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[1960

EDUCATION ACT, 1928-1957.

Education Department,
Perth, 20th June, 1960.

HIS Excellency the Governor in Executive Council has been pleased to approve of the regulations set forth in the schedule hereunder, made by the Minister for Education pursuant to the provisions of section 28 of the Education Act, 1928-1957.

T. L. ROBERTSON,
Director of Education.

Schedule.

Regulations.

PART I.—PRELIMINARY.

1. These regulations may be cited as the Education Act Regulations, 1960, and shall take and have effect on and after the 26th day of July, 1960.

2. The Education Act Regulations, 1949, published in the *Government Gazette* on the 26th July, 1949, as amended from time to time thereafter by regulations amending the same and duly made under the Education Act, 1928, as amended, are revoked.

3. These regulations are divided into parts, divisions, sections, subdivisions and schedules as follows:—

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4. In these regulations, unless the context requires otherwise—

“administrative instructions” means instructions or directions issued from time to time by the Director, and includes departmental orders lawfully issued;

“approved teachers' college” means a school or college established under the Act for the training or education of teachers;

“certification” of a teacher means his status as the holder of a Teachers' Certificate (Conditional), a Teachers' Certificate (Technical), a Teachers' Certificate, a Teachers' Higher Certificate (Conditional) or a Teachers' Higher Certificate;

“classification” of a teacher means his classification in the service of the Department in relation to his certification and grade;

“Department” means Education Department;

“District Superintendent” means an officer of the Department duly appointed as a Superintendent of Education to supervise the work of schools in a particular district, and, in the case of a District Superintendent of Secondary Education, means a person so appointed to supervise the work of secondary schools;

“Divisional Superintendent” means an officer of the Department duly appointed as a Superintendent of Education to be in charge of the primary, secondary, technical or teacher training division of the Department, and includes the Deputy Director of Education;

“grade” in reference to a teacher's classification, means position on the basic salary scale;

- “headmaster” includes principal and headmistress;
- “infants’ school” means a primary school in which the classified school standard of education is not higher than grade 3;
- “parent” includes guardian, and every person who is liable to maintain or has the actual custody of any child;
- “primary school” means primary school Class I, II, III, IV, or V, or special school, native school, or school for handicapped children established or maintained under the Act;
- “school” means government school or college unless expressly referred to as one other than a government school or college;
- “school year” means the period from the date of commencement of school in the month of February in each year to the commencement of the summer vacation in the month of December of the same year;
- “secondary school” means high school or senior high school established or maintained under the Act;
- “Superintendent” means an officer of the Department holding the position of a Superintendent of Education in the Department;
- “Teachers’ Handbook” means the handbook of information issued by the Director;
- “the Act” means the Education Act, 1928, as amended;
- “two year trained teacher” means a teacher who has passed a prescribed course of training of two years’ duration at an approved teachers’ college;
- “three year trained teacher” means a teacher who has passed a prescribed course of training of three years’ duration at an approved teachers’ college;
- “four year trained teacher” means a teacher who has obtained a degree of a recognised University for which the minimum requirements are three years’ full time study or other qualification accepted by the Director as of equivalent standard and has, in addition, completed at least one year of training at an approved teachers’ college;
- “five year trained teacher” means a teacher who has obtained a degree at a recognised University for which the minimum requirements are four years’ full time study and has completed at least one year of training at an approved teachers’ college or a teacher who has obtained a degree of a recognised University for which the minimum requirements are three years’ full time study and has, in addition, passed at least one year’s full time post-graduate study and completed at least one year of training at an approved teachers’ college.

PART II.—PUPILS.

Division 1.—Admission and Transfer—Primary and Secondary Schools.

5. (1) Before a child is admitted to a school, a parent of the child, on being requested so to do by the headmaster of the school, shall fill in and sign the appropriate admission form, and shall produce for inspection by the headmaster a duly authenticated birth certificate or extract from the birth certificate relating to that child.

(2) A parent who, on being so requested, fails or refuses to fill in and sign the form or to produce the certificate or extract, or who furnishes to the headmaster, or enters in the form, information relating to the child which he knows is false, commits an offence.

Penalty, on conviction by a court of summary jurisdiction: Twenty pounds.

(3) Upon admission of a child to a school the headmaster shall enter the name of the child and all appropriate and necessary information in the admission register.

6. (1) A child may be transferred from one school to another—

- (a) during the first fortnight of a school year; or
- (b) at any time, if the child’s parent changes his residence to one in a locality in or near which the other school is situated:

But a child shall not be admitted to a school specially set apart to serve a particular district unless the child lives within that district.

(2) Where a parent desires to have his child transferred from one school to another in circumstances other than those set out in paragraph (a) or paragraph (b) of subregulation (1) of this regulation, the parent shall obtain the written consent of the Director to the transfer and produce that consent to the headmaster of the school to which the transfer is desired.

(3) The headmaster of a school to which a parent desires to transfer his child in the circumstances referred to in subregulation (2) of this regulation, shall not admit the child to that school unless the written consent of the Director to the transfer is produced.

7. (1) A child who leaves a school for transfer to another school shall obtain from the headmaster of the school he leaves a transfer note which shall be produced to the headmaster of the other school prior to the admission of the child to that other school.

(2) Where a child leaves a school for transfer to another school without obtaining a transfer note from the headmaster of the school he leaves, the headmaster of the school to which the child is transferred shall, if the child is, but for the provisions of subregulation (1) of this regulation, entitled to be so transferred, enrol the child and forward a transfer note in respect of that child to the school the child has left.

Division 2.—Compulsory Attendance.

8. (1) Where a parent of a child who has not reached leaving age informs a welfare officer or the Director that the child is under regular and efficient instruction at home or elsewhere, a Superintendent may after examining the child, grant that child a certificate exempting him from attending a school.

(2) (a) A certificate so granted may, by notice in writing served on a parent of the child, be cancelled by the Director if it appears to him that there has been an alteration of the circumstances under which the certificate was granted and that the child should not be exempted from attending a school.

(b) Upon service of the notice of cancellation, the certificate ceases to have any force or effect.

(3) A school shall not be declared efficient or placed on the list of efficient schools if it has less than eight pupils in attendance each day; but the Minister may require an officer of the Department to make a report on persons being over 18 years of age who instruct a less number of children each day, in order to decide whether the instruction is such as may provide a reasonable excuse for the children not attending a school.

9. For the purposes of this division a continuous attendance by a child of not less than two full hours' secular instruction shall be reckoned as a half day's attendance.

10. (1) Except as otherwise provided in these regulations, or unless in possession of a certificate exempting him from attending a school, a child who is not less than six years of age nor more than leaving age shall attend school.

(2) Notwithstanding any provision of subregulation (1) of this regulation—

(a) a child whose age is not less than six years nor more than nine years, if living more than two miles by the nearest road or other reasonable means of access from a school, is not obliged to attend a school; but this paragraph does not apply to such a child if, in the opinion of the Minister, satisfactory means of conveyance are available to the child so that the distance to be travelled on foot by the child does not exceed one mile;

(b) a child whose age is not less than ten years nor more than leaving age, if living more than three miles by the nearest road or other reasonable means of access from a school, is not obliged to attend a school; but this paragraph does not apply to such a child if, in the opinion of the Minister, satisfactory means of conveyance are available to the child so that the distance to be travelled on foot by the child does not exceed two miles.

(3) A teacher shall inform a welfare officer or the Department of any child who to his knowledge is living within the area served by his school and does not attend a school, unless the child has a reasonable excuse as defined in the Act and these regulations for non-attendance.

11. (1) If a child on the roll of a school is absent, a parent of the child, on being required by the class teacher, or the headmaster, shall forward a written excuse for the absence of the child.

(2) A teacher shall forward to a parent of any child who is absent for one half day or longer an absentee note which shall be despatched within two days of the first half day's absence of the child.

(3) The headmaster of a school shall obtain from the Department and maintain in his school a supply of absentee notes for use by teachers as required.

(4) (a) A teacher shall file for reference all letters of excuse received by him for a child's absence from school.

(b) Where a parent fails or refuses to furnish a letter of excuse when required, the headmaster of the school in which the child is enrolled shall make an entry in the appropriate compulsion form stating the periods of the child's absence from the school.

(c) The headmaster of a school shall notify the Director immediately a serious case of default in attendance occurs, or if a child without a reasonable excuse as defined in section 14 of the Act or in this regulation, fails or neglects to attend school.

(d) When notifying the Director as required by paragraph (c) of this sub-regulation, the headmaster shall after carefully verifying the same give the name and address of each child who is mentioned in the notification.

(5) Sickness or other unavoidable cause may be regarded as a reasonable excuse for a child's absence from school if a parent of the child gives the class teacher written notice of the cause of absence within seven days after the first day of absence.

(6) Within seven days after the Minister, or a person authorised by the Minister, requires a parent to produce a medical certificate in support of a child's absence from school on the ground of sickness, the parent shall obtain and furnish the certificate to the Minister or person so authorised.

(7) (a) A teacher shall at frequent intervals, and at least once each term, revise the register of names of the children in his class so that the register contains accurate information for the welfare officer relating to the addresses of parents of the children, and in the case of those residing in the Metropolitan Area, the street numbers of their houses should where possible be shown in the register.

(b) The headmaster of a school shall withdraw from the school roll the name of any child who—

(i) leaves the district and goes to another school;

(ii) by reason of being exempted from attending school on account of his age, has left the school;

(iii) leaves the State; or

(iv) resides beyond the compulsory radius and does not attend the school for one term or longer.

(c) The headmaster of a school shall furnish to the Department, together with each monthly school welfare return, a list showing the names of all children who during the month in question have left the school and the names of those who were admitted to the school together with the name of the school, if any, previously attended by the child so admitted.

12. School Welfare Returns in respect of each month shall be forwarded to the Department by the headmaster of a government or non-government school within seven days after the end of each month in respect of which the return is made up.

Division 3.—Assistance in Conveyance of Children to School.

13. (1) (a) The Minister may make a grant to a parent of a child who is transported to the primary school nearest the place of residence of that child, or to a government secondary or technical school, or to a private secondary school included in the list of "efficient" private schools published from time to time in the *Government Gazette*, provided that the child is punctual in attendance and attends the full day.

(b) The grant shall be equal to the amount by which the fares or cost of conveyance by public transport exceed or exceeds the sum of five shillings (5s.) per week for each child, provided that the amount to be paid by the Minister shall not exceed the sum of seven shillings and sixpence (7s. 6d.) per week for each child.

(c) No grant shall be made by the Minister in respect of any student whose age exceeds eighteen (18) years.

(2) Where public transport is not available to a child attending a primary or secondary school and the child is driven by the shortest practicable route—

(a) from his residence to the school, a distance exceeding five (5) miles; or

(b) from his residence to a school bus service to the school, a distance exceeding four (4) miles,

the Minister may make a grant not exceeding the sum of two shillings and sixpence (2s. 6d.) per day in respect of that child.

(3) (a) No payment under this regulation shall be made until an application in writing signed by the parent has been duly certified as correct by the headmaster of the school, or by a teacher authorised to give a certificate, and the application has been approved by the Minister.

(b) No grant shall be made in respect of a period prior to the date of the Minister's approval.

Division 4.—Board and Supervision Allowance.

14. (1) The Minister may approve payment of an allowance to a parent of a child who boards away from home in order to attend an approved school if the residence of the parent is more than five miles distant from a school of the appropriate class set forth in subregulation (2) of this regulation, or more than four miles from a means of mechanical transport to a school of that class.

(2) For the purposes of subregulation (1) of this regulation a school of the appropriate class is—

(a) a government school, if the child is in grade 7 or a lower grade;

(b) a government school classified as Class II or higher, if the child is in a secondary school course;

(c) a government secondary school, if the child is in any year of a secondary school course; or

(d) a technical college or school, if the child attends that school on a full time day course.

(3) Upon approval by the Minister, the following rates of allowance are payable:—

(a) If the home of the child is situated north of the 26th Parallel of south latitude—Eighty pounds (£80) per annum.

(b) If the home of the child is situated in the South-West Land Division of the State—Thirty pounds (£30) per annum, but if so situated and the child is—

(i) in the fourth or fifth year of a secondary school course; or

(ii) continuing, without interruption, his education by attendance in a full time course at a State technical college or school; or

(iii) enrolled at the Muresk Agricultural College—Fifty pounds (£50) per annum;

(c) If the home of the child is situated elsewhere in the State—Fifty pounds (£50) per annum.

(4) No payment shall be made under this regulation unless the application for the allowance, upon being certified by the headmaster of the school which the child attends, is approved by the Minister.

15. The Minister may approve payment of an allowance at the rate of Twenty pounds (£20) per annum to a parent who engages a person to supervise his child's education by correspondence.

16. The Minister may approve payment of an allowance at the rate of Fifty pounds (£50) per annum to a parent of a child who suffers physical or mental disability and must board away from home in order to attend a school providing special instruction suited to his disability.

17. If a child referred to in regulation 16 of these regulations boards at an institution the allowance approved under that regulation may, at the discretion of the Minister, be paid direct to the institution.

Division 5.—Health Provisions.

(a) General.

18. A child who attends a school in a dirty condition shall, on being so required by a teacher, cleanse himself or return home for the purpose of cleansing himself.

19. (1) The headmaster of a school may refuse to allow a girl whose hair is long and is capable of being worn in plaits or tied back to attend the school unless her hair is so worn or tied back.

(2) Where the headmaster so refuses to allow the attendance of a girl, he shall immediately report to the Director the circumstances of the refusal.

20. (1) Every teacher shall ensure that all children obey and comply with the administrative instructions relating to health provisions and infectious or other diseases.

(2) Administrative instructions relating to health provisions and infectious or other diseases apply equally to children and teachers at any school.

(b) Infectious Diseases.

21. The headmaster of a school may for such period as he deems necessary exclude from the school any child who is suffering from any contagious, offensive or infectious disease, or who is habitually of unclean habits.

22. (1) A child who in any manner disobeys a lawful direction of a teacher, or fails to comply with any administrative instruction relating to infectious or other diseases, may be excluded from a school by the headmaster of the school.

(2) A child so excluded under this regulation or under regulation 21 of these regulations shall be reported immediately to the Director.

(c) Closing of Schools in Hot Weather.

23. If the temperature recorded by a school thermometer exceeds 105 degrees Fahrenheit during school hours in any school or class-room and there are no means available to the teacher whereby the temperature can be reduced below that temperature, the headmaster of the school may close the school during those hours and shall report the fact to the appropriate Divisional Superintendent.

PART III.—GENERAL.

Division 1.—Discipline and Conduct of Teachers and Pupils Generally.

24. (1) Every teacher shall make himself acquainted with the regulations and administrative instructions supplied to his school.

(2) A teacher is bound by and shall comply with all administrative instructions which apply to him.

25. (1) A teacher shall obey and strictly observe all departmental orders and every direction given to him by the Superintendent in the course of his employment as a teacher.

(2) If a teacher is aggrieved by an order or direction referred to in paragraph (1) of this regulation, he may appeal to the Minister for such redress as the Minister deems fair and reasonable: but pending the hearing of his appeal the teacher shall comply with the order or direction.

(3) Where a teacher appeals to the Minister under the provisions of sub-regulation (2) of this regulation, the Minister may, after due enquiry, dismiss the appeal, or cancel or vary the order or direction appealed against.

26. A teacher shall not—

(a) use in a school any sectarian or denominational publication or party political propaganda of any kind whatsoever; or

(b) inculcate or attempt to inculcate in a student any sectarian, denominational or party political propaganda.

27. (1) The headmaster of a school shall not permit or suffer any matter or thing which is of an advertising nature to be distributed or exhibited in the school unless the name of the advertiser is obliterated; but this provision shall not apply where in any case the Minister is satisfied that the matter or thing is genuinely serviceable as a school requisite or is of an educational or useful nature for the purpose of teaching.

(2) A teacher shall not without the express permission of the Director allow collecting cards, raffle tickets or subscription lists to be given to or used by the children in a school for raising money from the public or from one another.

(3) A teacher shall not permit or suffer a child who is on the roll of a school, when in the school premises, to solicit or beg for money for any purpose or to trade with, or sell any article to, any person for money, or seek by any means to promote the sale of any article.

(4) A child shall obey and give effect to every order given by a teacher in the course of his duties, or in exercise of his powers, at a teacher.

28. (1) For the purpose of disciplining a child a teacher may detain him in the school after the hours laid down in the time table, on the grounds of—

- (a) idleness in school;
- (b) unpunctuality;
- (c) disobedience; or
- (d) any other similar fault, other than inability to learn.

(2) Subject to these regulations and any directions received from time to time from the Director, a teacher has authority to secure the good behaviour of his pupils both within the school and in the school playground and when a child comes to or returns from the school.

29. (1) Except as provided in regulation 28 of these regulations, a teacher shall not detain a child at the school after the hours laid down in the time table.

(2) (a) A teacher shall not detain a child at the school during a dinner recess or a recess in the middle of the morning or afternoon session, but may do so only after the afternoon session of school for a period not exceeding half an hour except in exceptional circumstances.

(b) Where a teacher detains a child at the school for a period exceeding half an hour, he shall enter particulars of the period and the circumstances of the detention in the school punishment book which shall be kept by the headmaster of the school for the purpose.

30. The headmaster of a school shall make proper provisions for the supervision of the children attending the school when such children are at play both in the recesses during school hours and in the recess for dinner.

31. A teacher shall be present in a primary or secondary school at least fifteen minutes before the school commences in order to prepare the materials for his work and to secure good behaviour among his pupils.

32. The discipline enforced in a school shall be mild but firm, and any degrading or injurious punishment shall be avoided.

33. (1) (a) Corporal punishment may, as a last resort, be inflicted by the headmaster of a school, or by a teacher on the staff of that school under the direction and on the responsibility of the headmaster.

(b) A person who so inflicts corporal punishment on a child shall immediately after so doing enter particulars thereof and details of the offence in the school punishment book.

(c) The sole responsibility for the use of the cane in a school is vested in the headmaster of that school.

(2) (a) Corporal punishment may be inflicted for offences against morality, for gross impertinence, or for wilful and persistent disobedience.

(b) A headmaster or teacher shall not inflict corporal punishment on a child—

- (i) as a general rule, in public; or
- (ii) for failure or inability to learn; or
- (iii) for trivial breaches of school discipline; or
- (iv) for neglect to prepare home lessons.

(3) Corporal punishment shall only be inflicted with a cane on the palm of the hand.

34. (1) No headmaster or teacher shall inflict corporal punishment on a girl of the age of twelve years or over.

(2) (a) Corporal punishment of a girl whose age is less than twelve years may be inflicted only under very extreme circumstances, and if a female teacher is available in the school the punishment shall be inflicted by her and not by a male teacher.

(b) A headmaster shall not delegate to a teacher a general authority to inflict corporal punishment on girls, and each case of such punishment shall be the subject of the headmaster's special authority.

(c) Where corporal punishment is inflicted on a girl, the person inflicting the punishment shall enter in the punishment book a statement of the circumstances giving rise to the punishment and shall bring the matter to the notice of the District Superintendent when he next visits the school.

35. No child shall be expelled from a school, but if a headmaster considers that circumstances so warrant, he may suspend a child from attending school and report the suspension to the Director who shall decide the action to be taken in respect of the child.

Division 2.—General Management of Primary and Secondary Schools.

36. (1) The headmaster of a school shall prepare or cause to be prepared a programme of instruction and a time table for the general work of the school and shall ensure that each teacher has in his possession a copy of the time table in respect of the class or classes for which the teacher is responsible, and that the time table is signed both by the teacher and himself.

(2) The programme of instruction in a school shall be in accordance with the Curriculum published from time to time by the authority of the Director, or as approved by the appropriate District Superintendent.

37. (1) Except as provided in these regulations, no school shall be closed on any school day without the written authority of the Director or of a departmental officer acting with the authority of the Minister or the Director.

(2) During each recess in the middle of the morning and the afternoon sessions, a teacher shall ensure that all rooms in the school in his charge are aired.

38. (1) The headmaster of a school shall enter in the school journal, or other appropriate school record, particulars of all absences of teachers.

(2) In the absence of the headmaster of a school, the deputy headmaster shall take charge of the school, and where no such deputy is available the teacher who is the senior teacher on the staff of the school shall take charge of the school.

Division 3.—Records and Returns.

39. Where the Director has prescribed by administrative instruction or otherwise the form and manner in which registers and records are to be kept and maintained in any school and in which returns or any particular return shall be kept and furnished by any school, the headmaster of the school shall comply or ensure compliance with the instruction.

40. (1) A headmaster or teacher who is negligent in compiling or furnishing returns, or in keeping school registers, or in replying to correspondence or to notices in the Education Circular which require replies from him, commits misconduct which renders him liable to be dealt with under regulation 134 of these regulations by the Director who may impose for each case of misconduct a fine, and if the misconduct is repeated, a reduction in salary grading.

(2) A headmaster or teacher who fraudulently makes false entries in a register or return may, after due enquiry by the Minister, be dismissed by the Director.

Division 4.—Books and Materials.

41. (1) The Minister may approve of the free supply for use by school children of such materials and books as he thinks fit.

(2) Where books are prescribed for any course of study by the proper officer of the Department, a child undertaking that course shall procure at his own expense such materials and books required for that course as are not supplied to him free of charge.

(3) The Director may ban the use of any book which he considers unsuitable for school purposes and no teacher or pupil shall bring to or use in the school any book so banned.

Division 5.—Religious Instruction.

42. (1) A parent of a child shall, at the request of a teacher of the school attended by the child, inform the teacher as to the religious denomination to which the child belongs, and such information shall be recorded by the teacher in the appropriate register.

(2) A parent who wishes his child to attend the religious instruction given by the delegate of a denomination other than that to which the child belongs, shall notify the teacher in writing to that effect.

(3) Where a parent notifies the headmaster of a school in writing that he objects to his child receiving special religious instruction, a teacher shall not require the child to receive that instruction.

(4) Where a parent notifies a teacher in writing that he wishes his child to attend the religious instruction given by the delegate of a denomination other than that to which the child belongs, the teacher shall retain the notification.

43. (1) In a school where only one room is available for religious instruction, religious instruction of different persuasions shall be given at different times, and when children of one religious denomination are receiving instruction, arrangements shall be made for the children of other denominations to receive instruction in secular subjects.

