services are no longer required, and may alter the distribution of 50



the officers in the Civil Service in each department as circumstances may require, but so that no such alteration in the distribution of officers shall increase the total cost of the department affected, as specified in the Annual Appropriation Act for the time being in force.

5 27. When the services of any officer are dispensed with in consequence of the exercise of any of the powers aforesaid, and not through any fault of his own, compensation shall be paid in accordance with the provisions hereinafter contained.

Compensation when services dispensed with.

10 (1.) If the officer was in the Civil Service prior to the passing of "The Civil Service Reform Act, 1886," he shall be entitled to be paid such compensation as he would have been entitled to if this Act had not been passed.

15 (2.) If the officer has been appointed to the Civil Service since the passing of "The Civil Service Reform Act, 1886," or is appointed after the commencement of this Act, he shall be subject to the provisions of the next succeeding section of this Act.

20 28. For the purpose of providing for the compensation to be paid to officers to whom subsection *two* of the last-preceding section applies, the following provisions shall have effect:—

Compensation in respect of certain appointments.

25 (1.) Out of the salary of every officer appointed to the Civil Service under the provisions of "The Civil Service Reform Act, 1886," or who may be hereafter appointed under this Act, there shall be deducted the sum of five per centum per annum, which said sum, with all interest which may accrue thereon, shall be paid into a separate fund to the Public Trustee, to be invested at interest on such security as the Public Trust Office shall approve.

30 (2.) The Public Trustee may invest the same along with other sums, but a separate account shall be kept for the amount paid to the credit of each such officer, and no sums to the credit of any officer shall be charged with or attached for debt under the process of any Court, or be deemed an asset in the event of his bankruptcy.

35 (3.) On such officer ceasing to be in the Civil Service, from whatever cause, except the commission of a crime, the amount to his credit in the Public Trust Office shall be paid to him; or, in case of his or her death, the amount shall be paid in manner as may be directed by his or her will; and in the absence of such will, then according to the law for the time being in force regulating the distribution of the estates of persons dying intestate.

40 (4.) In case any such officer shall be dismissed from or cease to be in the Civil Service on account of the commission of a crime, the amount to the credit of such officer may, after paying to the Public Account any defalcations he or she may have made, be paid to his wife or her husband, as the case may be, and, in the event of there being no wife or husband, then to any of his or her children, in such manner and at such time as may be prescribed by regulations to be made under this Act.

50 (5.) The said sums to the credit of the officer may be suppl-

mented from time to time by the appropriation of the General Assembly, and such sums so supplemented shall be appropriated as determined by the Appropriation Act or by regulations as aforesaid.

Restriction of claims to compensation.

29. Nothing in this Act shall be deemed to confer on any officer 5  
in the Civil Service at the commencement of this Act any further or  
greater right or claim to compensation for loss of office than he would  
have been entitled to if this Act had not passed, whether such  
right or claim may be secured or made under any Act respecting the  
same hereby repealed, or under any other Act in force immediately 10  
before the commencement of this Act.

(4.) *Vacancies.*

How vacancies in First Division or Professional Division to be filled.

30. When a vacancy occurs in the First Division or the Profes- 15  
sional Division which it is expedient to fill, the Board shall present  
to the Governor a list comprising not less than three of the senior  
officers of the Service in either of such divisions, as the case may be;  
and the Governor, after due consideration of the seniority, merit, and  
suitability of such officers, and of the special qualifications and  
aptitude requisite for the discharge of the duties of the office to be 20  
filled, may appoint to the vacancy; and, in case the Board shall think  
there is no officer suitable to fill the vacancy, it may report accord-  
ingly, and the Governor shall thereupon act as he shall think fit.

Any vacancy occasioned by the filling-up of the first vacancy shall be filled in the like manner.

This provision shall not be deemed to control any special power 25  
conferred by this Act.

Vacancies in the Clerical Division.

31. Vacancies in the several classes of the Clerical Division shall be filled in the following manner:—

- (1.) In the first class, the three senior officers of the 30  
second class shall be nominated by the Board as being  
eligible to fill such vacancy, and the permanent head  
shall select from these the person he deems best quali-  
fied to fill such vacancy; and the Board shall recom-  
mend the officer so selected for appointment accordingly.
- (2.) In any class other than the first class, the senior officers 35  
of the class next below that in which the vacancy occurs  
shall be eligible to fill such vacancy; and, if there are more  
than three of such officers, their number shall be reduced  
to three by lot, and from these three the permanent head  
shall select the officer whom he deems best qualified to 40  
fill the vacancy.
- (3.) If it shall be found that no officer in the class next below  
that in which the vacancy occurs is eligible for promotion  
to the vacancy by reason of merit and suitability, then  
such vacancy shall be filled up from any class in such 45  
division in which a person qualified by merit and suit-  
ability can be found.
- (4.) In all cases provided for in this section the Board shall 50  
certify that the officer selected is entitled to the vacant  
office by seniority, merit, and suitability, or that the case  
is one within the last-preceding subsection; and, upon

such certificate, the Governor may, subject to the provisions of this Act, appoint the officer so certified to the vacant office.

