



VICTORIA GOVERNMENT GAZETTE.

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No. 221]

WEDNESDAY, OCTOBER 30.

[1946

Factories and Shops Acts.

DETERMINATION OF THE WHOLESALE GROCERS BOARD.

NOTES.—(a) This Determination applies to the whole of the State of Victoria.

(b) On the 23rd December, 1912, the powers of the Wholesale Grocers Board were extended to enable it to fix rates for persons employed in the business of a wine and spirit merchant.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the business of a wholesale grocer, including a seller of tea," has made the following Determination, namely:—

1. That on the 20th September, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES AND IMPROVERS.			ALL OTHER EMPLOYEES.		
		Wages per week.		Wages per week.	
		£ s. d.		Within the cities of Ballarat and Bendigo, and the boroughs of Eaglehawk and Sebastopol.	All other parts of Victoria where this Determination applies.
Under 16 years of age	..	1 6 9	Head cellerman, i.e., the principal employee engaged in testing, blending, reducing, or fining wines or spirits ..	6 0 0	6 3 6
16 years of age	..	1 12 6	Leading hand in charge of storemen only—		
17 " "	..	2 1 9	10 or more storemen ..	6 6 6	6 10 0
18 " "	..	2 15 9	6, 7, 8, or 9 storemen ..	6 0 0	6 3 6
19 " "	..	3 11 3	1, 2, 3, 4, or 5 storemen ..	5 11 6	5 15 6
20 " "	..	4 6 3	Leading hand in charge of persons other than storemen or of storemen and other persons—		
PROPORTION (IN ANY PLACE).			10 or more persons ..	6 0 0	6 3 6
Apprentices.			6, 7, 8, or 9 persons ..	5 11 6	5 15 6
One apprentice to every three or fraction of three workers receiving not less than 105s. per week.			1, 2, 3, 4, or 5 persons ..	5 10 0	5 14 0
An indenture of apprenticeship prescribed by the Board was approved on 24.5.1923.			Storeman employed singly ..	5 11 6	5 15 6
Improvers.			All others ..	5 5 0	5 10 0
One improver to every three or fraction of three workers receiving not less than 105s. per week.					

NOTE.—"Leading hand" means an adult employee who, notwithstanding that he may be under the orders of a superior, has by the instructions of his employer one or more adult employees usually under his direction.

HOURS OF WORK.

3. The number of hours to constitute an ordinary week's work shall be 44.

4.

TIMES OF BEGINNING AND ENDING WORK—

Times of Beginning.	Times of Ending.	
Not earlier than—	Not later than—	
7.35 a.m. ..	12 noon ..	On Saturday, or the day on which the weekly half-holiday is observed.
7.35 a.m. ..	5.30 p.m. ..	On the other working days of the week.

OVERTIME.

5. The following rates shall be paid for all work done:—

Outside the times of beginning and ending work in any day	First two hours—Time and a half, thereafter—Double time.
Within the times of beginning and ending work, in excess of the maximum number of hours prescribed in clause 3	Time and a half.

TEA MONEY.

6. Any employee required to work overtime for a period in excess of one hour after the time fixed for ending work shall be allowed two shillings and sixpence tea money in addition to overtime rates as prescribed for in this Determination.

TERMS OF ENGAGEMENT.

7. (a) Employees are to be engaged as weekly or casual employees. A weekly employee is one engaged by the week and paid by the week, and whose engagement shall be terminable by one week's notice on either side, such notice not to be continued from week to week.

(b) After one full week's work, such notice may be given to a weekly employee at any time, but an employer may pay one week's wages in lieu of notice.

(c) Casual employees shall be guaranteed not less than two hours' engagement every start.

(d) A weekly employee to be entitled to the weekly wage shall be available, ready, and willing to perform his or her usual work during the days and hours usually worked by such class of employee, and may be summarily dismissed for dishonesty, misconduct, neglect of duty, or for absence from work without reasonable cause, and in the event of such dismissal the employee shall be paid only for the time actually worked.

CASUAL EMPLOYEES.

8. Casual employees, i.e., employees engaged for less than two full weeks shall be paid at ordinary wages rate with an addition of thirty-three and one-third per centum.

HOLIDAYS.

9. Employees, provided their services are not required, shall be entitled to the following public holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Melbourne Show Day, Melbourne Cup Day, Christmas Day, and Boxing Day.

SPECIAL RATES.

10. Double time shall be the special rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Melbourne Show Day, Melbourne Cup Day, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, then the special rate shall be payable only for the day so substituted.

ANNUAL HOLIDAYS.

11. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111.

REST INTERVAL.

12. There shall be a rest interval of 10 minutes at a time fixed by the employer between 10 a.m. and 11.30 a.m. on each day (Monday to Friday inclusive in each week) for each employee, such time to count as time worked.

CERTIFICATE OF SERVICE.

13. Any worker when leaving or being discharged from his or her employment shall be given by the employer a certificate stating the date when such employment began and the date when such employment terminated.

PAY DAY.

14. Payment of wages shall be made not later than Thursday of each week and during the ordinary working hours.

SICK PAY.

15. (a) Any employee not attending for duty shall lose his or her pay for the actual time lost unless such employee has had not less than twelve months' service with the same employer, and he or she produces or forwards within twenty-four hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill health or accident for more than six days in each year.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of such leave as prescribed is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding eighteen days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to the 25th November, 1943, shall be disregarded.

UNION PICNIC DAY.

16. All establishments covered by this Determination shall close and be kept closed on the day fixed as Union Picnic Day.

FIRST-AID OUTFIT.

17. In each establishment the employer shall provide and continuously maintain, at a place reasonably accessible to all employees, an efficient first-aid outfit.

P. A. RANGLES, J.P., Chairman.

J. R. MACPHERSON, Acting Secretary.

Melbourne, 5th September, 1946.



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No. 222]

WEDNESDAY, OCTOBER 30.

[1946

Factories and Shops Acts.

DETERMINATION OF THE BREAD TRADE BOARD.

NOTES (i).—On 28th December, 1944, the application of this Determination was as follows:—

- (a) Clauses 1 to 16 inclusive applied to the Metropolitan District as defined in the Factories and Shops Acts, and the Order in Council thereunder, and such portion of the City of Sandringham as is not included within the said District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; the boroughs of Eaglehawk and Sebastopol; the township of Kangaroo Flat, in the shires of Marong and of Strathfieldsaye; the township of Spring Gully, in the shire of Strathfieldsaye; and such portions of the shire of South Barwon and of the Moorpanyal Riding of the shire of Corio as are within a radius of 5 miles of the Geelong Post Office.
- (b) Clause 1 and clauses 17 to 29 inclusive applied to the whole of the State outside and excepting those parts enumerated in the preceding paragraph.
- (ii) On 31st May, 1938, the Bread Board, the Country Bread Board, and the Provincial Bread Board, were deprived of the power to "determine the lowest prices or rates of payment for bread making or baking," and such power was conferred exclusively on the Bread Trade Board.
- (iii) The Board has prescribed a form of apprenticeship indenture.
- (iv) Breadmaking and baking were proclaimed on 12th December, 1938, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.
- Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell-street, Melbourne. (Price 3d.)

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of bread making or baking" has made the following Determination, namely:—

1. That on the 29th July, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WITHIN THE AREA SET OUT IN NOTE (i) (a).

2 WAGES.—

• Apprentices.		• Improvers.		Other Employees.				
	Per Week of 44 Hours. s. d.		Per Week of 44 Hours. £ s. d.	Per Hour.				
1st Year—		1st six months ..	5 19 8	Doughmakers ..	s. d. 3 2			
1st six months ..	28 0	2nd ..			Ordinary Days. Between 4 a.m. and 4 p.m.	Double Days. Between midnight and noon.	Treble Days. Between 10 p.m. of previous day and noon.	
2nd ..	28 9	3rd ..						
2nd Year—		4th ..						
1st six months ..	30 10	5th ..			Per Hour. s. d.			
2nd ..	34 6	6th ..			Foremen or single hands	3 4½		
3rd Year—		7th ..					All others engaged in the making and/or baking of bread ..	3 2
1st six months ..	39 4	8th ..						
2nd ..	46 5							
4th Year—		and thereafter the minimum wage.						
1st six months ..	54 3	PROPORTION (within any factory or place).						
2nd ..	63 6	One improver to every eight workers receiving not less than 139s. 4d. per week of 44 hours.						
5th Year—								
1st six months ..	74 8							
2nd ..	87 2							
and thereafter the minimum wage.								
PROPORTION (within any factory or place).								
One apprentice to every three or fraction of three workers receiving not less than 139s. 4d. per week of 44 hours.								

* Except those subject to the jurisdiction of the Apprenticeship Commission.

LIMITATION OF HOURS OF EMPLOYMENT.

3. No employee shall be employed at bread making or baking, as defined in clause 10 hereof during the hours specified hereunder, viz. :—

- 4
- (a) (i) Between the hours of 4 p.m. on the day preceding an ordinary day and 4 a.m. on such ordinary day, and,
 - (ii) after 4 p.m. on such ordinary day.
 - (b) (i) between the hour of 4 p.m. and midnight on the day preceding a double day or between the hours of 4 p.m. and 10 p.m. on the day preceding a treble day, and,
 - (ii) after noon on such double or treble day.
 - (c) (without affecting the generality of the foregoing), between the hours of 12 noon on the Monday preceding the third Wednesday in January and 4 a.m. on the next succeeding Thursday.

HOURS OF WORK.

4. That the number of hours to be worked on each day (including the time spent at the doughmaking necessary for such day's work) shall be :—

		Apprentices.	Other Employees.
Ordinary days	7 hours	7 hours	
Double days	9 "	10 "	
Treble days	9 "	10 "	

OVERTIME.

5. (a) That any employee (other than an apprentice) who works either—
- (i) for any time in excess of the number of hours fixed in clause 4, or alternatively,
 - (ii) during any week for any time in excess of 44 hours,
- shall be paid for such extra time at the wages rate of double time.
- (b) That any apprentice who works on any one day for any time in excess of the number of hours fixed in clause 4 shall be paid for such extra time at the rate of 5s. per hour.

WEEKLY HOURS.

6. That the number of hours to constitute an ordinary week's work shall be 44.

TIME RATE.

7. (a) That any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for time worked up to 22 hours, at the ordinary wages rate with an addition of 33 per centum.

For time worked beyond the 22 hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Determination for an ordinary week's work, together with any overtime rate which is applicable.

(b) In addition to any other rate to which he is entitled, any person employed for not more than 22 hours in any one week shall be paid, in respect of each night he is employed, fares from the Trades Hall, Melbourne, to his place of employment and return to the Trades Hall, Melbourne, by the cheapest means of regular rail, tram, or bus service available to him at the times of beginning or ending work as the case may be.

This shall include the fare charged by any available all-night service to employees travelling outside the times of ordinary services.

Provided that this sub-clause shall apply only to work done within the Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder and such portion of the City of Sandringham as is not included within the said District.

SPECIAL RATES FOR PUBLIC HOLIDAYS.

8. (a) That payment for all work done on New Year's Day, Australia Day, Anzac Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, or Boxing Day, shall be at the rate of double time; but if by Act of Parliament or Proclamation, any other day be substituted for any of the abovenamed holidays, the special rate shall be payable only for work done on the day so substituted.

(b) When two or more holidays as provided for in clause 8 (a) occur in any one week, an employee shall be paid a full week's wages in addition to any penalty rates to which he may be entitled in such week; provided that any employee covered by this sub-clause who loses time during such week without the approval of his employer, shall be paid pro-rata for the work performed by him in such week.

UNION REPRESENTATIVE.

9. That the Secretary or the Assistant Secretary of the Operative Bakers' Union of Victoria shall have the right of entry to any bakehouse during the hours when such bakehouse is in use, shall be permitted to inspect the time-book and conditions relating to the persons employed therein, and interview employees where breaches or suspected breaches of this Determination are occurring, or suspected of occurring.

DEFINITIONS.

10. (a) "Foreman" shall mean a person in charge of a bakehouse. No person shall be classed as a foreman unless he is a tradesman, and is present during substantially the whole of the working hours.

(b) "Double day" shall mean a day on which bread is baked to supply all the employer's customers for two days so as to obviate the necessity for any work being done on the following day.

(c) "Treble day" shall mean a day on which bread is baked to supply all the employer's customers for three or more days so as to obviate the necessity for any work being done on the following two days.

(d) The making of bread shall be deemed to mean each of the following acts :—

- (i) the dividing of bread dough;
- (ii) the weighing of bread dough;
- (iii) the kneading or moulding of bread dough;
- (iv) the placing of bread dough in boxes or tins or on trays.

(e) The baking of bread shall be deemed to mean :—

- (i) the setting of dough in the oven;
- (ii) the withdrawal of bread from the oven.

ANNUAL HOLIDAYS.

11. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act, 1946, No. 5111*.

SICK LEAVE.

12. (a) Any employee not attending for duty, who has had not less than twelve months service with the same employer shall not lose his pay for the actual time lost if such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than six days in each year.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding twelve days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause, service prior to the 28th December, 1944, shall be disregarded.

REST PERIODS.

13. That on double and treble days, employees shall be allowed two rest periods of ten minutes each which shall be counted as part of time worked. One of such rest periods shall be taken before the meal interval, and the other rest period shall be taken after the meal interval.

MEAL INTERVAL.

14. That a meal interval of not more than thirty minutes shall be allowed after the completion of not less than 2½ hours' work and not more than 5 hours' work.

CONTINUITY OF WORK.

15. The work of each employee (except a doughmaker) on each day or shift, shall be continuous with the customary break for a meal.

CLOTHING ALLOWANCE.

16. An employee who works for more than 22 hours in any week for the same employer shall be paid an allowance of three shillings per week towards the cost of laundering and/or maintenance of working clothes; provided an employee who works for less than 22 hours in any week shall be paid sixpence for each night he is employed, with a maximum of 3s. per week.

WITHIN THE AREA SET OUT IN NOTE (1) (b).

17 WAGES.—					
Apprentices.		Improvers.		Other Employees.	
	Per Week of 44 Hours. s. d.		Per Week of 44 Hours. £ s. d.		
1st Year—		1st year	Foremen or single hands ..	3s. 3d. per hour, or 143s. 0d. per week of 44 hours.
1st six months ..	27 5	2nd	Makers or bakers of rye bread, Vienna bread, or rolls	} 3s. 0½d. per hour, or 133s. 10d. per week of 44 hours.
2nd ..	28 0	3rd	Doughmakers ..	
2nd Year—		4th	Persons not provided for else- where in this Determination	
1st six months ..	30 0	Proportion (within any factory or place). One improver to every eight workers receiving not less than 133s. 10d. per week of 44 hours.			
2nd ..	33 10				
3rd Year—					
1st six months ..	38 4				
2nd ..	45 3				
4th Year—					
1st six months ..	52 10				
2nd ..	62 0				
5th Year—					
1st six months ..	73 0				
2nd ..	85 2				
and thereafter the minimum wage.					
Proportion. One apprentice to every three or fraction of three workers re- ceiving not less than 133s. 10d. per week of 44 hours.					

OVERTIME.

18. (a) That any employee (other than an apprentice) who works in any week for any time in excess of 44 hours shall be paid for such extra time at the rate of time and a half.

(b) That any apprentice who works in any week for any time in excess of 44 hours shall be paid for such extra time at the rate of time and a half for the first four hours, and thereafter at the rate of double time.

WEEKLY HOURS.

19. That the number of hours to constitute an ordinary week's work shall be 44.

TIME RATE.

20. That any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for time worked up to 22 hours, at the ordinary wages rate with an addition of 33 per centum.

For time worked beyond the 22 hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Determination for an ordinary week's work.

UNION REPRESENTATIVE.

21. That the Secretary or the Assistant Secretary of the Operative Bakers' Union of Victoria shall have the right of entry to any bakehouse during the hours when such bakehouse is in use, shall be permitted to inspect the time-book and conditions relating to the persons employed therein, and interview employees where breaches or suspected breaches of this Determination are occurring or suspected of occurring.

SUNDAY WORK.

22. The Board determines, pursuant to the provisions of section 9, Act 4461, that, where a public holiday occurs upon a Tuesday, bread may be made or baked on the preceding Sunday after the hour of 8 p.m.

SPECIAL RATES FOR PUBLIC HOLIDAYS.

23. (a) That double time shall be the rate payable for all work done on New Year's Day, Australia Day, Anzac Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, or Boxing Day; but if by Act of Parliament or Proclamation any other day be substituted for any of the abovenamed holidays, the special rate shall be payable only for work done on the day so substituted.

(b) When two or more holidays as provided for in clause 23 (a) occur in any one week, an employee shall be paid a full week's wages in addition to any penalty rates to which he may be entitled in such week; provided that any employee covered by this sub-clause who loses time during such week without the approval of his employer, shall be paid pro rata for the work performed by him in such week.

ANNUAL HOLIDAYS.

24. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act, 1946, No. 5111.*

SICK LEAVE.

25. (a) Any employee not attending for duty, who has had not less than twelve months' service with the same employer shall not lose his pay for the actual time lost if such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than six days in each year.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding twelve days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to the 28th December, 1944, shall be disregarded.

MEAL INTERVAL.

26. That a meal interval of not more than thirty minutes shall be allowed after the completion of not less than 2½ hours' work, and not more than 5 hours' work.

CONTINUITY OF WORK.

27. The work of each employee (except a doughmaker) on each day or shift, shall be continuous with the customary break for a meal.

CLOTHING ALLOWANCE.

28. An employee who works for more than 22 hours in any week for the same employer, shall be paid an allowance of three shillings per week towards the cost of laundering and /or maintenance of working clothes, provided an employee who works for less than 22 hours in any week shall be paid sixpence for each night he is employed, with a maximum of 3s. per week.

DEFINITION.

29. "Foreman" shall mean a person in charge of a bakehouse. No person shall be classed as a foreman unless he is a tradesman, and is present during substantially the whole of the working hours.

P. A. RANGLES J.P., Chairman.

J. R. MACPHERSON, Acting Secretary.

Melbourne, 4th September, 1946.



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WEDNESDAY, OCTOBER 30.

[1946

Factories and Shops Acts.

DETERMINATION OF THE CARRIAGE BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which since the 17th October, 1932, has had power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed either inside or outside a factory or work-room in the process, trade or business connected with or incidental to the manufacturing, making or repairing of—(a) carriages, carts and other vehicles (other than perambulators) or any part or parts thereof, such as the ironwork or bodies, hoods, cushions, springs, axles, wheels, tires, rims, hubs, or spokes; (b) motor car bodies, or any part or parts thereof such as the hoods or cushions; (c) tram cars or any part or parts thereof, such as the ironwork or bodies, cushions, springs, axles, wheels, tires, rims, hubs, or spokes; (d) motor cycle side-car bodies, or any part or parts thereof, such as the hoods or cushions, (e) aircraft; has made the following Determination, viz.:—

1. That as from the beginning of the first pay period to commence on or after the 12th September, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

	DAY SHIFT.					
	Wages per Week of 44 Hours.					
	Within a radius of 20 miles of G.P.O., Melbourne; 10 miles of the Geelong and Warrnambool Post Offices; 5 miles of Chief Post Office at Mildura; and the Gippsland District.			All other parts of Victoria.		
	Weekly Rate.	War Loading.	Total Wage.	Weekly Rate.	War Loading.	Total Wage.
MALES.						
<i>Development, Tool Room, Installation, and Maintenance.</i>						
Brass finisher, tradesman	s. d. 129 0	s. d. 6 0	s. d. 135 0	s. d. 126 0	s. d. 6 0	s. d. 132 0
Carpenter on maintenance work	129 0	6 0	135 0	126 0	6 0	132 0
Coremaker, jobbing	129 0	6 0	135 0	126 0	6 0	132 0
Die maker (see "toolmaker")	126 0	5 0	131 0	123 0	5 0	128 0
Die setter	132 0	6 0	138 0	129 0	6 0	135 0
Die tester and/or adjuster (making necessary adjustments before handing to manufacturing shop)	129 0	6 0	135 0	126 0	6 0	132 0
Electrical fitters	126 0	9 0	135 0	123 0	9 0	132 0
Electrical mechanic	129 0	6 0	135 0	126 0	6 0	132 0
Fitter and/or turner, tradesman	108 0	3 0	111 0	105 0	3 0	108 0
Ironworker, directly assisting tradesman (including ironworker assisting pipe fitter on high pressure work, i.e., live steam or hydraulic press work)	129 0	6 0	135 0	126 0	6 0	132 0
Jigmaker, in wood or metal	129 0	6 0	135 0	126 0	6 0	132 0
Machinist (metal), first class	119 0	4 0	123 0	116 0	4 0	120 0
Machinist (metal), second class	113 0	3 0	116 0	110 0	3 0	113 0
Machinist (metal), third class	126 0	5 0	131 0	123 0	5 0	128 0
Machinist (wood) (see "wood machinist").	129 0	6 0	135 0	126 0	6 0	132 0
Marker-off (see "tradesman, the greater part of whose time is occupied marking off").	138 0	5 0	143 0	135 0	5 0	140 0
Painter, on maintenance work	126 0	5 0	131 0	123 0	5 0	128 0
Panel worker, tradesman	129 0	6 0	135 0	126 0	6 0	132 0
Pattern maker	138 0	5 0	143 0	135 0	5 0	140 0

	DAY SHIFT—continued.					
	Wages per Week of 44 Hours.					
	Within a radius of 20 miles of G.P.O., Melbourne; 10 miles of the Geelong and Warrnambool Post Offices; 5 miles of Chief Post Office at Mildura; and the Gippsland District.			All other parts of Victoria.		
	Weekly Rate.	War Loading.	Total Wage.	Weekly Rate.	War Loading.	Total Wage.
MALES—continued.						
<i>Development, Tool Room, Installation, and Maintenance—continued.</i>						
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Pattern maker provided that so long as a sufficient number of pattern makers are not available and tradesmen pattern makers offering for employment have been employed, other wood-working tradesmen may be employed on making part of a pattern provided that—						
(a) such tradesmen shall not be required to work to drawings or prints;						
(b) whilst so employed shall be paid a marginal rate of . . .	132 0	6 0	138 0	129 0	6 0	135 0
Pipe fitter—						
(a) On high pressure work (i.e., live steam or hydraulic press work)	129 0	6 0	135 0	126 0	6 0	132 0
(b) On low pressure work	119 0	4 0	123 0	116 0	4 0	120 0
Plumber on maintenance work	129 0	6 0	135 0	126 0	6 0	132 0
Saw doctor	132 0	6 0	138 0	129 0	6 0	135 0
Smith, tradesman	130 0	6 0	136 0	127 0	6 0	133 0
Template maker	133 0	6 0	139 0	130 0	6 0	136 0
Tool maker, tool hardener, and die maker (in wood or metal) . .	135 0	10 0	145 0	132 0	10 0	142 0
Tradesman, the greater part of whose time is occupied marking off	132 0	6 0	138 0	129 0	6 0	135 0
Trimmer, tradesman	126 0	5 0	131 0	123 0	5 0	128 0
Turner (see "Fitter and/or turner").						
Welder, first class	132 0	5 0	137 0	129 0	5 0	134 0
Welder, second class	121 0	4 0	125 0	118 0	4 0	122 0
Welder, third class	113 0	3 0	116 0	110 0	3 0	113 0
Welder, fourth class	108 6	3 0	111 6	105 6	3 0	108 6
Wood machinist, first class	123 0	5 0	128 0	120 0	5 0	125 0
<i>Production.</i>						
Acid washer and/or pickler	113 0	3 0	116 0	110 0	3 0	113 0
Air hammer operator	121 0	4 0	125 0	118 0	4 0	122 0
Assembler (aero engine)	129 0	6 0	135 0	126 0	6 0	132 0
Assembler and/or wirer, chassis	114 0	3 0	117 0	111 0	3 0	114 0
Assembler, cushion and squab spring	114 0	3 0	117 0	111 0	3 0	114 0
Assembler in wood and/or metal, when not on the line (other than process worker or a first or second class body maker or other tradesman)	121 0	4 0	125 0	118 0	4 0	122 0
Assembler of bodies or parts of bodies "on the line"	126 0	5 0	131 0	123 0	5 0	128 0
Assembler of chassis parts independently of main assembly . .	113 0	3 0	116 0	110 0	3 0	113 0
Assembler of prepared parts in glass section (not being a process worker)	117 0	3 0	120 0	114 0	3 0	117 0
Assembler, windscreen frame	114 0	3 0	117 0	111 0	3 0	114 0
Axle maker	129 0	6 0	135 0	126 0	6 0	132 0
Axle turner	129 0	6 0	135 0	126 0	6 0	132 0
Band and/or jig sawyer, air hammer operator, skiving machinist, sewing machinist, camachine operator, and other machinists (not classed as process workers), and assembler not using tradesman's tools (trim)	113 0	3 0	116 0	110 0	3 0	113 0
Band sawyer (metal)	119 0	4 0	123 0	116 0	4 0	120 0
Bender and/or shaper of garnish moulding (not being a process worker) who is required to change dies and/or do bench work .	113 0	3 0	116 0	110 0	3 0	113 0
Body maker, first class	129 0	6 0	135 0	126 0	6 0	132 0
Body maker, second class	126 0	5 0	131 0	123 0	5 0	128 0
Body mounter	113 0	3 0	116 0	110 0	3 0	113 0
Bow socket enameller (see "enameller").						
Bulldozer operator—						
(a) Setting up machine	119 6	4 0	123 6	116 6	4 0	120 6
(b) Not setting up machine	113 0	3 0	116 0	110 0	3 0	113 0
Chassis assembler (see "Assembler").						
Cold setter	116 0	3 0	119 0	113 0	3 0	116 0
Cushion and squab spring assembler and frame operative (see "Assembler" and "frame operative").						
Cushion maker (see "Squab and cushion maker").						
Cushion spring maker (by hand)	119 6	4 0	123 6	116 6	4 0	120 6
Cutter, Electric machine (trim) (see "Electric machine cutter").						
Dent knocker (see "Panel worker and/or dent knocker").						
Die setter, press	126 0	5 0	131 0	123 0	5 0	128 0
Dipper and hanger (paint)	107 0	3 0	110 0	104 0	3 0	107 0
Dipper, solder or tin	113 0	3 0	116 0	110 0	3 0	113 0
Driller	109 0	3 0	112 0	106 0	3 0	109 0
Driller, not using jigs (panel)	111 0	3 0	114 0	108 0	3 0	111 0
Driller, not using jigs (other)	113 0	3 0	116 0	110 0	3 0	113 0
Driller, using jigs (panel)	107 0	3 0	110 0	104 0	3 0	107 0
Driller, using jigs (other)	109 0	3 0	112 0	106 0	3 0	109 0
Drop hammer smith—						
(a) When dies are not used	130 0	6 0	136 0	127 0	6 0	133 0
(b) When dies are used	113 0	3 0	116 0	110 0	3 0	113 0

	DAY SHIFT—continued.					
	Wages per Week of 44 Hours.					
	Within a radius of 20 miles of G.P.O., Melbourne; 10 miles of the Geelong and Warrnambool Post Offices; 5 miles of Chief Post Office at Mildura; and the Gippsland District.			All other parts of Victoria.		
	Weekly Rate.	War Loading.	Total Wage.	Weekly Rate.	War Loading.	Total Wage.
MALES—continued.						
<i>Production—continued.</i>						
Drop hammer stamper	s. d. 108 6	s. d. 3 0	s. d. 111 6	s. d. 105 6	s. d. 3 0	s. d. 108 6
Edge turner (see "Panel edge trimmer").	121 0	4 0	125 0	118 0	4 0	122 0
Electric machine cutter (trim)	129 0	6 0	135 0	126 0	6 0	132 0
Electric stove attendant (see "Stove attendant").	119 0	4 0	123 0	116 0	4 0	120 0
Electroplater, first class	106 0	3 0	109 0	103 0	3 0	106 0
Electroplater, second class	110 6	3 0	113 6	107 6	3 0	110 6
Electroplater, third class	126 0	5 0	131 0	123 0	5 0	128 0
Enameller, bow socket	114 0	3 0	117 0	111 0	3 0	114 0
Enameller in colours and/or varnisher (finishing coat brush)	114 0	3 0	117 0	111 0	3 0	114 0
Folding machine operator	119 6	4 0	123 6	116 6	4 0	120 6
Frame operative (cushion and squabs)	113 0	3 0	116 0	110 0	3 0	113 0
Furnace brazer	118 0	3 0	121 0	115 0	3 0	118 0
Furnaceman	108 6	3 0	111 6	105 6	3 0	108 6
Garnish mould bender and/or shaper (see "Bender and/or shaper").	113 0	3 0	116 0	110 0	3 0	113 0
Garnish mould finisher	118 0	3 0	121 0	115 0	3 0	118 0
Grainer, transfer (see "Transfer grainer").	108 6	3 0	111 6	105 6	3 0	108 6
Grinder and/or buffer (metal)	113 0	3 0	116 0	110 0	3 0	113 0
Grinder and/or buffer (metal) using portable machine	114 0	3 0	117 0	111 0	3 0	114 0
Guillotine machinist	108 6	3 0	111 6	105 6	3 0	108 6
Hammer driver, steam, pneumatic, or other power ..	103 0	3 0	106 0	100 0	3 0	103 0
Hanger, paint (see "Dipper and hanger").	103 0	3 0	106 0	100 0	3 0	103 0
Kiln attendant (see "Timber kiln attendant").	126 0	5 0	131 0	123 0	5 0	128 0
Labourer assisting (plating department)	129 0	6 0	135 0	126 0	6 0	132 0
Labourer assisting without using tools (chassis assembly)	119 0	4 0	123 0	116 0	4 0	120 0
Liner	113 0	3 0	116 0	110 0	3 0	113 0
Machinist (metal), first class	119 6	4 0	123 6	116 6	4 0	120 6
Machinist (metal), second class	112 0	3 0	115 0	109 0	3 0	112 0
Machinist (metal), third class	110 6	3 0	113 6	107 6	3 0	110 6
Machinist (wood) (see "Wood machinist").	126 0	5 0	131 0	123 0	5 0	128 0
Machine setter up, other than machines specified in definition of first class machinist (metal)	128 0	5 0	133 0	125 0	5 0	130 0
Marker-out or scriber (using patterns or templates)	118 0	3 0	121 0	115 0	3 0	118 0
Metal band sawyer (see "Band sawyer, metal").	110 6	3 0	113 6	107 6	3 0	110 6
Nickel polisher	126 0	5 0	131 0	123 0	5 0	128 0
Painter, coach (brush)	118 0	3 0	121 0	115 0	3 0	118 0
Painter, spray (on coats other than priming)	110 6	3 0	113 6	107 6	3 0	110 6
Painter, spray and/or brush (on prime coats)	105 0	3 0	108 0	102 0	3 0	105 0
Painter, brush and/or spray (on floors, undercarriages, and gear)	129 0	6 0	135 0	126 0	6 0	132 0
Painter's labourer	126 0	5 0	131 0	123 0	5 0	128 0
Panel beater, first class	119 0	4 0	123 0	116 0	4 0	120 0
Panel beater, second class	114 0	3 0	117 0	111 0	3 0	114 0
Panel edge turner	113 0	3 0	116 0	110 0	3 0	113 0
Panel fixer, metal	126 0	5 0	131 0	123 0	5 0	128 0
Panel machinist (other)	111 0	3 0	114 0	108 0	3 0	111 0
Panel worker and/or dent knocker	113 0	3 0	116 0	110 0	3 0	113 0
Paster (trim)—						
1st year's experience	111 0	3 0	114 0	108 0	3 0	111 0
2nd year's experience	113 0	3 0	116 0	110 0	3 0	113 0
Thereafter	115 0	3 0	118 0	112 0	3 0	115 0
Petrol tank operative	115 0	3 0	118 0	112 0	3 0	115 0
Pickler (see "Acid washer and/or pickler").	123 0	5 0	128 0	120 0	5 0	125 0
Plate glass beveller	123 0	5 0	128 0	120 0	5 0	125 0
Plate glass cutter	123 0	5 0	128 0	120 0	5 0	125 0
Plate glass driller	110 6	3 0	113 6	107 6	3 0	110 6
Plate glass grinder	113 0	3 0	116 0	110 0	3 0	113 0
Pleat stuffer	119 0	4 0	123 0	116 0	4 0	120 0
Polisher, nickel (see "Nickel polisher").						
Polisher (paint) using buffs	119 0	4 0	123 0	116 0	4 0	120 0
Polisher (paint) (see "Wet rubber and/or polisher").						
Power hammer driver (see "Hammer driver").	120 0	4 0	124 0	117 0	4 0	121 0
Press operator (over 400 tons pressure)	105 0	3 0	108 0	102 0	3 0	105 0
Press operator assistant (over 400 tons pressure) ..	112 0	3 0	115 0	109 0	3 0	112 0
Press operator (light)	107 0	3 0	110 0	104 0	3 0	107 0
Process worker	126 0	5 0	131 0	123 0	5 0	128 0
Riveter on motor truck or wagon body	113 0	3 0	116 0	110 0	3 0	113 0
Riveter, chassis	113 0	3 0	116 0	110 0	3 0	113 0
Riveter, other (up to and including $\frac{3}{4}$ -in. rivet) ..	126 0	5 0	131 0	123 0	5 0	128 0
Rotary buff operator—						
(a) While doing dent knocking	113 0	3 0	116 0	110 0	3 0	113 0
(b) While not doing dent knocking	114 0	3 0	117 0	111 0	3 0	114 0
Rotary shearing machinist	109 0	3 0	112 0	106 0	3 0	109 0
Sand blast operator (see "Shot and/or sand blast operator").	108 6	3 0	111 6	105 6	3 0	108 6
Sandpaper and emery machinist (woodwork)						
Screw and/or taper						
Scriber (see "Marker-out or scriber").						
Sectional trimmer (see "Trimmer, sectional").						
Setter-up, machine (see "Machine setter-up").						

	DAY SHIFT—continued.					
	Wages per Week of 44 Hours.					
	Within a radius of 20 miles of G.P.O., Melbourne; 10 miles of the Geelong and Warrnambool Post Offices; 5 miles of Chief Post Office at Mildura; and the Gippsland District.			All other parts of Victoria.		
	Weekly Rate.	War Loading.	Total Wage.	Weekly Rate.	War Loading.	Total Wage.
MALES—continued.						
<i>Production—continued.</i>						
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Shot and/or sand blast operator (where adequately protected) ..	113 0	3 0	116 0	110 0	3 0	113 0
Smith tradesmen	130 0	6 0	136 0	127 0	6 0	133 0
Solderer, "on the line"	126 0	5 0	131 0	123 0	5 0	128 0
Solderer not "on the line"	121 0	4 0	125 0	118 0	4 0	122 0
Solderer (on other than body work)	121 0	4 0	125 0	118 0	4 0	122 0
Spotter and/or touch-up	126 0	5 0	131 0	123 0	5 0	128 0
Spray painter (see "Painter, spray").						
Spring fitter	120 0	6 0	135 0	126 0	6 0	132 0
Spring maker, cushion (by hand) (see "Cushion spring maker").						
Spring maker, laminated	129 0	6 0	135 0	126 0	6 0	132 0
Spring maker, spiral (by hand)	119 6	4 0	123 6	116 6	4 0	120 6
Spring service worker	108 6	3 0	111 6	105 6	3 0	108 6
Squab and/or cushion maker	126 6	5 0	131 0	123 0	5 0	128 0
Stopper-up	117 0	3 0	120 0	114 0	3 0	117 0
Stove attendant, electric	114 0	3 0	117 0	111 0	3 0	114 0
Strap maker	113 0	3 0	116 0	110 0	3 0	113 0
Stretching machine operator	114 0	3 0	117 0	111 0	3 0	114 0
Striker	108 0	3 0	111 0	105 0	3 0	108 0
Tapper (see "Screwdriver and/or tapper").						
Tester	113 0	3 0	116 0	110 0	3 0	113 0
Timber kiln attendant	105 0	3 0	108 0	102 0	3 0	105 0
Timber orderman	112 0	3 0	115 0	109 0	3 0	112 0
Timber stacker	106 0	3 0	109 0	103 0	3 0	106 0
Touch-up (see "Spotter and/or touch-up").						
Transfer grainer	116 0	3 0	119 0	113 0	3 0	116 0
Trimmer, sectional	117 0	3 0	120 0	114 0	3 0	117 0
Trimmer, tradesman (including cutter by hand)	128 0	5 0	131 0	123 0	5 0	128 0
Tube maker	110 6	3 0	113 6	107 6	3 0	110 6
Tire fitter	110 6	3 0	113 6	107 6	3 0	110 6
Uni-shear operator	113 0	3 0	116 0	110 0	3 0	113 0
Varnisher (see "Enameller in colours and/or varnisher").						
Vyceman	116 0	3 0	119 0	113 0	3 0	116 0
Washer using phenyl, petrol, kerosene &c.	108 0	3 0	111 0	105 0	3 0	108 0
Welder, "A" grade	132 0	5 0	137 0	129 0	5 0	134 0
Welder, "B" grade	127 0	5 0	132 0	124 0	5 0	129 0
Welder, federal aluminium	121 0	4 0	125 0	118 0	4 0	122 0
Welder, oxy-acetylene and/or electric arc (other than "A" or "B" grades)	121 0	4 0	125 0	118 0	4 0	122 0
Welder, electric spot and butt	114 0	3 0	117 0	111 0	3 0	114 0
Wet rubber and/or polisher (paint)	113 0	3 0	116 0	110 0	3 0	113 0
Windscreen frame assembler (see "Assembler").						
Wood machinist, first class	123 0	5 0	128 0	120 0	5 0	125 0
Wood machinist, second class	119 0	4 0	123 0	116 0	4 0	120 0
Writer	129 0	6 0	135 0	126 0	6 0	132 0
<i>Horse-drawn Vehicles.</i>						
Axle maker	126 0	5 0	131 0	123 0	5 0	128 0
Axle turner	126 0	5 0	131 0	123 0	5 0	128 0
Grainer	126 0	5 0	131 0	123 0	5 0	128 0
Nave mortise and boring machinist	112 0	3 0	115 0	109 0	3 0	112 0
Nave turner	122 0	4 0	126 0	119 0	4 0	123 0
Signwriter	126 0	5 0	131 0	123 0	5 0	128 0
Spoke lather	122 0	4 0	126 0	119 0	4 0	123 0
Spoke planer	122 0	4 0	126 0	119 0	4 0	123 0
Spoke tenoner	122 0	4 0	126 0	119 0	4 0	123 0
Spoke throater	122 0	4 0	126 0	119 0	4 0	123 0
Timber bender	122 0	4 0	126 0	119 0	4 0	123 0
Wheelwright and wheel maker	126 0	5 0	131 0	123 0	5 0	128 0
(All other classifications as prescribed for in other Sections.)						
<i>Rolling Stock.</i>						
Body maker	129 0	6 0	135 0	126 0	6 0	132 0
Pitman	119 6	4 0	123 6	116 6	4 0	120 6
Wheel grinder	119 6	4 0	123 6	116 6	4 0	120 6
Wheel turner	129 0	6 0	135 0	126 0	6 0	132 0
(All other classifications as prescribed for in other Sections.)						
<i>Miscellaneous (Wherever Employed).</i>						
Acetylene generator operator in charge of installation	117 0	3 0	120 0	114 0	3 0	117 0
Driver of chassis and/or new vehicle	107 0	3 0	110 0	104 0	3 0	107 0
Case maker	110 6	3 0	113 6	107 6	3 0	110 6
Case repairer	107 0	3 0	110 0	104 0	3 0	107 0

3. (a) The minimum rates to be paid to female machinists shall be at the rate of—

	Adults. Per Week of 44 Hours.			Juniors. Per Week of 44 Hours.		
	£	s.	d.	£	s.	d.
First six months (without previous experience)	1	16	6	1	14	6
Second six months	2	10	6	2	8	6
Third six months	2	16	0	2	14	6
Thereafter	3	4	0	3	2	6

(b) The rates for females engaged in the cushion and squab springs and frame department on the following classes of work—working or attending the following machines: knotting U. and S. metal, clip-wire cutting, foot power closing, bending, power press, electric welding; also assembling, placing springs in frames ready for closing (in form), placing and fixing clips and cross stay wires, shall be per week of 44 hours—

	Adults.			Juniors.		
	£	s.	d.	£	s.	d.
For the first six months	1	16	6	1	14	6
For the second six months	2	10	6	2	8	6
Thereafter	3	4	0	3	2	6

APPRENTICES.

