



NAA: BT1200/37, SINGLE C V PART 1

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Number of pages: 72

Title: SINGLE, Clive Vallack [Flight Sergeant] - Personal file - Papua New Guinea - Chief Minister and Development Administration Staff

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DEPARTMENT OF THE ADMINISTRATOR

PT-2.

File No.

See Box 10 -

SUBJECT:

SINGLE, C.V.

ARCHIVAL ACTION

✓ PT1

Former Papers on

EACH OFFICER TO ENTER INITIALS WHEN CLEARING FOLIO
SENDING OFFICER MUST NOT INITIAL HIS OUTWARD ENTRY

Later Papers on

Folio No. (1)	Referred to Date (2)	Clearing Officer's Initials (3)	Folio No. (1)	Referred to and Date (2)	Clearing Officer's Initials (3)	Folio No. (1)	Referred to and Date (2)	Clearing Officer's Initials (3)
<p style="font-size: 2em; opacity: 0.5;">ESS ACTION COMPLETED</p> <p style="font-size: 4em; transform: rotate(-30deg); opacity: 0.5;">Closed April 1971</p>								
<p style="color: blue; font-weight: bold;">P.N.G. CONTRACT</p>								
<p style="color: blue; font-weight: bold;">P.N.G. CONTRACT</p>								

INSTRUCTIONS

- (1) In Column (1) above, the folio on which action required will be indicated, Column (2) will indicate to whom the file is to be referred and the date.
- (2) When a folio is cleared the Officer dealing with the file will place his initials in Column (3) and indicate on the NEXT vacant line to whom the file is to be referred and the date.
- (3) All entries should be written in ink.

Govt. Print.-2697/40,000.-7.72.

SINGLE C.V.

File No.

P/F C. V. SINGLE

CM & DA

(84)

Files 84 & 85 please

TO WHOM IT MAY CONCERN

This is to certify that Mr Clive V. Single undertook a Full time Matriculation Course under the Commonwealth Reconstruction Training Scheme for the period 20th May 1946 to 31st December 1946 during this period he was paid a living allowance by the Commonwealth.

16th July 1971

B.E. Auld
B.E. Auld
DEPUTY COMMISSIONER



Form PP 127
(Sep. '57)

ROYAL AUSTRALIAN AIR FORCE

STATEMENT OF SERVICE AND DISCHARGE

(Issued in Lieu of Lost Certificate of Discharge)
(AFO 8/1/5c)

Rank and Name: Flight Sergeant Clive Wallack SINGLE

Date of Enlistment: 30th January 1943 Official Number: 432887

Date of Discharge: 30th November 1945

Reason for Discharge (under provisions of AFR 115(t)): "On Demobilisation"

Conduct Assessment: Very Good

RAAF Trade: Air Gunner

TRADE PROFICIENCY

Skill in Trade: Satisfactory

Ability as a supervisor: Satisfactory

Administrative ability: Satisfactory

Honours and awards: 1939-45 Star, Pacific Star, War Medal 1939-45,
Australia Service Medal 1939-45, Returned from Active
Service Badge.

Remarks: Nil

J. Callaghan
for Air Member for Personnel.

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Care of the Bank of New South Wales,
King and George Streets,
Sydney

26th April 1971

The Departmental Head,
Department of the Administrator,
Konedobu,
T.P.N.G.



Dear Sir,

I thank you for your last two letters, on the 29th October 1970, acknowledged on the 26th December 1970, and yours on the 11th January 1971, acknowledged herewith. Your reference is P386.

On the question of my not having asked you for a review of the Milne Bay posting, I have never done such a thing and I hope I never shall. I have worked, and I will work, where I am directed to. I expressed my extreme misgivings at the posting to only one person, and that was in a private and personal letter, on my own note paper, to the District Commissioner. I am therefore astonished that my view should have reached your Headquarters.

I want to be clear that I have not made, and do not make now, any application to you for a review of the original posting. I have no application before you.

I attach to this the Moresby-Losuia (Milne Bay) ticket for refund.

Yours faithfully,

[Handwritten mark]

C. V. Single

cc DC
MBD Int. only

P. 5

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SE/sj

P.386



29th October, 1970

REGISTERED MAIL

Mr. C.V. Single,
C/- Bank of N.S.W.,
King & George Sts.,
SYDNEY. N.S.W. 2000.

Dear Sir,

You are advised that on your resumption from leave you are to be reposted to the Milne Bay District.

Ansett ticket number 718123 for travel from Port Moresby to Alotau is enclosed. Please acknowledge receipt on the duplicate of this letter.

I trust that this is satisfactory.

Yours faithfully,

T.W. Ellis

(T.W. ELLIS)
Departmental Head *et al.*

✓
c.c.

District Commissioner,
Milne Bay District,
ALOTAU.

PS

URGENT

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TERRITORY OF PAPUA AND NEW GUINEA.

Department of the Administrator,
Konedobu.

REGISTERED MAIL

Date: 30th SEPTEMBER, 1970.

File Ref: P.386

District Commissioner,
MILNE BAY DISTRICT.
ALOTAU.

LEAVE - MR. C.V. SINGLE.

Approval has been granted for the above-mentioned to proceed on leave from 15.10.70. to 20.5.71.

- ... 2. Enclosed is Travel Warrant No. 50708. to cover leave travel by the abovenamed officer between SYDNEY and PORT MORESBY, ALOTAU.
- 3. Please deliver the warrant to the officer concerned at a suitable date prior to departure and acknowledge receipt of same on the duplicate of this memorandum.

MINUTETO:

Departmental Head,
Konedobu.

6/10/70.

T.W. Ellis

(T.W. ELLIS) S.C.
Secretary

Receipts acknowledged + Travel Warrant Encl. forwarded to Mr. Single per spec find out how Mr Single is travelling, registered mail he may go Rossini/Pom. district.
on 6/10/70
FGD 6/10/70

(98)

Distroff

P.1

Single

CVS/it

Sub-District Office,
Losuia,
Milne Bay District,
PAPUA

8th September, 1970.



District Commissioner,
Milne Bay District,
ALOTAU.

Leave, C.V. Single.

Attached please find 2 copies of my leave application.

Could you please advise me about relief arrangements and my own re-posting after leave.

Should I be returning to Losuia packing will be simplified. If not, I shall need a set of twelve boxes, being, following the standard sizes set out in your 87-1-8 of 14/8/70:-

- 3 of 3 x 3 x 2
- 4 of 3 x 3 x 3
- 5 of 4 x 4 x 2

I do not want leave beyond 30/6/71, and could do with a good deal less if this suited the Administration's convenience.

(C.V. Single)

Assistant District Commissioner.

Att.

PS

APPLICATION FOR LEAVE

To be filled in where applicable

APPLICANT—

One Copy only required



Full Name Clive Vallack SINGLE Number.....
 Designation Rank Asst. Dist. Commissioner Location LOSUIA, Trobriand Islands, MBD
 Home Subdistrict..... District..... To spend Leave in SIDNEY Subdistrict
 Type of Leave Recreation, Long Leave and Furlough
 Method of Payment of Leave Money Cheque to Bank of N.S.W. Port Moresby
 Leave Address for Mail Bank of N.S.W. King and George Sts SYDNEY
 Proposed Date of Departure 15/10/70 Mode of Travel (a) Going AIR (b) Returning AIR
 Name of Company (a) ANSETT (b) ANSETT

Names of Family and Ages of Children Accompanying you
 (a)..... (d)..... Age.....
 (b)..... Age..... (e)..... Age.....
 (c)..... Age..... (f)..... Age.....

Date 7/9/70 Signature C.V. Single
C. V. SINGLE A.D.C.

NOTE: Overseas Officers and Employees are required to complete the Statutory Declaration on the reverse of this form.

OFFICER-IN-CHARGE—
 Recommended/Not Recommended (if not recommended forward report). Is travelling time required: Yes/No. If yes attach report showing full details of travelling time recommended.

Relief arrangements.....
 Date..... Officer-in-Charge.....

DIVISIONAL OR BRANCH HEAD—
 Recommended/Not Recommended Officer to be posted to.....after leave.

Date.....

