

INDEPENDENT STATE OF PAPUA NEW GUINEA.

CHAPTER NO. 58.

*Local Government Service.*

GENERAL ANNOTATION.

ADMINISTRATION.

The administration of this Chapter was vested in the Minister for Decentralization at the date of its preparation for inclusion.

The present administration may be ascertained by reference to the most recent Determination of Titles and Responsibilities of Ministers made under Section 148(1) of the Constitution.

Reference in or in relation to this Chapter to—

“the Departmental Head”—should be read as references to the Secretary for Decentralization;

“the Department”—should be read as references to the Department of Decentralization.

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<sup>1</sup>Subsidiary legislation has not been up-dated.



INDEPENDENT STATE OF PAPUA NEW GUINEA.

CHAPTER NO. 58.

*Local Government Service Act.*

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INDEPENDENT STATE OF PAPUA NEW GUINEA.

CHAPTER NO. 58.

*Local Government Service Act.*

Being an Act to establish and regulate a Local Government Service, and for related purposes.

PART I.—PRELIMINARY.

1. Interpretation.

(1) In this Act, unless the contrary intention appears—

“appointed member of the Commission” means a member of the Commission referred to in Section 4(1)(b) or (c);

“the Chairman” means the Chairman of the Commission;

“the Commission” means the Local Government Service Commission established by Section 3;

“designated position” means a position on the staff of a Council or Local Government Authority referred to in Section 24(1);

“determination” means a determination published in the *Local Government Gazette*;

“the determinations” means the determinations made under this Act;

“the Local Government Association” means the Local Government Association of Papua and New Guinea Incorporated;

“member of the Commission”, in relation to a meeting of the Commission or a matter for the purposes of which or in relation to which the deputy of a member acts under Section 5(3), includes the deputy;

“member of the Service” means a person appointed to the Service under Section 19;

“the regulations” means any regulations made under this Act;

“the Service” means the Local Government Service established by Section 16;

“this Act” includes the regulations and the determinations.

(2) Unless the contrary intention appears, expressions that are used in this Act and are also used in the *Local Government Act* have the same meanings in this Act as they have in that Act.

2. Application.

This Act does not affect the operation of Part VIII. of the *Local Government Act* in relation to persons who are not members of the Service.

PART II.—THE LOCAL GOVERNMENT SERVICE COMMISSION.

*Division 1.—Establishment, etc.*

**3. Establishment of the Commission.**

A Local Government Service Commission is hereby established.

**4. Constitution of the Commission.**

(1) The Commission shall consist of—

- (a) the Commissioner for Local Government, who shall be the Chairman; and
- (b) a second member, appointed by the Minister, by notice in the *Local Government Gazette*, from a panel of names submitted by the Local Government Association; and
- (c) a third member, appointed by the Minister, by notice in the *Local Government Gazette*.

(2) If the Minister is not satisfied that there is on a panel of names submitted in accordance with Subsection (1)(b) the name or names of a person or persons suitable for appointment under that paragraph, he may request the Local Government Association to submit a further name or further names.

(3) If after being requested by the Minister, the Local Government Association fails to submit a panel of names in accordance with Subsection (1)(b), or a further name or names under Subsection (2), within what, in the opinion of the Minister, is a reasonable period, the Minister may appoint the second member of the Commission without such a submission.

*(Amended by No. 25 of 1976, Schedule 18.)*

**5. Deputies of members of the Commission.**

(1) The Minister shall, by notice in the *Local Government Gazette*, appoint a deputy for each member of the Commission. *(Amended by No. 25 of 1976, Schedule 18.)*

(2) In the case of the deputy of the member referred to in Section 4(1)(b), the appointment shall be made in the same manner as the appointment of the member referred to in that paragraph.

(3) In the event of the absence of a member of the Commission from a meeting of the Commission or his inability for any reason to act in relation to a matter, his deputy has and may exercise and perform all his powers and functions for the purposes of that meeting or in relation to that matter.

**6. Tenure of office.**

(1) An appointment to the Commission shall be for such period (not exceeding three years) as the Minister fixes. *(Amended by No. 25 of 1976, Schedule 18.)*

(2) The periods of appointment of any one appointed member of the Commission and of his deputy shall end on a date different from the date on which the period of appointment of the other appointed member ends.

**7. Disqualifications.**

(1) The following persons are not qualified for appointment to the Commission :—

- (a) a member of the Parliament; and
- (b) a person who holds any office in a political organization; and
- (c) an employee of a Council or Local Government Authority; and

- (d) a person who is an undischarged bankrupt or insolvent; and
  - (e) a person who has been convicted of an offence punishable under a law of Papua New Guinea, or of Australia or a State or Territory of Australia, by death or imprisonment for one year or longer and, as a result of the conviction, is subject to be sentenced to death or imprisonment, is under sentence of death or is undergoing imprisonment, or is under bond to appear for sentence if called on.
- (2) A member of the Commission shall be deemed to have vacated his office if—
- (a) he becomes a person of unsound mind as that expression is used in the *Public Health Act*; or
  - (b) he becomes a person referred to in Subsection (1); or
  - (c) except on leave granted by the Commission, he absents himself from three consecutive meetings of the Commission; or
  - (d) he becomes permanently incapable of performing his duties.
- (3) An appointed member of the Commission may at any time resign his appointment by written notice to the Minister.

#### 8. Fees and allowances.

The Commission shall be deemed to be a Board approved under Section 2 of the *Boards (Fees and Allowances) Act*.

#### Division 2.—Powers and Functions.

#### 9. Functions of the Commission.

- (1) In addition to its other powers, functions, duties and responsibilities under this Act, the Commission has the following functions and duties :—
- (a) to devise means for effecting economies and promoting efficiency in the management and working of the staff of Councils and Local Government Authorities by—
    - (i) improved organization and procedure; and
    - (ii) closer supervision; and
    - (iii) the simplification of work and the abolition of unnecessary work; and
    - (iv) the co-ordination of work; and
    - (v) the limitation of staff to actual requirements and the utilization of staff to the best advantage; and
    - (vi) the avoidance of unnecessary expenditure,and to advise Councils and Local Government Authorities on any such matter; and
  - (b) to ascertain whether any inefficiency or lack of economy exists in the use of staff of Councils and of Local Government Authorities, and to bring any such matter to the attention of the Council or Authority concerned; and
  - (c) to exercise a critical oversight of the activities, and the methods of conducting the business, of the staff of Councils and the staff of Local Government Authorities; and

- (d) to maintain a comprehensive and continuous system of measuring and checking the economical and efficient working of the staff of Councils and the staff of Local Government Authorities and devise standard practices and uniform instructions for carrying out recurring work, and to advise Councils and Local Government Authorities on any such matter; and
- (e) to make recommendations to the Government regarding subsidies or other assistance to low-income Councils or Local Government Authorities in order to assist in meeting the costs of adequate staff in designated positions; and
- (f) to inquire into and report to the Minister on all matters relating to the employment of staff of Councils and staff of Local Government Authorities, and in particular on any such matter referred to it by the Minister; and
- (g) such other duties in relation to the staff of Councils and the staff of Local Government Authorities as are prescribed by or under this or any other Act.

(2) In performing its functions under this Act, the Commission shall consult with Councils, Local Government Authorities and the Local Government Association, as appropriate.

(3) This section does not apply in respect of the exercise or performance by Councils or Local Government Authorities of their powers or functions.

#### **10. Powers of the Commission.**

(1) For the purpose of carrying out its functions and duties under this Act, the Commission may at any time—

- (a) enter premises occupied or used by a Council or Local Government Authority; and
- (b) summon any person whose evidence appears to be material to the determination of any matter before the Commission; and
- (c) take evidence on oath or affirmation, and for that purpose administer oaths or affirmations; and
- (d) require any person to produce a book, document or paper in his custody or control.

(2) A person who knowingly makes a false or misleading statement in any evidence before the Commission is guilty of an offence.

(3) A person who, when summoned or required under this section to give evidence or to produce a book, document or paper in his custody or control, fails without reasonable excuse (proof of which is on him)—

- (a) to attend before the Commission at the time and place appointed in the summons or requirement; or
- (b) to be sworn or make an affirmation; or
- (c) to answer any question put to him by the Commission; or
- (d) to produce the document, book or paper,

is guilty of an offence.

Penalty: A fine not exceeding K40.00.

(4) It is a defence to a charge of an offence against Subsection (3) for failing to produce a book, document or paper, or to answer a question, if the defendant proves that the book, document or paper or question was not relevant to the matter in connexion with which the production or answer was required.



(5) For the purposes of this section, a summons or requirement purporting to have been issued or made by the Commission shall be deemed to have been properly issued or made if it is signed by the Chairman.

**11. Meetings of the Commission.**

(1) The Commission shall meet at such times as are fixed by the Chairman, but in any event not less frequently than once in every two months.

(2) The Chairman shall give to the other members of the Commission not less than seven days' written notice personally or by post, of a meeting, or such lesser period of notice as agreed on by the Chairman and one other member.

(3) At a meeting of the Commission—

(a) the Chairman and one other member is a quorum; and

(b) the Chairman shall preside; and

(c) all matters shall be decided in accordance with a majority of votes of the members present and voting; and

(d) the Chairman has a deliberative and, in the event of an equality of votes on a matter, also a casting vote.

(4) The Commission shall cause minutes of its meetings to be kept.

(5) Subject to this Act, the procedures of the Commission are as determined by it.

**12. Delegation.**

The Commission may, by instrument, delegate to any person all or any of its powers and functions under this Act (except this power of delegation).

*Division 3.—General.*

**13. Communications between the Commission and the Service.**

The Commission may communicate directly with a member of the Service at any time, and a member of the Service may communicate directly with the Commission at any time.

**14. Staff of the Commission.**

The Government shall provide for the Commission, within the office of the Commissioner for Local Government—

(a) such secretarial, clerical, typing, research and other staff and facilities; and

(b) such office accommodation, furniture and equipment,

as are reasonably required for the efficient operation of the Commission.

**15. Annual report.**

(1) The Commission shall, not later than 31 March in each year, give to the Minister, for presentation to the Parliament, a report on the condition and efficiency of the Service and on the activities of the Commission for the period of 12 months ended on 31 December in that year. (*Amended by No. 47 of 1977, Schedule 1.*)

(2) In its report under Subsection (1) the Commission shall set out any changes that have been made, and any further measures that are necessary or desirable, for improving the working of the Service, and especially for ensuring efficiency and economy.

PART III.—THE LOCAL GOVERNMENT SERVICE.

*Division 1.—Preliminary.*

**16. Establishment of the Service.**

- (1) A Local Government Service is hereby established.
- (2) The Service shall consist of members appointed under this Part.

**17. General directions by the Minister.**

The exercise of the powers conferred on the Commission by this Part is subject to any directions of the Minister.

**18. Consultation with Public Services Commission.**

Before exercising any powers conferred on it by Section 20, 21, 22, 24, 26 or 30, the Local Government Service Commission shall consult with the Public Services Commission.

*Division 2.—Appointments, etc.*

**19. Appointments to the Service.**

(1) Subject to this Act, the Commission may appoint persons to be members of the Service.

(2) A person shall not be appointed to be a member of the Service unless—

(a) he is—

- (i) a citizen of Papua New Guinea; or
- (ii) an Australian citizen, a British subject or an Australian protected person; and

(b) he produces evidence to the satisfaction of the Commission as to—

- (i) his health and physical fitness; and
- (ii) his possession of qualifications that will enable him to perform the duties of a designated position; and
- (iii) his age; and
- (iv) his good character; and

(c) he subscribes, before the Chairman or a person authorized by him for the purpose, the Code of Ethics for Members of the Local Government Service set out in the Schedule.

**20. Conditions of employment.**

(1) Subject to this Act, the Commission may determine all matters relating to the terms and conditions of appointment and service in the Service, and by members of the Service in designated positions.

(2) Without otherwise limiting the generality of Subsection (1), the determinations shall provide—

(a) for disciplinary matters relating to members of the Service in relation to—

- (i) their membership of the Service; and
- (ii) their employment by a Council or a Local Government Authority; and

- (b) that the termination of the services of a member of the Service by or with a Council or Local Government Authority does not of itself terminate his membership of the Service; and
  - (c) for the rights and welfare of members of the Service during and in relation to periods when they are necessarily not employed in designated positions.
- (3) A determination under this Act shall not provide for overseas conditions of service.

**21. Sick leave and long leave funds.**

(1) The Commission may, by determination, provide for the establishment of funds under the control of the Commission—

- (a) into which Councils and Local Government Authorities shall pay contributions, in accordance with the determinations, in respect of accrued, accruing or contingent rights to sick leave and other leave and other rights of members of the Service employed by them; and
- (b) out of which payments shall be made, in accordance with the determinations, to members of the Service in respect of their accrued rights.

(2) The Commission may recover any arrears of contributions from the Council or Local Government Authority concerned as a debt.

(3) The determinations may prescribe the degree to which, the circumstances in which, and the conditions on which, payments may be made out of any fund established under this section.

(4) Sections 4, 6, 10, 12 and 15 of the *Public Bodies (Financial Administration) Act* apply to the Commission in respect of funds established under this section as though the Commission were a public body to which that Act applied.

**22. Superannuation schemes.**

(1) The Commission may establish, or make arrangements for, contributory or non-contributory superannuation or retirement benefits schemes for or in relation to members of the Service.

(2) The determinations may require a member of the Service to join a scheme referred to in Subsection (1).

*Division 3.—Married Women.*

**23. Special provisions relating to married women.**

(1) Subject to this section, a married woman may be appointed to be a member of the Service, and a female member may continue to be a member after her marriage.

(2) The rights (if any) of a married woman to and in respect of superannuation or retirement benefits are as determined by or under Act.

(3) Where, in the opinion of the Minister, the number of persons who are qualified for appointment to the Service is in excess of the demand, the Minister may direct that preference in appointment to the Service be given to males, unmarried females and female heads of families over other married women, and the Commission shall comply with the direction. (*Amended by No. 25 of 1976, Schedule 18.*)

(4) Where, in the opinion of the Minister, it is desirable by reason of an over-supply of persons qualified for appointment to the Service, the Minister may direct that the Commission retire from the Service such number or proportion of members who are

married women, other than female heads of families, as the Minister thinks proper, and the Commission shall comply with the direction. (*Amended by No. 25 of 1976, Schedule 18.*)

(5) In complying with a direction under Subsection (4), the Commission shall make the retirements progressively from the lowest-classified class of positions to the highest-classified class, and within each class shall retire members in the reverse order of their respective lengths of service in the Service.

(6) Where the Commission is satisfied that a married female member of the Service is supporting a husband or family (or both) in such circumstances that she should be regarded as being the head of the family, the Commission may declare her to be a female head of a family for the purposes of this section.