(A form of Indenture prescribed by the Board was approved on 30th November, 1936.)

4. (i) Minors may be taken as indentured apprentices to one or more of the trades of—
 (a) Body-making, seat-making, wheel-making and wheelwrighting in wood and/or metal.
 (b) Smithing, including coachsmithing, spring-making and spring fitting, wheelwright smithing and general smithing.
 (c) Painting (coach).
 (d) Trimming.
 (e) Axle-making.
 (f) Wood-turning and woodwork machining.
 (g) Panel-working, including panel beating, sheet metal working and welding.
 (h) Saw doctoring.
- (ii) "Minors other than indentured apprentices shall not be employed in the following occupations":—
 (a) Electrical fitting.
 (b) Electrical mechanic.
 (c) Electroplating (1st class).
 (d) Fitting and/or turning.
 (e) First class metal machinist.
 (f) Patternmaking.
 (g) Welder (1st class only).
- (iii) The proportion of apprentices that may be taken by any employer shall be one to three or fraction of three tradesmen in each section of the industry. (See XV. below.)
- The number of tradesmen shall be deemed to be the average number working during the immediately preceding six months, and in ascertaining such proportion an employer actually working in any workshop shall be deemed to be a tradesman.
- (iv) The periods of apprenticeship shall be as follows:—
 If the apprentice when articulated is under the age of 17, five years; if over the age of 17, four or five years at the option of the contracting parties.
- (v) Minors may be taken on probation for three months, and if apprenticed such three months shall count as part of their period of apprenticeship.
- (vi) Until further order any contract of apprenticeship hereafter made may contain the following provision:—
 If through lack of orders or through financial difficulties the employer is unable at any time to find employment and training for an apprentice, and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon, or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

(vii)—

Wages.

Apprentices—							
Five-year terms—							
						Per Week of 44 Hours.	
						s.	d.
First year	19	3
Second year	27	0
Third year	46	0
Fourth year	74	9
Fifth year	94	0
Four-year terms—where the apprentice enters or has entered his apprenticeship after reaching the age of 17 years—							
First year	22	9
Second year	45	0
Third year	74	9
Fourth year	94	0

(a) Notwithstanding anything elsewhere in this Determination contained, where an apprentice is under the age of 21 years on the expiry of his apprenticeship, he shall be paid four-fifths of the tradesman's time wage until reaching the age of 21 years.

(b) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness certified as in clause 17 (c) to the number of four days per annum.

(viii) The ordinary hours of employment of apprentices shall be the same in each workshop as those of journeymen.

(ix) Where practicable, no apprentice under the age of 18 years shall be required to work overtime.

(x) No apprentice shall work under any system of payment by results.

(xi) Any apprentice who cannot complete his full term of apprenticeship before reaching his twenty-second birthday may, by agreement with his employer, serve as an apprentice until he reaches the age of 23 years.

(xii) The apprentice at the end of the calendar period of any year in which he has actually given service to the employer upon less than the ordinary working days prescribed in this Determination, or in which he has unlawfully absented himself without the employer's consent shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

(xiii) No employer shall, either directly or indirectly, or by any pretence or advice, receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

(xiv) Apprentices attending technical colleges or schools and presenting reports of satisfactory conduct shall be reimbursed all fees paid by them.

(xv) A person who is for a term not exceeding two years taking practical training in a workshop in continuance of a course of training for professional work shall not be taken into account in calculating the proportion of apprentices to journeymen.

MALE JUNIOR WORKERS.

5. (a) For the duration of the present war, the system of calculating the wages of male junior workers on the basis of age plus experience shall be suspended. At the conclusion of the war, that system shall be reverted to, but without prejudice to the right of the Unions, or any of them, to seek alterations thereto.

(b) Unapprenticed male junior workers may be employed in any occupation covered by this Determination.

(c) Subject to the exceptions hereinafter provided, the minimum rates of wage for unapprenticed male juniors shall be the following—

										Wages Per Week of 44 Hours.		
										£	s.	d.
Under 16 years of age	1	3	6
16 years of age	1	13	3
17 "	"	2	5	0
18 "	"	2	17	0
19 "	"	3	11	6
20 "	"	4	5	6

Provided that the rate payable to any employee shall not be less than 20s.

(d) An unapprenticed male junior, who at the date upon which this clause comes into effect is entitled to a rate higher than that hereby prescribed for an employee of his age, shall be paid not less than the rate to which he is so entitled until the rate prescribed by this clause exceeds his existing rate.

(e) Unapprenticed male juniors under 18 years of age assisting at furnaces shall be paid 3s. per week in addition to the above rates.

(f) Changed rates shall be payable as from the beginning of the first pay period to commence after the birthday of the employee concerned.

(g) Employees shall furnish proof of age by means of birth certificate or sworn declaration by parent or guardian, upon which the employer shall be entitled to rely.

(h) The proportion of male juniors that may be employed by any employer shall be one junior (whether he be an indentured apprentice, a trainee apprentice, or an unapprenticed male junior) to every three male adults employed in the shop or factory.

SPECIAL RATES.

6. In addition to the wages prescribed in clauses 2, 3 4, and 5 of this Determination hereof the following special rates and allowances shall be paid to employees, including apprentices and unapprenticed juniors :—

Confined Spaces.

(a) Employees other than those working on vehicles or parts of vehicles working in a confined space, i.e., a compartment or space access to which is through a manhole or similar opening on a place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position or without proper ventilation 3d. per hour extra.

Dirty Work.

(b) Work which the employer's industrial officer, if there be one, or otherwise the employer or the executive officer responsible for the management and/or superintendence of the plant concerned shall agree is of an unusually dirty or offensive nature shall carry such extra rate as shall be agreed upon.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it shall have the right to bring such case before the Secretary for Labour.

Special Rates not Cumulative.

(c) Where more than one of the disabilities referred to in sub-clause (a) and (b) hereof entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely the highest for the disabilities so prevailing.

Rates not Subject to Penalty Additions.

(d) The special rates herein prescribed shall be paid irrespective of the times at which the work is performed and shall not be subject to any premium or penalty additions.

First Aid Work.

(e) An employee holding a first aid certificate and who is instructed by his employer to perform first aid work (other than Air Raid Precaution emergency work) in the factory during his or her shift shall be paid 1s. per shift extra.

HOURS OF EMPLOYMENT.

7. (a) With the exceptions herein set out, the ordinary hours of employment shall be 44 per week, to be worked in five days of eight hours each and one day (Saturday) of four hours, or five days of 8 hours 48 minutes each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive and 7 a.m. to noon on Saturday; provided that the spread of hours herein prescribed may be altered by mutual agreement between any employer and his employees.

(b) By agreement between any employer and his employees ordinary hours may be worked on the basis of 88 per fortnight with one week of 40 and one of 48 hours.

(c) It shall be optional for the employer to work either the 5 or the 5½ days' week provided that the option once exercised shall only be altered by a week's notice.

(d) For the purpose of performing work which is preparatory to the daily operations of a plant, employees engaged on such preparatory work may be required to commence their ordinary hours of employment at or after 6.30 a.m. on any day other than Sunday.

SHIFT WORK.

A.—Continuous Work Shifts.

8. (a) For the purposes of this clause the expression "continuous work" means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks (if any).

(b) Employees working on continuous work shifts shall work thereon such number of shifts up to six per week as may be required; no such shift to exceed eight hours inclusive of meal breaks (if any) nor to be discontinuous except for meal breaks (if any).

(bb) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any of employees working on continuous work shifts) shall not exceed—

(i) eight in any one day; nor

(ii) 48 in any one week; nor

(iii) an average of 44 per week during the period of employment upon such shifts; nor

(iv) such average reduced to 43 hours 5 minutes if such shifts include Sunday shifts; nor

(v) a total of 176 hours during any four weeks of the period of employment upon such shifts; nor

(vi) such total reduced to 172 hours 20 minutes during any such four weeks if such shifts include Sunday shifts.

Provided that such average and total shall not be so reduced to 43 hours 5 minutes and 172 hours 20 minutes if the employees on such shifts are for each ordinary hour worked thereon by them paid in the case of weekly employees at the rate of one-forty-third ($\frac{1}{43}$) of the prescribed weekly wage and in the case of hourly employees at the rate of forty-four-thirty-thirds ($\frac{44}{33}$) of the prescribed rate for such employees which payments the employer shall have the option of making: nor shall they be so reduced if, in addition to other holidays (if any) to be given under this Determination to such employees, such employees are given in each year one week's holiday on full pay, which week's holiday the employer shall have the option of giving.

(c) For all time of duty outside the limits of the ordinary hours prescribed in sub-clause (bb) hereof an employee on continuous work shift shall be paid at double rates. But this shall not apply to arrangements between employees themselves or in cases due to rotation of shift or when the relief does not come on duty at the proper time: Provided that where not less than eight hours' notice has been given to the employer by the employee that he will be absent from work and the employee whom he should relieve is not relieved, such unrelieved employee shall be paid time and a half for all time of duty after he has finished his ordinary shift.

(d) Employees on continuous work shifts working afternoon and night shifts shall be paid $7\frac{1}{2}$ per cent. more than ordinary rates for such shifts.

(e) Employees on continuous work shifts working any Sunday or holiday shift shall be paid at the rate of time and a half for such shift.

B. In Other than Continuous Work.

(f) In shift work not upon continuous work as herein defined any afternoon or night shift which does not continue for five successive working nights or more in a five-day workshop or six successive working nights or more in a six-day workshop shall be paid for at the rate of time and a half.

(g) For working on any afternoon or night shift which has been in operation for five afternoons or nights or more an employee shall be entitled to the following additional rates:—

- (i) 25 per cent. for working on night shift only;
- (ii) 10 per cent. for working on alternating night and afternoon shifts;
- (iii) 10 per cent. for the night shift for working on alternating day and night shifts;
- (iv) 10 per cent. for working on afternoon shift only; and
- (v) $7\frac{1}{2}$ per cent. for the afternoon shift for working on alternating day and afternoon shifts.

(h) The extra rates specified in paragraphs (ii), (iii), and (iv) of sub-clause (g) hereof shall be payable only where shifts are changed at least once in every three weeks.

(i) "Afternoon shift" shall mean a shift commencing not later than 6 p.m. on any day.

"Night shift" shall mean a shift commencing at any time after 6 p.m. on any day.

(j) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.

(k) (i) Except as hereinafter provided, female employees shall not be required or permitted to work on afternoon or night shift.

(ii) By agreement between the employer and the Union or Unions concerned, female employees may be worked on afternoon and/or night shifts on munitions work.

(iii) Failing agreement as aforesaid, the Secretary for Labour shall have the power to allow the employment of females on afternoon and/or night shifts on munitions work, upon such terms and conditions as he may specify.

(l) A male employee under the age of 16 years shall not be required or permitted to work on afternoon or night shift.

MIXED FUNCTIONS.

9. An employee engaged for more than half of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If for less than half of one day or shift he shall be paid the higher rate for the time so worked.

OVERTIME.

10. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work. Provided that in the case of an apprentice or a junior the rate for overtime shall be not less than the rate herein prescribed or 1s. 6d. per hour whichever is the higher.

(b) An employee, other than a casual employee, after the completion of overtime work performed after his usual ceasing time shall be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

If on the instructions of his employer any employee resumes work without having had such eight hours off duty he shall be paid at double rates until he is relieved from duty to take such rest period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without deduction of pay for ordinary time of duty occurring during such absence.

(c) Except as otherwise provided in sub-clauses (a) and (b) hereof, in computing overtime each day's work shall stand alone.

(d) An employee recalled to work overtime after leaving his employer's business premises shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; Provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

(f) For work done during meal hours and thereafter until a meal-hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

(g) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of overtime work, if the employee continues work after such crib time.

(h) Before starting overtime after working ordinary hours a meal break of at least fifteen minutes shall be allowed, unless the period of overtime is less than one and a half hours. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand.

(i) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 2s. and 1s. 3d. for each subsequent meal, but such payment need not be paid to employees living in the same locality as their workshop who can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid as above prescribed for meals so provided.

(j) Subject to the provisions of the second part of sub-clause (f) hereof an employee employed as a regular maintenance man shall work during meal breaks at the ordinary rates herein prescribed whenever instructed to do so for the purpose of making good breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

(k) When an employee working overtime or a shift for which he has not been regularly rostered finishes work at a time when reasonable means of transport is not available, the employer shall provide him with a conveyance or pay him his current wage for the time occupied in reaching his home.

(l) Where overtime is worked on account of a breakdown of plant and/or machinery or where the employee concerned is engaged in connexion with carting and driving, all overtime shall be paid for at the rate of time and a half.

SUNDAY AND HOLIDAY RATES.

11. (a) Where an employee works on a Sunday, the work done shall be paid for at the rate of double ordinary time.
 (b) Where an employee works on union picnic day, the work done shall be paid for at the rate of double ordinary time.
 (c) Where an employee works on any of the holidays (including overtime) specified in clause 12 (b) of this Determination, the work done shall be paid for at the rate of double ordinary time, in addition to the allowance to which the employee on hourly hiring is entitled under clause 17 (d) of this Determination.

HOLIDAYS.

12. (a) The day on which the Vehicle Builders' Federation trade union picnic is held shall be a local holiday (without pay if such day is a day other than one mentioned in sub-clause (b) of this clause) in any city or town.

(b) Employees shall be entitled to the following public holidays (without pay except as herein provided):—The days observed as New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

(c) If the contract of employment is for hourly hiring, an allowance calculated as set out hereunder shall be paid to employees in addition to the rates set out in clause (2), (3), and (5) of this Determination in respect of the time lost by employees on the ten holidays mentioned in sub-clause (b) of this clause and on account of unavoidable absences from work through sickness (to the number of four days' sickness in each year). Such allowance shall be calculated in the following manner:—The total weekly wage rate shall be divided by forty-four (44) and the resultant multiplied by 14 times 8 (14×8) and divided by fifty-two (52), the answer to be calculated to the nearest penny.

ANNUAL LEAVE.

Period of Leave.

13. (a) Except as hereinafter provided a period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

(b) In addition to the leave hereinbefore prescribed seven-day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays shall be allowed seven consecutive days' leave including non-working days.

Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven-day shift worker, he shall be entitled to have the period of fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 12 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to that period one day for each such holiday falling as aforesaid. In the case of employees on hourly hiring such extra day shall be without pay.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employer and the employee so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

- (e) For the purposes of this clause service shall be deemed to be continuous notwithstanding—
 (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
 (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
 (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purpose of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice shall be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting a copy to each union whose members have participated in such concerted or collective absenteeism not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering same to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. Provided however, that in respect of service before the 1st January, 1946, the annual leave shall be allowed at the rate of $3\frac{1}{2}$ hours for each completed one month of continuous service and in respect of service after that date at the rate of $7\frac{1}{2}$ hours for each completed one month of continuous service. Any broken part of a month served before the 1st January, 1946, shall for the purposes of this clause be deemed to be service after the 1st January, 1946. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

Where the employer is a successor or assignee or transferee of a business if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transferee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause be deemed to be in the service of the employer.

Calculation of Month.

(g) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

(h) The annual leave provided for by this clause shall be allowed and shall be taken, and except as provided by sub-clause (i) hereof payment shall not be made or accepted in lieu of annual leave.

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

(j) An employer may allow annual leave to an employee before the right thereto has accrued due, but where leave is taken in such a case a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 12 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a seven-days shift worker who shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant period. For the purposes of this sub-clause and sub-clause (l) hereof, wages shall be at the rate prescribed by clauses 2, 3, 4, and 5 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee the employee shall be paid at his ordinary rate of wage for $3\frac{1}{2}$ hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 7 $\frac{1}{2}$ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

(m) Where an employer closes down his plant, or a section or sections thereof, for the purposes of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

- (i) He may by giving to the employees concerned not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) hereof, subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

PIECEWORK RATES.

14. Subject to the minimum wages herein prescribed an employer may remunerate any of his employees under system of payment by results based on rates which will enable workers of average capacity to earn at least 10 per cent. in excess of their hourly or weekly rate.

PAY-DAY.

15. Employers shall pay all moneys due at least once in each week, and not later than Friday in each week, except where it has been the practice to pay fortnightly. All wages shall be paid in employer's time.

PAYMENT FOR PART WORK.

16. An employee, working any portion of a week, shall be paid, on ceasing work, for all time worked during that week.

CONTRACT OF EMPLOYMENT.

17. (a) With the exceptions hereinafter stated employment may be by the week or by the hour. Unless otherwise specifically agreed, the employment shall be deemed an hourly engagement. If by the week it shall be terminable on either side by one week's notice given on any day or (if the employer terminate it without such notice) by payment of one week's wages.

This last provision shall not affect the right of the employer to deduct payment for any day the employee cannot be usefully employed because of any strike, or through any breakdown in machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(b) A contract for weekly employment may be terminated by any employer, without liability to pay for more than time actually worked, for misconduct, or for absence from work without reasonable excuse.

(c) If an employee engaged by the week absents himself from duty, except on the holidays mentioned in clause 12 (b) of this Determination or for days for which he produces a certificate from a medical practitioner or other proof satisfactory to his employer of sickness (aggregating four days' sickness in each year) a sum proportionate to his time of absence may be deducted from his pay, i.e., two-elevenths of the weekly wage for each day of absence, excluding Saturdays in shops working six days and one-fifth in shops working five days per week: Provided that only time actually lost shall be deducted when an employee is absent on a Saturday.

(d) (i) If the contract of employment is for hourly hiring, a weekly allowance calculated as set out in clause 12 (c) of this Determination shall be paid in addition to the total amount of the rates prescribed by clause 2 of this Determination, but such allowance shall not be taken into account in computing any wage rate such as overtime, shift premium, Sunday or holiday rates.

(ii) Such allowance shall be paid irrespective of the time worked by an employee in any one week, except as provided in sub-clause (e) of this clause.

(iii) An allowance calculated as set out in clause 12 (c) of this Determination shall also be paid in addition to the rates prescribed by clauses 3 and 5 of this Determination for female workers and male junior workers.

(e) An employee engaged on hourly hiring shall be entitled to a minimum of four consecutive hours' work or to four hours' pay for the job—such hours may be deemed to be consecutive if worked in ordinary hours at the end of the day and the beginning of the next succeeding day. But such employee shall not be entitled to the allowance mentioned in sub-clause (d) of this clause unless the period of employment exceeds four hours.

(f) Notwithstanding anything contained in sub-clauses (c), (d), and (e) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance, but in no case shall such expenses exceed 10s. 6d.

TIME AND WAGES BOOK.

18. (a) Each employer shall keep a time and wages book showing the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in any time books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

LEADING HANDS.

19. Leading hands in charge of 5, but not exceeding 15 employees, shall be paid at the rate of 1s. per day extra. From 16 to 25 employees, 1s. 6d. per day extra; from 26 to 35 employees, 2s. per day extra; and over 36 employees, 2s. 6d. per day extra.

AIRCRAFT MAKING.

20. Employees engaged in aircraft making (in wood, metal, or other materials) in occupations which are similar to those for which classifications are provided in this Determination, shall be paid the rates prescribed for such classifications.

TRAVELLING TIME.

21. In the event of an employee being sent during working hours to any place other than his usual place of employment, he shall be allowed travelling time and excess expenses. Such time to be part of the ordinary day's work.

GRINDING TOOLS.

22. (a) Where a woodworker using his own tools has been in employment for more than one week, the employer shall allow him one hour, with payment therefor on termination of his employment, to enable him to pack and sharpen his tools.

(b) The employee shall be permitted to use the employer's emery wheel or grindstone to sharpen his own tools used in the course of his employment.

WATERPROOF CLOTHING.

23. Men engaged in transferring trams to or from the factory to the various depots shall be provided with suitable clothing for wet weather.

SPRAY PAINTERS.

24. Where spray painters are employed, adequate protection for their health shall be provided for them by the employer.

TOOLS TO BE PROVIDED BY EMPLOYER.

25. Woodworkers and vycemen shall be supplied where required with bench, bench-vyce, cramps above 4 inches, files (including saw files), rasps, hand-drills, hacksaws, frames and blades, bits and parallel shank-drills up to $\frac{1}{4}$ inch, and snips, such tools to remain the property of the employer.

MISCELLANEOUS PROVISIONS.

- 26. (a) Employees engaged in working with acids shall be supplied with rubber gloves.
- (b) Employees engaged in wet rubbing shall be provided with rubber aprons and rubber boots.
- (c) Suitable coloured glasses shall be provided by employers for the protection of electric arc and oxy-acetylene operators and their assistants, and suitable mica or other goggles for emery wheel operators.
- (d) Suitable canvas or leather gloves shall be provided by employers for the operators of pneumatic hammers.
- (e) Tramway pitmen shall be provided free with one suit of overalls as required.

RIGHT OF ENTRY OF UNION OFFICIALS.

27. (1) A duly accredited representative of the Australian Vehicle Builders Employees Federation and of the Amalgamated Engineering Union shall have the right to enter employers' workshops during the mid-day meal hour for the purpose of interviewing employees on legitimate union business, on the following conditions:—

- (a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (b) That he interviews employees only at the places where they are taking their meal.
- (c) That not more than one representative be in any workshop at any one time.
- (d) That no one representative visit a workshop more than once in each week.
- (e) That if any employer alleges that a representative is unduly interfering with his workshop or is creating dissatisfaction amongst his employees, or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.

(ii) For the purpose of investigating complaints concerning the application of this Determination a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

- (a) That he discloses to the employer or his representative the complaints which he desires to investigate.
- (b) That he makes his investigations in the presence of the employer or his representative (if the employer so desires).
- (c) That he does not interfere with work proceeding in the workshop or plant.
- (d) That he conducts himself properly.

(iii) Where employees are working under a system of shiftwork which precludes a representative from interviewing them during the mid-day meal hour the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer.

SHOP STEWARDS.

28. An employee appointed as shop steward in the shop or department in which he is employed shall upon notification thereof to his employer be recognized as the accredited representative of the Union to which he belongs and he shall be allowed the necessary time during working hours to interview his employer or his representatives on matters affecting employees whom he represents.

LIMITATION OF EMPLOYER'S LIABILITY.

29. When an employer has made a payment to an employee, which payment purports to be a payment of the wages payable to the employee for any period, such employer shall not be liable to pay to the employee any further sums in respect of any services rendered to such employer during such period, unless within a period of nine calendar months after the last day of such period a demand in writing of such further sum claimed has been given to the employer by the employee himself, or by some person on his behalf.

DEFINITIONS.

30. (a) "Tradesman" means an adult workman who, in the course of his employment, works from drawings or prints required to be scaled, and/or measured from drawings or prints, or makes precision measurements, or applies general trade experience, and includes locksmith and first-class machinist.

(b) "Precision measurements" means measurements of a finer accuracy than is possible with the naked eye from caliper measuring scale or rule.

(c) "Patternmaker" means a tradesman engaged in the making of both patterns and templates in wood. "Template maker" means a tradesman engaged in the making of templates only.

(d) "Jig-maker" means a tradesman engaged in the making of jigs in wood or metal.

(e) "Toolmaker" means a tradesman making and/or repairing any precision tool, gauge, die or mould to be affixed to any machine, who designs or lays out his work and is responsible for its proper completion.

(f) "Machinist (metal)—1st class" means a tradesman who is partly or wholly engaged in setting up and operating the following machines:—Lathe, boring machine, milling machine, planing machine, shaping machine, slotting machine, precision grinding machine and a drilling machine where the operator uses the same precision tools as fitters or turners.

(g) "Machinist (metal)—2nd class" means an adult employee not engaged as a tradesman who is not required to work from drawings or prints or to do precision work, but who is engaged in operating or in setting up and operating all machines, other than a drilling machine, enumerated in the definition of 1st class machinist.

(h) "Machinist (metal)—3rd class" means an adult employee other than a process worker who operates any power-driven machine for which a rate is not elsewhere prescribed in this Determination and without limiting the scope of the foregoing includes such an employee operating any of the following:—nut, bolt, rivet or dog spike making machines, tapping machines and drilling machines on work other than that specified in the definition of machinist—1st class.

(i) "First-class wood machinist" (in wood) means a machinist who in the course of his employment is called upon to grind and set knives only or to braze, set, and sharpen band or jig saws and to set and sharpen circular saws or to set up machines operated by other machinists or to grind knives for and to set up and operate one or more of the following machines:—Shapers, spindles, linderman machines, routers, tenoners, still hinge and other gainer machines and band saws.

(j) "Second-class wood machinist" (in wood) means any machinist called on to set up and operate any other machines, or any circular saw or dimension saw.

(k) "Process worker" means an employee engaged on—

(i) Repetition work on any automatic, semi-automatic or single-purpose machine or any machine fitted with jigs, gauges or other tools rendering operations mechanical (and in connexion with which the worker is not responsible for the setting up of the machine nor for the dimensions of the products other than by checking with gauges which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator); or

(ii) in assembling processes not requiring the use of hand tools (except hammers and/or screwdrivers and/or spanners).

(l) "Electrical fitter" means a tradesman fitter mainly engaged in making, fitting or repairing electrical machines, instruments or appliances, who in the course of his work applies electrical knowledge.

(m) "Electrical mechanic" means an adult employee mainly engaged outside a workshop on any class of installation work, or in the repairing thereof, or in wiring, and who, when employed inside a workshop, is engaged on repairs to installation.

(n) "Jobbing moulder" means a metal moulder engaged in floor moulding, loam moulding, strickle moulding, or moulding from loose patterns, and/or finishing off bath moulds by a machine process.

(o) "Jobbing coremaker" means a moulder engaged in making cores for metal moulds by the use of loam or strickle boards, or by loose boxes, other than loose boxes used for repetition production of cores requiring little or no skill to produce.

(p) "Plate and machine moulder" means an adult employee engaged in moulding on the plate system, or by machines where the pattern is either a fixture to the plate or the spray system is used.

(q) "Machine coremaker" means an adult employee making cores by machines where the core box is a fixture to or part of such machine, or making repetition cores requiring little or no skill to produce.

(r) "First-class body maker" means a tradesman engaged on the building of bodies without the aid of jigs.

(s) "Second-class body maker" means an employee engaged on the building of bodies with the aid of jigs.

(t) "First-class panel beater" means an employee who makes panels or mudguards from the sheet by hand or partly by hand and partly with the aid of machines.

(u) "Second-class panel beater" means an employee who is engaged in dent knocking (by hand) or who makes panels from the sheet entirely with the aid of machines or who is engaged solely on a panel beating machine.

(v) "Other panel machinists" means employees engaged solely on wheeling and stretching or other machines in the panel section not otherwise provided for.

(w) "Metal panel worker" means an employee engaged in the preparation of material for the making of panels other than machinists and others for whom specific rates are provided.

(x) "Sectional trimmer" means any workman (unless specific margins have been herein prescribed) who was so classed on the 1st day of October, 1935, and all future workmen doing the same classes of work.

(y) "Smith" includes coach smith, wheelwright smith, angle iron smith, and motor smith.

(z) "Saw doctor" means an employee exclusively engaged in brazing, hammering, straightening and sharpening saws.

(aa) "On the line" means sectionalized body building and assembling in which bodies in course of building are moved on from one operative or group of operatives to another operative or group of operatives.

(bb) "Painter's labourer" means an employee assisting in painting, graining, lining and decorating who does not use brush or sprayer.

(cc) "Timber stacker" means an employee who stacks timber for seasoning by the process of stripping.

(dd) "Diemaker" means a tradesman making any die to be affixed to any machine who designs or lays out his work.

(ee) "Garnish mould finisher" means an employee engaged on any of the following classes of work, viz.:—Clamping metal garnish moulds to jigs and scribing and cutting same; re-working and filing metal garnish moulds, after welding; re-working and filing metal windscreen garnish moulds; working and filing recesses in rear quarter garnish moulds, after welding; finally working and checking metal garnish moulds, after welding; and/or fabricating metal windscreen garnish moulds and re-working and filing same.

(ff) "Spring service worker" means an employee who is employed on the removal and/or replacement of springs, luggage carriers and/or bumper bars, and/or the dismantling and/or re-assembling of finished parts of motor car and truck chassis (not being a chassis assembler and/or wirer).

(gg) "Aero engine assembler" means an adult employee who assembles components into sub-assemblies, and makes any necessary adjustments to assembly.

(hh) "Body maker," second class, means an employee engaged on the building of bodies with the aid of jigs.

(ii) "Drier" means an adult employee using air hose to dry off after acid wash.

(jj) "Material chaser" means an adult employee having the supervision of the delivery according to schedule, of material between departments or sections.

(kk) "Packer" means an adult employee who is responsible for the selection of parts or accessories according to requisitions or for the packing and methods of packing of same for despatch.

(ll) "Rigger" means an adult employee who is responsible for the erection of tackle, and who is, amongst other duties, required to splice wire rope.

(mm) "Tester" means an adult employee engaged in testing products for leaks or faults by immersion in liquid.

(nn) "Timber orderman" means an employee who is responsible for the selection, allotment and measuring of orders for delivery and/or for the execution of orders for delivery. The word "order" in this definition means the demand of a customer or of the employer, or some one on his behalf to the orderman for an expressed size and class, or expressed sizes and classes of timber.

(oo) "Welder," first class, means an adult employee using electric arc or acetylene blowpipe or coal gas cutting plant on work other than filling castings, cutting scrap metal, using jigs or doing work covered by definitions of second and third class welder, and includes re-welding by hand processes.

(pp) "Welder," second class, means an adult employee not required to do first-class welding, but engaged in filling castings or in welding sheet metal or welding with the aid of jigs, or re-welding except by hand processes, or operating automatic welding machines for the setting up of which he is not responsible.

(qq) "Welder," third class, means an adult employee using electric spot or butt welding machine on work other than cutting scrap with oxy-acetylene blowpipe.

(rr) "Welder," fourth class, means an adult employee cutting scrap with oxy-acetylene blowpipe.

(ss) "Welder" "A" Grade, means a tradesman employed as a first-class welder on repair and/or production work, including aircraft, but not including production work on any other class of vehicle.

(tt) "Welder," "B" Grade, means an adult employee welding aircraft tanks and/or sheet metal manifolds for aircraft.

PERIODICAL ADJUSTMENT OF WAGES.

31 The wages rates set out in clause 2 are based upon the following basic wages rates, and pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased by the same amount, and at the same time as such basic wages rates.

The basic wage rates shown hereunder shall be adjusted as prescribed in clause 32.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Victoria— Within a radius of 20 miles of G.P.O., Melbourne, 10 miles of Geelong and Warrnambool Post Offices, 5 miles of Chief Post Office at Mildura, and the Gippsland District	4 13 0	6 0	4 19 0	Melbourne
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne				

ADJUSTMENT OF BASIC WAGE.

32. (a) Until the beginning of the first pay period to commence in November, 1946, the amounts of the basic wage shall be as prescribed in clause 31.

(b) During each future successive period beginning with the first pay period to commence in a November, a February, a May or an August, the amounts of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician:—

- (i) The index number set to be applied to a place is that assigned thereto in clause 31.
- (ii) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.
- (iii) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (iv) The basic wage shall be that of assigned amount during such successive period.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
994-1006	4 1 0	1118-1129	4 11 0
1007-1018	4 2 0	1130-1141	4 12 0
1019-1030	4 3 0	1142-1154	4 13 0
1031-1043	4 4 0	1155-1166	4 14 0
1044-1055	4 5 0	1167-1179	4 15 0
1056-1067	4 6 0	1180-1191	4 16 0
1068-1080	4 7 0	1192-1203	4 17 0
1081-1092	4 8 0	1204-1216	4 18 0
1093-1104	4 9 0	1217-1228	4 19 0
1105-1117	4 10 0	1229-1240	5 0 0

Any extension of this table must be of the same construction as the table

(c) The wage rates prescribed at £1 14s. or more for females shall be adjusted on the same basis as the basic wage in the same place, but by 6d. for every 1s. of change in the amount of that basis.

(d) The amounts of wages for all apprentices whose rate of wages is herein stated at 25s. or more per week and of all rates for females prescribed at less than £1 14s., shall be adjusted proportionately to the basic wage in the same place calculated to the nearest 6d., every change of amount not exceeding 3d. to be disregarded.

The amounts of the adjustable rates are fixed on a needs basic wage of £3 6s. and such adjustments are to be made upon the following rates:—

(i) *Female Workers.*

Female Machinists.

	Adults.			Juniors.		
	—	Loading Constant.	Constant Special Loading.	—	Loading Constant.	Constant Special Loading.
	£ s. d.	s. d.	s. d.	£ s. d.	s. d.	s. d.
1st six months (without previous experience)	1 3 0	3 0	1 0	1 3 0	1 0	1 0
2nd six months	1 12 6	3 0	1 6	1 12 6	1 0	1 6
3rd six months	1 18 0	3 0	1 6	1 18 0	1 6	1 6
Thereafter	2 6 0	3 0	1 6	2 6 0	1 6	1 6

Females engaged in the cushion and squab springs and frame department on the following classes of work—working or attending the following machines: knotting U. and S. metal, clip-wire cutting, foot power closing, bending, power press, electric welding; also assembling, placing springs in frames ready for closing (in form), placing and fixing clips and cross stay wires.

	Adults.			Juniors.		
	—	Loading Constant.	Constant Special Loading.	—	Loading Constant.	Constant Special Loading.
	£ s. d.	s. d.	s. d.	£ s. d.	s. d.	s. d.
For the first six months	1 3 0	2 0	1 0	1 3 0	1 0	1 0
For the 2nd six months	1 12 6	3 0	1 6	1 12 6	1 0	1 6
Thereafter	2 6 0	3 0	1 6	2 6 0	1 6	1 6

(ii) *Apprentices.*

		Constant Loading.	Extra Constant Loading.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Five year terms—			
1st year	15 0	0 0	0 9
2nd year	20 6	1 0	1 0
3rd year	30 6	1 6	1 6
4th year	50 0	2 0	2 3
5th year	63 0	2 0	3 0
Four Year Terms.—When the apprentice enters or has entered his apprenticeship after reaching the age of 17 years—			
1st year	18 0	0 0	0 9
2nd year	30 0	1 0	1 6
3rd year	50 0	2 0	2 3
4th year	63 0	2 0	3 0

(ii) *Male Junior Workers.*

The minimum rates of wage for unapprenticed male juniors shall be the undermentioned percentages of the contemporaneous needs basic wage, and in addition thereto the constant loadings specified—

	Percentage of Needs Basic Wage.	Constant Loading.
		per week. <i>s. d.</i>
Under 16 years of age	25	0 6
16 years of age	35	0 9
17 " " "	47½	1 0
18 " " "	60	1 0
19 " " "	75	2 0
20 " " "	90	2 0

Each total rate shall be calculated to the nearest sixpence and any part of sixpence in the result which does not exceed threepence shall be disregarded.

P. A. RANGLES, J.P., Chairman.

J. R. MACPHERSON, Acting Secretary.

Melbourne, 29th August, 1946.

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VICTORIA GOVERNMENT GAZETTE.

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WEDNESDAY, OCTOBER 30.

[1946

DETERMINATION OF THE SHOPS BOARD No. 3 (BUTCHERS).

NOTES.—1. This Determination applies to the whole of the State of Victoria.

2. Butchering and/or Small Goods Making were proclaimed on the 9th October, 1939, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Melbourne.

3. By Order in Council, dated the 13th October, 1941, the Shops Board No. 4 (Butchers' Country), and the Shops Board No. 5 (Butchers, Provincial) were each deprived of its power and such power was conferred exclusively on the Shops Board No. 3 (Butchers).

