

SUPERANNUATION REGULATIONS, 1918.⁽¹⁾

Statutory Rules.

No. 3 of 1918.

- Citation. 1. These Regulations may be cited as the “*Superannuation Regulations, 1918.*”⁽¹⁾
- Definitions. 2. In these Regulations unless the contrary intention appears—
 “The Ordinance” means the *Superannuation Ordinance, 1917-1918.*⁽²⁾
 The words “Board” “Lieutenant-Governor”⁽³⁾ and “Officer” bear the respective meanings which they bear under the Ordinance.
 “The Account” means the Superannuation Fund Account.
- Members of Board. 3. The Superannuation Fund Board shall consist of three persons who shall be appointed by the Lieutenant-Governor.⁽³⁾ A notification of the appointment of a member of the Board shall be published in the *Gazette*.
- Term of Office. 4. Each member of the Board shall hold office for the period of three years from the date of his appointment.
- Meetings of Board. 5. The Board shall subject to these Regulations meet for the despatch of business adjourn and otherwise regulate their meetings and proceedings as they think fit.
- Quorum. 6. Two members of the Board shall form a quorum.
- Place of Meeting. 7. Unless the Lieutenant-Governor⁽³⁾ otherwise orders the meetings of the Board shall be held in Port Moresby.
- Chairman and Deputy. 8. The Lieutenant-Governor⁽³⁾ shall appoint a Chairman and Deputy Chairman of the Board. The Chairman or in his absence the Deputy Chairman shall preside at all meetings of the Board.

(1) Particulars of these Regulations are as follows:—

Ordinance under which made.	Date on which made by Lieut.-Gov. in Council.	Date on which published in Papua Govt. Gaz.	Date on which took effect.
<i>Superannuation Ordinance, 1917-1941</i>	8.5.1918	14.5.1918	14.5.1918 (Papua Govt. Gaz. of 14.5.1918)

(2) Now the *Superannuation Ordinance, 1917-1941*.

(3) See Section 19(2) of the *Ordinance Interpretation Ordinance, 1911-1940*.

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9. The Chairman or in his absence from Port Moresby the Deputy Chairman may at any time convene a meeting of the Board. It shall not be necessary to give notice of any meeting of the Board to any member who is not in Papua.

Convening Meetings.

10. Questions arising at any meetings shall be decided by a majority of votes. The Chairman or Deputy Chairman presiding at any meeting shall have a deliberative vote and in case of an equality of votes shall have a second or casting vote.

How questions decided.

11. A resolution in writing of all three members of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly called and constituted.

Resolutions without Board Meeting.

12. The Board shall cause Minutes to be duly entered in Books provided for the purpose:—

Minutes.

- (a) of the names of the members of the Board present at each meeting of the Board;
- (b) of all resolutions of the Board;
- (c) of all votes and proceedings of the Board.

13. During any vacancy in the Board the remaining members may act as if no vacancy existed.

Effect of vacancy.

14. Particulars in writing given by the Government Secretary and certified by him to the Board as correct regarding the age, date of entering the service, rates of salary, length of service, periods of absence on leave on half pay or without pay or regarding the retirement, resignation or dismissal from the service of any officer, and of any other matter or circumstance relating to any officer necessary to determine the amount of contributions and interest (if any) payable by such officer to the Superannuation Fund Account and the date at which the period for payment thereof commences, or to determine what Superannuation allowance gratuity or refund of contributions is payable to any such officer under the Ordinance, shall, in the absence of proof to the contrary, be taken to be correct and may be acted upon by the Board accordingly.

Particulars certified by Government Secretary may be acted upon by Board as correct.

15. Upon receipt of a notice from an officer under section 13 or section 13A of the Ordinance the Board shall cause such officer to be informed of the amount which represents five per centum on his total salary referred to in such of the said sections under which he shall have given the notice.

Board to give information to Officers giving notice under s. 13 or 13A.

16. Any instalment paid by any officer under the provisions of sections 13 or 13A of the Ordinance shall not be less than Five Pounds (if that sum or more be payable) or any multiple of Five Pounds.

Instalments.

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The instalment shall also be accompanied by payment of the interest thereon calculated from the time interest begins to run under the provisions of the section under which the instalment is paid down to the date of payment of the instalment.

Superannuation Fund Account to be opened.