FUNDS AUTHORITY— Funds are available and committed.	COMMISSIONER'S DELEGATE— Leave approved—
--	---

STAFF CLERK— Entitlement Commenced Duty...../...../..... Resumed ex Leave...../...../..... L.W.O.P. Taken :Days Starts Leave on...../...../..... Service for Leave Purposes :— (a)Days=.....Weeks (b) Months..... Recreation Leave Due— (c)(Weeks) @ 1 day =Days (d)(Months) @ 2 days =Days (e)(Months) @ 1½ days =Days Sub-TotalDays Less Debits —Days Sub-TotalDays Plus Credits +Days Plus Public Holidays +Days Plus Travelling Time +Days Total Leave :Days Leave Period from...../...../...../...../...../..... Other Leave.....	Warrant Last Issued..... Eligible for Warrant : Yes/No. WORK SPACE Check List <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: left;">Initial</th> <th style="text-align: left;">Date</th> </tr> </thead> <tbody> <tr> <td>History Card Noted</td> <td></td> <td></td> </tr> <tr> <td>P.S.C. 6 to Salaries</td> <td></td> <td>...../...../.....</td> </tr> <tr> <td>File R/S</td> <td></td> <td></td> </tr> <tr> <td>Resumed on...../...../.....</td> <td></td> <td></td> </tr> <tr> <td>History Card Noted</td> <td></td> <td>...../...../.....</td> </tr> <tr> <td>P.S.C. 7 to Salaries</td> <td></td> <td></td> </tr> </tbody> </table>		Initial	Date	History Card Noted			P.S.C. 6 to Salaries	/...../.....	File R/S			Resumed on...../...../.....			History Card Noted	/...../.....	P.S.C. 7 to Salaries		
	Initial	Date																				
History Card Noted																						
P.S.C. 6 to Salaries	/...../.....																				
File R/S																						
Resumed on...../...../.....																						
History Card Noted	/...../.....																				
P.S.C. 7 to Salaries																						

Form P.S.C. 5 (Rev. 11/66)

STATUTORY DECLARATION

(To be completed by Overseas Officers and Employees Only—Before completing see instructions below)

I, ^(a) Clive Vallaek SINGLE of Losuia, Trobriand Islands, M.B.D.
do solemnly and sincerely declare that

1. My next-of-kin is my Sister.....
(Relationship—See Note)

Rania Murray.....who resides at
(Full Name)

19 Trelawney Street Woollahra Sydney.....
(Address)

2. My home State is (P.S.O. Sect. 96 (9) R.P.N.G.C.O. Sect. 75 (9)).....

New South Wales.....

3. (b) I intend to spend my leave.....mainly in Sydney with probable

visits to other capitals and Malaysia.....

And make this solemn declaration by virtue of the *Statutory Declarations Ordinance* 1950 conscientiously believing the statements contained therein to be true in every particular.

Declared at Losuia.....
the Seventh.....day of
September....., 1960.....

(c).....
Before me—
(C. V. Single)
(d).....
(e).....

(a) Here insert name, address and occupation of person making the declaration.

(b) Here state destination in Australia or Overseas.

(c) Signature of person making the declaration.

(d) Signature of person before whom the declaration is made.

(e) Here insert title of person before whom the declaration is made.

Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offence, and is liable to imprisonment, with or without hard labour, for four years.

NOTE.—Next-of-kin for purpose of determining "Home State" is FATHER, MOTHER, BROTHER, SISTER in that order. If no next-of-kin is resident in Australia please indicate in 2 above State from which recruited.

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87-1-1

8 x Single

Division
XXXXXXXXXX
Dept of the Administrator,
MORUWIA. M.B.D.

23rd October 1969

The District Commissioner,
Milne Bay District

STAFF: C. V. Single
Mrs. Moore

- (1) Please forgive a letter on two staff members.
- (2) I would like to report myself back on duty, having had a complete medical examination in Port Moresby. The physician allowed my return, and is reporting to Mr. Dyer.
- (3) Mrs. Moore's visit here unfortunately terminated with her accidentally cutting her hand on a tin she was opening; her hand was dressed yesterday by Dr. R. Kamikilakai who at the same time has certified that she will not be fit for work, particularly typing until the 31st.
- (4) Accordingly, I tried to contact you at Belubelu this morning to ask whether one additional day's special leave, Monday the 3rd of November, and that Mrs. Moore may have your consent to remain here until the next charter flight next Tuesday week. Unfortunately, Belubelu was off the air, and I was unable to do so.
- (5) In all the circumstances, I assumed your compliance, as Mrs. Moore would have been able to do nothing at Alotau by returning. She will make the usual applications on her return, and produce the medical certificate.
- (6) Please forgive the bad preparation of this; I am writing between planes to keep you informed.

C. V. Single
C. V. Single

Assistant District Commissioner

- 1 Safe hand to D.C.
- 2 Post to D.C.
- 1 Mrs. Moore

P.475
P.496

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DISCOM
→ P.475

District Headquarters,
Milne Bay District,
ALOTAU.

20th June, 1969.

Mr. C.V. Single,
Assistant District Commissioner,
LOSUIA.


Dear

On the eve of my departure from the District I do want to express to you my appreciation of your co-operation and support over the past months and I trust that at some future date I will have the pleasure of working in the same District as yourself again.

As I had anticipated I am very pleased with the fillup that you have provided particularly in the sphere of native administration in the Losuia Sub-District and I wish you every success in your projects and ventures.

Again my thanks and with every good wish.

Yours sincerely,



(M.J. Denehy)
a/District Commissioner.

1969, SINGLE C V PART 1

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P.475 P.491

District Office,
AIOTAU,
Milne Bay District.

Director,
Department of District Administration.

HIGHER DUTIES ALLOWANCE - MESSRS.

C. V. SINGLE AND A. M. BOTTRILL.

Your P.308 of the 1st inst. refers.

It is advised that Mr. Single look up duties as acting D.D.C. on the 10th January, 1969. Mr. Bottrill took over from Mr. Single as acting D.D.C. in the 7th March, 1969.

It is therefore recommended that Mr. Single be paid the Higher Duties Allowance for the period 10.1.69-10.3.1969; Mr. Bottrill's Higher Duties Allowance should commence on the latter date.

Please amend your records accordingly.



(M. J. Denehy),
A/District Commissioner.



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TERRITORY OF PAPUA AND NEW GUINEA

Telegrams DISADM
Telephone 4601
Our Reference... P.308
If calling ask for
Mr.....



Department of District Administration,
Konedobu, Papua.

1st April, 1969

The District Commissioner,
Milne Bay District,
ALOTAU.

HIGHER DUTIES ALLOWANCE - MR. C.V. SINGLE,
AND A.M. BOTTRILL.

Your radio 731 of 25th March, 1969 refers.

- 2. In the above radio you advise that Mr. Bottrill took over from Mr. Single as acting Deputy District Commissioner., Milne Bay District,
- 3. Records reveal that your recommendation for the payment of Higher Duties Allowance to Mr. Single was not received at this Headquarters and consequently he has not been in receipt of H.D.A for the period he acted in the position.
- 4. Would you please forward your recommendations for both Mr. Single and Mr. Bottrill together with the relevant dates so that allowances may be adjusted accordingly.

DDC - prepare for my signature file
[Signature]

T.W. Ellis
(T. W. Ellis)
Director.

747J
(P491)
↑
(copy)

x

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P.308

1st April, 1969

The District Commissioner,
Milne Bay District,
ALOTAU.

HIGHER DUTIES ALLOWANCE - MR. C.V. SINGLE,
AND A.M. BOTTRILL.

Your radio 731 of 25th March, 1969 refers.

2. In the above radio you advise that Mr. Bottrill took over from Mr. Single as acting Deputy District Commissioner., Milne Bay District,
3. Recrods reveal that your recommendation for the payment of Higher Duties Allowance to Mr. Single was not received at this Headquarters and consequently he has not been in receipt of H.D.A for the period he acted in the position.
4. Would you please forward your recommendations for both Mr. Single and Mr. Bottrill together with the relevant dates so that allowances may be adjusted accordingly.

T. W. Ellis
(T. W. Ellis)
Director.
5



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TERRITORY OF PAPUA AND NEW GUINEA

In Reply
Please Quote

PI P475
CVS/hf



No.

District Of District Administration,

District Headquarters,
Alotau.
Milne Bay District,
10th March, 1969.

The District Commissioner,
District Office,
ALOTAU.

APPLICATION FOR SICK LEAVE.

Please find attached 3 copies of PSC 10 application for sick leave, covering the period 10th February, 1969 to 10th March, 1969 inclusive, and one copy of a medical Certificate signed by Dr. Michael Powell covering the same period.

C.V. Single
(C.V. Single)
District Officer.

sd

MINUTE TO:
The Director,
Department of District Administration,
KONAKOBU.

P475 ✓

Attached please find two copies of the approved application.