*Division 4.—Designated Positions.*

**24. Designated positions.**

(1) Of its own motion or at the request of the Council or Local Government Authority, the Commission may, by notice in the *Local Government Gazette*—

(a) create positions to be known as designated positions on the establishment of the staff of a Council or Authority; and

(b) determine the qualifications for, and the duties of, any such position.

(2) Subject to Section 31, only a member of the Service is qualified to hold a designated position, except with the consent of the Commission and for such period and subject to such conditions as it thinks proper.

(3) Except with the consent of the Commission, a member of the Service shall not be employed by a Council or a Local Government Authority otherwise than in a designated position for which he holds the necessary qualifications.

**25. Employment of members of the Service in designated positions.**

(1) Notwithstanding anything in any other law, a Council or Local Government Authority may employ a member of the Service, in accordance with this Act, in a designated position.

(2) This Act does not affect the relationship of master and servant as between a Council or Local Government Authority and a member of the Service, or create such a relationship between the Commission and any member of the Service.

**26. Classification of designated positions.**

From time to time the Commission may, by determination, allot salary or a scale of salary to any designated position.

**27. Implied conditions of employment contracts.**

(1) Notwithstanding anything in any other law, the terms and conditions prescribed by this Act are implied in all contracts of employment between a Council or Local Government Authority and a member of the Service in relation to a designated position.

(2) Subsection (1) does not apply to or in respect of a supernumerary employed under Section 31.

**28. Application of Section 104 of Public Service Act.**

Section 104 of the *Public Service Act* does not apply to designated positions or to the Service.

*Division 5.—General.*

**29. Directions by Commission.**

The Commission may give to members of the Service directions, not inconsistent with this Act or the *Local Government Act*, as to any matter prescribed by this Act or necessary or desirable for the efficient administration of the Service.

**30. Additional powers of Commission.**

Where in the opinion of the Commission there is no provision, or no sufficient or appropriate provision, in respect of any matter or thing necessary or desirable to give effect to this Part or for the regulation or welfare of the Service, the Commission, with the approval of the Head of State, acting on advice, may determine—

- (a) that any appropriate provision of the *Public Service Act* or the regulations or determinations made under that Act, with the necessary modifications, shall apply; or
- (b) in what manner and form the want of provision or insufficient or inappropriate provision shall be supplied or modified,

until such time as the necessary provision can conveniently be made.

**PART IV.—MISCELLANEOUS.**

**31. Supernumerary employment.**

(1) Where for any special reason the Commission thinks it proper, the Commission may authorize a Council or Local Government Authority to employ persons as supernumeraries on special contracts, in such circumstances and on such terms and conditions as are approved by the Commission, generally or in a particular case, after consultation with the Public Services Commission.

(2) A designated position may be occupied by a supernumerary employed under Subsection (1).

**32. Regulations.**

The Head of State, acting on advice, may make regulations, not inconsistent with this Act, prescribing all matters that by this Act are required or permitted to be prescribed, or that are necessary or convenient to be prescribed for carrying out or giving effect to this Act, and in particular for prescribing all matters concerning—

- (a) relationships between the Commission and Councils and Local Government Authorities; and
- (b) the duties and responsibilities of Councils and Local Government Authorities in relation to—
  - (i) the Commission; and
  - (ii) this Act; and
  - (iii) the administration of the Service.

SCHEDULE.

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Sec. 19.

CODE OF ETHICS FOR MEMBERS OF THE LOCAL GOVERNMENT SERVICE.

I understand that I hold an office of public trust and as an officer of my Council (*or* Local Government Authority) do promise—

- To uphold constitutional government and the laws of my community; and
  - To conduct my public and private life so as to be an example to my fellow citizens; and
  - To conform, in the exercise of my profession, to such standards of quality and integrity that the conduct of my office will be above reproach; and
  - To be ever mindful of my neutrality and impartiality, giving equal service to all; and
  - To record what is true and preserve what is entrusted to me as if it were my own; and
  - To strive constantly to improve the administration of my office, consistent with applicable laws.
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INDEPENDENT STATE OF PAPUA NEW GUINEA.

CHAPTER NO. 58.

*Local Government Service Determination.*

ARRANGEMENT OF SECTIONS.

PART I.—PRELIMINARY.

1. Interpretation—
  - “appointment”
  - “the Benefits Fund”
  - “employment”
  - “employing authority”
  - “family”
  - “holiday”
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INDEPENDENT STATE OF PAPUA NEW GUINEA.

CHAPTER NO. 58.

*Local Government Service Determination.*

PART I.—PRELIMINARY.

1. Interpretation.

In this Determination, unless the contrary intention appears—

“appointment” means appointment as a member of the Service under Section 19 of the Act;

“the Benefits Fund” means the Benefits Fund set up under Section 95;

“employment” means employment in a designated position by an employing authority;

“employing authority”—

(a) in relation to a designated position—means a Council or Local Government Authority on the staff establishment of which a designated position has been created; and

(b) in relation to a member of the Service—means the Local Government Council or Local Government Authority that employs him;

“family”, in relation to a member of the Service, means a wife, children under the age of 16 years who are wholly dependent on and maintained by the member, and relatives who are wholly dependent on and maintained by the member in such circumstances that, in the opinion of the Commission, they should be regarded as forming part of the member's family;

“holiday” means a holiday prescribed by Section 25(1);

“promotion” means the transfer of a member of the Service to a designated position having a higher maximum rate of pay than the maximum rate of pay of the designated position from which he is transferring;

“salary” means the annual salary applicable to a member of the Service by virtue of Part VII.;

“service”, in relation to a member of the Service, does not include any period during which the member is not employed in a designated position;

“wife”, in relation to a member of the Service, means a wife other than the wife of a polygamous marriage by custom entered into after the date of appointment of the member to the Service.

2. Delegation.

The Commission or an employing authority may, by instrument, delegate to a person all or any of its powers or functions under this Determination (except this power of delegation and powers and functions under Part XI or XIV).

PART II.—APPOINTMENT TO MEMBERSHIP OF THE SERVICE.

3.—Notice of appointment.

A person appointed to the Service shall be notified by the Commission, in writing, of his appointment, and a copy of the notification shall be forwarded to the employing authority (if any) by which he is employed.

4. Appointments to be probationary.

(1) Except as otherwise provided in this Determination, every appointment to the Service is probationary until confirmed.

(2) The normal period of probation is 12 months, but the Commission may—

(a) extend the probationary period by a further period or periods not exceeding 12 months in the aggregate; or

(b) dispense with or shorten the period of probation in any case where it is expedient or desirable in the interests of the Service to do so.

(3) A probationary member of the Service may be required by the Commission to undergo training before confirmation of his appointment, and in such a case the period of probation may be extended by the Commission until the successful completion of the training.

(4) The Commission may annul the appointment of a probationary member of the Service at any time during the period of probation.

(5) At the expiration of the period of probation the Commission may, in its discretion, confirm or annul the appointment.

5. Reappointment of members who resign to contest elections.

(1) Where the Commission is satisfied that—

(a) a person who was a member of the Service—

(i) ceased to be a member in order to become a candidate for election as a member of the Parliament or a Local Government Council; and

(ii) was a candidate at the election; and

(iii) was not elected; and

(b) the person ceased to be a member of the Service not earlier than one month before the date on which nominations for the election closed,

the Commission may, in its discretion and on application by the person within two months after the declaration of the result of the election, reappoint him under this section.

(2) A person reappointed under this section shall be deemed to have continued in the Service as if he had not resigned but had been on leave of absence without pay during the period from the day on which his resignation became effective to and including the day immediately preceding the day on which he was reappointed.

(3) The period referred to in Subsection (2) does not form part of the member's service for any purpose.

PART III.—EMPLOYMENT BY EMPLOYING AUTHORITIES.

6. Advertisement of vacancies.

(1) Where a vacancy exists in a designated position and in the opinion of the employing authority it is necessary to fill the vacancy, the position may be advertised by the

employing authority, and an appointment may be recommended or a promotion or transfer may be made to fill the vacancy in accordance with this Part.

(2) An advertisement of a vacant position shall be published in the *Local Government Gazette*, and may also be published by any other means.

(3) The advertisement shall state—

- (a) the designation of the position and its location; and
- (b) the salaries, or limits of salaries, that will be applicable on appointment, promotion or transfer; and
- (c) the qualifications required to be possessed; and
- (d) the date by which applications must be made,

and such other matters (if any), not inconsistent with the Act or this Determination, as the employing authority thinks necessary.

#### 7. Selection of applicants.

(1) Applications for appointment, promotion, or transfer to a vacant position shall be made to the employing authority on whose establishment the vacancy exists.

(2) The employing authority shall consider the applications and if it desires to employ an applicant shall recommend to the Commission his appointment, promotion, or transfer, as appropriate, giving reasons for the selection, and giving reasons for the rejection of the other applicants.

(3) On receipt of a recommendation for appointment, promotion, or transfer, the Commission may—

(a) accept the recommendation and—

- (i) promote or transfer the member of the Service concerned; or
- (ii) consider the applicant for appointment,

as the case requires; or

(b) return the recommendation to the employing authority for further consideration, together with reasons for the return of the recommendation.

(4) Where a recommendation is returned under Subsection (3), the employing authority shall reconsider the application and may—

(a) withdraw the recommendation (in which case the matter lapses); or

(b) pass a resolution confirming the recommendation or substituting another recommendation.

(5) On receipt of a resolution under Subsection (4)(b), the Commissioner may—

(a) accept the resolution and—

- (i) promote or transfer the member of the Service concerned; or
- (ii) consider the applicant for appointment,

as the case requires; or

(b) decline to accept the resolution (in which case the matter lapses).

#### 8. Contract of employment.

A transfer or promotion or appointment is not effective until a contract of employment in the form in Schedule 1 has been executed.

**9. Date of promotion or transfer.**

(1) A member of the Service who is promoted or transferred under this Part shall take up duties in the position to which he has been promoted or transferred on a date to be agreed on between the employing authority from which he has been promoted or transferred and the employing authority to which he has been promoted or transferred.

(2) In the event of an agreement not being reached under Subsection (1), the Commission shall decide the date of transfer.

(3) A promotion or transfer is effective from the date agreed on under Subsection (1), or the date decided by the Commission under Subsection (2), as appropriate.

**PART IV.—TERMINATION OF APPOINTMENT AND TERMINATION OF EMPLOYMENT.**

*Division 1.—General.*

**10. Retirement.**

(1) Subject to this section, a member of the Service who has attained—

(a) in the case of a male member the age of 60 years; or

(b) in the case of a female member the age of 55 years,

is entitled to retire from the Service if the member desires to do so, but such a member may, subject to this Determination, continue in the Service until he or she attains, in the case of a male member the age of 65 years, or in the case of a female member the age of 60 years.

(2) A member who continues in the Service after he or she has attained the age at which he or she is entitled to retire—

(a) may be retired from the Service at any time before attaining, in the case of a male member the age of 65 years, or in the case of a female member the age of 60 years; and

(b) shall retire from the Service on attaining, in the case of a male member the age of 65 years, or in the case of a female member the age of 60 years.

**11. Retirement on grounds of ill-health or loss of qualifications.**

(1) If a member of the Service appears to the Commission or the employing authority, after full investigation of the circumstances—

(a) to be, by reason of mental or bodily infirmity or for any other reason, unfit to discharge, or incapable of discharging, the duties of his position efficiently; or

(b) to have ceased to have the qualifications determined for his position, or to have become legally disqualified from carrying out those duties or legally incompetent to carry them out,

the Commission may, after receiving a report from the employing authority, retire him from the Service or transfer him to some other position of equal or lower status or pay.

(2) The retirement of a member of the Service under this section shall not be deemed to be on account of mental or bodily infirmity unless it is so stated in the instrument effecting the retirement.

**12. Resignation from employment.**

(1) A member of the Service may resign from employment with an employing authority by giving at least one month's notice, or such lesser period of notice as is agreed between the employing authority and the member.

(2) Where a member of the Service resigns from employment with an employing authority, the Commission shall investigate all the circumstances and may, in its discretion, direct that he cease to be a member of the Service.

(3) Where the Commission does not issue a direction under Subsection (2), a member of the Service who has resigned from employment with an employing authority ceases to be a member if alternative employment has not been offered to him, and accepted by him, within six months after his resignation from the employing authority becomes effective.

**13. Resignation from the Service.**

A member of the Service may resign from the Service by giving to the Commission at least one month's notice or such lesser period of notice as is agreed between the Commission and the member.

**14. Nomination for election.**

Where a member of the Service nominates for election to the Parliament or a Council, his membership of the Service ceases from the time of the nomination.<sup>1</sup>

**15. Termination of employment.**

(1) The employment of a member of the Service may be terminated by an employing authority by written notice on the ground that—

- (a) his service or position is not necessary; or
- (b) the work on which he was engaged is finished; or
- (c) a reduction in the number of employees is necessary because the volume of work has diminished.

(2) A member of the Service who is given notice of termination under Subsection (1) shall continue to be paid by the employing authority until—

- (a) the end of a period of six months from receipt of the notice of termination; or
  - (b) he is offered employment by another employing authority under Part III.,
- whichever first occurs.

*Division 2.—Abolition of Employing Authority and Retrenchment.*

**16. Abolition of employing authority.**

(1) The employment of a member of the Service terminates on the abolition of the employing authority under the *Local Government Service Act*.

(2) The pro rata recreation leave accrued by the member of the Service immediately before the abolition of the employing authority is a liability of the employing authority.

(3) From the time of the abolition the member of the Service shall, subject to Subsections (4), and (5), be paid each fortnight an allowance at the same rate per annum as the salary to which he was entitled immediately before the abolition of the authority.

<sup>1</sup> But see, also, Constitution, Section 50.

(4) Where a member of the Service who is receiving benefits under this section obtains employment otherwise than in a designated position, the amount of the allowance otherwise payable under this section is reduced by the amount of pay received whilst so employed.

(5) The allowance payable under this section ceases to be payable—

(a) at the end of the period of six months after the dissolution of the employing authority; or

(b) when the member of the Service is offered employment with another employing authority under Part III.,

whichever first occurs.

**17. Retrenchment.**

(1) Unless a member of the Service to whom Section 15 or 16 applies is offered alternative employment in a designated position within six months of his receipt of notice of termination of employment or the abolition of the employing authority, his membership of the Service ceases, and he shall be deemed to have been retrenched by the Commission.

(2) Where a member of the Service to whom Section 15 or 16 applies is offered alternative employment in a designated position within six months of receipt of notice of termination of employment or abolition of the employing authority, as the case may be, and does not accept the offer, he shall be deemed to have resigned from the Service at the end of that period.

**PART V.—GENERAL CONDITIONS OF SERVICE.**

**18. Compliance with laws and directions.**

A member of the Service shall promptly and correctly carry out all duties appertaining to his position and shall in due course and at proper times comply with and give effect to all laws, regulations, rules and instructions applying to or in relation to, or made or issued for his guidance in the performance of, his duties including any relevant directions under Section 29 of the Act.

