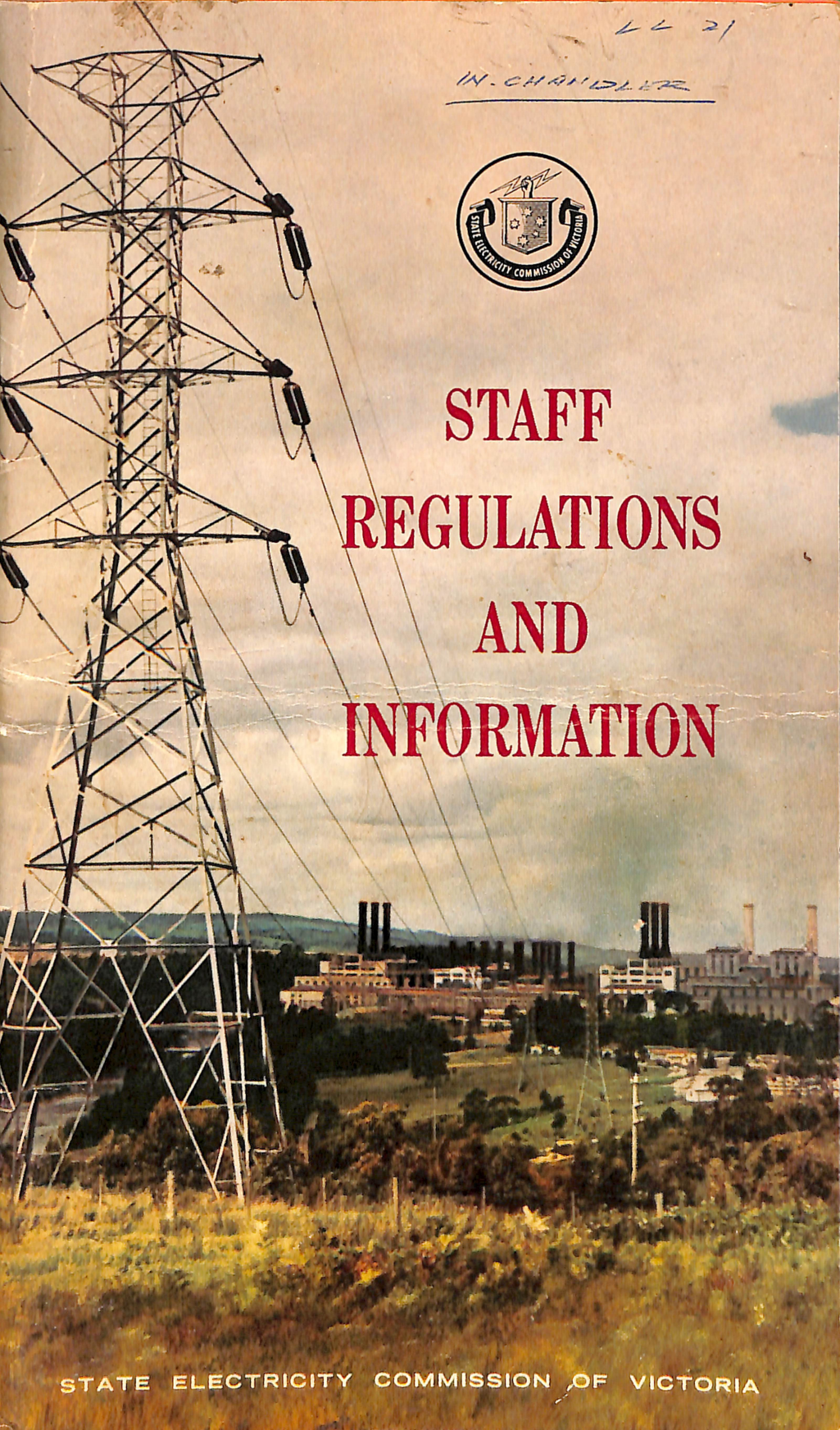


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IN. CHANDLER



# STAFF REGULATIONS AND INFORMATION







## YOU . . . AND THE S.E.C.

You may be new to the S.E.C. . . . or you may have worked here for many years. In either case, this booklet is for YOU.

If you are a new-comer it will tell you about the conditions of your employment. If you are an old-timer, it will bring you up to date—or even remind you of some things you may have forgotten.

The Commission is a big organisation whose main function is to provide the people of Victoria with the best electricity service at the lowest possible cost. To do this, it employs many thousands of men and women spread throughout the State and engaged in many different kinds of work.