M.J. Denehy
(M.J. Denehy)
a/District Commissioner.

fb

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P475

APPLICATION FOR SICK OR SPECIAL LEAVE

Name and Number... **Clive Vallack**... SINGLE
Designation (or Rank) and Location... **District Officer/A.D.C.**

Type of Leave—Sick ~~XXXXXX~~ Medical Certificate attached/Not attached

Period of Absence: From **10/2/69** on **10/33** to **69** a.m. (From **10th February to 30th March 1969**)

Rostered Hours of Duty... **A.M. 10th February to A.M. 10th March**

Reasons for Leave (For sick leave—state nature of illness. For special leave—State purpose for which leave is required.)... **Medical**

Date... **10/3/69** Signature of Applicant... **C. V. Single**
Recommended/Not recommended... **C. V. Single**

OFFICER-IN-CHARGE.—

Relief arrangements... **Nil**

Date... **10th March, 1969** Officer-in-Charge... **M. J. Dewby**

COMMISSIONER'S DELEGATE—

Leave taken... weeks... hrs... mins.

Leave Card.....

P.S.C. 6.....

P.S.C. 7..... Date.....

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DISADM
KONEDOBU

→ P.475
P.477
13/1/69

EX 237 RESUMPTION DATES ROBERTSON 9/1/69
SINGLE 10/1/69
DISCOM

JH 13/1

TERRITORY OF PAPUA AND NEW GUINEA

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ALOTAU
28 DEC 1968
OFFICE
DATE STAMP
P. & N. G.

The date stamp indicates the date of reception and lodgment also, unless an earlier date is shown before the time of lodgment.

TELEGRAM
30 DEC 1968
ALOTAU DISTRICT
HEADQUARTERS
DEPARTMENT OF POSTS AND TELEGRAPH ADMINISTRATION
PAPUA AND NEW GUINEA

This Telegram has been received subject to the Posts and Telegraphs Ordinance. The time received at this Office is shown at the end of the message.

Govt. Print.—A1733/250,000.—7.68.

Prefix No. 221
Office of Origin KONEDOBU

Date 24TH
Time 1015AM

Words 16

DISCOM
ALOTAU

561 YOUR 80 SINGLE STILL RECOVERY MEDICAL TREATMENT EX YOURS FIRST WEEK
JANUARY

DISADM

[Handwritten signature]

P. 475

National Archives of Australia

NAA: BT1200/37, SINGLE C V PART 1

TERRITORY OF PAPUA AND NEW GUINEA

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TELEGRAM



This telegram has been received in accordance with the Ordinance. The time received at this Office is shown at the end of the message.

The date stamp indicates the date of reception and lodgment also, unless an earlier date is shown before the time of lodgment.

Prefix No. 143

Office of Origin PORT MORESBY

Words 27
Date 19TH

Govt. Print.—A4733/350,000.—7.68.
Time 1223

DISCOM ALOTAM

FOR DENEHY VERY SORRY INDEED DELAY ONE FINAL & MEDICAL CHECK DECEMBER 31ST THEN EVERY REASON EXPECT I WILL BE ON FIRST POSSIBLE TRANSPORT

P475

CLIVE

National Archives of Australia

NAA: BT1200/37, SINGLE C V PART 1

P.59

5th September, 1968.

The Director,
Department of District Administration,
Konedobu.

LEAVE OF ABSENCE - MR. C. V. SINGLE.

Mr. C. V. Single has applied for sick leave from 21st August, 1968, to 13th September, 1968, then proposes to proceed on recreational leave.

During his absence, Mr. M. Behr, A.D.O. will take over duties of A.D.C. Port Moresby sub district.

Thus, could Mr. Behr be paid Higher Duties allowance and In Charge Allowance from and including 21st August, 1968.

(R. T. GALLOWAY) -6
DISTRICT COMMISSIONER, C.D.

cc. Mr. Behr.

P.59

5th September, 1968.

The Director,
Department of District Administration,
Konedobu.

SICK & RECREATIONAL LEAVE - MR. C.V.
SINGLE, D.O/A.D.C.

Attached are the above applications
submitted by Mr. C.V. Single.

Sick leave is due to terminate on 13th
September, yet recreational leave is not due to
commence until 19th September, 1968. There being some
5 days resumption of duty, three of which fall
during the long weekend. It is therefore recommended
that leave commence on 17th September, 1968.

As regards return posting, the Medical
Certificate attached to the application for sick
leave tends to indicate that Mr. Single should not
be posted to a situation where he is beset with worries.
Port Moresby Sub District has its share of these and
is possibly one of the hardest sub districts to run
due to the complexities of the Town. Thus it is
recommended he be not posted back to this district,
but given a light duties task for a period to enable
him to recuperate.

Should Mr. Single be transferred from this
district, it would be appreciated if an officer of
senior District Officer rank be posted here to take
over the Port Moresby sub district.

(R. T. GALLOWAY) 10
DISTRICT COMMISSIONER, C.D.

encl.



TERRITORY OF PAPUA AND NEW GUINEA

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Telegrams.....
Our Reference..... P1
If calling ask for C.V. Single/MM
Mr.....

Department of District Administration,
Sub-District Office,
Ela Beach,
PORT MORESBY.

4th September, 1968.

The District Commissioner,
District Office,
PORT MORESBY.

LEAVE

I refer to your P.59 of 26th August 1968 please.

2. I thank you for your concern and all the thoughtful help and kindness I have had from your office this unlucky year.
3. Attached is the original and 2 copies of a certification from Dr. A. Hardy to cover sick leave from 21st August to 13th September 1968, and three sick leave applications.
4. I would like to apply to you now for my normal recreation leave, to begin on its due date, September 19th 1968. Forms of applications are attached.
5. I have a special interest in my posting on return to duty and would receive news with gratitude.

C.V. Single

C.V. Single
ASSISTANT DISTRICT COMMISSIONER

Att. 2.

APPLICATION FOR LEAVE

To be filled in
where applicable

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APPLICANT—

One Copy only required

Full Name **CLIVE VALLACK SINGLE** Number.....
 Designation Rank **District Officer/** Location **PORT MORESBY**
 Home Subdistrict **See over** District..... To spend Leave in..... Subdistrict.....
 Type of Leave **RECREATION**
 Method of Payment of Leave Money **To bank of New South Wales, Port Moresby**
 Leave Address for Mail **Sub-District Office, Port Moresby or home address**
 Proposed Date of Departure **19th Sept.** Mode of Travel (a) Going **AIR** (b) Returning **AIR**
 Name of Company (a) **Ansett A.N.A.** (b) **Ansett A.N.A.**
 Names of Family and Ages of Children Accompanying you
 (a)..... (d)..... Age.....
 (b)..... Age..... (e)..... Age.....
 (c)..... Age..... (f)..... Age.....
 Date **14th September, 1968.** **C.V. Single** *C.V. Single* Signature

NOTE : Overseas Officers and Employees are required to complete the Statutory Declaration on the reverse of this form.

OFFICER-IN-CHARGE—

Recommended/Not Recommended (if not recommended forward report). Is travelling time required : Yes/No. If yes attach report showing full details of travelling time recommended.

Relief arrangements **Nil Required if Transferred Replacement Required.**

Date **5.8.68.** *S.P. Oliver* Officer-in-Charge

DIVISIONAL OR BRANCH HEAD—

Recommended/Not Recommended Officer to be posted to.....after leave.

Date.....

FUNDS AUTHORITY—

Funds are available and committed.

COMMISSIONER'S DELEGATE—

Leave approved—

STAFF CLERK—

Entitlement

Commenced Duty...../...../.....

Resumed ex Leave...../...../.....

L.W.O.P. Taken :.....Days

Starts Leave on...../...../.....

Service for Leave Purposes :—

(a)Days=.....Weeks

(b) Months.....

Recreation Leave Due—

(c)(Weeks) @ 1 day =Days

(d)(Months) @ 2 days =Days

(e)(Months) @ 1½ days =Days

Sub-TotalDays

Less Debits —Days

Sub-TotalDays

Plus Credits +Days

Plus Public Holidays +Days

Plus Travelling Time +Days

Total Leave :Days

Leave Period from...../...../...../...../...../.....

Other Leave.....

Warrant Last Issued.....

Eligible for Warrant : Yes/No.

WORK SPACE

Check List

Initial Date

History Card Noted

P.S.C. 6 to Salaries/...../.....

File R/S

Resumed on...../...../.....

History Card Noted/...../.....

