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GOVERNMENT GAZETTE

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The Teachers Tribunal, in pursuance of the powers conferred by the *Teaching Service Act 1958*, hereby repeals the *Teaching Service—Primary Schools Division (Classification, Salaries, and Allowances) Regulation* and makes the following Regulation, to take effect on the 18th December, 1973.

TEACHING SERVICE—PRIMARY SCHOOLS DIVISION  
(CLASSIFICATION, SALARIES, AND ALLOWANCES) REGULATION.

1. This Regulation may be cited as the "Teaching Service—Primary Schools Division (Classification, Salaries, and Allowances) Regulation".

2. *Interpretation.*

- (a) The term "subdivision" in this Regulation means salary subdivision and represents a point of a salary scale on which, unless specified elsewhere in this Regulation, a member must serve for a minimum of one year before being eligible to progress to any higher subdivision within the range prescribed for the appropriate qualifications or position held.
- (b) The term "base salary" in this Regulation means the salary prescribed in paragraph (i) of sub-clause 5 (a).

3. *Salaries and Allowances.*

- (a) Unless specified otherwise all salaries and allowances prescribed in this Regulation are annual rates.
- (b) Within the range prescribed, a member, subject to satisfactory service, shall proceed by annual increments from the minimum to the maximum of the range.

Provided that, subject to qualifications and/or experience, the Tribunal may determine that an appointee shall commence at a rate other than the minimum.

3A. *Conversion Salaries.*

- (a) A member of the Assistant Class shall receive the base salary prescribed in accordance with his current salary subdivision and shall retain his existing incremental date.
- (b) A member in receipt of a salary less than the minimum determined for qualifications held, shall, on the effective date of this Regulation, proceed to such minimum salary subdivision and shall retain his existing incremental date.

Provided that such a member who for at least one year has been in receipt of a salary less than the minimum determined for qualifications held shall, irrespective of his former incremental date, be entitled to incremental progression commencing on the 1st January, 1974.

- (c) A member who prior to appointment had four or more years' approved teaching experience, together with Certificate C or at least one year's approved teacher training, and who is in receipt of a salary less than the minimum appropriate to his qualifications and experience prescribed in sub-clause 7 (c) shall, from the effective date of this Regulation, proceed to such appropriate minimum salary subdivision and shall retain his existing incremental date.

Provided that such a member who was appointed at any time from the 7th May, 1972, to the 31st December, 1972, shall, irrespective of his former incremental date, be entitled to incremental progression commencing on the 1st January, 1974.

4. This Regulation provides for the following classes:—

- Assistant;
- Senior Teacher;
- Special.

Within these Classes specified positions shall be available as follows:—

Class.	Specified position.
Assistant .. ..	Assistant; Headmaster, Grade III. School; Assistant in receipt of a responsibility allowance; Vice-Principal, Grade I. or Grade II. School; Principal, Grade II. School.
Senior Teacher .. ..	Senior Teacher; Vice-Principal, Special Grade or Grade I. School; Principal, Grade I. School.
Special .. ..	Vice-Principal, Special Grade School; Principal, Special Grade School.

5. *Schedule of Rates.*

The several classes and positions specified in clause 4 shall be paid in accordance with the following:—

- (a) *Assistant Class.*

(i) Within the following ranges, according to qualifications and experience:—

Subdivision.	Certificate A.	Certificate B.	Certificate C or Lesser Qualification.
	\$	\$	\$
14 .. .. .	9,700	..	..
13 .. .. .	9,200	..	..
12 .. .. .	8,700	8,700	..
11 .. .. .	8,200	8,200	..
10 .. .. .	7,800	7,800	..
9 .. .. .	7,400	7,400	7,400
8 .. .. .	7,000	7,000	7,000
7 .. .. .	6,700	6,700	6,700
6 .. .. .	6,400	6,400	6,400
5 .. .. .	..	6,100	6,100
4 .. .. .	..	5,800	5,800
3 .. .. .	..	..	5,500
2 .. .. .	..	..	5,300
1 .. .. .	..	..	5,100

(ii) Allowances.