Members of the staff each carry a share of responsibility for the success of the organisation which provides their livelihood. Therefore, no matter what your particular job may be, you should do it to the best of your ability, showing loyalty to the Commission and to those you work with. In this way we foster a team spirit which makes for happier working conditions all round.

All of us have a duty to serve the public, and we should always show that we are glad and ready to do so. This attitude to our work is important, for whenever we come in contact with the public, or even tell people socially "I'm with the S.E.C.," we become the S.E.C. to them.

Keep the booklet handy for reference, and retain the amendments you will receive from time to time to keep your copy up to date.





# SALARY ACCELERATIONS AND INCREMENTS

The Commission may increase the salary of an officer of a classification appearing hereunder on Departmental or Territorial recommendation for outstanding and responsible service, or in relation to certain classifications, on passing prescribed studies or on obtaining an approved qualification.

The increases are of three types—

1. Salary Accelerations
2. Service Increments
3. Discretionary Increments (Females)

Salary Accelerations are set out in paragraph 1 below and take the form, in the case of minors, of an amount added to the award salary, and, in the case of adults of an advancement in the salary scale for the classification, provided that the maximum salary for the classification is not exceeded.

Service and Discretionary Increments are amounts added to the salaries of certain classifications after an officer has reached his or her maximum salary or after a period of two years' satisfactory service in a particular post. Details of these increments are set out in paragraphs 2 and 3 which follow.

## 1. SALARY ACCELERATIONS

### MALES

- (a) Clerks, Grade I, and  
Clerical Assistants

### ADULTS

Adult officers in the above classifications shall be advanced one step in the appropriate salary scale for each approved salary acceleration.

### JUNIORS

Accelerations	First		Second		Third				
	£	s. d.	\$	£	s. d.	\$			
At 16 years and under	16	—	(1.60)	1 12	—	(3.20)	2 8	—	(4.80)
At 17 years	16	—	(1.60)	1 12	—	(3.20)	2 11	—	(5.10)
At 18 years	16	—	(1.60)	1 15	—	(3.50)	3 6	6	(6.65)
At 19 years	19	—	(1.90)	2 10	6	(5.05)	3 7	—	(6.70)
At 20 years	1 11	6	(3.15)	2 8	—	(4.80)	3 7	—	(6.70)

The accelerations shown are not cumulative and are adjusted to one step in the salary scale for each approved acceleration on the officer reaching 21 years of age.

\* \* \*

- (b) **Analysts, Grade 1 and Trainees**  
**Chemistry Assistants, Grade 1**  
**Distribution Officers—Trainees**  
**District Assistants, Grade 1**  
**District Reticulation Officers—Assistants**  
**Draftsmen, Grade 1 and Trainees**  
**Draftsmen—Wiring**  
**Electrical Operators—Trainees**  
**Electrical Testers and Trainees**  
**Engineering Assistants, Grade 1**  
**Field Assistants (Survey), Grade 1**  
**Survey Assistants and Trainees**  
**Technical Assistants**  
**Technical Service Officers, Grade 1**  
**Telecommunications Assistants and Trainees**

### ADULTS

Adult officers in the above classifications shall be advanced one step in the appropriate salary scale for each approved acceleration.

### JUNIORS

Accelerations	First		Second		Third				
	£	s. d.	\$	£	s. d.	\$			
At 16 years and under	16	—	(1.60)	1 12	—	(3.20)	2 8	—	(4.80)
At 17 years	16	—	(1.60)	1 12	—	(3.20)	2 11	—	(5.10)
At 18 years	16	—	(1.60)	1 15	—	(3.50)	3 6	6	(6.65)
At 19 years	19	—	(1.90)	2 10	6	(5.05)	4	—	6 (8.05)
At 20 years	1 11	6	(3.15)	3 1	6	(6.15)	4 9	—	(8.90)

The above accelerations are not cumulative and are adjusted to one step in the salary scale for each approved acceleration on the officer reaching 21 years of age.



## Typists—Who Pass Special Test

When a salary acceleration for outstanding and responsible service has been approved for an officer of this classification, she will be paid the appropriate age rate under the salary scale for Typist—Special.

## 2. SERVICE INCREMENTS

The salaries of the following officers may be increased by a Service Increment of —

- (a) **Males**—5/- (50 cents) per week after three years' satisfactory service on maximum salary, with an additional 5/- (50 cents) per week after a further two years' satisfactory service.