P.S.C. 7 to Salaries

STATUTORY DECLARATION

(To be completed by Overseas Officers and Employees Only—Before completing see instructions below)

I, ^(a)

do solemnly and sincerely declare that

1. My next-of-kin is my..... **SISTER**
(Relationship—See Note)

..... **RAVIA ALICE MURRAY** who resides at
(Full Name)

..... **19 TRELAWNEY STREET, WOOLAHRA, SYDNEY.**
(Address)

2. My home State is (P.S.O. Sect. 96 (9) R.P.N.G.C.O. Sect. 75 (9)).....
..... **NEW SOUTH WALES**

3. (b) I intend to spend my leave..... **In Sydney, in Singapore**
..... **and in Papua.**

And make this solemn declaration by virtue of the *Statutory Declarations Ordinance* 1950 conscientiously believing the statements contained therein to be true in every particular.

Declared at **Port Moresby**
the **4th** day of
September 19 **68**

(c) **C. V. Singh**
Before me **[Signature]**
(d) **R. A. J. Bentinck** **J.P.**
(e) **Justice of the Peace**

(a) Here insert name, address and occupation of person making the declaration.

(b) Here state destination in Australia or Overseas.

(c) Signature of person making the declaration.

(d) Signature of person before whom the declaration is made.

(e) Here insert title of person before whom the declaration is made.

Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offence, and is liable to imprisonment, with or without hard labour, for four years.

NOTE.—Next-of-kin for purpose of determining "Home State" is FATHER, MOTHER, BROTHER, SISTER in that order. If no next-of-kin is resident in Australia please indicate in 2 above State from which recruited.

COPY

~~154~~
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Dr. A. Hardy
Dr. J. Larkin
Dr. J. Jacobi

Box 1551 Boroko
Box 509 Port Moresby

Telephone Town 2371
Boroko 55355

This is to certify that I am attending Mr. Clive Single who suffered a car accident with injury to (R) Knee on 3-3-68. He is still under treatment for this injury. In addition he has recently suffered symptoms referable to a congenital cardiac coronary and to ischoemic heart disease and, in addition, a bout of (R) renal colic.

Although still capable of working efficiently it would be desirable if he could be permitted sick leave from August 21st 1968 to September 18th 1968.

A. HARDY

3-9-68

153

APPLICATION FOR SICK OR SPECIAL LEAVE

Full Name and Number..... **SINGLE, CLIVE VALLADK**

Designation (or Rank) and Location..... **A.D.C./D.O.**

Type of Leave—Sick/Special. Medical Certificate attached/Not attached.

Period of Absence : From..... a.m. on **22** / **8** / **68** to..... a.m. **13** / **9** / **68**

Rostered Hours of Duty..... **2 1/2 hour duty**

Reasons for Leave (For sick leave—state nature of Illness. For special leave—State purpose for which leave is required.)..... **See Medical Certificate attached.**

Date..... **2nd September, 1968.**

Signature of Applicant..... *C. V. Single*

OFFICER-IN-CHARGE..... Recommended/Not recommended.

Relief arrangements.....

Date..... Officer-in-Charge

STAFF CLERK.— COMMISSIONER'S DELEGATE—

Leave taken..... weeks..... hrs..... mins. Leave approved.....

Leave Card.....

P.S.C. 6.....

P.S.C. 7..... Date.....

P59.

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TERRITORY OF PAPUA AND NEW GUINEA

Telegrams DISADM
Telephone 4601.
Our Reference P. 386
If calling ask for
Mr.....

Department of District Administration,
Konedobu, Papua.



30th August, 1968.

The District Commissioner,
Central District,
PORT MORESBY.

ACCIDENT LEAVE - MR. C.D. SINGLE

In order that further consideration can be given to Mr. Single's claim for Accident Leave under Section 105 of the Public Service Ordinance, the Public Service Commissioner has requested confirmation of the fact that Mr. Single was actually on duty in an official capacity, when he was involved in the car accident on Sunday, 3rd March, 1968.

Your P. 59/P.9 of 4th March, 1968, states that it was "thought that Mr. Single was on duty at the time of the accident", and it is requested that you formally indicate whether or not Mr. Single was on duty at the time of the accident to enable a reply to be forwarded to the Public Service Commissioner.

T. W. Ellis

(T. W. ELLIS)
Director

D. DDA. K.

Attached is photostat of statement by Mr. C.V. Single that he was proceeding to visit Mr. Peter Steven in relation to getting his wife up from Samarai.

Mr Steven suffered severe injuries & blindness as a result of a plug of Geligishi exploding prematurely & Mr. Single had been making arrangements to bring his wife from Samarai. On the

day of the accident Mr Single was proceeding to see Mr Stevens
to make final arrangements for the move:

Therefore to all intents & purposes, Mr Single was on duty
at the time of the accident.

R.T.G.

~~83~~
157

P 59 ←
P47

28th. August, 1968.

Director,
Department of District Administration,
KONEDOBU.

MR. C.V. SINGLE ASSISTANT DISTRICT COMMISSIONER
ELA BEACH, PORT MORESBY

Please be advised that Mr. C.V. Single suffered a suspected attack of kidney stones on the evening of Tuesday the 20th. August, 1968. I expect his resumption daily and dependent on clearance by his physician.

In the interim Mr. Behr, Assistant District Officer acts in charge of the Sub-District.

An application for sick leave will accompany my notification to you that Mr. Single has resumed duty, whenever that may be.

R.T. Galloway
(R.T. GALLOWAY)
DISTRICT COMMISSIONER C.D.

P59

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C.V. Single/MM

Sub-District Office,
Ela Beach,
PORT MORESBY.

29th July, 1968.

The Public Service Commissioner,
KONEDOBU.

ACCIDENT LEAVE - C.V. SINGLE

1. Your reference is S.&I. of 21st June 1968 and you quote folios 172 to 185 and folio 182.
2. Attached please find
 - a. A certificate from Dr. A. Hardy covering the period 14-3-68 - 31-5-68 (photostat)
 - b. Hospital Statement of Account and receipt covering 3-3-68 - 13-3-68.
3. I do hope these documents are what you need.

C.V. Single

C.V. Single
ASSISTANT DISTRICT COMMISSIONER

.../Att.

- cc The Director,
Department of District Administration. (Your file ref. P386)
- cc The District Commissioner,
PORT MORESBY.
- cc The A.D.C.
Port Moresby. P.

Ref: P 9
P 59

File

79
147

18th. June, 1968.

Director,
Department of District Administration,
KONEDOBU.

RESUMPTION OF DUTY
Mr. C. Single, D.O./A.D.C.

It is advised that Mr. C.V. Single resumed duty as from 10th. June, 1968.

2. Mr. Single, although back on duty is still to a large degree, incapacitated. He has to receive therapy treatment each day which naturally takes him away from the office.

3. In view of this, could Mr. T. Downes, who has been acting as D.O./A.D.C. be retained as Acting District Officer to assist Mr. Single in his duties. Mr. Downes can be held against Mr. Mellor's position as he is on long leave.

4. Should you agree to this, could Mr. Downes be appointed a Justice of the Peace, please.

6
(F.G. DRIVER)
s/DISTRICT COMMISSIONER C.D.

cc. Assistant District Commissioner,
PORT NORESBY.

77

145

CLIVE SINGLE
19 TRELAWNY STREET WOOLLAHRA NSW

292	ENSURE	YOU	BRING	WITH
YOU	DOCTORS	CERTIFICATION	YOUR	ABILITY
TO	FULLY	RESUME	OR	PARTIALLY
RESUME	DUTY	AS	APPLICABLE	DISCOM

(F.G.DRIVER)

ACTING DISTRICT COMMISSIONER.C.D. 27.5.68.

2059

P 59

76
144

Mr. Warwick Stenning
Mr. Keith Daymond

143 MACQUARIE STREET

8th May 1968

THIS IS TO CERTIFY THAT



Mr. CLIVE SINGLE

of 19 TRELAWNEY STREET, WOOLLAHRA

IS UNDER MY CARE SUFFERING FROM

PATELLECTOMY R. KNEE

AND WILL BE UNFIT TO RESUME WORK FOR A PERIOD

OF AT LEAST 2 WEEKS

FROM 8/5/68

WARWICK STENNING

M.S. F.R.A.C.S.

'Lanark'
19 Trelawney Street,
Woollahra,
SYDNEY 14th May 1968

75
143

The Director,
Dept. of District Administration.

Dear Sir,
Your reference is P. 386.

With this please find a medical certificate by Mr. W. Stenning. It is sent to you further to the application for Accident Leave sent to you by me on the 26th April 1967 - or at any rate dated the 26th April; I fancy there was some delay in getting it into the post.