5 (5.) An officer so promoted shall receive the minimum salary of the class to which he is so promoted.

32. When a vacancy occurs in a higher class in the Non-clerical Division,—

Vacancies in the Non-clerical Division.

10 (1.) The Board shall select for appointment the three senior officers of the class next below that in which the vacancy has occurred as their names appear on the register of the class affected, and from such one of these as appears to be most suitable the Governor may appoint to the vacancy.

15 (2.) If the vacancy occurs in the lowest class of the division, the appointment to the vacancy shall be made in the manner hereinbefore provided as to first appointments in the Non-clerical Division.

20 (3.) If there are more vacancies than one to be filled, the like proceedings shall be had and taken as are hereinbefore provided.

33. Nothing in this Act shall be deemed to give any officer a right or claim to promotion to any vacant office, and vacancies shall only be filled if the Governor thinks it expedient to fill the same, and without detriment to the efficiency of the Civil Service.

Act to give no right to promotion.

25 (5.) *Appointments and Promotions.*

34. The several powers and authorities conferred on the Governor in Council, or the Governor, and whether in the name and on behalf of Her Majesty or in his own name, or any Minister by any Act or regulation in force at the date when this Act comes into  
30 operation, in so far as such powers relate to the appointment, promotion, removal, transfer, or dismissal of any officer of the Civil Service, or to the duties, remuneration, or conduct of any such officer, shall, after the coming into operation of this Act, be exercised under and subject to the provisions of this Act.

Powers of Governor in Council or of Governor to make appointments to be exercised in accordance with this Act.

35 35. If it be found that a greater number of persons are employed than has been determined to be necessary for the efficient working of any department, such persons as are in excess shall be, from time to time as required, transferred to some other department which in the  
40 opinion of the Board requires further assistance; and no appointments or promotions shall be made to any department, or from one class to another, until, by retirement, resignation, dismissal, or death, the number of persons in such department or class is reduced below the number determined to be necessary for the efficient working of such department.

Officers in excess of requirements to be transferred.

45 36. Except where otherwise provided, all appointments in the Civil Service made under this Act shall be made by the Governor on the recommendation of the Board, and shall be held during pleasure; and every such appointment so made, or made by a Minister by the direction of the Governor, shall be deemed to be made on behalf  
50 of Her Majesty the Queen.

Appointments to be made by Governor.

No appointment to be made outside Service except in certain cases.

37. No appointments in the Civil Service shall be made from outside such Service to fill any vacancy, except in the cases provided by this Act, unless the Board certifies that there is no officer available and possessing the necessary qualifications in the Civil Service to be promoted or transferred to fill such vacancy. 5

Provision in case of professional or technical employments.

Provided that if at any time it becomes necessary to secure for the public service in any division the services of some person possessed of professional or technical skill or of known ability, and if the Board certifies that there is not in the same or some other division of the Civil Service any officer fully competent to perform such services, the Governor may provisionally appoint such a person as is required. 10

Reasons for provisional appointment to be laid before Parliament.

38. When any such provisional appointment is made, a statement thereof and of the reasons for which it has been made shall forthwith be submitted by the Governor to each House of the General Assembly, if then in session, and, if not in session, then within one week of the session next ensuing, and such appointment shall not be confirmed by the Governor until after the termination of such session. 15

If statement not laid before Parliament, Auditor-General to refuse to pass salary.

39. If such statement be not made as required by the last preceding section, it shall be the duty of the Controller and Auditor-General to refuse to pass any voucher or other document for the payment of salary or allowance to any such person, and no such salary or allowance shall be paid or payable accordingly. But nothing herein shall be deemed to prevent payment of salary until such appointment is duly confirmed or otherwise disposed of under this Act. 20 25

Power to promote officers and transfer same permanently or temporarily.

40. The Governor, on the recommendation of the Board, shall have power to promote officers from one department to another, and to transfer officers from time to time, either temporarily or permanently, from one department to another, to fill up vacancies as they occur, or may decline to fill up any vacancies, as the requirements of the public service may necessitate in accordance with the provisions of this Act. 30

Reappointments while in Civil Service to preserve existing rights.