Caretakers, Grade 1

Clerical Assistants, Grades 1 and 2

Drivers—Car

Drivers—Messenger

Field Assistants (Survey), Grade 1

Firemen

Firemen—Senior

General Technical/Commercial Officers, Grades 1 to 8

Guides

Meter Readers

Patrolmen

Plan Room Attendants

Report Officers—Assistant

Reproduction Officers

Telephone Attendants

Telephone Operators, Grades 1, 2 and 3

- (b) **Females**—5/- (50 cents) per week after two years' satisfactory service in their respective classifications, with an additional 5/- (50 cents) per week after two years' satisfactory service on the maximum salary of the classification.

Demonstrators, Grade 1

Librarians, Grade 1

Machine Operators

Supervisors—Assistants, Grades 1 to 3

Supervisors, Grade 1

Telephonists

Tracers

Typists—Special

Typists—Senior, Grade 1

- (c) **Females**—10/- (\$1.00) per week after five years' satisfactory service in the classification, with further increments of 5/- (50 cents) per week after each additional five years' satisfactory service in a similar capacity, provided that the increments so granted do not exceed a maximum of 30/- (\$3.00) per week.

Demonstrators, Grades 2 and 3

Librarians, Grades 2 and 3

Telephonists—Senior

Tracers-in-Charge

Translators, Grades 1 and 2

} With five years' satisfactory service in any of these classifications.

Supervisors, Grades 2 and 3

Typists—Senior, Grades 2 and 3

} With five years' satisfactory service as a Typist or Machine Operator above the grade of Typist-Special or Machine Operator.

## 3. DISCRETIONARY INCREMENTS

### (FEMALES)

A Discretionary Increment of 5/- (50 cents) per week after reaching the maximum salary may be paid to—

Clerical Assistants

Librarians—Assistants

Typists





## EDUCATION AND TRAINING

Typists—who have passed special test

Typists—who have passed special test and receive a salary acceleration for outstanding and responsible service.

The Discretionary Increment is available to 50% of officers of each classification in each Department or Territory.

\* \* \*

The Manager, Personnel Department, will be responsible for the administration and interpretation of these provisions.

Officers who wish to improve their knowledge or skill by undertaking a course of study, and so improve their efficiency or fit them for promotion in the service, are advised to seek guidance and advice from an Education and Training representative before completing arrangements for a course, or, if a course of study has already been commenced, to discuss their future plans with such representative.

Where the course of study has been approved by the Commission, provision is made for the reimbursement of fees, and leave without loss of pay where this is considered necessary.

To become eligible for the reimbursement of fees or leave to attend classes, the officer, before the commencement of each year of study, must lodge an application form before 1st March in each year for approval of the course of study, setting out the details of the subjects to be studied.

Types of courses of study that are in general approved by the Commission are as follows:—

### **Engineering and Technical Staff—**

- (a) Certificate or Diploma courses in Engineering, Applied Chemistry, Cartography or Land Surveying.
- (b) Post-Diploma courses in Engineering.
- (c) Courses in Management, Supervision and Personnel Administration.
- (d) Correspondence course for Hydrographers.
- (e) University courses in Economics, Commerce and Business Administration.

### **Commercial Staff—**

- (a) Courses in University Intermediate, University Leaving and Matriculation.



- (b) University courses in Commerce, Economics, Business Administration and Arts (approved subjects).
- (c) Recognised Accountancy, Cost Accountancy, Secretarial and Public Administration Courses. (Accountancy examinations conducted by the Education Department and the Australian Society of Accountants are recognised for this purpose.)
- (d) Courses in Personnel Administration, Management and Supervision.
- (e) Certain other courses for specialised personnel, e.g., Real Estate Management, Sales Management, Librarianship and Insurance.
- (f) Typing and Shorthand—
  - (i) Reimbursement of fees may be approved for selected typists with more than one year's service who attend night classes to restore or increase their technical skill in typing and/or shorthand, selection to be based on the value to the Commission of increased skill of the particular typist.
  - (ii) Fee reimbursement may be approved also for female staff other than typists who wish to undertake typing or typing and shorthand in order to become eligible for appointment to a higher classification.

An officer undertaking a course of study not included in the above courses which he considers will improve his efficiency or fit him for future promotion in the service may apply to have the course of study approved by the Commission.