**19. Medical examinations.**

Whenever required by the Commission, a member of the Service shall submit himself to medical examination by a Government Medical Officer, or other medical practitioner approved by the Commission.

**20. Outside influence.**

A member of the Service shall not seek the influence or interest of any person in order to obtain promotion, transfer or other advantage.

**21. Solicitation and acceptance of gifts, etc.**

(1) Subject to Subsection (2), a member of the Service shall not, directly or indirectly, solicit or accept gifts or presents from a member of the public, or a member of the employing authority, interested directly or indirectly, in a matter connected with the duties of his office or in which his employing authority is interested.

(2) Subsection (1) does not prevent the acceptance by a member of the Service, with the consent of the Commission, of a public testimonial presented on retirement from the Service or on removal from the locality in which he has been employed, or a presentation from fellow employees or from an industrial organization.



**22. Fees, rewards and gratuities.**

A member of the Service shall not demand or, except with the approval of the employing authority or as authorized by any law, receive for his own use a fee, reward, gratuity or remuneration of any kind, other than his official remuneration, for any service performed by him either in or out of office hours, or in connexion with his employing authority.

**23. Staff rules.**

(1) An employing authority may, with the approval of the Commission, make staff rules, not inconsistent with the Act, governing—

- (a) attendance registers, journals and controls on punctuality and absenteeism; and
- (b) the responsibility of supervisory officers to ensure the maintenance of discipline and to report breaches of the Act; and
- (c) the prohibition or control of employment of a member of the Service otherwise than with the employing authority, and the undertaking of private business; and
- (d) the borrowing or lending of money; and
- (e) applications by members to the employing authority on matters relating to rights and entitlements.

(2) The Commission may publish in the *Local Government Gazette* model staff rules, which may be adopted by the employing authorities, or which may be adopted with such modification as the Commission approves.

**24. Hours of duty and attendance.**

(1) The hours of duty of members of the Service are 36.75 hours per week.

(2) The hours of attendance of each member or group of members of the Service shall be specified by the employing authority in a staff rule.

**25. Public holidays.**

(1) Subject to this Determination, the holidays in the Service are the holidays declared by or under the *Public Service Act*.

(2) An employing authority may require a member of the Service to work in its interests for the whole or part of a holiday.

**26. Recovery of pay.**

All amounts of salary and allowances payable to a member of the Service under this or any other Determination made by the Commission may be recovered by the member as a debt in any court of competent jurisdiction.

**27. Deductions from pay.**

Deductions may be made by the employing authority from the pay of a member of the Service—

- (a) for any service provided by the employing authority; or
- (b) in respect of a debt due by the member in respect of an expense incurred by the employing authority in relation to the member or his family; or

- (c) at the request of the member and with his agreement; or
- (d) to pay a fine imposed on the member under this Determination.

PART VI.—FARES AND REMOVAL EXPENSES.

**28. Furniture and effects.**

(1) In this Part, "furniture and effects" includes—

- (a) all items of normal household furniture and effects, including the usual contents of outhouses; and
- (b) bicycles, garden tools, sewing machines and radios and other such items, to a reasonable number in each case; and
- (c) a reasonable number of domestic pets.

(2) In the case of a dispute as to what are furniture and effects within the meaning of Subsection (1), the decision of the Commission is final<sup>1</sup>.

**29. Fares on employment.**

Subject to this Part, on the acceptance of an offer of employment the employing authority shall pay the fare of a member of the Service from his former place of residence to the place of his employment.

**30. Fares of wives and families on employment.**

Subject to this Part, where a married member of the Service accepts an offer of employment in a designated position, the employing authority shall—

- (a) pay, in addition to the fare of the member payable under Section 29, the fares of the member's wife and family (if any) from his former place of residence to the place of his employment; and
- (b) at the request of the member (and subject to the availability of economic means of transport) bear the cost of removal of the member's furniture and effects, to such amount as is agreed on between the employing authority and the member at the time of acceptance of employment by the member, from his former place of residence to the place of his employment.

**31. Married female members.**

(1) Fares and removal expenses shall not be approved under this Part in respect of a female member of the Service who is the wife of a member of the Service, both in her capacity as a member and in her capacity as the wife of a member.

(2) A married female member of the Service who has not been declared under Section 23(6) of the Act to be the head of a family is not entitled to fares or removal expenses under this Part for her husband or family.

**32. Transfer at own request.**

Except as provided by Section 33, members of the Service transferred from one locality to another at their own request shall bear the whole cost of their transfer and removal.

<sup>1</sup> But see Constitution, Section 155.

**33. Payment of costs of transfer in certain cases.**

Where a member of the Service is transferred—

- (a) in the interests of the employing authority in whose establishment the vacancy to which he is transferred occurs or in the ordinary course of promotion; or
- (b) on account of illness due to causes over which the member has no control, and in respect of which satisfactory evidence is furnished that a change is desirable to restore health; or
- (c) when the member has been employed in a remote locality for at least two years or such shorter period as the Commission in any particular case approves,

the employing authority in whose establishment the vacancy to which he is transferred occurs shall—

- (d) pay the actual cost of transfer of the member and his wife and family (if any); and
- (e) subject to this Part, undertake and bear the cost of the removal of the member's furniture and effects,

to the place to which the member is transferred.

**PART VII.—SALARIES, ETC.**

**34. Interpretation of Part VII.**

In this Part, unless the contrary intention appears—

“designation” means the designation allotted to a member of the Service who occupies a designated position;

“junior member” means a member of the Service who has not attained the age of 21 years.

**35. General salaries.**

Subject to Section 36, the annual salary or scale of annual salary payable to a member of the Service who is employed in a designated position specified in the first column of Part A of Schedule 2 is in accordance with the salary or scale of salary specified opposite to that designation in the second column of that Part.

**36. Salaries for junior members.**

The annual salary or scale of annual salary payable to a junior member of the Service who is employed in the designated position of Council Executive Assistant Grade I is in accordance with the scale of salary set out in Part B of Schedule 2.

**37. Commencing salary.**

The salary payable to a member of the Service on commencing employment with an employing authority is such salary, within the limits of salary determined for the designated position in which he is employed, as the employing authority approves.

**38. Increments.**

(1) Where a scale of rates of salary is applicable to a member of the Service, the member shall, subject to this section, be paid annual increments of salary in accordance with that scale.

(2) If, having regard to the conduct, diligence, efficiency, or regular attendance of the member of the Service during the period after which he is entitled to receive an increment of salary, the employing authority is of the opinion that a member of the Service should not immediately receive the increment, the employing authority may, in writing, direct that the increment be not paid until the expiration of such period as it thinks proper, and in that case the increment is deferred until the end of that period.

#### 39. Non-reduction allowance

(1) Where immediately before his appointment a member of the Service was employed as a Council Officer by an employing authority and was, in the opinion of the Commission, receiving a higher rate of salary than the rate of salary to which he is from time to time entitled as a member of the Local Government Service immediately after his appointment, he shall be paid an allowance at the rate by which his former salary, as assessed by the Commission, exceeded his salary as a member.

(2) A member of the Service shall not receive an allowance under this section unless the Commission is satisfied that the member was performing substantially the same duties both before and immediately after his appointment.

#### 40. Pay days.

Salary is payable fortnightly on the same day as that on which officers of the Public Service are paid.

### PART VIII.—ALLOWANCES.

#### Division 1.—General.

#### 41. In-training allowance.

A member of the Service undergoing a full-time course of training in the interests of the employing authority shall be paid by the employing authority an allowance at a rate approved by the Commission, in its discretion, in any particular case.

#### 42. Travelling allowance.

(1) Where a member of the Service is absent from his place of residence when travelling on duty within the country, the employing authority shall meet the cost of meals and accommodation under the following conditions :—

- (a) where accommodation is provided at a hotel or guest house—payment to the value of the accommodation; or
- (b) where accommodation is provided by a member of the Service or an employee of an employing authority or an officer of the Public Service or any other statutory body, payment to the value of K3.00 per day or to the value of individual meals and accommodation as follows :—

Breakfast	K0.40	Overnight accommodation	K1.00
Lunch	K0.60		
Dinner	K1.00		

(2) In addition to meeting the costs of meals and accommodation, the employing authority shall pay to a member of the Service travelling on duty within the country an allowance in accordance with the following scale :—

Maximum salary of position.	Allowance per day.	Hourly Rate.
	K	
K1 200 and under	0.75	1/24 of the daily rate calculated to the nearest hour.
K1 201 to K1 525	1.00	
K1 526 to K2 075	1.50	
K2 076 to K5 595	1.75	
K5 596 and over	2.00	

(3) The employing authority may, with the approval of the Commission, vary or discontinue the allowances prescribed in the preceding provisions of this section in a particular case where, in its opinion, the amount of the allowance is insufficient or payment of the whole or part of the allowance is unjustified.

(4) Where an employing authority is responsible for expenses under the preceding provisions of this section for a period exceeding three weeks residence in one locality, the employing authority may submit the case to the Commission for review, and if on review the Commission thinks the expenses excess it may direct that the responsibility of the employing authority does not exceed such amount as it thinks fit.

#### 43. Camping allowance.

(1) A member of the Service who, in accordance with his duty, is required to camp out or is employed in a camping party shall be paid an allowance in accordance with this section.

(2) Where the member is supplied with camping equipment, the allowance is—

- (a) K1.00 per day in the case of a married member; or
- (b) K0.60 per day in the case of an unmarried member.

#### *Division 2.—Higher Duties Allowance.*

#### 44. Higher duties allowance.

(1) Subject to this section, where—

- (a) a member of the Service is absent from his designated position or is unable to perform the duties of his designated position; or
- (b) there is a vacancy in a designated position,

the employing authority may, in its discretion—

- (c) temporarily direct another member of the Service employed by it to act in the place of the first-mentioned member during his absence or inability; or
- (d) appoint another member to fill the vacancy temporarily and until a permanent appointment is made.

(2) Where a member of the Service is appointed to act in the place of another member or to fill a vacancy temporarily, and the classification of the designated position to which he is so appointed is lower than the classification of the designated position that he occupies on a permanent basis, he shall not suffer any reduction in pay or any loss of status.

(3) Where a member of the Service performs, to the satisfaction of the employing authority, the whole of the duties, for one week or more continuously, of a designated position higher than the designated position that he occupies substantially, higher duties allowance shall be paid for the whole of the acting service.

(4) Where a member of the Service temporarily occupies a higher designated position but does not perform the whole of the duties usually performed by the substantive occupant of the position, he may be paid such allowance as is approved by the employing authority, not exceeding the amount of the allowance that would be payable to him if he performed the whole of the duties of the higher position.

(5) A member of the Service required to perform the duties of a higher designated position temporarily may be granted increments as though he had been promoted to the position.

(6) A member of the Service shall be granted a first increment under Subsection (5) if he has performed the higher duties for 12 months, continuously or in broken periods, during the immediately preceding two years, and he may be granted a second increment if—

- (a) he has performed the duties of the higher designated position for two years, continuously or in broken periods, during the immediately preceding four years; and
- (b) he has received the first increment for 12 months, whether continuously or in broken periods during the immediately preceding two years.

(7) Further increments may be granted on the basis described in Subsection (6), but a member of the Service is not entitled to a subsequent increment until he has received the preceding increment for 12 months, whether continuously or in broken periods, during the immediately preceding two years.

(8) For the purpose of determining whether an increment is payable under this section, or whether higher duties service is continuous, absence from duty for any of the following reasons shall be deemed to be service in a higher designated position if the member of the Service concerned resumes duty in the same or any other higher designated position at the expiration of the absence :—

- (a) recreation leave; and
- (b) sick leave, not exceeding six weeks in any period of two years; and
- (c) leave granted to members called as witnesses; and
- (d) public holidays; and
- (e) any other authorized leave not exceeding two weeks in any period of two years.

(9) Except under such conditions as the Commission approves, an allowance under this section is not payable to a member of the Service in respect of the period of his absence for any of the reasons specified in Subsection (8), other than for his absence on a public holiday.

(10) Where the scale of rates of standard salary of the designated position substantively occupied by a member of the Service and the scale of rates of standard salary of the designated position that he temporarily occupies overlap, he shall, subject to this section, be paid such allowance while so acting as would place him in the same position as he would have been in had he been substantively promoted to the higher designated position.

PART IX.—OVERTIME AND EXTRA DUTY PAY.

45. Interpretation of Part IX.

In this Part, unless the contrary intention appears—

“normal hourly rate of pay”, in relation to a member of the Service, means the hourly rate of salary of the member calculated to the nearest toea in accordance with the following formula :—

$$\frac{\text{Salary}}{313} \times \frac{1}{6};$$

“overtime” means time worked in excess of 36.75 hours per week and time worked outside the specified hours of attendance of the member of the Service concerned.

“salary” means standard salary as varied in accordance with any higher duties allowance under Section 44;

46. Eligibility for overtime.

(1) Except as provided in Subsection (2), a member of the Service—

- (a) who is a Council Executive Officer of Class 8 or above, or a Council Health Inspector; or
- (b) who does not work under direct supervision; or
- (c) whose work is of an intermittent character,

is not entitled to overtime.

(2) Subject to Subsection (3), a member of the Service occupying a designated position specified in the first column of the following table shall be paid, instead of overtime, an allowance at the rate applicable to him specified in the second column of that table opposite the reference to the position in the first column :—

Designation of position.	Rate per annum.
Council Health Inspector Grade 1	K 230
Council Health Inspector Grade 2	270

(3) An allowance under Subsection (2) is not payable in respect of any period when the member of the Service—

- (a) is on leave, whether with or without pay; or
- (b) is attending a course of instruction; or
- (c) is for any other reason not performing the full duties of his position.

47. Rates of overtime.

A member of the Service shall be paid for overtime at the following rates—

- (a) where the overtime is worked on any day from Monday to Friday, other than a holiday—at 1.5 times the normal hourly rate of pay; and
- (b) where the overtime is worked on a Saturday—at 1.5 times the normal hourly rate of pay for the first three hours of overtime, and twice the normal hourly rate of pay afterwards; and
- (c) where the overtime is worked on a Sunday—at twice the normal hourly rate of pay; and

- (d) for hours worked in excess of normal weekly hours on a holiday—at twice the normal hourly rate of pay.

**48. Holiday duty.**

Where a member of the Service is required to work on a holiday during hours when he would have been on duty had the day not been a holiday, he shall receive payment at his normal hourly rate of pay in addition to salary for the time worked.

**PART X.—LEAVE OF ABSENCE AND LEAVE FARES.**

*Division 1.—Recreation Leave and Leave Fares.*

**49. Entitlement to recreation leave.**

(1) An employing authority shall, subject to this Part, grant to every member of the Service employed by it leave of absence for recreation at the rate of three weeks per year, exclusive of holidays.

(2) For each month that a member of the Service—

- (a) was absent on approved leave that does not count as service; or
- (b) was not employed in a designated position,

during the period in which he accrued an entitlement to recreation leave, the entitlement shall be reduced by 1.5 days (exclusive of Sundays) up to the maximum of the amount of leave accrued.