41. If any officer, while in the Civil Service, is appointed or transferred to a new office in such Service, or is reappointed in any manner to the same or any other office in such Service, he shall be entitled to all such rights and privileges in respect of such new or other office, or in case of reappointment, as if he had retained his original office, subject, however, to the provisions of this Act. 35 40

Persons whose services have been dispensed with may be reappointed.

42. Any person who at any time has been or shall hereafter be employed in the Civil Service whose services have been at any time dispensed with, and who has not voluntarily left such Service, or been dismissed or called upon to resign therefrom for improper conduct, may be appointed to any class in the same manner as if he had never left such Service, and from the date of such new appointment such person shall be entitled to all the rights and privileges of a Civil servant in the class to which he may be appointed. 45

Regulations as to entry into Clerical Division.

(6.) *Entry into Civil Service.—Clerical Division.*

43. With respect to all future appointments to the Clerical Division of the Civil Service the following provisions shall apply:— 50

(1.) Every person entering the Civil Service in such division shall enter as a cadet.

5 (2.) Every such person shall be of the full age of sixteen years and not more than twenty years, and shall be subject to the probation herein directed, and shall be conditionally appointed at the minimum salary allotted to cadets under the Third Schedule.

10 (3.) Every candidate for admission shall, as a condition precedent to his examination as such candidate, produce such evidence as to his age, health, and moral character as may be prescribed by regulations.

(4.) Every candidate for admission into the Clerical Division shall before such admission pass the junior examination hereinafter provided for.

15 44. There shall be two separate examinations for employment in the Clerical Division, one for the classes above the *fifth* and one to qualify for admission into the Civil Service, and the first of these shall be called the senior examination, and the second shall be called the junior examination.

Junior and Senior examinations.

20 (7.) *Junior Examination.*

45. Candidates for the junior examination shall be examined in the following manner:—

Mode and terms of examination.

25 (1.) The Board shall, in the month of *January* in each year, cause notice to be given in the chief centres of population in the colony that an examination will be held of persons eligible for appointments in, and who may be willing to enter, the Clerical Division of the Civil Service.

30 (2.) Such notice shall prescribe a time within which and a place or places to which applications may be sent to the Secretary.

35 (3.) Subject to this Act, every person who shall be willing to submit to the prescribed examination, and who shall in other respects comply with the provisions of this Act, or the regulations, shall be entitled to present himself for examination.

40 (4.) The Education Department shall from time to time undertake the examination of all such candidates, and, subject to regulations, shall frame examination-papers based on the subjects that for the time being are the subjects of examination for candidates who desire to pass the Sixth Standard prescribed by the regulations from time to time in force under "The Education Act, 1877."

45 46. The result of every such examination shall be transmitted by the Education Department to the Board, who shall cause the names of the persons who have passed the required standard of examination to be entered in the order of their merit in a register kept for that purpose; and such names shall be kept on the register until appointments have been made, or until such persons have attained the age of twenty years, or had their names removed at their own request, as the case may be.

Board to keep a register of persons who pass examination.

50 47. Appointments of cadets to the Clerical Division shall be made only from the persons whose names are so registered, and in

Cadets to be appointed from persons registered.

the order of registration, taking the name first registered and following in regular sequence, as follows:—

- (1.) The departments which require the services of cadets shall determine among themselves in what order there shall be priority of choice. 5
- (2.) The choice shall in each case be made by the permanent head, and the first choice shall be made from the three persons whose names stand highest in order upon the register as aforesaid by the department entitled to first choice. 10
- (3.) The like course shall be followed by the department entitled to the next choice, and so on in other departments until the whole number of cadets required has been selected.
- (4.) Females will receive offers of appointment only to such vacancies as are suitable for females. 15
- (5.) Every cadet receiving an appointment shall be conditionally appointed upon probation; and at the expiration of six months from the date of such appointment, if the permanent head of the department in which the probationer has served shall certify as to his fitness and capacity, and recommend him in writing as a suitable person to become an officer of the Civil Service, and he shall produce the requisite certificate of his having passed the necessary examination, the Governor may make such appointment absolute; and if the probationer shall not have complied with the conditions of this Act his appointment shall lapse. 20 25

Provided that, if it shall be found that a cadet is unsuited to the service of a department to which he has been appointed on probation, he may, with the sanction of the Board, be transferred to some other department during such period of probation; and the period of such probation, in any such case, shall be extended for a further period not exceeding six months from the date of such transfer; and, if at the expiration of that period he is still found unsuited for employment in the Civil Service, he shall cease to be further employed. 30 35

- (6.) The Minister, on the recommendation of the Board, may at any time dismiss any cadet from the Civil Service for any reason which may be deemed sufficient. 40

(8.) *Senior Examination.*

48. No person shall be eligible for promotion in the Clerical Division to any class higher than the *fifth* class unless he has passed the senior examination in the manner hereinafter mentioned.

