



VICTORIA
GOVERNMENT GAZETTE

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THURSDAY, MARCH 23

[1978

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 12th March, 1978.

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.*

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.

3. *Salaries and Allowances.*

- (a) Unless otherwise indicated all salaries and allowances referred to in this Regulation and specified in Schedule "A" are annual rates.
- (b) Within the salary ranges 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 shall determine the minimum and maximum subdivisions of the salary range applicable to an individual member.

4. This Regulation provides for the following classes:—

Special;
Senior Teacher;
Assistant.

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

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

5. Schedule of Rates.

(a) Salaries.

The several classes and positions set out in clause 4 shall be paid in accordance with the salaries specified in Section I of Schedule "A", Part I.

(b) Allowances.

A member of the Assistant Class who is appointed to one of the positions detailed in Section 1 of Schedule "A", Part II, shall receive, in addition to his salary, the allowance or allowances specified in that Section.

Provided that, except where prescribed by way of higher duties allowances in sub-clause 14 (d), the responsibility allowance shall be paid only to permanent members eligible to proceed to subdivision 12 or higher.

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

6. Specified Ranges—Assistant Class.

(a) According to qualifications, members of the Assistant Class shall be paid the salaries specified in Section I (c) of Schedule "A", Part I, within the following ranges:—

Qualifications (including an approved course of teacher training)	Subdivisional Range
(i) Certificate A comprising a four-year course of study for which the pre-requisite was Higher School Certificate or an approved equivalent	7-14
(ii) Certificate A comprising a four-year course of study for which the pre-requisite was Leaving Certificate or an approved equivalent	6-14
(iii) Certificate B comprising a three-year course of study for which the pre-requisite was Higher School Certificate or an approved equivalent	5-12
(iv) Certificate B comprising a three-year course of study for which the pre-requisite was Leaving Certificate or an approved equivalent	4-12
(v) Certificate C comprising a two-year course of study for which the pre-requisite was Leaving Certificate or an 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 Section 1 (c) of Schedule "A", Part I., 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 ranges shall not be included in the calculation of credits.

(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 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 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 for an emergency teacher as described 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 specified in Section 2 (a) of Schedule "A", Part I. 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 the rate specified in Section 2 (b) of Schedule "A", Part I.
 - (iii) A temporary teacher employed part-time as an instructor in special classes shall be paid the rate specified for each session in Section 2 (c) of Schedule "A", Part I.

11. Rural School Aides.

Rural school aides shall be paid the salaries specified in Section 3 of Schedule "A", Part I.

12. Teachers Undertaking Overtime.

Teachers undertaking overtime shall be paid the rates specified in Section 4 of Schedule "A", Part I.

13. Persons Employed to Conduct Approved Courses.

- (a) Members of the Teaching Service employed to conduct courses approved by the Director-General shall be paid at the hourly rate specified in Section 5 of Schedule "A", Part I. 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.
- (b) 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.

14. Higher Duties Allowance.

- (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 one week.
- (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 sub-clause 5 (b), 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 Head Teacher 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, Head Teacher, or Principal allowances are paid:*

Allowances appropriate to the position in addition to the 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.

15. Salary Loading Allowance.

(a) A member other than a student in training who is employed on the 30th June of any year and who has at that date completed one year of full-time service for which salary has been received commencing on the 1st July of the preceding year shall be entitled to receive an annual salary loading allowance equivalent to 17½ per cent. of four weeks of the normal fortnightly total emolument to which he is entitled at that date or the maximum amount specified in Section 2 of Schedule "A", Part II, whichever is the lesser.

Provided that no payment shall be made in respect of service prior to resignation.

Provided further that pro rata payment in respect of service at ½ time fraction or greater shall be made in the case of—

(i) members who die or members who retire on account of age or ill health—at their final salary rates.

or

(ii) members who have completed a minimum of ninety days service within the twelve months preceding the 30th June. For the purpose of payment under this paragraph the allowance shall accrue at the rate of one quarter of the entitlement for each completed ninety days of service and in the case of part-time service the rate of payment shall be determined by the time fraction for which service within the preceding twelve months was the longest in the aggregate.

(b) For the purposes of this clause, a temporary member shall be deemed to retire—

- (i) on account of age—if on or after attaining the age of 60 years he ceases to be employed;
- (ii) on account of ill health—if he produces to the Tribunal satisfactory evidence that his ceasing to be employed is due to ill health which is likely to be permanent.