Would you please be good enough to acknowledge this and the Application at your convenience?

Yours faithfully,

C.V. Single

C. V. Single

Minute to: The District Commissioner,
Central District

Dear Sir,

Your reference is P. 59.

This copy is for your information only. It is accompanied by a copy of the Certificate referred to.

Yours faithfully,

C.V. Single

C. V. Single

24

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CLIVE SINGLE
19 TRELAWNY STREET WOOLLAHRA NSW

281 REGRET TO ADVISE NO INFORMATION STOP SQ NOT
COMMENCED NO SUCCESS KEY PERSONNEL HOUSE STOP SUGGEST
YOU RETURN KERMADEC DISCOM

F.G.DRIVER(DISCOM)

7.5.68.
2059

REPLY PAID

HAND TO SUPERVISOR

T124 5/62

OVERSEAS TELECOMMUNICATIONS COMMISSION (AUSTRALIA)
International Telegram Tel.: Sydney 2-0333, Melbourne 60-0351

OVERSEAS TELECOMMUNICATIONS COMMISSION (AUSTRALIA)
International Telegram Tel.: Sydney 2-0333, Melbourne 60-0351

ZCZC OV294 T1215
NEEM CO AASD 051
SYDNEYSUB 51 7 1114

5 421

RP75C *DISCOM*
BILL DRIVER CARE DISCOM
~~PORT MORESBY~~ *Port*
PORT MORESBY.



(95)

(141)

TO EXPEDITE DELIVERY
ADDRESS TELEGRAMS TO A TELEPHONE NUMBER

CONSIDER DOCTORS WILL AGREE NO FURTHER ADVANTAGE GAINED TOWARDS
TOTAL CURE BY MY REMAINING SYDNEY WITHIN WEEK OR SO STOP
MEANWHILE WINTER WEATHER KILLING ME STOP ACCOMMODATION NEWS
THEREFORE PARAMOUNT STOP ANY THING ON EITHER THE KEY PERSONNEL
HOUSE OR THE SOQ PLEASE REGARDS
CLIVE

COL ~~RP75C~~ SOQ

12230

RP VOUCHER NR. ~~4065 1065~~

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P.59

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TERRITORY OF PAPUA AND NEW GUINEA

Telegrams DISADM
Telephone 4601

Our Reference..... P.386

If calling ask for

Mr.....



Department of District Administration,
Konedobu, Papua.

27th March, 1968.

District Commissioner,
Central District,
PORT MORESBY.

ACCIDENT - MR. C.V. SINGLE

F66

Your P.59/P.9 of 4th March, 1968, refers.

...

To enable processing of Mr. Single's application for accident leave it is requested that he be asked to complete the attached form in triplicate and return them to this headquarters as early as possible, giving particular attention to questions 8 and 10 on the form.

T.W. Ellis

(T.W. ELLIS)
Director.

Att.

*Mr. C.V. Single.
19 Seelawany St
Woolkabila. NSW.*

2/4 ✓

Forwarded please, Could you complete these & return them to Headquarters as soon as possible please.

AKD

138

Ref: P 59

25th. March, 1968.

Secretary,
Housing Allocation Committee,
P.O. Box 1550,
BOROKO

SINGLE ACCOMMODATION
Mr. C.V. Single DO/ADC.

Application is made on behalf of Mr. C.V. Single,
(who is on accident leave in Australia) for single accommodation.

2. Mr. Single is an unmarried officer with Seniority
dating from 9th. June, 1947.

3. Mr. Single currently occupies post of Assistant
District Commissioner, Port Moresby Sub-District which is
a key position as per Circular HD. JA/67/268, of 15th.
January, 1968.

10

(F.G. DRIVER)
A/DISTRICT COMMISSIONER C.D.

137

Ref: P 59

28th. March, 1968.

Mr. C.V. Single,
19 Trelawney Street,
WOOLLAHRA.

Dear

Many thanks for your letter of 25th. and news of the operation - you are an informative coot. What was actually done - did you loose the kneecap or not. Give me more details please as T. Ellis Esq. wants to know.

Re your house, I have put you on the Housing List and have made arrangements to get a copy of the list immediately they are put up for allocation, then will inspect and select the best one for you and apply. You should have no difficulty though with your seniority. As far as married accomodation is concerned, nothing from H.Q. as yet.

All your P.E. are under my house and from what I can see are all O.K. although not nailed up. Some scruffy gent came along and wanted to rummage through them for a telephone directory - he got a short shift!!

Clive, you seem to think that you are being criticised for "bludging". Let us get one thing straight, you are not fit or capable of returning to duty yet, and I am sure your doctors will also tell you this. An early resumption of duty could do untold permanent damage to your knee and you are fully aware what this means in your career and private life - astiff leg to say the least, which limits all activities. Having refused the local doctors the opportunity to carve you about, I think you may find them reluctant to do too much for you. Therefore, please take a fool's advice and stay there till the Doctors declare you fit for duty.

About all for the present, flat out as usual so will say cheers. Jim K and rest send their regards

P.S. A garage or automotive shop should be able to give you a cable shortener.

19 Telawney St,
Woollahra
Sydney. 25/3/68

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Dear Bill,

Just a line to tell you state of play, and ask for news. I write from St. Luke's hospital, Darlinghurst, but expect 'out' on Thursday 27th when the plaster & (all being well) stitches got removed. From there on its bandages & exercises, and up to a point I will be able to decide on an early return & further on the job physio. if this is desirable. I know lots of people de/posed leave to get elections over. I don't want to bludge.

House: This gap in time between running out of Reitarno roof, and a 'frozen' m/a² allocation in accord with your letter to the Director should allow time for an ^{100%} house to be allocated. If so, please don't let anyone else occupy it, for God's sake: if it came to a point, I'd take a chance & come back still in plaster, now that surgery is done. If not, could you possibly see what's going on.

Where did you get that Calile-shortener?

Love to Joan: affectionately yours,

P. 59

135

Copy.

11th. March, 1968.

On Sunday 2nd. March, 1968 I was on duty on my way to visit Mr. Peter Steven in connection with the arrangements being made to bring his family from Milne Bay.

Between the Kila Kila Police Barracks and Mr. Steven's house, a police utility truck collided with my car. The Constables sustained only cuts but I got a broken knee cap and a broken nose. The knee requires surgery.

I therefore apply for accident leave under S.105 (1) (a) of the Public Service Ordinance until such time as the necessary surgery is performed and I am again fit for duty.

.....
C.V. Single
Assistant District Commissioner.

Director,
Department of District Administration,
KONEDOBU.

Forwarded and recommended, please.

Signature

dfg
(F.G. DRIVER)
A/DISTRICT COMMISSIONER C.D.

District Office file copy

P.59
P. 9

134

4th March, 1968.

The Director,
Department of District Administration,
Konedobu.

Subject: Accident: Mr. Clive V. Single.

I wish to advise that on the afternoon of 3rd March, Mr. Clive V. Single, A.D.C. Sub District Office, Ela Beach, was admitted to Taurama General Hospital following a motor car accident. Mr. Single suffered a shattered right knee cap, a broken nose and some minor lacerations. It is thought that Mr. Single was on duty at the time of the accident and there is every possibility that he will submit an application for accident leave.

2. At this juncture it is not known for how long Mr. Single will be off duty. However, it is anticipated that it will be for at least three weeks. It is my intention, subject to your approval, for Mr. I. Downes, A.D.O. to take up duties as acting Assistant District Commissioner for the period of Mr. Single's hospitalisation and convalescence.

3. For your information and advice regarding Mr. Downes' acting appointment, please.

F.D.
(F.G. DRIVER)
ACTING DISTRICT COMMISSIONER, C.D.

copy for file P.59.

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P.9.

20th October, 1967.

The Director,
Dept. of District Administration,
Konedobu.

Higher Duties Allowance - Mr. T.J. Downes.

Attached is a recommendation from the
A.D.C. Port Moresby Sub District, regarding Higher
Duties Allowance for Mr. T.J. Downes.

Mr. Single proceeded on Special Leave
as from C.O.B. 17th October, 1967. Reference our memorandum
P.59 of 22.9.67.

The recommendation has my support. Therefore,
it is requested it be given favourable consideration.

(R.T. GALLOWAY) ⁶
DISTRICT COMMISSIONER, C.D.

cc. Assistant District Commissioner,
Port Moresby.

P.59.

22nd September, 1967.

The Director,
Department of District Administration,
Konedobu.

