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# OFFICERS OF PARLIAMENT ACT 1888.

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REGULATIONS RELATIVE TO THE DUTIES TO BE PERFORMED BY THE VARIOUS OFFICERS OF THE DEPARTMENT OF THE LEGISLATIVE COUNCIL, AND THE DISCIPLINE TO BE OBSERVED IN THE PERFORMANCE OF SUCH DUTIES.

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(Approved by His Excellency the Administrator of the Government in Council on 24th June, 1889.)

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PRESENTED TO BOTH HOUSES OF PARLIAMENT PURSUANT TO THE PROVISIONS OF THE ACT 52 VICT. No. 992 SEC. 12.

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Division of Department.

1. For the purpose of these Regulations the Department of the Legislative Council shall be deemed to be divided into the following Branches, viz.:—

The Clerical Branch  
and  
The Usher's Branch.

Clerical Branch.

2. The Clerical Branch shall consist of the several Clerks in the office (other than the Clerk Assistant) and of the Reader and Reader's Assistant, and shall be under the immediate control of the Clerk of the Legislative Council.

Usher's Branch.

3. The Usher's Branch shall consist of the Housekeeper, Messengers, and Charwoman, and shall be under the immediate control of the Usher of the Legislative Council.

Hours of Attendance:  
Clerical Branch.

4. The hours of attendance to be observed by Officers in the Clerical Branch shall, during the continuance of a Session of Parliament, be from nine o'clock a.m. to such time as the Legislative Council shall adjourn; and during any recess of Parliament the hours of attendance shall be from ten o'clock a.m. until four o'clock p.m. Provided that the ordinary hours of attendance on Saturdays, during the continuance of a Session of Parliament, shall be

from nine o'clock a.m., and during any recess, from ten o'clock a.m. until twelve o'clock noon.

5. The hours of attendance of Officers in the Usher's Branch shall, during the continuance of a Session of Parliament, be from eight o'clock a.m. until the lights and fires are extinguished after the Council shall have adjourned, and during any recess of Parliament from half-past eight o'clock a.m. until four o'clock p.m., except on Saturdays, when the ordinary hours of attendance shall be from half-past eight o'clock a.m. until twelve o'clock noon.

6. No allowance will be made to any Officer for performing duties in other than the usual hours of attendance fixed by these Regulations. *Overtime.*

7. All Officers of the Clerical and Usher's Branches shall be diligent in the performance of their several duties, and shall conduct themselves with civility and courtesy in their official intercourse with Members of Parliament and the public, and pay proper deference and respect to all placed in authority over them. Any Officer guilty of any incivility or discourtesy in his official intercourse with Members of Parliament or the public, or of not paying proper respect to his Superior Officers, shall be guilty of a breach of these Regulations. *Conduct of Officers.*

- Absence from duty.** 8. Any Officer who shall be absent from duty during the hours herein specified without authorized leave shall be guilty of a breach of these Regulations, unless reasonable cause be shown.
- Absence from illness.** 9. If any Officer be prevented by illness from attending to duty he shall furnish such evidence of his illness as the Officer under whose immediate control he may be may consider necessary.
- Unavoidable absence.** 10. Unavoidable absence from duty from any other pressing emergency shall, if required, be supported by reasonable proof of the existence of such emergency.
- Public property in care of Officers.** 11. All Officers will be responsible for the careful use and preservation of Government property in their possession, custody, or care.
- Information not to be given.** 12. Except in the course of official duty no information concerning public business shall be given directly or indirectly by any Officer without the express direction or permission of the Head of the Department.
- Application of Officers, how to be made.** 13. The application of any Officer for promotion, or upon any other matter affecting his position in the service of the Legislative Council, shall be made by the applicant himself to the Officer under whose immediate control he may be.
- Insobriety.** 14. If any Officer be observed to be at any time under the influence of intoxicating liquor, or to be unfit to perform his duties properly by reason of over indulgence in intoxicating liquor, he shall be temporarily suspended from duty by the Officer under whose immediate control he may be.
- Application for leave of absence.** 15. Every application for leave of absence shall be made to the Officer under whose immediate control the applicant may be.
- Application for furlough.** 16. Every application for extended leave of absence shall be made through the Officer under whose immediate control the applicant may be, and shall by such Officer be submitted to the President of the Council for his sanction or approval.
17. If any Officer shall be absent from duty on account of illness, and such absence shall have extended beyond three months, he shall not be permitted to return to duty until the Government Medical Officer shall have certified to the Permanent Head of the Department that he is fit to resume duty.
18. If any Officer shall do, or permit to be done, any act or thing forbidden, or if he shall neglect to do any act or thing enjoined by these Regulations or lawfully required by the Officer under whose immediate control he may be, he shall, in all cases not hereinbefore expressly provided for, be deemed to be guilty of a breach of these Regulations.
19. If any Officer not included in the definitions hereinbefore contained of the Clerical Branch or of the Usher's Branch be guilty of unbecoming conduct, but not of such conduct as to render him unfit to continue in the Public Service, he may be suspended from duty by the President, and the President shall, if Parliament be then in Session, forthwith, or if Parliament be not in Session, then upon its re-assembling, submit a statement of the reasons for such suspension to the Standing Orders Committee, which Committee may, after due inquiry, remove such suspension or may punish the offender by reprimand, further suspension from duty, or fine, according to the nature of the offence: Provided that the amount of such fine shall in no case exceed the amount of One hundred pounds.
20. If any Officer, either of the Clerical Branch or of the Usher's Branch, be guilty of a breach of any of these Regulations, and the Permanent Head of the Department be of opinion that the offence is not of so serious a nature that a report should, in the course of his duty, be made to the President of the Council, he may for any such breach order to be deducted by way of fine from the salary of such Officer a sum not exceeding £5; and the President may, on the appeal of the Officer so punished, confirm or disallow such penalty; and the decision of the President shall be final.

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