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## LEAVE —

### To Attend Classes

Leave to attend classes may be approved subject to the following conditions:—

1. Satisfactory examination results in the previous year.

2. If the subjects are available at night, time-off is not normally granted unless two nights' study is done in the officer's own time. If hardship is involved the request will be judged on its merits and night study may be reduced or eliminated.
3. Time-off is permitted if the subjects are not available at night, but officers are required to arrange their time-tables so that the day subjects are not spread over several days, which would involve multiple travelling time.
4. Time-off is generally granted on the basis of an officer attending classes in his own time for an equal length of time.
5. Time-off is not granted or is limited if it is considered that an officer is attempting to study subjects beyond his capacity, or is especially selecting subjects which can be studied only in working hours.
6. As a general rule, time-off is to be limited to one morning or one afternoon a week, but, in special cases, up to six hours' time-off may be granted, bearing in mind that six hours' class time, plus travelling time, can represent an absence from work of at least one day per week.
7. In general, time-off is not granted on the first occasion of study for an Engineering Diploma, except in the case of first-year trainees. Time-off is not normally granted to commercial officers in their first year of service, except in the case of tutorial classes of a subject for the Commerce Degree at the University of Melbourne.

### For Compulsory Practical Work

An officer undertaking an approved course of study by correspondence with the Royal Melbourne Institute of Technology and who is required to attend full time at the Institute to undertake compulsory practical work may be granted leave without loss of pay for this purpose.

### For Examinations

An officer may be granted leave without loss of pay to attend examinations in an approved course of study, subject to the following:—

- (i) The completed application form must be forwarded through the normal Departmental channels so as to reach the Education





# STAFF—RECREATION LEAVE REGULATIONS

and Training representative at least seven days prior to the examination.

- (ii) The date and actual times of the examination (commencing and finishing times) must be shown.

## REIMBURSEMENT OF FEES

An officer who undertakes an approved course of study on a part-time basis may have tuition and examination fees (other than supplementary examination fees) reimbursed on a standard payment basis after passing examinations and forwarding details to the Education and Training Branch.

\* \* \*

The Commission's Manager, Personnel Department, will be responsible for the interpretation and administration of these provisions.

1. Subject to these Regulations, an officer on completion of each 12 months of continuous service shall be entitled to three weeks' recreation leave, or, if engaged for the 12 months on three-shift work or shift work where he was regularly rostered to work on Sundays and Public Holidays, he shall be entitled to four weeks' recreation leave.

2. An officer who is engaged on three-shift work or shift work where he is regularly rostered to work on Sundays and Public Holidays for part of a 12-monthly qualifying period shall be entitled to three weeks' leave, and, in addition, shall be entitled to one-half day for each completed month of service on three-shift work or on shift work where he was regularly rostered to work on Sundays and Public Holidays, provided that the maximum leave entitlement under this clause shall not exceed four weeks.

3. Payment during recreation leave shall be at the officer's ordinary rate of pay plus such other additional payments as are provided for by Award or Commission Regulations.

4. Recreation leave shall be taken when approved or as directed by the appropriate responsible officer within twelve months from the date on which it falls due, provided that in relation to each year of service at least two weeks' recreation leave shall be taken in a continuous period.

5. Leave not taken within twelve months from the date on which it falls due will lapse; provided that if the appropriate responsible officer certifies that the work of the Commission renders it impracticable for him to grant the whole or any portion of the leave due to any officer in respect of any year of service, the leave not granted shall be carried forward and added to leave due in respect of subsequent years of service, provided further that the total leave standing to the credit of any officer at any date shall not exceed six weeks, unless some greater accumulation of leave is expressly approved by the Commission, having regard to the circumstances





# STAFF—SICK LEAVE REGULATIONS

which have resulted in that officer not having taken his leave when it became due.

6. An officer whose service is terminated or is about to terminate for any reason whatsoever shall be paid for any recreation leave standing to his credit, and, in addition, shall be paid for recreation leave on a pro rata basis at the rate of one and one-quarter days, or, if engaged on three-shift work or shift work where he was regularly rostered to work on Sundays and Public Holidays, one and two-thirds days, for each completed calendar month of continuous service since his recreation leave last became due or since the date of his engagement by the Commission if he has not been continuously engaged by the Commission for a full year. Provided that any debts owing to the Commission by an officer will be offset against any payment in lieu of leave due to that officer.