49. An officer shall be deemed to have passed the senior examination if he 45

- (1.) Has passed the examination for the time being prescribed for the matriculation of students in the New Zealand University: 50
- (2.) Has obtained a junior or senior scholarship in the said University:
- (3.) Has passed the matriculation examination or any other examination in any public university in the United King-

Persons not eligible for promotion until senior examination passed.

Equivalent examination in certain cases.

dom or any of the Australian Colonies, which is at least equal to that required to be passed on matriculation in the New Zealand University, and as may be determined by regulations :

- 5 (4.) Has obtained a degree in any such university or in the New Zealand University.

50. A register of persons who have passed or are deemed to have passed such senior examination shall be kept by the Board, and the names of all such persons shall be entered therein in the order of application, and in such form as shall be prescribed by regulations.

Register of persons who have passed to be kept.

(9.) *Non-clerical Division.*

51. No person shall be eligible to appointment in the Non-clerical Division who is over thirty-five years of age, or until he has produced to the Board certificates as to good health and good moral character, and passed such examination as hereinafter mentioned, or is expressly exempt from such examination.

Conditions of appointment in Non-clerical Division.

Applications for appointment in this division shall be made to the Board, and applicants shall produce such evidence of qualification as may be necessary to comply with this Act and any regulations.

20 52. The educational qualifications of persons seeking appointment in the Non-clerical Division shall be prescribed by regulations, and examinations in respect thereof shall be conducted by the Education Department; and every such examination shall be conducted so as to ascertain that the persons examined are reasonably efficient in the class of work likely to be assigned to them.

Educational qualifications of candidates to be prescribed by regulations.

25 It shall be the duty of the Education Department so to arrange the times and places when and where candidates for appointments in the Non-clerical Division are to comply with the conditions as to examination that persons living in country districts shall have reasonable facility in the district in which they reside for submitting to such examination.

Examinations to be conducted by Education Department.

30 53. In regard to such appointments or classes of appointments in the Non-clerical Division as the Board shall report to the Governor that the system of examination could not be advantageously applied there shall be no examination.

No examinations in certain cases.

Where any candidate for employment in such division has already passed an examination which is at least equal to that which he would be required to pass under this Act it shall not be necessary for him to pass any further examination.

40 Persons who have been non-commissioned officers or privates of Her Majesty's forces, or petty officers or seamen of Her Majesty's naval forces, or non-commissioned officers or privates in the Permanent Defence Force or the Police Force of the colony, and who have been discharged after long service and for no fault of their own, shall not be required to pass any examination, and, although they may be over the prescribed age, may be candidates for employment in the branch of the division open to such candidates.

45 Except where express provision is made as to age or exemption from examination under this Act candidates shall in all other respects comply with this Act and any regulations.

50

How appointments made in this division.

54. Appointments in the Non-clerical Division shall be made in the following manner:—

(1.) The person whose name stands first in order on the register of the class for which he is registered shall be offered the appointment, and so on in order according to the number of appointments required in such class: 5

Provided that, if in any case it shall appear to the Board that the person whose name stands first on the register is for any reason unfitted for the appointment, the Board shall decline to recommend him, and may take the person next in order that is so fitted. 10

(2.) Appointments shall be made by the Governor on the recommendation of the Board.

(3.) If a person to whom an appointment is offered declines to accept the same it shall be offered to the person whose name stands next on the register of the class, and so on till the appointment is made. 15

List of candidates who have passed to be sent to the Board.

55. The Education Department shall from time to time transmit to the Board a list of the candidates who have passed the necessary examination in the branch of the Non-clerical Division for which such examination has been held, and shall distinguish such candidates in the order of their merit. 20

Register of candidates to be kept by Board.

56. A register shall be kept by the Board of all such candidates, in such form and manner as shall be prescribed by regulations, and such register shall show whether the persons entered therein have passed the necessary examination, or are exempt therefrom under this Act. 25

In and after year 1900 no person to be a candidate unless he has passed certain examination.

57. In and after the year one thousand nine hundred no person shall be allowed to become a candidate for an appointment in the Non-clerical Division unless he has passed an examination at least equal to that now required to pass in the Sixth Standard hereinbefore mentioned. And from and after the commencement of such year all particular exemptions from examination granted by this Act shall cease to be operative. 30

"The Government Apprentices Act, 1875," not affected.

58. Nothing in this Act shall be deemed to repeal or alter the provisions of "The Government Apprentices Act, 1875." 35

(10.) *Temporary Employment.*

Board to keep a register of persons desiring temporary employment.