Application : Special Leave

Attached please find an application for special leave to cover period 1.10.67 to 10.10.67 submitted by Mr.C.V.Single, A.D.C.

2. Purpose of application is to enable Mr.Single to accompany Mr.P.P.Stevens, a mixed-race man who was blinded and maimed last year in an explosion, to Sydney for rehabilitation training by the Royal Society for the Blind. Lions International are also assisting in the project. Both Mr.Stevens and Mr.Single wish to make the trip together.

3. Granting of application is strongly recommended as also for Mr.T.A.Downs, A.D.O. to act as A.D.C. during Mr. Single's absence.

(R.T.Galloway)
District Commissioner.C.D.

att.



TERRITORY OF PAPUA AND NEW GUINEA

P.59.

130

62

Telegrams.....
Our Reference..... 87-4-42
If calling ask for C. Single/MM
Mr.....



Department of District Administration,
Sub-District Office,
Ela Beach,
PORT MORESBY.

13th September, 1967.

The District Commissioner,
District Office,
PORT MORESBY.

SPECIAL LEAVE - C. SINGLE

My application for special leave from 17th - 28th October 1967 is under reference.

2. The purpose of this application is that I shall be able to accompany Mr. Peter Paul Stevens, a man who was blinded and maimed last year in an explosion, to Sydney for rehabilitation training by the Royal Society for the Blind, who will be assisted by the Lions International.
3. It is Mr. Stevens wish, and mine, that we make this trip together.

C.V. Single

C.V. Single
ASSISTANT DISTRICT COMMISSIONER

DDC(T). OK, but is relief position clarified. hws

Downs to sit in chair.

P. 59

(129) (64)

APPLICATION FOR SICK OR SPECIAL LEAVE

Full Name and Number..... SINGLE CLIVE VALLACK.....

Designation (or Rank) and Location..... ASSISTANT DISTRICT COMMISSIONER, PORT MORESBY......

Type of Leave—~~Sick~~ Special. ~~XXXXXX~~ Not attached.

Period of Absence : From..... a.m. on 1..... / 10 / 67 to..... a.m. p.m. 10 / 10 / 67.....

Rostered Hours of Duty..... Nil.....

Reasons for Leave (For sick leave—state nature of illness. For special leave—State purpose for which leave is required.)..... Personal.....

Date..... 28-8-67.....

Signature of Applicant..... C.V. Single.....

OFFICER-IN-CHARGE.—
Recommended/Not recommended.

Relief arrangements.....

Date..... Officer-in-Charge

STAFF CLERK.—	COMMISSIONER'S DELEGATE—
Leave taken..... weeks..... hrs..... mins.	Leave approved.....
Leave Card.....	
P.S.C. 6.....	Date.....
P.S.C. 7.....	

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DISCOM
78
→ P.289
C.V. Single/bs.

Milne Bay District,
SAMARAI.

4th July, 1966.

District Commissioner,
Milne Bay District,
SAMARAI.

APPLICATION FOR LEAVE - C.V. SINGLE.

1. Attached please find my application for recreation leave.
2. I request a months' deferment after my due date of 15th August 1966.
3. I further request a posting to another District at the end of my leave.

Att.

C.V. Single.
(C.V. Single)
District Officer.

TERRITORY OF PAPUA AND NEW GUINEA.

118

District Courts Ordinance 1963-1965.

O A T H.

I, CLIVE VALLACK SINGLE, do swear that I will well and truly serve Her Majesty Queen Elizabeth the Second in the Offices of Reserve Magistrate in the District Court and justice of the peace and I will do right to all manner of people after the laws and usages of this Territory without fear or favour affection or ill-will.

C. V. Single.

So help me God!

Taken before me at Samarai
this Tenth day of January
One thousand nine hundred and
sixty- six .

,)
,)
,)

[Signature] JP
.....

Reserve Magistrate.
.....

BKL:BS

87-1-2
P.289

Department of Native Affairs,
SAMARAI...MILNE BAY DISTRICT.

11th March, 1964.

The Director,
Department of Native Affairs,
KONEDOBU ... PAPUA.

APPLICATION FOR LEAVE :
MR.C.V. SINGLE.

Please find attached application for recreation and long-service leave submitted by the above officer.


Present indications are that Mr. Roach, Patrol Officer 11, whose leave has been deferred until August will take over as acting Assistant District Officer.

I notice in a recent Gazette that Mr. Jensen-Muir has been provisionally promoted to Assistant District Officer Grade 1; although he was to replace Mr.R.L. Smith, Patrol Officer Grade 2, who proceeded on leave last October, it would appear now most improbable that he will be eventually posted to this District.

Mr.D. McCallum, Cadet Patrol Officer, has been granted one year's leave without pay to attend the University of Queensland and on his resumption he will be transferring to the Department of Agriculture, Stock and Fisheries.

Under these circumstances I would sincerely request your earnest consideration of replacements at an early date for both Messrs. Smith and McCallum, one of whom would be posted to Baniara to assist Mr. Roach - the other to be posted to Esa'ala to relieve Mr. Pike or Mr. Graham who both proceed on leave approximately end of June.

Attach.


(B.K. LEEN)
District Officer.

103

APPLICATION FOR LEAVE

APPLICANT—

One Copy only required

Full Name and Designation Clive Vallack SINGLE Assistant District Officer

Location - Department Native Affairs

Type of Leave Recreation and Furlough

Method of Payment of Leave Money To Bank of New South Wales, SAMARAI, Papua

Leave Address 19 Trelawney Street, Woollahra, SYDNEY

Estimated date of Departure 29th /4/64 Mode of Travel Air to Moresby. Air to Sydney

Names of Family and Names of Children accompanying Officer	(a).....	(d).....	Age.....	
	(b).....	Age.....	(e).....	Age.....
	(c).....	Age.....	(f).....	Age.....

Date 17th February 1964 Signature

OFFICER-IN-CHARGE—

C. V. Single

Recommended/Not Recommended (If not recommended forward report)

Relief arrangements.....

Date 9/3/64 *[Signature]* Officer-in-Charge

DEPARTMENTAL HEAD—

Recommended/Not Recommended. Officer to be posted to..... after leave.

Date.....

FUNDS AUTHORITY—

Funds are available—

P.S.C. or DELEGATE—

Leave approved—

STAFF CLERK—

Appointed.....

Arrived Territory.....

Resumed ex Leave.....

Eligible.....

Total Service Weeks

..... Months

Recreation Leave Due Days

Debit/Credit Days

..... Days

Plus Public Holidays Days

TOTAL LEAVE Days

From..... to.....

OTHER LEAVE—

CHECK LIST—

Action Initial

Entitlement

Salary Allowances } Checked

Leave Card

Leave Schedule

Approval Form

Information Sheet

Travel Diary Warrant Authorized

File R/S

MORESBY STAFF ONLY—

Warrant No..... Issued.

Resumption Advice Received.

102

STATUTORY DECLARATION

I, ^(a) **Clive Vallack SINGLE**

do solemnly and sincerely declare that ^(b) My home address is 19 Trelawney street, Sydney, New South Wales, and that my home is in fact at that address; that I intend to travel there from Papua New Guinea at the beginning of my leave, to return to this country from there, and to spend the greater part of my leave there.

[A large diagonal line is drawn across the page, crossing out the signature area.]

And I make this solemn declaration by virtue of the *Statutory Declarations Ordinance* 1950 conscientiously believing the statements contained therein to be true in every particular.

Declared at... BANIARA
the... 17th day of
... February, 19... 64 .

^(c) C. V. Single
Before me—
^(d) [Signature]
^(e) [Title]

(a) Here insert name, address and occupation of person making the declaration.
(b) Here insert the matter declared to. Where the matter is long it should be set out in numbered paragraphs.
(c) Signature of person making the declaration.
(d) Signature of person before whom the declaration is made.
(e) Here insert title of person before whom the declaration is made.
NOTE.—Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offence, and is liable to imprisonment, with or without hard labour, for four years.

Territory of Papua and New Guinea.

PP4



P. 34

Sub District Office,
Baniara,
Milne Bay District.

7th April 1962

The District Office
Milne Bay District

Recreation Leave, C. V. Single

You will see from the attached Leave Advice that I am offered 2 months and 19 days Rec. Leave on full pay.

My service during this term is:

Resumed duty ex leave	11.3.60
Off duty L.W.O.P.	5.12.60 - 15.3.61

I make it that I am slightly overdue for leave, and therefore entitled to a minimum of three months, plus public holidays falling within the period.

Can this be investigated, please?

C. V. Single
C. V. Single

Assistant District Officer

*NIA
Su.
316/62*

93

Territory of Papua and New Guinea.