(2) In a school where more than one room is available for religious instruction, religious instruction of the different persuasions shall be given at the same time in each of the rooms.

(3) If the same representative is duly delegated to act for more than one religious denomination, each denomination shall be regarded as a separate class, and so noted in the appropriate record of attendances.

(4) Where a parent objects to his child receiving the general religious instruction specified in a school programme, he shall notify the teacher in writing of his objection, and thereupon the teacher shall arrange for that child to be instructed in other subjects during the time assigned for the giving of religious instruction to the group or class of that child.

44. (1) No person shall give, or be allowed by the headmaster of a school to give, special religious instruction at a school unless such person has received from the Director a letter authorising him so to do.

(2) The letter of authority shall, if required by the headmaster of the school, be produced by the holder for inspection and return by the headmaster.

Division 6.—School Premises.

45. (1) The headmaster of a school shall make necessary arrangements for the regular cleaning of the school rooms and shall ensure that the closets and all external premises are kept clean.

(2) An allowance for the cleaning of school premises is payable to the headmaster of the school in accordance with the provisions of this regulation.

(3) (a) The allowance for the cleaning of school premises is payable in accordance with rates prescribed by appropriate industrial agreements, but if teachers or school children carry out the cleaning, the payment shall be two-thirds of those rates.

(b) An allowance for the cleaning of shelter sheds is payable at one-half the rates for a classroom, unless the sheds are equipped with desks in which case full rates are payable.

(c) For the purposes of calculating any allowance for the cleaning of school premises, six closets shall be regarded as equivalent to an area of 550 square feet and proportionate rates shall apply where there are smaller or larger numbers of closets.

(d) Where a school is held in a public hall or other hired building, special rates for cleaning, to be fixed by the Director, shall apply.

(4) The Minister shall indemnify every headmaster of a school against any claim under the Workers' Compensation Act, 1912 (as amended) or any other law, for personal injury by accident sustained by a cleaner or other employee and arising out of or in the course of his employment by the headmaster to perform work in or about school premises at the instance or with the permission of the Minister or the Director.

(5) The Minister or Director may determine the person to be given employment as a cleaner or to perform work in or about school premises.

46. A headmaster of a school in consideration of the allowances paid or payable to him for cleaning, or causing to be cleaned, the school premises, shall—

(a) have the premises, including all outbuildings, swept and dusted daily and washed with sufficient frequency to keep them thoroughly clean; and

(b) have all necessary fires laid and ready to be lighted during the period from the first day of May to the first day of October in each year.

47. (1) The headmaster of a school is responsible for the safe custody of the school buildings and furniture.

(2) In a school where a Cadet Corps is established, the headmaster of that school is responsible for such government property as is issued to the school in connection with that Corps.

48. Where the average attendance in a classroom at a school exceeds its capacity calculated on the basis of twelve square feet for each child, the headmaster of that school shall report the matter to the Department, but shall not refuse the admission of a child unless the Director authorises such refusal.

49. (1) Where in any locality there is no other suitable building available for the holding of meetings, religious services or entertainment, the Director may let a school building for use for any of those purposes.

(2) Application for the use of a school building for a purpose mentioned in subregulation (1) of this regulation shall be made to the headmaster of that school, and the headmaster shall forward the application, together with any remarks he thinks fit, to the Director for consideration.

(3) The Director may fix a charge for the use of a school building and the amount so fixed shall be payable in advance and be lodged with the application.

(4) If the amount so fixed is not paid in advance, permission to use the building shall be deemed to be cancelled and the headmaster shall not make the building available, or hand the key to the building, to the applicant.

(5) If a teacher occupies a residence under the same roof as a school room, the headmaster of the school shall not entertain an application for the use of the school room for a dance unless the application is accompanied by a statement in writing from the teacher that he has no objection to the use of the school room for that purpose.

50. (1) A teacher who occupies a school residence shall take reasonable care of it.

(2) (a) A teacher to whom a residence is allotted by the Department shall keep the residence clean and fit for habitation.

(b) A teacher who vacates a residence leaving it in a dirty condition shall, if required by the Director, pay to his successor or to the Department the costs incurred by the successor or the Department in cleaning the residence.

(c) In addition to the cost of cleaning referred to in paragraph (b) of this regulation, the teacher so vacating the residence is liable to a fine which, subject to regulation 134 of these regulations, the Director may impose after due enquiry and proof that the teacher left the residence in that condition.

Division 7.—School Concerts and Entertainments.

51. Where a school concert or entertainment is held, the teacher in charge of that concert or entertainment shall forward to the Director a statement showing the receipts and expenditure, if any, relating thereto, and also after expenditure the balance, if any, and shall attach to such statement receipts for all items of expenditure.

52. Where inter-school sports are held, the headmaster of the school responsible for preparing the accounts relating to the sports shall forward within four weeks after the holding of the event a copy of the accounts to each of the schools concerned and to the Director.

53. A teacher shall not accept for the purposes of any school concert or entertainment, whether to be held during or after school hours, the services, whether as a lecturer, or entertainer or otherwise, of any person who is not a student or member of the staff of the school, unless authority for admission of that person to the school premises is obtained from the appropriate Divisional Superintendent.

Division 8.—Visitors.

54. (1) A person not being a teacher of the school may during the hours of secular instruction visit a school maintained or subsidised by the Government to observe how the school is conducted, but such person shall not take part in the work of the school.

(2) (a) A person—

(i) who interrupts any work of a school; or

(ii) whose presence in the school is, in the opinion of the headmaster, subversive of the discipline in the school,

shall, if required by the headmaster, immediately leave the school premises.

(b) A person who contravenes the provisions of this subregulation, commits an offence.

Penalty, on conviction by a court of summary jurisdiction: Twenty pounds.

(3) Where the headmaster of a school requires a visitor who interrupts the work of the school or whose presence in the school is, in his opinion, subversive of the discipline in the school, to leave the school premises, the headmaster shall report the fact to the Director.

55. (1) Subject to regulation 54 of these regulations, a person shall not, except with the permission of the headmaster, enter or remain on school premises unless that person enters or remains for the purpose of transacting lawful business, or of doing some lawful thing, connected with the school or with a teacher or pupil of the school.

(2) A person who contravenes this regulation commits an offence.

Penalty, on conviction by a court of summary jurisdiction: Five pounds.

Division 9.—Amenities in Schools.

56. (1) The headmaster of a school may, with the approval of the Director—

- (a) establish and conduct within the premises of the school a library, book-shop, refreshment room, cafeteria, school fund, or other amenity that is likely to facilitate, assist or be of advantage to the teachers, instructors and students at the school in the course of their employment or studies as the case may be;
- (b) issue directions, and make charges, for the conduct, management and use of a library, bookshop, refreshment room, cafeteria, school fund or other amenity so established or conducted;
- (c) enlist for any of those purposes the aid of one or more members of the teaching staff of the school; and
- (d) enlist the assistance of members of the Parents and Citizens' Association of the school.

(2) Where a library, book-shop, refreshment room, cafeteria, school fund or other amenity is established and conducted on school premises in accordance with this regulation, the headmaster of the school shall, at the end of each school year, furnish or cause to be furnished to the Director a report in writing concerning the conduct, management and activities of or in connection with that amenity for that school year, together with an audited statement of receipts and expenditure showing the financial transactions during that year connected with that amenity.

(3) (a) A Committee comprising the headmaster and two members of the staff of a school in the premises of which an amenity is established and conducted under this regulation, may dispose to the best advantage, as the Committee sees fit, of such profits as may arise from the conduct of that amenity.

(b) Where the assistance of the Parents and Citizens' Association of the school has been enlisted, the Association shall be represented on the Committee established under this subregulation, by not more than two of the office bearers of the Association.

(4) The Director may at any time order the closure or abolition of any amenity established or conducted under this regulation and the headmaster shall give effect to the order according to the tenor thereof.

57. If not less than thirty of the children attending a school, or ten per centum of the children attending a school, whichever is the lesser number, express the desire to open savings bank accounts, the headmaster of that school shall notify the Manager of the Savings Bank approved for this purpose by the Director, and if suitable arrangements can be made, shall establish an agency of the Savings Bank at that school.

PART IV.—TEACHERS.

Division 1.—Admission and Appointment.

58. The headmaster of a school shall ensure that no person is allowed to conduct a class in the school, whether on payment of remuneration or not, unless that person has been duly appointed a teacher of the school or has received from the Director permission to conduct that class.

59. An applicant for appointment as a teacher—

- (a) shall satisfy the Director of his good character, his literary attainments, his practical or potential skill in teaching and his physical fitness;

- (b) may be required to pass such examinations and undergo such courses of training as are prescribed or as the Director may require; and
- (c) shall undertake to accept employment and serve the Department in any part of the State.

60. (1) (a) A person who—

- (i) holds a certificate from an approved teachers' training institution in the United Kingdom or in any of the British Dominions;
- (ii) is a University graduate and has had experience as a teacher; or
- (iii) holds a teacher's certificate of the Education Department of the United Kingdom or of a British Dominion;

may be employed as a teacher in a school without further examination, if the Director is satisfied as to the teaching experience or ability of that person.

(b) In this regulation "approved" means recognised by the Director as of a sufficiently high standard.

(2) A person may be appointed or employed as a teacher in the Technical Education Division if, in the opinion of the Director, he has special qualifications for such appointment or employment.

61. The Director may appoint a person as a teacher on such classification as the Director thinks fit, subject to an appeal by that person to the Minister against the classification.

62. (1) (a) A teacher's first appointment in the service of the Department shall be on probation and his classification shall be provisional, and the teacher is liable to have his classification reduced or his appointment cancelled unless confirmed within a period of two years.

(b) A teacher on probation is not entitled to permanent classification until—

- (i) an official report on his skill in practical school management has been received by the Director; and
- (ii) if he is a primary or secondary school teacher, he has received the requisite assessment which, in the case of the Teachers' Certificate (Conditional) is a mark of 70, and in the case of the Teachers' Certificate is a mark of 75.

(2) After a teacher has had six months' probationary service, he may be placed on the permanent staff if during the whole of that period his conduct has been exemplary and the report of a Superintendent on his work in respect of that period is favourable.

63. (1) A married woman, or any other person suitably qualified, may be appointed a teacher "on supply" either during the absence of a teacher, or to fill a vacancy on the staff of a school, when no other teacher is available in the Department.

(2) A teacher "on supply" is entitled to payment only for the weeks during which that teacher is employed in teaching, and is not entitled to be paid for vacations.

(3) The engagement of a teacher "on supply" may be terminated at any time by the Director, or by the teacher, on the giving of one week's notice of such termination.

64. A teacher when appointed to a school shall notify the Director of the date when he commences duty in that school.

65. A teacher, on taking charge of a school, shall check the stock and inventory of the school left by his predecessor and shall notify the Director of any discrepancies ascertained in so checking.

66. A person on assuming his first appointment as a teacher is entitled to receive payment of train and other fares from Perth, or such other starting point as the Director may approve, and in addition thereto of such allowances prescribed in regulation 73 as the Director deems applicable.

67. A person who holds one or more certificates in manual training or in home science from any institution approved by the Director may be appointed a teacher without examination and may be classified according to the certificate or certificates and his skill in teaching.

68. A teacher who has been employed as a Tradesman Instructor in the primary or secondary service, or in both the primary and the secondary service, shall be granted the Teachers' Certificate (Conditional) and an allowance in accordance with the appropriate rate prescribed under the classification of teachers' salaries, until the teacher fulfils the requirements for the Teachers' Certificate.

Division 2.—Transfers.

69. A teacher who desires a transfer to another school shall make an application in writing to the Director through his appropriate Superintendent.

70. A teacher who has less than 20 years' service in the Department and has been stationed in the Metropolitan Area or other favourable locality for not less than five consecutive years shall, if so ordered by the Director, move to a school in a less favourable district in order that a teacher in the latter district might be transferred to the Metropolitan Area or other favourable locality.

71. (1) A teacher who is transferred from one school to another is entitled to free transport of his luggage as follows:—

- (a) If the teacher is unmarried, up to two tons weight of luggage;
- (b) If the teacher is married, up to four tons weight of luggage.

(2) Where very exceptional circumstances can be shown to exist, a reasonable quantity in excess of the maximum provided by this regulation may be authorised by the Director.

72. The provisions of regulation 71 of these regulations do not apply to a teacher transferred from one school to another at his own request or on account of misconduct or unsatisfactory service, and such teacher shall bear his own expenses of travelling unless the Director orders otherwise.

73. (1) (a) Upon transfer by the Department, a teacher is entitled to an allowance at the rate of twenty-five shillings (25s.) for each complete day of travel for such period as the Director deems reasonable.

(b) The allowance referred to in paragraph (a) of this subregulation is in addition to any allowance that might be payable on account of fares.

(2) (a) Where in the course of travelling from one locality to another upon transfer a teacher has to purchase one or more meals at the times specified in paragraph (b) of this subregulation, the allowance referred to in paragraph (a) of subregulation (1) of this regulation shall be apportioned as follows:—

- (i) For three meals and a bed or sleeping berth—one full day's allowance;
- (ii) For three meals, or for two meals and a bed or sleeping berth—three-quarters of one full day's allowance;
- (iii) For two meals or for one meal and a bed or sleeping berth—one half of one full day's allowance;
- (iv) For one meal or for a bed or sleeping berth without meals—one quarter of one full day's allowance.

(b) The times for meals referred to in paragraph (a) of this subregulation are 8 a.m., 1 p.m. and 6 p.m.

(3) A teacher who travels by ship where the fare includes board during the voyage is entitled to an allowance equivalent to 15 per cent. of the passage money in lieu of the allowance referred to in subregulations (1) and (2) of this regulation.

(4) A married teacher who is entitled to an allowance under subregulation (1), (2) or (3) of this regulation is entitled to be reimbursed the cost of fares incurred on his transfer in respect of his wife and children and, in addition, if accompanied by his family, to one half of that allowance for each member of his family.

74. A teacher shall render an account for all expenses in the appropriate form and shall attach to that form vouchers in support of all payments, and a statement showing the times of departure for and arrival at his destination.

75. (1) The furniture and effects of a teacher on transfer shall be transported by rail unless any other mode of transport is approved by the Director, in which case the mode so approved shall be used.

(2) The transport by road of the furniture and effects of a teacher will be approved only in special circumstances and an application for approval to use road transport shall be accompanied by tenders from at least two carriers.

Division 3.—Certification.

76. (1) (a) A teacher appropriately qualified may be awarded a certificate of a class specified in paragraph (b) of this subregulation.

(b) Teachers' Certificates are designated—

Teachers' Higher Certificate;
 Teachers' Higher Certificate (Conditional);
 Teachers' Certificate;
 Teachers' Certificate (Technical);
 Teachers' Certificate (Conditional).

(c) A teacher who holds the classification "A3 Special" which was awarded because of service in the 1939-1945 War is entitled to the Teachers' Higher Certificate (Conditional).

(2) Certification of a teacher depends on—

(a) efficiency, based on reports of Superintendents in accordance with these regulations; and
 (b) attainments, based on examination as prescribed.

77. In order to qualify for higher certification, the following minimum periods of service and efficiency assessments are required:—

(1) From Teachers' Certificate (Conditional) to Teachers' Certificate.—

A minimum of two years' service with an average efficiency mark of not less than 75 and a mark of not less than 75 in the final year, except that on the recommendation of the Superintendent of Teacher Training a teacher who does not obtain the teaching mark necessary to complete the full requirements for the Teachers' Certificate while at a Teachers' College, but who obtains a satisfactory report in the first year after he leaves the College, may proceed to the Teachers' Certificate in his second year ex-College.

(2) From Teachers' Certificate to Teachers' Higher Certificate.—Minimum of six years' service with the Teachers' Certificate, with an average efficiency mark of not less than 80 for the last three years and a mark of not less than 80 in the final year, except that—

(a) a teacher who, on completion of his training at a Teachers' College is a five-year trained teacher, may qualify after three years' service with the Teachers' Certificate with an average efficiency mark of not less than 80 for the last two years and a mark of not less than 80 for the final year;

(b) a teacher who, on completion of his training at a Teachers' College, is a four-year trained teacher, may qualify after four years' service with the Teachers' Certificate with an average efficiency mark of not less than 80 for the last two years and a mark of not less than 80 in the final year; and

(c) a teacher who, on completion of his training at a Teachers' College, is a three-year trained teacher, may qualify after five years' service with the Teachers' Certificate with an average efficiency mark of not less than 80 for the last three years and a mark of not less than 80 in the final year.

(3) From Teachers' Certificate (Technical) to Teachers' Higher Certificate. Service as specified in paragraph (2) of this regulation together with a satisfactory report on teaching skill.

78. (1) Promotion to higher certification of a teacher who satisfies the requirements of these regulations dates from the day on which the service required under the appropriate regulation is completed.

(2) Promotion to higher certification of a teacher who has completed the required period of service under regulation 77 of these regulations, but has not obtained the necessary assessment defined under that regulation, shall date from the first day of January following the year in which the requisite assessment is obtained.

79. (1) No teacher is entitled, as a result of the completion of an examination, to be granted the Teachers' Certificate or the Teachers' Certificate (Technical) before the first day of January following the year in which he completes the examination.

(2) A teacher who completes the academic requirements for the Teachers' Higher Certificate is entitled, if the conditions relating to service and efficiency are fulfilled, to receive his new certification on the first day of March, the first day of July, or the first day of October, as the case may be, next following the completion of all those academic requirements.

Division 4.—Examination.

80. (1) The attainments of a teacher shall be tested by written and oral examinations.

(2) A teacher may sit for an annual examination, but is not entitled to sit for any part of an examination for a higher certificate so long as his examination for a lower certificate is incomplete.

81. (1) (a) A teacher wishing to take an examination for a Teachers' Certificate in parts shall offer at least three complete subjects for each part.

(b) The provisions of paragraph (a) of this subregulation do not apply to an examination for the Teachers' Certificate (Technical), or to a case where the teacher has less than three complete subjects remaining to complete the examination.

(2) In this regulation "complete subject" means all that is included under one heading in the syllabus for the examination.

(3) Where it appears to the Director from the results of an examination that a teacher has clearly neglected to prepare sufficiently for the subjects offered by him at the examination, the Director may refuse the teacher permission to sit again for that examination the following year.

82. Teachers' examinations, other than examinations for the Teachers' Higher Certificate, shall be held annually and the syllabuses and the conditions pertaining to those examinations and for the Teachers' Higher Certificate examination shall be published from time to time as occasion requires in the Education Circular or in the Teachers' Handbook.

83. (1) A teacher is entitled to be reimbursed his travelling expenses necessarily incurred by him in attending that sitting of the departmental examinations held at the centre nearest to his school at which he is successful in completing the full and final requirements of the Certificate for which he is being examined.

(2) In this regulation "travelling expenses" means the appropriate fares and allowances according to the scales prescribed in regulation 73 of these regulations and shall relate only to the period covered by the actual journey to and from the centre nearest to the teacher's school.

84. (1) A candidate who has passed in a part only of an examination need not sit again for the subjects in which he has passed.

(2) A candidate is, on making application within one month of the publication of the results of an examination and payment of a fee of 10s. 6d., entitled to secure a special report on any paper for which he sat at the examination.

Division 5.—Resignation and Retirement.

85. (1) (a) A teacher intending to resign from the permanent staff of the Department shall give the Director one month's notice in writing of his resignation.

(b) A female teacher on the permanent staff intending to marry shall resign from the permanent staff prior to her marriage and shall give the Director one month's notice in writing of her resignation.

(2) Notwithstanding the provisions of paragraphs (a) and (b) of subregulation (1) of this regulation, no notice of resignation terminating between the first day of January and the thirty-first day of March (both days inclusive) of any year shall be given except by a teacher whose term of continuous service had commenced between those days, such teacher being entitled to resign on any date subsequent to that of taking up his first appointment followed by continuous service; but any resignation purporting to take effect during the first or second school term vacations, or within seven days after the end of either of those vacations, may at the option of the Director be deemed to be effective as from the last school day prior to the vacation in question, and any resignation, notice of which is tendered during a summer vacation may at the option of the Director be deemed to be effective from the thirty-first day of December of that vacation.

(3) Where a full month's notice of resignation is not given by a teacher, his pay for such period, not exceeding one month, as the Director thinks fit, may be forfeited.

(4) A teacher in charge of a school who is about to retire or resign is not entitled to receive his salary for the last month of his service unless and until he makes out and leaves in the school portfolio an inventory of all school stock, and has all the books and records of the school complete and in order.

86. (1) The Minister may, on a report from the Director, require a teacher on the permanent staff to retire on or after reaching the age of sixty years.

(2) A teacher so required shall be advised by the Director of the reasons for his retirement and is entitled to have one month's clear notice prior to the date when his retirement becomes effective.

(3) Upon reaching the age of sixty-five years a teacher, by operation of this regulation, vacates his appointment unless the Governor in Council has previously directed him to continue in service.

Division 6.—Appointments and Promotion.
Section A.—General.

87. (1) A Board is constituted for each of the Primary Education Division, the Secondary Education Division, the Teacher Training Division and the Technical Education Division of the Department for the purpose of advising the Director and making recommendation to him, subject to the provisions of regulation 191 of these regulations on any permanent appointment as a teacher within the division concerned.

(2) The Boards so constituted are—

- (a) The Primary Schools Appointments Board;
- (b) The Secondary Schools Appointments Board;
- (c) The Teachers' College Staff Appointments Board; and
- (d) The Technical College and Schools Appointments Board.

88. (1) The Primary Schools Appointments Board shall consist of—

- (a) the Divisional Superintendent of the Primary Education Division of the Department, or in his absence a deputy whom the Director may appoint, who shall also be Chairman of the Board;
- (b) a nominee of the Minister who is not a member of the State Public Service; and
- (c) a teacher of the Primary Education Division elected by the Primary School members of the State School Teachers' Union of W.A. Incorporated, by ballot conducted by that Union.