17.—(1.) The Superannuation Fund Account shall be opened and kept by the Board in some Bank or Banks in the Territory for the time being approved by the Lieutenant-Governor.⁽³⁾

(2.) Unless and until the Lieutenant-Governor⁽³⁾ otherwise orders the Account shall be opened and kept in the Bank of New South Wales, Port Moresby Branch.

Powers of Board.

18. The Board shall subject to these Regulations have full power to deal with and invest the Funds for the time being standing to the credit of the account.

Deductions from current salaries made by Treasurer.

19. All contributions under section 17 of the Ordinance shall be deducted by the Treasurer monthly from the salary of each officer and shall be paid by the Treasurer into the Superannuation Fund Account. Particulars thereof certified by the Treasurer and the Accountant of the Treasury shall be handed to the Secretary of the Board on the day of or following such payment.

Payments in respect of past services, etc., to be made to Secretary.

20.—(1.) The sum or instalments thereof with interest thereon payable under section 13 or under section 13A of the Ordinance shall be paid by the Officer concerned to the Secretary of the Board who shall give a receipt in the prescribed form therefor.

(2.) Such sum or instalments, with interest, may be paid in cash or by transfer to the Board of any security upon which the Board is by these Regulations empowered to invest the Funds standing to the credit of the Superannuation Fund Account.

Officer may give authority to Treasurer to deduct contributions for past services, etc.

21.—(1.) Any officer who has given the notice required by section 13 or section 13A of the Ordinance may in writing authorize the Treasurer to deduct from his monthly salary any sum in excess of his contributions under section 17 of the Ordinance and to pay the same into the Superannuation Fund Account in respect of his contributions under sections 13 and 13A of the Ordinance or either of them.

(2.) When any such deductions in excess shall from time to time amount to £10 with interest thereon calculated from the time interest begins to run in respect thereof under the section under which the said notice has been given, the Treasurer shall pay such last mentioned sum and interest thereon into the Superannuation Fund Account and particulars thereof certified by the Treasurer and the Accountant of

(3) See Section 19(2) of the Ordinance Interpretation Ordinance, 1911-1940.

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the Treasury shall be handed to the Secretary of the Board on the day of or following such payment.

(3.) The Officer may at any time in writing cancel the authority so given by him to the Treasurer, but such cancellation shall not affect any payments made to the Secretary of the Board prior to the date on which the Treasurer receives notice of such cancellation.

22. Any grant in aid under section 24, and any advance by way of Loan under section 25 of the Ordinance respectively if made shall be paid by the Treasurer to the credit of the Superannuation Fund Account and particulars thereof certified by him and the Accountant of the Treasury shall be handed to the Board on the day of such payment. Such payments shall be made in the manner and shall be deemed to have been paid subject to the conditions mentioned in the Order in Council providing for such grant in aid or advance by way of loan.

How grants in aid and advances by way of Loan to be paid, etc.

23. All sums of money received by the Board or by the Secretary of the Board shall be paid into the Superannuation Fund Account without delay.

Moneys received to be paid into Account.

24. Receipts for all moneys received by the Board or its Secretary shall be on a form approved by the Treasurer. On no account whatever are receipts to be given on other than the authorized form. Full particulars shall be entered on the counterfoil of every receipt form and the person receiving the payment shall sign such counterfoil.

Receipts to be given.

25. All payments by the Board shall be by cheques drawn on the Superannuation Fund Account signed by the Secretary of the Board and countersigned by one member of the Board.

Payments how made

26.—(1.) Before payment of any allowances gratuity or refund of contributions or of any liability or sum whatsoever an account thereof shall be prepared by the Board in duplicate.

Accounts to be prepared and passed before payment.

(2.) All such accounts shall before payment be passed for payment at a meeting of the Board.

27. When passing the first payment on account of any superannuation allowance and when passing the payment of any gratuity or the refund of any contribution to the Superannuation Fund Account to any officer or payment thereof to his personal representatives the Board shall cause to be prepared and entered on the Minutes of its proceedings a short statement showing the circumstances under which the proposed payee is entitled thereto under the Ordinance.

Reasons for certain payments to be entered in the Minutes.

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Periods of
payments of
allowances.

28.—(1.) Superannuation allowances shall be paid by instalments payable quarterly on the fourth days of January, April, July and October in each year, or monthly on the fourth day of each month at the option of the person entitled (hereinafter called the pensioner) provided that a proportionate payment may be made in any case for a less period than a quarter or a month.