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of a butcher, or seller of meat, or maker or seller of small goods" has made the following Determination, namely:—

1. That on the 29th August, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a)

APPRENTICES AND IMPROVERS.

Apprentices and Improvers (other than Carters and Drivers) employed in Abattoirs or Meat Markets within the Metropolitan District.					Apprentices and Improvers not elsewhere included.				
					APPRENTICES.				
					Five-year Terms.				
Weekly Wage.					Rate Per Week.	Constant Loading Per Week.	War Loading Per Week.	Total Per Week.	
£ s. d.					£ s. d.	s. d.	s. d.	£ s. d.	
1st year's experience	1 7 0	2 0	1 0	1 10 0	
2nd "	"	"	"	"	1 16 6	2 0	1 6	2 0 0	
3rd "	"	"	"	"	2 14 0	4 0	2 0	3 0 0	
4th "	"	"	"	"	3 9 3	5 0	2 3	3 16 6	
5th year	4 11 0	5 6	3 0	4 19 6	
Minimum wage					Four-year Terms.				
					1 12 0	2 0	1 0	1 15 0	
					2 5 6	3 0	1 6	2 10 0	
					3 9 3	4 6	2 3	3 16 0	
					4 11 0	5 6	3 0	4 19 6	
PROPORTION (BY ANY EMPLOYER).					EMPLOYMENT OF MALE JUNIORS.				
Apprentices.					(a) In such portions of the State of Victoria as come within the purview of the Apprenticeship Commission after a probationary period of four months male juniors shall only be employed as apprentices. The periods and conditions of such employment (except wage rates) and the duties and responsibilities of such apprentices and their employers shall be as prescribed by such Commission.				
Improvers.					(b) In all other areas covered by this Determination unapprenticed juniors may be employed on the following terms:—				
One apprentice to every three or fraction of three workers receiving not less than the minimum wage prescribed by this Determination.					After a probationary period of six months each junior for a period of at least four years shall be trained to be a general butcher, and shall not be dismissed from his employment during such period except for inefficiency or misconduct or in the event of the employer ceasing to carry on business or who for financial reasons becomes unable to employ labour.				
Such number of improvers as shall not, together with apprentices, exceed, in the aggregate, one to every three or fraction of three adult weekly workers receiving not less than the minimum wage.									

APPRENTICES AND IMPROVERS—continued.

Employed as Carters and Drivers in or in connexion with Abattoirs or Meat Markets in all Areas to which this Determination applies.				Apprentices and Improvers not elsewhere included.				
IMPROVERS.				The wage rates of unapprenticed junior labour shall be as follows:—				
Weekly Wage.				Rate	Constant	War	Total	
£ s. d.				Per Week.	Loading	Loading	Per Week.	Per Week.
				£ s. d.	s. d.	s. d.	£ s. d.	£ s. d.
Under 18 years	3 0 6				
18 years and under 19 years	3 11 6				
19 years and under 20 years	3 19 6				
20 years	Minimum wage				
No carter or driver under 19 years of age shall be allowed to drive or be in charge of more than one horse in the Metropolitan District.				First year ..	1 12 0	2 0	1 0	1 15 0
No carter or driver under 18 years of age shall be allowed to have sole charge of a motor vehicle.				Second year ..	2 1 6	2 6	1 0	2 5 0
PROPORTION (BY ANY EMPLOYER).				Third year ..	2 16 0	4 0	2 0	3 2 0
One improver to every five drivers receiving not less than the minimum wage.				Fourth year ..	3 16 9	4 6	2 3	4 3 6
				Fifth year and until reaching the age of 21 years ..	4 12 6	6 0	3 0	5 1 6
				Where a juvenile commences in the industry after having attained his seventeenth birthday he shall be paid at the second year rate in the first year and the third year rate in his second year and so on. Juveniles under the age of 18 years shall not be engaged in delivering for more than 4 hours on any one day. Each juvenile shall within 14 days of accepting employment supply a certificate to the Master Butchers Meat and Allied Trades Federation of Australia and to the Australasian Meat Industry Employees Union stating his correct age and his period of service in the industry.				
				PROPORTION OF JUVENILES AND APPRENTICES.				
				The number of apprentices and/or unapprenticed juniors employed in any one shop or slaughter-house whether consisting of a shop, small goods factory, or factory only, or of a shop, slaughter-house, and factory combined, shall not exceed one to three or fraction of three adult weekly employees. An employer actually working in the shop, slaughter-house, or the factory for the whole or a substantial part of his time shall be treated as an adult for the purpose of this clause.				

2. (b)

OTHER EMPLOYEES.

DIVISION A.—ABATTOIRS OR MEAT MARKETS WITHIN THE METROPOLITAN DISTRICT.

	Weekly Wage.		
	Adjustable Wage.	*Emergency Loading (Non-adjustable).	Total Wage.
	£ s. d.	s. d.	£ s. d.
Tacklemen	6 18 0	6 0	7 4 0
Slaughterman	6 9 0	6 0	6 15 0
Head and Feet Boners	5 15 0	3 0	5 18 0
Scalders	5 15 0	3 0	5 18 0
Meat Lumpers	5 12 6	3 0	5 15 6
Offal labourers (including persons handling, or breaking out crown fats from, offals sent to boiling down)	5 9 0	3 0	5 12 0
General labourers	5 6 6	3 0	5 9 6

* The Emergency Loading shall not be taken into account in the calculation of Overtime and Holiday Rates.

DIVISION B.—RETAIL SHOPS.

	Weekly Wage.		
	(a) Within 20 Miles of G.P.O., Melbourne (other than those specified in Division A).	(b) Within 10 Miles of G.P.O. at Geelong and Warrnambool.	(c) Within the Mildura and Gippsland Districts.
	At Yallourn.	All other Parts of Victoria.	
	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
£ s. d.	£ s. d.	£ s. d.	£ s. d.
Employees in country butchers' shops required to do any slaughtering as herein defined in the slaughter-house associated with such shop for more than 24 hours per week	6 16 6	7 3 0	6 13 6
Employees who do slaughtering for 24 hours or less in a slaughter-house associated with a butcher's shop—			
Whilst employed on such work	6 16 6	7 3 0	6 13 6
Whilst employed on other work			
Slaughtermen employed in abattoirs outside the metropolitan area of Melbourne—			
Definition:—"Slaughtering" means and includes taking charge of slaughter yard, penning up, knocking down, pithing, sticking, bleeding, dressing, skinning, necking off, cutting down, hanging back, and washing	7 1 0	7 7 6	6 18 0

b. 11. 11. 11.

OTHER EMPLOYEES—continued

	Weekly Wage.		
	(a) Within 20 Miles of G.P.O., Melbourne (other than those specified in Division A).	(b) Within 10 Miles of G.P.O. at Geelong and Warrnambool.	(c) Within the Murrumbidgee and Gippsland Districts.
	At Yallourn.	All other Parts of Victoria.	
	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
General butcher in charge of branch shop is one whose duties consist of responsibilities with respect to the management or carrying on of the business of such branch shop over and above the duties of a general butcher ..	£ s. d. 6 15 0	£ s. d. 7 1 6	£ s. d. 6 12 0
General butchers who in the course of their duties act as shopmen or who are engaged principally cutting for window displays ..	6 9 0	6 15 6	6 6 0
Other general butchers not called on to serve in shops and including men who cut and deliver meat to customers outside the shop ..	6 6 0	6 12 6	6 3 0
Small goods makers in butchers' shops, boners, salters, scalders, and cookers ..	6 6 6	6 13 0	6 3 6
Ordermen who deliver but do not cut meat and who are not carters and drivers ..	5 10 0	5 16 6	5 7 0
All others ..	5 8 0	5 14 6	5 5 0
Definition:—"General butcher" means an adult who has served an apprenticeship or has had at least four years' general experience in general butchery and is not exclusively employed in the making of small goods.			
DIVISION C.—SMALL GOODS SECTION.			
Employees in the country required to do any slaughtering as defined in Division B in the slaughter-house associated with a butcher's shop or small goods factory for more than 24 hours per week ..	6 14 6	7 1 0	6 11 6
Employees who do slaughtering for 24 hours or less per week in a slaughter-house associated with a butcher's shop or small goods factory—			
Whilst employed on such work ..	6 14 6	7 1 0	6 11 6
Whilst employed on other work ..	At the rates prescribed for such work.		
Men employed principally on mixing machines and/or responsible for making of small goods ..	6 12 0	6 18 6	6 9 0
Fillermen ..	6 1 6	6 8 0	5 18 6
Small goods makers, butchers, small goods sellers from vehicle who collect cash, boners, salters, scalders, and cookers ..	6 6 6	6 13 0	6 3 6
Packing-room hands ..	5 15 6	6 2 0	5 12 6
Linkers and table hands ..	5 14 6	6 1 0	5 11 6
All others ..	5 8 0	5 14 6	5 5 0
DIVISION D.—CARTERS AND DRIVERS EMPLOYED IN OR IN CONNEXION WITH ABATTOIRS OR MEAT MARKETS.			
Drivers of Motor Vehicles—	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
Not exceeding 25 cwt. capacity ..	£ s. d. 5 8 6	£ s. d. 5 15 0	£ s. d. 5 5 6
Exceeding 25 cwt. but not exceeding 3 tons capacity ..	5 12 6	5 19 0	5 9 6
Exceeding 3 tons capacity ..	5 16 6	6 3 0	5 13 6
Horse Drivers—			
One horse ..	5 6 0	5 12 6	5 3 0
Two horses ..	5 8 6	5 15 0	5 5 6
Three horses ..	5 10 6	5 17 0	5 7 6
Head stableman (if more than one employed) ..	5 4 0	5 10 6	5 2 0
Other stablemen or grooms ..	5 0 0	5 6 6	4 17 0
Drivers who do not cart meat, and who are not required to wear special clothing	2s. 6d. per week less than the rate specified	2s. 6d. per week less than the rate specified	2s. 6d. per week less than the rate specified
Drivers who, as part of their duties during the week, are required to collect moneys and account therefor ..	11d. per week in addition to the rate specified	11d. per week in addition to the rate specified	11d. per week in addition to the rate specified
Drivers of loaded motor vehicles, except tractors, drawing a loaded trailer	11d. per day in addition to the rate specified	11d. per day in addition to the rate specified	11d. per day in addition to the rate specified
Drivers who, during the day, are engaged in carting blood-manure or offensive offal ..	11d. per day in addition to the rate specified	11d. per day in addition to the rate specified	11d. per day in addition to the rate specified
Drivers who are required to cart meat before 7 a.m. shall be paid as follows:—			
From 1st May to 31st October ..	8d. per hour in addition to the rate specified	8d. per hour in addition to the rate specified	8d. per hour in addition to the rate specified
From 1st November to 30th April ..	5d. per hour in addition to the rate specified	5d. per hour in addition to the rate specified	5d. per hour in addition to the rate specified
DIVISION E.—CARTERS AND DRIVERS (NOT ELSEWHERE INCLUDED).			
(1) Drivers of motor vehicles—	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
(i) not exceeding 25 cwt. capacity ..	£ s. d. 5 13 0	£ s. d. 5 19 6	£ s. d. 5 10 0
(ii) exceeding 25 cwt. capacity but not exceeding 3 tons capacity ..	5 17 0	6 3 6	5 14 0
(iii) exceeding 3 tons capacity but under 6 tons capacity ..	6 0 0	6 6 6	5 17 0
(iv) for each complete ton over 5 tons an extra 1s. per week			
(v) motor (not being a tractor) drawing trailer 1s. per day extra for each trailer.			
(2) Horse drivers—			
(i) one horse ..	5 8 0	5 14 6	5 5 0
(ii) two horses ..	5 13 0	5 19 6	5 10 0
(iii) three horses ..	5 16 0	6 2 6	5 13 0
(iv) four horses ..	5 18 0	6 4 6	5 15 0

DIVISION F.—EMPLOYEES ON GAS PRODUCER UNITS.

In addition to the rates prescribed, employees shall be paid the following additional rates and granted the following conditions:—

- (1) Driver of motor vehicle fitted and operated with a charcoal gas producer unit—for each day or portion thereof upon which he is called upon to drive such vehicle—an extra 1s.
Such driver for each day or portion thereof upon which he is called upon to clean the hopper and/or final filter of such unit—an extra 1s.
Cleaner of gas producer unit who is not a driver, for each day or part thereof upon which he is called upon to clean—an extra 1s.
Provided that the special loadings prescribed by clause 64 of this Determination shall not apply to any driver or cleaner covered by this Division.
- (2) Suitable overalls and gloves shall be provided by employers for the employees mentioned in paragraph (1) hereof.
- (3) Employers shall provide proper washing conveniences for such employees and also hot water or some other efficient cleansing material.

PROVISIONS APPLICABLE TO PERSONS (OTHER THAN MEAT LUMPERS AND CARTERS AND DRIVERS) EMPLOYED IN ABATTOIRS OR MEAT MARKETS WITHIN THE METROPOLITAN DISTRICT.

WEEK'S WORK FOR SLAUGHTERMEN.

3. The maximum amount of work to be done by slaughtermen in any week shall be—

Sheep and/or Lambs.			Beef.
During July, August, September and October.		Other Months.	
Woolly Sheep.	Other Sheep and/or Lambs (including Ram Lambs).	Sheep and/or Lambs (including Ram Lambs).	Carcasses.
324 with a maximum of 70 per day on Monday to Friday inclusive and 24 on Saturday	346 with a maximum of 75 per day on Monday to Friday inclusive and 26 on Saturday	346 with a maximum of 75 per day on Monday to Friday inclusive and 26 on Saturday	54 with a maximum of 12 per day on Monday to Friday inclusive and 4 on Saturday
			Provided that the daily quota of beef carcasses where men work in a team shall be ascertained by dividing the number of carcasses slaughtered by the number of men in the team

Where on any day a slaughterman is engaged in mixed killing, he shall not exceed the equivalent of twelve beef carcasses on the basis that one beef carcass equals six woolly sheep or six and one third other sheep and/or lambs (including ram lambs).

Each beast slaughtered for kosher purposes shall count for the purposes of the tally as one and a third.

A slaughterman's work shall consist of sticking down, taking out neck sweetbreads (if any), taking off the skin, taking out offal, wiping up the carcass, and hanging, all in a workmanlike manner.

Time taken off for collecting pay shall not affect the day's tally.

HOURS.

4. The number of hours to constitute an ordinary week's work shall be 44.

The hours of work on any day shall be continuous except for a meal interval of one hour which shall be allowed between the hours of 12 noon and 1.30 p.m. on Monday to Friday inclusive.

TERMS OF ENGAGEMENT.

5. All employees (other than casuals) shall be paid the full weekly wage fixed herein irrespective of the hours worked not exceeding the weekly hours fixed.

EMPLOYEE'S WEEK.

6. When any employee is engaged for a week's work, each week shall commence from the day on which he is engaged.

TIMES OF BEGINNING AND ENDING WORK.

	Time of beginning.	Time of ending.
Slaughtermen—	{ 7.30 a.m.	4.40 p.m., Monday to Friday inclusive.
	{ 7.30 a.m.	10.40 a.m., Saturday.
All other persons—	{ 7.30 a.m.	5 p.m., Monday to Friday inclusive.
	{ 7.30 a.m.	11 a.m., Saturday.

OVERTIME.

8. The following rate shall be paid for overtime:—

Within the hours fixed as the times of beginning and ending work in excess of 44 hours in any week } Time and a half.
Outside the hours fixed as the times of beginning and ending work

TEA MONEY.

9. Any employee required to work overtime for more than one and a half hours on any day without having been notified on the preceding day that he would be required so to work shall be paid the amount of Two shillings in addition to any overtime payment to which he may be entitled.

CASUAL LABOUR.

10. Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work) shall be paid the following rates:—

Slaughtermen 28s. per day (Monday to Friday inclusive) and 14s. on Saturday.
Labourers 19s. 6d. per day.

PAYMENT FOR HOLIDAYS.

11. Employees (other than casual employees) shall be entitled to the following holidays without deduction of pay:—

Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Melbourne Cup Day, and Butchers' Picnic Day.

SPECIAL RATE FOR SUNDAY AND HOLIDAYS.

12. Double time shall be the special rate payable for all work done on Sunday and the holidays mentioned in Clause 11, but if any other day be by Act of Parliament or Proclamation substituted for any of such holidays, the special rate shall be payable only for work done on the day so substituted.

NOTICE TO WORK ON HOLIDAYS.

13. Except in the case of unavoidable accident or emergency, three days' notice shall be given to an employee who is required to work on a holiday prescribed in this Determination.

SICK LEAVE.

14. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year or a proportionate less time during any shorter period of employment.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding twelve days, which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay. For the purposes of this sub-clause year shall be deemed to commence on 10th June, 1943.

ANNUAL HOLIDAYS.

15. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946—No. 5111*.

SMOKO INTERVAL.

16. All employees shall be allowed twenty minutes smoko each forenoon and afternoon without deduction of pay.

PAYMENT OF WAGES.

17. Wages shall be paid not later than Friday in each week, and must be paid during working hours.

TERMINATION OF EMPLOYMENT.

18. Except in a case where an employee is inefficient or has been guilty of a misdemeanour seven days' notice of termination of employment shall be given by either employer or employee.

Provided that this clause shall not apply to tacklemen, slaughtermen, or labourers.

STOP WORK MEETINGS.

19. No stop work meetings shall be held by employees during working hours. If, in contravention of this clause, a stop work meeting should be held, the pay for the time lost may be deducted.

TIME BOOK FOR SLAUGHTERMEN.

20. Every slaughterman shall indelibly record daily his correct time of beginning and ending work, also the daily tally of work performed by him in a book which shall be furnished by the employer. Such time book shall be produced for inspection during reasonable hours to the Secretary of the Australian Meat Industry Employees Union or any official thereof duly authorized in writing by the President and Secretary of the local branch or sub-branch of the Union.

TREATMENT OF INJURED STOCK.

21. (a) The employer shall have power to call on slaughtermen during the following periods to kill stock that require immediate treatment, viz.:—During smoko intervals, between 12 and 1 p.m., and after 5 p.m. on week days, and after 11 a.m. on Saturdays. Stock killed during such periods are to be considered extra to the day's tally, and shall be paid for at one and a half times the ordinary rates.

(b) Where a watchman is employed, he shall be able during his period of watch, but not during the hours when slaughtering operations are being carried on, to kill and dress any injured or crippled sheep or lambs that may require attention.

HANDLING OF CONDEMNED CARCASSES.

22. The employer shall provide ample quantities of hot water, soap and disinfectant (such as cyllin, ixol &c.) for the use of employees required to handle carcasses of animals condemned by meat inspectors as unfit for human consumption because of disease.

KNIVES TO BE SUPPLIED.

23. Knives which shall remain the property of the employer shall be supplied under the following conditions to labourers when necessary for the performance of their duties:—

- (i) They shall be returned to the employer on termination of the employment or at the end of the season.
- (ii) If such knives are not returned the employer shall be entitled to deduct their cost from any money owing to the employee.

PROVISIONS APPLICABLE TO MEAT LUMPERS EMPLOYED WITHIN THE METROPOLITAN DISTRICT.**HOURS.**

24. (a) The market trading hours at the Meat Market are as follows:—

Monday	5 a.m. to 1 p.m.
Tuesday	5 a.m. to 1 p.m.
Wednesday	5 a.m. to 12 noon.
Thursday	5 a.m. to 1 p.m.
Friday	4.30 a.m. to 4 p.m.
Saturday	6 a.m. to 10 a.m.

(b) When an employee is available for work during the meat trading hours, such hours shall be accounted as hours worked by him.

All work done in excess of nine hours on Monday to Thursday inclusive, and in excess of nine and a half hours on Friday, and in excess of four hours on Saturday, and in excess of 44 hours in any one week, shall be paid for at overtime rates, provided that a meat lumpers who starts work at or after 8 a.m. and is employed during the afternoon shall not come under the provisions of the first and second paragraphs of this clause, and he shall be paid at overtime rates for all work done in excess of nine hours on Monday to Friday inclusive or in excess of four hours on Saturday or in excess of 44 hours in any one week.

(c) One hour shall be allowed each day for a meal between 8 a.m. and 10 a.m., and on Friday one hour also between noon and 2 p.m., but for the meat lumpers who commences work at 8 a.m., the hour shall be between 12 noon and 2 p.m.

(d) Hours of duty shall be continuous except for meals.

(e) No employee shall be required to work for a longer period than five hours without a suitable interval for a meal.

WEEKLY ENGAGEMENT.

25. Except in the case of casual employees all employment shall be by the week. Employees to become entitled to payment on a weekly basis shall perform such work as the management shall from time to time require on the days and during the hours usually worked by the class of employees affected.

Employment shall be terminated only by a week's notice on either side, such notice to be given at any time during the week. This shall not affect the right of the management to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, in which case wages shall be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot be reasonably held responsible.

SICK LEAVE.

26. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year or a proportionate less time during any shorter period of employment.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding twelve days, which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay. For the purposes of this sub-clause year shall be deemed to commence on 10th June, 1943.

OVERTIME.

27. (a) If required for duty on any holiday, half-holiday, Saturday afternoon or Sunday, all employees shall be entitled to pay at double the ordinary rate per day.

(b) If required for duty on other days beyond the hours per day prescribed, all employees shall be entitled to pay at the rate of time and a half.

(c) Where overtime has been earned by an employee for working after the number of hours prescribed as a day's work, such overtime shall be paid to him in addition to his weekly wage, but the hours on which overtime has been earned shall not be counted in computing the working hours of the week.

ANNUAL HOLIDAYS.

28. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946—No. 5111*.

PAYMENT FOR HOLIDAYS.

29. Employees (other than casual employees) shall be entitled to the following holidays without deduction of pay:—

Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Melbourne Cup Day, and Butchers' Picnic Day.

SMOKO.

30. Employees shall be given two smokos of ten minutes' duration on each day Monday to Friday and one of ten minutes duration on Saturday at times fixed by the employer.

PAY DAY.

31. Wages shall be paid not later than Friday in each week in the employer's time.

GENERAL CONDITIONS OF EMPLOYMENT.

32. All employers shall keep a time and wages book in which shall be entered the names of all employees, the hours worked and the wages received. Such book shall be opened for inspection during reasonable hours by the Secretary of the Australasian Meat Industry Employees Union.

PROVISIONS APPLICABLE TO CARTERS AND DRIVERS EMPLOYED IN CONNEXION WITH ABATTOIRS AND MEAT MARKETS IN ALL AREAS TO WHICH THIS DETERMINATION APPLIES.

HOURS OF WORK.

33. The hours of duty of employees shall not (without payment for overtime) exceed 44 hours per week, and the daily hours shall not (without payment for overtime) exceed 9 hours 40 minutes on Monday to Friday, and 6 hours on Saturday.

Except as provided by Clause 2 (b) and except in the case of stablemen and grooms, such daily hours shall be worked between 7 a.m. and 6 p.m. on Monday to Friday, and 7 a.m. and 1 p.m. on Saturday.

The hours of duty on any day shall be continuous except for meal intervals.

No employee shall be required to work for a longer period than five hours without a suitable interval for a meal.

OVERTIME.

34. All time worked in excess of 9 hours 40 minutes on Monday to Friday, and in excess of 6 hours Saturday, on or in excess of 44 hours per week, shall be paid for at the rate of time and a half.

WEEKLY ENGAGEMENT.

35. Except in the case of casual employees, all employment shall be by the week. Employees to become entitled to payment on a weekly basis shall perform such work as the management shall from time to time require on the days and during the hours specified.

Any weekly employee not attending for duty shall lose his pay for the actual time of such non-attendance, unless he produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the management that his non-attendance was due to personal accident arising out of and in the course of his employment or to personal ill-health necessitating such absence.

Provided that an employee shall not be entitled to payment for non-attendance on the ground of personal accident or personal ill-health or both for more than six days in each year.

Employment shall be terminated only by a weeks notice on either side, such notice to be given at any time during the week. This shall not affect the right of the management to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, in which case wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot be reasonably held responsible.

CASUAL EMPLOYEES.

36. Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed as a week's work) shall be paid one-sixth of the weekly wage for the class of work they perform, plus 2s. for each day or part of a day on which they are employed.

Where a casual employee is required to perform more than one kind of function on any one day, he shall be paid for the whole day at the highest rate prescribed for any of the functions.

HOLIDAYS.

37. Employees, other than casuals, shall be entitled to the following holidays without deduction of pay:—

Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, King's Birthday, and Butchers' Picnic Day.

Provided that within the Metropolitan District, Melbourne Cup Day shall be observed as a holiday in lieu of King's Birthday

SUNDAY AND HOLIDAY RATES.

38. (a) Except as hereinafter provided, all time of duty on Sunday and Public Holidays herein prescribed shall be paid for at the rate of double time, that is two day's pay on Sunday, and one day's pay on public holidays in addition to the weekly wage.

(b) Stablemen and grooms, part of whose duties are to feed and attend to horses every day, shall not be entitled to any extra pay for working on Sunday if they are allowed one clear day's rest in seven. If they work on seven days in one week they shall be entitled on Sunday rates for work done on Sunday.

Stablemen and grooms shall not be entitled to any extra pay for work done on public holidays if engaged in the performance of their ordinary duties.

Stablemen and grooms who are required to work continuously seven days in the week shall be allowed one week's holiday on full pay at the expiration of each twelve months service.

(c) Drivers who are required to be on duty on Sunday to feed and attend to horses where the employer does not employ any stablemen, shall be paid for such Sunday work at the ordinary rate paid for the other six days of the week.

MINIMUM OF WORK ON A SUNDAY OR A HOLIDAY.

39. Any employee required to work on a Sunday or a holiday as prescribed in clause 38 shall be entitled to four hours pay at double rates provided that he is available for work during such four hours.

NOTICE TO WORK ON HOLIDAYS.

40. Except in the case of unavoidable accident or emergency, three days' notice shall be given to an employee required to work on a public holiday prescribed in this Determination.

MIXED FUNCTIONS.

41. Where an employee performs on any day functions of a mixed character, he shall be paid for that day at the rate applicable to the function for which the highest rate is payable.

PAYMENT OF WAGES.

42. Wages shall be paid not later than Friday in each week in the employer's time.

PROVISIONS APPLICABLE TO ALL OTHER PERSONS.

CASUAL EMPLOYEES.

43. (a) A casual employee, that is, an employee who is not employed for a full week, shall be paid one-sixth of the weekly wage prescribed in this Determination for the class of work he performs, plus 10 per cent. of such one-sixth for each day or part of a day on which he is employed. For time worked in excess of 8 hours on any one day, time and a half rates shall be paid.

(b) Where a casual employee is required to perform more than one class of work on any one day, he shall be paid for the whole of that day at the highest wage prescribed in this Determination for any of the work which he performs.

(c) In addition to the rate payable under sub-clause (a) hereof casual employees shall be paid all fares above 4d. per day reasonably and necessarily incurred.

SPECIAL RATES AND ALLOWANCES.

44. Where an employee is temporarily transferred during working hours from one shop or factory to another the employer shall pay such employee all costs of transit and travelling time.

LIMITATION OF FEMALE LABOUR IN RETAIL BUTCHERS' SHOPS.

45. Except as provided in this clause no female shall be engaged to work or be employed in a retail butcher's shop: Provided that an employer may engage one or more females to act as a cashier or cashiers and to perform general clerical work in any shop the number so engaged not to exceed that necessarily required to perform such work in such shop: Provided further that a female having been so engaged may perform the following work in addition to her duties as cashier or clerk:—

(a) wrap meat or small goods in either paper or cartons;

(b) divide sausages, frankfurts or other small goods and for this purpose may use a knife for cutting purposes;

(c) sell goods already prepared but not fresh uncooked meat; and

(d) sell fresh uncooked meat at any time in which all male employees in such shop are necessarily absent therefrom because of the lunch period or other good reason and only during any such time but not otherwise may use a knife for the purpose of cutting fresh uncooked meat.

HOURS OF LABOUR.

46. (a) (1) In retail butchers' shops and small goods factories and in abattoirs outside the Metropolitan area of Melbourne the ordinary working hours shall not exceed in number 44 per week.

(2) No time worked on a Sunday shall be reckoned as part of such ordinary hours.

(3) (i) Each daily period of work comprised in such ordinary working hours shall be unbroken except by prescribed meal intervals.

(ii) No such daily period of work shall exceed in duration nine hours exclusive of prescribed meal intervals.

(iii) Such daily periods of work shall be so arranged that on at least one day in each week the employee concerned shall finish his ordinary hours of work not later than 11.30 a.m.

(4) No time worked before 6 a.m. or after 6 p.m. in retail butchers' shops or before 6 a.m. or after 8 p.m. in smallgoods factories and in country slaughterhouses shall be reckoned as part of such ordinary hours.

(5) (i) Subject to compliance with the foregoing provisions and with those hereinafter contained the employer shall for any of his employees fix each day's starting and finishing times of ordinary hours of work inclusive of special starting and finishing times for any day next preceding a public holiday, observed by him for the employee concerned.

(ii) The employer shall state such times in advance in a notice which shall be permanently posted in his establishment so as to be at all times accessible and visible to the employees concerned.

(iii) The employer may from time to time substitute other starting and finishing times if, not less than a week in advance of the substituted times, he states such times in a notice posted so as to be visible at all times to the employees concerned together with the next previous notice concerning such times.

(iv) Every fixation of starting and finishing times shall be made in respect of a period which shall not be less than a week in length.

MEAL INTERVALS.

47. (a) Employees shall be granted one hour for lunch on a full working day between noon and 2 p.m.

(b) Employees called upon to start work on any day other than Saturday or the half-holiday observed in lieu thereof before 7 a.m. shall be allowed one hour for breakfast to commence before 10 a.m.

(bb) Employees called upon to start work before 7 a.m. on a Saturday or the half-holiday observed in lieu thereof shall be allowed one half hour for crib time before 9 a.m. such time to be counted as working time.

(c) Meal intervals where allowed shall not except as otherwise prescribed be counted as part of the daily or weekly hours worked.

OVERTIME.

48. All time worked—
- (a) In excess of 44 hours per week;
 - (b) In excess of 9 hours on five days of the week and 5 hours on the day on which the ordinary hours of work are fixed to finish not later than 11.30 a.m., or
 - (c) Before the fixed starting time or after the fixed finishing time—
- shall be paid for at overtime rates, viz., time and a half;
- (d) Any time worked between 8 p.m. on Friday and 4 a.m. on Saturday shall be paid for at double time;
 - (e) All time worked after a quarter of an hour beyond the closing time as fixed by the Determination on Saturday or the day observed in lieu of Saturday (except attention to horses and livestock) shall be paid for at double rate with a minimum of 15 minutes.
- No employee shall be called upon to work overtime in retail butchers shops after 6 p.m. or after 7 p.m. elsewhere on Monday to Friday inclusive without a break of one hour and payment of 2s. tea money.

HOLIDAYS.

49. (a) The following days, or the days observed in lieu thereof except for the unavoidable delivery of small goods, shall be holidays and shall be paid for as though worked—

New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Labour Day, King's Birthday, Christmas Day, Boxing Day, and Union Picnic Day.

Provided that in Melbourne, Melbourne Cup Day shall be observed as a holiday instead of King's Birthday.

For work done in the delivery of small goods on these days, time and a half rates shall be paid up to 9.30 a.m., and on Good Friday up to 11.30 a.m.

(b) On any such holidays except Christmas Day, Anzac Day, and Union Picnic Day, employees if required shall work for not more than two hours, but on Good Friday for not more than four hours at time and a half rates. On Christmas Day, Anzac Day and Union Picnic Day employees may be required to work on essential work only. This sub-clause shall not override the provisions of any Act of Parliament or Regulation dealing with the observance of Anzac Day and in case of inconsistency between this sub-clause and such provision the latter shall prevail.

(c) Any employee absent without leave on the working day before or the working day after any holiday prescribed in sub-clause (a) hereof shall be liable to forfeit wages for the holiday as well as for the day of absence except where an employer is satisfied that the employee's absence was due to illness or other reasonable cause in which case wages shall not be forfeited.

In the event of any dispute arising out of this clause the dispute shall be referred to the Wages Board.

(d) If an employee is dismissed within fourteen days before any of the holidays above-mentioned and is re-engaged within fourteen days after any of the holidays above-mentioned he shall be deemed to have been dismissed for the purpose of evading payment for such holidays and any payment so evaded shall be due and payable to the employee.

(e) For any work done on holidays except as provided in the preceding sub-clause of this clause double time shall be paid.

(f) Time and a half and double time shall mean time and a half or double time respectively in addition to the ordinary weekly rate for the time so worked.

ANNUAL LEAVE.

50. (1) (a) *Period of Leave.*—Except as hereinafter provided a period of fourteen consecutive days leave with payment of ordinary wages as prescribed shall be allowed annually to an employee by his employer after a period of twelve months' continuous service (less the period of annual leave) with such employer.

(b) *Seven Day Shift Workers.*—In addition to the leave hereinbefore prescribed seven day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays shall be allowed seven consecutive days' leave including non-working days.

Where an employee with twelve months' continuous service is engaged for part of the twelve monthly period as a seven days shift worker, he shall be entitled to have the period of fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

(c) *Public Holidays Excluded.*—(i) Such period of annual leave shall not include any of the holidays prescribed in clause 49 (a) observed on working days, but shall include all other non-working days.

(ii) If any such holiday falls within an employee's period of annual leave and is observed on the day which in the case of that employee would have been an ordinary working day, there shall be added to that period one day, being an ordinary working day for each such holiday observed as aforesaid.

(iii) Where an employee without reasonable excuse, proof whereof shall lie upon him, is absent from his employment on the working day prior to the commencement of his annual leave or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave.

(d) *Broken Leave.*—The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

(e) *Notice of Leave to be Given.*—At least seven days' notice shall be given to an employee as to when he is to commence his leave and if such notice be withdrawn by an employer, the employee if he postpones his leave, shall be compensated by the employer for any reasonable out of pocket loss occasioned thereby, but in case of dispute the amount shall be settled by the Wages Board.

(f) *Time when Leave to be Granted.*—Any leave to which an employee may become entitled hereunder shall be granted by the employer within three calendar months of the same becoming due.

Provided that if because of the conditions operating in any particular industry or of circumstances over which he has no control an employer considers it impossible for him to grant leave to an employee within the said period he may by agreement with the Union postpone such leave until a later date and in default of agreement he may submit the matter to the Wages Board which shall have power to postpone such leave until such later date as it sees fit.

Provided that in very exceptional circumstances payment may be made for the whole or any part of the leave as has been prescribed provided that consent of the Local Branch of the Union has been obtained. In the event of such consent not being granted the employer may submit the matter to the Wages Board.

Where an employee has become entitled to annual leave hereunder, but leaves or is dismissed for any cause before such leave is granted to him, he shall be paid two weeks' wages in lieu of such leave.

(g) *Leave to be Given and Taken.*—(i) The annual leave provided for by this clause shall be allowed and shall be taken and except as provided in sub-clauses (d) and (f) hereof, payment shall not be made or accepted in lieu of annual leave. If an employer fails to grant leave within the period or any postponement thereof mentioned in sub-clause (f) hereof is convicted on that ground for a breach of this Determination and the employee is not a consenting party to such failure, the employer shall in addition to the wages payable under sub-clause (h) hereof also pay to such employee a further sum equal to the wages payable under sub-clause (h).

(h) *Payment of Wages.*—Each employee before going on leave shall be paid two weeks' wages except a shift worker or an employee taking his leave pursuant to sub-clause (d) of this clause either of whom shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods due to him for the period for which he is entitled to leave. For the purposes of this sub-clause and sub-clause (j) hereof the wages shall be at the amount prescribed in this Determination for the occupation at which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment as the case may be, but in the event of an employee being engaged during a period of four weeks prior to such commencement or termination on two or more occupations entitling him to different rates of pay, the wages to be paid to such employee hereunder shall be the amount of his average weekly wages for ordinary working time over such period of four weeks.

(i) *Leave in Advance.*—(i) An employer may grant annual leave to an employee before the right thereto has accrued due but where leave is taken in such a case a further period of annual leave shall not commence to accrue until the expiration of the twelve months in respect of which annual leave has been taken before it accrued.

(ii) Where leave has been taken by an employee pursuant to sub-clause (i) (i) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may for each one complete month of the qualifying period of twelve months not served by the employee, deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed in clause 49 of this Determination. Provided that in cases where such leave is granted at the request of the employee, the employer may when making payment under sub-clause (k) hereof, withhold from the employee a sum equal to one-twelfth for each complete month of the qualifying period not served by the employee at the time of going on such leave and retain such sum until the expiration of such qualifying period.

(j) *Proportionate Payment.*—Proportionate payment shall be made in respect of each completed month of continuous service in any qualifying twelve-monthly period when an employee lawfully leaves his employment or his employment is terminated by his employer through no fault of the employee.

(k) *Calculation of Continuous Service.*—(i) *Continuity of service shall be deemed to be continuous notwithstanding—*

(a) any interruption of termination of the employment by the employer if such interruption or termination has been made with the intention of avoiding obligations hereunder in respect of annual leave;

(b) any absence from work of not more than fourteen days in the twelve months on account of sickness or accident (proof whereof shall be on the employee);

(c) any absence on account of leave granted imposed or agreed to by the employer;

(d) any absence due to reasonable cause (including absences on account of sickness or accident of more than fourteen days) proof whereof shall be on the employee;

(e) any absence in respect of which an employee suffers loss of pay for any public holiday falling within the employee's period of annual leave in pursuance of the terms of sub-clause (d) hereof.

Provided that in cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall if practicable inform the employer in writing within 24 hours after the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence.

(ii) In calculating a period of twelve months' continuous service—

(a) (1) any annual leave taken therein;

(2) any absences of the kind mentioned in (a) and (b) of paragraph (i) above; shall be counted as part of such period;

(b) in respect of absences of the kind mentioned in (c) and (d) of paragraph (i) above the employee shall serve such additional period as part of his qualifications for annual leave as will equal the period of such absences.