16. Training Allowance.

(a) Teachers engaged in the training of students shall be paid the allowance per year or per term specified in Section 3 (a) of Schedule "A", Part II.

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

(b) An allowance per year or per term as specified in Section 3 (b) of Schedule "A", Part II, shall be paid to full-time teachers in charge of a library or an art/craft centre if the member is qualified in the appropriate field and is engaged in the training of students.

17. Special Schools Allowance.

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 shall be paid the allowance specified in Section 4 of Schedule "A", Part II.

18. Relieving Allowance.

(a) Special Class Relieving Principals shall be paid the allowance specified in Section 5 (a) of Schedule "A", Part II, at the end of each term of relieving service.

(b) Other relieving teachers shall be paid the allowances specified in Section 5 (b) of Schedule "A", Part II.

19. Students in Training.

(a) Students recruited to pursue an approved course shall be paid the allowances specified in Section 6 (a) of Schedule "A", Part II, according to the year of course undertaken.

(b) The following terms and conditions shall apply to students recruited to pursue an approved course or courses who have completed one or more years of the appropriate course without cost to the teacher training schemes of the Victorian Education Department or of any other State or Commonwealth Education authority:—

- (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) The allowances paid under this sub-clause shall be as specified in Section 6 (b) of Schedule "A", Part II.

- (c) Notwithstanding the allowances referred to in sub-clauses (a) and (b)—
- (i) a student living away from home who is in receipt of an allowance not exceeding the amount specified in Section 6 (c) (i) of Schedule "A", Part II., shall be paid an additional allowance as specified in that Section.
 - (ii) a student having a spouse or child wholly dependent shall be paid a minimum allowance as specified in Section 6 (c) (ii) of Schedule "A", Part II.
- (d) Former students in training who have been readmitted 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.
- (e) 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 award shall commence from a date to be determined by the Director-General.
- (f) 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.

20. *Adult Migrant Education.*

- (a) Holders of positions in Adult Migrant Education shall be paid the salaries specified in Section 6 (a) of Schedule "A", Part I.
- (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 per hour specified in Section 6 (b) of Schedule "A", Part I.

This rate shall apply to persons engaged in Continuation Classes in English for Adult Migrants.

W. E. SAMPSON, Chairman.

A. F. LE CLÉRCQ, Secretary.

Office of the Teachers Tribunal,

Melbourne, 6th March, 1978.

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

SCHEDULE "A"

The payment of the salaries and allowances specified herein is subject to the application of the provisions of the Regulation, with particular reference to the clauses of the Regulation referred to in each Section of the Schedule.

PART I.—SALARIES

1. Salaries for Classes and Positions

(Reference: sub-clause 5 (a) and clauses 6 and 7)

(a) <i>Special Class</i>	\$
Principal, Special Grade School	21,422
Vice-Principal, Special Grade School	18,679
(b) <i>Senior Teacher Class</i>	
Principal, Grade I. School	19,042
Vice-Principal, Special Grade or Grade I. School; Senior Teacher	17,322
(c) <i>Assistant Class</i>	

Subdivision	Certificate A	Certificate B	Certificate C or Lesser Qualification
	\$	\$	\$
14 ..	15,270
13 ..	14,607
12 ..	13,914	13,914	..
11 ..	13,219	13,219	..
10 ..	12,684	12,684	..
9 ..	12,147	12,147	12,147
8 ..	11,579	11,579	11,579
6 ..	11,163	11,163	11,163
7 ..	10,747	10,747	10,747
5	10,361	10,361
4	9,947	9,947
3	9,535
2	9,248
1	8,960

2. Temporary Teachers (Less than half-time)

(a) <i>Temporary teacher (emergency)</i>	
(Reference: sub-clause 10 (c) (i))	
for each day of actual teaching duty	\$40.00
(b) <i>Temporary teacher (emergency)</i>	
(Reference: sub-clause 10 (c) (ii))	
for half school day	\$20.00
(c) <i>Temporary teacher employed part-time as instructor in special classes</i>	
(Reference: sub-clause 10 (c) (iii))	
per session	\$24.25

3. Rural School Aides

(Reference: clause 11).