7. A public holiday to which an officer is entitled without loss of pay occurring during a period of paid recreation leave shall not be regarded as part of the leave.

8. Recreation leave shall not accrue during long service leave.

9. For the purpose of these Regulations, continuous service means employment by the Commission without a termination of engagement and includes—

- (a) any period of approved leave without pay on account of medically certified incapacity arising out of personal illness up to six months;
- (b) any period of absence as a result of an injury by accident arising out of and in the course of employment up to 12 months;
- (c) at the discretion of the Commission, any portion, up to six months, of any approved period of special leave without pay; and
- (d) any period which the Commission may declare, in respect of any officer, to be additional service.

\* \* \*

The Commission's Manager, Personnel Department, will be responsible for the administration and interpretation of these Regulations.

These Regulations supersede all previous staff recreation leave Regulations approved by the Commission and operate from 26th June, 1964.

SECRETARY

1. An officer shall be credited with 12 days' sick leave on his appointment, a further 12 days on the completion of the first six calendar months of his service, and a further 12 days on the completion of the first two years of his service and of each year of service thereafter; provided that a temporary officer shall be entitled to  $4\frac{1}{2}$  days on his appointment and  $\frac{3}{4}$  of a day on completion of the sixth and each succeeding calendar month of his service. On completion of 12 months' service, the sick leave credit of a temporary officer shall be recalculated from the date of his appointment on the same basis as is applicable to an officer who is not a temporary officer, but no adjustment will be made of sick leave without pay granted during the first 12 months of his service.

2. All sick leave credits shall be cumulative.

3. An officer who is absent from duty on account of personal sickness or personal injury shall be entitled to leave of absence without loss of pay up to the limit of his sick leave credit, subject to the following conditions:—

- (a) He shall, within 24 hours of the commencement of such absence, inform the Commission of his inability to attend for duty, and, as far as practicable, state the nature of the sickness or injury and the estimated duration of the absence.
- (b) He shall prove to the satisfaction of the Commission (or, in the event of a dispute, of a Board of Reference) that he was unable, on account of such sickness or injury, to attend for duty on the day or days for which sick leave is claimed.
- (c) He shall not be entitled to paid leave of absence under these Regulations for any period in respect of which he is entitled to Workers' Compensation.
- (d) All sick leave without loss of pay granted during his service shall be deducted from his sick leave credit.



4. An officer on sick leave for a fortnight or more may elect to have the whole or any portion of the sick leave on full pay standing to his credit converted to sick leave on half pay, such conversion to be made on the basis that each credit of one day on full pay shall be deemed to be a credit of two days on half pay, subject to the officer making such election in writing within one month of the first day of his absence on sick leave.

#### 5. Tuberculosis

An officer who is suffering from tuberculosis and is certified by the Commission's Medical Officer to be probably curable, and who undertakes treatment in an approved sanatorium if recommended by the Commission's Medical Officer, may, when his normal sick leave credit is exhausted, be granted additional sick leave to bring the total of his normal and additional sick leave to 7½ months' leave on full pay.

On resumption of duty, his normal sick leave credit shall be not less than 24 days on full pay.

The maximum additional leave that any officer can receive in respect of tuberculosis sickness absences is 7½ months on full pay.

#### 6. War Disability

An Ex-Serviceman who is absent from duty because of a disability which has been accepted by the Repatriation Department as due to war service may be granted special sick leave on the following basis:—

- (a) He shall receive a leave credit of eight days after six months' service and a further eight days on each anniversary of his engagement, subject to a maximum available accumulation at any time of 60 days.
- (b) This leave credit will be used in conjunction with the Repatriation Department's sustenance payment for the maximum period that the credit will permit for leave payment to be made up to the full salary for any period of absence on account of illness arising from war service, and his leave credit shall be reduced accordingly.

If the war disability sick leave credit has been exhausted, the officer may use his normal sick leave credit, on a pro rata basis, to increase the Repatriation Department sustenance payment up to the amount of his ordinary salary.

For the purpose of these Regulations, service means continuous employment by the Commission without a termination of engagement, and includes—

- (a) any period of approved leave without pay on account of medically certified incapacity arising out of personal illness up to six months;
- (b) any period of absence as a result of an injury by accident arising out of and in the course of employment up to 12 months;
- (c) at the discretion of the Commission, any portion, up to six months, of any period of special leave without pay; and
- (d) any period which the Commission may declare in respect of any officer to be additional service.