59. The Board shall from time to time cause to be enrolled in a register the names of fit and proper persons desirous of employment in any temporary work in any department, and shall also record the kind of work either clerical or non-clerical desired by each of such persons. 40

How temporary assistance to be obtained in departments.

60. Whenever, in the opinion of the Minister, any department requires temporary assistance of any kind, or in case of any emergency, and the Board shall certify that there is no person in the Civil Service available for transfer to such department to perform such work, the Minister may nominate any person whose name stands recorded on such register to perform such temporary work if such person be available and willing to be nominated, the persons to be taken in the order in which they are recorded according to the class of work; and the Minister may at any time remove any person so nominated. 50



100

61. No such person shall be nominated for a longer period than three months at any one time.

Limit to period of temporary employment.

The services of any person so employed shall not be paid for out of the vote for contingencies of any department, but shall be charged to the unauthorised expenditure of public money, unless money has been specially appropriated by the General Assembly for such temporary employment.

62. The Colonial Treasurer shall, within ten days of the commencement of every session of the General Assembly, lay before the House of Representatives a full and correct return setting forth the name, employment (both as to its nature and duration), and the rate of pay of every person employed under this Act for temporary purposes or on any emergency.

Return of persons employed temporarily to be laid before House of Representatives.

(11.) General.

63. Persons desirous of entering the junior classes of the Professional Division and of the Non-clerical Division shall be subject to examination, and the provisions of sections forty-three to forty-seven, inclusive, shall extend and apply to such persons, with this addition: that the examination prescribed may be modified or enlarged in such manner as may be prescribed by regulations in order to adapt the examination to the particular branch of the Civil Service.

Junior classes of Professional and Non-clerical Divisions subject to special examination.

No such examination shall be necessary in cases where persons shall have passed any examination which may be declared by regulations to be equivalent to the examination required under this section.

64. The provisions contained in sections forty-eight to fifty, inclusive, shall also apply to cadets in the Professional Division who seek promotion to the higher classes of such division.

Application of certain sections to such examinations.

But no further examination shall be required for persons entering the Non-clerical Division than that prescribed under section fifty-two of this Act.

65. No person who, at the time of the commencement of this Act, has held office in any department of the Civil Service for a period of at least ten years, and no officer in such service employed at the time of the commencement of this Act who has previously passed the Senior Civil Service examination prescribed under "The Civil Service Act, 1866," or "The Civil Service Reform Act, 1886," shall be required to pass any further examination for promotion to the higher classes in any division.

Persons in office for ten years and certain other officers not subject to examination.

(12.) Regulations.

66. The Governor in Council shall from time to time make regulations, not inconsistent with this Act, for the following purposes or any of them, and may from time to time repeal, alter, and amend the same:—

Governor in Council may make regulations for administration of Act.

(1.) For the meetings and procedure of the Board, and the mode in which the several duties imposed on it by this Act shall be performed, and the forms of and particulars to be entered in the registers required to be kept under this Act;

(2.) For the arrangement of the Professional and Non-clerical

- Divisions into as many classes as the Board considers expedient or desirable, and for the determination of the order of promotion therein, and of the amount to be paid to each of the persons in each of such classes which in the opinion of the Board will be a fair equivalent for the work to be performed; and for determining a scale of annual or other increment to the salaries or wages of any person or class of persons in such divisions or either of them; 5
- (3.) Concerning the duties to be performed by officers of the Civil Service and the discipline to be generally observed in the performance of such duties; and may make special provision as to the duties to be performed by the officers of any particular department or branch of the Civil Service, and for the control and supervision of the officers of such department or branch, and prescribing the terms and conditions under which they shall perform such duties, having regard to the public interests; and by any such regulations may authorise in certain cases the mode and terms of the suspension of officers; and may affix to breaches of such regulations, according to the nature of the offence, the penalties, pecuniary or otherwise, therein set forth, provided that no pecuniary penalty exceeding *ten* pounds shall be imposed by any such regulation; 10 15 20 25
- (4.) For determining the times and places at which examinations shall respectively be held, and the subjects and conditions of examination both for senior and junior examination, or as may otherwise be necessary to give effect to this Act, and for the conduct of such examination, and for the appointment and remuneration of examiners; 30
- (5.) Prescribing the additional or extra subjects in which candidates for the Professional and Non-clerical Divisions shall be required to pass, and to test the suitability of the candidates for the particular employment required; 35
- (6.) Prescribing fees to be paid by candidates prior to examination either for entrance or for promotion;
- (7.) Determining what public universities in the United Kingdom or in the Australian Colonies shall be universities the examinations of which will be recognised for the purposes of this Act; 40
- (8.) Prescribing what shall be deemed an examination of equal value in any case where the same is declared to be effectual for the purposes of this Act;
- (9.) Prescribing in what manner and form applications shall be made to the Board for employment in the Non-clerical Division, or for temporary employment, and in each case the evidence of qualification and compliance with this Act; 45
- (10.) Declaring in what form and manner any register required to be kept under this Act shall be kept, and in the case of the register of the Non-clerical Division to distinguish the classes in which technical knowledge is necessary from other classes; 50