**50. Intervals at which recreation leave to be taken.**

(1) An employing authority shall grant recreation leave after entitlement has accrued, at the convenience of the employing authority.

(2) Recreation leave shall be taken annually as far as possible.

**51. Entitlement subject to satisfactory service.**

The entitlement of a member of the Service to recreation leave is subject to satisfactory conduct and attention to duty.

**52. Pay in lieu of recreation leave.**

(1) Where a member of the Service ceases to be a member otherwise than by—

- (a) death or dismissal from the Service; or
- (b) annulment of his appointment,

he shall be paid pay in lieu of any period of recreation leave to which he was entitled immediately before ceasing to be a member.

(2) Where—

- (a) a member of the Service dies; or
- (b) the Commission, after consideration of all the circumstances, directs that the death of a member of the Service be presumed,

the dependents of the member shall be paid a sum equivalent to his salary for any period of recreation leave to which he was entitled immediately before his death, or before the date fixed by the Commission for the purpose, as the case may be.



(3) For the purposes of this section, a member of the Service shall be credited with pro-rata leave at the rate of 1.5 days for every completed month of service in respect of which he has not received a grant of recreation leave.

**53. Payment of leave fares.**

(1) In this section—

“the due date”, in relation to a member of the Service, means the date on which the member becomes entitled to the grant of leave fares under this section.

“home Subdistrict”, in relation to a member of the Service, means the Subdistrict within which the principal home or family ties of the member are, in the opinion of the employing authority, established;

“wife’s home Subdistrict”, in relation to a member of the Service, means the Subdistrict within which the principal home or family ties of his wife are, in the opinion of the employing authority, established;

(2) The employing authority shall, subject to this section, authorize payment of the cost of fares of a member of the Service and of his wife and family (if any) travelling on approved recreation leave for the specific purpose of enabling the member to spend the major portion of the leave in his home Subdistrict or his wife’s home Subdistrict.

(3) Fares under this section shall be granted to a member of the Service—

(a) in the case of leave in his home Subdistrict—for return travel between the station at which he was employed immediately before commencing recreation leave and the administrative headquarters of his home Subdistrict; and

(b) in the case of leave in his wife’s home Subdistrict—for return travel between the station at which he was employed immediately before commencing recreation leave and the administrative headquarters of his wife’s home Subdistrict, but in that case the amount authorized shall not exceed the cost of the fares referred to in Paragraph (a).

(4) Subject to Subsections (5), (7) and (8), leave fares shall be granted only after a member of the Service has served for a continuous period of two years outside his home Subdistrict, commencing from—

(a) the date of his appointment to the Service; or

(b) the date on which he was first posted to a station outside his home Subdistrict;  
or

(c) the date on which he last returned from recreation leave with leave fares granted under this section,

whichever is the latest date.

(5) The continuous period of the service of a member of the Service outside his home Subdistrict is not affected by any period of service, not exceeding six weeks, in that Subdistrict.

(6) Notwithstanding Subsection (4), on application by a member of the Service, the employing authority may, in its discretion, authorize the granting of payment of leave fares at any time before the due date where, because of the death of an immediate member of the member’s family or on other acceptable grounds, the employing authority thinks that the application should be granted.

(7) Where fares are granted under Subsection (6), the next entitlement of the member of the Service concerned to the grant of fares does not accrue until two years after the date when the entitlement would have otherwise accrued.

(8) Notwithstanding Subsection (4) but subject to Subsection (9), on application by a member of the Service, the employing authority in its discretion may authorize the payment of leave fares after the member has served for a continuous period of one year outside his home Subdistrict, commencing from the relevant date referred to in Subsection (4)(a), (b) or (c).

(9) Where the granting of leave fares is authorized under Subsection (8), the employing authority shall authorize payment of half only of the total cost of return fares of the member of the Service and of his wife and family (if any).

(10) If the time of taking recreation leave is delayed beyond the due date by the default or at the request of a member of the Service, he may be directed to take all recreation leave entitlement accruing to him up to the date of commencing the leave.

(11) Subject to Subsection (12), unless otherwise authorized by the employing authority for reasons of economy, payment of fares under this section shall be made only with respect to travel by the most direct route, and travel shall be by public transport (excluding taxis).

(12) The employing authority may provide transport, in place of the payment of fares, for the whole or any part of the journey to and from the administrative headquarters of a member's home Subdistrict or his wife's home Subdistrict, as the case requires.

**54. Travelling time.**

The employing authority may grant to a member of the Service in respect of whom the payment of fares has been authorized under Section 53 such travelling time, not exceeding seven days, as it thinks reasonable.

**55. Pro rata payments.**

(1) Subject to Subsection (2), where a member of the Service is promoted or transferred from one employing authority to another, the employing authority that he leaves shall, at the date of transfer or promotion, remit the pro rata cost to the employing authority of recreation leave and full leave fares to the authority to which the member is promoted or transferred.

(2) The amount to be remitted under Subsection (1) shall not exceed the pro rata cost to the authority to which the member of the Service has been transferred or promoted of recreation leave and leave fares.

*Division 2.—Long Service Leave.*

**56. Long service leave.**

(1) Where a member of the Service has served in the Service for at least 10 years, his employing authority may from time to time, subject to the approval of the Commission, grant to him leave of absence as long service leave calculated at the rate of nine days on full salary for each completed year of continuous service in respect of which he has not been granted long service leave.

(2) Where a member of the Service—

(a) in the case of a male member—resigns or retires at the age of 60 years or upwards; or

- (b) in the case of a female member—resigns or retires at the age of 55 years or upwards; or
- (c) retires or is retired on the grounds of bodily or mental infirmity, or resigns and the Commission is satisfied that the resignation is caused by physical injury in the execution of duty or ill-health that is permanent but is not due to misconduct or to causes within the control of the member; or
- (d) is retrenched from the Service after a period of service of less than 10 years but more than four years,

the Commission may grant leave of absence with full salary before his retirement at the rate of nine days for each completed year of service.

**57. Entitlement subject to satisfactory service.**

The entitlement of a member of the Service to long service leave is subject to satisfactory conduct and attention to duty.

**58. Pay in lieu of long service leave.**

Where a member of the Service ceases to be a member otherwise than by—

- (a) death or dismissal from the Service; or
- (b) annulment of his appointment,

the Commission may authorize payment to him, on his ceasing to be a member, of a sum equivalent to his salary for the period of long service leave for which he would otherwise have been eligible.

**59. Payment on death.**

Where—

- (a) a member of the Service dies; or
- (b) the Commission after consideration of all the circumstances, directs that the death of a member of the Service be presumed,

after more than four years' service, the Commission may authorize payment to his dependents of a sum equivalent to his salary for the period of leave calculated at the rate of nine days for every completed year of his service.

**60. Service for the purpose of long service leave.**

For the purpose of calculating entitlements to or in respect of long service leave, the service of a member of the Service includes—

- (a) any periods of leave of absence with pay; and
- (b) any periods of leave of absence without pay, where the leave of absence is granted—
  - (i) on account of illness; or
  - (ii) for such other purposes as the Commission approves,

but does not include any period during which he is not employed in a designated position.

*Division 3.—Leave on Account of Illness.***61. Grant of sick leave.**

(1) On the recommendation of an employing authority, the Commission may, in the case of illness, approve the grant to a member of the Service of leave of absence, to be designated as sick leave, not exceeding 12 months.

(2) Sick leave shall not be reckoned as, or included in, recreation leave.

**62. Rate of accrual of sick leave entitlements.**

(1) Subject to Subsections (2) and (3), the Commission may grant sick leave to a member of the Service who is employed in a designated position.

(2) Subject to Subsection (3), the basis for determining the leave with pay that may be granted shall be ascertained by crediting the member of the Service with the following periods of leave, which, subject to Subsection (3), are cumulative :—

	Leave on full pay, working weeks.
On date of entry into the Service	2
On completion of 12 months' service	2
On completion of each additional 12 months' service	2

(3) Sick leave is cumulative to a maximum of 12 weeks at any one time.

**63. Transfer of sick leave credits.**

Sick leave credits are transferable from one employing authority to another.

**64. Evidence in cases of sick leave.**

(1) Subject to Subsection (2), an application for leave of absence on the ground of illness must be supported by the certificate of a medical practitioner, or other evidence of the illness to the satisfaction of the Commission.

(2) The Commission may grant to a member of the Service leave of absence on the ground of illness, without production of a medical certificate or evidence, to the extent of four days in each year, commencing on the date on which the member was last credited with an amount of sick leave.

**65. Medical examinations.**

Where a member of the Service who has been absent on account of illness for a continuous period of three months applies for further leave, he shall be examined by a Government Medical Officer, or other medical practitioner approved by the Commission, before an extension of sick leave may be granted.

**66. Certificate of fitness to resume duty.**

If a member of the Service is absent from duty on account of illness and the period of his absence has extended beyond three months, he shall not be permitted to resume duty until a Government Medical Officer, or other medical practitioner approved by the Commission, has certified that he is fit to resume duty.

**67. Retirement after sick leave.**

Where a member of the Service has been absent on account of illness for a continuous period of 12 months, and has not recovered sufficiently to enable him to resume duty, the

employing authority shall immediately submit a report of the case to the Commission with a view to action being taken for his retirement under Section 11.

**68. Health of member making him a danger to others.**

(1) If the employing authority has reason to believe that a member of the Service is in such a state of health as to constitute him a danger to his fellow officers or to the public, it may require him to obtain and furnish a report as to his condition from a medical practitioner, or may require him to submit himself for examination by a Government Medical Officer or another medical practitioner named by the Commission.

(2) On receipt of a medical report under Subsection (1), the employing authority may direct the member of the Service to absent himself from his duties for a specified period or, if he is already on leave, to continue on leave for a specified period, and the member's absence or continued leave, as the case may be, shall be counted as sick leave.

**69. Infectious disease contacts.**

(1) On a report by a medical practitioner that, by reason of contact with a person suffering from an infectious disease and through the operation of restrictions imposed by or under any law of Papua New Guinea in respect of the disease, a member of the Service is unable to attend for duty, the employing authority may grant to the member leave of absence.

(2) Leave of absence under this section may be counted as sick leave or, at the option of the member of the Service, the whole or any portion of the leave may be deducted from recreation leave.

(3) Leave of absence shall not be granted under this section for any period beyond the earliest date at which, having regard to the restrictions imposed by law, it would be practicable for the member to resume duty.

**70. Illness due to misconduct.**

(1) A member of the Service shall not be granted sick leave with pay on account of physical disability or ill-health caused by his misconduct, or in any case of absence from duty without sufficient cause.

(2) Where the employing authority desires to satisfy itself as to the cause of any disability or illness, it may require the member of the Service to present himself for examination by a Government Medical Officer at a stated time, or may make such arrangements as are necessary for his examination by a Government Medical Officer.

(3) If the Government Medical Officer's report is not favourable to the member of the Service, or if the member is not available for examination at the appointed time, the cost of the examination, or of the visit of the Government Medical Officer, as the case may be, shall be debited to the member.

*Division 4.—Miscellaneous Leave Provisions.*

**71. Special leave.**

(1) Subject to Subsections (2) and (3), the employing authority may, on sufficient cause being shown, grant to a member of the Service special leave.

(2) Subject to Subsection (3), leave granted to a member of the Service under Subsection (1) shall be deducted from any recreation leave due or subsequently accruing to him.

(3) Where the member of the Service ceases to be an employee of the employing authority before a period of recreation leave greater than or equal to the period of the leave granted to him under Subsection (1), a sum equivalent to the pay paid to the member for so much of the period of the leave under Subsection (1) as cannot be deducted from his recreation leave shall be deducted from any money due to him or his dependents by the employing authority, or shall be refunded by him to the employing authority.

**72. Emergency leave.**

The employing authority may grant to a member of the Service leave on full pay, not exceeding three days in any period of 12 months, for urgent personal reasons.

**73. Leave without pay.**

(1) The employing authority may, with the approval of the Commission, grant to a member of the Service leave without pay—

- (a) where the leave is for the purpose of enabling the member to pursue a course of study, or to undertake research work related to the duties of his position—for such period as the Commission approves; and
- (b) where the leave is for any other purpose—for a period not exceeding 12 months.

(2) The period during which a member of the Service is absent on leave granted under Subsection (1) shall not be included for any purpose as part of his period of service.

**74. Leave for arbitration purposes.**

(1) With the consent of the Commission, the employing authority may grant leave with pay to not more than two members of the Service who are representatives of an organization within the meaning of the *Public Services Conciliation and Arbitration Act* for the purpose of attending proceedings under that Act.

(2) With the consent of the Commission, the employing authority may grant leave without pay to members of the Service who are representatives of an organization referred to in Subsection (1) for the purpose of the preparation of evidence for submission on behalf of the organization in any proceedings referred to in that subsection, but the period of leave that may be granted to a representative shall not exceed three months in any period of 12 months.

(3) A period during which a member of the Service is absent on leave granted under Subsection (2) shall not be included as part of his period of service.

**75. Leave to witnesses in arbitration proceedings.**

(1) A member of the Service who is summoned or called as a witness in proceedings under the *Public Services Conciliation and Arbitration Act* shall immediately advise his employing authority.

(2) Subject to Subsection (3), the member of the Service shall be granted leave with pay for the period during which he was necessarily absent from duty.

(3) Subsection (2) applies only to members of the Service who are summoned to attend on behalf of the Commission or an employing authority, or to members summoned on behalf of an organization where the Chairman of the Public Services Conciliation and Arbitration Tribunal certifies that the attendance was desirable for the proper presentation of the case by an organization.

**76. Attendance as a witness before a court.**

(1) A member of the Service who is summoned or called as a witness before a court shall immediately advise the employing authority.

(2) A member of the Service who is required as a witness on behalf of the State, the employing authority or the Commission, is not entitled to receive any witness' fee, but shall be granted leave with pay for the period for which he was necessarily absent from duty.

(3) Where, by reason of his attendance as witness on behalf of the State, the employing authority or the Commission, a member of the Service is obliged to incur expense, he may be reimbursed the expense to such an extent as the Commission approves.

(4) A member of the Service who is summoned or called as a witness before a court otherwise than as a witness on behalf of the State, the employing authority or the Commission shall be granted leave, but unless otherwise approved by the Commission the leave shall be without pay and any fees received by the member as a witness may be retained by him.

**77. Defence leave.**

(1) Subject to this section, the employing authority may grant leave with pay to enable a member of the Service to undertake annual training as a member of part of the Defence Force, but such leave shall not exceed 14 days, inclusive of Saturdays and Sundays, and the employing authority may grant such additional time for travelling, not exceeding 14 days, as it thinks proper.

(2) The maximum period of leave under Subsection (1) may, in a particular case, be extended by the employing authority by a period not exceeding four days, inclusive of Saturdays and Sundays, if the Commanding Officer of the member concerned certifies, in writing, that the additional period is required for the purpose of the annual training referred to in that subsection.