\* \* \*

The Commission's Manager, Personnel Department will be responsible for the interpretation and administration of these Regulations.

These Regulations supersede all previous staff sick leave Regulations approved by the Commission and operate from 26th June, 1964.



SECRETARY





# STAFF—SPECIAL LEAVE REGULATIONS

## 1. Death or Serious Illness in Family

In the event of the death, or unexpected critical illness (supported by a medical certificate), of a member of the immediate family of an officer (i.e., his wife, parent, child, brother or sister) leave up to two days without loss of pay may be granted. Individual cases in which this limit of two days may operate harshly, particularly where the wife or child of an officer is concerned, will be considered on their merits.

## 2. Attendance at Court

- (a) An officer called upon for Jury Service will be granted the leave necessary for this purpose and may have the amount received as Jury Fees made up to his ordinary pay, or, at his option and provided he has sufficient leave to his credit, be granted recreation leave for the period involved.
- (b) An officer subpoenaed to attend Court as a Crown witness may be granted leave without loss of pay.
- (c) An officer subpoenaed to attend Court other than as a Crown witness will be granted leave without pay, or, at his option and provided he has sufficient leave to his credit, be granted recreation leave for the period involved.

## 3. Transfers

An officer who is transferred to another location may be granted up to two days' leave without loss of pay at the discretion of the Commission for the purpose of packing and unpacking his household furniture and effects.

## 4. Accidents

An officer who, in the discharge of his duty, sustains personal injury of such a nature as to incapacitate him for all duty and the State Accident Insurance Commissioner accepts liability to make weekly payments under the Workers' Compensation Act in respect of such incapacity, may be paid the difference between such payments and his ordinary pay.

- Consideration will be given to the merits of each case where—
- (a) liability is not accepted by the State Accident Insurance Commissioner; or
  - (b) the officer's remuneration places him outside the scope of the Workers' Compensation Act.

## 5. Defence Force Training

- (a) Leave of absence for two weeks without loss of pay may be granted to an officer who is a voluntary member of the Citizen Forces for the purpose of attending one training camp in any calendar year.
- (b) If the annual training camp exceeds two weeks, the excess period may be granted in accordance with the provisions under (c) below.
- (c) Leave of absence without pay may be granted to an officer for the purpose of attending not more than two schools, classes, or courses of instruction in any calendar year, and where the amount of salary (not including any payment by way of overtime, penalty rates, shift premiums or other allowances, or any payment of a temporary character) which an officer would have received had he remained on duty, exceeds the amount of pay (including marriage and separation allowances) received by him as a member of the Citizen Forces, he may be entitled, upon resumption of duty, to receive an amount equal to the difference.
- (d) An officer may, at his election, be granted any recreation leave due to him in lieu of an equivalent period of leave under (b) or (c) above.
- (e) Any period of leave granted to an officer under (a), (b) or (c) above will not affect his seniority, increases in salary, accruing recreation and sick leave credits, or eligibility for long service leave.

## 6. Blood Donors

Leave without loss of pay may be granted to officers who are registered blood donors for the time lost when they are required to donate blood during working hours.

## 7. Infectious Diseases

Where an officer is compulsorily isolated because he is a contact with a person suffering from a notifiable infectious disease, he may be granted leave without loss of pay for the period of compulsory isolation, subject to the production of a certificate from the Medical Officer of Health certifying to the period that compulsory isolation is necessary.





# LONG SERVICE LEAVE REGULATIONS

Only the certification of the Medical Officer of Health will be accepted for this purpose.

## 8. Medical Examination on Attaining Age 50 Years

Officers in country areas desirous of availing themselves of the opportunity of medical examination by the Commission's Medical Officer on attaining 50 years of age may be granted leave without loss of pay up to a maximum of one day for travel purposes, but they will be responsible for the payment of their own fares and expenses.

## 9. Naturalisation Ceremony

Leave without loss of pay may be granted to officers for the purpose of attending ceremonies to receive their naturalisation papers.

## 10. Provident Fund

Leave without loss of pay up to a maximum of one day may be granted to officers who are within six months of their retirement, for the purpose of discussing Provident Fund matters with the Secretary of the Provident Fund, subject to the following conditions:—

- (a) A prior appointment is made with the Secretary of the Fund.
- (b) All expenses associated with the visit, including fares, will be the responsibility of the officer concerned.

Leave for this purpose may be granted to officers who are not within six months of retirement where there are special circumstances which justify an interview with the Secretary of the Provident Fund, such as cases of retirement before the age of 65 years.