- 5 (11.) For determining the grounds upon which the Board will certify to the promotion of a person to a superior class in the Clerical Division : Provided that one of such grounds shall be that the permanent head of the department has stated in writing to them that, in his opinion, the person proposed to be promoted is fully qualified to perform the duties which will be required of him in such superior class ; and provided, further, that if such permanent head decline to recommend such promotion an appeal shall lie to the Board ;
- 10 (12.) Prescribing what shall constitute seniority of officers, and, in case of equal claims in respect thereof, how and by whom the same shall be determined ;
- 15 (13.) Providing for the control of, and discipline to be maintained in, all public buildings or offices used or occupied by Civil servants ;
- 20 (14.) Prescribing the manner in which, and the officer by whom, allegations or charges shall be made against officers, and the mode of procedure on inquiries held by the Board, or by persons appointed to inquire into any such allegation or charge ;
- 25 (15.) For all matters, not repugnant to or inconsistent with this Act, that may be deemed necessary for the administration of this Act, or which may by this Act be required or authorised to be provided for by regulations ; and
- (16.) For repealing or altering any regulations in force under any Act repealed by this Act.

30 67. No such regulations shall in any manner alter or affect duties which, by any Act now or hereafter to be in force, are or shall be required to be performed. Regulations to be laid before Parliament.

35 All such regulations shall be laid before each House of the General Assembly within one month after the same have been made if the Assembly be then sitting, and, if not; then within ten days after the next meeting of such Assembly.

All regulations in force under the Acts repealed by this Act or any of them at the date when this Act comes into operation shall remain in force until altered or revoked under this Act.

(13.) *Discipline.*

40 68. If any officer is, in the manner prescribed by regulations, alleged to have become inefficient or to have committed any breach of regulations, or to have been guilty of any conduct which renders it unfit that he should continue in the Civil Service, the Governor may, according to the nature of the offence, upon proof thereof as hereinafter

45 directed, dismiss him from the service, or reduce him to a lower rank therein, or to a lower salary within his class, or deprive him of such future annual increment as he would otherwise have been entitled to receive, or of any part thereof, or of his leave of absence during such time as the Governor thinks fit. Punishment of officers inefficient or making breach of regulations.

50 69. In case an officer shall be found inefficient in any department, he may, instead of being dealt with under the last-preceding section, be removed by the Board to some other Removal to other departments in certain cases.

department; and if after the lapse of one year from the date of such removal, or such lesser period as the Board thinks fit, he is again reported to be inefficient by the permanent head, and if the Board is satisfied that the cause of complaint is just, the Governor may, on the recommendation of the Minister, at once dismiss such officer from the Civil Service without further inquiry. 5

Fines may be imposed.

70. When any officer is insubordinate, negligent, or careless in the discharge of his duties, if the permanent head of the department wherein such first-mentioned officer is engaged be of opinion that the offence is not of so serious a nature that a report thereof should in the course of his duty be made to the Minister, such permanent head may, for every such case of misconduct, order to be deducted by way of fine from the salary of such other officer such amount as shall be fixed by the regulations aforesaid, or, if not so fixed, a sum not exceeding five pounds; and the Minister may, if the officer so punished appeal to him, confirm or disallow such penalty, and his decision shall be final and without appeal. 10 15

Colonial Treasurer to deduct fine from salary.

71. The Colonial Treasurer, on receiving notice of any pecuniary penalty imposed under the authority of this Act or regulations, shall deduct the amount thereof from the salary or next payment made by him on account of salary to the officer incurring such penalty. 20

Officer guilty of felony, infamous offence, or bankrupt, to forfeit his office.

72. If any officer be convicted of any felony or infamous offence, or become bankrupt under the provisions of any Act now or hereafter in force relating to bankruptcy, or by any deed or other writing compound with his creditors, or make an assignment of his salary for their benefit, he shall be deemed to have forfeited his office and shall cease to be in the Civil Service; and no proof of forfeiture shall be necessary other than the fact of conviction, or that any other act or thing herein specified has been done or committed. 25

On forfeiture for pecuniary embarrassment there may be reinstatement.