(3) Leave of absence may be granted to enable a member of the Service to attend a school, class or course of instruction conducted for the training of members of part of the Defence Force, but such leave shall not, in any one year, exceed 16 days, inclusive of Saturdays and Sundays.

*Division 5.—General Provisions Relating to the Grant of Leave.*

**78. Leave address.**

Immediately before commencing leave, a member of the Service shall notify the employing authority of his address while on leave, and if he changes the address, shall immediately notify the change of address.

**79. Unauthorized absences.**

(1) A member of the Service shall not, without reasonable cause, be absent from duty or leave his place of employment without authorized leave.

(2) Without prejudice to any other action that may be taken for a breach of this Determination, where the absence has not been sanctioned he shall not receive pay for the period of absence.

**80. Notification of absence.**

If a member of the Service is prevented from attending duty, he shall as soon as possible report the circumstances to the employing authority and forward any further particulars that the employing authority thinks necessary.

**81. Resignation or retirement on leave.**

(1) Where a member of the Service gives notice of resignation effective from the end of a period of leave of absence to which he is entitled or which he has been granted, the employing authority may, in its discretion, direct that the resignation become effective from an earlier date, and shall in that case give approval for payment of salary in lieu of the leave of absence for the residue of the period.

(2) Where a member of the Service gives notice of his intention to retire, or is given notice of retirement, effective from the end of a period of leave of absence, the employing authority may, in its discretion, at any time during that period declare the position occupied by him to be vacant.

**PART XI.—QUALIFICATIONS AND DUTIES.****82. Grading of employing authorities.**

(1) For the purpose of uniformity in the classifications, duties and qualifications of designated positions, each employing authority shall be graded by the Commission into one of the following categories :—

Grade 1.—Village integration.

Grade 2.—Semi-rural.

Grade 3.—Rural.

Grade 4.—Semi-urban.

Grade 5.—Town Council, City Council, Area Authority or  
Special Purpose Authority.

(2) The gradings shall be made on the basis of the functional operations of the respective employing authorities as indicated by the nature, scope and extent of their activities and the extent of their financial operations.

**83. Qualifications and duties.**

(1) The qualifications and duties of designated positions in Grade 1 to Grade 4 employing authorities are as described in Part A of Schedule 3.

(2) The qualifications and duties of designated positions in individual Grade 5 employing authorities are as described in Parts B to I of Schedule 3.

**PART XII.—DISCIPLINE.****84. Definition of disciplinary offences.**

A member of the Service who—

(a) commits a breach of this Determination or a staff rule made under this Determination; or

(b) commits a breach of the *Local Government Act*; or

(c) commits a breach of the Financial Memoranda issued by the Commissioner for Local Government under the *Local Government Act*; or



- (d) wilfully disobeys or disregards a lawful order made or given by a person having authority to give it; or
- (e) is negligent or careless in the discharge of his duties; or
- (f) is inefficient or incompetent from causes within his own control; or
- (g) uses intoxicating liquor or drugs to excess; or
- (h) solicits or accepts a fee, reward, gratuity or gift in connexion with the discharge of his official duties (other than his official remuneration); or
- (i) is guilty of disgraceful or improper conduct, in his official capacity or otherwise; or
- (j) having made or subscribed to the Code of Ethics in regard to the performance of his official duties, does or says anything in violation of that Code,

is guilty of a disciplinary offence, and is liable to be dealt with and punished under this Part.

**85. Dealing with minor offences.**

(1) If the employing authority has reason to believe that a member of the Service has committed a disciplinary offence that in its opinion would properly be dealt with under this section, it may call on the member for an explanation as to the alleged offence, and if on consideration of the explanation it is of the opinion that the offence has been committed it may caution or reprimand the member or fine him a sum not exceeding K10.00.

(2) The member of the Service may appeal to the employing authority within 48 hours after notification to him of the punishment.

(3) Where a member of the Service appeals against a punishment—

- (a) a report shall be made to the employing authority; and
- (b) the report shall be read out at a meeting of the employing authority and considered along with any representations in his defence that the member makes; and
- (c) the employing authority shall thereupon confirm or annul the punishment or impose any other punishment specified in Subsection (1).

(4) A decision of an employing authority under Subsection (3) is final<sup>1</sup>.

**86. Dealing with serious offences.**

(1) Where there is reason to believe that a member of the Service has committed a disciplinary offence other than an offence that may be dealt with under Section 85, the provisions of this section apply.

(2) The member of the Service may be charged by the employing authority, and may, if it is thought that the charge is of such a serious nature that he should not continue in the performance of his duty, be suspended by the employing authority.

(3) Suspension may be effected before, at the time of or after the laying of the charge, and may be removed at any time by the employing authority pending determination of the charge.

(4) If the charge has not been sustained, any suspension shall be lifted immediately on a finding to that effect.

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<sup>1</sup> But see Constitution, Section 155.

(5) On a charge being laid against a member of the Service, he shall immediately be furnished with a copy of the charge, and shall be directed—

- (a) to reply, in writing, without delay, stating whether he admits or denies the truth of the charge; and
- (b) to give any explanation that he wishes to give in regard to it,

and if a reply is not made by the member within seven days after his receipt of the charge the member may be deemed to have admitted the truth of the charge.

(6) If, after consideration of reports relating to the offence and charge, the reply and explanation (if any) of the member of the Service charged and any further report that it thinks necessary, the employing authority is of the opinion that the charge has been sustained, it may—

- (a) fine the member a sum not exceeding K40.00; or
- (b) reduce his salary; or
- (c) transfer him to a designated position having a lower maximum salary, and to a salary within the salary scale applicable to that designated position; or
- (d) transfer him to some other designated position or locality either in addition to or instead of imposing a punishment specified in Paragraph (a), (b) or (c); or
- (e) institute action for dismissal.

(7) The employing authority shall give written notice to the member of the Service of a punishment imposed under Subsection (6), and shall immediately forward a copy of the notification to the Commission.

(8) Where the punishment is other than dismissal, the member of the Service may, within seven days after receipt of the notification of the punishment, appeal to the Commission, and the Commission may confirm or annul the punishment or impose any other punishment specified in Subsection (6).

(9) Where the punishment is to be dismissal, the member of the Service shall be immediately suspended and may, within seven days after notification of the punishment, demand an inquiry.

(10) Where the member of the Service does not exercise his right to demand an inquiry, he ceases to be a member of the Service on the completion of the period of seven days specified in Subsection (9).

**87. Powers of the Commission in relation to dismissal.**

(1) Where under Section 86 the employing authority institutes action for the dismissal of a member of the Service and the member demands an inquiry, the Commission shall institute an inquiry.

(2) The inquiry shall be held by a person appointed by the Commission.

(3) The person holding the inquiry has all the powers of the Commission under Section 10 of the Act.

(4) The person making the inquiry shall make a written report.

(5) The original of the report shall be furnished to the employing authority, and copies of the report shall at the same time be furnished to the Commission and to the member of the Service.

(6) The report shall be read in open meeting of the employing authority.

(7) Where the member of the Service demands an inquiry, he shall not be dismissed until after the reading of the report.

(8) The person holding the inquiry may award costs and expenses (including the expenses of holding the inquiry) to an amount assessed by him against either the employing authority or the member of the Service.

(9) The person holding the inquiry shall also determine whether the member of the Service shall or shall not be paid his salary or any part of it for the period of his suspension.

(10) Where the employing authority decides to confirm the dismissal of the member of the Service notwithstanding the fact that the report of the person holding the inquiry is substantially favourable to the member, the Commission may, on the application of the member made within seven days after receiving notice of confirmation of his dismissal, and after such inquiry as it thinks sufficient—

(a) declare the dismissal to be wrongful dismissal for the purposes of this section; and

(b) give a direction under Subsection (11).

(11) Where the Commission declares a dismissal to be a wrongful dismissal for the purposes of this section, it may direct the employing authority to continue to pay to the member of the Service, as from the date of wrongful dismissal, his salary and other entitlements under this Determination as though he had remained a member in the employ of the employing authority, until—

(a) the end of a period not exceeding six months; or

(b) the member is employed by another employing authority,

whichever first happens.

(12) The employing authority shall pay to the member of the Service his entitlements as directed by the Commission, and if the employing authority fails to do so the member may recover the amount as a debt due to him from the employing authority.

(13) Where a member of the Service is not employed by another employing authority within six months of a wrongful dismissal, the member ceases to be a member of the Service.

(14) Where the person holding an inquiry under this section determines that the member of the Service should not be dismissed, the person has all the powers of the employing authority under Section 86(6).

#### 88. Salary during suspension.

Where a member of the Service has been suspended under Section 86, he shall continue to receive his salary during the period of his suspension unless—

(a) he absconds; or

(b) it is otherwise ordered under Section 87.

#### 89. Deduction of fines from salary.

(1) Where a fine is imposed on a member of the Service under this Determination, the amount of the fine may be deducted from the salary or pay of the member.

(2) A deduction under Subsection (1) shall be made by instalments each not exceeding 25% of the pay payable from time to time to the member of the Service.

(3) All fines imposed and recovered under this Determination shall be paid into and form part of the revenue of the Council concerned.

**90. Member charged with criminal offence.**

(1) Where a member of the Service is charged with having committed an offence punishable on indictment or on summary conviction, he may be suspended by the employing authority.

(2) If a member of the Service referred to in Subsection (1) is convicted of the offence by a court, the employing authority may (whether or not the member has been suspended) dismiss him or reduce his salary, or impose such punishment as the case demands.

(3) A member of the Service who is suspended or dismissed under this section shall not, unless the employing authority so directs, receive any salary from the date on which, or for the period during which, he ceased to perform the duties of his office.

(4) Any punishment imposed under this section is subject to appeal by the member of the Service to the Commission.

(5) The employing authority may at any time remove the suspension of a member of the Service suspended under this section, whether before or after conviction.

(6) This section does not prevent a member of the Service being dealt with under some other provision of this Determination, but a member shall not be punished under this Determination twice in respect of the same offence or matter.

**91. Reinstatement of members.**

(1) This section applies to a member of the Service who has been dismissed from the Service or reduced to a lower office or to lower pay under Section 90 and subsequently—

- (a) the conviction is quashed; or
- (b) the convicted member receives a pardon; or
- (c) the conviction is otherwise nullified; or
- (d) the convicted member is released from prison as a result of an inquiry into the conviction.

(2) A member of the Service to whom this section applies may be reappointed to the Service or reinstated in the Service by the Commission.

(3) A member of the Service may be reappointed under this section without being required to undergo medical examination.

(4) A member of the Service may be reappointed under this section without probation if the Commission thinks it desirable to do so.

(5) A member of the Service who is reappointed under this section shall be deemed to have continued in the Service as if he had not been dismissed but had been on leave of absence without pay for the period from the day on which his dismissal became effective to and including the day on which he was reappointed.

(6) The period referred to in Subsection (5) shall, for all purposes, be deemed to form part of the member's service.

(7) A member of the Service who is reinstated in office under this section is entitled to the same pay as if he had not been reduced to a lower office.

(8) A member of the Service who is reinstated in pay under this section is entitled to the same pay as if he had not been reduced in pay.

PART XIII.—RECORDS AND REPORTS.

**92. Personal files.**

An employing authority shall maintain a personal file for each member of the Service who is employed by it, in which there shall be included all correspondence relating to the appointment and terms and conditions of service, and a record of conduct, of the member.

**93. Record cards.**

An employing authority shall maintain a record of service card, in a form approved by the Commission, on which shall be recorded the particulars of the salary or wages, leave, superannuation contributions, transfer, promotion, etc., of each member of the Service who is employed by it.

**94. Reports.**

An employing authority shall forward to the Commission annually, or more frequently if the Commission directs, a report showing the name, qualifications, designation, designated position and salary of each member of the Service who is employed by it.

PART XIV.—THE BENEFITS FUND.

**95. Establishment of the Fund.**

There shall be a Local Government Service Benefits Fund, into which shall be paid the contributions of employing authorities and from which shall be paid the benefits provided for in this Determination.

**96. Contributions by employing authorities.**

(1) An employing authority shall pay contributions to the Benefits Fund in respect of each member of the Service employed by it in a designated position at the rate of 6% per annum of the salary payable to the member.

(2) Contributions in accordance with Subsection (1) shall be forwarded to the Commission by the employing authority on each pay day.

(3) No contribution is payable in respect of a member of the Service for a period during which he is on leave that does not count as service for the purposes of long service leave entitlements.

(4) At the time when contributions are forwarded under Subsection (2), the employing authority shall forward to the Commission the pay sheets, in a form approved by the Commission, for the pay day in respect of which the contributions are forwarded.

**97. Sick leave benefits.**

(1) Subject to Subsection (2), the Commission shall pay out of the Benefits Fund to an employing authority, on application in a form approved by the Commission, the amount of any salary paid or payable to a member of the Service by way of salary in respect of any period of sick leave.

(2) No payment shall be made under Subsection (1) in respect of the first three days of any period of sick leave.

**98. Long service leave benefits.**

The Commission shall pay out of the Benefits Fund to an employing authority, on application in a form approved by the Commission, the amount of any salary paid or payable

to or in respect of a member of the Service by way of salary in respect of any period of long service leave.

99. Payments to certain unattached members.

Where by virtue of the abolition of an employing authority amounts payable to a member of the Service under Division IV.2 cease to be paid, the Commission shall pay out of the Benefits Fund to the member, on application in a form approved by the Commission, any amounts that would otherwise be payable to him under that Division.

100. Signature to cheques.

Cheques drawn on the Benefits Fund shall be signed by two members of the Service authorized in writing by the Chairman for the purpose.

101. Actuarial investigations.

(1) An investigation as to the state and sufficiency of the Benefits Fund as at 30 June 1978 and as at the expiration of each successive period of three years after that date shall be made by an actuary appointed by the Commission for the purpose.

(2) The actuary shall report to the Commission the result of the investigation, and shall state whether any reduction or increase is necessary in the rates of contributions payable to the Benefits Fund, and where the Benefits Fund is found to be more than sufficient to provide for the benefits that are a charge on the Benefits Fund he shall also state what additional benefits (if any) could, in his opinion, be provided out of the surplus.

SCHEDULES.

SCHEDULE 1.

Determination, Sec. 8.

EMPLOYMENT AGREEMENT.

THIS AGREEMENT made 19 BETWEEN Local Government Council (or as the case may be) (referred to in this Agreement as "the employing authority") of the one part AND of (referred to in this Agreement as "the officer") of the other part:

WHEREAS the employing authority is desirous of employing the officer as in Designated Position No. in accordance with the terms and conditions set out below and as determined from time to time by the Local Government Service Commission:

AND WHEREAS the officer is a member/is eligible to be a member\* of the Local Government Service and is desirous of being employed in the designated position by the employing authority:

NOW THEREFORE THIS AGREEMENT WITNESSES AS FOLLOWS :—

1. The employing authority shall employ the officer as in Designated Position No.
2. The officer shall commence/shall be deemed to have commenced\* his employment with the employing authority as a member of the Local Government Service from 19 .
3. The commencing salary of the officer shall be K per annum payable by 26 equal fortnightly instalments of K

4. All determinations made by the Local Government Service Commission that are applicable to Designated Position No. \_\_\_\_\_ for \_\_\_\_\_ shall be implied in this Agreement.