YEARS OF SERVICE

1	2	3	4
\$	\$	\$	\$
3,484	3,593	3,694	3,857

4. Teachers Undertaking Overtime

(Reference: clause 12)

(a) Group A Subjects (up to and including Higher School Certificate level)	\$
per two-hour session	\$25.00
(b) Group B Subjects (Tertiary Level)	
per two-hour session	\$30.00
(c) Continuation Classes in English for Adult Migrants	
per hour	\$12.15

5. Persons Employed to Conduct Approved Courses

(Reference: sub-clause 13 (a))

Lectures or tutorial duties	
per hour	\$14.55

6. Adult Migrant Education.

(a) Salaries

(Reference: sub-clauses 20 (a) and 20 (b))	\$
Supervisor of Migrant Education	19,880
Instructor in Charge	16,941

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

SUBDIVISIONS

1.	2.	3.
\$	\$	\$
13,509	14,060	14,702

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

SUBDIVISIONS

1.	2.	3.
\$	\$	\$
12,315	12,834	13,509

Instructor—

SUBDIVISIONS

1	2	3	4	5	6	7	8	9
\$	\$	\$	\$	\$	\$	\$	\$	\$
8,699	8,979	9,257	9,657	10,059	10,434	10,838	11,242	11,793

(b) Overtime

(Reference: sub-clause 20 (c)) \$
per hour 12.15

PART II.—ALLOWANCES

- 1. Assistant Class \$
 - (Reference: sub-clause 5 (b))
 - Principal, Grade II. School (in addition to responsibility allowance) 700
 - Responsibility Allowance—Principal, Grade II. School; Vice-Principal, Grade I. or Grade II. School; Assistant teacher holding responsibility position 1,262
 - Head Teacher, Grade III. School 550
- 2. Salary Loading Allowance
 - (Reference: sub-clause 15 (a))
 - maximum 220
- 3. Training Allowance
 - (a) Teachers Engaged in the Training of Students
 - (Reference: sub-clause 16 (a))
 - per year 402
 - per term 134
 - (b) Teachers in Charge of Library or Art/Craft Centre, Engaged in the Training of Students
 - (Reference: sub-clause 16 (b))
 - per year 201
 - per term 67
- 4. Special Schools Allowance
 - (Reference: clause 17)
 - 384
- 5. Relieving Allowance
 - (a) Special Class Relieving Principals
 - (Reference: sub-clause 18 (a))
 - at end of term 570
 - (b) Other Relieving Teachers
 - (Reference: sub-clause 18 (b))
 - State-wide relievers 1,711
 - Country district and Metropolitan relievers 1,369
- 6. Allowances to Students in Training
 - (a) Students recruited to pursue an approved course—
 - (Reference: sub-clause 19 (a))

YEAR OF COURSE

1st	2nd	3rd	4th	5th and thereafter
\$	\$	\$	\$	\$
2,662	2,662	3,244	3,563	3,563

- (b) Students recruited to pursue an approved course or courses who have completed one or more years of the appropriate course without cost to the teacher training schemes of the Victorian Education Department or of any other State or Commonwealth Education authority.

(Reference: sub-clause 19 (b) (v))

		YEAR OF COURSE			
Years of course completed without cost to Education Authorities		2nd	3rd	4th	5th and thereafter
		\$	\$	\$	\$
1	..	3,483	3,981	4,300	4,300
2	4,846	5,346	5,346
3	6,202	6,400
4	7,250

- (c) (i) *Student Living Away From Home*

(Reference: sub-clause 19 (c) (i))

Student living away from home in receipt of allowance not exceeding \$3,653 additional allowance \$255

- (ii) *Student With Dependant*

(Reference: sub-clause 19 (c) (ii))

Student having spouse or child wholly dependent minimum allowance \$5,918

(To take effect from and including the 12th March, 1978)

W. E. SAMPSON, Chairman

A. F. LE CLERCQ, Secretary

Office of the Teachers Tribunal,
Melbourne, 6th March, 1978



VICTORIA GOVERNMENT GAZETTE

Published by Authority

No. 22]

THURSDAY, MARCH 23

[1978

The Teachers Tribunal, in pursuance of the powers conferred by the *Teaching Service Act 1958*, hereby repeals the *Teaching Service—Secondary Schools Division (Classification, Salaries, and Allowances) Regulation* and makes the following Regulation, to take effect on the 12th March, 1978.

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

1. This Regulation may be cited as the “Teaching Service—Secondary 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 “confirmed enrolment” in this Regulation means an enrolment greater or less than that applicable to any specified grouping—
- (i) at the commencement of two successive school years; or
 - (ii) by a margin of ten per cent. at the commencement of any school year.