73. When any such officer has forfeited his office by reason of any such pecuniary embarrassment as aforesaid, if he prove to the satisfaction of the Board that such embarrassment has not been caused or attended by any fraud, extravagance, or dishonourable conduct, then, upon a certificate in writing from the Board to the effect herein set forth, the Governor may reinstate such officer in his former position in the Service; but no person who has been refused his certificate by any Court of Bankruptcy shall be reinstated. 30 35

Upon such reinstatement, all rights and privileges to which such officer is at the date of such forfeiture as aforesaid entitled by virtue of his office shall be restored to and may be enjoyed by him as if he had never forfeited such office. 40

Mode of conducting inquiry.

74. When any officer is alleged to be inefficient, or is charged with any offence or breach of his duty as such officer, or with any conduct rendering it unfit that he should remain in the Civil Service,— 45

- (1.) If he deny the truth of such allegation or charge, and if the Governor nevertheless think that sufficient cause has been shown for further proceedings, the Governor may refer the matter to the Board, or to any two or more persons he may think fit, to inquire as to the truth of such allegation or charge; 50

5 (2.) If such officer admits the truth of the allegation or charge made against him,—or if after being duly required to attend before the Board or any persons appointed to inquire into the truth of such allegation or charge he fails or neglects so to attend without proved reasonable excuse,—the Governor may exercise any power of dismissal or other power conferred by this Act without any further inquiry or proceeding.

10 75. The Board or such persons shall have authority to hear, receive, and examine evidence on oath, and generally to exercise the powers conferred by or under "The Commissioners' Powers Act, 1867," and any Acts amending the same, as effectually as if appointed by the Governor in Council, and shall, after fully hearing the case, report to the Governor their opinion thereon. Board may take evidence on oath.

15 76. Pending any such inquiry as hereinbefore provided, the permanent head may suspend from the performance of his duty any officer in such department who is alleged to be inefficient, or is accused of some offence or breach of his duty, or of conduct rendering it unfit he should remain in the Civil Service, and every such case of suspension shall at once be reported to the Minister by the permanent head. Pending inquiry officer may be suspended.

20 77. Where any officer is guilty of any conduct which, in the opinion of the Governor, renders him unfit to continue in the Civil Service, such officer, upon proof thereof, as hereinbefore directed, may be dismissed from the Service. Officer guilty of certain conduct may be dismissed after inquiry.

In case any officer is dismissed from the Civil Service, or forfeits his office under the provisions of this Act, he shall absolutely forfeit all right to compensation or superannuation allowance to which he would otherwise be entitled.

30 Provided that, where an officer is subject to the provisions of the *twenty-eighth* section of this Act, such provisions shall take effect and operate as therein provided, and, if not reinstated in his office as hereinbefore mentioned, any sums at his credit may be paid to such officer, or as he shall direct or require.

35 (14.) *Leave of Absence.—Holidays.*

78. The permanent head of every department may, at such times as may be convenient, grant to every officer leave of absence for recreation on the following scale:— Scale of leave of absence for recreation.

- 40 (1.) Where an officer has served for ten years or upwards, not exceeding four weeks in each year;
- (2.) Where he has served less than ten years, then not exceeding two weeks in each year:

Provided that no officer shall be entitled to claim such leave as of right, and if for any cause the head of the department thinks such leave ought not to be granted he may refuse the same in any case.

In cases of illness or other pressing necessity the Minister may grant to any officer such extended leave, not exceeding *six* months, and on such terms as he thinks fit.

50 79. The Governor may, on the recommendation of the Board, grant to any officer in the Civil Service of at least ten years' continuous service six months' leave of absence on half salary, or, at Extended leave of absence.

the option of the officer, three months' leave of absence on full salary, or to any officer of twenty years' continuous service twelve months' leave of absence on full salary.

During such period of absence no officer shall be entitled to receive any annual increment. 5

Holidays.

80. The following days in each year shall be observed as holidays in the public offices:—

- (1.) New-year's Day, Christmas Day and the following day, Good Friday and the following Saturday and Monday, the birth-days of Her Majesty and of the Prince of Wales, and the twenty-ninth day of January (anniversary of proclamation of the colony). 10
- (2.) Whenever any of such days falls upon a Sunday, the next following Monday shall be a holiday in lieu of such day.
- (3.) The Governor may also, by notification in the *Gazette*, appoint in addition to the days hereinbefore named any other day or days to be kept as public holidays. 15

Nothing herein shall prevent the Minister in charge of any department from requiring the services of any officers of such department during any such holiday in case of emergency, but in that case such officers shall be entitled in lieu thereof to a holiday upon such other occasion as shall not interfere with public business. 20

No leave of absence on services being dispensed with.

