

13th March, 1934

Consider 7/34

Folder 4 (2nd)

1.

MENT RETURNING FROM RELIEF WORK DURING EASTER

In the past it has been the practice for employing departments to allow men working on relief work in the country to return to their families during Easter. It is anticipated that this practice will be carried out this year. Where men who were in receipt of sustenance when called to work on relief work in the country return home for Easter they may be granted sustenance at the lower rates on behalf of themselves and their families for the period they are at home. It must be distinctly understood that this refers only to men who were in receipt of sustenance and under no circumstances must persons who were not in receipt of sustenance at the time of being called to the country be granted sustenance. The granting of this special sustenance for the period of the vacation will mean that no interference will be made with the sustenance that has already been received by the family up to the date of the man's first pay on relief work.

This period will still have to be taken into consideration when the man finally returns from relief work and re-applies for sustenance, but no deduction whatsoever must be made on his return to relief work for the special sustenance granted during the period of his vacation. It must be understood that a further two weeks sustenance is not to be granted to the family when the man returns to the country on the termination of the vacation period.

2.

CO-OPERATION WITH THE POLICE DEPARTMENT

The Under Secretary has particularly requested that the closest co-operation should exist between Registrars and Secretaries of Public Assistance Committees and the Police Department. It is certainly to the advantage of this department that we should have as much information as possible from the Police Department in respect of persons in receipt of sustenance. It is, therefore, suggested that at frequent intervals Registrars and Secretaries of Public Assistance Committees should confer with the local Police Officers and give them any information required respecting persons on the sustenance lists.

3.

COMMODITIES SUPPLIED ON ACCOUNT OF SUSTENANCE ORDERS

It has been brought under notice that in many country districts, shopkeepers receiving sustenance orders are supplying goods not provided for under the Regulations. The most general contravention of the Regulations is in respect of tobacco. The Treasury officials advise that in future they will, without notification, delete from tradesmen's accounts any goods supplied contrary to the Regulations. In this connection the following information is again promulgated -

A tradesman or shopkeeper shall not -

- (a) supply cash in respect of any order issued to him in pursuance of these Regulations or in respect of any part thereof;
- (b) supply goods in anticipation of the issue to him of any sustenance order
- (c) in any one week supply goods in excess of the value shown in the sustenance order
- (d) supply goods of kinds other than those herein referred to;
- (e) charge for goods supplied prices in excess of those fixed by the Minister and agreed to as aforesaid;
- (f) require or permit an applicant to sign dockets in blank or in advance of the actual supply of the goods required by such applicant.

Any tradesman or shopkeeper committing a breach of this regulation shall, in addition to any other penalty to which he may become liable, be disqualified from receiving further sustenance orders in accordance with the Regulations.

CERTIFICATION OF ACCOUNTS

4. In connection with certification of claim forms, furnished to the Treasury in respect of goods supplied on account of sustenance orders, it has been noted that in some instances these claims have been certified to by Secretaries of Sub-committees of Public Assistance Committees; in other instances by members of Public Assistance Committees and Police Officers.

This is distinctly contrary to the Regulations and any claim forms certified to by officials named above will not be paid by the State Treasury. It must be distinctly understood that where no Registrar has been appointed the only official of a Public Assistance Committee empowered to certify to accounts is the official secretary of the Public Assistance Committee.

POSTAGE

5. Secretaries of Public Assistance Committees, especially in country areas are advised that postage must be paid on all communications forwarded to this office. The marking of an envelope with "C.H.M.S." does not absolve the sender from affixing the necessary postage according to the postal regulations.

Further, considerable and justifiable complaint is made in respect of letters being received here insufficiently stamped and if there is not some general improvement in this respect, consideration will have to be given to debiting municipalities concerned with the amount of money expended consequent upon under-postage. In this connection, attention is drawn to sub-section (8) of Section (14) of the Unemployment Relief (Administration) Act -

"(8) Subject to the foregoing provisions of this Section all costs and expenses of the local administration of this Part shall be paid by the council out of the municipal fund or town fund (as the case may be) which fund is hereby declared to be available for the purpose."

6. TRANSFERS OF PERSONS IN RECEIPT OF SUSTENANCE

In respect of the transfer of applicants from one district to another, it has been brought under notice that in many instances Secretaries of Public Assistance Committees are not forwarding the official records with the transfer notices of such persons. It will be understood that when an applicant has left a district, the existing records are of no further use to the Public Assistance Committee issuing the transfer. It must be appreciated, however, that they are indispensable to the committee in the district to which he is transferred and secretaries will, therefore, please arrange when transfers are issued that all office records are forwarded to the office of transfer.

M. Hawley
Officer in Charge

..... Public Assistance Office

..... (date)

The Officer in Charge,
Sustenance Branch
Melbourne C.S.

I hereby acknowledge receipt of Circular 7/34 in reference to