SIGNED by the said  
in the presence of: \_\_\_\_\_ } \_\_\_\_\_

THE COMMON SEAL of the  
Local Government Council was hereunto  
affixed pursuant to Resolution No.  
of \_\_\_\_\_ 19\_\_\_\_\_  
by or in the presence of the under-  
signed proper officers of the said  
Council (or as the case may be) }

Signature and designation of proper  
officers by whom or in whose presence  
the Council shall execute instruments  
under seal } \_\_\_\_\_  
\_\_\_\_\_

SIGNED by the said  
in the presence of: \_\_\_\_\_ } \_\_\_\_\_

\* Strike out whichever is inapplicable.

SCHEDULE 2.

Determination, Sec. 35.

SALARIES.

Part A.—Salary Scales applicable to Members of the Local Government Service other than Junior Members employed in the Designated Position of Council Executive Assistant Grade I.

Position.	Salary.				
	K	K	K	K	K
Council Executive Assistant Grade 1	1 200	1 240	1 280	1 320	1 360
Council Executive Assistant Grade 2	1 280	1 320	1 360	1 410	
Council Executive Officer Class 1	1 540	1 605	1 670		
Council Executive Officer Class 2	1 735	1 800	1 865	1 930	
Council Executive Officer Class 3	1 930	1 995	2 060	2 125	
Council Executive Officer Class 4	2 255	2 350	2 385	2 465	
Council Executive Officer Class 5	2 705	2 785	2 865		
Council Executive Officer Class 6	3 185	3 265	3 365		
Council Executive Officer Class 7	3 825	3 955	4 085		
Council Executive Officer Class 8	4 705	4 885	5 065		
Council Executive Officer Class 9	5 755	5 985			
Council Executive Officer Class 10	6 445	6 675			
Council Executive Officer Class 11	7 135				
Council Health Inspector Grade 1	2 385	2 465	2 545	2 625	
Council Health Inspector Grade 2	2 705	2 785	2 865		

Part B.—Salary Scales applicable to Junior Members of the Local Government Service employed in the Designated Position of Council Executive Assistant Grade 1.

	Annual salary where officer commences at age—				
	16	17	18	19	20
Commencing salary	K 840	K 840	K 960	K 1 080	K 1 200
After 1 year's service	890	990	1 060	1 240	1 240
After 2 years' service	1 020	1 050	1 280	1 280	1 280
After 3 years' service	1 080	1 320	1 320	1 320	1 320
After 4 years' service	1 360	1 360	1 360	1 360	1 360

SCHEDULE 3

Determination, Sec. 83.

QUALIFICATIONS AND DUTIES.

Notes:

- 1.—Where in this Schedule a reference is made, by name, to an office other than a designated position, the reference is to the Council Office known by that name at 19 July 1973 (the date of the making of the pre-Independence Local Government Service (Qualifications and Duties) Determination 1973).
- 2.—Where in this Schedule a position is stated to be responsible to one of two or more offices or positions, the responsibility is to such of those offices or positions as is fixed by the employing authority concerned.

Part A.

I. Grade 1 Employing Authorities.

- Council Executive Officer**  
*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent. At least one year's experience in clerical duties in a Council office. Capable of performing the duties of Council Executive Officer in a Grade 1 Council.  
*Responsible to:* Finance Committee.  
*Duties:* Assume responsibility for the performance of the administrative and clerical duties in the Council office. Supervise and/or perform clerical and administrative duties as required. Train subordinate clerical staff.
- Council Executive Assistant Grade 2**  
*Qualifications:* Form 1. Probationary Council Executive Officer Vunadidir Certificate desirable. Good experience in clerical duties in a Council office desirable.  
*Responsible to:* Council Executive Officer.  
*Duties:* Carry out general clerical duties as required. Under limited supervision perform duties relating to one or more clerical functions of the Council office. Perform relief duties in the absence of clerical staff of the Council office.
- Council Executive Assistant Grade 1**  
*Qualifications:* Form 1. Experience in general clerical duties in a Council office desirable.  
*Responsible to:* Council Executive Officer.  
*Duties:* Assist in the performance of clerical duties as directed.



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**II. Grade 2 Employing Authorities.**

- Council Executive Officer**  
*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent. At least one year's experience as a Council Executive Officer. Capable of performing the duties of Council Executive Officer in a Grade 2 Council. Ability to supervise clerical staff and Council projects.  
*Responsible to:* Finance Committee.  
*Duties:* Assume responsibility for the performance of the administrative and clerical duties of the Council office. Supervise and/or perform clerical and administrative duties as required. Supervise Council projects as required. Train subordinate clerical staff.
- Assistant Council Executive Officer**  
*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent. At least one year's experience in clerical duties in a Council office. Ability to maintain the Council's financial records and to perform other clerical duties as directed.  
*Responsible to:* Council Executive Officer.  
*Duties:* Assist the Council Executive Officer in the operations of the Council office. Perform accounting and clerical duties as directed.
- Council Special Duties Officer**  
*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent or Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Experience in Council accounting or in the operation of a special Council office function or project. Capable of working under limited supervision.  
*Responsible to:* Council Executive Officer.  
*Duties:* Perform one or more of the duties of the Council office and/or operate a Council agency or business project.
- Council Executive Assistant Grade 1**  
*Qualifications:* Form 1. Experience in general clerical duties in a Council office desirable.  
*Responsible to:* Council Executive Officer.  
*Duties:* Assist in the performance of clerical duties as directed.
- Council Executive Assistant Grade 2**  
*Qualifications:* Form 1. Council Executive Officer Certificate Vunadidir desirable. Experience in clerical duties in a Council office.  
*Responsible to:* Council Executive Officer.  
*Duties:* Carry out general clerical duties as required. Under limited supervision perform duties relating to one or more clerical functions of the Council office. Perform relief duties in the absence of clerical staff of the Council office.

**III. Grade 3 Employing Authorities.**

- Council Executive Officer**  
*Qualifications:* Council Executive Officer Grade 2 Vunadidir Certificate or equivalent. At least 2 years' experience as a Council Executive Officer. Capable of carrying out the duties of Executive Officer in a Grade 3 Council. Ability to supervise clerical staff and Council projects.  
*Responsible to:* Finance Committee.  
*Duties:* Assume responsibility for the performance of the administrative and clerical functions of the Council office. Supervise and direct the clerical staff of the Council office. Perform administrative and clerical duties as required. Supervise Council projects. Train clerical staff.
- Assistant Council Executive Officer**  
*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent. At least 2 years' experience in clerical duties in a Council office. Capable of maintaining the financial records of a Grade 3 Council and of performing some of the more complex clerical and administrative duties.  
*Responsible to:* Council Executive Officer.  
*Duties:* Assist the Executive Officer in the operations of the Council office and supervision of Council projects. Perform accounting and clerical duties as directed.

Council Special  
Duties Officer

*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent or Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. At least 2 years' experience in Council accounting or in the operations of a special Council office, function or project. Capable of working under limited supervision.

*Responsible to:* Council Executive Officer.

*Duties:* Perform one or more of the more complex duties of the Council office and/or operate a major Council agency or business project.

Assistant Council  
Special Duties  
Officer

*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent or Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Experience in Council accounting or in the operation of a special Council office, function or project. Capable of working under limited supervision.

*Responsible to:* Council Executive Officer.

*Duties:* Perform one or more of the duties of the Council office and/or operate a Council agency or business project.

Council Executive  
Assistant Grade 2

*Qualifications:* Form 1. Probationary Council Executive Officer Vunadidir Certificate or equivalent desirable. Experience in clerical duties in a Council office.

*Responsible to:* Council Executive Officer.

*Duties:* Carry out general clerical duties as required. Under limited supervision perform duties relating to one or more clerical functions of the Council office. Perform relief duties in the absence of clerical staff of the Council office.

Council Executive  
Assistant Grade 1

*Qualifications:* Form 1. Experience in general clerical duties of a Council office desirable.

*Responsible to:* Council Executive Officer.

*Duties:* Assist in the performance of general clerical duties as directed.

IV. Grade 4 Employing Authorities.

Council Executive  
Officer

*Qualifications:* Council Executive Officer Grade 3 Vunadidir Certificate or equivalent. Administrative ability. At least 3 years' experience as a Council Executive Officer. Ability to supervise clerical staff and Council projects.

*Responsible to:* Finance Committee.

*Duties:* Assume responsibility for the performance of the administrative and clerical functions of the Council office. Supervise and direct the clerical staff of the Council office. Perform administrative and clerical duties as required. Supervise Council projects. Train clerical staff.

Assistant Council  
Executive Officer

*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent. At least 2 years' experience in Council clerical duties. Capable of maintaining the financial records of a Grade 4 Council and of performing some of the more complex administrative and clerical duties.

*Responsible to:* Council Executive Officer.

*Duties:* Assist the Executive Officer in the operations of the Council office and the supervision of Council projects. Perform accounting and clerical duties as directed.

Council Special  
Duties Officer

*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent or Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. At least 2 years' experience in Council accounting or in the operation of a special Council office, function or project. Capable of working under limited supervision.

*Responsible to:* Council Executive Officer.

*Duties:* Perform one or more of the more complex duties of the Council office and/or operate a major Council agency or business project.

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Assistant Council Special Duties Officer	<p><i>Qualifications:</i> Council Executive Officer Grade 1 Vunadidir Certificate or equivalent or Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Experience in Council accounting or in the operation of a special Council office, function or project. Capable of working under limited supervision.</p> <p><i>Responsible to:</i> Council Executive Officer.</p> <p><i>Duties:</i> Perform one or more of the duties of the Council office and/or operate a Council agency or business project.</p>
Council Executive Assistant Grade 2	<p><i>Qualifications:</i> Form 1. Probationary Council Executive Officer Vunadidir Certificate or equivalent desirable. Experience in clerical duties in a Council office.</p> <p><i>Responsible to:</i> Council Executive Officer.</p> <p><i>Duties:</i> Carry out general clerical duties as required. Under limited supervision perform duties relating to one or more clerical functions of the Council office. Perform relief duties in the absence of clerical staff of the Council office.</p>
Council Executive Assistant Grade 1	<p><i>Qualifications:</i> Form 1. Experience in one or more of the general clerical duties of a Council office desirable.</p> <p><i>Responsible to:</i> Council Executive Officer.</p> <p><i>Duties:</i> Assist in the performance of general clerical duties as directed.</p>

Part B.

Assistant Executive Officer	<p><i>Grade 5 Employing Authority—Port Moresby City Council.</i></p> <p><i>Qualifications:</i> Council Executive Officer Grade 3 Vunadidir Certificate or equivalent. Appropriate university degree desirable. Administrative and executive ability. Knowledge of the <i>Local Government Act</i> and other legislation connected with Council functions. Knowledge of City Council accounting using accounting machines. Ability to supervise and control the Council's Ward-development activities, the Council accounts office and the activities of the Council generally.</p> <p><i>Responsible to:</i> Executive Officer.</p> <p><i>Duties:</i> Assist the Executive Officer in Council developmental, financial and administrative functions and deputize for him where required. Supervise and control Ward development and administration. Attend all meetings of the Council and Committees where required or participate in proceedings relating to Ward activities and other matters as required. Take oversight of other Council development work as required. Train clerical staff.</p>
Public Relations and Communications Officer	<p><i>Qualifications:</i> Form 4 or equivalent acceptable to the Commission. Training and experience in public relations, communications and general extension work. Executive ability desirable.</p> <p><i>Responsible to:</i> Executive Officer.</p> <p><i>Duties:</i> Assist the Executive Officer in the planning and implementation of public relations and communications programs and extension schemes relating to the activities of the Council. Engage in staff training activities of the Council.</p>
Property and Rates Officer	<p><i>Qualifications:</i> Council Executive Officer Grade 3 Vunadidir Certificate or equivalent. Administrative ability. Ability to maintain property and rating records and knowledge of related legislation. Knowledge of land conveyancing as it relates to rating.</p> <p><i>Responsible to:</i> Chief Property and Rates Officer.</p> <p><i>Duties:</i> Assume responsibility for maintaining valuation, rating and public utility records. Raise rate notices and public utility charges. Arrange amendments to records on transfer of ownership of rated properties. Arrange prosecution for non-payment of rates. Attend to enquiries by rate-payers. Supervise and train the staff of the Property and Rates Section.</p>
Accounts Officer	<p><i>Qualifications:</i> Council Executive Officer Grade 2 Vunadidir Certificate or equivalent. Good experience in Local Government accounting. Ability to maintain the accounting records of a City Council using accounting machines.</p>

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*Responsible to:* Accountant.

*Duties:* Under direction maintain the accounting records of the Council. Arrange for payments of accounts. Supervise and train the staff of the accounts section.

Wages Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 2 Vunadidir Certificate or equivalent desirable. Administrative ability. Experience in maintaining staff records and in the calculation and payment of wages to Council staff.

*Responsible to:* Accountant.

*Duties:* Responsible for the operations of the salaries and wages section. Maintain staff records prepare salary sheets and make payments of salaries and wages.

Personal Tax and Licensing Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 2 Vunadidir Certificate or equivalent desirable. Administrative ability. Experience in the enforcement of Council rules. Capable of representing the Council in court proceedings.

*Responsible to:* Assistant Executive Officer.

*Duties:* Supervise the enforcement of Council rules through Council Ward offices. Make inspections, issue summons and represent the Council in court proceedings.

Ward Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate or equivalent desirable. Proven initiative and administrative ability. Experience in clerical and administrative duties of a Council office desirable.

*Responsible to:* Assistant Executive Officer.

*Duties:* Take charge of and operate a major Council Ward office. Collect taxes, fees and service charges. Carry out investigations in the Ward area in relation to the implementing of projects of the Ward Committee. Enforce Council rules in the Ward area.

Works Administration Officer.

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate or equivalent desirable. Experience in similar or allied duties. Ability to take charge of the Council Works Depot Office.

*Responsible to:* Council Engineer.

*Duties:* Maintain accounting records for rates and services. Institute recovery action. Assess service charges. Attend to complaints and enquiries.

Construction Clerical Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate or equivalent desirable. Ability to perform costing and statistical and general clerical duties in the Council Engineer's office.

*Responsible to:* Council Engineer.

*Duties:* General clerical duties in the Council Engineer's office. Assist the Engineer in the costing of projects. Maintain statistical records. Attend to enquiries from the public. Prepare routine correspondence.

Process Server Collector

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate or equivalent desirable. Previous clerical experience preferably in a similar field. Ability to use tact and discretion.