(2) The Secondary Schools Appointments Board shall consist of—

- (a) the Divisional Superintendent of the Secondary Education Division of the Department, or in his absence a deputy whom the Director may appoint, who shall also be Chairman of the Board;
- (b) a nominee of the Minister who is not a member of the State Public Service; and
- (c) (i) a teacher of the Secondary Education Division elected by the Secondary members and Special Fields members of the State School Teachers' Union of W.A. Incorporated, by ballot conducted by that Union;
- (ii) for the purposes of this paragraph a teacher in the specialist and advisory services as defined in Part V of these regulations shall be deemed to be a teacher in the Secondary Education Division.

(3) The Teachers' College Staff Appointments Board shall consist of—

- (a) the Divisional Superintendent of the Teacher Training Division of the Department, or in his absence a deputy whom the Director may appoint, who shall also be Chairman of the Board;
- (b) a nominee of the Minister who is not a member of the State Public Service; and
- (c) a teacher of the Teacher Training Division elected by the Teachers' Colleges members of the State School Teachers' Union of W.A. Incorporated, by ballot conducted by that Union.

(4) (a) The Technical College and Schools Appointments Board shall consist of—

- (i) the Divisional Superintendent of the Technical Education Division of the Department, or in his absence, a deputy whom the Director may appoint, who shall also be Chairman of the Board;
- (ii) a nominee of the Minister who is not a member of the State Public Service; and
- (iii) either—
 - a Technical Education teacher, who is not a trade teacher, elected by the Technical Education members, who are not trade teachers, of the State School Teachers' Union of W.A. Incorporated, by ballot conducted by that Union;

or

a trade teacher elected by the trade teacher members of that Union, by ballot conducted by that Union.

(b) The technical teacher who is not a trade teacher referred to in subparagraph (iii) of paragraph (a) of this subregulation shall not sit on the board except when the Board is considering an appointment relating to a technical teacher who is not a trade teacher, and the trade teacher referred to in that subparagraph shall not sit on the Board except when the Board is considering an appointment relating to a trade teacher; but where the Board is considering an appointment which does not relate exclusively to a trade teacher, but is one for which trade teachers and other technical teachers can apply, the technical teacher who is not a trade teacher so referred to shall sit on the Board and join in the discussion and vote thereon, while the trade teacher so referred to may only attend and join in the discussion but shall not vote.

(5) If the Board is required to decide a question which involves the interests of a teachers' representative on the Board, or if that representative is unable to attend a meeting of the Board, a deputy who must be elected by the appropriate section of members of the Union by ballot conducted by the Union may take the place of that representative on the Board.

(6) (a) (i) On the expiration of the terms of office of members elected by the State School Teachers' Union of W.A. Incorporated and holding office as at the first day of January 1959, subsequent elected members shall hold office until the thirty-first day of May 1962.

(ii) As from the first day of June 1962 members elected by the State School Teachers' Union of W.A. Incorporated shall hold office for three years from the date of their election and shall be eligible for re-election.

(b) (i) On the expiration of the terms of office of deputy members elected by the State School Teachers' Union of W.A. Incorporated and holding office as at the first day of January 1959, subsequent elected deputy members shall hold office until the thirty-first day of August 1962.

(ii) As from the first day of September 1962 deputy members elected by the State School Teachers' Union of W.A. Incorporated shall hold office for three years from the date of their election and shall be eligible for re-election.

(c) Should the office of member or deputy member become vacant before the expiration of the period of three years for which the election was held, the State School Teachers' Union of W.A. Incorporated shall conduct a further election to appoint a member or deputy member who shall hold office only until the expiration of the said three year period.

(7) Any teacher qualified for election under this regulation is eligible for election as a member or deputy member of the Board and every election shall be held at the time, in the manner and in other respects in accordance with rules made by the Union for the purpose.

89. (1) A Board shall meet as often as necessary to consider applications for appointment to positions within the Division for which the Board is appointed.

(2) For the purposes of this regulation a teacher of a specialist staff shall be deemed to belong to the Secondary School Division.

90. (1) A Board in making its recommendations to the Director, shall take into consideration the particular circumstances of the vacant position in question and the particular fitness of the applicants to discharge the duties of that position and shall be bound by the ordinary rules of seniority only if the fitness of two or more of the applicants to discharge those duties is not capable, in the opinion of the Board, of clear distinction,

(2) A Board shall be given access to the complete records of every teacher whose application or position the Board is considering.

(3) Before giving advice or making a recommendation to the Director on any position, the Technical College and Schools Appointments Board shall seek and consider the advice of the appropriate professional or trade advisory committee, if any, as to the qualifications and standing of the applicants for appointment to the teaching staff.

(4) (a) The appropriate numerical values as set out in the following tables shall be assigned by each Board to the degree of efficiency of a teacher as assessed by a Superintendent under regulation 153 of these regulations:—

(i) For a headmaster with other teachers on the staff under his direction:

	Ex.	V.G.	G.	V.F.	F.
Directing Influence	30	28	24	18	14
Control	20	19	17	14	12
Teaching Skill	20	19	17	14	12
Organising Capacity	20	19	17	14	12
Total	90	85	75	60	50

(ii) For other teachers:

	Ex.	V.G.	G.	V.F.	F.
Teaching Skill	30	28	24	18	14
Discipline	20	19	17	14	12
Organisation of Classwork	20	19	17	14	12
Zeal and Industry	20	19	17	14	12
Total	90	85	75	60	50

(b) A numerical value so assigned to the degree of efficiency of a teacher is referred to in these regulations as an efficiency mark.

(5) The Director may return a recommendation of a Board with a request to the Board to reconsider it for reasons to be stated in the request, and the Board shall reconsider the recommendation accordingly and may, if it deems fit, either adhere to the recommendation already made or make another recommendation.

(6) Where an applicant recommended by a Board is not available for or declines the appointment for which the Board recommends him, the Board shall make another recommendation from the original list of applicants submitted to the Board by the Department.

91. (1) The Director shall give written notice to a teacher who is an unsuccessful applicant for an appointment.

(2) A teacher who has a right of appeal under the Government Employees (Promotions Appeal Board) Act, 1945 (as amended) may, in accordance with that Act, appeal to the Promotions Appeal Board as constituted by that Act.

92. (1) The Primary Schools Appointments Board shall consider, in addition to matters referred to in regulation 89 of these regulations, matters relating to positions in primary schools for which promotion lists set forth in Section B of this Division are prepared, the classification of teachers and appeals from teachers against their classification of position on a promotion list so prepared, but no appeal against the report of a Superintendent shall be referred to the Board.

(2) A teacher who desires to appeal against a decision of the Primary Schools Appointments Board shall within one month after the publication of the decision, make his appeal in writing, setting out fully the grounds on which he alleges the decision should be altered.

93. (1) Where, by reason of a school being raised to a higher class or for any other reason, a teacher's position becomes altered to a higher class, the position shall be deemed vacant and action taken to fill it in accordance with these regulations.

(2) Where, by reason of a school being reduced to a lower class or for any other reason, a teacher's position becomes altered to a lower class, the teacher is, if his service has been satisfactory in the opinion of the Director, entitled to retain his salary as it was prior to the alteration, until he is offered a school or position corresponding to that salary; but if he is permitted to decline the transfer, his salary shall then be reduced to that which corresponds to the position in the lower class.

94. Where a female teacher, on being required to do so, serves in a position higher in grade than that to which her certificate entitles her because there are no other applicants with the necessary certificate available to fill the position, the teacher may, after two years' service in that position, be appointed permanently to it if, the position having been re-advertised, she is duly recommended by the Board.

Section B.—Positions in Primary Schools for which Promotion Lists are Prepared.

95. (1) Promotion lists for the positions of headmaster of all Primary Schools of Classes I to IV inclusive and for those of headmistresses of all classes of infants' schools shall be prepared in the Department and published in the *Education Circular* as soon as possible after the thirty-first day of May each year.

(2) (a) Each promotion list must be compiled by the thirty-first day of May in each year and the names of teachers who have the required qualifications and have applied to the Department to be included in the list shall be placed in the list.

(b) The Board may add to a promotion list the names of qualified teachers who apply for inclusion in the list subsequent to the thirty-first day of May of any year and those whose names are so added shall be deemed to have been placed in the list on the day the application is received by the Department.

(c) The name of any headmaster or headmistress who completes the necessary requirements shall, without application, be added to the list.

96. (1) (a) In each promotion list the names of teachers eligible in accordance with regulations 97 and 98 of these regulations shall be arranged in two groups according to their respective efficiency marks in accordance with subregulation (4) of regulation 90 of these regulations.

(b) A teacher who has an average efficiency mark of not less than 81 during the four years immediately preceding the preparation of a promotion list is eligible to have his name placed in Group 1, and a teacher who has an average efficiency mark less than 81 but not less than 75 is eligible to have his name placed in Group 2 of the list.

(c) The average efficiency mark referred to in this subregulation shall be determined in accordance with the average of the marks obtained by the teacher on the reports for the four years immediately preceding the year in which the promotion list is compiled.

(d) The Board shall compile a list of the names of all the teachers in Group 1 arranged in order of eligibility for promotion which shall be determined in accordance with their relative seniority combined with their certificate marks determined and calculated in accordance with subregulation (2) of this regulation.

(e) Where the average efficiency mark of a teacher whose name appears on a promotion list falls below that specified in paragraph (b) of this subregulation the name of that teacher shall be removed from the list.

(2) (a) In calculating certificate marks the Board shall assign values for certificates as follows:—

	Marks.
Teachers' Higher Certificate	10
Teachers' Higher Certificate (Conditional)	8
Teachers' Certificate	5
Teachers' Certificate (Conditional)	1;

but where a teacher holds a University degree one additional mark shall be added to his certificate mark.

(b) (i) In calculating seniority of a teacher, the whole of his service in the Department shall be taken into consideration and marks shall be awarded as follows:—

	Marks.
For each year of service as a monitor	$\frac{1}{4}$
For each year of service as a student in a teachers' college	$\frac{1}{4}$
For each year of service as a teacher	$\frac{1}{2}$

(ii) Where a teacher served in a locality or localities where a district allowance is payable an additional fifty per cent. shall be added for service in that locality or those localities up to and including the thirtieth day of April, 1926, and for such service between that date and the end of the year 1932, an additional twenty-five per cent. shall be added.

(iii) Where a teacher served abroad in the expeditionary forces during the 1914-1918 war an additional fifty per cent. shall be added for that service for the period commencing on the date of his enlistment and ending on the date of his discharge from the forces.

97. (1) For first appointment as headmaster or headmistress a teacher holding the Teachers' Certificate is eligible to have his or her name placed on a promotion list only for a Class V primary school.

(2) For first appointment as headmaster a male teacher holding the Teachers' Higher Certificate or Teachers' Higher Certificate (Conditional) is eligible to have his name placed on a promotion list only for a Class IV school.

(3) (a) For first appointment as headmistress a female teacher holding the Teachers' Higher Certificate is eligible to have her name placed on a promotion list for a Class IV infants' school if she has had during the four years immediately preceding the preparation of the promotion list, not less than three years' good service in an infants' school or in teaching infant grades.

(b) For the purposes of this subregulation—

(i) a Class V school, or a school of higher classification having no children above Grade 3, shall be deemed to be an infants' school; but where, in order to suit departmental exigencies, a Grade 4 or Grade 5 is added to an infants' school, the addition does not prejudice the rights of the headmistress to be regarded as headmistress of an infants' school nor the rights of a female teacher who teaches the grade or grades so added;

(ii) a grade that is not higher than Grade 3 shall be deemed to be an infants' grade.

98. (1) Subject to the provisions of regulation 97 of these regulations, a headmaster or headmistress is eligible only for inclusion in the promotion list pertaining to the class of school next above that in which the headmaster or headmistress is placed.

(2) A headmaster or headmistress is not eligible for inclusion of his or her name in the promotion list for the next higher grade of school unless and until the headmaster or headmistress obtains the required qualifications mentioned in regulation 169 of these regulations and completes two years' service as permanent head in the grade of school in which he or she is serving with an efficiency mark of at least 81 in each of those two years.

(3) (a) A headmaster of a "special school", other than a Class I school, with the necessary qualifications and service is eligible for inclusion of his name in a promotion list pertaining to the class of school next above the class in which he is serving as headmaster.

(b) For the purposes of this subregulation a headmaster's service in a "special school" of any class is equivalent to service in schools of that class.

99. (1) The Director may, by notice in the Education Circular, request a teacher whose name appears on a promotion list to inform the Department on such matters relating to his eligibility for promotion as the Director may specify in the notice, and in particular with regard to the intentions and preferences of the teacher in relation to such promotions for which he is eligible.

(2) A teacher who, in the course of any year, neglects to respond to the request forfeits his right to promotion for the list for that year.

100. (1) The Department shall fill every third vacancy that occurs in a school by the appointment of a teacher selected by the Board from Group 1 irrespective of the position of his name on the promotion list, regard being paid to his ability, qualifications and efficiency, and the Department shall fill all other vacancies by the appointment of teachers in the order in which their names appear in Group 1 on that list.

(2) Where the names in Group 1 on the promotion list are exhausted, promotions shall be made from the names appearing in Group 2 of that list, the order of promotion being determined by the relative seniority of the teachers in that Group combined with their respective certificate marks.

(3) Where a teacher desires the Board to take into account special circumstances in connection with his eligibility for inclusion of his name on the promotion list for any year, he may apply to the Board in writing setting out the circumstances, and the Board shall make a decision on the application.

(4) Where the available promotions in any year do not exhaust the list of teachers whose names appear in Group 1 on the promotion list the names of the teachers who did not receive promotion for that year and whose names remain on the list shall be placed at the head of Group 1 for the following year in order of their eligibility, if their efficiency warrants their retention in Group 1.

101. (1) A teacher does not lose his place in a promotion list by his refusal to accept promotion or to apply for promotion when invited to do so.

(2) Except for special cause involving extreme hardship of which the recommending Board is the sole judge, a teacher whose name, by reason of refusal of another teacher to accept or apply for promotion or any other cause, moves to a position on the promotion list above the name of that other teacher, is entitled to, and shall be granted, preference so far as any transfer is concerned.

(3) A teacher who has accepted promotion to a school outside the metropolitan area is not entitled and shall not be permitted to retrogress to a school of lower status within that area unless and until he has served for a minimum of two years in the former school, unless the Director otherwise decides.

(4) Where a teacher is moved at his own request to an inferior position, the Board shall decide whether he is to be given the right to be restored, when he so desires, to a position equivalent to that which he had immediately prior to being so moved, on the occurrence of a suitable vacancy, and whether his name is to be retained in his position on the list for promotion to a school of the class above the school in which he was serving immediately prior to being moved to the inferior position.

Section C.—Advertised Vacancies.

102.—(1) A vacant position for which there is no appropriate promotion list, or for which special qualifications are needed, or a vacant position which carries extra remuneration over and above the usual remuneration payable, shall be advertised and filled by the Director after the relevant Appointments Board has duly made its recommendation from the eligible applicants.

(2) A teacher with the required qualifications, efficiency mark and service may apply for any position so advertised.

Division 7.—Quarters and Accommodation.

103. (1) In this regulation—

“new quarters” means quarters completed and ready for occupation on or after the first day of January, 1946; and

“old quarters” means quarters completed and ready for occupation prior to the first day of January, 1946.

(2) Where new quarters or old quarters are provided for the use of a teacher, he shall pay to the Department rent, which shall be deducted from his salary, as follows:—

(a) (i) For new quarters within the metropolitan area the annual rent shall be five per cent. of the cost of erecting those quarters;

(ii) For new quarters outside the metropolitan area the annual rent shall be five per cent. of the cost of erecting similar quarters within the metropolitan area;

(b) Notwithstanding the provisions of paragraph (a) of this sub-regulation, the maximum rent payable for any new quarters shall not exceed one hundred and twenty pounds (£120) per annum, but with effect from and including the first day of January, 1954, the Minister may, at the end of every period of three years, revise the maximum annual rent so payable;

(c) With respect to old quarters, the annual rent shall be the rent which was payable on the thirty-first day of December, 1959, but if on or after the first day of January, 1960, a valuation of any old quarters is made by a valuator from the Public Works Department, the annual rent of those quarters shall be five per cent. of that valuation.

(3) Where as a result of a valuation referred to in paragraph (c) of subregulation (2) of this regulation the annual rent prescribed by subparagraph (i) or (ii) of that paragraph is increased or decreased, an adjustment of the rent shall be made so that—

- (a) if it is increased, the amount by which the rent is increased shall be paid to the Department by the teachers who, since the date of the increase, are occupying or have occupied the quarters in question; and
- (b) if it is decreased, the difference between the amounts paid to the Department as rent and the rent as so decreased shall be refunded by the Minister to the teachers by whom the rent had been paid.

104. (1) Where as a result of a valuation referred to in paragraph (c) of subregulation (2) of regulation 103 of these regulations the annual rent of old quarters is increased, a teacher may appeal to a Committee consisting of a representative of the Department nominated by the Minister which representative shall be Chairman, an officer of the Public Works Department nominated by the Minister for Works, and an officer representing the State School Teachers' Union of W.A. Incorporated.

(2) A decision of the Committee on an appeal is final and has effect on and from the day the appeal was lodged.

(3) At the hearing of an appeal under this regulation, a teacher may not be represented by a legal practitioner.

105. (1) Where a home is made available to the Department by the State Housing Commission for letting to a teacher, the rent recoverable from the teacher by the Department is to be that fixed by the Commission up to a maximum of one hundred and twenty pounds (£120) per annum.

(2) If the rent so fixed by the Commission exceeds one hundred and twenty pounds (£120) per annum, the amount by which it so exceeds that sum shall be paid by the Department to the Commission.

106. (1) A married teacher who is on long service leave or sick leave may retain possession of quarters allotted to him by the Department, but if the teacher does not require the quarters during his leave and they are made available to and are occupied by the relieving teacher the latter shall pay the rent.

(2) Where a married teacher who is on long service leave or sick leave so retains possession of his quarters, he may let the quarters to a responsible tenant approved by the Director, but the teacher is responsible to the Department for the rent unless the relieving teacher enters into occupation of the quarters.

107. The Minister may in his discretion, grant to a teacher who cannot obtain accommodation within a reasonable distance from his school a forage allowance on production of documentary evidence of the cost incurred by him.

108. (1) A teacher who lives away from home and is required to pay board in excess of six pounds (£6) per week is entitled to and shall be paid by way of an allowance the amount by which the board exceeds six pounds (£6) per week, subject to the conditions that—

- (a) the allowance does not exceed two pounds (£2) per week;
- (b) the allowance is not payable in respect of board during the school summer vacation;
- (c) the teacher makes a statutory declaration that suitable accommodation at a lower cost is not available and the District Superintendent certifies that such is the case;
- (d) the allowance is payable for a maximum period of two school years, but is payable for not more than one school year in respect of a continuous appointment in the same school or the same locality;
- (e) the allowance is not payable to a teacher holding an appointment in a school situated within a radius of thirty miles of the Town Hall, Perth, except in special cases approved by the Minister; and
- (f) the allowance is not payable to a teacher in receipt of a salary of one thousand one hundred pounds (£1,100) per annum or over.

(2) A married teacher who takes up an appointment necessitating the transfer of his home and finds it necessary to obtain boarding accommodation while seeking a home is entitled to and shall be paid an allowance of five pounds (£5) per week, subject to the conditions that—

- (a) the teacher truthfully states in writing that suitable housing accommodation is not available for his family and the District Superintendent certifies that such is the case;
- (b) the allowance is payable for a maximum period of three months from the date of taking up the appointment; and
- (c) the allowance is not payable to a teacher appointed to a school situated within a radius of thirty miles of the Town Hall, Perth, except in special cases approved by the Minister.

Division 8.—Salaries and Teaching Allowances.

109. (1) Salaries and allowances shall be paid to teachers in accordance with those fixed by the Minister pursuant to the authority vested in him for classification of the teaching staff of the Department and the fixing of the salaries and other remuneration to be paid to teachers.

(2) A teacher "on supply" shall be paid at such weekly rate as will make the total remuneration for a complete year's service as nearly as possible equivalent to the total annual remuneration of a teacher on the permanent staff of similar classification in a similar position.

For the purposes of this subregulation "service" means the period actually employed on teaching duties and on term or summer vacation, but shall not include a period of long service leave.

(3) A teacher who is employed part-time shall work for such period of time as is in inverse proportion to his part-time hours of duty before being eligible for an increment in basic salary or in responsibility allowance.

110. (1) Schools where the conditions are exceptional may be declared by the Director to be "special schools" and a teacher in a school so declared may be paid at such rate, higher than that provided in these regulations, as the Minister, in his discretion, may determine.

(2) The salary attached to any special appointment or to any position to which special duties are assigned shall be as fixed by the Minister.

111. (1) (a) A teacher who is employed continuously for more than three weeks in temporarily filling a position the salary for which is higher than that prescribed for his permanent position shall, subject to paragraph (b) of this subregulation, be paid for the full period during which he holds the temporary position the salary to which he would be entitled if he held that temporary position permanently.

(b) In calculating the full period referred to in paragraph (a) of this subregulation, summer vacation weeks shall not be included, but the intervention of these weeks shall not be regarded as breaking the continuity of the period during which the temporary position is held.

(2) Where a teacher, when relieving another teacher—

- (a) has, in addition to his own maintenance, to maintain an establishment elsewhere; or
- (b) incurs expense which he would not otherwise have been obliged to incur;

and no allowance is provided for in these regulations to cover the expenditure incurred on either account, he may be given assistance or relief on similar lines to those provided under the Public Service Act, 1904, for a public servant placed in similar circumstances.

112. (1) Special allowances appropriate to schools as set out in Part I of Schedule 3 to these regulations are payable to teachers serving in those schools in accordance with the scales specified in that Part.

(2) Where a teacher serves for a period of two years in a school in the Goldfields and North-West Districts, or such other locality as the Minister may determine, he may be granted a free first class return boat, bus or train ticket, including sleeping berths for himself, his wife and children, for a journey during the summer vacation to Perth or Fremantle, or to such other place as the Director may approve; but this subsection does not apply to a child over the age of 16 years unless the Director's special approval is obtained.

(3) Where a teacher serves for a period of two years in a locality where an allowance is so payable he may be granted a similar free ticket for a similar journey during his long service leave.

(4) A period of two years shall elapse between one grant to a teacher of reimbursement under this regulation and another to the same teacher.