## 11. Repatriation Department Attendance

Leave up to one day without loss of pay may be granted to an officer attending at the Repatriation Department for the purpose of pension review or periodical medical examination or attention.

\* \* \*

The Commission's Manager, Personnel Department, will be responsible for the administration and interpretation of these Regulations.

These Regulations supersede all previous special leave Regulations and are approved by the Commission to operate from 26th June, 1964.

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## Definitions

### 1. In these Regulations—

“Dependants” means the widow of any male person, the children, parents, sisters or brothers of any person and (if in the opinion of the Commission they were wholly or partly dependent on a person at the time of his death) any other relatives of such person or any individual.

“Leave” means long service leave unless otherwise specified.

“Ordinary Rate of Pay” means the remuneration for a person's normal weekly number of hours at work and shall include a shift premium for those permanently on shift work but shall not include penalty rates or overtime or allowances or additions payable to him when working.

“Person or Personnel” means an officer/s of the salaried staff or a wages employee/s whichever is appropriate in the employment of the Commission.

“Service” means continuous employment with the Commission without a termination of the engagement and includes service with the defence forces which interrupts otherwise continuous employment with the Commission or periods spent on loan from the Commission to other employers provided that—

- (a) any portion of any period of approved leave without pay (including absence on account of sickness or accident) which is in excess of six consecutive months will not count as “service” but it will not break the continuity of the employment as referred to in this definition;
- (b) there shall be included in “service” any period which the Commission may declare in respect of any person to be additional “service” and that person's service shall be considered to include the period so declared;
- (c) in the case of a break in a person's service caused by retrenchment, aggregate (and not only continuous) employment shall count as “service” so as to include a period of employment immediately before and one immediately after the break, pro-



17. Payment in lieu of leave will not be made except to give effect to clauses 9, 19, 20 and 21.

18. Any debts owing to the Commission will be offset against the payment in lieu of leave.

#### Termination of Employment

19. Subject to clauses 20 and 21, if any person has a leave entitlement at the time when his employment is terminated, payment in lieu of leave will be made to him at the ordinary rate of pay applicable on the day when employment is terminated.

20. Any person who is granted a credit for service under clause 1 (d) in the definition of "service" in these Regulations and terminates his service otherwise than on account of permanent disability, retirement on account of age, or death will receive a payment at the ordinary rate of pay in lieu of his period of leave entitlement in accordance with these Regulations, provided that he has completed at least 10 years' continuous employment with the Commission.

21. If a person's service is terminated by death, payment in lieu of leave at the ordinary rate of pay will be made to such of that person's dependants as the Commission may determine or (at the discretion of the Commission) to his legal personal representative for any leave to which that person had become entitled and which had not been taken and, in addition, one-fortieth of any service, if any, which did not qualify for a leave entitlement under sub-clauses (b) or (c) of clause 2.

22. The service of personnel prior to the date of these Regulations will count as service under these Regulations but any leave taken or payment in lieu thereof made before these Regulations came into operation will be taken into account and shall be deemed to have been leave granted and taken in satisfaction of leave due under these Regulations.

\* \* \*

The Commission's Manager, Personnel Department, will be responsible for the interpretation and administration of these Regulations.

These Regulations supersede all previous Long Service Leave Regulations and are approved by the Commission to operate from 26th June, 1964.



SECRETARY



# CLASSIFICATIONS COMMITTEE

#### Composition of Committee

This Committee shall consist of—

- (a) A Chairman appointed by the State Electricity Commission of Victoria; and
- (b) Two members (one a commercial officer and one a technical officer) appointed by the State Electricity Commission of Victoria, one of whom will act as Deputy Chairman of the Committee; and
- (c) Two members (one a commercial officer and one a technical officer) elected by the staff of the State Electricity Commission of Victoria.

Alternate members to act in the place of regular members unavoidably absent shall be appointed or elected, and shall discharge the duties of the regular member in the absence of the latter.

All members of the Committee, whether appointed or elected, must have had at least ten years' service with the State Electricity Commission of Victoria and will act for a period of three years.

A quorum of the Committee will be three members, including the Chairman or Deputy Chairman, and at least one of the appointed and one of the elected representatives.