*Responsible to:* Chief Property and Rates Officer.

*Duties:* Collect dues on rates and services. Lay information and serve summonses. Appear in court.

Dog Pound Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Ability to operate and maintain the Council Dog Pound.

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	<p><i>Responsible to:</i> Chief Health Inspector.</p> <p><i>Duties:</i> Take charge of and operate the Council Dog Pound. Keep records of dog registrations. Arrange for impounding and release of dogs. Arrange for the destruction of dogs where necessary and the issue of destruction certificates. Collect pound fees as necessary.</p>
Receipts Collator	<p><i>Qualifications:</i> Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Previous clerical experience in similar or allied duties desirable.</p> <p><i>Responsible to:</i> Chief Property and Rates Officer.</p> <p><i>Duties:</i> Collate and balance receipts. Provide clerical assistance where required.</p>
Records Office Assistant	<p><i>Qualifications:</i> Form 2. Previous clerical experience. Ability to maintain a Council office records system.</p> <p><i>Responsible to:</i> Accountant.</p> <p><i>Duties:</i> Arrange for the registering and filing of inwards correspondence and the despatch of outwards correspondence. Assist in maintaining the Council's filing system.</p>
Property and Rates Assistant	<p><i>Qualifications:</i> Form 2. Previous clerical experience. Ability to maintain statistical records and process correspondence.</p> <p><i>Responsible to:</i> Property and Rates Officer.</p> <p><i>Duties:</i> Assist the Property and Rates Officer in maintaining the property and rates records. Carry out clerical duties in the property and rates section. Assist in the arranging of prosecutions.</p>
Filing and Despatch Assistant	<p><i>Qualifications:</i> Form 2. Previous clerical experience. Ability to maintain files and process correspondence.</p> <p><i>Responsible to:</i> Chief Property and Rates Officer.</p> <p><i>Duties:</i> Process correspondence relating to rates and services section. Mail accounts. Maintain property files.</p>
Health Office Assistant	<p><i>Qualifications:</i> Form 2. Previous clerical experience. Ability to carry out clerical duties in the Council Health Office.</p> <p><i>Responsible to:</i> Chief Health Inspector.</p> <p><i>Duties:</i> General office duties in the Council Health Office. Maintain the records of the office and look after trade licence registration books, health inspection certificates etc.</p>
Health Inspector Grade 2	<p><i>Qualifications:</i> Diploma of the Royal Society for Health. Diploma in Tropical Hygiene or other equivalent diploma qualification desirable. Eligible for registration as a Health Inspector under the <i>Medical Services Act</i>. Good experience in health inspection work including meat inspection. Certificate of inspection of meat desirable.</p> <p><i>Responsible to:</i> Chief Council Health Inspector.</p> <p><i>Duties:</i> Supervise the duties of Health Inspectors Grade 1. Carry out all features of Council health inspection functions. Participate in the planning and supervision of Council environmental health projects. Provide instructions and training for junior officers engaged in Council health work. Initiate and execute legal proceedings.</p>
Health Inspector Grade 1	<p><i>Qualifications:</i> Diploma of the Royal Society for Health or equivalent. Eligible for registration as a Health Inspector under the <i>Medical Services Act</i>.</p> <p><i>Responsible to:</i> Chief Health Inspector or Health Inspector Grade 2 as appropriate.</p> <p><i>Duties:</i> Carry out all features of Council health inspection functions. Undertake special inspections as directed. Investigate complaints and advise the Chief Health Inspector of any breaches of environmental sanitation legislation.</p>

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## Part C.

## Grade 5 Employing Authority—Lae City Council.

Assistant  
Executive  
Officer

**Qualifications:** Council Executive Officer Grade 3 Yunadidir Certificate or equivalent. Appropriate university degree desirable. Administrative and executive ability. Knowledge of the *Local Government Act* and other legislation connected with Council functions. Knowledge of City Council accounting. Ability to supervise and control the Council accounts office, council projects and the activities of the Council generally.

**Responsible to:** Executive Officer.

**Duties:** Assist the Executive Officer in Council developmental and administrative functions. Attend all meetings of the Council and participate in proceedings as required. Supervise and control the accounts section. Take oversight of other Council developmental and administrative work as required. Train clerical staff.

Property and  
Rates Officer

**Qualifications:** Council Executive Officer Grade 3 Yunadidir Certificate or equivalent. Administrative ability. Ability to maintain property and rating records and knowledge of related legislation. Knowledge of land conveyancing as it relates to rating.

**Responsible to:** Executive Officer.

**Duties:** Assume responsibility for maintaining valuation, rating and public utility records. Raise rate notices and public utility charges. Arrange amendments to records on transfer of ownership of rated properties. Arrange prosecutions for non-payment of rates. Attend to enquiries by rate payers. Supervise and train the staff of the Property and Rates Section.

Assistant  
Accounts  
Officer

**Qualifications:** Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Yunadidir Certificate desirable. Ability to perform general office and Council bookkeeping duties.

**Responsible to:** Assistant Executive Officer.

**Duties:** Assist in maintaining the Council's accounts books and in receiving money paid to the Council. Perform relief clerical duties in the Council office as required.

Health Inspector  
Grade 2

**Qualifications:** Diploma of the Royal Society for Health. Diploma in Tropical Hygiene or other equivalent diploma qualification desirable. Eligible for registration as a Health Inspector under the *Medical Services Act*. Good experience in health inspection work including meat inspection. Certificate of inspection of meat desirable.

**Responsible to:** Executive Officer.

**Duties:** Supervise the duties of Health Inspectors Grade 1. Carry out all features of Council health inspection functions. Participate in the planning and supervision of Council environmental health projects. Provide instructions and training for junior officers engaged in Council health work. Initiate and execute legal proceedings.

Health  
Inspector  
Grade 1

**Qualifications:** Diploma of the Royal Society for Health or equivalent. Eligible for registration as a Health Inspector under the *Medical Services Act*.

**Responsible to:** Health Inspector Grade 2.

**Duties:** Carry out all features of Council health inspection functions. Undertake special inspections as directed. Investigate complaints and advise the Chief Health Inspector of any breaches of environmental sanitation legislation.

## Part D.

## Grade 5 Employing Authority—Madang Town Council.

Deputy  
Executive  
Officer

**Qualifications:** Council Executive Officer Grade 3 Yunadidir Certificate or equivalent. Appropriate university degree desirable. Administrative and executive ability. Knowledge of *Local Government Act* and other legislation connected with Council functions. Knowledge of Town Council accounting.

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Ability to supervise and control the Council accounting office, Council projects and the activities of the Council generally.

*Responsible to:* Executive Officer.

*Duties:* Assist the Executive Officer in Council development and administrative functions. Supervise and control Council accounting and any other function as directed. Attend all meetings of the Council and participate in proceedings as required. Take oversight of other Council developmental work as required. Train clerical staff.

Accounts Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate desirable. Experience in Local Government Accounting. Ability to maintain the accounting records of a Town Council using accounting machines.

*Responsible to:* Deputy Executive Officer.

*Duties:* Maintain the accounting records of the Council under direction. Serve as receiving cashier as required. Reconcile cash.

Clerical Assistant

*Qualifications:* Form 2. Ability to perform general clerical duties.

*Responsible to:* Deputy Executive Officer.

*Duties:* Provide general clerical assistance in the Council office as required.

Part E.

*Grade 5 Employing Authority—Rabaul Town Council.*

Deputy Executive Officer

*Qualifications:* Council Executive Officer Grade 3 Vunadidir Certificate or equivalent. Appropriate university degree desirable. Administrative and executive ability. Knowledge of the *Local Government Act* and other legislation connected with Council functions. Knowledge of Town Council accounting using accounting machines. Ability to supervise and control the Council accounts office, Council projects, and the activities of the Council generally.

*Responsible to:* Executive Officer.

*Duties:* Assist the Executive Officer in Council developmental and administrative functions. Supervise and control the accounts section. Attend all meetings of the Council and participate in proceedings relating to Council finance and other matters as required. Take oversight of Council developmental work as required. Train clerical staff.

Debtors Clerk

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 2 Vunadidir Certificate or equivalent desirable. Experience in Local Government accounting.

*Responsible to:* Deputy Executive Officer.

*Duties:* Maintain appropriate account records. Prepare correspondence and initiate recovery action when required. Represent the Council in court.

Cashier

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate or equivalent desirable. Experience in a cash office.

*Responsible to:* Deputy Executive Officer.

*Duties:* Operate the Council cash office as receiving cashier. Reconcile cash.

Clerical Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate or equivalent desirable. Experience in clerical duties, payment of wages and employment of labour.

*Responsible to:* Curator of Parks and Gardens.

*Duties:* Assist the Curator of Parks and Gardens in administrative functions. Serve as clerk for Parks and Gardens, cemeteries and public utilities section. Arrange for procurement and issue of stores and supplies, payment of wages and deployment of vehicles.

Office Assistant

*Qualifications:* Form 2. Ability to perform general office duties.

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*Responsible to:* Deputy Executive Officer.

*Duties:* Perform general office duties such as despatch of mail, operating the duplicating machine, looking after stationery and office supplies, etc.

Part F.

*Grade 5 Employing Authority—Arawa Town Council.*

Deputy Executive Officer

*Qualifications:* Council Executive Officer Grade 3 Vunadidir Certificate or equivalent. Appropriate university degree desirable. Administrative and executive ability. Knowledge of the *Local Government Act* and other legislation connected with Council functions. Knowledge of Town Council accounting. Ability to supervise and control the Council accounts office, projects and the activities of the Council generally.

*Responsible to:* Executive Officer.

*Duties:* Assist the Executive Officer in the Council's developmental and administrative functions. Attend all meetings of the Council and participate in proceedings as required. Take oversight of the Council's developmental and administrative work as required. Train clerical staff.

Accounts Payable Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Experience in operating a cash office. Ability to maintain the Council's accounting and salaries records.

*Responsible to:* Deputy Executive Officer.

*Duties:* Operate the Council's cash office and maintain the appropriate accounts records. Make payments of accounts to sundry creditors of the Council. Prepare salaries and wages sheets and make payments of salaries and wages. Provide assistance to the Deputy Executive Officer in Council office duties as required.

Accounts Receivable Assistant.

*Qualifications:* Form 2. Ability to perform general office duties and to operate a cash register.

*Responsible to:* Accounts Payable Officer.

*Duties:* Receive payments made to the Council and operate the cash register. Assist the accounts payable officer in cash office duties as required.

Part G.

*Grade 5 Employing Authority—Goroka Council.*

Deputy Executive Officer

*Qualifications:* Council Executive Officer Grade 3 Vunadidir Certificate or equivalent. Appropriate university degree desirable. Administrative and executive ability. Knowledge of *Local Government Act* and other legislation connected with Council functions. Knowledge of Town Council accounting using accounting machines. Ability to supervise and control the Council accounts office, Council projects, and the activities of the Council generally.

*Responsible to:* Executive Officer.

*Duties:* Assist the Executive Officer in Council developmental, financial and administrative functions and deputize for him where required. Attend all meetings of the Council and Committees and participate in proceedings as required. Take oversight of the accounts office and other Council administrative and developmental work as directed.

Accounts Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate or equivalent desirable. Experience in Local Government accounting preferably with the use of accounting machines. Ability to maintain the accounting records of the Council.

*Responsible to:* Deputy Executive Officer.

*Duties:* Under direction maintain the accounting records of the Council. Assist in training staff of the accounts section.



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Personal Tax and  
Licensing Officer

*Qualifications:* Form 3 for school-leaver on or before 31 December 1972 or Form 4 for later school-leaver. Council Executive Officer Grade 1 Vunadidir Certificate or equivalent desirable. Administrative ability. Experience in the enforcement of Council rules. Capable of representing the Council in court proceedings.

*Responsible to:* Deputy Executive Officer.

*Duties:* Supervise the enforcement of Council rules. Make inspections, issue summons and represent the Council in court proceedings.

Part H.

*Grade 5 Employing Authority—Mount Hagen Council.*

Executive Officer

*Qualifications:* Council Executive Officer Grade 3 Vunadidir Certificate or possession of such other educational qualifications as are acceptable to the Commission. Appropriate university degree desirable. Superior executive and administrative ability. Experience in the managerial and administrative functions of urban or semi-urban Councils. Good working knowledge of *Local Government Act* and other legislation connected with town Council functions. Ability to plan and co-ordinate all Council activities in an urban situation.

*Responsible to:* The Council through the Finance/Executive Committee.

*Duties:* Accept responsibility for the management and administration of the Council. Develop and maintain an effective organisational structure. Co-ordinate and integrate the activities of all departments of the Council. Attend to legal matters and seek advice from the Legal Adviser where necessary. Develop and implement the Council works programme and direct the preparation of budgets and estimates. Ensure that all decisions of the Council and the Finance/Executive Committee are promulgated and implemented. Maintain an effective record of Council policy directives. Develop and control an effective personnel management programme with proper emphasis on staff training. Attend Council and Committee meetings as required.

Deputy Executive  
Officer

*Qualifications:* Council Executive Officer Grade 3 Vunadidir Certificate or equivalent. Appropriate university degree desirable. Administrative and executive ability. Knowledge of the *Local Government Act* and other legislation connected with Council functions. Knowledge of Town Council accounting using accounting machines. Ability to supervise and control the Council accounts office and activities of the Council generally.

*Responsible to:* Executive Officer.

*Duties:* Assist the Executive Officer in Council developmental, financial and administrative functions and deputize for him where required. Supervise and control the accounts office. Attend all meetings of the Council and Committees and participate in proceedings as required. Take oversight of other Council administrative and developmental work as directed. Train clerical staff.

Assistant Executive  
Officer

*Qualifications:* Council Executive Officer Grade 3 Vunadidir Certificate or equivalent. Administrative and executive ability. Knowledge of *Local Government Act* and other legislation relating to Council functions. Knowledge of Town Council accounting using accounting machines. Ability to provide secretarial services to a Town Council.

*Responsible to:* Executive Officer.

*Duties:* Assist the Executive Officer in providing secretarial services to the Council. Supervise the Council's tax collection activities and the cash office. Assist in the operation of the Council's transport. Supervise and direct other administrative activities or projects as required.

Accounts Officer

*Qualifications:* Council Executive Officer Grade 2 Vunadidir Certificate or equivalent. Experience in Local Government accounting and general clerical duties. Ability to maintain the accounting records of a Town Council with the use of accounting machines.

*Responsible to:* Deputy Executive Officer.

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*Duties:* Under direction maintain the accounting records of the Council. Arrange for payment of accounts, perform relief clerical duties in the Council office as required. Assist in training staff of the accounts section.

Assistant Accounts Officer

*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent. Knowledge of Local Government accounting. Ability to maintain accounting records of a Town Council with the use of accounting machines. Ability to perform the duties of cashier.

*Responsible to:* Depury Executive Officer.

*Duties:* Assist in the maintenance of the Council's accounting records. Perform relief duties in the accounts section and the cash office as required.