(c) (1) Where an employee is absent from work for any cause whatsoever the employer shall if so requested by the employee notify the employee within fourteen days of the receipt of such request whether the employer regards such absence as breaking either conditionally or unconditionally the continuity of service of such employee. If the employee does not make such request within seven days of his return to work after any such absence such absence shall be deemed to have broken such continuity. If the employer does not give such notice within the said fourteen days such absence shall not be deemed to be such a break.

The employee shall make such request in writing and shall deliver same to the employer's office at the shop or factory where he is employed or if there be no such office to the manager of such factory or shop or in his absence to the employee's foreman.

The employer shall give the notification to the employee by having same delivered to such employee personally in writing.

(2) Where an employee has been absent from his employment, and the employer has notified him that such absence is regarded as a break in the continuity of service, the employee may within fourteen days of such notification from the employer, appeal to the Wages Board against such notification of the employer.

(l) *Calculation of Month.*—For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned at the end of such subsequent month.

(m) *Successor or Assignee or Transferee.*—Where the employer is a successor or assignee or transferee of a business if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transferee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause be deemed to be in the service of the employer.

(n) *Annual Close Down.*—Where an employer closes down his plant, or a section or sections thereof, for the purpose of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

(i) He may by giving to the employees concerned not less than one month's notice of his intention so to do, stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.

(ii) An employee who has then qualified for two full weeks' leave and has also completed a further month or more of continuous service shall be allowed his leave, and shall also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.

(iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work. Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.

(iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (k) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (j) of this clause, subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

(o) *Disputes.*—Any disputes as to the rights of an employee to or with respect to annual leave shall be dealt with by the Wages Board.

(p) *Operation.*—This clause shall come into operation on 1st January 1946. Service before 1st January, 1946, shall be taken into consideration for the purpose of calculating annual leave but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked.

(c) An employee not attending for duty shall lose his pay for the actual time of such non-attendance unless he produces or forwards to his employer, within twenty-four hours of the commencement of such absence, evidence satisfactory to the employer that his non-attendance is due to personal accident arising out of and in the course of his employment or to personal ill-health necessitating such absence.

Provided that an employee shall not be entitled to payment for non-attendance on the ground of personal accident or personal ill-health, or both, for more than six days in each year. An employer may by agreement with any employee grant such employee a clear week's holiday on full pay in lieu of payment for absences through sickness.

For the purposes of this clause the period between the coming into operation of this clause and the first day of July, 1940 shall constitute a year and thereafter each year shall commence on the first day of July.

SICK LEAVE.

56. (a) An employee other than a casual employee who is absent from his work on account of personal illness, or on account of injury by accident arising out of and in the course of his employment, shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

(ia) He shall within 24 hours of the commencement of such absence inform the employer of his inability to attend for duty and as far as practicable state the nature of the injury or illness and the estimated duration of the absence.

(ii) He shall prove to the satisfaction of his employer (or in the event of dispute, the Wages Board) that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iii) He shall not be entitled in any one year (whether in the employ of one employer or of several) to leave in excess of 44 hours of working time.

For the purpose of administering paragraph (iii) of this sub-clause an employer may within one month of this Determination coming into operation or within two weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year, and upon such statement the employer shall be entitled to rely and act.

(b) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

An employer may by agreement with any employee grant such employee a clear week's holiday on full pay in lieu of payment for absence through sickness.

For the purpose of this clause year shall commence on the 1st day of July.

MIXED FUNCTIONS.

57. Where an employee performs on any day functions of a mixed character he shall be paid for that day the wage rate applicable to the function for which the highest rate is payable.

LEAVE TO ATTEND UNION BUSINESS.

58. Leave of absence from work to attend any Union business shall be allowed by the employer to any employee member of the claimant Union named by such Union, provided fair and reasonable notice is given to the employer. Provided also that such leave shall be restricted to one employee at a time in the employment of any one employer and such employee shall not be entitled to payment for the time he is so absent from his employment.

MISCELLANEOUS PROVISIONS.

59. (a) The employer shall provide boiling water for the use of employees at meal times.

(b) First aid appliances and requisites shall be provided free of cost by employers for the use of employees meeting with injuries while on duty.

(c) The employer shall provide for his employees reasonable facilities for the taking of meals and changing clothes.

(d) Any dispute arising under this clause shall be determined finally by the Wages Board.

POSTING DETERMINATION.

60. A copy of this Determination shall be posted up by the employer in a conspicuous place accessible to all employees.

DELIVERY OF MEAT.

61. (a) Notwithstanding anything contained in this Determination a junior shall not be employed on the delivery of meat to householders until he has had three years' experience in the trade.

(b) Deliveries of meat to places other than hotels, cafes, hospitals, restaurants, cream or milk wagons, boats and trains shall not be made before the time prescribed as the opening hours for retail shops.

PERIODICAL ADJUSTMENT OF WAGES.

62. The wages rates set out in clause 2 (b) are based on the following basic wage and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages of apprentices and improvers in clause 2 (a) above 21s. (other than apprentices and improvers not elsewhere included) shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 6d., half or less than half of 6d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause 63.

Basic Wage.

Place.	Needs Basic Wage. (Adjustable).	Additional Constant Loading.	Total Basic Wage.	Index Number Set Assigned.
Within 20 miles of G.P.O., Melbourne	£ s. d. 4 13 0	s. d. 6 0	£ s. d. 4 19 0	Melbourne
Within 10 miles G.P.O., Geelong, or at Warrnambool; and the Mildura and Gippsland Districts—same as contemporaneous basic wage for Melbourne.				
Yallourn—The same amount in excess of Melbourne as at present, viz., 6s 6d. per week.				
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.				

ADJUSTMENT OF BASIC WAGE.

63. (a) For work done before the beginning of the first pay period to commence in November, 1946, the amount of the basic wage shall be as prescribed in clause 62.

(b) For work done during each future successive period of or near a quarter beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the basic wage shall be adjusted by the following methods according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer, or to be signed by or on behalf of the Commonwealth Statistician:—

- (1) The index number set to be applied to a place is that assigned to Melbourne.
- (2) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period plus the additional constant loading as prescribed in clause 62.

Table.

Index Number Divisions.				Index Number Divisions.			
Basic Wage.				Basic Wage.			
£ s. d.				£ s. d.			
994-1006	1118-1129
1007-1018	1130-1141
1019-1030	1142-1154
1031-1043	1155-1166
1044-1055	1167-1179
1056-1067	1180-1191
1068-1080	1192-1203
1081-1092	1204-1216
1093-1104	1217-1228
1105-1117	1229-1240

Any extension of this table must be of the same construction as the table.

MARGINS.

64. In addition to the basic wage prescribed in clause 62 the following marginal rates and special loadings shall be paid to adult male employees under divisions B., C., and E., of this Determination:—

	Margin Per Week.	Special Loading Per Week.
DIVISION B.—RETAIL SHOPS.		
Employees in country butchers' shops required to do any slaughtering as herein defined in the slaughter-house associated with such shop for more than 24 hours per week	1 11 6	6 0
Employees who do slaughtering for 24 hours or less in a slaughter-house associated with a butcher's shop— Whilst employed on such work	1 11 6	6 0
Whilst employed on other work the margin prescribed for such work.		
Slaughtermen employed in abattoirs outside the metropolitan area of Melbourne	1 16 0	6 0
Definition:—"Slaughtering" means and includes taking charge of slaughter yard, penning up, knocking down, pithing, sticking, bleeding, dressing, skinning, necking off, cutting down, hanging back, and washing		
General butcher in charge of branch shop is one whose duties consist of responsibilities with respect to the management or carrying on of the business of such branch shop over and above the duties of a general butcher	1 10 0	6 0
General butchers who in the course of their duties act as shopmen or who are engaged principally cutting for window displays	1 4 0	6 0
Other general butchers not called on to serve in shops and including men who cut and deliver meat to customers outside the shop	1 1 0	6 0
Small goods makers in butchers' shops, boners, salters, scalders, and cookers	1 3 6	4 0
Ordermen who deliver but do not cut meat and who are not carters and drivers	0 8 0	3 0
All others	0 6 0	3 0
DIVISION C.—SMALL GOODS SECTION.		
Employees in the country required to do any slaughtering as defined in Division B in the slaughter-house associated with a butchers' shop or small goods factory for more than 24 hours per week	1 11 6	4 0
Employees who do slaughtering for 24 hours or less per week in a slaughter-house associated with a butchers' shop or small goods factory— Whilst employed on such work	1 11 6	4 0
Whilst employed on other work—The margin prescribed for such work.		
Men employed principally on mixing machines and/or responsible for making of small goods	1 9 0	4 0
Fillermen	0 19 6	3 0
Small goods makers, butchers, small goods sellers from cart who collect cash, boners, salters, scalders, and cookers	1 3 6	4 0
Packing-room hands	0 13 6	3 0
Linkers and table hands	0 12 6	3 0
All others	0 6 0	3 0
DIVISION E.—CARTERS AND DRIVERS (NOT ELSEWHERE INCLUDED).		
Drivers of Motor Vehicles—		
(i) Not exceeding 25 cwt. capacity	0 11 0	3 0
(ii) Exceeding 25 cwt. capacity, but not exceeding 3 tons capacity	0 15 0	3 0
(iii) Exceeding 3 tons capacity, but under 6 tons capacity	0 18 0	3 0
(iv) For each complete ton over 5 tons an extra 1s. per week		
(v) Motor (not being a tractor) drawing trailer 1s. per day extra for each trailer.		
Horse Drivers—		
(i) One horse	0 6 0	3 0
(ii) Two horses	0 11 0	3 0
(iii) Three horses	0 14 0	3 0
(iv) Four horses	0 16 0	3 0

P. A. RANGLES, J.P., Chairman.

J. R. MACPHERSON, Acting Secretary.

Melbourne, 15th August, 1946.



VICTORIA GOVERNMENT GAZETTE.

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WEDNESDAY, OCTOBER 30.

[1946

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Slater

Mr. McKenzie.

PURSUANT to the powers conferred by the *Teaching Service Act* 1946, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, doth make the following orders, that is to say:—

DEFINITIONS OF SCHOOL WORK AND SCHOOLS.

1. The various types of work, and the types of schools in which such work is carried out, shall be designated as primary, or secondary, or technical in accordance with the definitions shown hereunder.
2. Primary school work is work done in a school, or part of a school, in which a course of study is provided in accordance with the regulations relating to the general course of study for primary schools, and includes the work above Grade VI. in consolidated and other primary schools.
3. Secondary school work is work done in a school or part of a school, in which a course of study is provided in accordance with the regulations relating to the general course of study for secondary schools, and includes the teaching of English, Social Studies, Mathematics, and Science by fourth and fifth class teachers in junior technical schools.
4. Technical school work is all work carried out in technical schools which have been established by the Governor in Council (other than junior technical schools) and any work in trade and allied subjects given in a secondary, junior technical, or primary school and which is certified by the Director to be technical work.
5. A primary school is a school, or part of a school, in which a course of study is provided in accordance with the regulations relating to the general course of study for primary schools.
6. A secondary school is a school, or part of a school, in which a prescribed course of study for secondary schools is carried out. Schools declared to be secondary schools are—
 - (a) district high schools;
 - (b) girls' schools;

- (c) higher elementary schools, central schools, and central classes in respect of classes taking courses higher than those provided for the general course of study in primary schools.

7. A technical school is a school, or part of a school, in which a course of study is provided in accordance with the regulations relating to technical work. Schools declared to be technical schools are—

- (a) schools established by the Governor in Council as technical schools;
(b) junior technical schools.

AGREEMENTS WITH STUDENTS IN TRAINING AND SURETIES APPROVED BY THE MINISTER.

The Minister is authorized to enter into agreements in the forms of the schedules hereto and upon the conditions therein contained with holders of studentships and sureties approved by him in respect of every studentship awarded pursuant to and in accordance with regulations relating to such courses.

Memorandum of Agreement for Students in Training, Schedule I.

Memorandum of Agreement for Students selected as Student Instructors, Schedule II.

SCHEDULE I.

TEACHERS' COLLEGE.

MEMORANDUM OF AGREEMENT made the _____ day of _____
One thousand nine hundred and _____ between _____

now a student at the Teachers' College at _____ in the State of Victoria (hereinafter called "the Student") of the first part of _____ in the said State (hereinafter called "the Surety") of the second part and the Honorable _____ in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part: Whereas under and subject to the provisions of Regulations made under the *Teaching Service Act 1946* the student has been awarded a studentship in a course of training at the Teachers' College at _____ in the said State: And whereas it is provided by the said Regulations that the holder of such a studentship may in certain circumstances have his studentship extended: And whereas it is provided by the said Regulations that every student awarded a studentship shall be required as a condition of such studentship to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed: And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid: And whereas the student and the surety have requested the Minister to pay on behalf of the student the tuition fees (if any) that may become payable during the currency of the said studentship or of any extension thereof as aforesaid and to make to the student the allowances and advances (if any) to which he may be or may become entitled under the provisions of the aforesaid Regulations or any amendment thereof in connexion with his studentship or any extension thereof: And whereas the Minister has agreed to pay such fees and to make allowances and advances as aforesaid: Now these presents witness that in consideration of the premises the student and the surety do hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the student will observe the conditions of tenure of his studentship or any extension thereof as provided by the Regulations relating thereto or any amendment thereof for the time being in force.
2. That the student will not relinquish or discontinue his course of training and study under or in connexion with the said studentship or any extension thereof without the permission in writing of the Minister first had and obtained.

3. That the student will for and throughout the period of three and one-half years next after the termination of his said course of training and study teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State school teachers: Provided that the beginning of such period of three and one-half years may be deferred by the Minister for such reason and for such time as he may think fit: And provided also that in computing the said period of three and one-half years any leave of absence granted to the student at any time or times after the commencement of such period shall not be reckoned as part thereof.

4. That all moneys advanced to the student shall be repaid to the Minister by the student and the surety or either of them within two years next after the completion of the said studentship or any extension thereof by such instalments and at such times as the Minister may in his discretion determine.

5. That in the event of—

(a) the cancellation by the Minister of the said studentship or any extension thereof on the ground that the student failed to make satisfactory progress or for any of the reasons referred to in the said regulations;

(b) the termination of the services of the student as a teacher after the expiration of the studentship and any extension thereof but before the expiration of the period of three and one-half years aforesaid by any cause whatever other than death; or

(c) any breach or non-observance by the student of any term other than clause 4 of this agreement—

the student and the surety or one of them will forthwith on demand pay or cause to be paid to the Minister an amount of Thirty pounds in respect of each year or portion of a year of the student's tenure of his studentship or any extension thereof, and will in addition pay or cause to be paid to the Minister an amount equal to the total amount of all outstanding advances which the student has received, and of all allowances other than allowances made under clause 22 of Regulation 12 of the Teaching Service (Teachers Tribunal) Regulations which the student has received, and of all tuition fees the benefit of which the student has received during and by virtue of his tenure of his studentship and any extension thereof.

Provided, however that if the matters referred to in paragraph (b) or (c) arise the total amount payable by the student to the Minister under this clause other than the amount of any advances may with the approval of the Minister be proportionately reduced in consideration of each completed period of three months' service as a teacher, and if the student is a female who after commencing service as a teacher resigns or retires in order to marry she shall if the Minister so directs be deemed for the purpose of this proviso to have completed an additional period of six months' service as a teacher: And provided further that if the student is a female who either before the expiration of the studentship or after the expiration thereof but before commencing service as a teacher resigns or retires in order to marry the sum other than the amount of any advances payable by such student to the Minister under this clause shall if the Minister so directs be reduced by an amount equal to one-seventh part of such sum.

6. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clauses 4 and 5 of this agreement may be extended or altered.

7. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from his position as a teacher at any time during the period for which he is required by this agreement to serve as a teacher.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals on the day and year above written.

Signed sealed and delivered by the said
in the presence of—

Signed sealed and delivered by the said
in the presence of—

Signed sealed and delivered by the said
in the presence of—

SCHEDULE II.

STUDENT INSTRUCTORS IN TECHNICAL SCHOOLS.

MEMORANDUM OF AGREEMENT made the _____ day of _____
 One thousand nine hundred and _____ between _____
 _____ now a student who has
 been awarded a studentship at the technical school at _____
 in the State of Victoria (hereinafter called "the Student Instructor")
 of the first part
 of _____
 in the said State (hereinafter called "the Surety") of the second part
 and the Honorable _____ in his capacity
 as the responsible Minister of the Crown for the time being administering
 the Education Acts of the said State (hereinafter called "the Minister,")
 of the third part: Whereas under and subject to the provisions of
 Regulations made under the *Teaching Service Act 1946* the
 student instructor has been granted a studentship in a course
 prescribed for instructors in technical schools: And whereas
 it is provided by the said Regulations that every person awarded a
 studentship shall be required as a condition of such studentship to enter
 into an agreement by himself and a surety approved by the Minister
 in the form therein prescribed: And whereas the Minister has approved
 of the party hereto of the second part as such surety as aforesaid:
 Now these presents witness that in consideration of the premises the
 student instructor and the surety do hereby for themselves their
 executors and administrators and also as separate covenants each of
 them doth hereby for himself h _____
 _____ executors and administrators covenant
 with the Minister in manner following that is to say—

1. That the student instructor will observe the conditions of tenure
 of h _____ studentship as provided by the Regulations relating thereto
 or any amendment thereof for the time being in force.
2. That the student instructor will not relinquish or discontinue
 h _____ course of training and study under or in connexion with the
 said studentship without the permission in writing of the Minister first
 had and obtained.
3. That the student instructor will for and throughout the period of
 three years next after the termination of h _____ said course of training
 and study teach in any school to which he may be appointed by the
 Minister or under and in pursuance of any Act or Regulations for the
 time being in force governing or relating to the appointment of teachers
 or instructors in technical schools: Provided that in computing the
 said period of three years any leave of absence granted to the student
 instructor at any time or times after the commencement of such period
 shall not be reckoned as part thereof.
4. That in the event of the extension by the Minister of the said
 studentship for the purpose of a further course of training prescribed by
 the Chief Inspector of Technical Schools the period of three years
 mentioned in the last preceding clause hereof shall begin from the date
 of the completion, or discontinuance by the student instructor of such
 further course of training.
5. That in the event (a) of the cancellation by the Minister of the
 said studentship on the ground that the student failed to make
 satisfactory progress or for any of the reasons referred to in the said
 Regulations or (b) of the termination of the services of the student
 instructor as a teacher during the period of three years aforesaid by any
 cause except the death of the student or (c) of any breach or non-
 observance by the student instructor of any one or more of the terms
 of this agreement the student instructor and the surety or one of
 them h _____ executors or administrators will forthwith on demand
 pay or cause to be paid to the Minister an amount of Thirty pounds
 in respect of each year or portion of a year of the student instructor's
 tenure of h _____ studentship and will in addition pay or cause to be
 paid to the Minister the amount of all tuition fees the benefit of which
 the student instructor has received during and by virtue of such
 tenure: Provided however that in the event of the termination of the
 services of the student instructor as a teacher by any cause except the
 death of the student or of a breach or non-observance by the student
 of this agreement at any time subsequent to the completion of the course
 of training and study aforesaid but during the period of three years

aforesaid the total amount payable by the student to the Minister under this clause may with the approval of the Minister be proportionately reduced in consideration of each completed period of three months' service as a teacher.

6. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student instructor whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 5 of this agreement may be extended or altered.

7. That the liability of the student instructor and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student instructor from his position as a teacher at any time during the period for which he is required by this agreement to serve as a teacher or an instructor.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals on the day and year first above written—

Signed sealed and delivered by the said
in the presence of—

Signed sealed and delivered by the said
in the presence of—

Signed sealed and delivered by the said
in the presence of—

And the Honorable Francis Field, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,

Clerk of the Executive Council.

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Slater

Mr. McKenzie.

PURSUANT to the powers conferred by the *Teaching Service Act* 1946, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, hereby directs that if any permanent member of the teaching service is allowed to use for the purpose of residence any building belonging to the Government, a fair and reasonable sum as rent thereof shall be deducted from the salary of such member.

And the Honorable Francis Field, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,

Clerk of the Executive Council.

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Slater

Mr. McKenzie.

TEACHING SERVICE (GOVERNOR IN COUNCIL)
REGULATIONS.

IN pursuance of the powers conferred by the *Teaching Service Act* 1946, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, doth hereby make the following Regulations, that is to say:—

REGULATION 1.

DEFINITIONS.

1. These Regulations may be cited as the "Teaching Service (Governor in Council) Regulations."

2. In these Regulations, unless inconsistent with the context or subject-matter—

"Minister" means Minister of Public Instruction.

"Tribunal" means Teachers Tribunal.

"Director" means Director of Education.

"Member" means Member of the Teaching Service.

REGULATION 2.

DISCIPLINE AND CONDUCT OF MEMBERS OF THE TEACHING SERVICE.

1. The Director of Education shall be responsible for the organization and discipline of his Department.

2. Members of the teaching service shall be at all times accountable for the observance of Regulations made under the *Education Act* 1928 and the *Teaching Service Act* 1946 and shall afford in all respects the utmost aid and support to the Director.

3. Every member shall obey promptly all instructions that may be given to him by the member under whose immediate control or supervision he is placed. Any member who considers that he has ground of complaint arising out of such instructions, or from any other cause whatsoever, may state the same in writing, through his head teacher, or in the case of a professional officer through his superior officer, to the Director who may confirm, amend or quash the instruction; but the member shall nevertheless carry out any instructions which may be given to him until his appeal is determined.

4. Senior members of the teaching service are instructed to adopt towards members junior to them methods of control which shall ensure respect and willing co-operation.

5. Every member shall be civil and courteous in his official intercourse with the public, and shall pay proper deference and respect to his seniors in the teaching service.

6. Any monetary transaction between members either as principals or agents, whereby any interest or other return in money or kind is charged or paid, and the borrowing of money by senior members from their subordinates, are forbidden.

7. Every application or communication of a member upon any matter affecting his position or relating to himself either individually or in common with others shall be made by such member, through his head teacher, or in the case of a professional officer through his superior officer, to the Director. Any such application or communication made through any other person will be treated as irregular. Provided, however, that members may communicate as herein prescribed with the Teachers Tribunal, in which case the communications shall be forwarded by the Director to the Teachers Tribunal with any remarks considered necessary.

8. No member shall make any communication, directly or indirectly, to any person, whether a member of the teaching service or otherwise, not officially entitled thereto upon any matter affecting the Department in which he serves, or the business or the members thereof, or relating to the teaching service, or his own official position or acts, without the express permission or authority of the Minister or the Director.

9. If a member in charge or sub-charge shall observe at any time that any one under his direction or supervision is unfit to perform his duties properly by reason of over-indulgence in intoxicating liquor, he shall temporarily suspend him from duty, and immediately report the matter to the Director.

10. A member shall not engage, even indirectly, in any business which would have the effect of impairing his moral influence over his pupils or in the community generally, and he must not, even out of school hours, be guilty of any action unbecoming a person holding his position.

11. Every member in charge or sub-charge shall promptly report in writing to the Director, through the proper channel, any member under his control who is guilty of a breach of clause 10 of this Regulation, and he shall specifically describe such breach in his report.

12. As soon as possible after the months of March, June, September, and December in every year, the Director shall report to the Teachers Tribunal the names of any members under his control whose attendance or conduct during the preceding quarter has been unsatisfactory.

13. All fines imposed under the *Teaching Service Act 1946* shall be reported to the Teachers Tribunal and to the Auditor-General.

14. If the estate of any member be sequestrated, either voluntarily or compulsorily, for the benefit of his creditors, such member shall report the same immediately to the Teachers Tribunal through the Director, and furnish a statement in full detail of his assets and liabilities, together with an explanation of the cause of such sequestration.

15. Every member shall in due course and at proper times comply with and give effect to all enactments, regulations, and authoritative instructions made or issued for his guidance in the performance of his duties.

16. In the matter of accounts and the collection and payment of public moneys, members shall conform strictly to the provisions of the *Audit Act 1928*, and to such regulations and directions as may from time to time be issued by order of the Treasurer.

17. No member shall be authorized to incur, or shall attempt to incur, any liability, or shall have authority to make, or shall attempt to make, any contract on behalf of the Crown or of the Government, or of the Education Department, without the authority in writing of the Minister of Public Instruction. The general conditions and forms of specifications and of contracts which may from time to time be prescribed for the Education Department shall be strictly adhered to by the professional and other members of such Department, unless under special circumstances an alteration therein be made, and be approved in writing by the Minister of Public Instruction.

18. Requisitions for stores, stationery, furniture, fittings, and repairs to buildings are to be made in strict accordance with the Regulations and instructions issued from time to time by the Education Department.

19. Members will be held responsible for the careful use and preservation of all Government property in their possession, custody, or care. Members in charge of public buildings shall, in the event of repairs being required, make a requisition for the same, and shall not allow the buildings to fall into decay, or to become permanently injured, for the want of timely requisition for such repairs.

20. Any member attending in his official character, under a subpoena or order, to give evidence or to produce papers in any court, shall attend such court in performance of and as part of his official duty, and shall duly enter and account for, and shall forthwith pay into the Consolidated Revenue, all fees received by him for the performance of such duty, and shall transmit to the Director an account and vouchers of all the necessary expenses, if any, incurred by him in the performance of such duty.

REGULATION 3.

ATTENDANCE AND HOURS OF DUTY OF MEMBERS OF THE TEACHING SERVICE.

1. Members of the teaching service shall be punctual and regular in their attendance, and shall, during the hours of business, devote themselves exclusively to the discharge of their public duties.

2. The hours of attendance to be observed by members of the teaching service shall, unless otherwise determined by these Regulations, be from 8.45 a.m. to 5.6 p.m., from Monday to Friday inclusive: Provided that any member of the teaching service may be required to work on Saturday from 8.45 a.m. to 11.45 a.m., in which case he shall be allowed equivalent time off duty during the following week, at the convenience of the Education Department.

3. A period of three-quarters of an hour shall be allowed daily to every member of the teaching service for luncheon, from 12.45 p.m. to 1.30 p.m., or at such other time as, in the departmental or the public interest, the Director may determine.

4. Unless otherwise ordered by the Director, every member not immediately under supervision shall keep a diary showing—

(a) particulars of the duties performed by him;

(b) the time occupied therein each day;

and shall furnish a copy of his diary each week to the Secretary of the Education Department.

REGULATION 4.

LEAVE OF ABSENCE: SICK LEAVE AND SPECIAL LEAVE.

1. In the case of illness of a member of the teaching service, the conditions under which the Minister may grant leave of absence shall be as follows:—

(a) When leave with pay is approved, the basis for determining the amount which may be granted shall be ascertained by crediting the member with the following periods; such leave to be cumulative:—

Permanent Member of the Teaching Service.

	Leave on Full Pay.	Leave on Half Pay.
On completion of six months' service	16 days	16 days.
On completion of two years' service and each year's service thereafter	8 days	8 days.

Temporary Member of the Teaching Service.

	Leave on Full Pay.	Leave on Half Pay.
On completion of six months' service—		
For every month of service	$\frac{1}{2}$ day	$\frac{1}{2}$ day:

Provided that the scale of credits prescribed for permanent members shall apply to temporary members on completion of two years' service; such credits to be computed as from the date of commencement of service.

(b) To determine the leave for which a member is eligible at any time all leave granted during his service at rates of full pay and half pay respectively shall be deducted from the appropriate period ascertained under the provisions of the preceding paragraph.

(c) After deduction has been made as provided in the preceding paragraph the period remaining at each rate of pay shall be the amount of leave for which a member is eligible:

Provided that, notwithstanding the amount of sick leave standing to the credit of a member, continuous leave with pay shall not be granted for any period longer than fifty-two weeks, inclusive of any recreation leave which may be granted. Where a member has had fifty-two weeks' continuous leave with pay, no further leave with pay shall be granted until such member has completed a period of duty of not less than four weeks.

- (d) For each week a member is absent on leave with full pay, the amount of leave on full pay standing to his credit shall be reduced by five days.

For each week a member is absent on leave with half pay, the amount of leave on half pay standing to his credit shall be reduced by five days, notwithstanding that his pay is reduced to half pay for seven days.

Where the absence exceeds one week or more, but does not extend to a further week, the number of weeks shall be recorded as hereinbefore provided, and the remaining days shall be debited as a period of less than a week.

When the period of leave granted to a member with pay (whether full pay or half pay) does not extend to a week, his appropriate credit shall, subject to the provisions of clause 2 of this Regulation, be reduced by the number of days he would have been required to be on duty if he had not been absent on sick leave.

For the purposes of this Regulation, so far as it relates to sick leave, a week shall be deemed to be any period of seven consecutive days, inclusive of Sunday.

- (e) When a member has been granted leave on half pay or without pay, restoration to full pay shall date only from the day he actually resumes duty, but this provision shall not apply to prescribed vacation periods for teachers, except as set out in clause 7.

- (f) In this Regulation, so far as it relates to sick leave, "service" means continuous service, inclusive of any period of absence on leave: Provided that, in determining at any time the amount of leave standing to the credit of a member who has been absent on leave without pay (other than for the purpose of serving with the Commonwealth Defence Forces) continuously for a period extending beyond six months, such period as is in excess of six months shall not be counted as service.

2. After an absence on sick leave a member shall be deemed to have resumed duty on the day he actually returns to duty: Provided that a public holiday observed at the expiration of a period of leave shall not be regarded as part of the leave when the member resumes duty immediately after such holiday.

3. (a) For any period exceeding two days' continuous absence, a satisfactory certificate by a duly qualified medical practitioner shall be furnished setting out the cause of such absence: Provided that the Director may require a medical certificate to be furnished with respect to any absence, and provided further that continuous leave with pay shall not be granted to a member for any period exceeding thirteen weeks, unless the Government Medical Officer certifies that the leave is necessary: Provided also that in special cases where a medical practitioner is not available the Director may accept a certified statement from an approved person in lieu of a certificate from a medical practitioner for absences exceeding two days.

(b) No leave shall be granted with pay on account of illness caused by misconduct of the member, or in any case of absence from duty without sufficient cause. Where the Director has occasion for doubt as to the cause of illness, or the reason for absence, he shall, before accepting a medical certificate, refer such certificate to the Government Medical Officer for report.

(c) If the number of days during which a member is absent in any year without a medical certificate exceeds five days in the aggregate, the number of days' absence in excess of five shall not be granted as sick leave, but shall be deducted from the member's annual recreation leave, or be granted without pay. In the case of teachers, such leave shall be granted without pay.

4. (a) Where the Director is satisfied that the illness of a member with at least six months' service is directly attributable to or is aggravated by his service in the war which commenced in the year One thousand nine hundred and fourteen or in the year One thousand nine hundred and thirty-nine, such member may, apart from any sick leave which may be standing to his credit, be granted leave with full pay up to but not exceeding eight days (or, within a period of three years from and inclusive of the date of resumption of duty after such war service, twelve days) in the aggregate during any year of service, and the leave so granted shall not be regarded as a debit against the member.

(b) Where the nature of the duties of a member is such as to expose him to the risk of infection from a contagious disease, and the Government Medical Officer or the Director of Mental Hygiene certifies that the member has contracted an illness directly attributable to such infection, the member, notwithstanding the amount of sick leave standing to his credit, may, on the recommendation of the Tribunal, be granted leave with full pay apart from any sick leave which may be standing to his credit during the period for which he is required to absent himself from duty on account of such illness. Leave granted under the provisions of this sub-clause shall not be regarded as a debit against the member, and shall not exceed a continuous period of thirteen weeks.

(c) If any member in the discharge of his duty sustains bodily injury of such a nature as to incapacitate him for all duty, and the Director is satisfied that such injury was not contributed to by the member's negligence or misconduct, such member shall, apart from any sick leave standing to his credit, be granted leave on full pay during such incapacity less the amount paid by way of weekly compensation by the State Insurance Commissioner. Leave granted under the provisions of this sub-clause shall not be regarded as a debit against the member, and shall not exceed a continuous period of fifty-two weeks, inclusive of any other leave which may be granted with pay.

(d) In the case of any permanent member suffering from pulmonary tuberculosis, who is certified by the Government Medical Officer to be probably curable, leave of absence may be granted on the following terms, viz.:—Six months on full pay, and three months on half pay: Provided that such pay may be made conditional on the member undergoing treatment in an approved sanatorium when so recommended by the Government Medical Officer. Any leave so granted in excess of the amount standing to his credit shall not be regarded as a debit against the member.

5. Where a member is continuously absent from duty on account of illness beyond a period of thirteen weeks, he shall not be permitted to return to duty until the Government Medical Officer shall have certified that he is fit to resume work.

6. In this Regulation "Government Medical Officer" includes—

- (a) Assistant Government Medical Officer.
- (b) Medical Officers at Mental Hospitals.
- (c) Medical Officers for Penal Establishments.
- (d) Medical Officers at Children's Welfare Depots.
- (e) School Medical Officers.
- (f) Medical Officers of Repatriation Commission.

7. Recreation leave on full pay under the following conditions shall be granted to teachers absent on account of illness:—

- (a) Where a teacher has been on duty for at least four weeks during the first term and is absent before and after the first vacation, full pay shall be allowed during the first vacation as recreation leave.
- (b) Where a teacher has been on duty for at least four weeks during the second term and is absent before and after the second vacation, full pay shall be allowed during the second vacation as recreation leave.
- (c) Where a teacher has been on duty for at least four weeks during the third term and is absent before and after the Christmas vacation, full pay shall be allowed for one week of the vacation as recreation leave, in addition to the statutory public holidays at Christmas and New Year.
- (d) Where a teacher, after being absent immediately prior to a vacation, resumes duty on the first school day succeeding such vacation, full pay shall be allowed during the vacation as if there had been no prior absence on sick leave.

LEAVE ON ACCOUNT OF PRESSING NECESSITY.

8. Leave of absence granted by the Minister, pursuant to the provisions of section 60 of the *Teaching Service Act* 1946, in cases of pressing necessity, shall, except as is elsewhere provided in this Regulation or in such cases as the Minister on the recommendation of the Teachers Tribunal otherwise directs, be without pay.

9. The Minister may grant leave of absence for two days on full pay and one day on half pay to any member on account of the death, or critical illness, of his father, mother, brother or sister, or the death or serious illness of his wife or child, provided that more favourable terms of leave may, at the discretion of the Minister, be allowed in the case of the death or serious illness of the wife or child of such member.

10. (a) If the Director has reason to believe that a member is in such a state of health as to render him a danger to his fellow members, he may require such member to obtain and furnish a report as to his condition from a duly qualified medical practitioner, or may require him to submit himself for examination by a Government Medical Officer.

(b) Upon receipt of the medical report, the Director, with the approval of the Minister, may direct the member to absent himself from his duties for a specified period, or, if he is already on leave of absence, may direct him to continue on leave for a specified period, and the absence of such member shall be regarded as absence on leave owing to illness.

11. (a) Upon report by a medical officer of health that, by reason of contact with a person suffering from an infectious disease and through the operation of restrictions imposed by law in respect of such disease, a member is unable to attend for duty, the Minister may grant the member special leave of absence.

(b) Leave of absence under the last preceding sub-clause shall not be granted for any period beyond the earliest date at which it would be practicable for the member to resume duty, having regard to the restrictions imposed by law.

12. The Minister may grant any member leave of absence with full pay for the purpose of attending approved examinations.

13. Where a member, who has been granted leave of absence without pay for a specified number of days, resumes duty on a Monday or the first working day of a week, pay shall be restored from and inclusive of the day following the last normal working day within the period of leave, except where the leave granted commences on a Monday and the last normal working day within the leave period is a Friday or a Saturday (as the case may be), in which case pay shall be restored from and inclusive of the Monday.

LEAVE TO OFFICERS WHO HAVE BEEN GRANTED FREE PLACES AT THE UNIVERSITY.

14. (a) Where, in accordance with the Regulations made pursuant to the provisions of the *Education Act* 1928, a member has been awarded a free place at the University of Melbourne, the Governor in Council, on the application of such member, may grant him the necessary leave of absence on full pay to enable him to attend the essential lectures and practical and other work, and examinations in the subjects of his course: Provided that no such leave of absence shall be granted unless the member has, in accordance with such Regulations, entered into an agreement with the Minister of Public Instruction and an approved surety that he will observe the conditions of tenure of his free place, that he will not relinquish his free place without the permission of the Minister, and that, if required, he will remain and continue in the employment of the Government of Victoria during the period of three years after the termination of his free place, and, if his free place extends over more than three years, an additional year for each year by which the term of his free place exceeds three years.

(b) On the cancellation at any time of a free place awarded to a member, the leave of absence granted to him under this Regulation shall be deemed to have been terminated.

SPECIAL LEAVE FOR WAR PURPOSES.

15. (a) Where any member was required or permitted to absent himself from duty for service with the Defence Forces in connexion with the war against Germany which commenced in the year One thousand nine hundred and thirty-nine or the war against Japan which commenced in the year One thousand nine hundred and forty-one, he shall be deemed to have been granted leave of absence from the date of his enlistment until the date of his discharge on such terms and conditions as are contained in any authoritative directions which were issued from time to time in respect of such absence.

The provisions of this Regulation shall not apply to service with the British Commonwealth Occupation Forces.

(b) Where any member was permitted to absent himself from duty in connexion with the circumstances arising out of the war against Germany which commenced in the year One thousand nine hundred and thirty-nine or the war against Japan which commenced in the year One thousand nine hundred and forty-one, he shall be deemed to have been granted leave of absence on such terms and conditions as are contained in any authoritative directions which were issued from time to time in respect of such absence.

SPECIAL LEAVE TO ATTEND COURSES UNDER THE COMMONWEALTH POST-WAR RECONSTRUCTION TRAINING SCHEME.

16. (a) Leave of absence without pay may be granted by the Governor in Council, on the recommendation of the Teachers Tribunal, to any member for the purpose of enabling him to undertake any full-time course of study for which he has been selected under the Commonwealth Post-war Reconstruction Training Scheme: Provided that any leave granted to a member after the first or any subsequent year shall be subject to his furnishing evidence to the Tribunal that his progress in the course during the preceding year has been satisfactory.