81. Where it has been decided to dispense with the services of any officer, he shall not be entitled to any leave of absence, either at the time or in contemplation of his services being so dispensed with; nor shall any officer who retires from the Service upon a superannuation allowance be granted more than *three* months' leave of absence immediately prior to or in contemplation of such retirement, except in case of physical or mental infirmity, when the Governor may grant such further leave as the circumstances justify. 25 30

Limit of leave on retirement.

#### PART IV.

##### MISCELLANEOUS.

Officers not entitled to compensation except in accordance with Act.

82. No officer, except as in this Act provided, shall be deemed to be entitled to any compensation by reason of any reduction of his salary or annual increment, nor in consequence of his services being dispensed with as provided in this Act. 35

Persons using intoxicating liquor to excess not to be in Civil Service.

83. No person who is proved to the satisfaction of the Board to be habitually using intoxicating liquor to excess shall be appointed to, promoted, or retained in the Civil Service.

Officers not to be dismissed, &c., except in accordance with Act.

84. After the commencement of this Act no officer in the Civil Service shall be dismissed therefrom or suffer any other penalty in respect thereof except for the causes and in the manner set forth in or under this Act; but nothing herein shall be taken to prevent a reduction in the number of officers in any department, or dispensing with the services of any officer, or amalgamating two or more departments in the manner authorised by this Act. 40 45

Officers certifying to demands not authorised by law personally liable.

85. If any officer certify to any account or demand for the payment of any sum of money not authorised by law, such sum of money so certified for shall be deemed and taken to be money paid by Her Majesty to the use of such officer at his request, and he shall be per- 50

sonally liable for such money, and the Colonial Treasurer on receiving notice thereof from the Controller and Auditor-General may, if he think fit, direct the amount of such sum of money to be deducted from the next-accruing salary of such officer.

5 86. No officer shall be allowed to draw travelling-allowance or make any charge for travelling-expenses in excess of the scale from time to time prescribed by regulations :

Officers not to draw in excess of travelling-allowance.

10 Provided that a Minister may, in any special case, authorise an officer to draw travelling-allowance at a higher rate than that prescribed by the regulations; and such higher rate shall be charged as unauthorised expenditure.

15 87. It shall be the duty of the Controller and Auditor-General to refuse to pass any voucher or other document for the payment of salary or allowance of any kind to any officer appointed or promoted after the passing of this Act whose appointment or promotion shall not have been made in the manner required by this Act.

Duty of Controller and Auditor-General in certain cases.

20 88. No assignment, charge, or other disposition made by any officer of any superannuation allowance shall be valid or effectual in law or in equity; nor shall any such superannuation allowance be attachable or liable to be taken in execution by the process of any Court, or be available for distribution among the creditors of any such officer in case of his bankruptcy.

Assignments of pension illegal.

Not liable to execution.

25 89. If any officer is allowed to use or occupy for the purpose of residence any house or building belonging to Her Majesty, he shall pay rent for the same, and the amount of such rent shall from time to time as it becomes due be deducted from the officer's salary as such salary becomes payable.

House-rent to be paid by officers.

30 90. The salary or emoluments payable to any person out of the Public Account for acting as Private Secretary to a Minister of the Crown shall not exceed such annual or other salary as may from time to time be appropriated by the General Assembly, and no such salary shall be paid out of the contingencies of any department. Such person shall not, by virtue of such office, be a member of the Civil Service, and his appointment shall cease on the retirement of  
35 the Minister who appointed him.

Private Secretaries to Ministers need not be in Civil Service.

## SCHEDULES.

Schedules.

### FIRST SCHEDULE.

#### ACTS REPEALED.

- 1866, No. 59.—The Civil Service Act, 1866.
- 1871, No. 54.—The Civil Service Act Amendment Act, 1871.
- 1878, No. 12.—The Civil Service Acts Amendment Act, 1878.
- 1886, No. 33.—The Civil Service Reform Act, 1886.
- 1887, No. 21.—The Civil Service Reform Act Amendment Act, 1887.
- 1887, No. 44.—Section 11 of "The Appropriation Act, 1887."

### SECOND SCHEDULE.

#### OFFICERS OF THE FIRST DIVISION.

THIRD SCHEDULE.  
CLASSES OF THE CLERICAL DIVISION.

Class.	Minimum.	Maximum.	Increment.
	£	£	
First ...	...	...	Annual increments of £ each.
Second ...	...	...	Annual increments of £ each.
Third ...	...	...	Annual increments of £ each.
Fourth ...	...	...	Annual increments of £ each, with two further increments of £ each for long service, at intervals of five years, subject to the recommendation of permanent head and Board.
Fifth ...	On entrance at the age of not over 20 years, £ , and £ less for every year below 20 years of age	...	£ per annum up to £100, and £ per annum up to £

By Authority : GEORGE DIPSBUY, Government Printer, Wellington.—1890.