Provided that—

If, in any given year, the enrolment of a school at the commencement of the year has fluctuated by ten per cent. and has thereby fallen within another specified grouping, the staffing of that school may be adjusted by the Tribunal if the Director-General considers that the latest enrolment will be sustained in the year next following.

3. *Salaries and Allowances.*

- (a) Unless otherwise indicated all salaries and allowances referred to in this Regulation and specified in Schedule "A" are annual rates.
- (b) Within the salary ranges 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 shall determine the minimum and maximum subdivisions of the salary range applicable to an individual member.

4. (a) This Regulation provides for the following classes:—

- Principal;
- Senior Teacher;
- Assistant.

(b) *Principal Class.*

- (i) The positions within the Principal Class shall be:—

Principal of a school with a confirmed enrolment of 400 or more pupils.

Principal of a school with a confirmed enrolment of fewer than 400 pupils.

Deputy Principal of a school with a confirmed enrolment of 400 or more pupils.

- (ii) The confirmed enrolment of a school shall determine the remuneration of the Principal thereof, but in the event of any school having a reduced enrolment, the salary rate shall not be adjusted until the position is vacated.

- (iii) The Principal of the Correspondence School shall be paid the salary of the Principal of a school with a confirmed enrolment of 400 or more pupils.

- (iv) In the event of the confirmed enrolment of a school falling below 400 pupils the position of Deputy Principal shall be adjusted as soon as practicable.

5. *Schedule of Rates.*

(a) *Salaries.*

The several classes and positions set out in clause 4 shall be paid in accordance with the salaries specified in Section 1 of Schedule "A", Part I.

(b) *Responsibility Allowance.*

A member of the Assistant Class who has been appointed to a recognized post of responsibility shall receive, in addition to his salary, an annual allowance as specified in Section 1 of Schedule "A", Part II.

6. *Qualifications.*

- (a) According to qualifications, members of the Assistant Class shall be paid the salaries specified in Section 1 (c) of Schedule "A", Part I, within the following ranges:—

<i>Qualifications (including an approved course of teacher training)</i>	<i>Subdivisional Range</i>
(i) Four-year course of study for which the pre-requisite was Higher School Certificate or an equivalent	7-14
(ii) Four-year course of study for which the pre-requisite was Leaving Certificate or an equivalent	6-14
(iii) Three-year course of study for which the pre-requisite was Higher School Certificate or an equivalent	5-12
(iv) Three-year course of study for which the pre-requisite was Leaving Certificate or an equivalent	4-12
(v) Lesser qualifications	1-9

Provided that a member who possesses an approved four-year university degree, an honours degree, or post-graduate 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 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 the approved course of training his salary shall be reassessed in accordance with the qualification held and he shall be paid the salary subdivision he would have progressed to 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 on the appropriate scale.
- (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 Section 1 (c) of Schedule "A", Part I., 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 authorize 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 range terminating at subdivision 12 shall be counted from subdivision 3.
 - (ii) Experience with qualifications which entitle payment within the range terminating at subdivision 14 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 range terminating at subdivision 9 shall not be included in the calculation of credits.
- (c) A member possessing qualifications inclusive of teacher training for which the maximum entitlement is subdivision 9 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 Secondary 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 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 not receive an adjustment to his salary but, 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 for an emergency teacher as described 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 specified in Section 2 (a) of Schedule "A", Part I., 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 the rate specified in Section 2 (b) of Schedule "A", Part I.
- (iii) A temporary teacher employed part-time as an instructor in special classes shall be paid the rate specified for each session in Section 2 (c) of Schedule "A", Part I.

11. *Teachers Undertaking Overtime.*

Teachers undertaking overtime shall be paid the rates specified in Section 3 of Schedule "A", Part I.

12. *Teachers Undertaking Extra Duties.*

Teachers required under the provisions of clause 2 of Regulation 24 of the Teaching Service (Teachers Tribunal) Regulations to perform formal teaching duties additional to their assigned teaching time shall be paid at the rate specified in Section 4 of Schedule "A", Part I., per period of 40 minutes.

Provided that no payment shall be made where a teacher's duties have not been determined in accordance with conditions as set out in Regulation 24 of the Teaching Service (Teachers Tribunal) Regulations.

13. *Persons Employed to Conduct Approved Courses.*

- (a) Members of the Teaching Service employed to conduct courses approved by the Director-General shall be paid at the hourly rate specified in Section 5 of Schedule "A", Part I., 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.
- (b) 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.