(b) Any period of leave taken by a member under this or the preceding clause shall not affect his seniority, sub-divisional promotion, incremental progression, accruing sick leave credits or eligibility for long-service leave, but no recreation leave shall accrue to a member in respect of any such period.

FURLOUGH.

17. In determining the eligibility of any member in the teaching service for long-service leave, pursuant to the provisions of section 60 of the *Teaching Service Act 1946*, the aggregate periods of service of such member shall be taken into consideration.

18. (a) For the purposes of the preceding clause, "service" of any member shall, if the Tribunal so recommends and the Governor in Council so approves, include any period or periods of employment or service in the teaching service or under any other Victorian Government instrumentality or authority.

(b) In computing the duration of the service of any member—

(i) there shall be included as a period of service any period or periods during which such member has been absent from duty on recreational leave or on sick leave or on special leave authorized under the provisions of clauses 15 and 16 above or on such other leave as the Tribunal may determine in any particular case; but

(ii) there shall not be included as a period of service any period or periods of service of any member—

served by him prior to his having voluntarily left or having been dismissed for causes within his own control from the teaching service or the service of any commission instrumentality or authority referred to in the preceding sub-clause; or

prior to his absence from any such service for any continuous period of five years or more (otherwise than on special leave or on such other leave as the Tribunal may determine or by reason of retirement on account of ill-health).

19. The pay to which any member shall be entitled in respect of any period of furlough shall be computed, in accordance with the method prescribed in the General Regulations respecting Public Accounts made pursuant to the provisions of the *Audit Act 1928*, on the basis of the

annual rate of pecuniary emoluments which were payable periodically and regularly to such member immediately prior to the date of commencement of his furlough, in respect of or incidental to his employment in the teaching service, and which he would have continued to receive in the normal course had he remained on duty during the period of his furlough; but such pay shall not include any payments which the member was receiving for overtime, or for travelling allowances or for incidental expenses, or any payment of a temporary character: Provided that, where any member whilst absent on furlough becomes eligible for and is granted an increment, the rate of emolument payable to him shall be increased by the amount of such increment as from and inclusive of the date from which it was granted.

20. Where any member, or the legal personal representative of any deceased member, is granted pay in lieu of the whole or part of any furlough to which such member is or was entitled, the amount of such pay shall be determined in accordance with the preceding clause as if the period of furlough in respect of which pay is granted commenced on the date of the retirement, the termination of the services or the death (as the case may be) of such member, but no increase in such amount shall be payable in respect of any increment to which such member would have been entitled during such period had he continued to be employed in the teaching service.

REGULATION 5.

CONDITIONS OF TRAINING FOR STUDENT TEACHERS, STUDENTS IN TRAINING, AND QUALIFIED APPLICANTS WHO SERVED IN THE ARMED FORCES.

1. A qualified applicant who, during the war commencing in the year 1939, was appointed as a student teacher before 1st March in any year and during that year enlisted or was called up for service in the Naval, Military, or Air Forces of the King or the Commonwealth, shall be regarded as having been selected as a student at a teachers' college in the course for the following year. He shall be provisionally classified at the beginning of the aforesaid year, and at the end of the year's course he shall in his absence be classified in his order of seniority in the A group of students for that year above all other students who did not serve in the armed forces, and shall be placed in the same salary subdivision as other students who actually completed the course in that year.

2. A student teacher who was not fully qualified on appointment and who enlisted or was called up for service in the armed forces in the same year as that in which he was appointed shall be regarded as being fully qualified at the end of that year, and shall be retained at the status of a student teacher for the ensuing calendar year. He shall then be considered as having been awarded a studentship at a teachers' college at the beginning of the year following such last mentioned year and shall be eligible for the benefits prescribed in 1 above.

3. Any student teacher specified in 1 and 2 above shall be eligible for annual subdivisional promotion during his period of service in the armed forces, and on his resumption of duty with the Education Department he shall be placed in the same salary subdivision as other student teachers who actually completed their course at a teachers' college in the year in which he would normally have entered such teachers' college.

4. The payment of salary as specified in 3 above shall be contingent on a student teacher entering and satisfactorily completing a course of training approved by the Director after his resumption of duty with the Education Department. During the tenure of such course he shall continue to receive, in lieu of an allowance, the salary of the subdivision in which he has been classified.

5. A student in training who relinquished his course in order to enlist in the armed forces or was called up for duty in the armed forces before completing his course of training shall, at the end of the year in which he entered on the course, be classified as in 1 above in the A group of students in the particular course for that year above all the students who did not serve in the armed forces, and shall subsequently be eligible for the benefits prescribed in 3 and 4 above.

6. A person honorably discharged after having served in the armed forces in connexion with the war commencing in the year One thousand nine hundred and thirty-nine, and who, prior to the commencement of such service, was not a classified teacher or a student teacher, may be awarded a studentship for the Trained Primary Teacher's Certificate; provided that he has served as a temporary teacher for a period approved

by the Director, and provided that he possesses the following qualifications:—

- (a) the applicant shall be not less than eighteen years of age and not more than thirty-five years of age, and shall be of suitable character and personality;
- (b) he shall have passed the School Leaving examination of the University of Melbourne, or shall hold an approved equivalent or higher qualification.

Holders of studentships under the provisions of this clause shall, during the course of training be paid allowances at the rates of salary for the time being payable to adult temporary teachers, male or female as the case may be, and, in addition, the appropriate adult cost of living allowance.

7. Holders of studentships awarded under clause (6) above shall—

- (i) on successfully completing the course of training be placed in the fourth subdivision of the Fifth Class in the Primary Schools Division, and be paid an initial salary in accordance with the rates prescribed for that subdivision;
- (ii) in the event of failure to complete the course of training successfully, be placed in the third subdivision of the Fifth Class in the Primary Schools Division and be paid the corresponding initial salary.

8. Notwithstanding anything contained in the above clauses of this Regulation any student teacher or students in training who have served for a period of not less than six months in the Naval, Military or Air Forces of the King or the Commonwealth and who resume duty with the Education Department, shall be paid from the date of their resumption of duty with the Education Department, a salary of not less than £260 per annum in the case of male teachers and not less than £208 per annum in the case of female teachers, together with cost of living allowances at the adult rates.

9. In this Regulation "qualified applicant" means a person, who is qualified for appointment as a student teacher in accordance with the Regulations for the time being in force made by the Teachers Tribunal and "not fully qualified" shall have a corresponding meaning.

REGULATION 6.

COURSES FOR TEACHERS UNDER THE COMMONWEALTH RECONSTRUCTION TRAINING SCHEME.

1. The Minister may, on the recommendation of the Director, approve the acceptance by teachers in the service of the Education Department of nominations under the Commonwealth Government Reconstruction Training Scheme to undertake courses in Arts, Commerce, Science, Agricultural Science, Education, or Physical Education at the University of Melbourne, or courses in Music at the Conservatorium of Music, University of Melbourne, or courses for the Diploma of Agriculture at an approved agricultural college, or approved courses of at least two years' duration at a technical school.

2. Such teachers shall, for the purposes of this Regulation, be known as students, and it is a condition upon which approval to acceptance of nomination is given that they shall as required by the Director teach in schools to which they may be attached while undergoing their courses, and shall be allowed either full-time leave of absence from duty or part-time leave of absence from duty as required in each year from the beginning of the week immediately before until the end of the week immediately following the period of attendance at any of the institutions referred to in clause 1 above.

3. Each student shall be paid an allowance which shall be equal to the difference between his full salary, as a teacher and the amount of the grant paid to him by the Commonwealth Government under the Reconstruction Training Scheme.

4. If the Minister is of opinion that a student has failed to make satisfactory progress in his course or if the student fails to observe any of the conditions under which approval has been given to his acceptance of nomination, the Minister may cancel the leave of absence granted to the student under clause 2 of this Regulation.

5. Each student, together with an approved Surety shall, as a condition of such approval, enter into the agreement referred to in clause 6 hereof.

6. The Minister is hereby authorized to enter into an agreement, in the form of the Schedule hereto and upon the conditions therein contained, with students and sureties approved by him in respect of every approval given, pursuant to and in accordance with this Regulation.

SCHEDULE III.

PART-TIME COURSES FOR TEACHERS UNDER THE COMMONWEALTH
GOVERNMENT RECONSTRUCTION TRAINING SCHEME.

MEMORANDUM OF AGREEMENT made the _____ day of
One thousand nine hundred and _____ between

now a student in the service of the Education Department in the
State of Victoria (hereinafter called "the Student") of the first part
of

in the said State (hereinafter called "the Surety") of the second part
and the Honorable _____ in his capacity
as the responsible Minister of the Crown for the time being administering
the Education Acts of the said State (hereinafter called "the
Minister") of the third part: Whereas under Regulations made under
the *Teaching Service Act* 1946, the Minister has on the recommendation
of the Director of Education of the said State approved of the acceptance
by the student of nomination under the Commonwealth Government
Reconstruction Training Scheme for a course at the University of
Melbourne or at the Conservatorium of Music, University of Melbourne,
or at an approved agricultural college, or at a technical school, in the
said State: And whereas it is provided by the said Regulations that
every student whose acceptance of nomination has been so approved
shall be required as a condition of such approval to enter into an agreement
by himself and a surety approved by the Minister in the form
therein prescribed: And whereas the Minister has approved of the
party hereto of the second part as such surety as aforesaid: And
whereas the student and the surety have requested the Minister to pay
to the student during the period of such course the allowance to which
he is entitled under the provisions of the aforesaid Regulations: And
whereas the Minister has agreed to pay such allowance as aforesaid:
Now these presents witness that in consideration of the premises the
student and the surety do hereby for themselves their executors and
administrators and also as separate covenants each of them doth hereby
for himself _____ executors and administrators covenant with
the Minister in manner following, that is to say:—

1. That the student will observe the conditions under which approval
has been given to his acceptance of nomination as provided by the
Regulations relating thereto, or any amendment thereof for the time
being in force.

2. That the student will not relinquish or discontinue his
course without the permission in writing of the Minister first had and
obtained.

3. That the student will for and throughout the period of one year
more than the term of years of his _____ course and commencing
immediately upon the completion of such course teach in any school to
which he may be appointed by the Minister or under and in pursuance
of any Act or Regulations for the time being in force governing
or relating to the appointment of State School teachers: Provided
that in computing such period of service as a teacher any leave of
absence granted to the student at any time or times after the commencement
of such service shall not be reckoned as part thereof.

4. That in the event (a) of the cancellation by the Minister under
the power in that behalf conferred on him by Regulation 6, Teaching
Service (Governor in Council) Regulations of the leave of absence
granted to the student under clause 2 of such Regulation, or (b) of the
termination of the services of the student during the period of
his course or during the period mentioned in clause 3 hereof by any
cause except the death of the student or (c) of any breach or non-
observance by the student of any one or more of the terms of this
agreement the student and the surety or one of them _____ executors
or administrators will forthwith on demand pay or cause to be paid to
the Minister an amount equal to one-half of the total sum of the
allowances paid to the student under clause 3 of Regulation 6 during
the periods in which leave of absence from duty was, pursuant to the
said Regulation granted: Provided however that in the event of the
termination of the services of the student during the period mentioned
in clause 3 hereof by any cause except the death of the student the total
amount payable by the student to the Minister under this clause may

with the approval of the Minister be proportionately reduced in consideration of each completed period of three months' service as a teacher, and for the purpose of this proviso—

- (i) if the student is a female who, after the termination of the course and after having resumed full-time teaching duties, resigns or retires in order to marry, and
- (ii) if the period mentioned in clause 3 hereof is a period of three and one-half years or more,—

she shall, if the Minister so directs, be deemed to have completed an additional period of six months' service as a teacher: And provided further that if the student is a female who either before the termination of the course or after the termination thereof but before resuming full-time teaching duties resigns or retires in order to marry the sum payable by such student to the Minister under this clause shall, if the Minister so directs, be reduced by an amount equal to one-seventh part of such sum.

5. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 4 of this agreement may be extended or altered.

6. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from his position as a teacher at any time during the period for which he is required by this agreement to serve as a teacher.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals on the day and year first above written—

Signed sealed and delivered by the said
in the presence of—

Signed sealed and delivered by the said
in the presence of—

Signed sealed and delivered by the Minister
in the presence of—

SCHEDULE IV.

FULL TIME COURSES FOR TEACHERS UNDER THE COMMONWEALTH GOVERNMENT RECONSTRUCTION TRAINING SCHEME.

MEMORANDUM OF AGREEMENT made the _____ day of _____
One thousand nine hundred and _____ between
now a student in the service of the Education Department in the State
of Victoria (hereinafter called "the Student") of the first part
of _____
in the said State (hereinafter called "the Surety") of the second part
and the Honorable _____ in his capacity
as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part: Whereas under Regulations made under the *Teaching Service Act 1946*, the Minister has on the recommendation of the Director of Education of the said State approved of the acceptance by the student of nomination under the Commonwealth Government Reconstruction Training Scheme for a course at the University of Melbourne or at the Conservatorium of Music, University of Melbourne, or at an approved agricultural college, or at a technical school, in the said State: And whereas it is provided by the said Regulations that every student whose acceptance of nomination has been so approved shall be required as a condition of such approval to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed: And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid: And whereas the student and the surety have requested the Minister to pay to the student during the period of such course the allowance to which he is entitled under the provisions of the aforesaid Regulation: And whereas the Minister has agreed to pay such allowance as aforesaid: Now these presents witness that in consideration of the premises the student and the surety do

hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the student will observe the conditions under which approval has been given to his acceptance of nomination as provided by the Regulations relating thereto, or any amendment thereof for the time being in force.

2. That the student will not relinquish or discontinue his course without the permission in writing of the Minister first had and obtained.

3. That the student will for and throughout the period of one year more than the term of years of his course and commencing immediately upon the completion of such course teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State School teachers: Provided that in computing such period of service as a teacher any leave of absence granted to the student at any time or times after the commencement of such service shall not be reckoned as part thereof.

4. That in the event (a) of the cancellation by the Minister under the power in that behalf conferred on him by Regulation 6 of the leave of absence granted to the student under clause 2 of such Regulation, or (b) of the termination of the services of the student either during the period of his course or during the period mentioned in clause 3 hereof by any cause except the death of the student, or (c) of any breach or non-observance by the student of any one or more of the terms of this agreement, the student and the surety or one of them his executors or administrators will forthwith on demand pay or cause to be paid to the Minister an amount equal to the total sum of the allowances paid to the student under clause 3 of Regulation 6 during the periods in which leave of absence from duty, was pursuant to the said Regulation, granted: Provided however that in the event of the termination of the services of the student during the period mentioned in clause 3 hereof by any cause except the death of the student the total amount payable by the student to the Minister under this clause may with the approval of the Minister be proportionately reduced in consideration of each completed period of three months' service as a teacher, and for the purpose of this proviso—

(i) if the student is a female who, after the termination of the course and after having resumed full-time teaching duties, resigns or retires in order to marry, and

(ii) if the period mentioned in clause 3 hereof is a period of three and one-half years or more,—

she shall, if the Minister so directs, be deemed to have completed an additional period of six months' service as a teacher: And provided further that if the student is a female who either before the termination of the course or after the termination thereof but before resuming full-time teaching duties resigns or retires in order to marry the sum payable by such student to the Minister under this clause shall, if the Minister so directs, be reduced by an amount equal to one-seventh part of such sum.

5. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 4 of this agreement may be extended or altered.

6. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from his position as a teacher at any time during the period for which he is required by this agreement to serve as a teacher.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals on the day and year first above written—

Signed sealed and delivered by the said
in the presence of—

Signed sealed and delivered by the said
in the presence of—

Signed sealed and delivered by the Minister
in the presence of—

REGULATION 7.

RESIDENCES.

1. Where the Governor in Council has directed that a deduction as rent shall be made from the salary or wages of any member of the teaching service who is allowed to use for the purpose of residence any building belonging to the Government, the amount of deduction which the Tribunal may fix shall not exceed five per centum (5%) of the capital value.

2. When schools are provided with residences the head teacher shall be charged such rent as may from time to time be determined by the Tribunal.

And the Honorable Francis Field, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,

Clerk of the Executive Council.

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Slater

| Mr. McKenzie.

APPOINTMENT OF CHAIRMAN OF COMMITTEES OF CLASSIFIERS.

PURSUANT to the powers conferred by the *Teaching Service Act* 1946, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, hereby appoints Mr. Louis Voumard to act as Chairman of the Committees of Classifiers for the Primary Schools Division, the Secondary Schools Division and the Technical Schools Division respectively, from the twenty-ninth day of October, 1946, until the thirty-first day of December, 1946.

And the Honorable Francis Field, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,

Clerk of the Executive Council.

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Slater

| Mr. McKenzie.

REGULATION XXVIII.

HOLIDAYS.

HIS Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by the *Education Act* 1928 and the *Teaching Service Act* 1946, doth hereby rescind such parts of Regulation XXVIII.—Holidays—as have not become void as a result of the repeal

of the *Public Service Act* 1928, and in lieu thereof doth make the following regulation, which shall come into force from and inclusive of the 29th October, 1946, that is to say:—

REGULATION XXVIII.

HOLIDAYS.

1. The holidays, exclusive of Saturdays, observed in State schools shall, except in cases where a different arrangement is determined by the Director and approved by the Minister, be as follows:—

- (a) A vacation, at the end of the third term, of at least six weeks and one day.
- (b) A vacation of one week and one day at the end of the first term.
- (c) A vacation of one week and one day at the end of the second term.
- (d) The following public holidays, when they do not fall within a vacation period, namely, Australia Day, Labour Day, Good Friday, Easter Monday, Easter Tuesday, Anzac Day, King's Birthday, and such other days as may be gazetted as public holidays, except those proclaimed in connexion with a race meeting (horse racing or coursing or the like), provided that no school shall observe more than one public holiday proclaimed for agricultural shows in each calendar year.

2. (a) The Director, with the approval of the Minister, shall each year determine the dates of the three terms mentioned in clause 1 above.

(b) The dates of the aforesaid terms shall be at such times as to provide that the dates of the vacations at the end of the first and second terms shall, as far as practicable, be concurrent with the corresponding vacations observed by registered schools and the University of Melbourne.

3. In addition to those provided in clause 1 above the following holidays may be observed under the conditions specified hereunder:—

- (a) One holiday in each calendar year, with the approval of the school committee, for the purpose of a school or other local celebration, provided that no such holiday shall be given for a race meeting or in conjunction with a vacation or a public holiday.
- (b) With the approval of the Director schools may be closed for an additional week in conjunction with the vacations mentioned in sub-clauses (a), (b), and (c) of clause 1 above, in order that teachers may attend a two weeks' course of instruction in educational subjects under the direction of the Education Department.
- (c) With the approval of the Director schools may be closed for two days in each calendar year in order that teachers may attend courses of instruction in physical education and singing and in such other subjects as may from time to time be determined.
- (d) Schools may, with the sanction of the district inspector, be closed for two days in each calendar year in order that teachers may attend a district conference and for one day or two half days for group meetings.
- (e) One day in conjunction with holidays specified in sub-clauses (a), (b), and (c) of clause 1 above may be granted because of transport difficulties, provided that such concession shall not be granted unless an application setting out fully the special reasons why the additional day is deemed necessary is submitted by the head teacher at least a month before the commencement of a vacation and is approved by the Director.
- (f) Such other holidays as may be granted by the Minister.

4. In any municipality for which a show holiday has been gazetted a school that is not within a reasonable distance of the location of the show may be permitted to observe a gazetted show holiday in another municipality where the show is more conveniently situated provided that in each case an application by the head teacher is approved beforehand by the Director.

5. Whenever a school is closed on days other than those specified in clause 1 above the head teacher shall—

(a) give beforehand ample notice in writing to the school committee and to the district inspector,

and

(b) attach a special report to the Quarterly Return including, in the case of a holiday granted by the school committee, the written consent of such committee.

6. A head teacher who fails to forward the special report and the written consent of the school committee as mentioned in clause 5 (b) above or who closes his school on days other than those specified in clauses 1 and 3 above shall, unless a satisfactory explanation is furnished, have his pay deducted in respect of such absence.

7. In this regulation school committee refers also to advisory council and to technical school council.

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.
Mr. Slater | Mr. McKenzie.

REGULATION XXIII.

SCHOOL HOURS AND ORGANIZATION.

HIS Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by the *Education Act 1928* and the *Teaching Service Act 1946*, doth hereby rescind such parts of Regulation XXIII.—School Hours and Organization—as have not become void as a result of the repeal of the *Public Service Act 1928*, and in lieu thereof doth make the following Regulation which shall take effect from and including the 29th day of October, 1946, that is to say:—

REGULATION XXIII.

SCHOOL HOURS AND ORGANIZATION.

1. (a) Subject to the provisions of the *Education Act 1928* and the *Teaching Service Act 1946* and the hours of instruction to be observed in primary schools shall, unless otherwise determined, be as follows:—

Morning Meeting.—9.15 to 9.20—assembly and inspection.
9.20 to 12.15—instruction.

Afternoon Meeting.—1.30 to 1.35—assembly.
1.35 to 4—instruction.

Provided that, in primary schools which have an average attendance of less than 86 pupils and which are situated more than 20 miles from the General Post Office, Melbourne, and more than 10 miles from the Ballarat or Bendigo or Geelong Post Office, the period of the afternoon meeting shall be from 1.15 to 3.30.

(b) Provision shall be made during each meeting for a recess of ten minutes, provided that where the infant department is in a separate room or rooms the recess for this department may be fifteen minutes.

2. In schools other than primary schools the morning meeting shall commence at 9 o'clock and the afternoon meeting shall end at 4 o'clock unless otherwise determined.

3. On days on which religious instruction in any school is given before the morning meeting, the school shall assemble at the expiration of the time approved for religious instruction.

4. (a) The hours of duty to be observed by teachers in schools shall be as follows:—

- (i) Teachers in all primary schools shall be on duty not later than 9 a.m. and shall remain on duty until at least 4 p.m.
- (ii) Teachers in schools other than primary schools shall be on duty at least ten minutes before the commencement of the morning meeting.
- (iii) Teachers shall be on duty at least ten minutes before the commencement of the afternoon meeting.
- (iv) Head teachers may assign to members of their staffs school duties requiring their attendance until 4.30 p.m.
- (v) All members of the staff of a school shall give their active co-operation in promoting the corporate life of a school and shall, for this purpose, undertake such duties, in addition to the regular school work during time-table hours, as may be assigned to them by the head teacher.

(b) Notwithstanding anything contained in sub-clause (a) of this clause, the hours of duty of teachers employed in the Correspondence School shall be from 9 a.m. to 4.30 p.m. with a lunch period from 12.45 p.m. to 1.30 p.m. on days on which primary schools in the metropolitan area of Melbourne are open.

5. (a) The head teacher shall report to the Education Department all cases of frequent unpunctuality of any member of his staff or of any visiting teacher (including a teacher on one of the special staffs).

(b) The head teacher shall report promptly to the Education Department the absence of any member of his staff or of any visiting teacher (including a teacher on one of the special staffs).

6. On days of very heavy rain—

- (a) the mid-day recess may, at the discretion of the head teacher, be taken from 12.15 p.m. to 12.45 p.m. and the afternoon meeting from 12.45 to 3 p.m., provided that the mid-day recess shall be sufficiently long to enable pupils who so desire, to visit their homes for lunch and to return in time for the commencement of the afternoon meeting,
- (b) the afternoon meeting shall, if the hours are varied as mentioned in sub-clause (a) of this clause, be two hours and a quarter,

and
- (c) the times of opening and closing the afternoon meeting shall, if the school hours are varied as mentioned in sub-clauses (a) and (b) of this clause, be specially noted in the *Teachers' Time Book*.

7. On days when no children are in attendance at a small school the teacher shall remain on duty until at least 2 p.m.

8. (a) The head teacher shall make and carry out the necessary arrangements for the adequate supervision by himself or staff of the conduct of pupils in the school grounds.

(b) A head teacher may deal with any misconduct such as ill-treatment of other pupils on their way to and from school which in his opinion may have a prejudicial effect on the tone and discipline of the school.

9. (a) The time-table shall be displayed in a conspicuous place in the schoolroom, and shall set forth the hours of opening and closing school, the employment of the several grades at any time, the teachers in charge of the grades, the time set apart for the instruction of the student teachers, and the arrangements made for the supervision of the children in the playground.

(b) The time-table shall include an analysis showing the weekly distribution of time to each of the subjects.

10. The head teacher shall be responsible for the whole of the work of his school, for the training of the student teachers, and for compliance with Regulations and Departmental instructions.

11. A head teacher of a primary school who is not normally in charge of a grade shall—

(a) devote at least two-fifths of his school time to class teaching, and

(b) keep a diary showing details of the work (including actual class teaching) carried out by him.

12. (a) A head teacher of a large primary school shall divide his school into departments.

(b) Each department shall be in charge of a competent assistant who shall be responsible for such duties relating to the organization of the department as may be delegated by the head teacher.

13. Student teachers shall be distributed among departments and shall be given experience in the work of all departments.

And the Honorable Francis Field, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,

Clerk of the Executive Council.

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Slater

Mr. McKenzie.

REGULATION XV. (B).

NOMINATION OF TEACHERS FOR COURSES AT THE UNIVERSITY OR OTHER APPROVED INSTITUTIONS.

HIS Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by the *Teaching Service Act 1946* and of all other powers thereto enabling doth hereby re-make Regulation XV. (B)—Nomination of Teachers for Courses at the University or other Approved Institutions, in the manner following, that is to say:—

REGULATION XV. (B).—NOMINATION OF TEACHERS FOR COURSES AT THE UNIVERSITY OR OTHER APPROVED INSTITUTIONS.

1. The Director may nominate annually qualified teachers in the service of the Education Department to undertake courses in Arts, Commerce, Science or Education at the University of Melbourne.

1A. The Director may nominate annually qualified teachers in the service of the Education Department to undertake free courses in Physical Education at the University of Melbourne and in Music at the Conservatorium of Music, University of Melbourne, and in Art, Handwork, and subjects prescribed for First Class Honours and Second Class Honours at approved technical schools, and for the Diploma of Agriculture at the Dookie Agricultural College and the nominations in these courses shall be in addition to those mentioned in clause 1 above.

2. Such teachers shall, for the purposes of this Regulation, be known as students, and shall be required to teach as assistants in schools to which they may be attached while undergoing such courses, and the time spent in such courses shall be regarded as service in the Education Department.

3. Students so nominated shall be granted full salary during their courses.

4. Each student nominated as aforesaid shall, as a condition of such nomination, enter into the agreement referred to in clause 5 below.

5. The Minister is authorized to enter into an agreement, in the form of the Schedule hereto and upon the conditions therein contained, with students and sureties approved by him in respect of every nomination made pursuant to and in accordance with this Regulation.

6. Each nomination shall be for one year only, but may be continued for a further period under such conditions as may from time to time be determined by the Director and approved by the Minister.

7. Students nominated by the Director for courses at the University of Melbourne shall be granted such remission of fees as may be provided in the Regulations of the University.

And the Honorable Francis Field, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,
Clerk of the Executive Council.

SCHEDULE.

MEMORANDUM OF AGREEMENT made the _____ day of _____ one thousand nine hundred and _____ between _____ now a student in the service of the Education Department in the State of Victoria (hereinafter called "the Student") of the first part of _____ in the said State (hereinafter called "the Surety") of the second part and The Honorable _____ in his capacity as the responsible Minister of the Crown for the time being administering the Education Acts of the said State (hereinafter called "the Minister") of the third part: Whereas under Regulations made under the *Teaching Service Act 1946* the Director of Education of the said State has nominated the student for a course at the University of Melbourne or other approved institution in the said State: And whereas it is provided by the said Regulations that every student so nominated shall be required as a condition of such nomination to enter into an agreement by himself and a surety approved by the Minister in the form therein prescribed: And whereas the Minister has approved of the party hereto of the second part as such surety as aforesaid: And whereas the student and the surety have requested the Minister to pay to the student during the period of such nominated course the salary to which he is entitled under the provisions of the aforesaid Regulations: And whereas the Minister has agreed to pay such salary as aforesaid: Now these presents witness that in consideration of the premises the student and the surety do hereby for themselves their executors and administrators and also as separate covenants each of them doth hereby for himself his executors and administrators covenant with the Minister in manner following, that is to say:—

1. That the student will observe the conditions of tenure of his nominated course as provided by the Regulations relating thereto or any amendment thereof for the time being in force.

2. That the student will not relinquish or discontinue the course for which he has been nominated as aforesaid without the permission in writing of the Minister first had and obtained.

3. That the student will for and throughout the period of one year more than the term of years of his nominated course and commencing immediately upon the completion of such nominated course teach in any school to which he may be appointed by the Minister or under and in pursuance of any Act or Regulations for the time being in force governing or relating to the appointment of State school teachers: Provided that in computing such period of service as a teacher any leave of absence granted to the student at any time or times after the commencement of such service shall not be reckoned as part thereof.

4. That in the event (a) of the cancellation by the Minister of the said nominated course on the ground that the student failed to make satisfactory progress, or for any of the reasons referred to in the said Regulations or (b) of the termination of the services of the student during the period mentioned in clause 3 hereof by any cause except the death of the student or (c) of any breach or non-observance by the student of any one or more of the terms of this Agreement the student and the surety or one of them his executors or administrators will forthwith on demand pay or cause to be paid to the Minister an amount of Thirty pounds in respect of each year or portion of a year of the student's tenure of his nominated course and will in addition pay or cause to be paid to the Minister the amount of all tuition fees the benefit of which the student has received during and by virtue of such tenure: Provided however that in the event of the termination of the services of the student during the period mentioned in clause 3 hereof by any cause except the death of the student the total amount payable by the student to the Minister under this clause may with the approval of the Minister be proportionately reduced in consideration of each completed period of three months' service as a teacher, and for the purpose of this proviso—

- (i) if the student is a female who, after the termination of the nominated course and after having resumed full-time teaching duties, resigns or retires in order to marry, and
- (ii) if the period mentioned in clause 3 hereof is a period of three and one-half years or more—

she shall, if the Minister so directs, be deemed to have completed an additional period of six months' service as a teacher: And provided further that if the student is a female who either before the termination of the nominated course or after the termination thereof but before resuming full-time teaching duties resigns or retires in order to marry the sum other than the amount of any advances payable by such student to the Minister under this clause shall, if the Minister so directs, be reduced by an amount equal to one-seventh part of such sum.

5. That the liability of the surety his executors or administrators hereunder shall not be in any way released or discharged by reason of any time or other indulgence which the Minister may in his absolute discretion grant to the student whereby the time or mode of payment by the student of the whole or any portion of the moneys referred to in clause 4 of this Agreement may be extended or altered.

6. That the liability of the student and the surety their executors or administrators shall not be in any way released or discharged by reason of the acceptance by the Governor in Council of the resignation of the student from his position as a teacher at any time during the period for which he is required by this Agreement to serve as a teacher.

In witness whereof the parties hereto have hereunto set their hands and seals on the day and year first above written—

Signed Sealed and Delivered by the
said
in the presence of—

Signed Sealed and Delivered by the
said
in the presence of—

Signed Sealed and Delivered by the
said
in the presence of—

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.
Mr. Slater | Mr. McKenzie.

REGULATION XLI.

TECHNICAL SCHOOLS.

HIS Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by the *Teaching Service Act 1946* and of all other powers thereto enabling, doth hereby amend Regulation XLI.—Technical Schools, as under, such amendments to take effect from and including the 29th October, 1946:—

REGULATION XLI.

TECHNICAL SCHOOLS.

In clause 8 (b), for the words "Public Service Acts," there shall be substituted the words "*Teaching Service Act 1946*."

In clause 10 (c), for the words "Public Service Acts," there shall be substituted the words "*Discharged Servicemen's Preference Act 1943*."

In clause 11, for the words "Public Service Acts," there shall be substituted the words "*Teaching Service Act 1946*."

In clause 14 (a), for the words "Public Service Acts," there shall be substituted the words "*Teaching Service Act 1946*."

In clause 47 (b), for the words "Public Service Acts," there shall be substituted the words "*Teaching Service Act 1946*."

And the Honorable Francis Field, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,
Clerk of the Executive Council.

TEACHING SERVICE ACT 1946.

*At the Executive Council Chamber, Melbourne, the
twenty-ninth day of October, 1946.*

PRESENT:

His Excellency the Governor of Victoria.
Mr. Slater | Mr. McKenzie.

REGULATION V. (C).

SUBSIDIZED SCHOOLS—AMENDED.

HIS Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by the *Teaching Service Act 1946* and of all other powers thereto enabling, doth hereby amend Regulation V. (C)—Subsidized Schools, in the manner following, that is to say:—

REGULATION V. (C).—SUBSIDIZED SCHOOLS.

AMENDMENT OF REGULATION.

In clause 15 for the words "Public Service Acts" there shall be inserted the words "*Teaching Service Act 1946*."

And the Honorable Francis Field, His Majesty's Minister of Public Instruction for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,
Clerk of the Executive Council.

TEACHING SERVICE ACT 1946.

TEACHING SERVICE (TEACHERS TRIBUNAL) REGULATIONS.

The Teachers Tribunal, in pursuance of the powers vested in it by the *Teaching Service Act 1946*, doth hereby make the following Regulations, that is to say:—

PRELIMINARY.

1. These Regulations may be cited as the "Teaching Service (Teachers Tribunal) Regulations."

2. In these Regulations, unless inconsistent with the context or subject-matter—

"Director" means the Director of Education.

"Member" means member of the Teaching Service.

"Minister" means Minister of Public Instruction.

"Tribunal" means the Teachers Tribunal constituted under the *Teaching Service Act 1946*.

REGULATION 1.

TRAVELLING ALLOWANCES AND SPECIAL ALLOWANCES.

1. Members of the teaching service must avoid unnecessary travelling and must not claim payment of any amount in excess of the rate allowed in this Regulation. No allowances shall be payable unless a member has incurred an expenditure which he would not have incurred in ordinary circumstances.

2. The Director and Certifying Officers shall be responsible for ensuring that travelling, for which payment is claimed, was necessary; that it could not have been more economically arranged; and that the claims are correct.

3. Allowances for personal expenses shall, except where otherwise stated, be in addition to the cost of conveyance.

4. Personal allowances, except such as may be granted by the Teachers' Tribunal, shall not be allowed within an area of 15 miles radius of a member's headquarters. The question as to which is a member's headquarters shall be decided by the Director.

5. No member shall be allowed personal expenses in excess of £100 during any financial year unless the Director certifies that the expenditure is necessary in the interests of the efficient working of the Education Department, and the approval of the Tribunal is obtained.

6. The rates set forth in this Regulation, except as otherwise indicated, are fixed to cover the cost of three meals a day and lodging when a member is necessarily absent from his headquarters overnight. The allowance for a meal or for a bed shall be one-fourth of the daily rate.

An allowance for breakfast, lunch or tea shall not be granted unless a member commences travelling earlier than or is absent later than the time or times respectively prescribed hereunder, viz.:—

			Time of Leaving.		Time of Returning.
Breakfast	7 a.m.	..	8.30 a.m.
Lunch	12 noon	..	2 p.m.
Tea	6 p.m.	..	7 p.m.:

Provided that the Tribunal may, in any special case, authorize payment beyond the hours prescribed, where the circumstances warrant.

7. No allowance, except such as may be granted by the Tribunal on the recommendation of the Director, shall be payable to a member who is absent from his headquarters when he leaves and returns the same day: Provided that any member who is required to leave before 7 a.m. may be granted an allowance of 3s. for breakfast, and that any member who is unable to return until after 7 p.m. may be granted an allowance of 3s. for tea.

8. A member appointed on the recommendation of the Tribunal to act in the place of a member of higher classification may be paid the travelling allowance payable to that member while so acting.

PERSONAL EXPENSES.

9. The following shall be the scale of allowances for personal expenses:—

	Full Rate.	One week, but not more than 3 weeks at the same place. A day.	After 3 weeks at the same place. A day.
(a) Members whose salaries are more than £900 a year ..	20s.	17s. 6d.	13s. 6d.
(b) Members whose salaries are more than £481 a year, and not more than £900 a year ..	17s.	14s. 6d.	11s.
(c) Members whose salaries are not more than £481 a year ..	14s. 6d.	12s.	10s.

Where the duties of a member are of such a nature that he cannot know beforehand that he will be detained one week or more at the same place, the Tribunal may allow payment at the full rate.

10. An allowance of three shillings to procure a meal shall be paid to members who are required to work after official hours: Provided that no payment shall be made unless a member works after five o'clock p.m. for at least two hours in addition to the interval of one hour taken for tea.

ALLOWANCES TO CERTAIN OFFICERS.

11. The following allowances, except where otherwise stated, include both cost of travelling and personal expenses:—

(a) *Commuted Allowances for District Inspectors.*

Metropolitan No. 1 ..	£31 a year.
Metropolitan No. 2 ..	£56 a year.
Metropolitan No. 3 ..	£56 a year.
Metropolitan No. 4 ..	£38 a year.
Metropolitan No. 5 ..	£17 a year.
Metropolitan No. 6 ..	£38 a year.
Metropolitan No. 7 ..	£120 a year.
Metropolitan No. 8 ..	£75 a year.
Bairnsdale ..	£256 a year.
Ballarat ..	£90 a year.
Beechworth ..	£261 a year.
Benalla ..	£212 a year.
Bendigo ..	£140 a year.
Castlemaine ..	£160 a year.
Colac ..	£182 a year.
Geelong ..	£135 a year.
Hamilton ..	£225 a year.
Horsham ..	£225 a year.
Kerang ..	£225 a year.
Maryborough ..	£185 a year.
Mildura ..	£250 a year.
Seymour ..	£215 a year.
Shepparton ..	£180 a year.
South Gippsland ..	£185 a year.
Swan Hill ..	£225 a year.
Traralgon ..	£200 a year.
Warracknabeal ..	£244 a year.
Warragul ..	£185 a year.
Warrnambool ..	£195 a year.

(b) Relieving Teachers—
Personal expenses .. £50 a year.

(c) Teachers travelling between part-time schools: minimum distance, 3 miles; maximum distance, 7 miles—1s. 6d. a mile (one way) a week.
Minimum distance, 8 miles; maximum distance, 11 miles—12s. a week.
Twelve miles and over—14s. a week.