Part I.

*Grade 5 Employing Authority—Higaturu-Oro Bay Special Purpose Authority.*

Executive Officer

*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent. At least two years' experience in clerical duties in a Council office. Capable of carrying out the duties of Executive Officer in a Special Purpose Authority. Ability to supervise clerical staff and to supervise projects.

*Responsible to:* Finance Executive Committee.

*Duties:* Assume responsibility for the performance of the administrative and clerical duties of the Authority's office. Supervise and/or perform administrative and clerical duties as required. Supervise the Authority's projects as required. Train clerical staff.

Assistant Executive Officer

*Qualifications:* Council Executive Officer Grade 1 Vunadidir Certificate or equivalent. At least one year's experience in clerical duties in a Council office. Capable of maintaining the Authority's financial records and performing other clerical duties as directed.

*Responsible to:* Executive Officer.

*Duties:* Assist the Executive Officer in the operations of the Authority's office. Perform accounting and clerical duties as directed.

Executive Assistant Grade 1

*Qualifications:* Form 2. Experience in general clerical duties in a Council office desirable.

*Responsible to:* Executive Officer.

*Duties:* Assist in the performance of clerical duties as directed.

INDEPENDENT STATE OF PAPUA NEW GUINEA.

CHAPTER NO. 58.

*Local Government Service.*

SUBSIDIARY LEGISLATION.

1. Act, Section 5—Ex officio appointments of deputies of members of the Commission.  
Assistant Commissioner for Local Government, to be deputy of the Commissioner for Local Government (office as at 3 February 1972).
2. Act, Section 24(1)(a)—Designated positions.

Council or Local Government Authority.	Position No.	Designation.	Local Designation.
<i>Grade 1 Employing Authorities</i>			
Afore	1	Council Executive Officer Class 1	Executive Officer
Almami	1	Council Executive Officer Class 1	Executive Officer
Amanab	1	Council Executive Officer Class 1	Executive Officer
Ambunti	1	Council Executive Officer Class 1	Executive Officer
Arabaka	1	Council Executive Officer Class 1	Executive Officer
Astrolabe Bay	1	Council Executive Officer Class 1	Executive Officer
Bainings	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Bali Wiru	1	Council Executive Officer Class 1	Executive Officer
Bamu	1	Council Executive Officer Class 1	Executive Officer
Bana	1	Council Executive Officer Class 1	Executive Officer
Bundi	1	Council Executive Officer Class 1	Executive Officer
Cape Nelson	1	Council Executive Officer Class 1	Executive Officer
Daga	1	Council Executive Officer Class 1	Executive Officer
Dobu	1	Council Executive Officer Class 1	Executive Officer
Duau	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Eivo	1	Council Executive Officer Class 1	Executive Officer
Erave	1	Council Executive Officer Class 1	Executive Officer
Gloucester	1	Council Executive Officer Class 1	Executive Officer
Gogodala	1	Council Executive Officer Class 1	Executive Officer
Goodenough Island	1	Council Executive Officer Class 1	Executive Officer
Green River	1	Council Executive Officer Class 1	Executive Officer
Guari	1	Council Executive Officer Class 1	Executive Officer
Iabu	1	Council Executive Officer Class 1	Executive Officer
Josephstaal	1	Council Executive Officer Class 1	Executive Officer
Kaipi	1	Council Executive Officer Class 1	Executive Officer
Kandrian	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Keram	1	Council Executive Officer Class 1	Executive Officer
Komo	1	Council Executive Officer Class 1	Executive Officer
Korimiri	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 1	Executive Assistant
Kuni	1	Council Executive Officer Class 1	Executive Officer

Council of Local Government Authority.	Position No.	Designation.	Local Designation.
<i>Grade 1 Employing Authorities—continued</i>			
Lai Valley	1	Council Executive Officer Class 1	Executive Officer
Lake Kapiago	1	Council Executive Officer Class 1	Executive Officer
Lake Kutubu	1	Council Executive Officer Class 1	Executive Officer
Lake Murray	1	Council Executive Officer Class 1	Executive Officer
Lamari	1	Council Executive Officer Class 1	Executive Officer
Lavongai	1	Council Executive Officer Class 1	Executive Officer
Makamaka	1	Council Executive Officer Class 1	Executive Officer
Margarima	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Mengen	1	Council Executive Officer Class 1	Executive Officer
Morehead	1	Council Executive Officer Class 1	Executive Officer
Morobe	1	Council Executive Officer Class 1	Executive Officer
Murua	1	Council Executive Officer Class 1	Executive Officer
Mussau Emira	1	Council Executive Officer Class 1	Executive Officer
Naho-Rawa	1	Council Executive Officer Class 1	Executive Officer
Ningerum	1	Council Executive Officer Class 1	Executive Officer
Nuku	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Oriomo-Bituri	1	Council Executive Officer Class 1	Executive Officer
Orokolo	1	Council Executive Officer Class 1	Executive Officer
Pagei	1	Council Executive Officer Class 1	Executive Officer
Porgera	1	Council Executive Officer Class 1	Executive Officer
Poroma	1	Council Executive Officer Class 1	Executive Officer
Rai Coast	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 1	Executive Assistant
Ramoaina	1	Council Executive Officer Class 1	Executive Officer
Salt-Nomane	1	Council Executive Officer Class 1	Executive Officer
Saussia	1	Council Executive Officer Class 1	Executive Officer
Siassi	1	Council Executive Officer Class 1	Executive Officer
Simbai	1	Council Executive Officer Class 1	Executive Officer
Siwai	1	Council Executive Officer Class 1	Executive Officer
Suau	1	Council Executive Officer Class 1	Executive Officer
Tamata	1	Council Executive Officer Class 1	Executive Officer
Telefomin	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 1	Executive Assistant
Tewae	1	Council Executive Officer Class 1	Executive Officer
Usino	1	Council Executive Officer Class 1	Executive Officer
Wakunai	1	Council Executive Officer Class 1	Executive Officer
Walsa	1	Council Executive Officer Class 1	Executive Officer
Waria	1	Council Executive Officer Class 1	Executive Officer
Watut	1	Council Executive Officer Class 1	Executive Officer
	2	Council Executive Assistant Grade 1	Executive Assistant
West Fergusson	1	Council Executive Officer Class 1	Executive Officer
<i>Grade 2 Employing Authorities</i>			
Amazon Bay	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Assistant Grade 1	Executive Assistant
Angoram	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Assistant Grade 1	Executive Assistant
Baimuru	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Buin	1	Council Executive Officer Class 2	Executive Officer

Council of Local Government Authority.	Position No.	Designation.	Local Designation.
<i>Grade 2 Employing Authorities—continued</i>			
Bwana Bwana	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Dreikikir	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
East Kerema	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Gau	2	Council Executive Assistant Class 1	Special Duties Officer
	1	Council Executive Officer Class 2	Executive Officer
Gumine	2	Council Executive Officer Class 1	Assistant Executive Officer
	3	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Hiri	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Hoskins	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Ialibu	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Ilimo	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Jimi	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Kagua	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Kairuku	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Kandep	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Kikori	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Kiriwina	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Kiunga	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Kompiam	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Louisiade	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Maramatana	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Markham	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Mekeo	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Mount Giluwe	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Mount Wilhelm	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Mumeng	2	Council Executive Officer Class 1	Assistant Executive Officer
	1	Council Executive Officer Class 2	Executive Officer
Nakanai	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Nawae	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer
Nipa	2	Council Executive Assistant Grade 1	Executive Assistant
	1	Council Executive Officer Class 2	Executive Officer

Council of Local Government Authority.	Position No.	Designation.	Local Designation.
<i>Grade 2 Employing Authorities—continued</i>			
Oro Bay	1	Council Executive Officer Class 2	Executive Officer
Pangia	1	Council Executive Officer Class 2	Executive Officer
Pindiu	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
	3	Council Executive Assistant Grade 1	Executive Assistant
Siau	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
Sumgilbar	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Assistant Grade 1	Council Executive Officer
Talasea	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
Tapini	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
Teop-Tinputz	1	Council Executive Officer Class 2	Executive Officer
Wantoat	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
Wapei	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
Weraura	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Officer Class 1	Special Duties Officer
Woitape	1	Council Executive Officer Class 2	Executive Officer
Wosera	1	Council Executive Officer Class 2	Executive Officer
Yangoru	1	Council Executive Officer Class 2	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Yawar	1	Council Executive Officer Class 2	Executive Officer
<i>Grade 3 Employing Authorities</i>			
Ambenob	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	
	3	Council Executive Officer Class 1	Special Duties Officer
	4	Council Executive Assistant Grade 1	Executive Assistant
Asaro-Watabung	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
Baiyer-Lumusa	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
Buka	1	Council Executive Officer Class 3	Executive Officer
Central New Ireland	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
Dei	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Assistant Grade 3	Executive Assistant
Elimbari	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 3	Assistant Executive Officer
Finschhafen	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
	3	Council Executive Officer Class 2	Special Duties Officer
	4	Council Executive Assistant Grade 1	Executive Assistant
Greater Maprik	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
	3	Council Executive Assistant Grade 1	Executive Assistant
Henganofi	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
Huon	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer

Council of Local Government Authority.	Position No.	Designation.	Local Designation.
<i>Grade 3 Employing Authorities—continued</i>			
	3	Council Executive Officer Class 2	Special Duties Officer
	4	Council Executive Assistant Grade 1	Executive Assistant
Kabwum	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
Karkar	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
	3	Council Executive Officer Class 1	Special Duties Officer
	4	Council Executive Assistant Grade 1	Executive Assistant
Kerema Bay	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
	3	Council Executive Officer Class 2	Special Duties Officer
Kerowagi	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
	3	Council Executive Assistant Grade 2	Executive Assistant
Koroba	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
	3	Council Executive Officer Class 2	Special Duties Officer
Lagaip	1	Council Executive Officer Class 3	Executive Officer
Lufa	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
Manus	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
	3	Council Executive Assistant Grade 1	Executive Assistant
Marshall Lagoon	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Milne Bay	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
	3	Council Executive Assistant Grade 1	Executive Assistant
Mul	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
Namatanai	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Okapa	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
	3	Council Executive Assistant Grade 1	Executive Assistant
Rigo	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 1	Assistant Executive Officer
Sina Sina	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
Tari	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
Vanimo	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Assistant Grade 2	Executive Assistant
Wabag	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
Wapenamanda	1	Council Executive Officer Class 3	Executive Officer
	2	Council Executive Officer Class 2	Assistant Executive Officer
<i>Grade 4 Employing Authorities</i>			
Higaturu	1	Council Executive Officer Class 4	Executive Officer
	2	Council Executive Officer Class 3	Assistant Executive Officer
	3	Council Executive Officer Class 3	Special Duties Officer
Kainantu	1	Council Executive Officer Class 4	Assistant Executive Officer
	2	Council Executive Officer Class 2	Special Duties Officer





INDEPENDENT STATE OF PAPUA NEW GUINEA.

CHAPTER NO. 58.

*Local Government Service.*

APPENDIXES.

APPENDIX 1.

SOURCE OF THE LOCAL GOVERNMENT SERVICE ACT.

Part A.—Previous Legislation.

*Local Government Service Act* 1971 (No. 95 of 1971)

as amended by—

Transfer of Powers Regulations 1973 (Statutory Instrument No. 49 of 1973)

*Local Government Service (Continuation) Act* 1975 (No. 28 of 1975)

*Statute Law Revision (Transfer of Powers) Act* 1976 (No. 25 of 1976)

*Statute Law Revision (Change of Fiscal Year) Act* 1977 (No. 47 of 1977).

Part B.—Cross References.

Section, etc., in Revised Edition.	Previous Reference <sup>1</sup> .	Section, etc., in Revised Edition.	Previous Reference <sup>1</sup> .
1	5	18	21
2	6	19	23
3	7	20	27
4	8(1), (3), (4)	21	28
5	8(1), (2), 9	22	29
6	8(5), (6)	23	24
7	11	24	22
8	10	25	25
9	14	26	26
10	15	27	30
11	12	28	31
12	13	29	32
13	16	30	33
14	17	31	34
15	18	32	35
16	19	Schedule	Schedule
17	20		

<sup>1</sup>Unless otherwise indicated, references are to the Act set out in Part A.

## APPENDIX 2.

## SOURCE OF THE LOCAL GOVERNMENT SERVICE DETERMINATION.

## Part A.—Previous Legislation.

Local Government Service (Conditions of Appointment and Service) Determination 1973 (No. 1 of 1973).

Local Government Service (Qualification and Duties) Determination 1973 (No. 3 of 1973).

Local Government Service (Benefits Fund) Determination 1973 (No. 4 of 1973).

Local Government Service (Salaries) Determination 1974 (No. LGS 1 of 1974).

## Part B.—Cross References.

Section, etc., in Revised Edition.	Previous Reference <sup>1</sup> .	Section, etc., in Revised Edition.	Previous Reference <sup>1</sup> .
1	3	35	LGS 1 of 1974, S.3.
2	4	36	LGS 1 of 1974, S.4.
3	5	37	38
4	6	38	39
5	7	39	40
6	8, 9	40	41
7	10	41	42
8	11	42	43
9	12	43	44
10	13	44	45
11	14	45	46
12	15	46	47
13	16	47	48
14	17	48	49
15	18	49	50
16	19	50	51
17	20	51	52
18	21	52	53
19	22	53	54
20	23	54	55
21	24	55	56
22	25	56	57
23	26, 27	57	58
24	28	58	59
25	29	59	60
26	30 <sup>2</sup>	60	61
27	31	61	62
28	32	62	63
29	33	63	64
30	34	64	65
31	35	65	66
32	36	66	67
33	37	67	68
34	LGS 1 of 1974, S.1.	68	69

<sup>1</sup>Unless otherwise indicated, references are to the Determination No. 1 of 1973 set out in Part A; other references are to other determinations set out in that Part.

<sup>2</sup>Numbered "20" in No. 1 of 1973; obviously in error.

Part B.—Cross References.—*continued.*

Section, etc., in Revised Edition.	Previous Reference.	Section, etc., in Revised Edition.	Previous Reference.
69	70	87	86
70	71	88	87
71	72	89	88
72	73	90	89
73	74	91	90
74	75	92	91
75	76	93	92
76	77	94	93
77	78	95	No. 4 of 1973, S.3.
78	79	96	No. 4 of 1973, S.4.
79	80	97	No. 4 of 1973, S.5.
80	81	98	No. 4 of 1973, S.6.
81	82	99	No. 4 of 1973, S.7.
82	No. 3 of 1973, S.3.	100	No. 4 of 1973, S.8.
83	No. 3 of 1973, S.4.	101	No. 4 of 1973, S.10.
84	83	Schedule 1	Schedule.
85	84	Schedule 2	LGS 1 of 1974, Schedules 1, 2.
86	85	Schedule 3	No. 3 of 1973, Schedules 1-9