A member of the Assistant Class who is appointed to one of the following positions shall receive, in addition to his base salary, annual allowances as follows:—

	\$
Headmaster, Grade III. School ..	350
Responsibility Allowance—	
Assistant teacher holding responsibility position;	
Vice-Principal, Grade I. or Grade II. School;	
Principal, Grade II. School ..	900
Principal, Grade II. School (in addition to responsibility allowance)	470

Provided that, except where prescribed by way of higher duties allowances in clause 12, the responsibility allowance shall be paid only to permanent members eligible to proceed to subdivision 12.

(This proviso should be read in conjunction with sub-clause 1 (c) of Regulation 4 of the Teaching Service (Teachers Tribunal) Regulations.)

(b) Senior Teacher Class.	\$
Senior Teacher;	
Vice-Principal, Special Grade or Grade I. School .. .. .	11,200
Principal, Grade I. School .. .. .	12,200

(c) Special Class.	
Vice-Principal, Special Grade School .. .. .	12,200
Principal, Special Grade School .. .. .	13,900

6. Specified Ranges—Assistant Class.

(a) Within the rates prescribed in paragraph (i) of sub-clause 5 (a), members shall be paid in accordance with qualifications as follows:—

Qualification (including an approved course of teacher training).	Subdivisional Range.
(i) Certificate A comprising a four-year course of study post Higher School Certificate .. .. .	7-14
(ii) Certificate A comprising a four-year course of study post Leaving Certificate or approved equivalent .. .. .	6-14
(iii) Certificate B comprising a three-year course of study post Higher School Certificate .. .. .	5-12
(iv) Certificate B comprising a three-year course of study post Leaving Certificate or approved equivalent .. .. .	4-12
(v) Certificate C comprising a two-year course of study post Leaving Certificate or approved equivalent .. .. .	2-9
(vi) Lesser approved qualification .. .. .	1-9

Provided that a member who possesses Certificate A including an approved four-year university degree, an honours degree, or postgraduate qualifications approved by the Tribunal may receive a total credit not exceeding two subdivisions of the schedule during his current service. This proviso may be applied on initial appointment or at any subsequent time or times.

Provided further that the Tribunal shall determine the appropriate subdivisional range where specific provision is not made in this Regulation.

- (b) An exit student who has not successfully completed an approved course of teacher training shall be paid a salary at a point on the subdivisional range as determined by the Tribunal and shall not progress beyond that subdivision. On completion of an approved course of teacher training his salary shall be re-assessed in accordance with the qualification held and he shall be paid the salary subdivision to which he would have progressed on the appropriate scale.
- (c) Subsequent to appointment a member who acquires additional qualifications other than teacher training which entitle him to a subdivisional range with a higher maximum shall receive an adjustment to the next higher salary subdivision.
- (d) Irrespective of credit for approved teaching experience received on appointment, a member who held qualifications entitling him to commence on the lowest subdivision of any of the three salary ranges set out in the table in paragraph (i) of sub-clause 5 (a) and who subsequently gains additional qualifications which would have entitled him to commence one subdivision higher on the same range shall receive an adjustment to the next higher salary subdivision of that range.
- (e) It shall be the responsibility of the member to make application for any adjustment under sub-clauses (c) or (d). Unless otherwise determined by the Tribunal the adjustment shall be effective from the 1st January of the year following the gaining of the additional qualification.

Except where special circumstances exist, the Tribunal will not authorise a retrospective adjustment with effect from a date earlier than the 1st January of the year in which application is made.

- (f) In addition to any adjustment under sub-clauses (c) or (d) a member shall, on his existing incremental date, receive any increment to which he is entitled and shall, where applicable, retain that incremental date.

Provided that a member receiving an adjustment under sub-clause (c) who had reached the maximum of his previous subdivisional range shall, where applicable, receive his subsequent increments on the anniversaries of the adjustment.

#### 7. Recognition of Previous Service.

- (a) The commencing salary of a member who possesses qualifications entitling him to proceed to salary subdivision 12 or beyond may receive a credit for approved teaching experience in accordance with the provisions of sub-clause (b).
- (b) The years of approved teaching experience less one shall, for the purpose of determining the commencing salary, be counted as if the appointee had been employed in the Education Department for the full period and this Regulation (including the provisions of sub-clauses 6 (c) and 6 (f) ) had been in force over that period.