(d) Teachers engaged at Agricultural Exhibitions at the Royal Agricultural Show—
Metropolitan Teachers (4)—7s. 6d. a day.

12. When the actual and necessary expenses incurred by members in travelling exceed the rates allowed by this Regulation, such increases may be granted as the Tribunal, on the recommendation of the Director, shall determine:

Provided that the actual amount of the expenses incurred for sleeping berths when travelling on the railways may be paid if approved by the Director.

13. Members in receipt of commuted allowances when absent from duty, either on leave or through illness, for any period over a fortnight, shall be paid only such portion of their commuted allowances as may be approved by the Tribunal.

14. When any fare paid for the Department includes maintenance, such smaller allowance shall be paid as the Tribunal deems reasonable: Provided, however, that such allowance shall not exceed one-quarter of the rate to which the member would otherwise be entitled.

MODE OF TRAVELLING.

15. Members shall travel by railway whenever practicable.

16. Whenever travelling by railway is not practicable, members entitled to charge for cost of travelling shall be repaid the actual cost of the necessary and most economical means of conveyance upon furnishing receipts for such payments.

TRAVELLING BY MOTOR CAR, MOTOR CYCLE, OR BICYCLE.

17. Members who use their own cars, motor cycles, or bicycles, and who are not in receipt of a commuted allowance in which the cost of locomotion is included, may, with the approval of the Tribunal, be paid a mileage rate as set out hereunder, or such weekly or yearly allowance as may from time to time be fixed by the Tribunal.

	For the first 5,000 miles in a financial year.	Mileage over 5,000 miles in a financial year.
Motor cars—		
Over 9 h.p.	6½d. a mile	6d. a mile
9 h.p. and under	5½d. a mile	5d. a mile
Motor cycles, with side cars	3d. a mile	2½d. a mile
Motor cycles	2½d. a mile	2d. a mile
Bicycles	1d. a mile; irrespective of mileage.	

H.p. means horse-power as registered in accordance with Regulations under the Motor Car Acts:

Provided that, in any case where the Tribunal is satisfied that a mileage rate as above-mentioned paid to a member should be increased, such increased rate may be allowed as the Tribunal shall determine:

Provided also that a member shall not incur an expenditure in excess of £200 during any financial year, either for the use of his own car on official business or for motor car hire or both, unless the Director certifies that the expenditure is necessary in the interests of the efficient working of the Department, and the approval of the Tribunal is obtained.

A member authorized to claim mileage allowances shall not be paid an allowance for the hire of motor cars, except in cases where it is proved to the satisfaction of the Director that the hiring was unavoidable or was justified by the circumstances of the case, and the approval of the Tribunal is obtained.

18. Travelling expenses of members, their wives and children, and reasonable cost of removing furniture, shall be allowed when such members are promoted from one centre to another or are removed, not by way of punishment.

19. Furniture shall, when practicable, be removed by railway.

20. When, in response to an advertisement, a member applies for transfer, and is transferred, he shall be allowed travelling expenses as specified in clause 18 only if the Director considers that the circumstances are such as to warrant the payment of the whole or part of such expenses.

SPECIAL ALLOWANCES.

21. Where a member of the teaching service is assigned the duties of a position higher than that in which he is classified, and the Tribunal has consented to such duties being so assigned for a period longer than one month, such officer shall be paid an allowance to raise his remuneration to the minimum rate of salary of the higher position: Provided that no such allowance shall be paid until the member has served in that position for a period of one month.

22. (a) While a member continues to occupy a higher position, he shall be entitled to such increases in the allowance payable as are equivalent to the annual increments appropriate to such position.

(b) For the purpose of reckoning the date from which an increase in an allowance is payable, time served in the higher position shall be counted only from the date from which payment of the allowance was first made.

23. In the event of an officer while acting in a higher position being permanently promoted, he shall not suffer any reduction of remuneration, and shall be eligible to receive increments in the same manner as he would have received them had his period of acting service, from the date from which he received the higher duties allowance, been in the position to which he has been promoted: Provided that, if the officer is promoted to a position which is lower in classification than that in which he has been acting, his remuneration on promotion shall be equivalent to the amount which he would have received had the period of acting service, from the date from which he received the higher duties allowance, been in the lower position.

24. Where the scale of salary of the position held by the acting officer and the position temporarily occupied by him overlap, the acting officer shall be paid an allowance to raise his remuneration to such amount, as determined by the Tribunal, as he would have received had he been permanently promoted to the higher position.

25. Notwithstanding anything contained in the foregoing provision, where the amount of higher duties allowance payable in accordance with this Regulation would increase an officer's remuneration to a rate in excess of a standard salary of £644 a year, the officer shall be paid such allowance as may be determined by the Tribunal.

26. Where an officer temporarily occupies a higher position, but does not perform the whole of the duties usually performed by the holder of that position, he may be paid such allowance as may be determined by the Tribunal.

27. Allowances granted under this Regulation shall be regarded as salary for the purpose of calculation of payments for overtime work and for reimbursement of travelling expenses.

28. The Tribunal may authorize the payment of other special allowances under the following circumstances:—

- (a) where a member of the teaching service is married and is compelled to live away from his home, an allowance not exceeding £1 per week;
- (b) where a member of the teaching service is unmarried, and his total emolument does not exceed £351 per year, and he is transferred to a position outside the cities of Melbourne, Ballarat, Bendigo, and Geelong, and is in consequence compelled to live away from his home and pay board and lodging in excess of 35s. a week;
 - (i) where board and lodging exceeds 35s. a week, but does not exceed 40s. a week, an amount equal to the excess over 35s. a week;
 - (ii) where board and lodging exceeds 40s. a week, an amount of 5s. a week, plus an amount equal to one-half of the excess over 40s. a week, provided that, in no case, shall the weekly allowance exceed 10s.;
- (c) where, in the opinion of the Director, special circumstances exist for which provision is not made in the foregoing, the Teachers Tribunal shall authorize such allowance as it deems reasonable.

29. In remote schools approved by the Tribunal the following special allowances may be paid to head teachers and assistants:—

Married head teachers and assistants, £12 per annum.

Single head teachers and assistants, £9 per annum.

30. In special schools approved by the Tribunal additional allowances not exceeding £45 per annum may be paid to head teachers and assistants.

REGULATION 2.

ELECTION OF A TEACHER TO A COMMITTEE OF CLASSIFIERS

1. The Tribunal may from time to time appoint some fit and proper person to be the Returning Officer to conduct the election of a teacher either to the Committee of Classifiers for the Primary Schools Division or to the Committee of Classifiers for the Secondary Schools Division, or to the Committee of Classifiers for the Technical Schools Division.

2. The Returning Officer may, by writing under his hand, appoint some person to be his substitute, and may in like manner appoint such other persons as he may deem fit to assist him in the conduct of the election.

3. The cost of each election shall be borne by the Education Department.

4. The Returning Officer's substitute shall have the like powers that a substitute for a returning officer for an electoral district has at an election of a member of the Legislative Assembly.

5. The Returning Officer and the substitute of the Returning Officer and every person appointed to assist in the conduct of any election shall before entering on any of his duties in connexion with such election make and sign before some justice a declaration to the effect following:—

I, _____, do solemnly declare that I will faithfully and impartially, according to the best of my skill and judgment, exercise and perform all the powers, authorities, and duties reposed in or required of me by the Regulations under the *Teaching Service Act 1946* as Returning Officer (or substitute of the Returning Officer or assistant of the Returning Officer) with regard to the election of a member of a Committee of Classifiers to be held on the _____ day of _____ 19____. And I do further solemnly promise and declare that I will not, at the said election, attempt to ascertain how any person has voted; and that, if in the discharge of my duties at or concerning the said election I learn how any person has voted, I will not by word or act, directly or indirectly, divulge the same.

6. Each election of a member of a Committee of Classifiers shall be held within a period of eight weeks after the occurrence of a vacancy.

7. In connexion with each election of a member of a Committee of Classifiers the Returning Officer—

(a) shall give notice in the *Education Gazette* and the *Government Gazette* of his intention to proceed to hold the election, and

(b) shall name in such notice—

(i) the closing date for such election, which shall be at least twenty-one days after the notice,

(ii) a day, being not less than fourteen days prior to the day named for closing the election, on or before which all candidates for election must be nominated as hereinafter provided, and

(iii) the time and place when and where nominations will be received.

8. Within seven days after the publication of the notice in the *Education Gazette* as aforesaid, the Director of Education shall forward to the Returning Officer a list of all teachers on the appropriate classified roll, arranged in alphabetical order of surnames, together with the address of each such teacher, made up to the day of the publication of the notice, and the list so forwarded shall be the roll of teachers qualified to vote at the election, provided that, if the Returning Officer so determines, it shall be sufficient if, forthwith after the close of nominations, the said Director forwards to the Returning Officer a set of envelopes addressed to all such teachers, together with a certificate that an envelope in respect of every such teacher has been so forwarded.

9. Every nomination—

(a) shall be in the form of the First Schedule hereto or to the like effect,

(b) shall be signed by at least ten teachers qualified to vote at the appropriate election and also by the candidate in token of his acceptance of such nomination, and

(c) shall be lodged with the Returning Officer, at the place named in the notice aforesaid, before noon on the day fixed for the close of nominations.

10. (a) Any candidate may by written notice addressed to the Returning Officer withdraw his consent to his nomination.

(b) Such notice shall be lodged with the Returning Officer not later than noon on the day fixed for the close of nominations, and such candidate shall thereupon be considered as not having been nominated.

(c) The Returning Officer shall, where a poll is required, thereupon omit the name of such candidate from the ballot-papers.

11. If before polling day a candidate dies—

- (a) he shall be considered as not having been nominated, and
- (b) the Returning Officer—

- (i) shall, if there is only one remaining candidate, declare by notice in the *Education Gazette* and the *Government Gazette* the remaining candidate elected, and forward a copy of such notice to the Minister of Public Instruction, or
- (ii) shall, if there are two or more remaining candidates, erase from the ballot-papers the name of such deceased candidate and the number placed opposite such name; and every such ballot-paper shall be given effect to as if the numbers opposite the names of the remaining candidates were altered to the appropriate numbers indicated by the voter's order of preference in respect of such remaining candidates.

12. If there is only one candidate duly nominated, the Returning Officer shall by notice in the *Education Gazette* and the *Government Gazette* declare such candidate to have been duly elected a member of the Committee of Classifiers, and shall forward a copy of such notice to the Minister of Public Instruction.

13. (a) If there is more than one candidate duly nominated, a poll shall be taken and the Returning Officer shall forthwith cause ballot-papers to be printed in the form of the Second Schedule hereto or to the like effect, and shall, by himself or his substitute, initial each of such ballot-papers.

(b) The Returning Officer shall, not less than ten days before the closing day for the election, transmit by post to every teacher qualified to vote one of such ballot-papers, and shall enclose therewith an unsealed return-envelope addressed to the Returning Officer.

14. If any teacher who is qualified to vote makes and transmits to the Returning Officer a notice signed in his own handwriting that he has not received a ballot-paper or that the ballot-paper received by him has been lost or spoilt or destroyed, and that he has not already voted, the Returning Officer may issue a duplicate ballot-paper to him.

15. The voter shall mark his ballot-paper by placing the number "1" in the square opposite the name of the candidate whom the voter wishes to be elected, and the numbers "2," "3," "4" (and so on as the case requires), in the squares opposite the names of all the remaining candidates so as to indicate the order of the voter's preference for every such candidate, provided that where there are only two candidates the ballot-paper shall be valid if marked in any way which in the opinion of the Returning Officer indicates the voter's first preference only.

16. When the voter has marked his vote on the ballot-paper, he shall place it in the addressed return-envelope referred to in clause 13 above, and he shall sign his name on the outside of such return-envelope and post it (or deliver it or cause it to be delivered) to the Returning Officer so that it shall be received by the Returning Officer before 4 p.m. on the day fixed as the closing day for the election.

17. (a) If any voter fails to comply with any of the provisions of this regulation, his vote shall be void and shall not be counted, provided that the Returning Officer may in his discretion accept as valid any ballot-paper enclosed in an envelope (other than the aforesaid return-envelope) which has been signed by the voter.

(b) The decision of the Returning Officer as to the validity or invalidity of any ballot-paper shall be final.

18. Each candidate shall be entitled to appoint in writing one scrutineer to be present when the Returning Officer opens the return-envelopes and counts the votes.

19. (a) As soon as practicable after the hour fixed for closing the poll, the Returning Officer shall proceed, in the presence of such scrutineers as are present, to open the return-envelopes which have been received by him and count the votes, and may from time to time adjourn the counting to a day and hour to be fixed by him.

(b) At each election, the method of counting the votes and ascertaining the result shall be in accordance with the provisions of the law for the time being prescribing the method of counting the votes and ascertaining the result at any election of a member of the Legislative Assembly.

20. At the conclusion of each election, the Returning Officer shall, by notice in the *Education Gazette* and the *Government Gazette*, declare the result of the election and shall forward a copy of such notice to the Minister of Public Instruction.

21. The Returning Officer is empowered in respect of any election to take such action (consistent with the provisions or objects of this Regulation) as he deems reasonable and proper to meet any contingency not provided for in the Regulation and, in all such cases, shall be guided as far as possible by the practice followed at State Parliamentary elections.

22. The Returning Officer shall within seven days after the declaration of the result of the election cause all ballot-papers received by him to be destroyed.

FIRST SCHEDULE.

Form of Nomination.

Primary	} Schools Division.
Secondary	
Technical	

We, the undersigned teachers classified in the Primary Schools Division (or, as the case may be, Secondary Schools Division or Technical Schools Division), hereby nominate (state Christian or other name or names and surname), teacher classified in the Special

First or Second Class of the $\left\{ \begin{array}{l} \text{Primary} \\ \text{Secondary} \\ \text{Technical} \end{array} \right\}$ Schools Division, of

school, for the office of Member of the
Committee of Classifiers for the said Division.

(Here are to follow the signatures of not less than ten nominators.)

I, the above-mentioned teacher, hereby consent to such nomination.

Dated the day of 19 .

(Signed.)

SECOND SCHEDULE.

Ballot-paper.

Election of a Classifier for the $\left\{ \begin{array}{c} \text{Primary} \\ \text{Secondary} \\ \text{Technical} \end{array} \right\}$ Schools Division.

(Names of Candidates.)

DIRECTIONS.

1. The voter must place the number "1" in the square opposite the name of the candidate whom the voter wishes to be elected, and the numbers "2," "3," "4" (and so on as the case requires) in the squares opposite the names of all the remaining candidates so as to indicate the order of the voter's preference for every such candidate.

2. After marking the ballot-paper the voter must fold it and then place it in the accompanying envelope, which is addressed to the Returning Officer, sign the envelope and post or deliver it or cause it to be delivered in time to reach the Returning Officer not later than 4 p.m. on the day of 19 .

REGULATION 3.

PREPARATION AND FORM OF CLASSIFIED ROLLS.

1. A classified roll shall be prepared by the appropriate Committee of Classifiers for each of the divisions, Primary, Secondary, and Technical.

2. The classified rolls shall show the following divisions:—

(a) *Primary Schools Division.*

Male Teachers.

Class V.
Class IV.
Class III.
Class II.
Class I.
Special.

Female Teachers.

Class V.
Class IV.
Class III.
Class II.
Class I.

In each class of the Primary Schools Division the teachers shall be classified in three sub-classes in accordance with section 32 (1) and (2) of the *Teaching Service Act 1946*.

(b) *Secondary Schools Division.*

Male Teachers.

Class V.
Class IV.
Class III.
Class II.
Class I.
Special.

Female Teachers.

Class V.
Class IV.
Class III.
Class II.
Class I.
Special.

(c) *Technical Schools Division.*

Male Teachers.

Class V.
Class IV.
Class III.
Class II.
Class I.
Special.

Female Teachers.

Class V.
Class IV.
Class III.
Class II.
Class I.
Special.

3. The following form shall be used in the preparation of the Classified Roll and, when necessary, of a Supplementary Classified Roll for all classes of each division, including the three sub-classes of the Primary Schools Division:—

Record No.	Name.	Qualifications.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
				Name.	No.	To Class.	To Service.		

4. The Classifiers, after the publication of the Classified Roll, may, if they think fit, cause to be prepared and published in the *Education Gazette* and the *Teachers' Aid*, a supplementary roll in the form prescribed in clause 3, showing the changes that have been made by deaths, retirements, resignations, and dismissals, and by the appointments, promotions, and reductions made since the publication of the Classified Roll, and shall, if all the teachers in the first sub-class of any class have been promoted, enter in such sub-class additional names from the second sub-class. Such Supplementary Rolls shall be read with and as part of the classified roll until the next triennial revision thereof. This section shall apply with respect to the Primary Schools Division only.

5. For the purpose of the revision of any Classified Roll the appropriate Committee of Classifiers—

- (a) shall have placed before them the departmental record of the work of each teacher;
- (b) shall record any changes in classification which have been made since the last revision;
- and
- (c) in the case of the Primary Schools Division, shall re-arrange the sub-classes in each class, and may, if they think fit and proper so to do, place any teacher in a higher or lower sub-class (if any) in his class, or record him for reduction to a lower class.

6. The relative position in order of precedence of all teachers in the several sub-classes of each class in the Primary Schools Division shall be determined by their length of service in the sub-class in which their names appear, provided that—

- (a) any teacher reduced from a higher to a lower sub-class shall, when placed in such lower sub-class, be placed therein below all teachers remaining in the sub-class;
- (b) any teacher reduced two sub-classes shall rank senior to teachers reduced at the same time one sub-class only;
- (c) any teacher recorded for reduction to any sub-class of a lower class shall be placed at the bottom of the sub-class of such lower class to which he has been reduced;
- (d) any teacher promoted to a higher sub-class shall, in his relative order of seniority before promotion, rank below teachers remaining in such higher sub-class;
- (e) any teacher promoted one sub-class only shall, in the sub-class to which he is promoted, rank as senior to teachers promoted at the same time two sub-classes to the same sub-class.

7. Persons who have been awarded studentships in a course of training at a teachers' college or at any prescribed institution for the training of teachers, and who are deemed and taken to be provisionally classified in the Fifth Class in the Primary Schools Division during the currency of their studentships shall, at the end of the period of such course of training, be placed in such sub-class of the Fifth Class, and in such relative position in order of precedence in the several sub-classes of the Fifth Class as the classifiers may determine, having regard to—

- (a) the period of the course of training taken at a teachers' college or prescribed institution for the training of teachers;
- (b) the order of merit as determined by a system of grouped percentile ranking on the basis of examination results, conduct, diligence, efficiency, and interest in work during the aforesaid course of training, such system to be prescribed by the Director;

and

- (c) length of service:

Provided that those persons who successfully completed their course of training shall be placed in a higher position than those who did not successfully complete the course.

8. In the case of teachers who have been student teachers, any period in excess of one year during which such teachers have served as First Grade student teachers shall count as service.

9. The Committee of Classifiers for the Secondary Schools Division shall determine the relative position in order of precedence of all teachers in each class in the Secondary Schools Division, having regard to—

- (a) the length of service in the class. (Service as a teacher in the Professional Division in an equivalent position or as a teacher on the Classified Roll for the Primary Schools Division or for the Technical Schools Division in an equivalent position shall be deemed service in the class in which the teacher is placed on the Classified Roll for the Secondary Schools Division, and the period spent by a student in a teachers' college shall count as service in the Fifth Class);

and

- (b) the length of service as a teacher in the Education Department. (In the case of teachers who have been student teachers, any period in excess of one year during which such teachers have served as First Grade student teachers shall count as service.)

10. (a) Teachers receiving appointments in secondary schools under the provisions of section 50 of the *Teaching Service Act 1946* and being placed in any class above the Fifth Class shall be placed after all teachers already in the class in such relative position in order of precedence as the Classifiers may determine.

(b) The appointments of such teachers shall be on probation for one year.

11. (a) Teachers receiving appointments in secondary schools under the provisions of section 50 of the *Teaching Service Act 1946* and being placed in the Fifth Class shall be placed in such relative position in order of precedence as the Classifiers may determine, having regard to—

- (i) the qualifications possessed by such teachers,
(ii) the length of time properly and necessarily spent in securing the qualifications,

and

- (iii) the length of approved experience.

(b) For the purpose of sub-clause (a) of this clause, the Classifiers shall give to each of the items mentioned therein such relative weight and value as they think fit.

(c) The appointments of such teachers shall be on probation for one year.

12. The Committee of Classifiers for the Technical Schools Division shall determine the relative position in order of precedence of all teachers in each class in the Technical Schools Division, having regard to—

- (a) the length of service in the class. (Service as a teacher in the Professional Division in an equivalent position, or as a teacher on the Classified Roll for the Primary Schools Division or for the Secondary Schools Division in an equivalent position, shall be deemed service in the class in which the teacher on the Classified Roll for the Technical Schools Division is placed, and the period spent in a teachers' college shall count as service in the Fifth Class);

and

- (b) the length of service as a teacher in the Education Department. (In the case of teachers who have been student teachers, any period in excess of one year during which such teachers have served as First Grade student teachers shall count as service.)

13. (a) Teachers receiving appointments in technical schools under the provisions of section 50 of the *Teaching Service Act 1946* and being placed in any class above the Fifth Class shall be placed after all teachers already in the class in such relative position in order of precedence as the Classifiers may determine.

(b) The appointments of such teachers shall be on probation for one year.

14. (a) Teachers receiving appointments in technical schools under the provisions of section 50 of the *Teaching Service Act 1946* and being placed in the Fifth Class shall be placed in such relative position in order of precedence as the Classifiers may determine, having regard to—

- (i) the qualifications possessed by such teachers,
(ii) the length of time properly and necessarily spent in securing the qualifications,
(iii) the length of approved experience.

(b) For the purpose of sub-clause (a) of this clause, the Classifiers shall give to each of the items mentioned therein such relative weight and value as they think fit.

(c) The appointments of such teachers shall be on probation for one year.

15. For the purpose of determining the relative position in order of precedence on the Classified Roll for the Technical Schools Division, the Classifiers shall regard teachers who have satisfactorily completed full courses of training as student instructors in technical schools as having completed courses equivalent in duration to that required for the Trained Manual Arts Teacher's Certificate.

16. When the Classifiers are directed to place on the Classified Roll for the Primary Schools Division or the Secondary Schools Division or the Technical Schools Division the name of any person in the Professional Division, the name of such person—

(a) may be placed in such sub-class of the class assigned to him and in such relative position in order of precedence as the Classifiers may, on the grounds specified in section 32 of the *Teaching Service Act 1946*, deem to be just and right,

and

(b) may, if entered in the first sub-class of the class assigned to him, be placed in the promotion list and in such order of relative seniority in such list as the Classifiers may determine.

17. Teachers may apply for transfer (with or without promotion) and be transferred (with or without promotion) from one classified roll to another, but a teacher classified on one classified roll shall not be transferred to another unless the transfer is recommended by a majority of the members of the two Committees of Classifiers concerned at a joint meeting of the committees.

18. Whenever a teacher is re-transferred to a classified roll from which he has been transferred, the Committee of Classifiers for the Division to which such teacher is so re-transferred shall have power, if it thinks fit, to assign to such teacher the classification to which he would have been entitled if he had at all times remained on the classified roll to which he is re-transferred as aforesaid.

Employment Register for Candidates for Appointment as Teachers.

19. (a) An Employment Register arranged in three Divisions, designated respectively Division A, Division B, and Division C, and containing the names of all fit and qualified candidates for employment as teachers shall be prepared by the Classifiers in the form set out hereunder:—

Record No.	Name.	Sex.	Qualifications.	Date of Placing Name on Register.	Order of Precedence in Division.	Remarks.

Division A.

1. First Grade student teachers who have qualified for—

(a) Trained Secondary Teacher's Certificate,

or

(b) Trained Primary Teacher's Certificate,

or

(c) Trained Infant Teacher's Certificate,

or

(d) Trained Special Teacher's Certificate.

2. Candidates who possess an approved equivalent qualification.

Division B.

1. First Grade student teachers who have qualified for—

(a) Primary Teacher's Certificate, First Class, or Infant Teacher's Certificate, First Class,

or

(b) Primary Teacher's Certificate, Second Class, and the Infant Teacher's Certificate, Second Class.

2. Candidates who possess an approved equivalent qualification.

Division C.

1. First Grade student teachers who have qualified for the Primary Teacher's Certificate, Second Class.
2. Candidates who possess an approved equivalent qualification.

(b) The order of precedence for appointment of candidates in each division shall be determined by the Committee of Classifiers.

(c) The Classifiers may, if they consider there are satisfactory reasons for doing so, and with the concurrence of the Director, remove the name of any candidate recorded in the employment register.

Qualified Candidates for Employment as Student Teachers.

20. An employment register of all fit and qualified candidates for employment as student teachers shall be prepared in the form set out hereunder:—

Name of Candidate.	Order of Precedence for Appointment.	Schools Applied for in Order of Preference.	Remarks.	School to which Appointed.	Date.

Qualified Candidates for Employment as Sewing Mistresses.

21. An employment register of all fit and qualified candidates for employment as sewing mistresses shall be prepared in the form set out hereunder:—

(When no person is recorded for transfer, and there is more than one candidate, precedence for appointment shall be determined by competitive examination.)

Name of Candidate.	School for which Application is Made.	Remarks.	School to which Appointed.	Date.

REGULATION 4.

TRANSFER AND PROMOTION OF TEACHERS.

1. In the Primary Schools Division unless the Committee of Classifiers certifies in the case of any applicant that there are satisfactory reasons for the transfer, an applicant shall not be transferred to a vacancy without having served—

- (a) in the case of an applicant for a vacant position higher than the fifth class—at least three years,

and

- (b) in the case of an applicant for a vacant position in the fifth class—at least two years in the position then held by the applicant.

2. In the Secondary Schools Division and in the Technical Schools Division unless the Committee of Classifiers certifies that there are satisfactory reasons for the transfer, an applicant shall not be transferred to a vacancy without having served—

- (a) in the case of an applicant for a vacant position higher than the fourth class—at least five years,

- (b) in the case of an applicant for a vacant position in the fourth class—at least three years,

and

- (c) in the case of an applicant for a vacant position in the fifth class—at least two years in the position then held by the applicant.

3. (a) Any head teacher who is in charge of a school with an attendance lower than that fixed for his class in the regulations under the provisions of the *Teaching Service Act 1946* may be transferred to a position corresponding with his class as prescribed in such regulations, and if he refuses such transfer he shall therefrom be paid the maximum salary of the class next below his class.

(b) Any assistant teacher employed in a school where the attendance is below that of schools in which assistant teachers of his class may be employed under the Regulations made under the provisions of the *Teaching Service Act 1946* may be transferred to a position corresponding with his class under such Regulations, and if he refuses such transfer he shall thereupon be paid the maximum salary of the class next below his class.

(c) This section shall apply with respect to teachers, head teachers, and assistant teachers, in primary, or secondary, or technical schools.

4. A head teacher who obtains transfer to a vacant position as head teacher in another school shall not, except with the special permission of the Committee of Classifiers, be eligible for promotion within a period of one year after such transfer.

5. Applicants for the position of head teacher in a higher elementary school shall have obtained either (a) First Class Honours, or (b) Second Class Honours and passes in at least three subjects of an approved course for a University degree or diploma. In addition they shall be required to furnish satisfactory evidence of their ability to carry out the duties of the position.

6. As a condition of his promotion from any class to the next higher class any teacher may be required to take charge of any school or to accept transfer to any assistantship for which a teacher of such higher class is needed, and any such teacher refusing to take charge of such school or to accept such transfer shall be deemed to have waived for the time being his right to promotion.

REGULATION 5.

QUALIFICATIONS OF MALE TEACHERS IN THE PRIMARY SCHOOLS DIVISION.

1. The qualifications required for the promotion or appointment (as the case may be) of male teachers in the several classes of the Primary Schools Division shall be as follows:—

(a) For promotion to Class I.—

(i) Classification in First Class Honours,

or

(ii) to be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for First Class Honours.

(b) For promotion to Class II.—

(i) Classification in Second Class Honours,

or

(ii) to be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for Second Class Honours.

(c) For promotion to Class III.—

(i) The Trained Teacher's Certificate,

or

(ii) the Trained Secondary Teacher's Certificate,

or

(iii) the Trained Primary Teacher's Certificate,

or

(iv) the Primary Teacher's Certificate, First Class, if employed before the 12th of December, 1905,

or

(v) the Primary Teacher's Certificate, First Class, and the subjects of the examination for the Trained Teacher's Certificate, passed either at an examination for the Trained Teacher's Certificate or at some examination of the University of Melbourne regarded as equivalent by the Director.

(d) For promotion to Class IV.—

(i) The Primary Teacher's Certificate, First Class.

(e) For appointment to Class V.—

(i) The Primary Teacher's Certificate, Second Class, or an approved equivalent qualification.

2. The literary qualification for any class is held to include that of each lower class.

3. If the Committee of Classifiers for the Primary Schools Division reports that certificates granted by any other approved examining body, whether in Victoria or elsewhere, are of at least equal value to any of the certificates mentioned in clause 1 above, the Tribunal, after consultation with the Director, may order that any teacher possessing such certificates be recorded as possessing such qualifications as it deems a fair equivalent.

4. In this Regulation, unless inconsistent with the context or subject-matter, "approved" means approved by the Tribunal, after consultation with the Director.

5. For the purposes of clause 1 (e) (v) above, the following is regarded as equivalent to the subjects of examination for the Trained Teacher's Certificate:—

(a) A pass in the requisite examinations for matriculation at the University of Melbourne,

or

(b) a pass in five subjects (including English) of the School Leaving Certificate of the University of Melbourne,

or

(c) a pass in three subjects of the Arts or Science or Commerce course of the University of Melbourne,

or

(d) a pass in the subjects of the first year of an approved technical school day diploma course.

REGULATION 6.

QUALIFICATIONS OF FEMALE TEACHERS IN THE PRIMARY SCHOOLS DIVISION.

1. The qualifications required for the promotion or appointment (as the case may be) of female teachers in the several classes of the Primary Schools Division shall be as follows:—

(a) For promotion to Class I.—

(i) Classification in First Class Honours,

or

(ii) to be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for First Class Honours,

or

(iii) the Trained Primary Teacher's Certificate, and either the Trained Infant Teacher's Certificate or the Trained Special Teacher's Certificate, and in addition to have passed the prescribed examination in Education for First Class Honours,

or

(iv) the Infant Teacher's Certificate, First Class, and a pass in the prescribed examinations in English A and in Education for Second Class Honours, together with one of the following certificates:—
The Trained Teacher's Certificate, or the Trained Primary Teacher's Certificate, or the Primary Teacher's Certificate, First Class.

(v) notwithstanding anything contained in the preceding paragraphs of this sub-clause, teachers who, on the first day of January, 1946, were in Class II. or Class III., and who under the regulations in force prior to the first day of June, 1945, were qualified for appointment or promotion to Class IIA., shall be considered as qualified for promotion to Class I.

(b) For promotion to Class II.—

(i) Classification in Second Class Honours,

or

(ii) to be certificated and to hold a degree of the University of Melbourne, and to have passed the prescribed examination in Education for Second Class Honours,

or

(iii) the Trained Infant Teacher's Certificate,

or

(iv) the Trained Special Teacher's Certificate,

or

(v) the Infant Teacher's Certificate, First Class, together with one of the following certificates:—

The Trained Teacher's Certificate, or the Trained Primary Teacher's Certificate, or the Primary Teacher's Certificate, First Class.

(c) For promotion to Class III.—

(i) The Trained Teacher's Certificate,

or

(ii) the Trained Primary Teacher's Certificate,

or

(iii) the Primary Teacher's Certificate, First Class, if employed before the 12th of December, 1905,

or

(iv) the Primary Teacher's Certificate, Second Class, and the Infant Teacher's Certificate, First Class,

or

(v) the Primary Teacher's Certificate, First Class, and the Infant Teacher's Certificate, Second Class,

or

(vi) the Primary Teacher's Certificate, First Class, and the subjects of the examination for the Trained Teacher's Certificate, passed either at an examination for the Trained Teacher's Certificate, or at some examination of the University of Melbourne regarded as equivalent by the Director.

(d) For promotion to Class IV.—

(i) The Primary Teacher's Certificate, First Class,

or

(ii) the Primary Teacher's Certificate, Second Class, and either the Infant Teacher's Certificate, Second Class, or a course in domestic arts satisfactory to the Director:

Provided that the Primary Teacher's Certificate, Second Class, together with the Special Teacher's Certificate, shall be sufficient qualification for promotion to Class IV. in opportunity grades and in special schools for mentally-handicapped pupils.

(e) For promotion to Class V.—

(i) The Primary Teacher's Certificate, Second Class, or an approved equivalent qualification.

2. The literary qualification for any class shall be held to include that of each lower class.

3. If the Committee of Classifiers for the Primary Schools Division reports that certificates granted by any other approved examining body, whether in Victoria or elsewhere, are of at least equal value to any of the certificates mentioned in clause 1 above, the Tribunal, after consultation with the Director, may order that any teacher possessing such certificates be recorded as possessing such qualifications as it deems a fair equivalent.

4. In this regulation, unless inconsistent with the context or subject-matter, "approved" means approved by the Tribunal, after consultation with the Director.

5. For the purposes of paragraph (vi) of clause 1 (c) above, the following shall be regarded as equivalent to the subjects of examination for the Trained Teacher's Certificate:—

(a) A pass in the requisite examinations for matriculation at the University of Melbourne,

or

(b) a pass in five subjects (including English) of the School Leaving Certificate of the University of Melbourne,

or

(c) a pass in three subjects of the Arts or Science or Commerce course of the University of Melbourne,

or

(d) a pass in the subjects of the first year of an approved technical school day diploma course.

REGULATION 7.

QUALIFICATIONS OF TEACHERS IN THE SECONDARY SCHOOLS DIVISION.

1. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes in the Secondary Schools Division shall, except in the cases of teachers of Domestic Arts subjects and Manual Art subjects, be as follows:—

(a) For promotion to Class I.—

(i) A University degree in Arts or Science or Commerce, together with either the Diploma of Education or an approved equivalent or higher qualification in Education;

and

(ii) four years' approved experience as a head master in Class II.

(b) For promotion to Class II.—

(i) A University degree in Arts or Science or Commerce, together with either the Diploma of Education or an approved equivalent or higher qualification in Education;

and

(ii) four years' approved experience in Class III.

(c) For promotion to Class III.—

(i) A University degree in Arts or Science or Commerce or Music, together with either the Diploma of Education or an approved equivalent or higher qualification in Education;

and

(ii) eight years' approved experience as a teacher, four years of which shall have been in Class IV.

(d) For promotion to Class IV.—

(i) A Trained Teacher's Certificate, together with two years of an approved University course;

or

an approved equivalent or higher qualification,

and

(ii) four years' approved experience as a teacher, two years of which shall have been in Class V.

(e) For appointment to Class V.—

(i) A Trained Teacher's Certificate, together with either four subjects of an approved University course or the first year of the course for the Diploma in Physical Education or of Commerce of the University of Melbourne;

or

(ii) an approved equivalent or higher qualification.

2. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes of the Secondary Schools Division, in the case of teachers of Manual Arts subjects, shall be as follows:—

(a) For promotion to Class I.—

(i) Trained Teacher's Certificate, Manual Arts, and an approved course in Second Honours;

or

(ii) Drawing Teacher's Secondary Certificate and Trained Primary Teacher's Certificate, and an approved course in Second Honours;

or

(iii) the Art Teacher's Certificate;

or

(iv) an approved equivalent or higher qualification,
and

(v) a minimum period of four years' service in Class II.

(b) For promotion to Class II.—

(i) Trained Teacher's Certificate, Manual Arts, and an approved course in Second Honours;

or

(ii) Drawing Teacher's Secondary Certificate and Trained Primary Teacher's Certificate, and an approved course in Second Honours;

or

(iii) the Art Teacher's Certificate;

or

(iv) an approved equivalent or higher qualification,
and

(v) a minimum period of four years' service in Class III.

(c) For promotion to Class III.—

(i) Trained Teacher's Certificate, Manual Arts, and an approved course in Second Honours;

or

(ii) Drawing Teacher's Secondary Certificate and Trained Primary Teacher's Certificate, and an approved course in Second Honours;

or

(iii) the Art Teacher's Certificate;

or

(iv) an approved equivalent or higher qualification,
and

(v) a minimum period of four years' service in Class IV.

(d) For promotion to Class IV.—

(i) Trained Teacher's Certificate, Manual Arts;

or

(ii) an approved course in Manual Arts,
and

(iii) a minimum period of four years' service in Class V.

(e) For appointment to Class V.—

(i) Trained Teacher's Certificate, Manual Arts;

or

(ii) an approved qualification in Manual Arts and one year's training as a teacher.

3. The qualifications required for the promotion or appointment (as the case may be) of teachers in several classes of the Secondary Schools Division, in the case of teachers of Domestic Arts subjects, shall be as follows:—

(a) For promotion to Class I.—

(i) Trained Teacher's Certificate, Domestic Arts, and an approved course in Second Honours;

or

- (ii) Diploma or Institutional Management and one year's training as a teacher;
or
- (iii) an approved equivalent or higher qualification,
and
- (iv) a minimum period of four years' service in Class II.
- (b) For promotion to Class II.—
 - (i) Trained Teacher's Certificate, Domestic Arts, and an approved course in Second Honours;
or
 - (ii) Diploma or Institutional Management and one year's training as a teacher;
or
 - (iii) an approved equivalent or higher qualification,
and
 - (iv) a minimum period of four years' service in Class III.
- (c) For promotion to Class III.—
 - (i) Trained Teacher's Certificate, Domestic Arts, and an approved course in Second Honours;
or
 - (ii) Diploma or Institutional Management and one year's training as a teacher;
or
 - (iii) an approved equivalent or higher qualification,
and
 - (iv) a minimum period of four years' service in Class IV.
- (d) For promotion to Class IV.—
 - (i) Trained Teacher's Certificate, Domestic Arts;
or
 - (ii) Diploma of Institutional Management and one year's training as a teacher.
- (e) For appointment to Class V.—
 - (i) Trained Teacher's Certificate, Domestic Arts;
or
 - (ii) Diploma of Institutional Management and one year's training as a teacher.

4. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes of the Secondary Schools Division, in the case of teachers of Physical Education subjects, shall be as follows:—

- (a) For promotion to Class I.—
 - (i) Trained Primary Teacher's Certificate and Diploma of Physical Education, and an approved course in Second Honours;
or
 - (ii) an approved equivalent or higher qualification,
and
 - (iii) a minimum period of four years' service in Class II.
- (b) For promotion to Class II.—
 - (i) Trained Primary Teacher's Certificate and Diploma of Physical Education, and an approved course in Second Honours;
or
 - (ii) an approved equivalent or higher qualification,
and
 - (iii) a minimum period of four years' service in Class III.
- (c) For promotion to Class III.—
 - (i) Trained Primary Teacher's Certificate and Diploma of Physical Education, and an approved course in Second Honours;
or
 - (ii) an approved equivalent or higher qualification,
and
 - (iii) a minimum period of four years' service in Class IV.

(d) For promotion to Class IV.—

Trained Primary Teacher's Certificate (or equivalent)
and the Diploma of Physical Education.

(e) For appointment to Class V.—

Trained Primary Teacher's Certificate (or equivalent)
and First Year of the Diploma of Physical Education.

5. The qualifications required for the promotion or appointment (as the case may be) of teachers in the several classes of the Secondary Schools Division, in the case of teachers of Music subjects, shall be as follows:—

(a) For promotion to Class I.—

(i) The Degree of Bachelor of Music (or equivalent) and the Diploma of Education or an approved equivalent or higher qualification in Education;

and

(ii) a minimum period of four years' service in Class II.

(b) For promotion to Class II.—

(i) The Degree of Bachelor of Music (or equivalent) and the Diploma of Education or an approved equivalent or higher qualification in Education;

and

(ii) a minimum period of four years' service in Class III.

(c) For promotion to Class III.—

(i) The Degree of Bachelor of Music (or equivalent) and the Diploma of Education or an approved equivalent or higher qualification in Education;

and

(ii) a minimum period of four years' service in Class IV.

(d) For promotion to Class IV.—

Trained Primary Teacher's Certificate and the Second Year of the course for the Degree of Bachelor of Music.

(e) For appointment to Class V.—

Trained Primary Teacher's Certificate and the First Year of the course for the Degree of Bachelor of Music.

6. (a) If there are no qualified applicants for any advertised or consequential vacancy in any class, the Committee of Classifiers may appoint to such vacancy any teacher who may be considered to have sufficient literary or specialist qualifications or who may not have served the required length of time in the class.

(b) The literary qualification for any class shall be held to include that of each lower class.

(c) If the Committee of Classifiers for the Secondary Schools Division reports that certificates gained by any other approved examining body, whether in Victoria or elsewhere, are of at least equal value to any of the certificates mentioned in clauses 1, 2, 3, 4, and 5 above, the Tribunal, after consultation with the Director, may order that any teacher possessing such certificates be recorded as possessing such qualifications under this Regulation as it deems a fair equivalent.

(d) Notwithstanding anything contained in the clauses 1, 2, 3, 4, and 5 above, the Committee of Classifiers for the Secondary Schools Division may appoint to classes III., II., and I., respectively, any teacher appointed to the Secondary Division before 1st January, 1933, and who does not possess the prescribed qualifications: Provided that such teacher has an outstanding record of service, and that the Committee of Classifiers certifies to the Tribunal that he is capable of carrying out the duties of the higher position.

(e) In this Regulation, unless inconsistent with the context or subject-matter "approved" means approved by the Tribunal, after consultation with the Director.

REGULATION 8.

QUALIFICATIONS OF CLASSIFIED TEACHERS IN THE TECHNICAL SCHOOLS DIVISION.

The qualifications prescribed for the promotion or appointment of teachers in the several classes in the Technical Schools Division shall be as follows:—

1. FOR APPOINTMENT TO CLASS V.

Teachers of—

- (a) *English or History or Geography or Social Studies.*
 - (i) A Trained Teacher's Certificate, together with four subjects of an approved University course;
 - or
 - (ii) an approved equivalent or higher qualification;
- (b) *Commercial Subjects.*
 - (i) A Trained Teacher's Certificate, together with an approved diploma and approved industrial experience;
 - or
 - (ii) an approved equivalent or higher qualification.
- (c) *Mathematics and Science.*
 - (i) The Trained Technical Instructor's Certificate in Mathematics and Science or in Mathematics, or in Science;
 - or
 - (ii) four subjects of an approved University course and approved training as a teacher;
 - or
 - (iii) an approved technical school diploma or equivalent qualifications together with approved industrial experience and at least one year's approved teaching experience.
- (d) *Technical Drawing.*
 - (i) The Trained Technical Instructor's Certificate in Technical Drawing;
 - or
 - (ii) an approved technical school diploma or equivalent qualifications, together with approved drawing office experience and at least one year's approved teaching experience.
- (e) *Art and Applied Art.*

Drawing Teacher's Secondary Certificate or equivalent qualifications requiring skill and experience in the practice of art applied to some branch of industry.
- (f) *Trade Subjects (including trade instructors).*
 - (i) The Trained Trade Instructor's Certificate for the appropriate trade;
 - or
 - (ii) an approved trade course of training, together with at least five years' approved trade experience and at least one year's approved teaching experience.

Preference will be given to applicants qualified under (i) above.
- (g) *Institutional Management or Cookery or Housewifery.*
 - (i) The Trained Technical Instructor's Certificate in Cookery and Institutional Management;
 - or
 - (ii) the Diploma of Cookery and Institutional Management or equivalent qualifications, together with approved industrial experience and at least one year's approved teaching experience.

2. FOR PROMOTION OR APPOINTMENT TO CLASS IV.

Teachers of—

- (a) *English or History or Geography or Social Studies.*
 - (i) A Trained Teacher's Certificate, together with two years of an approved University degree and approved experience as a teacher;
 - or

- (ii) equivalent qualifications requiring skill and experience in the practice of Art applied to some branch of industry, together with approved teaching experience.

(g) *Trade Subjects.*

The qualifications prescribed for Trade Instructor in clause 1 (f) above, together with—

- (i) proved organizing and teaching ability and approved experience as a trade instructor;

or

- (ii) (For special positions).—Wide experience as a foreman or forewoman (or similar position) in modern trade workshops or work-rooms.

(h) *Institutional Management or Cookery or Housewifery.*

- (i) The Trained Technical Instructor's Certificate in Cookery and Institutional Management, and approved teaching experience;

or

- (ii) the Diploma of Cookery and Institutional Management (or equivalent qualifications), together with approved industrial experience and approved training and experience as a teacher.

3. FOR PROMOTION OR APPOINTMENT TO CLASS III.

Teachers of—

(a) *English or History or Geography or Social Studies.*

An approved University degree, together with either the Diploma of Education or an equivalent or higher qualification in Education, and approved experience as a teacher and organizing ability.

(b) *Commercial Subjects.*

- (i) An approved commercial diploma, together with approved industrial experience, and approved training and experience as a teacher and organizing ability;

or

- (ii) An equivalent or higher qualification.

(c) *Mathematics.*

- (i) The Trained Technical Teacher's Certificate, or the Trained Technical Instructor's Certificate in Mathematics, including in each case passes in Mathematics, Grades I, II, and III. (or equivalent qualifications), and for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications), and approved teaching experience and organizing ability;

or

- (ii) an approved University degree, including Mathematics, Parts I. and II., and Physics, Parts I. and II. (or equivalent qualifications), and approved training and experience as a teacher and organizing ability;

or

- (iii) an approved technical school diploma, including passes in Mathematics, Grades I, II., and III. (or equivalent qualifications), and for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications), together with approved industrial experience, and approved training and experience as a teacher and organizing ability.

(d) *Science.*

- (i) The Trained Technical Teacher's Certificate, or the Trained Technical Instructor's Certificate in Science, and for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications), and approved teaching experience and organizing ability;

or

- (ii) an approved University degree, including Physics, Parts I. and II., or Chemistry, Parts I. and II. (or equivalent qualifications), and approved training and experience as a teacher and organizing ability;

or

- (ii) an equivalent or higher qualification.
- (b) *Commercial Subjects.*
 - (i) A Trained Teacher's Certificate, together with an approved commercial diploma and approved industrial and teaching experience;
 - or
 - (ii) an equivalent or higher qualification.
- (c) *Mathematics.*
 - (i) The Trained Technical Teacher's Certificate or the Trained Technical Instructor's Certificate in Mathematics, including in each case passes in Mathematics, Grades I., II., and III. (or equivalent qualifications) and, for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications) and approved teaching experience;
 - or
 - (ii) two years of a University degree, including Mathematics, Parts I. and II., and Physics, Parts I. and II. (or equivalent qualifications) and approved training and experience as a teacher;
 - or
 - (iii) an approved technical school diploma, including passes in Mathematics, Grades I., II., and III. (or equivalent qualifications) and, for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications), together with approved industrial experience and approved training and experience as a teacher.
- (d) *Science.*
 - (i) The Trained Technical Teacher's Certificate or the Trained Technical Instructor's Certificate in Science, and, for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications) and approved teaching experience;
 - or
 - (ii) two years of a University degree, including Physics, Parts I. and II., or Chemistry, Parts I. and II. (or equivalent qualifications), and approved training and experience as a teacher;
 - or
 - (iii) an approved technical school diploma, including, for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications), together with approved industrial experience and approved training and experience as a teacher.
- (e) *Technical Drawing.*
 - (i) The Trained Technical Teacher's Certificate, or the Trained Technical Instructor's Certificate, or an approved technical school diploma,
 - and
 - (ii) passes in the following subjects:—
 - (a) Engineering Drawing, Grades I., II., and III., and Applied Mechanics, Grades II. and III.;
 - or
 - (b) Building Construction, Grades I., II., and III., and Applied Mechanics, Grade II.,
 - and
 - (c) approved training and experience as a teacher, and approved drawing office experience.
- (f) *Art and Applied Art.*
 - (i) (Males).—The Drawing Teacher's Secondary Certificate, together with the Art Teacher's Certificate, First Year, and special knowledge of some branch of industrial art and approved teaching experience;
 - or
 - (Females).—The Drawing Teacher's Secondary Certificate, together with a pass in Decorative Needlework, Grade II., and approved teaching experience;
 - or

- (iii) an approved technical school diploma including, for teachers appointed to the service after 1939, Physics, Grade II. (or equivalent qualifications), together with approved industrial experience, and approved training and experience as a teacher and organizing ability.
- (e) *Technical Drawing.*
- (i) The Trained Technical Teacher's Certificate, or the Trained Technical Instructor's Certificate, or an approved technical school diploma,
and
 - (ii) Passes in the following subjects:—
 - (a) Engineering Drawing, Grades I., II., and III., and Applied Mechanics, Grades II. and III.;
or
 - (b) Building Construction, Grades I., II., and III., and Applied Mechanics, Grade II.,
and
 - (iii) approved training and experience as a teacher, and approved drawing office experience and organizing ability.
- (f) *Art and Applied Art.*
- (i) (Males).—The Drawing Teacher's Secondary Certificate and the Art Teacher's Certificate, First and Second Years, and special knowledge of some branch of industrial art, and approved teaching experience and organizing ability;
or
 - (Females).—The Drawing Teacher's Secondary Certificate and the Art Teacher's Certificate, First Year, together with a pass in Decorative Needlework, Grade II., and special knowledge of some branch of industrial art, and approved teaching experience and organizing ability.
- (g) *Trade Subjects.*
- The qualifications prescribed for teachers of trade subjects for Class IV., together with—
- (i) approved teaching experience and organizing ability, and a sound knowledge of modern trade methods;
or
 - (ii) (For special positions).—Wide experience as a foreman or forewoman (or similar position) in modern trade workshops or workrooms, and proved organizing and teaching ability, and a sound knowledge of modern trade methods.
- (h) *Applied Science (Engineering).*
- (i) A University degree in the appropriate branch of Engineering, and proved organizing ability;
or
 - (ii) an approved technical school diploma in the appropriate branch of Engineering, together with at least two years' industrial experience, and proved organizing and teaching ability.
Approved teaching experience will be regarded as an added qualification.
- (i) *Applied Science (Special Positions).*
- (i) An approved University degree or technical school diploma,
and
 - (ii) approved industrial experience in the appropriate branch of applied science,
and
 - (iii) Proved organizing ability.
Approved teaching experience will be regarded as an added qualification.
- (j) *Institutional Management or Cookery or Housewifery.*
- The qualifications required for Class IV., together with approved teaching experience and organizing ability, and a sound knowledge of modern trade requirements.

4. FOR PROMOTION OR APPOINTMENT TO CLASS II.

- (a) *General teaching positions other than Vice-Principal, Art and Applied Art, or Special Positions.*

The qualifications prescribed for Class III., together with approved teaching and organizing experience.

- (b) *Vice-Principal or Head Mistress.*

The qualifications for Class III., together with proved organizing and directive ability, a sound knowledge of the principles and problems of vocational education and of industrial requirements and, at least, four years' approved experience in charge of a technical school department.

Art and Applied Art.

- (i) (Males).—The Art Teacher's Certificate and special knowledge of some branch of industrial art, together with approved teaching and organizing experience;

or

(Females).—The Drawing Teacher's Secondary Certificate and the Art Teacher's Certificate, First and Second Years, together with a pass in Decorative Needlework, Grade II., and special knowledge of some branch of industrial art, together with approved teaching and organizing experience;

or

- (ii) equivalent qualifications requiring skill and experience in the practice of Art applied to some branch of industry, together with approved teaching and organizing experience.

- (c) *Engineering or other Applied Science.*

- (i) A University degree in the appropriate branch of engineering or applied science, together with approved industrial experience and proved organizing ability;

or

- (ii) an approved technical school diploma in the appropriate branch of engineering or applied science, together with approved industrial experience, and proved organizing and teaching ability.

In the case of holders of technical school diplomas, more extensive industrial experience will be required.

Approved organizing and teaching experience will be regarded as an added qualification.

- (d) *Special Positions in Trade Subjects.*

Wide experience as a trade superintendent or factory manager (or similar position) in modern trade workshops or work-rooms, and proved organizing, directive, and teaching ability and a sound knowledge of modern trade methods.

Approved teaching experience will be an added qualification.

5. FOR PROMOTION OR APPOINTMENT TO CLASS I.

- (a) *Principal or Vice-Principal, other than Special Positions.*

The qualifications prescribed for Vice-Principal, Class II., together with proved organizing, directive, and teaching experience in Class II.

- (b) *Special Positions as Principals.*

The qualifications prescribed for special positions in Class II. appropriate to the special objectives of the school.

- (c) *Special Positions in Engineering or Applied Science.*

The qualifications prescribed for special positions in Class II., together with approved extensive industrial experience appropriate to the particular branch of Engineering or Applied Science.

6. FOR PROMOTION OR APPOINTMENT AS PRINCIPAL IN THE
SPECIAL CLASS.

The qualifications prescribed for Principals in Class I., together with approved organizing and directive experience in Class I.

7. Particular qualifications for any position may be specified (within the limits of the above schedule) to suit the requirements or objectives of any school.

8. (a) If there are no qualified applicants for any advertised or consequential vacancy in any class, the Committee of Classifiers may appoint to such vacancy any teacher who may be considered to have sufficient literary or specialist qualifications.

(b) The literary qualification for any class shall be held to include that of each lower class.

(c) If the Committee of Classifiers for the Technical Schools Division reports that certificates gained by any other approved examining body, whether in Victoria or elsewhere, are of at least equal value to any of the certificates mentioned in clauses 1, 2, 3, and 4 above, the Tribunal, after consultation with the Director, may order that any teacher possessing such certificates be recorded as possessing such qualifications under this Regulation as it deems a fair equivalent.

(d) Notwithstanding anything contained in clauses 1, 2, 3, 4, and 5 above the Committee of Classifiers for the Technical Schools Division may appoint to classes III., II., and I., respectively, any teacher appointed to the Secondary Division before 1st January, 1933, and who does not possess the prescribed qualifications: Provided that such teacher has an outstanding record of service and that the Committee of Classifiers to the Technical Schools Division certifies to the Tribunal that he is capable of carrying out the duties of the higher position.

(e) In this Regulation, unless inconsistent with the context or subject-matter, "approved" means approved by the Tribunal, after consultation with the Director.

(f) Particular qualifications for any position may be specified (within the limits of the above schedule) to suit the requirements or objectives of any school.

REGULATION 9.

STUDENT TEACHERS.

1. Candidates for appointment as student teachers—

(a) shall make application on a prescribed form which shall be forwarded through the head teacher of the school last attended;

(b) shall be not less than sixteen years of age;

(c) shall, except as hereinafter provided, have passed in at least five subjects of the School Leaving Examination of the University of Melbourne, including English, or shall hold an equivalent or higher qualification;

(d) shall furnish satisfactory evidence of good moral character;

(e) shall pass the prescribed medical examination by a school medical officer; and

(f) shall satisfy a district inspector or a board of inspectors of their aptitude and general suitability for the work of teaching.

2. Appointments of student teachers shall, subject to the provisions of clause 3 below, be made in order of merit as determined by—

(a) an assessment, given by the district inspector or a board of inspectors, for aptitude and general suitability for the work of teaching after consideration of the report of the head teacher of the school last attended and as a result of a personal interview and of any further tests deemed necessary; and

(b) an assessment given according to the number and value of the subjects passed at examinations.

3. (a) The Tribunal, after consultation with the Director, may from time to time determine the proportionate number of males and females to be appointed as student teachers.

(b) Holders of teaching scholarships who possess the qualifications as prescribed in clause 1 above shall have a preferential right of appointment over other qualified candidates.

(c) Where a vacancy for a student teacher occurs in a school outside a radius of 20 miles of the Melbourne General Post Office, special consideration shall be given to candidates whose parents reside in the district.

4. Where there is a vacancy for a student teacher and there is no candidate possessing the qualifications prescribed in clause 1 above, the vacancy may be filled by the appointment of the candidate who has the highest qualifications and who, in the opinion of the Director, is suitable for appointment.

5. In the filling of vacancies for student teachers in district high schools preference shall be given to candidates who have had at least one year's experience as student teachers in primary schools and have passed in the Theory and Practice of Teaching, Part I.

6. (a) A student teacher shall be required to complete the prescribed course for the Primary Teacher's Certificate, Second Class, within three years from the date of appointment.

(b) On the completion of such course, a student teacher shall be required to enter a teachers' college.

7. (a) Head teachers shall furnish reports on student teachers as often as may be required.

(b) The reports mentioned in sub-clause (a) of this clause shall be furnished on a prescribed form and shall be forwarded through the district inspector.

8. Every person appointed as a student teacher shall be on probation during his full term of service as a student teacher.

9. Except in special circumstances approved by the Director, a student teacher shall not be transferred unless he has completed at least twelve months' service in the school to which he has been appointed.

10. During the course of training a student teacher may be required to attend such classes of instruction as the Director may from time to time determine.

11. A student teacher shall be required to present in any year for examination in such subjects as the Director may from time to time determine.

12. Student teachers shall be divided into three grades as follows:—

(a) Candidates who are qualified as in clause 13 below shall be classified as student teachers of the First Grade.

(b) Candidates who have passed the examination for the School Leaving Certificate of the University of Melbourne or an approved equivalent or higher examination in at least five subjects, including English, shall be classified as student teachers of the Second Grade.

(c) Candidates who are qualified as in clause 4 above shall, upon appointment, be classified as student teachers of the Third Grade.

13. A student teacher shall be qualified for promotion to the First Grade provided that he—

(a) has completed a year as a student teacher of the Second Grade and has received satisfactory annual reports from a district inspector and satisfactory half-yearly reports from the head teacher of the school in which he is employed;

(b) has passed in the subjects in the annual examinations prescribed for the Primary Teacher's Certificate, Second Class, or holds an approved equivalent or higher qualification,

and

(c) has, after passing the examinations specified in sub-clause (b) of this clause, passed an approved test in Practice of Teaching.

14. (a) The course of training prescribed for student teachers shall be completed by serving one year as a student teacher of the First Grade.

(b) During such year student teachers shall receive instruction in Theory of Teaching, Part III., as prescribed for the Primary Teacher's Certificate, First Class, and at the end of the year shall present for examination in this subject.

15. The head teacher shall—

(a) make provision for instruction in all subjects in which student teachers are required to pass;

(b) give a satisfactory proportion of this instruction;

(c) train student teachers in the theory and practice of teaching;

and

(d) supervise the work done by student teachers in the special classes mentioned in clause 10 above and supplement such instruction.

16. The exercise books kept by student teachers, showing the work done under the direction of the head teacher or the assistants, shall be dated from day to day and shall be produced for inspection by the district inspector.

17. At each visit the district inspector shall report on the character of the instruction of the student teachers and on the arrangements made for their practical training in the art of teaching.

18. Head teachers shall bring under the notice of the district inspector any marked irregularity, unpunctuality of attendance, or unsatisfactory work on the part of student teachers.

19. Before student teachers of the First Grade are appointed as head teachers they shall complete a satisfactory course of at least two weeks' training in rural school management and instruction at an approved school.

20. Notwithstanding anything contained in the above clauses of this regulation, student teachers may be employed as temporary head teachers or as temporary assistants, provided that they comply with the following requirements:—

(i) they shall be at least eighteen years of age;

(ii) they shall have served at least ten months as student teachers, and received satisfactory reports;

(iii) they shall have completed five subjects, including English, of the Leaving examination of the University of Melbourne, or possess equivalent qualifications;

and

(iv) they shall have passed in Theory of Teaching, Part I., of the Education Department of Victoria or an equivalent examination.

RATES OF ANNUAL SALARIES FOR STUDENT TEACHERS.

21. Student teachers who have passed the School Leaving Examination in five subjects, including English, or hold an approved equivalent qualification shall be paid the following annual salary rates:—

<i>Male.</i>		<i>Female.</i>	
	£		£
First year	110	First year	97
Second year	123	Second year	110
Third year	136	Third year	123

22. For student teachers who have not passed the School Leaving Examination in five subjects, including English, or who do not hold an approved equivalent qualification, the rates of annual salary shall be £12 less than those prescribed in clause 21 above:

Provided that student teachers who necessarily are required to live away from home shall be paid at a rate of not less than £110 per annum.

23. The salaries of temporary student teachers shall be as follows:—

Male	£60 per annum.
Female	£50 per annum.

24. In addition to the above rates of salary a cost of living allowance shall be paid.

REGULATION 10.

SEWING MISTRESSES.

1. Candidates for appointment as sewing mistresses in State primary schools shall—

- (a) be at least seventeen years of age;
- (b) hold the Merit Certificate or an approved equivalent or higher qualification;
- (c) furnish satisfactory evidence of—
 - (i) good moral character,
 - (ii) suitability for the work;
 and
- (d) furnish, prior to appointment, satisfactory medical evidence that they are in good general health and of sound constitution, and that they are free from any physical defect likely to impair their efficiency in the work of a sewing mistress.

2. In the filling of a vacancy for a sewing mistress, special consideration shall be given to a candidate who was previously a sewing mistress and whose services had been discontinued through an increase or decrease in the average attendance, or to a candidate recorded for transfer in accordance with the provisions of clause 5 below.

3. When a vacancy for a sewing mistress is not filled in accordance with the provisions of clause 2 above and there is only one qualified candidate for appointment thereto, the Director shall, if he is satisfied that the candidate is competent to perform the duties of the position, notify the Committee of Classifiers for the Primary Schools Division to that effect, and such candidate shall upon the recommendation of the Classifiers be thereupon entitled to have her name recorded in the Employment Register for that vacancy.

4. (a) When a vacancy for a sewing mistress is not filled in accordance with the provisions of clause 2 above and there are more qualified candidates than one for appointment thereto, a competitive examination of the candidates shall be held by an inspector of schools.

(b) The subjects of the competitive examination shall consist of—

- (i) an examination in reading, writing, composition, dictation, grammar, arithmetic, geography, and history and civics, as prescribed for Grade VI. in the General Course of Study in primary schools;

- (ii) a practical test in all kinds of needlework required for girls in primary schools;

and

- (iii) a class lesson in needlework required for girls in primary schools, and in any other subjects prescribed for Grades I., II., and III. in primary schools.

(c) The inspector shall report to the Director, the names of the candidates arranged in order of merit as determined by the competitive examination, and the Director shall if he is satisfied that the first candidate is competent to perform the duties of the position, notify the Committee of Classifiers for the Primary Schools Division to that effect, and such candidate shall upon the recommendation of the Classifiers be thereupon entitled to have her name recorded in the Employment Register for that vacancy.

5. Sewing Mistresses may be recorded by the Director for transfer—

- (a) in the public interest;

or

- (b) on the ground of ill-health, attested by satisfactory medical evidence;

or

- (c) for some other satisfactory reason.

RATES OF ANNUAL SALARIES FOR SEWING MISTRESSES.

6. The annual rates of salary for sewing mistresses shall be as follows:—

Sewing Mistresses	..	£70 per annum.
Temporary Sewing Mistresses	..	£50 per annum.

7. In addition, a cost of living allowance shall be paid which shall be half the standard rates as computed in accordance with the third schedule to the *Teaching Service Act 1946*.

REGULATION 11.

TEMPORARY EMPLOYMENT.

1. Every person applying to be recorded for temporary employment must forward to the Secretary, Education Department, an application in his own handwriting, stating his full name and address, the date and place of his birth, his qualifications and experience and, if required, must submit himself for test as to his suitability.

2. Every applicant must forward with his application satisfactory documentary evidence that he is of good moral character and industrious habits, of sound bodily health, and possesses the physical strength necessary for the performance of his duties.

3. An applicant for temporary employment, if called upon so to do, must furnish a properly certified extract of his birth entry from some official register of births, or other satisfactory evidence of age.

4. Every applicant who, in the opinion of the Director, has complied with clauses 1, 2, and 3, above, and from the evidence furnished appears to be qualified to perform the work applied for shall be deemed to be a fit and proper person to be recorded for temporary employment, and his full name and address and the date of his birth, together with the date of registration and such other particulars as the Director may determine, shall forthwith be entered in the Temporary Employment Register.

5. Whenever any person whose name is recorded in the Temporary Employment Register is selected for employment under the provisions of the *Teaching Service Act 1946*, an entry of such selection shall be made in the Register and his name removed therefrom. Any person so selected may, on the termination of his employment, apply for re-registration and, if the report of the Director as to his previous employment is satisfactory, his name may be again placed on the Register.

6. Whenever any person whose name is recorded in the Temporary Employment Register is not available for, or is not willing to accept, temporary employment, his name may be removed from the Register.

7. If any person shall omit to reply within five days to any communication from the Director requesting him to state whether he is prepared to accept temporary employment, his name may be removed from the Register.

8. Every temporary teacher shall be deemed subject to the *Teaching Service Act 1946*, and the Regulations in force relating to efficiency, discipline, attendance and general conduct, so far as such Act and such Regulations are applicable to his position.

9. When a temporary teacher is replaced by the appointment or transfer of a classified teacher to any vacancy, the temporary teacher may be transferred to any other vacancy. If no vacancy exists the services of such temporary teacher shall be dispensed with.

10. Temporary teachers may be employed on half-time duty in primary, secondary, and technical schools.

RATES OF SALARY FOR TEMPORARY TEACHERS.

11. The rates of salary for temporary teachers shall be in accordance with the following scale:—

Qualifications.	Primary.		Secondary and Technical.	
	Male.	Female.	Male.	Female.
	£	£	£	£
A. Primary Teacher's Certificate Second Class or Primary Teacher's Certificate First Class	216	180	216	180
B. Trained Primary Teacher's Certificate or equivalent qualification	240	192	240	192
C. Trained Primary Teacher's Certificate together with three University subjects or Drawing Teacher's Secondary Certificate	264	216	264	216
D. Trained Primary Teacher's Certificate together with six University subjects or Trained Teacher's Certificate Manual Arts, or Trained Teacher's Certificate Domestic Arts, or a University Degree without training	276	228	276	228
E. A University Degree with training	300	240	300	240
F. A trade course with five years' approved trade experience	312	252	324	264

12. For every two years' experience before appointment, approved by the Director, the commencing salary shall be increased by one increment.

13. For every two years of satisfactory service in the Department after appointment an additional increment shall be paid.

14. Equivalent qualifications may be accepted in lieu of the prescribed qualifications.

15. The incremental scale shall be the rates prescribed in clause 11, and thereafter as follows:—

£	£	£	£
336	272	348	284
351	284	363	296
375	300	387	312
399	324	399	324

16. Minimum adult rate 260 208 260 208

17. Notwithstanding anything contained in the above clauses of this Regulation any adult temporary teacher employed on or before March 1st, 1944, shall be paid annual salary rates based on a commencing salary of £276 per annum for male teachers and £228 per annum for female teachers; and for every two years thereafter of continuous satisfactory service in the Department an additional increment as prescribed in clauses 11 and 15 of this Regulation shall be paid.

18. In no case shall a salary exceeding £399 per annum for male teachers, or £324 per annum for female teachers, be paid without the special permission of the Teachers Tribunal.

19. Temporary teachers under the age of 21 without the minimum qualifications prescribed in category A, of clause 11 above, shall be paid the following fixed annual salary:—

Male	£192 per annum.
Female	£156 per annum:

Provided that this shall not apply to new entrants with service in the armed forces.

20. In addition to the above rates of salary, cost of living allowance shall be paid in accordance with the provisions of the Third Schedule of the *Teaching Service Act 1946*.

21. Temporary teachers employed half time shall be paid half the appropriate annual salary prescribed in the above salary scale, together with half the cost of living allowance.

22. The rates of salary for temporary supervisors, temporary instructors and other temporary officers engaged in instructional duties under the Commonwealth Reconstruction Training Scheme, shall be in accordance with the following scale:—

	Salary Range.						
	£	£	£	£	£	£	£
Supervisor of Training (Male)	543	567	591
Assistant of Training (Male)	459	483	507	531
Supervisor of Training (Female)	360	384	396
Assistant of Training (Female)	336	360
Selection Officer (Male)	351	363	387	399	411	435	459
Trade Instructor (Male)	384	408	432	444
Trade Instructor (Female)	312	324	336	348	360
Special Instructional Staff	435	459	483	507	531
Supervisor, Trade Instructor (Male)	408	432	456	468
Supervisor, Trade Instructor (Female)	336	348	360	372	384
Special Trade Instructors (Toolmaking &c.)	408	432	456	468
Liaison Officer	528	540	552
Assistant Officer	480	492	504	516

23. In addition to the above rates of salary, cost of living allowance shall be paid in accordance with the provisions of the Third Schedule of the *Teaching Service Act 1946*.

REGULATION 12.

STUDENTSHIPS AND COURSES AT TEACHERS' COLLEGES.

1. (a) Training shall be conducted at Teachers' Colleges, at the University of Melbourne, and at such other institutions as may from time to time be approved by the Tribunal.

(b) Training schools for the training of students in teaching shall be associated with the Teachers' Colleges, and training therein shall be conducted under the supervision of the Principal and other officers of the College.

2. The Teachers' Colleges shall provide training for students taking the courses mentioned in clause 4 (a), (b), (c), (d), (e), (f), (g), and (h) below.

3. The members of the staff of each of the Teachers' Colleges shall be a principal and such other officers as may from time to time be determined by the Tribunal.

4. The courses, and the period of training for each course, at the Teachers' Colleges shall be—

- (a) Trained Secondary Teacher's Certificate—four years;
- (b) Trained Primary Teacher's Certificate—one year;
- (c) Trained Infant Teacher's Certificate—two years;
- (d) Trained Special Teacher's Certificate—two years;
- (e) Trained Domestic Arts Teacher's Certificate—three years;
- (f) Trained Manual Arts Teacher's Certificate—three years;
- (g) Trained Commercial Teacher's Certificate—two years;

and

- (h) Such other courses as may from time to time be recommended by the Director, and approved by the Tribunal.

5. The Director shall from time to time prescribe the details of the subjects of the courses for the certificates mentioned in clause 4 above.

6. Awards of studentships shall be made annually by the Director in accordance with the conditions hereinafter prescribed.

7. (a) The number of studentships to be awarded in each of the courses mentioned in clause 4 above shall be determined annually by the Tribunal on the recommendation of the Director.

(b) Studentships in the course for the Trained Secondary Teacher's Certificate shall be distributed among applicants specially qualified in the following groups:—(i) English and History, (ii) Modern Languages, (iii) Classics, (iv) Mathematics, (v) Science, (vi) Geography and Geology, (vii) Commercial Subjects, and (viii) such other groups as may from time to time be determined by the Director.

(c) When the number of qualified applicants for studentships in the course for the Trained Secondary Teacher's Certificate, or for the Trained Primary Teacher's Certificate, or for the Trained Infant Teacher's Certificate, or for the Trained Special Teacher's Certificate, or for the Trained Commercial Teacher's Certificate, or for the Trained Domestic Arts Teacher's Certificate, or for the Trained Manual Arts Teacher's Certificate exceeds the number of studentships available, studentships shall be awarded in order of merit as determined by the following considerations:—

- (i) The number and standard of the subjects passed at examinations by the applicants.
- (ii) The records of the applicants as teachers.
- (iii) Length of service and age of applicants.
- (iv) The personal qualities of the applicants.

8. Holders of studentships admitted to the courses for the Trained Secondary Teacher's Certificate, the Trained Domestic Arts Teacher's Certificate, the Trained Manual Arts Teacher's Certificate, and the Trained Commercial Teacher's Certificate shall have their names placed provisionally on the Classified Roll for the Secondary Schools Division, whilst those admitted to the courses for the Trained Primary Teacher's Certificate, and the Trained Infant Teacher's Certificate, and the Trained Special Teacher's Certificate shall have their names placed provisionally on the Classified Roll for the Primary Schools Division; provided that the retention of their names on the respective Classified Rolls shall be subject to the conditions hereinafter mentioned.

9. In special cases, any holder may have his studentship suspended by the Director for a period up to one year, and, if necessary, for a further period.

10. (a) No applicant shall be awarded a studentship in any of the courses of training mentioned above until he has submitted a certificate from a school medical officer, or from a qualified medical practitioner approved for this purpose by the Director, that he is of sound constitution and is free from any physical defect likely to impair his usefulness as a teacher.

(b) When the medical examination discloses minor defects of a remediable character, such as unsound teeth, post-nasal growths, or defects in eyesight or hearing, the applicant may, at the discretion of the Director be allowed to enter upon his studentship for a period of three months and, at the end of this period, the studentship may be withdrawn if satisfactory treatment of the defects referred to has not been carried out.

11. No holder of a studentship shall receive an appointment to a classified position unless, during the last year of his course, he has submitted a certificate from a school medical officer, or from a medical practitioner approved for this purpose by the Director, that he is free from any defect or disease likely to impair his efficiency as a teacher and that he is suitable for permanent appointment to the Teaching Service.

TRAINED SECONDARY TEACHER'S CERTIFICATE.

12. The qualifications for studentships in the course for the Trained Secondary Teacher's Certificate shall be—

- (a) Applicants shall be at least eighteen years of age on the first day of January in the year in which the studentships are awarded.
- (b) They shall have qualified for matriculation at the University of Melbourne.
- (c) They shall have passed in Arithmetic, Part A, at the examination for the Primary Teacher's Certificate, Second Class, or at an approved equivalent or higher examination.
- (d) They shall, except in the case of University graduates, have at least one year's experience as teachers in approved schools and be recommended for a studentship by an inspector of schools.

13. A University graduate without experience as a teacher in an approved school may be awarded a studentship in the course for the Trained Secondary Teacher's Certificate, and shall, on satisfactory completion of such course, be appointed to a classified position on probation for a period of twelve months.

14. (a) The course of training for the Trained Secondary Teacher's Certificate shall be the course for the Degree of Bachelor of Arts, or of Commerce, or of Science, at the University of Melbourne, together with the first year of the course for the Bachelor of Education.

(b) In each or any year of the course of training as set out in sub-clause (a) of this clause, there may be included, if the Director so determines, a course in drawing, in music, in applied art, in physical education, in speech training, and in teaching.

(c) During the whole of the period of his studentship, the holder shall be under the general direction of the Principal of the Teachers' College.

(d) An applicant holding the qualifications prescribed for admission to the second or the third or the fourth year of the course for the Trained Secondary Teacher's Certificate may, if awarded a studentship, be admitted by the Director to the year for which he is qualified.

(e) An applicant with one year's approved teaching experience who is eligible for admission to the second year of the course for the Bachelor of Education shall, if awarded a studentship, be regarded as taking the fourth year of the course of training for the Trained Secondary Teacher's Certificate.

TRAINED PRIMARY TEACHER'S CERTIFICATE.

15. (a) The qualifications for studentships in the course for the Trained Primary Teacher's Certificate shall be—

- (i) Applicants shall be at least eighteen years of age on the first day of January in the year in which the studentships are awarded.

- (ii) They shall have passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne, or hold an approved equivalent or higher qualification.
 - (iii) They shall have passed in Arithmetic, Part A, at the examination for the Primary Teacher's Certificate, Second Class, or at an approved equivalent or higher examination.
 - (iv) They shall have had at least one year's experience as teachers in approved schools and be recommended for a studentship by an inspector of schools.
- (b) If there is not a sufficient number of fully qualified applicants, studentships may be awarded to applicants not possessing all the qualifications set out in sub-clause (a) of this clause.
- (c) Notwithstanding anything contained in sub-clauses (a) and (b) of this clause, the Director may decline to award a studentship to any student teacher who has failed to carry out satisfactorily all such duties as may be required under the provisions of clause 20 of Regulation 9, Teaching Service (Teachers Tribunal) Regulations.

TRAINED INFANT TEACHER'S CERTIFICATE.