113. (1) (a) For the purposes of this regulation, schools situated in remote areas of the State are graded as follows:—

Grade E Schools, being schools in towns that are more than 150 miles from Perth, and have reasonably adequate shopping and other facilities and are served by a main trunk railway;

Grade F Schools, being schools in towns that are more than 100 miles from Perth and have reasonably adequate shopping and other facilities and are served by a railway that is not a main trunk railway or by a railway bus route;

Grade G Schools, being schools that are more than 100 miles from Perth and more than 10 miles from the nearest shopping centre and are situated in towns that are served by a railway or railway bus service;

Grade H Schools, being schools that are more than 50 miles from Perth and more than five miles from the nearest shopping centre and are situated in towns that are not served by a railway or railway bus service;

Grade J Schools, being schools that are north of the 26th parallel of South latitude and are on a regular shipping route;

Grade K Schools, being schools, other than Grade J Schools, that are situated north of the 26th Parallel of South latitude, or east of the 123rd Meridian of East longitude, but not including schools on the Trans-Australian Railway; and

Grade L Schools, being schools that are situated on the Trans-Australian Railway and are east of the 123rd Meridian of East longitude.

(b) In this subregulation—

(i) the railways connecting Perth and Kalgoorlie, Perth and Albany, Perth and Busselton or Pemberton, and Perth and Geraldton are to be regarded as the main trunk railways; and

(ii) "shopping centre" means shopping centre where the normal requirements of food, clothing and other necessaries can be purchased.

(c) Grade E Schools are divided into categories as follows:—

E1.—Being Grade E schools that are more than 150 but not more than 250 miles from Perth;

E2.—Being Grade E schools that are more than 250 but not more than 350 miles from Perth;

E3.—Being Grade E schools that are more than 350 but not more than 450 miles from Perth;

E4.—Being Grade E schools that are more than 450 but not more than 550 miles from Perth;

E5.—Being Grade E schools that are more than 550 but not more than 650 miles from Perth; and

E6.—Being Grade E schools that are more than 650 miles from Perth.

(d) Grade F schools are divided into categories as follows:—

F1.—Being Grade F schools that are more than 100 but not more than 200 miles from Perth;

F2.—Being Grade F schools that are more than 200 but not more than 300 miles from Perth;

F3.—Being Grade F schools that are more than 300 but not more than 400 miles from Perth;

F4.—Being Grade F schools that are more than 400 but not more than 500 miles from Perth;

F5.—Being Grade F Schools that are more than 500 but not more than 600 miles from Perth; and

F6.—Being Grade F schools that are more than 600 miles from Perth.

- (e) Grade G schools are divided into categories as follows:—
- G1.—being Grade G schools that are more than 10 but not more than 20 miles from the nearest shopping centre;
 - G2.—being Grade G schools that are more than 20 but not more than 30 miles from the nearest shopping centre;
 - G3.—being Grade G schools that are more than 30 but not more than 40 miles from the nearest shopping centre;
 - G4.—being Grade G schools that are more than 40 but not more than 50 miles from the nearest shopping centre;
 - G5.—being Grade G schools that are more than 50 but not more than 60 miles from the nearest shopping centre; and
 - G6.—being Grade G schools that are more than 60 miles from the nearest shopping centre
- (f) Grade H schools are divided into categories as follows:—
- H1.—being Grade H schools that are more than 5 but not more than 15 miles from the nearest shopping centre;
 - H2.—being Grade H schools that are more than 15 but not more than 25 miles from the nearest shopping centre;
 - H3.—being Grade H schools that are more than 25 but not more than 35 miles from the nearest shopping centre;
 - H4.—being Grade H schools that are more than 35 but not more than 45 miles from the nearest shopping centre;
 - H5.—being Grade H schools that are more than 45 miles but not more than 55 miles from the nearest shopping centre; and
 - H6.—being Grade H schools that are more than 55 miles from the nearest shopping centre.
- (g) Grade J schools are divided into categories as follows:—
- J1.—being Grade J schools that are not more than 700 nautical miles from Fremantle;
 - J2.—being Grade J schools that are more than 700, but not more than 1400 nautical miles from Fremantle; and
 - J3.—being Grade J schools that are more than 1400 nautical miles from Fremantle.
- (h) Grade K schools are divided into categories as follows:—
- K1.—being Grade K schools that are more than 19 miles, but not more than 100 miles, from the nearest port or supply centre;
 - K2.—being Grade K schools that are more than 100 miles, but not more than 200 miles, from the nearest port or supply centre;
 - K3.—being Grade K schools that are more than 200 miles, but not more than 300 miles, from the nearest port or supply centre;
 - K4.—being Grade K schools that are more than 300 miles, but not more than 400 miles, from the nearest port or supply centre.
- (i) Grade L schools are divided into categories as follows:—
- L1.—being Grade L schools that are more than 100 miles, but not more than 250 miles from Kalgoorlie; and
 - L2.—being Grade L schools that are more than 250 miles, but not more than 500 miles, from Kalgoorlie.

(2) Subject to the provisions of subregulation (3) of this regulation, the respective allowances that are set out in Part II of Schedule 3 to these regulations and are appropriate to the respective categories of schools graded as specified in subregulation (1) of this regulation, are payable to teachers serving in schools of those categories in accordance with the respective scales specified in that Part.

(3) (a) This regulation does not apply to teachers in schools within a radius of 50 miles from the Town Hall, Perth.

(b) Except where a school qualifies under categories J, K and L, an allowance referred to in subregulation (2) of this regulation is not payable to a teacher serving in a centre where there is a school of a classification of Class I or higher.

(c) Where a teacher serving in a school, other than one referred to in paragraph (b) of this subregulation, qualifies for allowances under both regulation 112 of these regulations and this regulation, he is not entitled to allowances under both regulations, but is entitled to be paid the allowance under the regulation which prescribes the greater allowance.

(d) Where a teacher is qualified under this regulation for an allowance in respect of a Grade G or Grade H school, he is entitled to receive in addition to that allowance, the allowance, if any, payable in respect of the Grade E or Grade F school nearest to his school.

(e) Where a teacher is qualified under this regulation for an allowance in respect of a Grade K school, he is entitled to receive in addition to that allowance, the allowance payable in respect of a Grade J school.

(f) A Grade K school which is situated in a locality where, because of isolation and the lack of communication and transport, living conditions are very difficult may be designated a Grade K Special School, and thereupon the allowances payable under category K shall be increased by fifty per cent. in respect of the school so designated a Grade K Special School.

(4) Where a Grade E, Grade F or Grade G school is situated in a town served by both a railway and a railway bus service, the distance from Perth for the purposes of determining the allowance payable under this regulation must be measured by the shortest route.

(5) A school in respect of which no allowance is provided for or payable under this regulation may, because of the existence of peculiar circumstances, and at the Minister's sole discretion, be placed in a category so as to enable a teacher serving in that school to receive an allowance appropriate to that category.

114. (1) Where a teacher completes a whole school year's work in a school in respect of which an allowance is payable under regulation 112 or regulation 113 of these regulations, he is entitled to a full year's allowance.

(2) Notwithstanding the provisions of regulation 112 or regulation 113 of these regulations—

- (a) where a teacher who receives an allowance payable under either of those regulations is absent on sick leave for a period exceeding two weeks, the allowance ceases to be so payable and must be discontinued, unless the Minister in his discretion orders otherwise;
- (b) an allowance payable to a teacher under either of those regulations ceases to be so payable and must be discontinued while the teacher is on long service leave; and
- (c) an unmarried teacher, on proof to the satisfaction of the Minister that he is the sole support of relatives who reside in this State, and at the direction of the Minister, shall be considered a married person for the purposes of any allowance payable to him under regulation 112 or regulation 113 of these regulations.

Division 9.—Leave.

115. No teacher shall be absent from duty unless he makes application for leave of absence on a departmental form which is obtainable from the office of the Director.

116. (1) (a) A teacher may, on sufficient cause being shown, be granted leave with pay for periods not exceeding in the aggregate three days in any year.

(b) Leave of absence granted under this subregulation may be for sick leave without a medical certificate being required, or for urgent private business which cannot be transacted at a time other than during school hours.

(c) When the leave of absence so granted is for sick leave, it shall be deducted from the cumulative sick leave of the teacher.

(d) Leave of absence shall not be granted under this subregulation if the leave would immediately precede or follow a school vacation of the Easter holiday period.

(2) (a) An application for leave with pay for a period exceeding three days shall be accompanied by a medical certificate, but if the teacher is out of reach of a medical practitioner, a statement signed by a responsible person that the teacher is too ill to attend to his duties, may be accepted in lieu of the medical certificate.

(b) A medical certificate referred to in paragraph (a) of this subregulation shall be on the prescribed departmental form.

117. A headmaster may permit a member of his staff to have leave of absence only in cases of emergency which the headmaster shall immediately report to the Department.

118. Leave of absence without pay may be granted to a teacher at the discretion of the Director, subject to the exigencies of the service, but a period of absence without pay does not count for any purpose as part of a teacher's service in the Department.

119. (1) A teacher who serves in a school and does not attend the school on its re-opening after the summer vacation forfeits his salary and other remuneration for that period of the vacation commencing on the first day of January and ending on the day of the re-opening of the school, unless the Minister in his absolute discretion for such special reasons as he thinks fit, directs otherwise.

(2) (a) A teacher who does not resume work on the termination of any period of school holidays, other than the summer vacation, forfeits his salary and other remuneration for that period, unless he furnishes to the Director a medical certificate, given by a government medical officer, of his inability to resume work on account of ill health or such other evidence of his inability to resume work as the Minister considers sufficient.

(b) A medical certificate referred to in this regulation is one given by a government medical officer in this State, but a certificate given by a medical officer outside the State may be accepted by the Director in exceptional cases.

120. (1) On and after the first day of January, 1954, a teacher on the permanent teaching staff of the Department is eligible to be credited with sick leave on full pay and half pay in accordance with the following table:—

	Leave on Full Pay. Working Days.	Leave on Half Pay. Working Days.
On date of permanent appointment	5	2
On completion of six months' service on the permanent staff	5	3
On completion of 12 months' service on the permanent staff	10	5
On completion of each additional 12 months' service on the permanent staff	10	5

(2) (a) The sick leave so credited is cumulative.

(b) In determining the sick leave for which a teacher is eligible, his service as a monitor and as a student in a teacher's college counts as service on the permanent staff.

(3) For the purpose of determining the sick leave to which a teacher is entitled, all periods of sick leave on full pay and on half pay respectively granted to the teacher shall be deducted from the total periods for which he is eligible as ascertained under subregulations (1) and (2) of this regulation; but where a teacher was appointed to the permanent staff before the first day of January, 1954, the periods of sick leave on full pay and on half pay respectively granted to him prior to that day shall be ascertained as follows:—

- (a) The leave granted to him prior to the first day of January, 1954, shall be totalled in days inclusive of Saturdays, Sundays and public holidays under the headings of "leave on full pay," "leave on half pay" and "leave on third pay";
- (b) The total number of days, if any, of leave on third pay so ascertained shall then be multiplied by two-thirds and the result calculated to the nearest whole day added to the total number of days under the heading "leave on half pay";
- (c) The total number of days under the separate headings of "leave on full pay" and "leave on half pay" so determined shall then be multiplied by five-sevenths and the result under those respective headings is to be regarded as the periods of sick leave on full pay and half pay respectively granted during the teacher's service prior to the first day of January, 1954.

(4) Notwithstanding any provisions of subregulation (3) of this regulation—

- (a) where a teacher, who was appointed to the permanent staff prior to the first day of January, 1954, and on that day had less than six months' service, had to his credit on that day less than a basic sick leave entitlement of five working days of leave on full pay and two working days of leave on half pay after the deduction of the periods of leave granted to him prior to that day, his credit as on that day shall be increased to the number of working days of leave on full pay and the number of working days of leave on half pay constituting that basic sick leave entitlement;
- (b) where a teacher, who was appointed to the permanent staff prior to the first day of January, 1954, and on that day had not less than six months' service, had to his credit on that day less than a basic sick leave entitlement of ten working days of leave on full pay and five working days of leave on half pay after the deduction of the periods of leave granted to him prior to that day, his credit as on that day shall be increased to the number of working days of leave on full pay and the number of working days of leave on half pay constituting that basic sick leave entitlement;

but any credit or part of any credit in excess of the basic entitlement of leave under either heading of leave on full pay or leave on half pay shall be applied in reduction of any debit under the other heading or commuted to create the appropriate basic entitlement of leave under the other heading as on the first day of January, 1954.

121. (1) (a) On and after the first day of January, 1954, a teacher employed "on supply" is eligible to be credited with sick leave on the basis of a cumulative credit of one working day on full pay and one half working day on half pay for each period of four weeks of continuous service, but the maximum credit in respect of any one calendar year of service for each teacher so employed is ten working days on full pay and five working days on half pay.

(b) For the purposes of this regulation—

- (i) subject to subparagraph (iv) of this paragraph any period of leave without pay or of term or summer vacation is not to be regarded as part of continuous service but no such period shall be deemed to be a break in continuity of service;
- (ii) on and after the first day of January, 1954, if the services of a teacher on supply are temporarily not required by reason of departmental exigencies, the suspension of his services is not to be regarded as a break in continuity of his service, except as provided in subparagraph (iv) of this paragraph;
- (iii) where a break in the service of a teacher on supply occurs on personal grounds for a period and leave without pay is not granted to the teacher for that period, the break is to be regarded as a break in continuity of service;
- (iv) any break in service of twelve weeks' duration or longer, whether by reason of leave without pay, suspension of services for departmental exigencies or by reason of any other cause, constitutes a break in continuity of service, notwithstanding anything to the contrary in subparagraphs (i) and (ii) of this paragraph.

(c) Upon any break in continuity of the service of a teacher "on supply" all his sick leave credits prior to the break shall be deemed to be cancelled.

(2) (a) For the purpose of determining the sick leave to which a teacher "on supply", other than one who has had unbroken continuity of service "on supply" from a date prior to the first day of January, 1954, is entitled, all periods of sick leave on full pay and on half pay respectively granted to the teacher must be deducted from the total periods for which he is eligible in accordance with subregulation (1) of this regulation.

(b) Where a teacher "on supply" has had unbroken continuity of service "on supply" from a date prior to the first day of January, 1954, the periods of sick leave on full pay and half pay respectively granted to him prior to that day shall be ascertained in accordance with the provisions of subregulation (3) of regulation 120 of these regulations for ascertaining those periods with reference to a teacher on the permanent staff, and the leave granted to him as so ascertained must be deducted from the respective periods for which he was eligible as on the first day of January,

1954. If after such deduction there is a period remaining under each or either heading of leave on full pay or leave on half pay the teacher shall be deemed to be eligible to that period of leave as on that day, but if after such deduction there is a debit, that debit shall be disregarded for the purpose of ascertaining his entitlement as from that day.

(3) A teacher who is employed part-time is eligible to be granted sick leave in accordance with the provisions of regulation 120 of these regulations, but any payment to be made to him during that sick leave shall be at the part-time rate at which the teacher is employed.

122. (1) Where a public holiday occurs within any period of sick leave granted to a teacher on and from the first day of January, 1954, the public holiday shall be counted as a day's sick leave, but where a teacher after being absent on sick leave resumes duty on a working day immediately following a public holiday, the leave shall be regarded as having expired on the working day immediately preceding that holiday.

(2) Subject to subregulation (1) of this regulation, sick leave granted on and from the first day of January, 1954, shall be computed in terms of working days.

123. (1) If a teacher on the permanent staff is on sick leave on full pay at the time of the commencement of a term vacation or of the summer vacation, that vacation is not to be debited as sick leave against him.

(2) If a teacher is on sick leave with half pay or without pay at the time of the commencement of a term vacation, he must continue on half pay or without pay, as the case may be, for the duration of the vacation unless he resumes duty immediately after the vacation in which case he is entitled to full pay for the vacation.

(3) If a teacher is on sick leave with half pay or without pay at the time of the commencement of a summer vacation, he is entitled to be paid full pay for the duration of that vacation.

124. (1) A teacher who is absent on long service leave or leave without pay duly approved by the Director is not eligible for sick leave during the currency of such leave.

(2) A teacher eligible only for sick leave on half pay who is granted sick leave on that basis and is entitled also to long service leave, may be granted his long service leave concurrently on the double basis of sick leave on half pay and long service leave on half pay.

125. A teacher whose illness or injury has been caused by his own misconduct or by circumstances within his own control is not entitled to and shall not be granted leave with pay on account of that illness or injury.

126. (1) Where a teacher, after retiring on medical grounds, resumes duty as a teacher in the Department, he is entitled to the reinstatement of his sick leave credit, if any, as at the date of his retirement.

(2) Where a teacher, after resigning from the Department, is subsequently reappointed as a teacher in the Department, he shall be treated as a new entrant to the service as from the date of his reappointment.

127. A teacher who, having been employed "on supply," is appointed to the permanent staff as a teacher is entitled to be credited with the sick leave, if any, that he has to his credit as a teacher "on supply."

128. The Director may review, and grant relief in any special case of hardship that results from the change to the cumulative system of sick leave provided in these regulations .

129. (1) A teacher who requires extended rest and is unable to attend to his duties, shall, if required by the Director, obtain a medical certificate from a medical practitioner nominated by the Director.

(2) A teacher who, by reason of illness, is unable to attend to his duties but is not confined to his house, shall, if required by the Director, apply for and take his long service leave, unless a specialist or medical referee nominated by the Director certifies that the teacher cannot carry out his duties, though not confined to the house, and that his illness is not due to any cause within the teacher's own control.

130. (1) The Governor, on the recommendation of the Minister, may grant—

- (a) to any teacher on the permanent staff who has 15 years' continuous service in the Department long service leave for six months on full pay, or 12 months on half pay; and
- (b) to any teacher on the permanent staff who has ten years' continuous service in the Department long service leave for three months on full pay, or six months on half pay.

(2) Long service leave granted under this regulation shall be deemed not to include any part of a summer vacation.

131. A female teacher who, having been continuously employed for at least four years, resigns from the permanent teaching staff for the purpose of marrying, is upon so being married entitled to an allowance amounting—

- (a) if her continuous service exceeds ten years, to full pay for such proportion of six months as the number of completed years of her employment bears to 15 years; or
- (b) if her continuous service does not exceed ten years, to full pay for such proportion of three months as the number of completed years of employment bears to ten years;

but if the teacher does not give the Director the notice prescribed by regulation 85 of these regulations, her right to the allowance is, if the Minister in his absolute discretion so orders, extinguished, or the allowance may be reduced to such sum as the Minister in his absolute discretion, may fix.

132. (1) Where a teacher is transferred to the Department from a permanent position carrying rights to long service leave, his continuous service, if any, in that permanent position shall be added to his service as a teacher and count towards his long service leave entitlement as a teacher.

(2) Time spent by a teacher as a student at a teachers' college is not to be regarded as service in the Department or as a break in continuity of the teacher's service.

(3) A teacher who is granted long service leave in accordance with the provisions of paragraph (b) of subregulation (1) of regulation 130 of these regulations is not eligible for further long service leave until after the expiration of ten years from the end of the former period of long service leave.

(4) Where a person has served continuously in the Department for a period of which period a part was served as a monitor and a part as a teacher (as distinct from a monitor), his service as a monitor shall be counted only to the extent of half the number of completed weeks of that service when computing the continuous service of that person for the purposes of regulations 130 and 131 of these regulations.

(5) Long service leave on either full pay or half pay or leave without pay exceeding a continuous period of two weeks, shall not count as service towards a further period of long service leave, but shall not be deemed to break the continuity of service.

(6) (a) On and after the first day of January, 1960, a teacher who becomes eligible for long service leave for six months on full pay shall commence to take such leave within four years from the date upon which the leave became due.

(b) Where on the first day of January, 1960, a teacher is eligible for long service leave for six months on full pay, the teacher shall commence to take such leave before the first day of January, 1964, or within 15 years from the date upon which the leave became due, whichever of such dates is the earlier; Provided however that in the case of a teacher who on the fifth day of March, 1953, was eligible for long service leave for six months on full pay, such teacher shall be entitled to accumulate long service leave up to a period of 12 months on full pay.

(c) A teacher who pursuant to these regulations accumulates the long service leave for which he becomes eligible until such time as he is entitled to long service leave for 12 months on full pay, may at his option and at the convenience of the Department take the whole or one-half of such leave, but where the teacher takes one-half only of such leave, he shall commence to take the other one-half thereof within four years from the date on which

he commenced the period of long service leave so taken by him: Provided that the service of a teacher referred to in this paragraph shall not be counted towards further long service leave entitlement until the teacher has reduced the long service leave to which he is entitled to a maximum entitlement of six months on full pay.

(d) Where a teacher fails to take, in accordance with the provisions of paragraphs (a), (b) and (c) of this subregulation and within the periods of time referred to in those paragraphs, any long service leave to which he is or becomes entitled by virtue of this regulation, the service of the teacher for the period from the date on which under any of those paragraphs he was required to take long service leave until the date on which he actually commences to take the long service leave, shall not be counted towards further long service leave entitlement.

(e) The Director shall in each year cause a notice to be inserted in the *Education Circular* requesting teachers who are entitled to long service leave and who desire to take such leave or a portion thereof to make within the time specified in the notice application in writing for such long service leave; but no teacher shall be entitled to take any long service leave until a period of not less than 12 months has expired from the date of such application unless the Director, having regard to special circumstances, in his discretion agrees to a shorter period.

133. (1) The Minister may grant to a teacher "on supply"—

- (a) who has an aggregate of ten years' continuous service, completed within a calendar period of 11 years; or
- (b) who has an aggregate of 15 years' continuous service, completed within a total calendar period of 16 years;

such long service leave as the Minister in his discretion thinks fit.

(2) Where the services of a teacher "on supply" are temporarily not required by the Department because of departmental exigencies, the suspension for that reason of the teacher's services does not constitute a break in continuity of his service except as provided in subregulation (5) of this regulation.

(3) Where a teacher "on supply" is granted leave without pay, the leave does not—

- (a) break his continuity of service except as provided in subregulation (5) of this regulation; or
- (b) count as service;

for the purposes of subregulation (1) of this regulation.