P. 34

Sub District Office,
Baniara,
Milne Bay District.

7th April 1962

The District Officer,
Milne Bay District

Recreation Leave, C. V. Single

You will see from the attached Leave Advice that I am offered 2 months and 19 days Rec. Leave on full pay.

My service during this term is:

Resumed duty ex leave	11.3.60
Off duty L.W.O.P.	5.12.60 - 15.3.61

I make it that I am slightly overdue for leave, and therefore entitled to a minimum of three months, plus public holidays falling within the period.

Can this be investigated, please?

C. V. Single
C. V. Single

Assistant District Officer

LEAVE ADVICE

Advice No. 289/62

Amends Advice No.

Department. DNA

Full Name SINGLE OLIVE VALLACK. Location BANIARA.

Salary Range 1735-1965 Salary Vote 11.1.1P. Fare Deduction 12-10-0.

Leave Address 19 TRE LAWNEY STREET WOOLLAHRA.

Method of Payment CHEQUE POSTED TO MR SINGLE AT BANIARA.

Allowances to cease close of business..... Type of leave approved :-

Higher Duties £..... Air Freight £..... Recreation Leave

Tool £..... Separation £..... Long Leave

Accommodation £..... Other £..... Furlough

Overtime £..... Sick Leave

Full Pay from 19-4-62 to 8-7-62 Inclusive.

Full Pay from..... to..... Inclusive.

Full Pay from..... to..... Inclusive.

Half Pay from..... to..... Inclusive.

Without Pay from..... to..... Inclusive.

Single/Return Warrant(s) for travel by Sea/Air to SYDNEY

to be issued for officer named and Mrs..... and Children.....

Additional information.....

Compiled by Harold W Good Checked by Harold W Good

Date 29-3-62 Delegate of the Public Service Commissioner

1. Travel Warrants as indicated above, in accordance with Treasury Instruction 33, will be issued direct to the Airline or Shipping Company by :-

* Your Headquarters/Your Senior District Departmental Officer.

* Delete which not applicable.

The value of the warrants issued will not exceed the value of the First Class airfare as charged by Trans-Australia Airlines or Ansett-A.N.A.

2. To return to the Territory a Re-entry Permit is required. The Migration Section, Department of Customs and Marine, Port Moresby, has been requested to issue the required permit direct to you. If this is not received within a reasonable time prior to your departure, please contact the Migration Section.

3. You are reminded to obtain a Taxation Clearance in Australia prior to your return to the Territory. The Airline or Shipping Company will refuse you passage if you are not in possession of a clearance. Taxation Clearance is not required to leave the Territory.

4. In cases where only single warrants have been issued in the Territory, please apply direct to "The Official Representative, Department of Territories, 5 Hickson Road, Sydney", who has been authorized to issue, on request, warrants for the return journey to the Territory. Application should be made at least one month prior to your departure from Australia. Please do not apply to the Department of Territories, Canberra. Booking arrangements are your own responsibility.

5. On your return from leave, please ensure that you notify your Staff Clerk the date of your resumption of duty. This is to ensure that your salary recommences with the minimum delay.

90

P. 289

Department of Native Affairs,
SAMARAI...MILNE BAY DISTRICT.

17th April, 1962

The Director,
Department of Native Affairs,
K O N E D O B U.

RECREATION LEAVE - C.V. SINGLE.

The attached letter refers.

Would you please investigate this matter
and advise Mr. Single direct at his leave address.

For your action, please.

(L.J. DOOLAN)
District Officer.

24 (89)

P. 34
as from:

Sub-District Office,
BANIARA.

16th April, 1962

The District Officer,
District Office,
SAMARAI...MILNE BAY DISTRICT.

RECREATION LEAVE.

I see from my leave advice that my recreation leave falls far short of 3 months.

By radio this morning headquarters explained that this was because I had L.W.O.P. during this term.

I resumed duty after my last recreation leave on 11.3.60 and started L.W.O.P. 5.12.60 - 8 months and 24 days. From L.W.O.P. resumed duty 15/3/61 and my leave application was dated 18/4/62 - 13 months and 3 days.

ie.	11.3.60.....	8 months	24 days	
	15.3.61.....	13 "	3 "	
	<u>Total</u>	<u>21 months</u>	<u>27 days.</u>	duty this term.

Public holidays are to be added to the minimum 3 months recreation leave due, I understand.

(Signature)

(C.V. Single)
Assistant District Officer.

P 289

Department of Native Affairs,
SAMARAI...MILNE BAY DISTRICT.

12th February, 1962

The Director,
Department of Native Affairs,
K O N E D O B U.

APPLICATION FOR LEAVE - MR. C.V. SINGLE -
ASSISTANT DISTRICT OFFICER.

Mr. Single's Application for Recreation Leave to commence 19th April, is forwarded and recommended for approval, please.

Mr. Single would like to know whether he will be re-posted to this District on return. He has advised that he will be happy to do another term here.

(W. W. GRELLIN)
a/District Officer.

80

APPLICATION FOR LEAVE

APPLICANT—

One Copy only required

Full Name and Designation **Clive Vallack SINGLE Assistant District Officer**

Location - Department **D.N.A. Baniara, Milne Bay District.**

Type of Leave **Recreation - to begin 19th April 1962.**

Method of Payment of Leave Money **Cheque, delivered to me, please.**

Leave Address **19 Trelawney Street, Woollahra, Sydney, N.S.W.**

Estimated date of Departure **21/4/62** Mode of Travel **Ship from Samarai**

Names of Family and Names of Children accompanying Officer	(a) NIL	(d) Age
	(b) NIL	(e) Age
	(c) NIL	(f) Single Age

Date **21/2/62** Signature **C. V. Single**

OFFICER-IN-CHARGE—

Recommended/Not Recommended (If not recommended forward report)

Relief arrangements **nil**

Date **12/2/62** Officer-in-Charge *[Signature]*

DEPARTMENTAL HEAD—

Recommended/Not Recommended. Officer to be posted to.....after leave.

Date.....

FUNDS AUTHORITY—

Funds are available—

P.S.C. or DELEGATE—

Leave approved—

STAFF CLERK—

Appointed.....

Arrived Territory.....

Resumed ex Leave.....

Eligible.....

Total ServiceWeeks

.....Months

Recreation Leave DueDays

Debit/CreditDays

.....Days

Plus Public HolidaysDays

TOTAL LEAVEDays

From.....to.....

OTHER LEAVE—

.....

.....

.....

.....

.....

CHECK LIST—

Action Initial

Entitlement *

Salary Allowances } Checked

Leave Card

Leave Schedule

Approval Form

Information Sheet

Travel Diary Warrant Authorized

File R/S

MORESBY STAFF ONLY—

Warrant No.....Issued.

Resumption Advice Received.

75

P289

Department of Native Affairs,
SAMARAI...MILNE BAY DISTRICT.

29th November, 1961.

The Assistant District Officer,
Sub-District Office,
B A N I A R A.

LEAVE : C.V. SINGEE, A.D.O.

The Director's P386 of 20th November advises attention to the fact that your leave falls due on 22nd March 1962.

It is proposed that Mr Roach will relieve you, and accordingly it is requested that you delay your departure until his return - 1st April, 1962.

Please submit your application for leave immediately to commence approximately 14th April. No deferment beyond this date will be considered.

(L.J. DOOLAN)
District Officer.

5

RTG:PB

P.289/1

Department of Native Affairs,
SAMARAI.

1st June, 1959.

The Director,
Department of Native Affairs,
KONEDOBU.

Leave Application - C. Single - A.D.O

My memo 1/3/2-99 of 22nd ultimo refers, as also
does your signal 919 of 29th.

Attached hereto please find Application for
Leave submitted by the above officer together with
Statutory Declaration duly completed by him.

RTG
R.T. Galloway,
District Officer.

Attach.

PUBLIC SERVICE OF THE TERRITORY OF PAPUA AND NEW GUINEA

APPLICATION FOR LEAVE

14

APPLICANT—

One Copy only required

Full Name and Designation... CLIVE VALLACK SINGLE

Location - Department... SAMARAI - DEPARTMENT OF NATIVE AFFAIRS

Type of Leave... RECREATION

Method of Payment of Leave Money... Cheque thru Sub Treasury, Samarai

Leave Address... 19 Trelawney Street, Woollahra, Sydney

Estimated date of Departure... November, 1959 Mode of Travel... Ship

Names of Family and Names of Children accompanying Officer (a) - (d) - Age (b) - Age (e) - Age (c) - Age (f) - Age

Date... 30.5.59 Signature... C.V. Single

OFFICER-IN-CHARGE—

Recommended/Not Recommended (If not recommended forward report)

Relief arrangements... Relief available

Date... 30/5/59 Officer-in-Charge... [Signature]

DEPARTMENTAL HEAD—

Recommended/Not Recommended. Officer to be posted to.....after leave.