16. The applicants for studentships in the course for the Trained Infant Teacher's Certificate shall have successfully completed the course of training for the Trained Primary Teacher's Certificate and shall have been specially recommended by the Principal.

TRAINED SPECIAL TEACHER'S CERTIFICATE.

17. The qualifications for studentships in the course for the Trained Special Teacher's Certificate shall be as follows:—

Applicants shall have successfully completed the course for the Trained Primary Teacher's Certificate and shall have been specially recommended by the Principal, who shall take into consideration the temperament and personality of the applicants and their experience and ability in teaching normal children.

TRAINED DOMESTIC ARTS TEACHER'S CERTIFICATE.

18. (a) The qualifications for studentships in the course for the Trained Domestic Arts Teacher's Certificate shall be—

- (i) Applicants shall be at least eighteen years of age on the first day of January in the year in which the studentships are awarded.
- (ii) They shall have passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne, or hold an approved equivalent or higher qualification.
- (iii) They shall have passed in Arithmetic, Part A, at the examination for the Primary Teacher's Certificate, Second Class, or at an approved equivalent or higher examination.
- (iv) They shall, except as provided in sub-clause (b) of this clause, have had at least one year's experience as teachers in approved schools and be recommended for a studentship by an inspector of schools.

(b) If there is not a sufficient number of fully qualified applicants, studentships may be awarded to applicants not possessing all the qualifications set out in sub-clause (a) of this clause.

(c) An applicant who holds the qualifications set out in sub-clause (a) of this clause and who has completed a three years' technical school diploma course in domestic arts, or an approved equivalent or higher course, may be awarded a studentship in the course for the Trained Domestic Arts Teacher's Certificate, and, on satisfactory completion of such course, shall be appointed to a classified position, on probation for a period of twelve months.

TRAINED MANUAL ARTS TEACHER'S CERTIFICATE.

19. (a) The qualifications for studentships in the course for the Trained Manual Arts Teacher's Certificate shall be—

- (i) Applicants shall be at least eighteen years of age on the first day of January in the year in which the studentships are awarded.

- (ii) They shall have passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne, or hold an approved equivalent or higher qualification.
- (iii) They shall have passed in Arithmetic, Part A, at the examination for the Primary Teacher's Certificate, Second Class, or at an approved equivalent or higher examination.
- (iv) They shall produce satisfactory evidence of ability in Art.
- (v) They shall, except as provided in sub-clause (b) of this clause, have at least one year's experience as teachers in approved schools and be recommended for a studentship by an inspector of schools.

(b) If there is not a sufficient number of fully qualified applicants, studentships may be awarded to applicants not possessing all the qualifications set out in sub-clause (a) of this clause.

(c) Applicants who hold the qualifications set out in paragraphs (i), (ii), and (iii) of sub-clause (a) of this clause and who have completed a three years' technical school course in Art and Applied Art, or an approved equivalent or higher course, may be awarded a studentship in the course for the Trained Manual Arts Teacher's Certificate and, on satisfactory completion of such course, shall be appointed to classified positions, on probation for a period of twelve months.

(d) The first two years of the course shall be taken at an approved technical school, or other school approved for the purpose, and the third year at a teachers' college.

(e) Applicants holding the qualifications prescribed for admission to the second or third year of the course may, on being awarded studentships, be admitted by the Director to the year for which they are qualified.

TRAINED COMMERCIAL TEACHER'S CERTIFICATE.

20. (a) The qualifications for studentships in the course for the Trained Commercial Teacher's Certificate shall be as follows:—

- (i) Applicants shall be at least seventeen years of age on the first day of January in the year in which the studentships are awarded.
- (ii) They shall have passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne, or hold an approved equivalent or higher qualification, and shall have completed an approved commercial course.
- (iii) They shall have had at least one year's experience as teachers in approved schools and be recommended for studentships by an inspector of schools.

(b) If there is not a sufficient number of fully qualified applicants, studentships may be awarded to applicants not possessing all the qualifications set out in sub-clause (a) of this clause.

ALLOWANCES AND INITIAL SALARIES.

21. From and inclusive of the date of the proclamation of the *Teaching Service Act 1946*, holders of studentships other than those mentioned in clause 22 below shall be paid allowances (which shall include expenses for travelling, games, &c.) during their course of training at the rate of £90 per annum, with an additional allowance at the rate of £40 per annum in the cases of those who, in the opinion of the Director, are required to live away from home in order to attend the college.

22. Holders of studentships who are admitted to the second year of the course for the degree of Bachelor of Education and who, during their course of training, teach as temporary assistants in metropolitan State secondary schools shall be paid allowances at the following rates:—

Men	£240 per annum.
Women	£192 per annum.

23. (a) (i) Upon successfully completing a course of training at the Teachers' College, the holder of a studentship shall, except in the cases mentioned in sub-clauses (b), (c), (d), (e), and (f) of this clause, be placed in a subdivision and paid an initial salary in accordance with

the rates prescribed for teachers in the under-mentioned subdivisions of the Fifth Class in the Primary Schools Division or the Secondary Schools Division or the Technical Schools Division, as the case requires:—

Length of Course.	Subdivision.					
	Men.			Women.		
	Primary.	Secondary.	Technical.	Primary.	Secondary.	Technical.
One year ..	2	2
Two years ..	3	2	4	3	1	3
Three years ..	4	3	5	4	2	4
Four years ..	5	4	6	..	3	5
Five years ..	6	5	7	..	4	6
Six years ..	6	5	7

(ii) The holder of a studentship who fails to complete the final year of his course of training successfully shall be placed one subdivision lower than the subdivision in which he would have been placed if he had successfully completed the course, and shall be paid the corresponding initial salary.

(b) The holder of a studentship who, prior to the award of his studentship, was a University graduate without one year's experience as a teacher in an approved school shall, upon successfully completing the course of training for the Trained Secondary Teacher's Certificate, be placed in the subdivision and paid the initial salary allotted to a holder who has completed a three years' course of training.

(c) The holder of a studentship who, prior to the award of his studentship, had completed one year, or had completed two or more years of any University course approved by the Director, shall, upon successfully completing the course of training for the Trained Primary Teacher's Certificate, be placed in the subdivision and paid the initial salary allotted to holders who have completed a two years' course or a three years' course of training, respectively.

(d) The holder of a studentship in the course for the Trained Domestic Arts Teacher's Certificate, or for the Trained Manual Arts Teacher's Certificate, or for the Trained Commercial Teacher's Certificate who, prior to the award of his studentship, did not satisfy the requirements of having had one year's experience as a teacher in an approved school, shall be placed one subdivision lower than the subdivision he would have been placed in if he had satisfied this requirement, and shall be paid the corresponding initial salary.

(e) The holder of a studentship in the course for the Trained Domestic Arts Teacher's Certificate or for the Trained Manual Arts Teacher's Certificate who, prior to the award of his studentship, did not satisfy the requirements of having passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne, or of having successfully completed an approved technical school diploma course, or of holding an approved equivalent or higher qualification, shall be placed one subdivision lower than the subdivision in which he would have been placed if he had satisfied this requirement, and shall be paid the corresponding initial salary.

(f) The holder of a studentship in the course for the Trained Domestic Arts Teacher's Certificate, or for the Trained Manual Arts Teacher's Certificate, or for the Trained Commercial Teacher's Certificate, who, prior to the award of his studentship, did not satisfy both the requirements mentioned in sub-clause (d) and the requirement mentioned in sub-clause (e) of this clause shall be placed two subdivisions lower than the subdivision he would have been placed in if he had satisfied both of such requirements, and shall be paid the corresponding initial salary.

AGREEMENTS.

24. Each applicant awarded a studentship shall as a condition of such studentship enter into an agreement as prescribed by Order in Council.

EXAMINATIONS.

25. Examinations in the subjects of the courses for the Trained Primary Teacher's Certificate, the Trained Infant Teacher's Certificate, the Trained Special Teacher's Certificate, the Trained Domestic Arts Teacher's Certificate, the Trained Manual Arts Teacher's Certificate, and in such subjects of the Trained Secondary Teacher's Certificate as are not provided for in the first year of the course for the Bachelor of Education, shall be conducted by the Board of Examiners for the Colleges appointed for the purpose by the Director and composed of representatives of the staff of the appropriate College and of external examiners.

26. Holders of studentships who complete successfully any of the courses under clause 4 above shall be awarded the Trained Teacher's Certificate for that course on the completion of two years' satisfactory service after the termination of their studentships.

27. (a) Any holder of a studentship in the course for the Trained Secondary Teacher's Certificate who fails to pass a satisfactory examination in the first year of his course may be allowed by the Director to enter upon the course of training for the Trained Primary Teacher's Certificate, or for the Trained Infant Teacher's Certificate, or for the Trained Special Teacher's Certificate (in any one of which cases he shall be transferred to the Classified Roll for the Primary Schools Division), and, upon passing a satisfactory examination in the subjects of the course to which he has been transferred, shall be regarded as having completed such course; or such holder may have his studentship suspended by the Tribunal for one or more years in order that he may complete such year of the course for the Trained Secondary Teacher's Certificate at his own expense.

(b) Any holder of a studentship in the course for the Trained Secondary Teacher's Certificate who fails to pass a satisfactory examination in the second or third year of his course shall have his studentship suspended by the Tribunal for one or more years in order that he may complete such year at his own expense.

(c) Holders of studentships who at the end of their course of training have failed to pass in any subject or subjects prescribed for a Trained Teacher's Certificate may, within a period of two years, be allowed to present themselves in such subject or subjects at any subsequent examination for such Trained Teacher's Certificate.

(d) On the recommendation of the Principal, special consideration may be given by the Director in the case of students where failure to pass the prescribed examinations was due to illness or other exceptional circumstances.

(e) Special consideration shall be given by the Director in the case of a male student whose failure to pass the prescribed examinations was, in the opinion of the Director, due to his having been on service with the Naval or Military or Air Forces of the King or the Commonwealth in connexion with the war commencing in the year One thousand nine hundred and thirty-nine.

EXTENSIONS OF STUDENTSHIPS.

28. Each year holders of studentships recommended by the Principal may have their studentships extended by the Director in the various courses under the conditions as set out hereunder:—

(a) In all cases the course of study to be undertaken during the period of extension shall be as determined by the Director, upon the recommendation of the Principal.

(b) Extensions shall be granted only to holders of studentships who have successfully completed the course of training for each course set out in sub-clause (c) of this clause, and who are recommended by the Principal as exhibiting special merit and possessing the personality and aptitude to profit by further training.

- (c) The maximum number of holders who may be granted extensions of their studentships in any one year shall be as follows:—

Maximum Number.	Course to be Undertaken During the Period of Extension.
65 for a first year's extension ..	Approved University Course.
35 for a second year's extension ..	Approved University Course.
25 for a third year's extension ..	Approved University Course.
5 for a fourth year's extension ..	Bachelor of Agricultural Science.
50 for a first year's extension ..	Trained Infant Teacher's Certificate.
24 for a first year's extension ..	Trained Special Teacher's Certificate.
34 for a first year's extension ..	Other approved courses.
5 for a first year's extension ..	First year of Diploma of Agriculture at Dookie Agricultural College.
5 for a second year's extension ..	Second year of Diploma of Agriculture at Dookie Agricultural College.

- (d) Such of the holders of studentships as have qualified for the Trained Primary Teacher's Certificate and have been granted a second or third year's extension of their studentships shall be transferred to the Classified Roll for the Secondary Schools Division:

Provided that discharged servicemen who have qualified for the Trained Primary Teacher's Certificate and who have been granted extensions of their studentships may elect to remain upon the Classified Roll for the Primary Schools Division, or to transfer to either the Classified Roll for the Secondary Schools Division or the Classified Roll for the Technical Schools Division.

- (e) (i) Each year five holders of studentships may, with the approval of the Minister, be selected by reason of special merit and aptitude to undertake at the University of Melbourne the course for the degree of Bachelor of Agricultural Science.
- (ii) During the currency of this course they shall be granted all the rights and privileges of holders of studentships in the matter of status and allowances.
- (iii) Such holders of studentships shall spend one year of this course at the Dookie Agricultural College or other institution recommended by the Professor of Agriculture.
- (f) Notwithstanding anything contained in this regulation, each year fourteen male and fourteen female holders of studentships who, during the preceding year, have successfully completed the course for the Trained Primary Teacher's Certificate, and who are qualified for matriculation, may be awarded scholarships tenable for three years in approved courses at the University of Melbourne, provided—
- (i) that, if any of these scholarships are relinquished or cancelled before the end of three years, the unexpired portion of such scholarships may be transferred to such male or female holders of studentships as are recommended by the Director,
- and
- (ii) that there shall not be more than sixty such scholarships current at any one time.
- (g) Notwithstanding anything contained in this regulation, each year fourteen female holders of studentships who, during the preceding year, have successfully completed the course for the Trained Primary Teacher's Certificate may be awarded scholarships tenable for one year in the course for the Trained Infant Teacher's Certificate.

- (h) Scholarships under sub-clauses (f) and (g) of this clause shall be awarded on the recommendation of the Director, who shall be guided in his recommendation by candidates' results at the examination for the Trained Primary Teacher's Certificate.
- (i) The continuance of a scholarship under sub-clause (f) or (g) of this clause shall be conditional on the holder's satisfactory attendance, conduct, and progress.
- (j) Holders of scholarships under sub-clauses (f) and (g) of this clause shall receive free tuition, and shall be paid scholarship allowance at the rate of £40 per annum, and, in addition, the allowance to which they may be entitled under the provisions of clause 21 above.

29. The Principal shall furnish an annual report to the Minister, and he shall also once each year furnish to the Director a report on the conduct, efficiency, and aptitude of each student, and shall assign to each an assessment mark.

30. (a) With the approval of the Director students other than holders of studentships may be admitted to the course of training at a Teachers' College for the Trained Secondary Teacher's Certificate provided that they—

- (i) are at least eighteen years of age,
 - (ii) are qualified for matriculation at the University of Melbourne,
 - (iii) are of good moral character and of good physique,
- and
- (iv) pay to the Accountant of the Education Department one-half of the fee prescribed by the University of Melbourne, and pay the other half of such fee to the University.

(b) With the approval of the Director students other than holders of studentships may be admitted to the course of training for the Trained Primary Teacher's Certificate, or for the Trained Infant Teacher's Certificate, or for the Trained Special Teacher's Certificate at a Teachers' College provided that they—

- (i) are at least eighteen years of age,
 - (ii) have passed in at least five subjects, including English, of the School Leaving examination of the University of Melbourne, or hold an approved equivalent or higher qualification,
 - (iii) are of good moral character and of good physique,
- and
- (iv) pay to the Accountant of the Education Department the prescribed fee of £10 10s. per annum.

(c) With the approval of the Director students other than holders of studentships may be admitted to the Teachers' College for portions of any of the courses mentioned in clause 4 above, provided that they pay to the Accountant of the Education Department, for subjects not taken at the University, fees as prescribed hereunder:—

- (i) For Education (Theory and Practice), £6 6s. per annum.
- (ii) For Education (Theory only), £3 3s. per annum.
- (iii) For Education (Practice only), £3 3s. per annum.
- (iv) For any portion of Theory of Education or other subjects, £1 1s. per annum.

(d) Receipts for the above-mentioned fees shall on or before the first day of each term be submitted to the Principal of the Teachers' College.

31. Special students, such as graduates of the University or holders of the Infant Teacher's Certificate, First Class, or the Trained Special Teacher's Certificate, or persons holding Trained Teacher's Certificates entitling them to registration as primary or secondary teachers, may, on payment of the fee prescribed in clause 30 above, be allowed to enter upon the course for the Trained Infant Teacher's Certificate.

32. Students who have paid the prescribed fees and have attended a course of training specified above, and have complied with the prescribed conditions, shall be admitted to the final examination for the Trained Secondary Teacher's Certificate, or Trained Primary Teacher's Certificate, or Trained Infant Teacher's Certificate, or for the Trained Special Teacher's Certificate, as the case may be, without further payment.

33. (a) Students who have paid the prescribed fees, and have qualified for the Trained Secondary Teacher's Certificate, or for the Trained Primary Teacher's Certificate, or for the Trained Infant Teacher's Certificate, or for the Trained Special Teacher's Certificate, and have complied with the conditions prescribed in clause 26 above, shall be awarded certificates in the courses for which they have qualified.

(b) Such certificates shall not necessarily entitle the holders to employment as teachers in State schools.

(c) Such students may apply to be recorded on the Employment Register for appointment to positions as classified teachers in State schools.

REGULATION 13.

STUDENT INSTRUCTORS IN TECHNICAL SCHOOLS.

1. The Director may grant studentships to persons desirous of undergoing a course of training as instructors in technical schools.

2. Persons granted such studentships shall be known as student instructors in technical schools.

3. The number of studentships to be awarded under this Regulation shall be determined each year by the Tribunal on the recommendation of the Director.

4. The courses undertaken by student instructors shall be under the supervision of the Chief Inspector of Technical Schools, and such other officers as may be approved by the Director.

5. (a) The qualifications of applicants for studentships in these courses shall be as follows:—

(i) Applicants shall be at least nineteen years and not more than forty years of age on the first day of January in the year in which the studentships are awarded.

(ii) Applicants for studentships in trade and craft courses shall have completed an approved trade or craft course in a technical school or other approved institution, and shall have had at least five years of approved trade experience.

(iii) Applicants for studentships in courses other than trade and craft courses shall have completed an approved University degree course or an approved technical school diploma course or shall hold an approved equivalent or higher qualification, and they shall preferably have had approved industrial experience.

(b) If there is not a sufficient number of qualified applicants, studentships may be awarded to applicants who have entered upon the final years of the courses mentioned in paragraphs (ii) and (iii) of sub-clause (a) of this clause.

6. (a) When the number of qualified applicants for any course exceeds the number of available studentships for such course, the awards shall be made in order of merit determined by the following considerations:—

(i) The educational qualifications of the applicants as shown in their school records.

(ii) The special qualifications of the applicants in respect of approved industrial or commercial experience in the branch of technical work undertaken.

(iii) The aptitude of the applicants for the work of teaching.

(iv) The personal qualities of the applicants.

(v) The age of the applicants.

(b) The selection of the applicants for studentships shall be made on the recommendation of a committee consisting of the Chief Inspector of Technical Schools as chairman, the Inspector of Art, the President of the Apprenticeship Commission of Victoria, the Principal of a Technical school, and a representative or representatives of industry approved for the purpose by the Director.

7. (a) No applicant shall be awarded a studentship in any of the courses of training mentioned above until he has submitted a certificate from a school medical officer or from a qualified medical practitioner approved for this purpose by the Director that he is of sound constitution, and is free from any physical defect likely to impair his usefulness as a teacher.

(b) When the medical examination discloses minor defects of a remediable character, such as unsound teeth, post-nasal growths, or defects in eyesight or hearing, the applicant may, at the discretion of the Director, be allowed to enter upon his studentship for a period of three months and, at the end of this period, the studentship may be withdrawn if satisfactory treatment of the defects referred to has not been carried out.

(c) No student instructor shall receive an appointment to a classified position unless during the last year of his course he has obtained from a school medical officer or from a medical practitioner approved for this purpose by the Director a certificate that he is free from any defect or disease likely to impair his efficiency as a teacher and that he is suitable for permanent appointment to the Teaching Service.

8. (a) Except in cases provided for in clause 9 below, the course of training for student instructors shall be for a period of two years, and shall include—

- (i) The principles and practice of teaching—(general method).
- (ii) The history, principles, and general problems of vocational education.
- (iii) Special methods of teaching and class management (including the analysis and organization of instructional material) for both full-time and part-time classes.
- (iv) Approved teaching practice in technical schools in the special branch or branches of work (and co-related subjects) for which the student instructor is being trained.
- (v) A short, intensive course of teaching under supervision, as determined by the Director.

(b) Student instructors shall be required to attend such classes of instruction, pass such examinations, give such criticism lessons, and perform such duties as may from time to time be determined by the Director.

9. The Tribunal, on the recommendation of the Director, may, in special circumstances, reduce the period of training to one year.

10. A student instructor may have his studentship extended by the Director for the purpose of undertaking a further course of training to be prescribed by the Chief Inspector of Technical Schools.

11. The Director may at any time cancel any studentship if he is satisfied—

- (a) that the prescribed conditions of tenure have not been complied with; or
- (b) that the aptitude, attendance, conduct, or progress of any student instructor has been unsatisfactory; or
- (c) that any student instructor, is not of sound constitution, or is suffering from any physical defect likely to impair his usefulness as a teacher;

and thereupon all advantages connected with such studentship shall cease and determine.

12. The Director, may suspend a studentship if he considers the circumstances warrant it.

13. Each applicant awarded a studentship shall as a condition of such studentship enter into an agreement as prescribed by Order in Council.

14. A student instructor who is certified by the Chief Inspector of Technical Schools as having completed satisfactorily the course prescribed in clause 8 above and has completed one of the approved courses mentioned in paragraphs (ii) and (iii) of clause 5 (a) above shall be awarded the Trained Technical Instructor's Certificate or the Trained Trade Instructor's Certificate (as the case may be) on the completion of at least two years' satisfactory service as a full-time teacher in a technical school.

15. (a) Student instructors shall, as a condition of their studentship be required to show diligence and skill in their work and shall assist in teaching approved trade or other technical school subjects on not less than one evening of two hours each week.

(b) Payment for the additional teaching services so rendered may be made at the rates for part-time teachers as determined from time to time by the Tribunal.

16. Student instructors shall have their names placed provisionally on the Classified Roll for the Technical Schools Division.

17. (a) (i) Upon successfully completing the course as prescribed in clause 8 above, student instructors shall be placed in the subdivision of the Fifth Class in the Technical Schools Division as shown hereunder, and paid the corresponding initial salary:—

	Subdivision.
Assistant (male) ..	3rd
Assistant (female) ..	2nd
Trade Instructor (male) ..	7th

(ii) A student instructor who fails to complete the final year of his course of training successfully shall be placed one subdivision lower than the subdivision he would have been placed in if he had successfully completed the course and shall be paid the corresponding initial salary.

(b) A student instructor who, prior to the award of his studentship did not possess all the required qualifications mentioned in paragraphs (ii) and (iii) of clause 5 (a) above shall be placed one subdivision lower than that in which he would have been placed if he had possessed all such required qualifications.

REGULATION 14.

INITIAL SALARIES OF SCHOLARSHIP HOLDERS.

1. Senior scholarships awarded to candidates from district high schools or registered secondary schools who have undertaken to enter the teaching service, in accordance with regulations made under the Education Acts, shall be tenable for such period as will enable the holder to complete at the University of Melbourne an approved course for a Degree in Arts or Science or Commerce or Music, together with the first year of the course for the Degree of Bachelor of Education, and with any other subject or course of study which the Director may determine.

2. A holder of a Senior scholarship under clause (1) shall, on successfully completing a prescribed course, be placed in the subdivision of the Fifth Class in the Secondary Schools Division as shown hereunder, and shall be paid the corresponding initial salary:—

Male ..	3rd subdivision.
Female ..	2nd subdivision:

Provided that a holder who fails to complete successfully the prescribed course shall be reduced one subdivision and shall be paid the corresponding initial salary.

3. (a) The holder of a Senior Technical scholarship awarded to qualified applicants in attendance at junior technical schools, technical schools, evening continuation classes, central classes, central schools, higher elementary schools, girls' schools, district high schools, or registered secondary schools, as in accordance with regulations drawn up under the Education Acts, shall upon successfully completing the prescribed course and subject to satisfactory reports on suitability and aptitude for teaching, be placed in the subdivision of the Fifth Class in the Technical Schools Division as shown hereunder, and shall be paid the corresponding initial salary:—

Male ..	5th subdivision.
Female ..	4th subdivision.

(b) A holder who, before entry on the course, has completed the first year of an approved diploma course or who has obtained the School Leaving Certificate, and subsequently completes successfully five years of the prescribed course of training, shall be placed one subdivision higher than the appropriate subdivision as shown in sub-clause (a) of this clause, and shall be paid the corresponding initial salary.

(c) A holder who fails to complete successfully the prescribed course shall be placed one subdivision lower than the appropriate subdivision shown in sub-clause (a) of this clause, and shall be paid the corresponding initial salary.

4. Holders of free places—

(a) who were in attendance at State secondary schools, State technical schools, or registered secondary schools, and have undertaken to enter the teaching service of the Education Department;

or

(b) who were student teachers in the employment of the Education Department—

shall, upon successfully completing a prescribed course, be placed in the subdivision of the Fifth Class in the Secondary Schools Division or the Technical Schools Division as shown hereunder, and shall be paid the corresponding initial salary:—

Under clause 4 (a)—

		Secondary.		Technical.
Male	..	3rd subdivision	..	5th subdivision
Female	..	2nd subdivision	..	4th subdivision

Under clause 4 (b)—

Male	..	4th subdivision	..	6th subdivision
Female	..	3rd subdivision	..	5th subdivision

Provided that a holder who fails to complete successfully the course prescribed shall be reduced one subdivision, and shall be paid the corresponding initial salary.

REGULATION 15.

STAFFING OF PRIMARY SCHOOLS.

1. Head Teachers shall be appointed to or retained in primary schools in accordance with the following scale:—

A Head Teacher of the First Class or Special Class to or in a school with a net enrolment of at least 330 pupils.

A Head Teacher of the Second Class to or in a school with a net enrolment of at least 160 pupils.

A Head Teacher of the Third Class to or in a school with a net enrolment of at least 50 pupils.

A Head Teacher of the Fourth Class to or in a school with a net enrolment of at least 20 pupils.

A Head Teacher of the Fifth Class to or in a school with a net enrolment of less than 20 pupils.

2. Assistant Teachers shall be appointed to or retained in primary schools in accordance with the following scale:—

A Male Assistant of the Second Class to or in a school with a net enrolment of at least 420 pupils.

A Male Assistant of the Third Class to or in a school with a net enrolment of at least 260 pupils.

A Male Assistant of the Fourth Class to or in a school with a net enrolment of at least 180 pupils.

Two Male Assistants of the Fourth Class to or in a school with a net enrolment of at least 540 pupils.

A Female Assistant of the First Class to or in a school with a net enrolment of at least 460 pupils.

A Female Assistant of the Second Class to or in a school with a net enrolment of at least 220 and less than 460 pupils.

A Female Assistant of the Third Class to or in a school with a net enrolment of at least 100 pupils.

A Female Assistant of the Fourth Class to or in a school with a net enrolment of at least 70 pupils.

Two Female Assistants of the Fourth Class to or in a school with a net enrolment of at least 300 pupils.

Three Female Assistants of the Fourth Class to or in a school with a net enrolment of at least 500 pupils.

3. Additional Assistants of classes below the Third Class shall be appointed to or retained in primary schools in accordance with the following scale:—

One Assistant if the average attendance is more than 35 pupils, and if the average attendance is 120 or more, such additional Assistants as may from time to time be determined by the Tribunal after consultation with the Director.

4. Student Teachers may be allotted to schools for training purposes. Where it is found necessary to use Student Teachers for staffing purposes in lieu of Assistants, two Student Teachers shall be considered to be the equivalent of one Assistant, and such Student Teachers shall be replaced if employed on relieving duty.

5. In any Primary School where secondary work is undertaken, the total net enrolment of both the Primary and Secondary Divisions shall be reckoned in determining the classification of the Head Teacher, but the classification of all other positions in the Primary School shall be determined on the basis of the attendance in the Primary Division of the school.

6. In any Primary School where Secondary School work is undertaken, the Assistant Teachers appointed to undertake the Secondary School work shall be allotted in accordance with the provisions of the Regulations made for or with respect to the allotment of staffs in Secondary Schools.

7. In a school held in buildings situated at a distance apart, and in other special cases approved by the Tribunal on the recommendation of the Director, an additional Assistant (or a Sewing Mistress) may be appointed.

8. A Sewing Mistress may be appointed to any school which has no female teacher on the staff thereof, and which has a net enrolment of not less than fifteen girls.

9. A part-time Sewing Mistress may be appointed to two or more schools, each of which is in charge of a male Head Teacher and has a net enrolment of not less than ten girls.

10. In the case of a new school, teachers shall be allotted in accordance with the estimated attendance at the school.

11. In addition to the number of classified teachers provided for, sixty relieving teachers may be appointed to and employed in Primary Schools.

REGULATION 16.

STAFFING OF TRAINING SCHOOLS.

1. The classification and number of teachers in classes above the fourth class to be allotted to training schools shall be in accordance with the prescribed scale of staffing in primary schools.

2. Applicants for positions as teachers or as student teachers in training schools shall possess such qualifications, and shall satisfy such requirements as may be prescribed from time to time by the Tribunal after consultation with the Director.

3. (a) Appointments, transfers, or promotions to positions as teachers in training schools shall be made by the Committee of Classifiers for the Primary Schools Division.

(b) In making such appointments, the Classifiers shall take into consideration the special duties and qualifications of the teachers required for the positions, and shall appoint the applicant who in their opinion is best qualified for the position, having regard to the special attainments, record, experience, and training of the applicants and their positions on the Classified Roll.

4. The assistants allotted to training schools in excess of the number provided in the prescribed schedule of staffing in primary schools shall be male or female teachers of the Fifth Class or the Fourth Class.

5. All full-time teachers on the staff shall be counted in determining the number of teachers to be allotted to a training school.

6. When there is more than one special unit in a training school, such as a Rural Training School, a Country Room, or an Opportunity Grade, such additional assistants may be appointed as the Tribunal, after consultation with the Director, shall determine.

7. Where only part of a school is used for training purposes, such modifications in staffing may be made as the Tribunal, after consultation with the Director, shall determine.

8. Subject to clauses 6 and 7 above, assistants shall be allotted to training schools in accordance with the following scale:—

Average Attendance.	Assistants.
175 — 210	5
211 — 245	6
246 — 280	7
281 — 315	8
316 — 350	9
351 — 385	10
386 — 420	11
421 — 455	12
456 — 490	13
491 — 530	14
531 — 570	15
571 — 610	16
611 — 650	17
651 — 690	18
691 — 730	19
731 — 770	20
771 — 810	21
811 — 850	22
851 — 890	23
891 — 930	24
931 — 970	25
971 — 1010	26
1011 — 1050	27

REGULATION 17.

STAFFING OF CONSOLIDATED SCHOOLS.

1. The position of head teacher of a consolidated school shall be advertised as a special position and, in the making of an appointment, the Committee of Classifiers shall give preference to applicants who have shown ability in developing rural activities in schools to which they have been attached.

2. The number of assistant teachers in a consolidated school shall be fixed on the following basis, except as otherwise determined by the Tribunal:—

- (a) One assistant teacher for every 30 pupils in average attendance in Grades I. to VI.; and
- (b) one assistant teacher for every 25 pupils in average attendance beyond Grade VI.

3. The Director may, when he considers it necessary, appoint to the staff of any consolidated school additional part-time teachers of special subjects.

REGULATION 18.

SPECIAL SCHOOLS AND SPECIAL STAFFS.

1. The Tribunal, after consultation with the Director, shall determine the number, classification, and qualifications of teachers to be allotted to the following schools or classes:—

- (a) Schools for mentally deficient and physically handicapped children;
- (b) opportunity classes for backward pupils;
- (c) schools established for correspondence tuition in primary school subjects, in secondary school subjects, and in technical school subjects;
- (d) schools at institutions and establishments;
- (e) schools for recruits of the Police Force;
- (f) schools for horticulture;
- (g) experimental schools;
- (h) such other schools as may be established pursuant to regulations as special schools under the Education Act.

2. The Tribunal, after consultation with the Director, shall determine the number, classification, and qualifications of teachers to be allotted to the following special staffs:—

- (a) Physical Education Staff;
- (b) Music and Speech-training Staff;
- (c) Visual Education Staff;
- (d) Staffs of Teachers' Colleges;
- (e) Relieving Teachers;
- (f) such other special staffs as may be approved by the Tribunal.

REGULATION 19.

STAFFING OF SECONDARY SCHOOLS.

1. District high schools, higher elementary schools, girls' schools, central schools, and central classes shall, subject to the provisions of the *Teaching Service Act 1946* relating to the classification of teachers, be staffed as shown hereunder.

2. There shall be appointed—

- (a) to each district high school for boys, or for boys and girls, a head master classified in the Special Class, in Class I. or in Class II., as determined by the Tribunal, after consultation with the Director;

and

- (b) to each girls' school a head mistress classified in the Special Class, in Class I. or Class II., as determined by the Tribunal, after consultation with the Director.

3. Excluding the head master or head mistress, the staff of assistant teachers in a secondary school shall be on the following basis, except as otherwise determined by the Tribunal after consultation with the Director:—

- (a) For each district high school there shall be one teacher for every twenty pupils in attendance up to two hundred, and one additional teacher for every thirty-three pupils in attendance in excess of two hundred;
- (b) for each higher elementary school or girls' school there shall be one teacher for every twenty-five pupils in attendance;
- (c) for each central school there shall be one teacher for every forty pupils in attendance, excluding Manual Arts teachers;
- (d) for each central class there shall be one teacher for every thirty pupils in attendance.

4. The staff provided for a new school shall be on the basis of the estimated attendance in accordance with the above provisions.

REGULATION 20.

RELATIVE NUMBERS OF TEACHERS IN EACH CLASS OF THE SECONDARY SCHOOLS DIVISION.

1. The relative number of teachers in each class of the Secondary Schools Division shall be as follows:—

Class.	Males.	Females.
Special	1	1
I.	28	18
II.	74	51
III.	119	96
IV. and V.	479	498

2. The minimum number of teachers in Class IV. shall be as follows:—

Male teachers	328
Female teachers	201

REGULATION 21.

STAFFING OF TECHNICAL SCHOOLS.

1. The staffing of each technical school shall be determined by the Tribunal after consultation with the Director.

2. Junior Technical Schools shall be staffed on the basis of one full-time teacher for every twenty pupils in attendance, up to and inclusive of a net enrolment of two hundred, and an additional teacher for every twenty-five pupils in excess of two hundred.

REGULATION 22.

RELATIVE NUMBERS OF TEACHERS IN EACH CLASS OF THE TECHNICAL SCHOOLS DIVISION.

1. The relative number of teachers in each class of the Technical Schools Division shall be as follows:—

Class.	Males.	Females.
Special	9	1
I.	18	2
II.	45	3
III.	180	28
IV. and V.	333	100

2. The minimum number of teachers in Class IV. shall be as follows:—

Male teachers	206
Female teachers	39

REGULATION 23.

1. The following members of the teaching service are hereby appointed professional officers from and inclusive of 29th October, 1946:—

	Salary Range.	
	Minimum.	Maximum.
Chief Inspector—Primary	£ 870	£ 950
George A. Osborne		
Chief Inspector—Secondary	870	950
Charles T. Scarff		
Chief Inspector—Technical	920	950
Ernest P. Eltham		
Assistant Chief Inspector—Primary	785	850
Ernest B. Federick		
(One position to be advertised.)		
Assistant Chief Inspector—Secondary	785	850
Alexander McDonell		
Principal—Melbourne Teachers' College	850
Arthur J. Law		
Inspector of Art	813	843
*William R. Dean		
Assistant Inspector of Art	553	670
Harold Jolly		
Senior Inspector—Male—Primary	761	786
James S. Bacon		
Norman C. Heathcote		
Edmund A. O'Brien		
Thomas F. Scott		
Arthur R. E. Ashton		
John O. Anchen		
James W. Elijah		
Ernest W. Curtis		
Norman McHutchison		
John G. Cannon		
Senior Inspector—Male—Secondary	761	786
Leslie V. Ottaway		
Senior Inspector—Female	618	668
Ruth A. Evans		
Inspector—Male—Primary	553	747
John R. Richards		
Gordon W. Fitcher		
Norman P. Le Couteur		
James D. Haddow		
Frederick D. Whelpton		
James D. Davidson		
Harold J. Bennett		
Herbert Burleigh		
Henry J. Weir		

While the Inspector of Art is acting as Chief Inspector of Technical Schools he will be paid an extra allowance of £107 per annum.

REGULATION 24—continued.

	Salary Range.	
	Minimum.	Maximum.
	£	£
Percy H. Walker		
Eugene T. V. Gillard		
Oliver C. Phillips		
John R. Lyall		
Eric C. T. Matthewson		
John L. Holmes		
William M. Phelan		
Joseph G. Greening		
Henry A. Fliegner		
Douglas R. Morrison		
Inspector—Male—Secondary	553	747
Hugh M. Campbell		
Herbert G. Henry		
James W. Mills		
Peter J. Wolfe		
Inspector—Female—Secondary	475	616
Ada E. Knowles		
Alberta O. Watson		
Inspector—Male—Technical	553	747
Oliver E. Nilsson		
*Alfred R. Shannon		
John R. Peart		
John H. Harriott		
John H. M. Omond		
Senior Lecturer—Male	618	670
Percy G. Samson		
George R. Mills		
Senior Lecturer—Female	540	553
Alice Hoy		
Isabella M. Clark		
Angelique P. Hamono		
Lecturer—Male	553	592
Edward C. Krieger		
†William F. Lord		
Francis C. Mellow		
Donald M. Waller		
Leonard G. Whiteoak		
Second Lecturer—Male	436	540
Arthur L. Reynolds		
Sydney H. Walters		
Christopher Jorgensen		
Second Lecturer—Female	364	475
Ruby M. Angus		
Supervisor of Music	358	475
Doris E. M. Irwin		
Organizer of Physical Education	345	436
Rosalie Virtue		
Editor	553	644
William L. Williams		
Sub-Editor	449	527
James F. O'Brien		
Assistant (Publications)	280	319
Elsa M. Jochimsen		
Chief Visual Education Officer	436	540
Edgar J. Porry		

*While Mr. Shannon is carrying out special duties in the Technical Branch he will be paid an extra allowance of £50 per annum.
†While Mr. Lord is carrying out the duties of Acting Principal of the Ballarat Teachers' College he will be paid an extra allowance of £25 per annum.

The foregoing Regulations were made at a meeting of the Teachers Tribunal held on the twenty-ninth day of October, 1946.

W. H. ELLWOOD, Chairman.

E. V. B. HIGGINS, Acting Secretary.