(4) Notwithstanding the provisions of subregulation (3) of this regulation, where for reasons personal to a teacher "on supply," a break occurs in his service, that break is to be regarded as a break in continuity of service which has the effect of cancelling all previous service for the purposes of this regulation.

(5) Any break however caused (other than through term or summer vacations) of three months' duration or longer in the service of a teacher "on supply," shall for the purposes of this regulation be deemed to be a break in the continuity of his service.

(6) A teacher "on supply" shall be paid for the actual period of long service leave at the same fortnightly rate of pay as that of a teacher on the permanent staff of similar classification in a similar position.

Division 10.—Misconduct and Complaints.

134. (1) For the purpose of securing and enforcing the discipline of teachers in the Department, the Director may for misconduct, which expression includes breach of any departmental order lawfully given and absence from school without leave, or for breach of these regulations, or gross inefficiency—

- (a) fine a teacher;
- (b) transfer a teacher at his own expense;
- (c) reduce a teacher to a lower class or grade;
- (d) reduce a teacher from one position to another carrying a lower salary or remuneration; or
- (e) suspend or dismiss a teacher.

(2) (a) The provisions of this regulation are subject to the right of appeal to the Appeal Board conferred on a teacher by section 37 of the Act.

(b) Loss of salary incurred by a teacher during or by reason of his suspension under subregulation (1) shall be regarded as a fine for the purpose of determining his right of appeal.

(3) Where a complaint is made against a teacher by a superior departmental officer, the Director may at his discretion instruct a Superintendent to investigate and report on that complaint.

(4) If in the opinion of the Director the complaint is proved, and the teacher is under suspension, the teacher's salary for the period of suspension is not payable to him unless otherwise ordered by the Director.

135. (1) (a) Where a complaint is made against a teacher by a parent of a pupil or by some other person, the Director shall cause a copy of the complaint as so made to be referred to the teacher for his remarks.

(b) After receipt of the teacher's remarks, the Director shall, if he considers the complaint worthy of investigation, inform the complainant that an investigation of the complaint will be made upon receipt by the Director of the complaint in writing on a departmental form and signed by the complainant before a Justice of the Peace and that upon the application of the complainant the appropriate departmental form shall be supplied to him.

(c) If the complaint so signed differs in substance from the original complaint referred to in paragraph (a) of this subregulation, no further action shall be taken by the Director and the complainant shall be informed accordingly; but if the complaint so signed does not differ in substance from the original complaint, the Director may cause an inquiry to be held, and notice of that inquiry shall be given to the teacher against whom the complaint was made, and to the complainant, at least a week before the date fixed for the inquiry.

(2) If it appears to the Director that the complaint is of a nature which would admit of a settlement between the parties, without a formal inquiry, every assistance shall be given to the parties to reach a settlement.

(3) (a) At an inquiry referred to in this regulation, the officer holding, or presiding over, the inquiry may permit a member of the Parents and Citizens' Association or one other person, who is not a legal practitioner, to be present.

(b) The teacher against whom the complaint was made may, if he so desires, have a friend or an adviser present, and the complainant may, if he so desires, have a friend or an adviser present; but the friend or adviser shall not be a legal practitioner or a person employed by a legal practitioner.

(c) Except as provided in paragraphs (a) and (b) of this subregulation, no person, other than those whose attendance is necessary, shall be present at an inquiry.

136. An inquiry shall be confined only to matters relevant to the complaint notice of which shall be given to the teacher against whom the complaint was made.

Division 11.—Other Conditions of Service.

137. (1) Except with the express permission of the Minister, which permission may at any time be withdrawn, no teacher shall—

- (a) apply for any license or permit under any Federal or State law for the purpose of conducting, carrying on or engaging in any business, trade or occupation for gain or reward; or
- (b) accept or continue to hold an office in or under the Government or a paid office in or under any public or municipal corporation; or
- (c) accept or continue to hold or discharge the duties of or be employed in a paid office in connection with any banking, insurance, mining, mercantile, or other commercial business, whether the same be carried on by any corporation, company, firm or individual; or

- (d) engage in or undertake any such business whether as principal or agent; or
- (e) engage or continue in the private practice of any profession; or
- (f) accept or engage in any employment for reward other than in connection with the duties of his office or offices under the State or the Commonwealth.

(2) Nothing contained in this regulation shall be deemed to preclude an officer—

- (a) from becoming a member or shareholder only of any incorporated company or of any company or society of persons registered under any statute; or
- (b) from accepting and continuing to hold any office in any society founded under the law relating to friendly societies for the benefit of public servants only.

138. No teacher shall seek directly or indirectly the interest or influence of any person for the purpose of obtaining promotion, transfer or any other advantage in the Department.

139. A teacher shall not—

- (a) publicly comment upon the administration of any department of the State; or
- (b) use, for any purpose other than the discharge of his official duties, information gained by or conveyed to him through his connection with the Public Service.

PART V.—SPECIALIST AND ADVISORY SERVICES.

Division 1.—Establishment.

140. (1) Staff may be appointed to the Guidance Branch as follows:—

- (a) Principal Guidance Officer;
- (b) Senior Guidance Officers;
- (c) Guidance Officers;
- (d) Assistants to Guidance Officer.

(2) In the sections of (i) Arts and Crafts; (ii) Music Speech and Drama; (iii) Needlework; (iv) Migrant Education; (v) Publications; (vi) Manual Training; (vii) Home Science; (viii) Youth Education; (ix) Physical Education; (x) Junior Farmers; (xi) Sports and Camp Schools; (xii) Visual Education; (xiii) Handicapped Children; (xiv) in such other fields as the Director may determine, specialist staffs may be appointed as follows:—

- (a) Principal Advisory Teachers;
- (b) Senior Advisory Teachers;
- (c) Advisory Teachers;
- (d) Such other teachers as the Director may determine;
- (e) Such other officers as the Director may determine.

(3) Staff may be appointed to the Research and Curriculum Branch as the Director may determine.

Division 2.—Conditions of Service.

141. (1) The Director may, in such cases as he thinks fit, fix—

- (a) the annual holidays of teachers referred to in items (a), (b) and (c) of subregulation (1), and items (a), (b), (c) and (d) of subregulation (2), and in subregulation (3) of regulation 140 of these regulations to be four weeks per year instead of normal school holidays; and
- (b) the working hours of those teachers to be from 8.30 a.m. to 5 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

(2) A teacher referred to in regulation 140 of these regulations is, while he is employed under conditions mentioned in subregulation (1) of this regulation, entitled to a temporary allowance as fixed for teachers of his class by the Minister pursuant to the authority vested in him for classification of the teaching staff of the Department, and the fixing of the salaries and other remuneration to be paid to teachers.

142. (1) The annual leave of an artist or other officer referred to in item (e) of subregulation (2) of regulation 140 of these regulations, who is employed in the Publications Branch, shall be four weeks per year, and his working hours shall be from 8.30 a.m. to 5 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

(2) The annual leave of clerical officers in specialist services referred to in item (e) of that subregulation shall be two weeks per year and their working hours shall be from 8.30 a.m. to 5 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

Division 3.—Clerical Assistants in Schools.

143. (1) Clerical assistants may be employed in a school as the Director thinks fit.

(2) A clerical assistant shall be so employed only during school terms and for one week immediately prior to the opening of the school after the summer vacation, unless the Director otherwise orders.

(3) A clerical assistant shall be so employed on a weekly basis, and be paid only for those weeks for which the assistant works and for such annual and sick leave as is granted with pay, in accordance with these regulations.

(4) A clerical assistant is not entitled to long service leave under these regulations.

(5) The working hours of a female clerical assistant employed in accordance with subregulation (1) of this regulation shall be from 8.45 a.m. to 4.15 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

(6) Annual leave which may be granted to a female clerical assistant, employed in accordance with subregulation (1) of this regulation, shall be taken during the summer vacation, and shall be granted on the basis of two weeks' leave for each completed school year of service.

(7) A clerical assistant is entitled to cumulative sick leave on full pay on the basis of two weeks' sick leave on full pay per year, but during the first twelve months' service a clerical assistant may be granted sick leave at the rate of one day's sick leave on full pay for each completed month of service, subject to a maximum of two weeks' sick leave for the year.

144. (1) If the Director thinks fit, male clerical assistants may be appointed to a Teachers' College and the West Australian Correspondence School.

(2) (a) A male clerical assistant is entitled to annual leave at the rate of two weeks per year.

(b) The working hours of a male clerical assistant shall be from 8.30 a.m. to 5 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

145. Subject to this Part, the salaries and remuneration of teachers and officers to whom this Part refers shall be as fixed under their respective headings by the Minister pursuant to the authority vested in him for classification of the teaching staff of the Department, and the fixing of the salaries and other remuneration to be paid to teachers.

PART VI.—SUPERINTENDENTS.

Division 1.—Duties.

146. (1) The duties and functions of a Superintendent include the following:—

- (a) To advise and assist teachers, and make themselves available when possible for consultation and discussion;
- (b) to evaluate the work of the school as an educational institution, and to indicate whether it is adequately meeting departmental requirements either as a whole or in particular fields of instruction; and
- (c) To assess the efficiency of departmental teachers using the terms prescribed in regulation 153 of these regulations.

(2) During any advisory visit a Superintendent may make such reports, either oral or written, as he deems necessary; but those reports are solely for the guidance and information of the teaching staff, and are not required to be forwarded to the Department.

147. Every District Superintendent shall, if possible, pay at least two visits per year to each government school in his district and at least one of those visits shall be of an advisory nature.

148. (1) A report by a Superintendent shall be made annually on each government and non-government primary and secondary school.

(2) On completing the evaluation of a school, the Superintendent shall make out a report on the work of the school as a whole and as many of the individual classes as he considers necessary.

(3) (a) The School Report shall be handed to the headmaster who shall forward it to the Department after he has ensured that an accurate copy has been made and is retained in the school.

(b) The headmaster shall ensure that remarks in the School Report about the work of individual teachers are seen by the teachers concerned.

(4) A teacher who wishes to appeal against the whole or any part of the report shall do so within seven days of its receipt.

(5) When a Superintendent considers it necessary to make an individual report as to a teacher, a copy of the report shall be handed to the teacher concerned and be retained by him.

149. (1) In the course of making a report or assessment a Superintendent shall be free to employ whatever procedures he deems necessary to enable him to form an accurate estimate of the effectiveness of the teaching and to evaluate the work of the school in the broadest possible terms.

(2) A Superintendent should devote a considerable part of his visits to observing the conduct of the ordinary work of the school in order that he might become acquainted with its government and organisation and with the character of the training and instruction, and with a view to conducting whatever tests he considers necessary to assist him in making a fair evaluation.

(3) He should take into consideration the methods of government in the school and the training of the children in social co-operation and citizenship, and should also consider the condition of buildings, furniture and grounds and the part taken by the children in caring for them.

(4) He should take an interest in all institutions and agencies of an educational character connected with the school, such as the school library, savings bank, museum, gardens, clubs and sport, etc.

150. A Superintendent should confer with the headmaster and other members of the staff upon points that arise out of his enquiries during his visit and should give them an opportunity of explaining any circumstances and drawing attention to any matters that they consider should be taken into consideration in framing an estimate of their own efficiency and that of the school.

151. Any teacher who has reason to complain of the manner in which an assessment has been conducted by a Superintendent shall report the circumstances to the Department within forty-eight hours of the conclusion thereof.

152. The Minister may from time to time appoint any person temporarily to perform the duties of a Superintendent at such remuneration as he may deem fit, and the person so appointed shall have all the powers of a Superintendent under these regulations.

Division 2.—Assessment of Teachers.

153. (1) (a) The efficiency of teachers shall be assessed by Superintendents by the use of the following terms which are in ascending order of merit:—
Weak, Fair, Very Fair, Good, Very Good, Excellent.

(b) For a headmaster of a school having others on the staff under his direction, such assessment shall be made in each of the following four areas:—
Directing Influence, Control, Teaching Skill, Organising Capacity.

(c) For all other teachers, such assessment shall be made in each of the following four areas:—

Teaching Skill, Discipline, Organisation of Classwork, Zeal and Industry.

(2) In considering the relative suitability of applicants for promotional positions, no account shall be taken of any assessment awarded during the current year.

(3) An assessment when awarded shall be carried forward into subsequent years if no further assessment is made during those years.

154. (1) (a) A teacher may be given an assessment whenever considered necessary by the Department.

(b) A teacher who desires an assessment, and gives written notice to that effect, shall be assessed where possible in that year.

(c) Subject to paragraph (d) of this subregulation any teacher promoted to a higher position and any teacher who joined the Department from another Australian State or from overseas shall be assessed in the first year of his new position.

(d) A teacher shall not be assessed within three months of taking charge of a new class or school.

(2) A teacher must not be assessed in his first year after completing training at a Western Australian Teachers' College, except in the case of—

(a) a teacher who underwent a course of training as a graduate or a longer course than the normal two year course for primary teachers;

(b) a teacher who left the Teachers' College requiring a teaching mark for completion of his certificate.

155. (1) When a Superintendent has assessed the efficiency of a teacher, he shall personally hand his assessment to the teacher to be retained by the teacher as his personal property.

(2) Teachers' assessments shall be considered provisional until confirmed by the Director and if any alteration is made in an assessment, the teacher shall be notified.

(3) A teacher who wishes to appeal against his assessment may do so within seven days of its receipt.

156. The assessment of teachers in the various Divisions shall be made by Superintendents nominated by the Director.

157. (1) Where a teacher is engaged in part-time instruction in a specialist subject or in part-time duties in special fields, the report by the appropriate Superintendent shall be in respect of the efficiency of the work in the teacher's own particular branch only.

(2) Assessment of the general efficiency of such a teacher in accordance with the procedure set out in regulation 153 of these regulations is to be made by a District Superintendent who shall take into account any reports by other Superintendents relating to particular branches of the work of the teacher.

158. Two assessments of less than 70 in successive reports concerning a teacher render that teacher liable to have his classification reduced or his services terminated.

PART VII.—PRIMARY SCHOOLS.

Division 1.—Establishment.

159. (1) Subject to subregulation (2) of this regulation, a fulltime government primary school may be established in any locality where in the opinion of the Minister—

(a) the permanence of settlement is sufficiently assured and there is a reasonable prospect of a continued average attendance of not less than ten children between the ages of six years and fourteen years; or

(b) there is a reasonable prospect of an average attendance of eight children, a suitable school room is available, and there is no other government school within three miles of the locality; or

(c) there is a reasonable prospect of an average attendance of eight children within twelve months, the school is in a remote area where settlement is in progress, and a suitable school room is made available by the parents.

(2) A primary school shall not be established in a locality referred to in paragraph (a) of subregulation (1) of this regulation, which locality is within three miles of an existing government primary school, if the average attendance of the proposed school is likely to be less than twenty pupils.

(3) (a) Where a school is established pursuant to paragraph (a) of subregulation (1) of this regulation, the Department shall provide the necessary buildings, furniture and equipment for that school.

(b) Where a school is established pursuant to paragraph (b) or paragraph (c) of subregulation (1) of this regulation, the Department shall provide the necessary furniture and equipment for that school.

(4) A primary school established in a locality referred to in paragraph (b) or paragraph (c) of subregulation (1) of this regulation—

(a) shall have not less than 12 square feet of floor space for each pupil, a boarded floor, a fireplace and adequate lighting and ventilation;

(b) shall be equipped with satisfactory sanitary arrangements and a suitable and adequate supply of drinking water; and

(c) shall provide suitable accommodation for the teacher at a rental approved by the Department.

160. (1) A child who resides beyond the compulsory radius of a school may, on application for admission to the Western Australian Correspondence School, be admitted to that school and be taught by correspondence.

(2) A student over school age may be enrolled, without payment of a fee, at the Western Australian Correspondence School for any course conducted by the school.

161. The Director shall cause to be published in the *Gazette* notification of the establishment of every primary school established in accordance with this division.

Division 2.—Classification.

162. (1) Subject to the provisions of regulation 163 of these regulations, full time primary schools are classified as follows:—

Class I, being schools having an average attendance of over 300 pupils;

Class II, being schools having an average attendance of over 150 but not over 300 pupils;

Class III, being schools having an average attendance of over 75 but not over 150 pupils;

Class IV, being schools having an average attendance of over 30 but not over 75 pupils; and

Class V, being schools having an average attendance of 30, or less than 30 pupils.

(2) A school may be declared a "special school" in addition to its classification under subregulation (1) of this regulation—

(a) if it has an average attendance of over 600 pupils; or

(b) if it is a junior high school; or

(c) if, in the opinion of the Director, it carries other additional responsibilities.

(3) (a) A school which is declared a special school under paragraph (a) of subregulation (2) of this regulation shall be regarded as having two units of additional responsibility.

(b) Any additional responsibility that a school, which is declared a special school under paragraph (b) of subregulation (2) of this regulation, carries shall be determined in accordance with regulation 165 of these regulations.

163. (1) The classification of a school shall be reviewed once every two years and the school may be raised to a higher, or reduced to a lower, class upon the figures for the year if the Director is satisfied that the alteration is likely to be permanent.

(2) An alteration of classification of a school may be made at any time other than that referred to in subregulation (1) of this regulation if the Director considers that special circumstances render the alteration necessary or advisable.

164. If a school does not maintain an average attendance of eight pupils, the Minister may, if he thinks fit, cause it to be closed.

165. (1) A Class I or Class II primary school which has an average attendance of over 25 pupils in the first, second and third years of secondary courses may be declared a junior high school if the Director thinks fit.

(2) Units of additional responsibility are assigned to junior high schools as follows:—

- (a) If the average attendance of secondary pupils is over 25 but under 50—one unit of additional responsibility is assigned; and
- (b) If the average attendance of secondary pupils is 50 or over 50—two units of additional responsibility are assigned.

(3) (a) The Director may declare a school which has a residential wing for agricultural education to be an agricultural junior high school.

(b) Where a school is an agricultural junior high school, one unit of additional responsibility is assigned to that school in addition to any other units of responsibility which under paragraphs (a) and (b) of subregulation (2) of this regulation may be assigned to that school.

(4) Regulations applying to primary schools are applicable to junior high schools, but the appointment for the purpose of teaching secondary subjects of senior masters, senior mistresses, masters and mistresses may be made in accordance with regulations applying to secondary schools.

Division 3.—Age of Admission to Primary Schools.

166. (1) At the beginning of each school year any child who will attain the age of six years on or before the thirty-first day of December of that year may be admitted to a primary school; but a child who has attained the age of six years may be admitted at any time.

(2) Where the enrolment in a primary school does not exceed 10 pupils and the school is likely to close because of an insufficient number of pupils, a child who has attained the age of four years may be admitted to the school.

Division 4.—Staffing.

167. (1) Teaching staff shall be assigned to primary schools on the following basis:—

- (a) (i) In each primary school, not being an infants' school or an agricultural junior high school—one headmaster;
- (ii) In each infants' school—one headmistress;
- (iii) In each agricultural junior high school—one principal;
- (b) (i) In each Class I and Class I special primary school, not being an infants' school or an agricultural junior high school—one deputy headmaster and one first mistress;
- (ii) In each Class I infants' and Class I special infants' school—one deputy headmistress;
- (iii) In each agricultural junior high school—one deputy principal and one first mistress; and
- (c) Such masters or mistresses, as occasion requires, appointed in accordance with the Act and these regulations.

(2) In addition to the headmaster, teachers shall be assigned to a primary school unless the Director orders otherwise on the basis of one teacher for the first 30 children in average daily attendance and thereafter one additional teacher for each 45 children in average daily attendance; except that in classes above Grade 7 the basis shall be one teacher for every 40 pupils in average daily attendance.

(3) The headmaster of a school to which eight or more than eight teachers are appointed is not to be responsible for a class.

168. (1) (a) Where there is no female teacher in a primary school available to teach sewing, a sewing mistress may be appointed.

(b) The appointment of a sewing mistress in accordance with paragraph (a) of this subregulation lapses on the appointment to the school of a female teacher who is competent to teach sewing.

(c) The wife of the headmaster of a primary school may be appointed as a sewing mistress in her husband's school.

(2) (a) A sewing mistress in a primary school is not to be employed for longer than three hours each week.

(b) A sewing mistress so employed is entitled to be paid a salary or remuneration only for the weeks during which she teaches, but is not entitled to any salary or remuneration during school vacations.

(c) A district allowance is not payable to a sewing mistress in a primary school, nor is her salary subject to variation.

169. A teacher is not eligible for appointment as headmaster of—

(a) a Class V school, unless he holds a Teachers' Certificate (Conditional) or a higher certificate;

(b) a Class IV or Class III school, unless he holds a Teachers' Certificate or a higher certificate;

(c) a Class II school, unless he holds a Teachers' Higher Certificate, or a Teachers' Higher Certificate (Conditional);

(d) a Class I school, unless he holds a Teachers' Higher Certificate; and

(e) a Class I special school or a Class II special school, unless he holds a Teachers' Higher Certificate.

170. A teacher is not eligible for appointment as deputy headmaster or deputy principal, deputy headmistress or first mistress of a Class I school or a Class I special school unless the teacher holds the Teachers' Certificate or a higher certificate, and has received an efficiency mark of at least 81 in each of the two years immediately preceding the application for any such position.

Division 5.—Hours of Instruction and Vacations.

171. (1) Primary schools shall break up in each year for the summer vacation on the Friday preceding Christmas Day, but in any year when Christmas Day falls on a Saturday the term will end on Thursday, 23rd December of that year.

(2) The vacations for primary schools shall consist of seven weeks as summer vacation, one week at the end of first term, and two weeks at the end of the second term, but for primary schools situated in the North West and Goldfields areas the summer vacation shall be of eight weeks' duration.

(3) (a) The first term shall consist of thirteen weeks and the second term of fourteen weeks.

(b) The third term shall consist of fourteen or fifteen weeks, as the case may be, in order to comply with subregulation (1) of this regulation.

172. Holidays allowed, other than vacations specified in regulation 171 of these regulations, shall be Good Friday, Easter Monday, Anzac Day (25th April), Labour Day (the first Monday in March), Foundation Day (the first Monday in June), and the Queen's Birthday (on the day proclaimed for the observance thereof.)

173. The Minister may by order change the dates fixed for any vacation.

174. In primary schools instruction shall be given for a total period of five hours and twenty-five minutes each day (inclusive of recess periods), and unless a variation is authorised by the Director, the instruction shall be given for three hours each morning and two hours and twenty-five minutes each afternoon.