Provided that—

- (i) Experience with qualifications which entitle payment within the Certificate B range shall be counted from subdivision 3.
  - (ii) Experience with qualifications which entitle payment within the Certificate A range shall be counted from subdivision 5 for all qualifications other than approved graduate qualifications or the Fellowship Diploma of Art in which cases the experience shall be counted from subdivision 7.
  - (iii) Experience gained with qualifications which entitle payment within the Certificate C or Lesser Qualification range shall not be included in the calculation of credits.
  - (iv) A member appointed prior to the 7th May, 1974, shall not receive a commencing salary in excess of subdivision 13 unless he holds an approved degree or the Fellowship Diploma of Art.
- (c) A member who possesses Certificate C or a lesser teaching qualification together with at least two years' approved teaching experience shall commence on the salary subdivision prescribed in the following table:—

Number of years.	Subdivision within appropriate range.	
	Range 1-9.	Range 2-9.
2 or 3 .. .. .	2	3
4 or 5 .. .. .	3	4
6 or more .. .. .	4	5

- (d) For the purpose of this clause the term “approved teaching experience” shall be interpreted on the basis of completed years of relevant full-time teaching experience gained subsequent to an approved course of teacher training.
- (e) In special cases the Tribunal on the recommendation of the Director-General may approve credit for experience other than that set out in this clause.

8. A teacher who is transferred from another division to the Assistant Class in the Primary Schools Division shall be classified in a subdivision corresponding to his previous classification and shall be eligible for any subsequent increment at the date of his former entitlement.

9. A teacher appointed as a principal by the Committee of Classifiers shall be remunerated as follows:—

- (a) Where he is located at the school concerned from the commencement of the school year—
  - (i) If appointment becomes effective before the 1st March—salary and allowances appropriate to the position from the 1st January.
  - (ii) If appointment becomes effective at any date on or after the 1st March—salary and allowances appropriate to his former position from the 1st January until the appointment becomes effective;

or

if his former remuneration exceeds that applicable to the position to which he has been appointed—salary and allowances appropriate to the position from the 1st January.
- (b) Where he is engaged in duties not connected with the school to which he has been appointed—remuneration as determined by the Tribunal.

10. *Temporary Teachers.*

- (a) (i) Except where otherwise provided in this Regulation temporary teachers shall be paid in accordance with the base salaries and conditions prescribed for the Assistant Class.

Provided that an appointee who has not completed an approved course of teacher training shall be paid a salary at a point on the subdivisional range as determined by the Tribunal and shall not progress beyond that subdivision. On completion of an approved course of teacher training his salary shall be reassessed in accordance with the qualifications held.

- (ii) A temporary teacher employed on the basis of half-time or more shall be paid the proportional rates of prescribed annual salary, and, where applicable, proportionate remote school allowance.
- (iii) A temporary teacher on appointment to the classified service shall receive no adjustment to his base salary and, where applicable, shall retain his existing incremental date.
- (b) Notwithstanding the provisions of paragraph (i) of sub-clause (a), a temporary teacher employed on the basis of less than half-time shall be paid the rates specified for an emergency teacher in sub-clause (c).
- (c) (i) A temporary teacher, appointed to meet a sudden emergency for periods of not more than thirty school days, shall be paid the rate of \$24.50 for each day of actual teaching duty.

Provided that in special cases approved by the Director-General, the period of service may be extended beyond thirty school days.

- (ii) A temporary teacher appointed to meet a sudden emergency, who is employed for half a school day, shall be paid \$12.25.
- (iii) A temporary teacher employed part-time as an instructor in special classes shall be paid \$15.50 for each session.

11. *Miscellaneous Allowances.*

In addition to the salaries prescribed in this Regulation, the following allowances shall be paid where appropriate:—

(a) *Teachers Temporarily Transferred.*

A member currently in receipt of one of the following allowances shall continue to be paid such allowance whilst occupying the position, but no further allowances shall be authorized in respect of these positions.

	\$
(i) Recruitment Officer .. ..	275
(ii) Welfare Officer .. ..	275
(iii) Information Assistant .. ..	205
(iv) Curriculum Assistant .. ..	205
(v) Research Assistant .. ..	205
(vi) Assistant to Recruitment Officer ..	137
(vii) Assistant to Supervisor of School Forestry .. ..	137
(viii) Assistant to Welfare Officer ..	137

(b) *Teachers Engaged in the Training of Students.*

\$300 a year or \$100 a term.