(2) Gratuities, refunds of contributions, and other payments shall be made as occasion demands.

Superannuation
allowances
how paid.

29. Payments of instalments of Superannuation allowance may be made by the Board:—

- (a) to the pensioner personally; or
- (b) to a person who is the holder of an order from the pensioner in the form given in the next following Regulation; or
- (c) to any Bank appointed by the pensioner and approved by the Board, by a non-negotiable cheque to the credit of the pensioner's account with such bank. The cheque shall be accompanied by the account thereof passed by the Board for payment. A duplicate of the pay-in slip signed by the Teller and stamped with the Bank's stamp and attached to the account shall in such case be taken as a full acquittance for the payment; or
- (d) with the approval of the Postmaster-General of the Commonwealth to any Postmaster in the service of the Commonwealth for payment by him
 - (i) to the pensioner; or
 - (ii) to such person who is the holder of an order from the pensioner in the form given in the next following Regulation.

Receipts for
allowances.

30.—(1.) The pensioner shall give a receipt for each instalment paid to him personally by the Board or a Postmaster in the following form:—

PAPUA.

Superannuation Ordinance, 1917-1918.(2)

RECEIPT.

I acknowledge to have received the sum of £ : : being instalment
of Superannuation allowance for the ending the
day of 19 .

Signature.

(2) Now the *Superannuation Ordinance, 1917-1941.*

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(2.) An Order mentioned in paragraphs (b) and (d) (ii) of the last preceding Regulation shall be in accordance with the following form:—

Order & receipt form.

PAPUA.

Superannuation Ordinance, 1917-1918.(2)

ORDER FORM AND RECEIPT.

I hereby authorise _____ to receive the instalment of Superannuation allowance payable to me for the _____ ending the day of _____ 19 _____

Signature:
Postal Address:
Date:

I, being the person mentioned in the above Order, acknowledge to have received the sum of £ _____ : _____ : _____, being the instalment payable as above. I last saw the person whose signature appears above at _____ on the day of _____ 19 _____

Signature:
Address:
Date:

31. The Board may invest the Funds for the time being standing to the credit of the Superannuation Fund Account or any part thereof in:—

Investments.

- (a) Securities of the Government of the Commonwealth of Australia including Commonwealth War Bonds and War Saving Certificates; or
- (b) Securities of the Government of a State of the Commonwealth or of the Territory of Papua; or
- (c) Any other securities for the time being approved by the Lieutenant-Governor.⁽³⁾

32. Funds for the time being uninvested may be lodged either at call or at fixed deposit in the Commonwealth Savings Bank at any Branch in Papua or in any other bank approved by the Lieutenant-Governor.⁽³⁾

Treatment of money uninvested.

33. The Board shall cause to be kept proper books of account in which shall be entered a full account of all moneys received into and paid out of the Superannuation Fund Account and of all moneys whatsoever received by the Board or by its Secretary or by any person on account of the Board under the provisions and authority of the Ordinance and these Regulations and of the expenditure thereof or other dealing therewith.

Books to be kept.

(2) Now the *Superannuation Ordinance, 1917-1941.*

(3) See Section 19(2) of the *Ordinance Interpretation Ordinance, 1911-1940.*

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Audit.

34. Once in every year and oftener if he shall think necessary or be required by the Lieutenant-Governor⁽³⁾ the Treasurer or such other person as the Lieutenant-Governor⁽³⁾ may appoint shall examine the books and accounts of the Board. At such examination and for the purposes thereof the Treasurer or such person so appointed shall have full and free access to all books vouchers and documents of the Board and the Board shall allow such access accordingly.

Secretary.

35. The Board may appoint a Secretary to the Board. Such appointment and the salary attached thereto shall be subject to the approval of the Lieutenant-Governor.⁽³⁾ The salary shall be paid either out of the Revenue from moneys appropriated for that purpose or out of the Funds of the Superannuation Fund Account as the Lieutenant-Governor⁽³⁾ may direct.

Duties of
Secretary.

36. The Secretary to the Board shall keep such cash and other books and such records in such form as shall be directed by the Board; he shall attend all meetings of the Board, keep and record the Minutes thereof, and perform all such other duties as may be required by the Ordinance or these Regulations and as may be required of him by the Board.

(3) See Section 19(2) of the *Ordinance Interpretation Ordinance, 1911-1940.*