175. (1) For children in Grade 1 the sessions shall be broken by recess periods not exceeding thirty minutes in the morning and not exceeding fifteen minutes in the afternoon.

(2) For primary classes other than Grade 1 the sessions shall be broken by a recess period of ten minutes in the morning and five minutes in the afternoon.

(3) Lunch time shall be at least one hour in duration but where special circumstances make it necessary, the lunch time shall be as the District Superintendent approves.

(4) The actual time for commencing and finishing instruction shall be determined by the headmaster and submitted to the District Superintendent for approval.

(5) Rolls shall be called, marked and closed thirty minutes after the beginning of the morning sessions, and fifteen minutes after the beginning of the afternoon session.

Division 6.—Instruction, Examination and Promotion of Pupils.

176. A teacher may give a child home lessons which would occupy a reasonable period of time each week, but formal written home lessons shall not be given to any child who is in Grade 1, 2, 3, 4 or 5 of a primary school.

177. (1) A teacher shall divide the programme of work prescribed for each grade into monthly assignments which shall be shown in the programme forms supplied by the Department.

(2) Each programme shall be kept in the classroom and be signed both by the headmaster and the class teacher.

178. (1) Subject to subregulation (2) of this regulation, half-yearly examinations shall be held by the headmaster of a school at the end of June and at the close of the school year in order to test the progress in each subject of each grade and of each pupil, and the results of and comments upon the examinations shall be entered in the teacher's half-yearly examination book.

(2) A headmaster who wishes to use some other form of examination may do so after first obtaining the approval of the District Superintendent.

179. (1) The headmaster of a school is responsible for the promotion and classification of the pupils in his school, and may promote a pupil at any time during the school year, and may classify pupils in different grades for different subjects.

(2) As a rule a child shall be expected to advance one grade each year.

PART VIII.—SECONDARY SCHOOLS.

Division 1.—Establishment and Classification.

180. (1) The Minister may establish a secondary school in any locality where there is a reasonable prospect of an average attendance of not less than 150 children in secondary classes years one, two and three.

(2) The status of a secondary school shall be reviewed every two years.

(3) Alteration of the status of a school at other periods may be made if the Director considers that special circumstances render it advisable.

181. (1) A secondary school may be declared as having two units of additional responsibility for each of the following conditions it satisfies:—

(a) If it has an average attendance of over 600 pupils;

(b) If it has fourth and fifth years which have an average attendance of less than 150 pupils;

(c) If it has fourth and fifth years which have an average attendance of 150 pupils or over.

(2) A secondary school having a residential wing for agricultural education may be declared as having one unit of additional responsibility in addition to other units of responsibility, if any, for which that school qualifies under subregulation (1) of this regulation.

(3) The Director may declare that a school has additional responsibility for reasons other than those detailed in subregulation (1) of this regulation.

Division 2.—Admission of Children.

182. Unless otherwise expressly provided by Division 1 or Division 2 of Part XV of these regulations, a child who has completed Grade 7 in a primary school may be admitted to any government secondary school, except in those districts where boundaries have been defined by the Director, in which cases admission shall be granted only to children who live within the defined boundaries.

183. A child who has passed the University Junior Examination may be admitted to any senior high school in order to complete his full secondary school course, except in those districts where boundaries have been defined by the Director, in which cases admission shall be granted only to children who live within the defined boundaries.

Division 3.—Staffing.

184. Teaching staff in addition to the principal shall be assigned to secondary schools on the following basis:—

- (a) In each co-educational school—one deputy principal and principal mistress;
- (b) In each boys' or girls' school—one deputy principal;
- (c) Such first masters, first mistresses, senior masters, senior mistresses, masters and mistresses as occasion requires, appointed in accordance with the Act and these regulations.

185. (1) Subject to subregulation (2) of this regulation, in order to be appointed to a position of senior master, senior mistress, first master, first mistress, deputy principal, principal mistress or principal of a secondary school, a teacher shall be required to have as minimum qualifications—

- (a) a Teachers' Higher Certificate and a University Degree; or
- (b) a Teachers' Higher Certificate and an Associateship of the Perth Technical College, or its equivalent.

(2) Notwithstanding the provisions of subregulation (1) of this regulation—

- (a) a principal, deputy principal, principal mistress of a secondary school, or a headmaster of a junior high school who holds a University Degree or the Teachers' Higher Certificate, is eligible to be appointed to another promotional position;
- (b) a senior master or a senior mistress is eligible to be appointed to another position as senior master or senior mistress respectively;
- (c) a teacher in a specialist field who holds the Higher Certificate and a Diploma of the Perth Technical College, in his teaching field, or its equivalent, is eligible to be appointed as a senior master or a senior mistress; and
- (d) for the purposes of paragraph (c) of this subregulation, the following qualifications shall be accepted as equivalents:—
 - (i) Diploma of Physical Education;
 - (ii) L. Mus. A.
 - (iii) A. Mus. A. with University unit of Musical Education I.

(3) For the purpose of this regulation, a deputy headmaster and a first mistress of a junior high school shall be regarded as a senior master and a senior mistress respectively.

186. A senior master or senior mistress of a school is responsible for the control and conduct of such of the activities of the school as are recommended from time to time by the Divisional Superintendent of Secondary Education and approved by the Director.

187. (1) The number of senior masters and senior mistresses assigned to a secondary school—

- (a) having an average attendance of less than 400 pupils, shall not exceed one;
- (b) having an average attendance of not less than 400 but less than 700 pupils, shall not exceed three;
- (c) having an average attendance of not less than 700 but less than 1,000 pupils, shall not exceed four;
- (d) having an average attendance of not less than 1,000 but less than 1,250 pupils, shall not exceed six;
- (e) having an average attendance of not less than 1,250 pupils, shall not exceed seven.

(2) Where a secondary school has fourth and fifth year classes, senior masters and senior mistresses, in addition to the maximum number assigned as provided for in subregulation (1), may be assigned as follows:—

- (a) If the school has an average attendance of less than 70 pupils in the fourth and fifth year classes, one may be assigned;
- (b) If the school has an average attendance of not less than 70, but less than 150 pupils in the fourth and fifth year classes, two may be assigned;
- (c) If the school has an average attendance of not less than 150 pupils in the fourth and fifth year classes, three may be assigned.

(3) Notwithstanding anything contained in subregulations (1) and (2) of this regulation—

- (a) one senior master may be assigned to a Class 1 agricultural junior high school with a residential wing; and
- (b) the Director may in such special circumstances as he thinks fit, appoint additional senior masters and senior mistresses to secondary schools.

188. (1) In a secondary school having an average attendance of more than 1,200 students, first masters and first mistresses, as occasion requires, may be appointed to co-ordinate the work of teachers in a particular course.

(2) A first master or first mistress so appointed is entitled to such additional allowance as is respectively fixed by the Minister pursuant to the authority vested in him to fix the salaries and other remuneration to be paid to teachers.

189. (1) In a school or centre where at least three teachers of manual training are employed, a senior master may be appointed.

(2) In a school or centre where at least three teachers of home science are employed, a senior mistress may be appointed.

190. A teacher of manual training in an agricultural high school shall, if required by the principal, work during hours other than the normal hours of a school, but—

- (a) the total hours of duty for a week shall not exceed the total hours of normal duty; and
- (b) for the purpose of calculating the hours of duty of such a teacher, one hour of duty after 5.30 p.m. shall be counted as one and one-half hours' normal duty.

191. Notwithstanding the provisions of regulation 87 of these regulations, a graduate trainee may be appointed to the teaching staff of a secondary school immediately on completion of his training, but in that case he shall serve for two years as a teacher on probation before being appointed to a permanent position on the teaching staff of a secondary school.

Division 4.—Hours of Instruction and Vacations.

192. (1) Instruction in secondary schools shall be given for a period of not less than five hours twenty minutes each day, exclusive of recess periods.

(2) Daily routine and time table for such schools shall be such as are approved by the Divisional Superintendent of Secondary Education.

193. (1) Secondary schools shall break up in each year for summer vacation on the Friday preceding Christmas Day but in any year when Christmas Day falls on a Saturday, those schools shall break up on Thursday, 23rd December of that year.

(2) Secondary school vacations shall consist of seven weeks as summer vacation, two weeks at the end of first term, and two weeks at the end of second term, but for schools in the North-West and Goldfields areas the summer vacation shall be of eight weeks' duration.

(3) The first and second terms shall consist of 13 weeks each, and the third term of 14 or 15 weeks, as the case may be, in order to comply with subregulation (1) of this regulation.

(4) Holidays allowed, other than vacations specified in subregulation (2) of this regulation shall be Good Friday, Easter Monday, Anzac Day (25th April), Labour Day (the first Monday in March), Foundation Day (the first Monday in June), and the Queen's Birthday (on the day proclaimed for the observance thereof).

(5) The Minister may by order change the dates fixed for any vacation.

PART IX.—TEACHERS' COLLEGES.

Division 1.—Teacher Training Advisory Council.

194. (1) A council to be known as the Teacher Training Advisory Council is constituted consisting of the Director, the Professor of Education at the University of Western Australia, the Superintendent of Teacher Training, a Superintendent nominated by the Director, and a representative of the Teachers' Union nominated by that Union, and other departmental officers to be co-opted by the council as occasion requires.

(2) The function of the Council is to advise the Minister on matters relating to the organisation of teacher training.

Division 2.—Students.

195. Applications for courses of training at a teachers' college shall be invited from time to time and selection of students for those courses shall be made by a Teacher Training Selection Board constituted and appointed pursuant to the provisions of regulation 204 of these regulations.

196. (1) Allowances to students at a teachers' college are payable in accordance with the appropriate scales prescribed for the purpose in Part III of Schedule 3 to these regulations.

(2) For the purpose of these regulations a student at a teachers' college shall be deemed to be living at home if the home of the student's parents is so situated that, having regard to all relevant circumstances, including the availability of public transport and the distance of the home from the college, the student could reasonably be expected to travel daily between his home and the college.

(3) A student whose parents reside outside the State is not eligible for a living away from home allowance.

(4) A student is entitled to be recouped his expenses (not exceeding ten pounds per annum) incurred by him in the purchase of text books and teaching aids required for use during his training.

(5) Where an allowance is payable to a married man as such, it applies only to a student who is married at the time of his acceptance for a course of training at a teachers' college.

197. (1) Subject to subregulation (2) of this regulation, the provisions of regulations 115 and 116 of these regulations apply in respect of leave for students of a teachers' college.

(2) A student who absents himself from a teachers' college is liable to have any allowance payable to him under these regulations reduced in proportion to the period of his absence, unless the Director orders otherwise in which case his allowance is to be paid according to the tenor of the order.

198. (1) Where he is of opinion that the circumstances of the case so warrant, the Minister may, on the recommendation of the Director, terminate the course of training of a student at a teachers' college.

(2) If the progress or conduct of a student at a teachers' college is, in the opinion of the Superintendent of Teacher Training, unsatisfactory, the Superintendent may, subject to the provisions of regulation 199 of these regulations, recommend to the Director that the course of that student at the college be terminated.

199. (1) (a) In this regulation "Board" means the "Teachers' College Course Termination Board" established and constituted pursuant to this regulation.

(b) There shall be established for the purposes of this regulation a Board to be called the "Teachers' College Course Termination Board" which shall consist of—

- (i) the Superintendent of Teacher Training who shall be Chairman;
- (ii) the Principal of the Graylands Teachers' College;
- (iii) the Vice Principal of the College attended by the student against whom a complaint is made pursuant to paragraph (c) of this subregulation;
- (iv) the Women's Warden of that College; and
- (v) the Lecturer in charge of Practice at that College;

or any person nominated in writing by a member to be a deputy for that member.

(c) Where after consultation with the members of his staff the Principal of the College considers that because of idleness, disobedience, non-attendance, irregular or unpunctual attendance, unsuitability or lack of interest in his work on the part of a student, the course of training at the College of that student should be terminated, the Principal shall make a complaint as to the conduct of the student to the Board by notice in writing to the Chairman.

(d) Upon receiving a complaint as in paragraph (c) of this subregulation mentioned, the Chairman shall within ten days of such receipt convene a meeting of the Board, and of such meeting give to the student whose conduct is the subject of the complaint, and to the guarantor of the student, seven days' notice in writing together with a written statement of the grounds of the complaint and notice of the liability to termination of the student's course of training.

(e) (i) At the hearing by the Board of the complaint, the student may if he so desires be present and may call witnesses and address the Board in his own behalf, but if the student elects not to be present the Board may nevertheless hear and determine the complaint in his absence.

(ii) Any member of the Board may at the hearing examine the student and cross-examine any witness called by him.

(f) The guarantor may be present at the hearing if he so desires, but shall not be permitted to take any active part thereat; but he may be called as a witness in which case he may be cross-examined by any members of the Board.

(g) The Board shall, in a book provided for that purpose, keep a true and faithful record of every meeting and the proceedings thereof and such record shall be signed by all the members of the Board present at the meeting.

(2) On the hearing of any complaint the Board may dismiss the complaint, or may make a recommendation that the course of training at the College of the student be terminated, but unless such recommendation be the unanimous decision of the members of the Board, the complaint shall be dismissed.

(3) A recommendation of the Board that the course of training at the College of a student be terminated shall be forwarded forthwith to the Director who, if he approves of the recommendation, shall submit the same to the Minister for his decision, but if the Director does not so approve, the recommendation shall lapse and be of no further effect.

(4) The decision of the Minister shall be notified in writing to the student and to his guarantor, and when that decision is that the student's course of training at the College be terminated, the reasons for such termination shall also be so notified.

200. (1) A student accepted for a course of training at a teachers' college shall, before commencing the course, undertake by agreement with the Minister, that he will, on completion of that course of training, serve in one or more schools for a period equal to the number of years spent in training under the agreement plus one additional year.

(2) The agreement referred to in subregulation (1) of this regulation shall contain a guarantee to which the student and a person approved by the Minister are parties and shall be in the appropriate form prescribed in Schedule 1 to these regulations.

201. (1) The classification as a teacher of a person who completes a course of training at a teachers' college shall be determined in relation to—

- (a) the record of his class work and college examinations;
- (b) the record of his teaching practice; and
- (c) his University qualifications, if any.

(2) The classification is provisional in the first instance and is not to be confirmed until the person obtains the requisite efficiency mark and is entitled to permanent classification in accordance with regulation 62 of these regulations.

(3) A person who satisfactorily completes a course of training at a teachers' college becomes eligible for a provisional certification of the Teacher's Certificate, and on appointment as a teacher is entitled to be paid the appropriate grade of salary as fixed by the Minister pursuant to the authority vested in him for fixing the salaries and other remuneration of teachers.

202. A student selected for a course of training at and entering a teachers' college is subject to the college regulations as set out in the annual Teachers' College Calendar and in circulated amendments to the Calendar issued from time to time from the Department.

Division 3.—Teacher Training Bursaries.

203. (1) Bursaries (not exceeding 350 in number), each of an annual value of £80 and tenable for two years at government secondary schools or approved secondary schools, shall be allotted each year to students intending to become teachers.

(2) The bursaries are open to candidates who are domiciled in Western Australia.

204. (1) (a) Selection for a bursary shall be made by the Teacher Training Selection Board the members of which shall be appointed by the Director and shall comprise the Superintendent of Teacher Training, the Superintendent of Primary or Secondary Education, and a representative of the State School Teachers' Union of W.A. Incorporated nominated by that Union.

(b) Deputies may be appointed by the Director for members of the Board when necessary.

(2) In selecting candidates the Board shall consider the following:—

(a) Personal interview;

(b) Results in the Junior Certificate Examination of the University of Western Australia or its equivalent;

(c) Performance in any other test approved by the Department.

(3) The minimum requirement for the award of a bursary is a Junior Certificate or its equivalent, a pass in English being essential.

(4) Each candidate for a bursary shall forward on the prescribed form, to the Director of Education, Education Department, Perth, not later than the thirtieth day of September in each year, the information asked for therein, together with two certificates of character.

(5) Before entering on a bursary a selected candidate shall forward a certificate of health furnished by a Government Medical Officer.

(6) The bursar and his parent shall be required to submit an undertaking that the bursar will complete the required courses in Secondary Education and Teacher Training.

(7) The bursar shall attend a government secondary school or an approved secondary school for two years before sitting for the Leaving Certificate Examination.

(8) The courses selected by a bursar in his preparation for the Leaving Certificate Examination shall be approved by the Director, who reserves the right to direct a bursar to take a course in any subject.

(9) On satisfactory completion of the secondary course the bursar shall be admitted to a course of teacher training as directed by the Director.

(10) Payment on account of a bursary shall be made at the end of each term and is contingent on the receipt of satisfactory reports on the bursar's work from the principal of the school he is attending.

Division 4.—Staffing.

205. (1) Staff grades at a teachers' college are as follows:—

Vice Principal.

Warden of Women Students.

Senior Lecturer.

Lecturer Grade I.

Lecturer Grade II.

(2) (a) Senior Lecturers and Lecturers Grade I shall be appointed on the first occasion for a term of five years.

(b) A Senior Lecturer or a Lecturer Grade I who is re-appointed may with the exception of Lecturers in Physical Education, be granted permanent status.

(3) Lecturers Grade II shall be appointed for three years and selected from applicants who, at the time of selection, have been teachers for not more than ten years.

PART X.—TECHNICAL INSTITUTION.

Division 1.—Establishment.

206. (1) The Minister may, on the recommendation of the Director, establish within the State such technical colleges and services and, subject to subregulation (2) of this regulation, such technical schools as are, in the opinion of the Director, necessary for the technical education of persons.

(2) A technical school may be established under the provisions of subregulation (1) of this regulation where, in the opinion of the Director, there is a reasonable prospect of an average attendance at the school during a school year of 400 student hours per week.

(3) For the purposes of this regulation the attendance for instruction at a technical school of one student for one hour shall be regarded as representing one student hour.

207. Technical schools are classified as follows:—

- (a) Technical Schools (Class II) which have an average weekly attendance of or exceeding 400 student hours but less than 3,000 student hours; and
- (b) Technical Schools (Class I) which have an average weekly attendance of or exceeding 3,000 student hours.

208. (1) Two units of responsibility may be allotted to a Technical School (Class II) in respect of each of the following conditions which are applicable to that school:—

- (a) If it has an average weekly attendance of or exceeding 1,000 student hours;
- (b) If it has an average weekly attendance of or exceeding 1,800 student hours;
- (c) If it has an average weekly attendance of or exceeding 400 student hours in subjects within Group II, III or IV as specified in regulation 209 of these regulations.

(2) Two units of responsibility may be allotted to a Technical School (Class I) in respect of each of the following conditions which are applicable to that school:—

- (a) If it has an average weekly attendance of or exceeding 10,000 student hours;
- (b) If it has an average weekly attendance of or exceeding 400 student hours in subjects within Group II as specified in regulation 209 of these regulations;
- (c) If it has an average weekly attendance of or exceeding 2,500 student hours in subjects within Group II as so specified;
- (d) If it has an average weekly attendance of or exceeding 200 student hours in subjects within Group III as so specified;
- (e) If it has an average weekly attendance of or exceeding 1,250 student hours in subjects within Group III as so specified;
- (f) If it has an average weekly attendance of or exceeding 100 student hours in subjects within Group IV as so specified;
- (g) If it has an average weekly attendance of or exceeding 600 student hours in subjects within Group IV as so specified.

(3) Where more than one of the conditions mentioned—

- (a) in subregulation (1) of this regulation with respect to a Technical School (Class II); or
- (b) in subregulation (2) of this regulation with respect to a Technical School (Class I),

apply to that school, the units of responsibility allotted to that school pursuant to this regulation are cumulative.

(4) Where in a Technical School (Class I) there is an attendance of student hours in subjects within two or more groups and the student hours in the subjects within the higher group or groups are not sufficient to render a condition mentioned in subregulation (2) of this regulation applicable to that school, the student hours relating to the higher group or groups may, with the approval of the Director, be regarded as student hours in subjects within a lower group taught in that school, if the average weekly attendance of the student hours in the subjects within the lower group so taught together with the average weekly attendance of the student hours so regarded are sufficient to render a condition mentioned in subregulation (2) of this regulation applicable to that school.

(5) Where the Minister, on the recommendation of the Director, is of opinion that a technical school complies with conditions which are equivalent to those set out in subregulation (1) or subregulation (2) of this regulation, he may allot to that school such additional units of responsibility as he thinks fit.

209. (1) The subjects taught in the Technical Education Division of the Education Department are grouped as follows:—

Group I.—First, second and third year secondary level subjects and subjects which, in the opinion of the Director are equivalent to subjects of that level;

Group II.—Fourth and fifth year secondary level subjects and subjects which, in the opinion of the Director, are equivalent to subjects of that level;

Group III.—Early tertiary (post matriculation) level subjects and subjects which, in the opinion of the Director, are equivalent to subjects of that level;

Group IV.—Advanced tertiary level subjects and subjects which, in the opinion of the Director, are equivalent to subjects of that level.

(2) For the purposes of subregulation (1) of this regulation—

(a) subjects taught in first and second year apprentice classes are to be regarded as subjects in Group I;

(b) subjects taught in third, fourth and fifth year apprentice classes are to be regarded as subjects in Group II.

210. (1) The status of a technical school shall be reviewed every two years and its class or units of responsibility or both its class and its units of responsibility may be raised or reduced upon the figures for the preceding year if the Director is satisfied that the alteration is likely to be permanent.

(2) Alteration of the status of a school at other periods may be made if the Director considers that special circumstances render it advisable.

211. (1) The Minister may cause to be established in a locality where enrolments are insufficient to warrant the establishment of a technical school, such technical classes as he deems sufficient for the needs of that locality.

(2) Where a technical class is, or a number of technical classes are, so established in a locality, the Director may appoint a person as the Head Teacher of the technical class or classes, whose remuneration as such is to be paid at the end of each school year and determined on the basis of the average number of classes per term for which that person was responsible during that year.

212. (1) (a) Where in the opinion of the Director a minimum average of five classes per term is reasonably assured for a period of at least 12 months in any locality, the Minister may cause to be established in that locality a technical centre with a full time or part time officer appointed to be in charge of the centre.