Provided that an allowance of \$150 a year or \$50 a term shall be paid to full-time teachers in charge of a library or an art/craft centre in a training school if the member is qualified in the appropriate field.

Provided further that no allowance shall be paid to members of the Special Class.

(c) *Teachers in Special Schools.*

Teachers employed in Special Schools as listed in Regulation 14 of the Teaching Service (Teachers Tribunal) Regulations and in other cases determined by the Tribunal—\$300.

Provided that such teachers who are also engaged in the training of students shall receive a total allowance of \$400.

Provided further that the provisions of this sub-clause shall not apply to members of the Special Class.

(No teacher shall be paid more than one of the allowances specified in sub-clauses (b) and (c).)

(d) *Relieving Teachers.*

	\$
State-wide relievers .. .. .	900

Provided that Special Class Relieving Principals shall be paid an amount of \$300 at the end of each term of relieving service.

Country district relievers .. .. .	510
Metropolitan relievers .. .. .	260

(e) *Teachers Undertaking Overtime.*

(i) The following rates shall be paid:—

	Two-hour session.
Group A subjects (up to and including Higher School Certificate level) .. .. .	\$15.50
Group B subjects (Tertiary level) .. .. .	\$18.60

(ii) The following shall be the rate for Continuation Classes in English for Adult Migrants—\$7.75 an hour.

(f) *Persons Employed to Conduct Approved Courses.*

(i) Members of the Teaching Service employed to conduct courses approved by the Director-General shall be paid at the rate of \$9.30 an hour for lectures or tutorial duties performed outside their normal hours of duty, subject to the prior approval of the Director-General for such employment and for the nature of the tutorial duties involved.

(ii) Persons other than members of the Teaching Service may in special circumstances and with the prior approval of the Director-General be employed to assist in conducting approved courses and shall be paid at such rates as are approved by the Tribunal from time to time.

12. *Higher Duties.*

- (a) Where the Director-General assigns a member of the Teaching Service to a position for which the remuneration prescribed is higher than that applicable to his current position he shall be paid a higher duties allowance in accordance with the terms and conditions of this clause if such assignment is for a period of more than two weeks.
- (b) No member shall be assigned the duties of a position unless at least one half of the duties of such position are to be performed.
- (c) Where less than the full duties of a position are performed payment of the allowance shall be proportionate to the extent of the duties carried out.
- (d) Notwithstanding the proviso to paragraph (ii) of sub-clause 5 (a), a member may be assigned the duties of a higher position if he is eligible to progress to subdivision 12. However, where the needs

of a school permit, the duties of a higher position shall be assigned to an appropriately qualified permanent member. A member who is ineligible to proceed to subdivision 12 may be assigned the duties of Headmaster of a Grade III. school only.

- (e) Assignments shall commence from the date of taking up duty and shall cease at the conclusion of the school year.

Provided that a member carrying out the duties of a higher position to which he has been assigned for at least one month prior to the end of the school year shall be paid to the 31st December of that year.

Provided further that if the member is re-assigned the duties of that position as from the first day of the succeeding school year he shall be paid the appropriate higher duties allowance from the 1st January of that year.

- (f) Subject to sub-clause (c) higher duties allowances shall be calculated on the following bases:—

- (i) *Positions in respect of which Responsibility, Headmaster, or Principal allowances are paid:*

Allowances appropriate to the position in addition to the base salary of the assignee.

- (ii) *Other positions:*

An allowance which will raise the member's remuneration to the minimum salary prescribed for the position.

- (g) In special cases the Director-General may, with the prior approval of the Tribunal, assign duties to a member on conditions other than those provided in this clause.