Date.....

FUNDS AUTHORITY—

Funds are available—

P.S.C. or DELEGATE—

Leave approved—

STAFF CLERK—

Appointed.....

Arrived Territory.....

Resumed ex Leave.....

Eligible.....

Total Service ... Weeks

.....Months

Recreation Leave Due ... Days

Debit/Credit ... Days

.....Days

Plus Public Holidays ... Days

TOTAL LEAVE ... Days

From.....to.....

OTHER LEAVE—

CHECK LIST—

Action Initial

Entitlement ...

Salary Allowances } Checked ...

Leave Card ...

Leave Schedule ...

Approval Form ...

Information Sheet ...

Travel Diary Warrant Authorized ...

File R/S ...

MORESBY STAFF ONLY—

Warrant No.....Issued.

Resumption Advice Received.

TERRITORY OF PAPUA AND NEW GUINEA.



10

FILE : 2/2/24 - 20.

Co-operative Section,
Department of Native Affairs,
SAMARAI.

1st. September, 1958.

To:
The Registrar,
Registry of Co-operative Societies.

For:
The Director,
Department of Native Affairs,
PORT MORESBY.

TERMINATION OF SECONDMENT.

I refer to my 2/2/24-11 of the 22nd. January, 1958, to the Registrar of Co-operative Societies. This expresses my point of view, which is uncharged.

It is now over a year since I accepted secondment to this section, with a clear promise that it would only be for six months.

Please forgive me for further pointing out that while I am senior to almost all the acting Assistant District Officers in this District, they are getting higher duties allowance and I am not - this situation also has pertained for well over a year.

The purpose of this letter is not, however, purely avaricious. It is to ask when I may hope to revert to native affairs field work.

*District Commissioner,
Samarai.*

C. V. Single.

(C. V. SINGLE.)
CO-OPERATIVE OFFICER.

M.B.D.

For your information, please.

C. V. Single.

2/9/58.

P. 289
9



FILE: 2/2/24 - ~~109~~.16.

Co-operative Section,
Department of Native Affairs,
S A M A R A I,
Milne Bay District.

10th. June, 1958.

The District Commissioner,
S A M A R A I,
Milne Bay District.

MOVEMENT OF EFFECTS.

In view of my likely movement in the near future,
could boxes be made, please, to convey my effects ?

I will need five boxes, each to be of the following
internal dimensions :-

4 feet by 3 feet by 2 feet 6 inches.
(4' x 3' x 2' 6")

W/O
21660
11/6/58
B.

C.V. Single
.....
(C.V.SINGLE)
Co-operative Officer, M.B.D.

TERRITORY OF PAPUA AND NEW GUINEA.

8

FILE: 2/2/24 - 11.



Co-operative Section,
Department of Native Affairs,
SAMARAI,
Milne Bay District.

22nd. January, 1958.

The Registrar,
Registry of Co-operative Societies,
PORT MORESBY.

TERMINATION of POSTING.

I wish to advise you that it is now six months since I took up the duties of a Co-operative Officer. This was the maximum time stated at an interview with the then Director of Native Affairs, at which interview both Mr. Morris and Mr. Dishon were present.

I now make application to be relieved here. If a relieving officer can be sent in the near future, so much the better; I will have the chance of giving him a thorough grounding in the details of Co-operative work in this District.

I want to state plainly that since I have been working for the Registry I have been given the greatest degree of help and have been treated with every consideration. I am most grateful.

Please let me know whether I should write to the Director of Native Affairs to request reposting as a Native Affairs officer.

C. V. Single.

C.V.SINGLE,
Co-operative Officer, M.B.D.

Headquarters,
Milne Bay District,
S A M A R A I.

20th September, 1957.

R. B. IMC

TR. SAM/SAL. 1/
142

Single's file

Memorandum For:

Officer-in-charge Salaries,
Department of Treasury,
PORT MORESBY.

SALARY OVERPAYMENT
C. V. SENGLE.
D. M. A. SAMARAI.

Mr. Single received advice from you to the effect that his salary had been overpaid by 11/4.

He paid this amount to Treasury office Samarai this day and the relevant receipt No. is K35454.

Vote to be credited is assumed to be 7.1.1.P.

Please note your records.

[Signature]
R. Supt,
Treasury Representative,
SAMARAI.



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P.386

4th September, 1957.

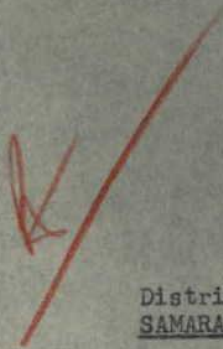
Mr. C.V. Single,
District Office,
SAMARAI.
Milne Bay District.

Subject: Superannuation Arrears.
Reference: Your P.289/209 of 29.8.57

Attached hereto please find Official Receipt
No. H. 72680, for the amount of £177.6.6, being Super-
annuation arrears paid in by you per cheque No. A 611577.

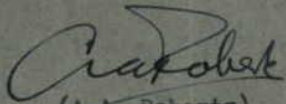

(A.A. Roberts)
Director.

C.C.
→



District Commissioner,
SAMARAI.

For your information. Your letter of above
reference refers.


(A.A. Roberts)
Director of Native Affairs.

PH. ENCL.

Headquarters,
Milne Bay District,
S A M A R A I.

P. 289/209

29th August, 1957.

The Director,
Department of Native Affairs,
PORT MORESBY.

SUPERANNUATION - C.V. SINGLE.

Your radio NA 439 of 12.8.57 refers.

Please find enclosed Bank of N.S.W. Cheque No. A611577
in an amount of £177:6:6 covering superannuation arrears in
respect of Mr. C.V. Single.

Your acknowledgement in due course would be appreciated
please.

A.T.
A.T. Timperley,
District Commissioner.

Encl:

TG42B

This Telegram has been received subject to the Posts and Telegraphs Ordinance. The time received at this Office is shown at the end of the message.

TERRITORY OF PAPUA AND NEW GUINEA

TELEGRAM

The date stamp indicates the date of reception and lodgment also, unless an earlier date is shown before the time of lodgment.

OFFICE STAMP

Govt. Print-124/8.57.

Prefix No.	Office of Origin	Words	Date	Time
124 552	KONEDOBU	11	27TH	1000

4

DISCOM SAMARAI

NA518 FOR SINGLE NATAFF
NA439 REFERS URGENT ADVICE REQUIRED



JR1106

copy to the single 2/8

National Archives of Australia

NAA: BT1200/37, SINGLE C V PART 1

PH. IMCI.

P. 289/57

Headquarters,
Milne Bay District,
S. A M A R A I.

12th August, 1957.

Mr. C.V. Single,
C/- Co-operative Section,
S A M A R A I.

Dear Sir,

The following radiogram has been received from
Native Affairs; Port Moresby,

"NA439 For Single Canberra advised superannuation
arrears £177/6/6 request cheque forward nataff earliest.
Nataff."

For your information please.

AT
A. T. Timperley,
District Commissioner.

This space to be left blank

TERRITORY OF PAPUA AND NEW GUINEA

No.

DATE STAMP



RADIOGRAM

Govt. Print.—3290/2.57.

Prefix No.

Office of Origin

Words

Time

242.....KONEDOBU.....17/16.....12.....1.150

DISCOM SAMARAI

NA439 FOR SINGLE CANBERRA ADVISED SUPERANNUATION ARREARS
£177/6/6 REQUEST CHEQUE FORWARD NATAFF EARLIEST

NATAFF

JR1409

National Archives of Australia

NA 439 FOR SINGLE CANBERRA ADVISED SUPERANNUATION ARREARS

This space to be left blank

TERRITORY OF PAPUA AND NEW GUINEA

RADIOGRAM

Govt. Print—9296/2.57.

No. 172
DATE STAMP 1



Prefix No. 51 470 Office of Origin KONEDOBU 11 27TH 0950 Words

DISCOM SAMARAI

COZO SINGLE ARRIVING TUESDAY PLEASE ARRANGE ACCOMMODATION

REGISTRAR COOPERATIVES

JR1145

Goodbye
Goodbye

National Archives of Australia

NAA BT1200/37 SINGLE CV PART 1