(b) Where a part time officer is appointed to be in charge of a centre, his appointment lapses at the end of the year in which it is made, but the officer is eligible for re-appointment.

(2) (a) A centre with a part time officer in charge shall be assigned a classification at the time of establishment and a reclassification at the commencement of each year according to the minimum average number of classes per term which, in the opinion of the Director, is reasonably assured for the year, and in accordance with the table of classification set out in subregulation (3) of this regulation.

(b) Where the necessary minimum average number of classes in a centre is, in the opinion of the Director, not so assured, the Minister may cause the centre to be discontinued or abolished.

(3) The classification or reclassification of a centre referred to in paragraph (a) of subregulation (2) of this regulation shall be assigned in accordance with the following table:—

Table of Classification of Technical Centres (with part time officers in charge).

Classification of Centre.	Average No. of Classes.
Class 1	20 or more.
Class 2	16 or more but less than 20.
Class 3	12 or more but less than 16.
Class 4	8 or more but less than 12.
Class 5	5 or more but less than 8.

(4) In calculating the average number of classes per term over a period of a school year, only those classes shall be taken into account which have run for a full term, but a class which opens within three weeks of the commencement of the term for which it is first opened for the school year and continues to the end of that term shall be deemed to have run for that full term.

(5) Where a class group meets more than once weekly and one of those meetings is of at least one and one-half hours' duration, each of the other meetings shall be considered as an additional half class; but in any other case a meeting of a class group of less than one and one-half hours' duration shall be considered as half a class.

213. Where the average number of classes per term run in a particular centre during a school year exceeds the minimum number required for any classification above that in which the centre had been placed at the beginning of the year, the salary of the officer in charge of that centre shall be adjusted at the end of the year to be in accordance with the salary provided for an officer in charge of a centre classified in the class within which falls the average number of classes for the year of the particular centre.

Division 2.—Admission and Fees.

Subdivision 1.—Admission.

214. An applicant who is resident either temporarily or permanently in Western Australia may be admitted to instruction in technical courses provided—

- (a) he is over the prescribed school leaving age; and
- (b) he has the educational and other qualifications for the course concerned as may be required by departmental instructions issued from time to time at the instance of the Director; and
- (c) (i) he is not in full time attendance at any other educational institution; or
 - (ii) he is in full time attendance at an educational institution and has the written approval to enrol from the head of that institution if enrolling for class instruction, or from the Superintendent of Technical Education if enrolling for correspondence instruction.

215. An applicant may be admitted to correspondence instruction if he fulfils the requirements of regulation 214 of these regulations and—

- (a) is resident in Western Australia and unable to obtain tuition in existing technical classes because of distance from a technical school at which the desired course is available, lack of suitable transport to that school, sickness or infirmity, occupational disability, or any other reason approved by the Superintendent of Technical Education; or
- (b) is resident outside Western Australia and there is no adequate provision for the relevant tuition in his own State or Territory.

216. An applicant who has not the educational requirements for entry to the desired course may be admitted provided that he takes such preliminary subjects as may be directed by the principal or officer in charge of the college, school, service or centre to which admission is sought.

217. A student may be refused admission—

- (a) if all classes in the subject in which he seeks instruction are already full;
- (b) if application is made after the first month of the school year; except that enrolment for correspondence instruction may be effected at any time of the year; or
- (c) if, in the opinion of the principal or officer in charge of the college, school, service or centre to which admission is sought, the student is not fitted for the work of the subject.

218. In the enrolment of students preference shall be given to those whose occupations indicate that the class work will be of particular value to them.

219. A student may be required to provide himself with such apparatus, equipment or materials as may be prescribed by the principal or officer in charge.

220. (1) All correspondence lesson texts issued by the Technical Extension Service remain the property of the Education Department.

(2) Such lesson texts are supplied to students as required only for their course of studies, and shall be neither sold nor given away by any student.

(3) On demand the lesson texts shall be returned to the Service by the student at the termination of his enrolment.

(4) All reproduction rights of these courses either wholly or in part are reserved by the Department.

221. (1) Correspondence enrolment shall normally terminate at the end of the calendar year immediately following that in which the fee is paid, but extension of time for such enrolment may be granted because of illness or any other reason acceptable to the Principal of the Extension Service.

(2) The Principal of the Technical Extension Service may terminate the enrolment of any correspondence student on the grounds of inactivity or failure to profit by the instruction given, if he notifies the student in writing of his intention to do so and receives no reply within a period of thirty days thereafter giving satisfactory reasons for the student's inactivity or failure to profit by the instruction given.

(3) Any student may withdraw at any time from a course by notifying the Principal in writing of his intention so to do.

Subdivision 2.—Fees.

222. (1) (a) Unless these regulations provide otherwise, fees are payable in advance by students in accordance with the scales set out in Schedule 2 to these regulations.

(b) If a student does not intend to reside permanently in the Commonwealth of Australia after completion of the course of instruction for which he is an applicant for enrolment, the student must pay for that course in addition to the fees payable under paragraph (a) of this subregulation an amount equivalent to fifty per cent. of those fees.

(2) Where, in these regulations, or in any departmental instruction, the age of a student is referred to with respect to the payment or liability for the payment of fees for any class of technical instruction, the age so referred to means the age as on the first day of January in the year in which the enrolment of the student is made.

(3) The provisions of regulations 223 and 224 of these regulations do not apply to a student who does not intend to reside permanently in the Commonwealth of Australia after the completion of the course of instruction for which he is enrolled.

223. (1) The following students are exempt from payment of all tuition and registration fees:—

- (a) Students under the age of 18 years;
- (b) Returned servicemen pursuing such studies as have been approved by the Superintendent of Technical Education;
- (c) Widows of servicemen whose deaths were war caused;
- (d) Children under the age of 21 years of ex-servicemen whose death or total incapacity has been accepted as war cause;
- (e) Persons in respect of old age, invalid or widows pensions and not in receipt of other income, and the dependants of such persons;
- (f) Departmental teachers or students pursuing courses under instructions from the Director or pursuing courses approved by the Superintendent of Technical Education as being directly related to the teaching requirements of the Department;
- (g) Students enrolling for correspondence courses who are—
 - (i) inmates of State penal institutions; or
 - (ii) inmates of State controlled institutions and in necessitous circumstances;
- (h) Holders of Government Scholarships or bursaries in the Technical Education Division; and
- (i) Such other students as the Minister may exempt after considering the circumstances of each case.

(2) For the purpose of this regulation "returned servicemen" or "ex-servicemen" means persons who served as members of the Naval, Military or Air Forces of any part of the Queen's realms and territories in time of war or as part of any overseas operational force and who have had at least six months' service and have been honourably discharged therefrom.

(3) The exemption granted to persons referred to in paragraph (b) of subregulation (1) of this regulation does not apply—

- (a) to any returned serviceman after the period of eight years from the date of his being so discharged from any of the armed forces; or
- (b) to a returned serviceman who is or has been entitled to benefits under any training scheme made available to returned servicemen under any Act of Parliament of the Commonwealth of Australia in respect of a particular period of service in the armed forces on account of which service he claims to be a returned servicemen for the purposes of the exemption.

224. The following persons are exempt from payment of tuition fees but their enrolment will be subject to the payment of the appropriate registration fee:—

- (a) All students aged eighteen years and over but under the age of 21 years, except any such student exempted by the provisions of regulation 223 of these regulations; and
- (b) Apprentices aged 21 years and over registered at the Court of Arbitration.

225. Students who pay tuition fees are exempted from paying a registration fee.

226. A person permitted to sit for an examination in a subject without attendance at classes, or to sit for a supplementary examination, shall pay the relevant examination fee.

227. A student eligible for entry to a class or classes without payment of fees (or without further payment of fees if currently enrolled in the division) shall be issued with an admission form as an authority for entry to classes, but in cases where fees are payable the student shall be issued with a numbered receipt form.

Division 3.—Hours of Instruction, Vacations, and Attendance.

228. The teaching year shall normally consist of three terms totalling 36 weeks.

229. (1) The summer vacation shall be nine weeks in metropolitan schools and centres and eight weeks in non-metropolitan schools and centres and shall normally fall within the period from the last Monday in November to the third Friday in February.

(2) The term vacations shall be one week in metropolitan schools and centres and two weeks in non-metropolitan schools or centres at the end of the first term, and shall be two weeks in both metropolitan and non-metropolitan schools and centres at the end of the second term.

(3) The determination of the date of commencement of the vacations for any staff member shall be at the discretion of the Superintendent of Technical Education.

(4) Notwithstanding subregulations (1) and (2) of this regulation, the Minister may reduce, extend or otherwise vary the vacation periods for any college or school, or for any of the teaching departments within a college or school, when in his opinion this is necessary either because of conditions peculiar to the industries served by the college or school or teaching department or because of the nature of the training being given within that college or school or teaching department.

(5) Technical colleges and schools shall be closed on Public Service Holidays.

230. (1) The weekly tour of duties for all full time members of the teaching staff shall be the equivalent of 30 hours at such times as required by the Superintendent of Technical Education.

(2) Each hour of class instruction which teachers are required to take as part of their normal duties and which falls after 5.30 p.m. on any day, or on Saturday morning, shall count as equivalent to one and one-half hours in the weekly total.

(3) (a) The allocation of duty hours for each teacher as between teaching and other duties shall be at the discretion of the Superintendent of Technical Education within limits determined by the Director, with a maximum average of 24 duty hours per week over the year, but no additional part time payment shall be made on any excess above the allocated duty hours of a teacher up to half an hour per week.

(b) Part time payments for periods in excess of the allocated duty hours of a teacher shall commence with the completion of the first half hour per week, and additional payments shall be in multiples of half an hour.

Division 4.—Examinations and Certificates.

231. (1) Subject to the approval of the principal or officer in charge an enrolled student may sit for the annual examinations of the Technical Division in the subjects for which he is enrolled, and may be required to make prior application on a prescribed form.

(2) A student may be required to have made 75 per cent. of the possible attendances for the year, or have completed 75 per cent. of the requirements of a correspondence course, in order to sit for the annual examinations concerned.

232. On the satisfactory completion of all lessons in a correspondence course and the passing of all tests set as part of that course, a student shall be issued with a Completion Certificate.

233. (1) A class certificate for the subject will be issued on application to the student who—

(a) has made the prescribed attendances or completed the necessary correspondence lessons under subregulation (2) of regulation 231 of these regulations; and

(b) has passed the prescribed annual examinations or has received an accredited pass on his year's work.

(2) No student shall be credited with a subject towards an Associateship, Diploma or Certificate within the division unless he has complied with requirements of paragraphs (a) and (b) of subregulation (1) of this regulation with respect to that subject, or has been granted an exemption from the subject on application.

234. A student is not entitled to be issued with an Associateship, Diploma or Certificate in respect of a course unless—

(a) he has completed all the requirements for the course; and

(b) he has made an application therefor on the prescribed form; and

(c) he has paid the prescribed fee.

Division 5.—Day Classes for Registered Apprentices.

235. Day classes for registered apprentices may be established at the instance of the Superintendent of Technical Education and shall be held at such times as may be necessary to comply with the appropriate industrial award or agreement.

236. (1) On receipt of advice from the Arbitration Court of the registration of an apprentice, the Superintendent of Technical Education shall give the employer of the apprentice particulars of the school, and the days on which and the times at which the apprentice is required to attend the school.

(2) The apprentice shall be enrolled by the principal or officer in charge in the classes most appropriate for his trade regard being had also to his educational standard and year of apprenticeship.

237. A time book shall be provided for each classroom or workshop where day trade apprentice classes are held and the instructors of such classes shall see that each apprentice signs the time book on commencing and finishing classwork.

238. (1) (a) The principal shall send a report to the employer of an apprentice who fails to attend on his appropriate class period, or who arrives after the commencement of classes, or leaves before the termination of class-work, or fails to apply himself diligently to his classwork.

(b) The report shall be despatched not later than the day following that on which the breach of discipline occurred.

(2) Where an apprentice attending day trade classes is summarily suspended under regulation 35 of these regulations during normal working hours, he should be instructed to return immediately to his place of employment, and the employer shall be advised of this action in accordance with the procedure laid down in Administrative Instructions.

(3) Class rolls and other apprentice records shall be available for inspection by the Industrial Registrar or by members of the appropriate advisory committee on application to the principal or officer in charge.

(4) The principal or officer in charge shall, at the request of the Industrial Registrar, supply the examiners appointed by the Arbitration Court with a schedule showing the number of possible and actual attendances, and the annual examination results, for each apprentice.

(5) The Superintendent of Technical Education shall forward to the employer at the end of the teaching year a report on the attendance and progress and the annual examination results of his apprentice and shall also provide the parent of the apprentice with a copy of the report.

Division 6.—Self Supporting Activities.

239. (1) Self supporting activities may be established and conducted for—

- (a) the purpose of giving instruction supplementary to that otherwise provided by the Technical Education Division of the Education Department; or
- (b) such other purposes as the Minister may from time to time determine.

(2) The activities to be conducted under these provisions are such as may be, from time to time, determined by trustees appointed under regulation 240 of these regulations.

240. (1) The control of the self supporting activities is vested in trustees who shall be known as Trustees of the Technical Education Division Self Supporting Activities.

(2) There shall be five trustees appointed by the Minister of whom three shall be internal and two external, as follows:—

Internal:

- (a) the Superintendent of Technical Education who shall act as chairman;
- (b) the Principal, Perth Technical College;
- (c) a nominee of the State School Teachers' Union of W.A. Incorporated;

External:

- (d) the Under Treasurer or a deputy nominated by him;
- (e) a nominee of the Minister.

(3) In the case of prolonged absence from duty of any trustee or of a deputy so nominated, the Minister may appoint a deputy for him.

(4) A fee at the rate of £2 2s. for each meeting attended by a trustee is payable to that trustee if he is not a permanent member of the Government Service, but the total amount payable to a trustee in any one year shall not exceed £10 10s.

241. (1) The trustees shall hold meetings at least once during each term and shall consider and make determinations or recommendations as required concerning existing and proposed activities, alterations in fees payable, remuneration of instructors and all other matters which may be deemed necessary for the efficient working of the classes.

(2) The organisation, administration and supervision of the classes shall be the responsibility of the internal trustees.

242. Subject to the approval of the Minister, the trustees shall have power—

- (a) to grant exemption from payment of fees in necessitous cases if the funds to the credit of a class so permit; and
- (b) to grant refunds of fees to any student where—
 - (i) classes have to be discontinued; or
 - (ii) the student is unable, by virtue of his employment or other cause, adjudged by the trustees to be beyond his control, to continue to take advantage of the classes; and
- (c) to write off fees due which the trustees are satisfied are non-collectable.

243. (1) An account shall be kept for each activity or group of activities in a form determined by the trustees and in accordance with the requirements of the Auditor General.

(2) (a) All fees received on behalf of the trustees shall be paid into the Technical Education Trust Fund Account at the Commonwealth Bank.

(b) This account shall be operated by such persons as may be authorised from time to time by the trustees.

(3) Each activity or group of activities shall be debited with the following charges, which shall be paid to Consolidated Revenue at the close of each term, viz., an administrative charge of five per cent. on all fees received and, where appropriate, a charge for depreciation and a charge also for light and power, or for light or power, as occasion requires, or other services provided by the Department in connection with the activity.

(4) (a) An account for each activity or group of activities shall be finalised at the end of each year and the balance transferred to a suspense account for the particular activity or group of activities.

(b) The financial results of each activity shall be reported to the trustees, who may transfer the surplus standing in a suspense account to the credit of an activity to a general suspense account which shall be used by the trustees to meet general administration costs, audit fees, insurance, printing, telephone charges, stationery, advertising, supplies of equipment and in any way which, in the opinion of the trustees, will increase the efficiency and scope of the self supporting activities generally.

(5) All equipment purchased by the trustees for the self supporting activities shall at the end of the session in which it is purchased be recorded on the stock sheets of the division and become the property of the Minister.

(6) The trustees of the self supporting classes have authority to invest such funds as they deem surplus to immediate requirements in such investments as trustees are by law authorised to invest trust funds in their hands.

244. The rates paid for the instruction of self supporting classes shall be those paid for instruction of departmental classes for work which is in the opinion of the Director of equivalent level.

Division 7.—Staffing.

245. The members of the staff of the Technical Training Division of the Department, other than those employed under the Public Service Act, 1904 (as amended) are classified as follows:—

- (a) Permanent full time teaching staff;
- (b) Temporary and part time teachers and cadets;
- (c) Laboratory, maintenance and wages staff.

246. (1) Vacancies or new offices in the permanent full time teaching staff shall be advertised and appointments filled as provided in regulation 102 of these regulations.

(2) Appointments to vacancies or new offices mentioned in categories (b) and (c) of regulation 245 of these regulations shall be made by the Director.

247. (1) The full time teaching staff of the Technical Division shall comprise the principals and deputy principals of technical institutions, heads of departments, officers in charge, senior lecturers, senior instructors, lecturers, assistants, instructors, trainee assistants, cadets, and such other teachers as the Director may approve, and is hereby authorised to approve, on the full time teaching staff.

(2) The establishment of staff within a technical institution or department shall be as determined by the Director.

(3) A senior lecturer, senior assistant or senior instructor may be appointed where there are three or more full time teachers (or their equivalent when the work of part time teachers is included) engaged in the teaching of one subject or of related subjects or trades.

248. A teacher entering the Technical Training Division who is not a trained teacher shall be required to undertake the in-service course for the Teachers' Certificate (Technical).

249. (1) No trade instructor shall be appointed senior instructor unless he has obtained the Teachers' Certificate (Technical) or its equivalent and a satisfactory report on teaching skill.

(2) As from the first day of January, 1960, no assistant shall be appointed to the position of senior assistant or any higher post unless he has obtained the Teachers' Certificate (Technical) or its equivalent and a satisfactory report on teaching skill.

(3) As from the first day of January, 1962, no teacher shall be appointed to the position of senior assistant, senior lecturer, head of department, deputy principal or principal unless he has obtained the examination requirements for the Teachers' Higher Certificate and has received a satisfactory report on teaching skill.

250. (1) Technical teachers shall conduct their classes regularly and promptly at the hours shown on the time table and in accordance with the syllabus for the course concerned.

(2) (a) Each member of the staff is responsible for the proper conduct of his class or classes and for the safekeeping of the material and apparatus used in connection with his work.

(b) Such member shall at once report to the head of his department, the principal or the officer in charge any damage to school property, infringement of the regulations or any misconduct which may come to his notice.

(3) In the event of an accident occurring within a class or during class instruction, the teacher in charge of the class shall, immediately after first aid is rendered, report the accident to the principal or officer in charge, or in his absence to the senior officer available in the institution, and shall take such other steps as are necessary in the circumstances.

251. Before commencing the summer vacation each member of the teaching staff of the Technical Training Division shall complete his year's work to the satisfaction of the Superintendent of Technical Education.

252. (1) The duties of principals and officers in charge of the Technical Training Division include ensuring that the procedure relating to collection of fees, enrolment, banking, roll books and statistics as laid down in the Administrative Instructions of the Department are strictly observed.

(2) The following books and statements required by the Audit Department must be forwarded by principals and officers in charge to the Superintendent of Technical Education as soon as possible after the cessation of class-work at the end of the school year:—

- (a) Fee receipt book;
- (b) Admission book;
- (c) Daily return of fees book;
- (d) Bank pay-in book;
- (e) Class roll and corresponding list of classes held during the year.

Division 8.—Advisory Boards.

253. (1) The Minister may establish Professional, Trade, and other Advisory Committees to advise the Superintendent of Technical Education, in respect to the following matters concerning a specified course or related courses of instruction conducted within the Technical Education Division:—

- (a) Syllabus of instruction;
- (b) Qualifications and professional standing of applicants for appointment to the teaching staff;
- (c) Application from members of the teaching staff to engage in consultative work; and
- (d) Such other matters relating to the efficiency of training in that course as may be brought forward by, or referred to, the members of the committee.

(2) At meetings of an advisory committee the majority of voting members shall form a quorum and in the event of an equality of votes, the chairman shall have a casting vote.

(3) Advisory committees shall meet at the times appointed by the chairman who may, when he deems it desirable, and who shall, upon receipt of a requisition signed by at least three voting members, call a meeting of the committee.

(4) The committees may, with the permission of the Superintendent of Technical Education, visit a particular class at a specified time.

254. (1) An Advisory Committee, other than a Trade Advisory Committee, established pursuant to regulation 253 of these regulations, shall consist of the following voting members who shall be appointed by the Minister:—

- (a) The Superintendent of Technical Education, or a deputy appointed by the Minister, who shall be the Chairman of the Committee;
- (b) The Principal of the Perth Technical College, or of the appropriate technical school;
- (c) A person or persons nominated by an institute, association or board which is an appropriate institute, association or board having regard to the particular matters the Committee may have to advise upon; and
- (d) Any other person or persons who may be nominated by the Minister.

(2) Members mentioned in paragraphs (c) and (d) of subregulation (1) of this regulation shall hold office for two years but are eligible for re-appointment.

(3) The Committee or the Chairman of the Committee may invite other persons, including members of the teaching staff of the Technical Education Division, to attend any particular meeting of the Committee, but a person so invited shall act only in an advisory capacity to the Chairman and is not entitled to vote.

255. (1) (a) A Trade Advisory Committee established pursuant to regulation 253 of these regulations shall consist of the following members who shall be appointed by the Minister:—

- (i) The Superintendent of Technical Education, or a deputy appointed by the Minister, who shall be Chairman of the Committee;
- (ii) An equal number of representatives of appropriate employer and employee organisations; and
- (iii) Such other person or persons as the Minister nominates.

(b) The voting members of the Committee shall be only those referred to in subparagraph (ii) of paragraph (a) of this subregulation.

(2) Members referred to in subparagraphs (ii) and (iii) of paragraph (a) of subregulation (1) of this regulation shall hold office for two years but are eligible for re-appointment, and each member shall have a deputy appointed by the Minister for the same period, who may attend the meetings of the Committee and exercise the powers of the member for whom he is deputy if the member is unable to attend those meetings.

(3) The Director may appoint an officer of the Technical Education Division to act as Secretary of the Committee and Convenor of meetings.