14. *Higher Duties Allowance.*

- (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 one week.
- (b) In the performance of higher duties in the Principal Class or the Senior Teacher Class the following conditions shall apply:—
- (i) 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.
 - (ii) 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.
 - (iii) A member may be assigned the duties of a higher position if he is eligible to progress to subdivision 14. However, where the needs of a school permit, the duties of a higher position shall be assigned to an appropriately qualified permanent member.
 - (iv) 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.
 - (v) Subject to paragraph (ii) the allowance shall be that which will raise the member's remuneration to the salary prescribed for the position.
- (c) A member performing higher duties in a position occupied by the holder of a responsibility allowance shall be paid an allowance at the fortnightly rate specified in Section 2 of Schedule "A", Part II, excluding school vacations, while actually performing such higher duties, or while, on sick leave with pay for up to one month, and the assignment of the higher duties shall cease at the end of the school year.
- (d) 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.

15. *Special Duties Allowance.*

- (a) A member employed at .8 time fraction or greater who is assigned the special duties of a post of responsibility in a Secondary School shall receive, in addition to his salary, a fortnightly allowance as specified in Section 3 of Schedule "A", Part

II., excluding school vacations, while actually performing such special duties or while on sick leave with pay.

- (b) The committee responsible for the assignment of special duties in a school may assign a member to act in place of a member who has been assigned special duties and who is temporarily absent from duty and the member so assigned shall receive an allowance under the terms and conditions specified in sub-clause (a) if the assignment is for a period of more than one week.

Provided that payment of the allowance shall cease if the member so assigned is absent on sick leave for a period of more than one month.

16. *Salary Loading Allowance.*

- (a) A member other than a student in training who is employed on the 30th June of any year and who has at that date completed one year of full-time service for which salary has been received commencing on the 1st July of the preceding year shall be entitled to receive an annual salary loading allowance equivalent to $17\frac{1}{2}$ per cent. of four weeks of the normal fortnightly total emolument to which he is entitled at that date or the maximum amount specified in Section 4 of Schedule "A", Part II., whichever is the lesser.

Provided that no payment shall be made in respect of service prior to resignation.

Provided further that pro-rata payment in respect of service at $\cdot 5$ time fraction or greater shall be made in the case of—

- (i) members who die or members who retire on account of age or ill health—at their final salary rates,

or

- (ii) members who have completed a minimum of ninety days service within the twelve months preceding the 30th June. For the purpose of payment under this paragraph the allowance shall accrue at the rate of one quarter of the entitlement for each completed ninety days of service and in the case of part-time service the rate of payment shall be determined by the time fraction for which service within the preceding twelve months was the longest in the aggregate.

- (b) For the purposes of this clause, a temporary member shall be deemed to retire—

- (i) on account of age—if on or after attaining the age of 60 years he ceases to be employed;
- (ii) on account of ill health—if he produces to the Tribunal satisfactory evidence that his ceasing to be employed is due to ill health which is likely to be permanent.

17. *Training Allowance.*

Teachers engaged in the training of students shall be paid a maximum allowance as specified in Section 5 (a) of Schedule "A", Part II.

Provided that payment for any one term shall not exceed the maximum allowance per term specified in Section 5 (b) of Schedule "A", Part II.

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

18. *Relieving Allowance.*

Regional relieving assistants shall be paid the disability allowance specified in Section 6 of Schedule "A", Part II.

19. *Students in Training.*

- (a) Students recruited to pursue an approved course shall be paid the allowances specified in Section 7 (a) of Schedule "A", Part II, according to the year of course undertaken.
- (b) The following terms and conditions shall apply to students recruited to pursue an approved course or courses who have completed one or more years of the appropriate course without cost to the teacher training schemes of the Victorian Education Department or of any other State or Commonwealth Education authority:—
- (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) The allowances paid under this sub-clause shall be as specified in Section 7 (b) of Schedule "A", Part II.
- (c) Notwithstanding the allowances referred to in sub-clauses (a) and (b)—
- (i) A student living away from home who is in receipt of an allowance not exceeding the amount specified in Section 7 (c) (i) of Schedule "A", Part II, shall be paid an additional allowance as specified in that section.
 - (ii) A student having a spouse or child wholly dependent shall be paid a minimum allowance as specified in Section 7 (c) (ii) of Schedule "A", Part II.
- (d) Former students in training who have been readmitted 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.
- (e) 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.
- (f) 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.