13. *Students in Training.*

- (a) Students in training shall be paid the following allowances:—

YEAR OF COURSE.				
1st	2nd	3rd	4th	5th and thereafter
\$	\$	\$	\$	\$
<i>Students living at home.</i>				
1,700	1,700	2,020	2,220	2,220
<i>Students living away from home.</i>				
1,800	1,800	2,120	2,320	2,320
<i>Students having a wife or child wholly dependent.</i>				
3,120	3,120	3,120	3,120	3,120

Provided that the following terms and conditions shall apply to students recruited to pursue an approved course or courses who have completed at least the first year of the appropriate course without cost to the Education Department:—

- (i) The completed years of course at date of recruitment shall be as determined by the institution which the studentship holder will attend.
- (ii) University courses for graduates or undergraduates shall be as approved by the Director-General but other courses shall be as approved by the Tribunal.
- (iii) Former students in training whose studentships were terminated shall not be entitled to the rates set out hereunder unless the Director-General considers that special circumstances led to such termination.



- (iv) The Tribunal may determine special rates for students who have completed approved courses other than those of a recognized university.

(v) *Schedule of rates:—*

<i>Completed year of course at date of recruitment.</i>	<i>YEAR OF COURSE.</i>			
	<i>2nd</i>	<i>3rd</i>	<i>4th</i>	<i>5th and thereafter</i>
	<i>\$</i>	<i>\$</i>	<i>\$</i>	<i>\$</i>
<i>Students without dependants.</i>				
<i>1st</i>	<i>2,170</i>	<i>2,480</i>	<i>2,680</i>	<i>2,680</i>
<i>2nd</i>		<i>3,020</i>	<i>3,330</i>	<i>3,330</i>
<i>3rd</i>			<i>3,870</i>	<i>4,000</i>
<i>4th</i>				<i>4,580</i>
<i>Students having a wife or child wholly dependent.</i>				
<i>1st</i>	<i>3,120</i>	<i>3,120</i>	<i>3,120</i>	<i>3,120</i>
<i>2nd</i>		<i>3,520</i>	<i>3,520</i>	<i>3,520</i>
<i>3rd</i>			<i>4,170</i>	<i>4,170</i>
<i>4th</i>				<i>4,580</i>

- (b) Students in training who enter upon courses at the beginning of an academic year shall be paid allowances from the 1st January of that year.

Provided that where a studentship has been terminated under circumstances within the control of the student the allowances payable under any subsequent studentship awarded shall commence from a date to be determined by the Director-General.

- (c) Students in training who have been admitted by the Director-General to the second, third, fourth, or fifth year of any approved course shall be eligible to receive the allowance appropriate to the year of the course in which they are engaged.
- (d) Any reference to 1st year of course in this clause is to the year of study following Form VI. level or the Preliminary year of a diploma course, or the equivalents of such years.

14. *Sewing Mistresses.*

Sewing Mistresses shall be paid the following rates of salary:—

<i>Years of Service.</i>			
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>\$1,835</i>	<i>1,910</i>	<i>1,980</i>	<i>2,090</i>

A Sewing Mistress employed part-time shall be paid at the rate appropriate to her years of service and proportionate to the time actually worked by her.

15. *Instructors in Adult Migrant Education.*

- (a) The following rates of salary shall be paid:—

	<i>\$</i>
Supervisor of Migrant Education ..	13,500
Instructor in Charge .. ..	11,300

Programmer-Teacher of Intensive Courses; Programmer-Teacher of Accelerated Courses—

<i>Subdivisions.</i>		
<i>1</i>	<i>2</i>	<i>3</i>
<i>\$8,700</i>	<i>9,125</i>	<i>9,600</i>

Organizer of Continuation Classes; Organizer of Correspondence Tuition; Organizer of Industrial Classes—

<i>Subdivisions.</i>		
<i>1</i>	<i>2</i>	<i>3</i>
<i>\$7,800</i>	<i>8,200</i>	<i>8,700</i>

Instructor—

<i>Subdivisions.</i>								
1	2	3	4	5	6	7	8	9
\$5,100	5,300	5,500	5,800	6,100	6,400	6,700	7,000	7,400

- (b) Instructors who do not possess the qualifications required for appointment to a classified position in the Victorian Education Department shall not proceed beyond Subdivision 4 of the Instructor scale.
- (c) When "time off" in lieu of duty in excess of 38 hours a week cannot be granted, such excess time shall be paid at the overtime rate of \$7.75 an hour. This rate shall apply to persons engaged in Continuation Classes in English for Adult Migrants.

W. E. SAMPSON, Chairman.

A. F. LE CLERCQ, Secretary.

Office of the Teachers Tribunal,  
Melbourne, 18th December, 1973.