#### Duties and Powers

##### Duties

The Committee will consider any claim for reclassification of a member of the salaried staff covered by any Award of the Commonwealth Conciliation and Arbitration Commission to which the State Electricity Commission of Victoria is a respondent, received from—

- (a) Any member of the salaried staff in respect of his own post;
- (b) A group of members of the salaried staff in respect of their own group; or
- (c) An organisation approved by the State Electricity Commission of Victoria in respect of a member or members of that organisation.





# APPEALS COMMITTEE

## Constitution

The Committee will operate on a part-time basis, and will consist of three members—two appointed by the Commission, one of whom will be Chairman, and one elected by the staff.

There will be alternate members who will discharge the duties of the elected or appointed members when they are unavoidably absent. In the case of the elected member, the alternate member shall be the candidate placed second in a preferential ballot for the elected member, and, in the case of the appointed member, the Commission will make any necessary appointments.

The elected member of the Committee must have had at least ten years' service with the Commission, and will be elected for a period of three years, after which he will be eligible for re-election.

An elected member or his alternate may resign his office at any time.

Two members of the Committee, including an elected representative, shall form a quorum.

In the event of any vacancy on the Committee, caused by resignation or otherwise, the following procedure will apply:—

### (i) Appointed Members

The Commission will appoint an officer to fill the vacancy.

### (ii) Elected Member

- (a) If within nine months of the completion of the election period, the alternate member will become the member.
- (b) If more than nine months before the completion of the election period, a new election will be held.

### (iii) Elected Alternate Member

An election for a new alternate member will be held should the period for which the ex-alternate member was elected have more than nine months to run.

Any member or alternate member elected under Paragraph (ii) or (iii) to fill a vacancy will hold office only for the unexpired period of office of his predecessor.

## Duties

The Committee will consider all appeals submitted by personnel or former personnel of the Commission referred to it by the Commission against—

- (a) Appointments to salaried staff positions;
  - (b) Promotions to salaried staff positions;
  - (c) Disciplinary action taken against salaried staff officers;
  - (d) Retrenchment decisions as applicable to salaried staff;
- and will make such recommendations to the Chairman of the Commission as the Committee considers warranted.

## Powers

In conducting its deliberations, the Committee will determine its own procedure, but, for the carrying out of its duties, it will have the following powers:—

- (a) To co-opt to the Committee any appropriate officer to assist in the investigation of an appeal.
- (b) In relation to an appeal to inspect work performed by staff and interrogate any officer.
- (c) To require any member of the staff to appear before it in relation to an appeal.

## Procedure

Appeals should be addressed to the Secretary of the Commission and should state the grounds on which the appeal is made and be submitted within three weeks from the date of the announcement or advice of the appointment, promotion, disciplinary action or retrenchment.

In an appeal against an appointment or a promotion, the appellant will, as a general rule, be informed of the Managerial reasons why he was not appointed or promoted. In such cases, he should then advise the Commission's Secretary within fourteen days of receipt of this information whether he still desires his case to be considered by the Appeals Committee.

The channel of communication with respect to matters referred to the Committee by the Commission will be through the Assistant General Manager (Adm.).

The Commission will provide the Committee with appropriate and relevant information as required.



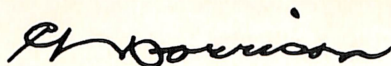
Any appellant may be represented by an official of an approved staff organisation who will be permitted to appear before the Committee, but not by a legal practitioner or professional advocate.

Any organisation registered under the Commonwealth Conciliation and Arbitration Act which is a party to a Federal Award to which the Commission is a respondent may apply to the Commission to be recorded as an approved organisation, and the decision of the Commission in this regard shall be final.

The Commission will appoint one of its officers to be Secretary to the Committee, and will provide such facilities as are necessary for its proper functioning.

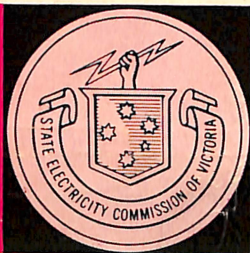
An appellant appearing before the Appeals Committee shall be granted—

- (a) The necessary time off without loss of pay for the purpose of attending for interview.
- (b) The cost of a return rail fare if he comes from outside the metropolitan area.
- (c) If from a country locality to which it is not reasonably possible to return on the day of interview, a refund of reasonable expenses, including meals and lodging, if his appeal is upheld.



SECRETARY





ISSUED BY  
**STATE  
ELECTRICITY  
COMMISSION  
OF VICTORIA**

22 WILLIAM STREET  
MELBOURNE

●  
December, 1964