W. E. SAMPSON, Chairman
A. F. LE CLERCQ, Secretary

TEACHING SERVICE—SECONDARY SCHOOLS DIVISION
(CLASSIFICATION, SALARIES, AND ALLOWANCES) REGULATION
SCHEDULE "A"

The payment of the salaries and allowances specified herein is subject to the application of the provisions of the Regulation, with particular reference to the clauses of the Regulation referred to in each section of the Schedule.

PART I.—SALARIES

1. *Salaries for Classes and Positions*
(Reference: sub-clause 5 (a) and clauses 6 and 7). \$
 - (a) *Principal Class*
 - Principal of a school with a confirmed enrolment of 400 or more pupils 22,054
 - Principal of a school with a confirmed enrolment of fewer than 400 pupils 19,943
 - Deputy Principal 19,728
 - (b) *Senior Teacher Class*
 - Senior Teacher 16,817
 - (c) *Assistant Class*

Subdivision	Fully Qualified	One Year of Study Less than Fully Qualified	Lesser Qualifications
	\$	\$	\$
14	14,825		
13	14,182		
12	13,509	13,509	
11	12,834	12,834	
10	12,315	12,315	
9	11,793	11,793	11,793
8	11,242	11,242	11,242
7	10,838	10,838	10,838
6	10,434	10,434	10,434
5		10,059	10,059
4		9,657	9,657
3			9,257
2			8,979
1			8,699

2. *Temporary Teachers (Less than half-time)*
 - (a) *Temporary teacher (emergency)*
(Reference: sub-clause 10 (c) (i))
for each day of actual teaching duty \$40.00
 - (b) *Temporary teacher (emergency)*
(Reference: sub-clause 10 (c) (ii))
for half school day \$20.00
 - (c) *Temporary teacher employed part-time as instructor in special classes*
(Reference: sub-clause 10 (c) (iii))
per session \$24.25
3. *Teachers Undertaking Overtime*
(Reference: clause 11)
 - (a) *Group A subjects (up to and including Higher School Certificate level)*
per two-hour session \$24.25
 - (b) *Group B Subjects (Tertiary level)*
per two-hour session \$29.15
 - (c) *Continuation Classes in English for Adult Migrants*
per hour \$12.15
4. *Teachers Undertaking Extra Duties*
(Reference: clause 12)
per period of 40 minutes \$7.40
5. *Persons Employed to Conduct Approved Courses*
(Reference: sub-clause 13 (a))
Lectures or tutorial duties
per hour \$14.55

PART II.—ALLOWANCES

1. *Responsibility Allowance*
(Reference: sub-clause 5 (b)) \$
1,225
2. *Higher Duties Allowance*
(Reference: sub-clause 14 (c))
Vice holder of a responsibility allowance
per fortnight 58
3. *Special Duties Allowance*
(Reference: sub-clause 15 (a))
per fortnight 58
4. *Salary Loading Allowance*
(Reference: sub-clause 16 (a))
maximum 220

- 5. Training Allowance (Reference: clause 17) \$
 - (a) maximum 402
 - (b) maximum per term 268
- 6. Relieving Allowance (Reference: clause 18)
 - Regional relieving assistants 1,369
- 7. Allowances to Students in Training
 - (a) Students recruited to pursue an approved course— (Reference: sub-clause 19 (a))

YEAR OF COURSE				
1st	2nd	3rd	4th	5th and thereafter
\$	\$	\$	\$	\$
2,662	2,662	3,244	3,563	3,563

- (b) Students recruited to pursue an approved course or courses who have completed one or more years of the appropriate course without cost to the teacher training schemes of the Victorian Education Department or of any other State or Commonwealth Education authority. (Reference: sub-clause 19 (b) (v))

Years of Course completed without cost to Education Authorities	YEAR OF COURSE			
	2nd	3rd	4th	5th and thereafter
	\$	\$	\$	\$
1	3,483	3,981	4,300	4,300
2	..	4,846	5,346	5,346
3	6,202	6,400
4	7,250

- (c) (i) Student Living Away From Home (Reference: sub-clause 19 (c) (i))
 - Student living away from home in receipt of allowance not exceeding \$3,563 additional allowance 255
- (ii) Student with Dependant (Reference: sub-clause 19 (c) (ii))
 - Student having spouse or child wholly dependent minimum allowance 5,918

(To take effect from and including the 12th March, 1978)

W. E. SAMPSON, Chairman
A. F. LE CLERCQ, Secretary

Office of the Teachers Tribunal,
Melbourne, 6th March, 1978