(4) The Chairman, on the recommendation or approval of the Committee, may invite other persons, including members of the teaching staff of the Technical Education Division, to attend any meeting of the Committee, but a person so invited shall act only in an advisory capacity to the Chairman in connection only with the immediate business before the meeting and shall not be entitled or allowed to vote.

256. (1) Technical College or Schools Advisory Committees may be established by the Minister to foster technical education in the areas served by the schools or colleges and to advise the Superintendent of the Technical Education concerning classes or courses conducted or to be conducted by the schools or colleges having regard to the needs of the respective areas.

(2) In particular the Committees may make recommendations in respect to—

- (a) establishment of courses;
- (b) classes and attendance therein;
- (c) equipment; and
- (d) such other general matters of development as are necessary to ensure that the school meets the requirements of the area.

257. (1) A Technical College or Schools Advisory Committee shall be composed of not more than 15 persons who shall be appointed for a period of two years but shall be eligible for re-appointment.

(2) The Committee shall elect a Chairman from among its number at the first meeting of the biennial period.

(3) The principal of the school concerned shall act as Secretary to the Committee and Convenor of meetings.

(4) The Superintendent of Technical Education or his deputy may attend any meeting of the Committee but shall not be entitled to vote.

(5) The majority of voting members shall constitute a quorum and the Chairman, if not a departmental officer, may cast a deliberative vote.

(6) The Committee may at its time of meeting visit classes in the school and on prior arrangement with the principal visit the school at other times.

(7) The principal of the school or college shall, not less than 14 days before a meeting, forward notification of such meeting together with an agenda to all members of the School or College Advisory Committee, and shall within 14 days next following the meeting of the Committee forward a copy of the minutes together with such comments as he may deem necessary to the Superintendent of Technical Education.

258. The members of any Advisory Committee, or any other advisory body to the Technical Education Division appointed by the Minister, shall be appointed in an honorary capacity and shall not be paid for attendance at meetings, but the Minister may reimburse—

- (a) the actual fares of any member; and
- (b) the actual loss of wages of any member who, in order to attend, is obliged to obtain leave without pay from his regular employment.

259. (1) A Technical Teacher Training Advisory Committee is constituted and established to advise the Director.

(2) The Committee shall consist of the following members:—

- (a) The Superintendent of Technical Education who shall be Chairman;
- (b) The Superintendent of Teacher Training;
- (c) The Deputy Superintendent of Technical Education;
- (d) A representative, elected by a ballot conducted by the State School Teachers' Union of W.A. Incorporated, of the trade teacher members of that Union; and
- (e) A representative, elected by a ballot conducted by the State School Teachers' Union of W.A. Incorporated, of the technical teacher members of that Union other than trade teachers.

(3) The Committee shall have power to co-opt.

(4) The Committee shall advise the Director on the organisation of training courses conducted for technical teachers.

PART XI.—SCHOOLS FOR NATIVE CHILDREN.

260. Full-time government schools for native children may be established at Church Missions or at settlements controlled by the Department of Native Affairs where, in the opinion of the Minister, circumstances warrant their establishment.

261. Schools so established shall be designated "Special Native Schools," and shall be classified at the discretion of the Minister, taking all the circumstances into account but the provisions of regulation 162 of these regulations shall not apply.

262. (1) Members of the teaching staff of Special Native Schools shall be appointed from the teachers in the employ of the Department.

(2) Vacant positions shall be filled by the Minister, taking the particular circumstances into account and departing, if necessary, from the ordinary rules of priority.

(3) In the appointment of headmasters the provisions of regulation 169 of these regulations do not apply.

PART XII.—PARENTS AND CITIZENS' ASSOCIATIONS AND SCHOOL BOARDS.

263. The Minister has the control, through departmental officers, of the internal management of schools, but subject thereto he may accept the assistance of Parents and Citizens' Associations and School Boards.

264. (1) In any locality the parents of children attending any government school or schools, together with other persons interested in the welfare of the schools, may form a Parents and Citizens' Association.

(2) The objects of such an association shall be to promote the interests and efficiency of the school or schools and to assist the teaching staff in all its relations to the community.

(3) Members of any such association shall be over eighteen years of age.

265. (1) An association has power to frame its own rules, but, before such rules come into force, they shall be approved by the Minister.

(2) The annual subscription for membership of an association shall not exceed one shilling.

266. At the first meeting after the establishment of an association and at each annual meeting thereafter the members shall elect from among their number a president, two vice-presidents, a secretary and a treasurer to hold office for the next twelve months.

267. (1) At the first meeting of the association, and at each annual meeting thereafter, arrangements may be made for an election by ballot of five members of the association to serve as the school board for the year.

(2) If more than one school is represented, the board may consist of six members.

(3) The headmaster of the school (or if several schools are concerned, the head of the largest school) shall be the returning officer and shall conduct the election.

(4) Where contracts are let for the conveying of groups of children to a school, the number of members of the board may, with the approval of the Minister, be increased so that representation may be given to each district.

(5) Arrangements shall be made for enabling members who are absent from the meeting to record their votes, a limit of time being fixed within which such votes may be received by the returning officer.

(6) Subject to regulation 268 of these regulations, the office-bearers of the association shall be the members of the board.

268. (1) Only those members of the association who have paid their subscriptions for the year, and *ex officio* members, shall have the right to vote.

(2) The teachers of government schools within any locality shall, *ex officio*, be members of the association formed in such locality, and may be elected to any office in the association, but shall not be eligible for nomination as members of the school board.

269. The School Board shall elect, from its members, its own chairman and secretary.

270. The duties of a school board are—

- (a) to advise the Department on the material requirements of the school, on minor repairs and alterations of and additions to buildings;
- (b) to consider and advise upon sites and plans of new buildings;
- (c) to carry out urgent repairs under conditions to be prescribed by regulations;
- (d) to advise upon applications made for the temporary use of school buildings;
- (e) to arrange for the accommodation of teachers;
- (f) to make provision for the sanitary contracts and care of the outbuildings; and
- (g) such other duties as may from time to time be approved by the Minister.

271. (1) (a) When there is not time to obtain the approval of the Minister, or where it is difficult to obtain the services of a contractor, urgent repairs to school buildings, or fittings, or to teachers' quarters may be carried out by the board, or in the absence of a board by the head teacher if the cost does not exceed ten pounds.

(b) For all other work the previous sanction of the Minister must be obtained.

(2) No work which involves any structural alterations, additions, painting or renovations may be undertaken without the written approval of the Director.

272. A member of a school board, upon leaving the district to reside elsewhere, ceases to be a member of the school board, and the association may make arrangements for the necessary election by ballot to fill his place.

273. (1) The annual meeting of each Parents and Citizens' Association shall be held in the month of February or March.

(2) Should the first meeting of an association be held after the thirty-first day of August in any year, the school board elected shall hold office until the annual meeting held in the second year thereafter.

274. (1) A School board may recommend not more than two days' holiday in each year.

(2) The holidays so recommended shall not be granted for the personal convenience of teachers, and the permission shall be given in writing on the prescribed form.

(3) The teacher shall inform the Director of holidays so recommended at least a fortnight in advance.

(4) Such holidays shall, as a rule, be given for the most important local fete or show in the year, when the majority of the children may be likely to be absent, but shall not be given at the beginning or end of the term to supplement the regular holidays.

(5) School boards shall use their influence to arrange that Sunday school picnics or minor fetes take place in the holidays or on Saturdays.

275. No Parents and Citizens' Association or school board shall have or exercise any authority over the teaching staff, or interfere in any way with the control or management of any Government school.

PART XIII.—STATE VISUAL EDUCATION.

276. A committee, to be known as the "State Visual Education Advisory Committee," is constituted for the purposes of advising the Minister on all matters in connection with visual education concerning the use of non-theatrical, educational, technical and documentary films, and, in particular, on the acquisition of such films and the distribution thereof amongst interested organisations throughout Western Australia, and to act as liaison between interested organisations in Western Australia and the National Film Board in Canberra.

277. The Committee shall consist of—
- (a) the Minister, *ex officio*, who shall be Chairman;
 - (b) a person nominated by the Minister, or elected by the Committee from its members, as the Minister may determine, who shall be Vice-chairman;
 - (c) a representative of each of the following bodies:—
 - The State Education Department;
 - Government Instructional Films;
 - The University of Western Australia;
 - The Adult Education Board;
 - Technical Education Institutions;
 - The State National Fitness Council;
 - The Australian Association of Scientific Workers;
 - The State School Teachers' Union of W.A. Incorporated;
 - The Parents and Citizens Federation;
 - Department of Agriculture;
 - The Government Tourist Bureau;
 - Department of Industrial Development;
 - Non-Government Schools;
 - The Australian Religious Film Society; and
 - Any other organisation or body which the Minister, on the recommendation of the Committee, may invite to nominate a representative on the Committee.
278. The members of the Committee, with the exception of the Chairman, shall hold office for two years and are eligible for reappointment.
279. (1) Any seven members of the Committee shall form a quorum thereof.
- (2) (a) At all meetings of the Committee the Chairman of the Committee shall preside, if present, and in his absence from any meeting the Vice-chairman shall preside.
- (b) If both the Chairman and the Vice-chairman are absent from any meeting, the members of the Committee present shall elect one of their number to be Chairman of that meeting.
- (3) Where the members present at a meeting of the Committee are not unanimous as to any matter, such matter shall be decided by the majority of votes, and the decision so arrived at shall be the decision of the Committee.
- (4) The Chairman or the Vice-chairman when presiding at any meeting of the Committee shall have a deliberative vote, and in case of an equality of votes, the question shall be resolved in the negative.
280. Any member, other than the Chairman, may resign from the Committee by notice in writing signed by him and given to the Minister.
281. The offices and library of the Committee shall be incorporated in those of the Government Instructional Films sponsored by the Education Department.

PART XIV.—APPEAL BOARD RULES.

282. For the purpose of easy reference the provisions of section 37 of the Act are reproduced as follows:—
37. (1) Any teacher in the service of the Education Department who, for alleged misconduct or breach of the regulations, is—
- (a) fined any amount in excess of 15 shillings;
 - (b) transferred at his own expense;
 - (c) reduced to a lower class or grade;
 - (d) reduced from any position to a position carrying a lower salary; or
 - (e) dismissed;
- may appeal to an Appeal Board constituted as hereinafter provided.
- (2) The Appeal Board shall consist of the following persons:—
- (a) A Police or Resident Magistrate to be appointed by the Governor, and to be the Chairman of the Board.

- (b) A representative of the Director of Education, to be appointed by him.
 - (c) The representative of the teachers, or his deputy for the time being, on the Public Service Appeal Board constituted under the Public Service Appeal Board Act, 1920.
- (3) Notice of appeal to the Board shall be given to the Director of Education of the decision appealed against, and the appeal shall be heard as soon as practicable after the date of the notice being so given. The sum of two pounds shall be deposited by the appellant as security for costs.
- (4) The decision of any two members of the Board shall be the decision of the Board.
- (5) On any such appeal the following provisions shall apply:—
- (a) The Board may admit evidence taken at any departmental inquiry at which the appellant was present and had an opportunity of hearing the evidence and of giving evidence.
 - (b) Evidence of witnesses resident more than 20 miles from the place of the sitting of the Board may be taken by affidavit or otherwise, as prescribed by the Board.
 - (c) All evidence shall be taken on oath.
 - (d) The teacher may conduct his case in person or by an agent, but no legal practitioner shall appear on behalf of the appellant or the Department.
 - (e) The Board may regulate its own procedure and shall have the same powers as to witnesses, papers, and documents as the Public Service Appeal Board constituted under the Public Service Appeal Board Act, 1920.
 - (f) The Board may confirm, modify, or reverse any decision, determination, or finding appealed against, and the decision of the board shall be final and be given effect to.
 - (g) The Board may, in its discretion, fix the costs of any appeal, and direct by whom and in what manner the costs shall be paid.
 - (h) Any costs awarded against an appellant shall be recoverable as a debt due to the Crown.
 - (i) Any costs awarded to an appellant shall be payable by the Department.
- (6) An appeal shall not be heard in public, unless for some special reason the Board deems it advisable that it should be so heard.

283. The Director may appoint, to act as clerk to the Appeal Board, a member of the clerical staff of the Department who shall have the custody of the records and proceedings of the Board.

284. The notice of appeal referred to in subsection (3) of section 37 of the Act, shall be in writing signed by the appellant and shall contain a short statement of the grounds of appeal; but the Board may at any stage of the proceedings allow an appellant to amend the statement of the grounds of appeal on such terms as the Board may deem just.

285. The Director, as soon as practicable after the receipt by him of the notice of appeal, shall notify the clerk to the Board, who shall forthwith arrange for a sitting of the Board to deal with the appeal.

286. The Chairman of the Board shall appoint a time and place for hearing the appeal.

287. (1) The clerk to the Board shall give notice in writing by post or otherwise to the appellant, and to all other persons interested in the appeal, of the time and place appointed for the hearing of the appeal.

(2) Where the party to be notified resides at a place within the radius of 300 miles from the place of sitting of the Board, seven days' notice at least shall be given; if he resides outside such a radius, 21 days' notice at least shall be given.

288. (1) The clerk to the Board, if requested so to do by the Director or an appellant, shall send notice to any person whose attendance as a witness is desired at the hearing of the appeal.

(2) Should the witness be required to produce any document or other thing at the hearing, the clerk shall notify the witness accordingly, and specify in his notice the particular document or thing required to be produced.

289. The party requiring the attendance of a witness at the hearing of an appeal shall, if the witness resides or carries on business at a place more than two miles from the place of sitting of the Board, pay or tender the witness a reasonable sum of money for travelling expenses.

290. Any person who, having been notified by the clerk to the Board to attend as a witness, or to produce any document or other thing at the hearing of the appeal, and having been paid or tendered a reasonable sum of money for travelling expenses, if resident more than two miles from the place of sitting of the Board, fails without reasonable cause to attend before the Board and give evidence, or produce the document or other thing, is liable to a penalty not exceeding ten pounds which may be inflicted by the Board and is recoverable by the Board, or a person authorised in writing by the Board, in a court of competent jurisdiction.

291. The evidence of witnesses who reside more than 20 miles from the place of sitting of the Board may be taken on affidavit sworn before a Justice of the Peace; but the Board may require the attendance of any such witness if it deems it desirable so to do.

292. (1) An appellant may at any time before the date appointed for the hearing of the appeal, give notice to the clerk to the Board of his intention to abandon his appeal.

(2) In such event the Board may, on the application of the Director, order the appellant to pay the costs (if any) reasonably incurred by the Department in connection with the appeal.

293. The procedure at the hearing of an appeal before the Board shall be as follows:—

- (a) The appellant may attend in person or by his agent.
- (b) The appellant or his agent shall open his case to the Board and may adduce evidence in support of his appeal.
- (c) At the close of the case for the appellant, the Director's representative may adduce evidence in support of the decision appealed against.
- (d) When all the evidence for both parties has been adduced, each party shall be entitled to address the Board on the whole of the evidence.
- (e) If evidence is called by both parties, the Director's representative may address the Board immediately at the conclusion of the evidence called by him, and the appellant or his agent may then address the Board.
- (f) If evidence is called by the appellant, and the Director's representative, before the conclusion of the appellant's case, intimates to the Board that he does not intend to adduce any evidence, the appellant or his agent shall address the Board immediately on the conclusion of the evidence and the Director's representative shall have the right of reply.
- (g) If no evidence is called by either party to the appeal, the appellant may address the Board first and will be entitled to a further address in reply to the Director's representative, if he addresses the Board; and the same procedure will be followed where the only evidence adduced is on behalf of the Director.

294. The Board shall conduct the inquiry without regard to legal forms and precedents, and shall direct itself by the best evidence it can procure, and may regulate its own procedure.

295. (1) The person appointed to act as clerk to the Appeal Board shall keep a record of the proceedings of the Board.

(2) Any member of the Board or the Director or his representative, shall have access to records so kept.

(3) An appellant is entitled to apply for and obtain from the clerk a copy of the proceedings relating to his appeal.

(4) No other person shall be entitled or be allowed to inspect or obtain copies of proceedings in custody of the clerk.

PART XV.—SCHOLARSHIPS.

Division 1.—Government University Exhibitions.

296. Thirty exhibitions, which are to be awarded annually on the results of the Leaving Certificate examination, shall be open for competition to any candidate who is under the age of nineteen years on the thirty-first day of December in the year in which the candidate sits for the Leaving Certificate examination, but the candidate's parents must be permanent residents of Australia and the candidate must not have previously sat for the Leaving Certificate examination.

297. Of the exhibitions referred to in regulation 296 of these regulations—

- (a) twenty are to be known as General Exhibitions each of which has a value of forty pounds; and
- (b) ten are to be known as Special Subject Exhibitions each of which has a value of twenty pounds.

298. (1) No candidate is entitled to, or shall be awarded, an exhibition unless the candidate has passed the Leaving Certificate and qualified for matriculation in the November examination.

(2) Every candidate for an exhibition must give the Director notice of his intention to compete at the examination, and must submit a certificate from a person approved by the Director certifying that it is the first occasion on which he has sat for the Leaving Certificate.

(3) An exhibition is awarded on condition—

- (a) that the successful candidate, as soon as the rules and regulations of the University will allow becomes enrolled as an undergraduate of the University; and
- (b) that he enters on a full course of study leading to a degree.

(4) Subject to regulation 301 of these regulations a candidate who qualifies for an award of one or more than one exhibition shall, upon proof that he has so enrolled as an undergraduate and has entered on a full course of study leading to a degree, be entitled to receive from the Department the amount which is equal to the value of the exhibition or the aggregate value of the exhibitions, as the case may be.

299. General Exhibitions shall be awarded to candidates who obtain the highest aggregate marks in five matriculation subjects in which they passed the Leaving Certificate examination, one of which subjects must be English.

300. A Special Subject Exhibition shall be awarded to the candidate who gains the highest marks in the Leaving Certificate examination in any of the following subjects:—

- (a) English;
- (b) Mathematics;
- (c) Physics;
- (d) Chemistry;
- (e) Biology;
- (f) Geography;
- (g) History;
- (h) French;
- (i) German; and
- (j) Economics.

301. A candidate may gain more than one exhibition, but is not entitled to an aggregate value of exhibitions exceeding sixty pounds.

302. (1) Upon the application of a candidate the Director shall cause to be forwarded to him a Government University Exhibition entry form.

(2) The entry form duly completed by the applicant must be forwarded by the applicant so as to reach the Department on or before the first day of September in the year in which the candidate sits for the Leaving Certificate examination.

(3) Every successful candidate must furnish the Director with a certificate of his birth.

Division 2.—Scholarships Tenable at the Perth Technical College and Technical Schools.

303. (1) Full time scholarships not exceeding eight in each year may be granted to students enrolling for full time in Associateship courses at the Perth Technical College.

(2) These Scholarships may be granted on the results of the Technical Education Qualifying Examinations, the Leaving Certificate Examinations of the Public Examinations Board, the first year associateship examinations or examinations in advanced diploma studies of the Technical Education Division.

(3) These Scholarships shall be valued at £100 per annum and shall be tenable for three years whilst the student continues to study full time.

(4) Not more than four of these scholarships shall be granted to students in any one field of study unless there are not sufficient students of suitable merit applying for scholarships in other fields of study.

(5) Not more than two scholarships shall be granted on first year associateship results unless there are insufficient applicants of suitable merit applying for the remaining six scholarships.

304. (1) Part time scholarships not exceeding eight in any one year may be granted to part time students of the Technical Education Division.

(2) These scholarships shall be valued at £50 per annum and be tenable for three years whilst the student continues to meet the provisions of subregulation 3 of this regulation or in the final year of his course is undertaking studies involving not less than six hours per week class attendance over the year.

(3) To be eligible for the granting or renewal of these scholarships students must be enrolling in an Associateship or Diploma course for subjects involving not less than ten hours of class attendance per week over the year.

(4) These scholarships may be granted on the results of the Technical Education Qualifying Examinations, the Leaving Certificate Examinations of the Public Examinations Board, the first year associateship examinations or examinations in advanced diploma studies of the Technical Education Division.

(5) Not more than four of these scholarships shall be granted to students in any one field of study, unless there are insufficient applicants of sufficient merit from other fields for the remaining scholarships.

305. (1) Scholarships awarded under Regulations 303 and 304 shall be granted only to students of sufficient merit.

(2) The renewal of these scholarships from year to year shall be subject to satisfactory progress on the part of the student.

306. A scholarship relinquished or not renewed at any time during the normal period of three years may be re-allocated at the commencement of the following year for its remaining year or years on results of the examinations specified in Regulations 303 and 304 or any higher examination of the Technical Education Division.

307. (1) Payments in respect to the Scholarships under Regulations 303 and 304 shall be made in three equal payments one at the end of each term subject to satisfactory report on the student's attendance and progress.

(2) Scholarship holders shall be eligible for exemption from tuition fees.

308. Candidates must submit applications on the prescribed form to the Registrar of the Perth Technical College not later than the 21st January in each year.

Division 3.—Scholarships Tenable at Schools Providing Secondary Education.

309. (1) Scholarships may be awarded to pupils who are undertaking courses in secondary education, and the number of such scholarships to be awarded each year and the distribution of those scholarships shall be determined by the Minister.

(2) A scholarship awarded under subregulation (1) of this regulation shall be tenable at a government school, or at a non-government school approved by the Director, and shall entitle the pupil to whom it is awarded to receive such assistance as the Minister may determine.

(3) The selection of pupils to whom scholarships are to be awarded shall be based on the attainments, intelligence and aptitude of the applicants for such scholarships and shall be in accordance with administrative directions issued from time to time by the Director.

310. (1) Applications for scholarships shall be submitted on the prescribed form and shall reach the Department within the time fixed for the lodgment of such applications.

(2) An applicant for a scholarship shall submit all information and particulars required by the prescribed form of application and all such other information as the Director may from time to time determine and require.

311. (1) A pupil to whom a scholarship is awarded under this Division of these regulations shall—

- (a) undertake a full time course of secondary education;
- (b) at the end of each year obtain from the authorities of the school and forward to the Department, a report as to his conduct, progress and attendance at such school during the year.

(2) Where the Director is of opinion that the conduct, progress or attendance of the pupil as disclosed by the report referred to in this regulation has been unsatisfactory, he may at his discretion cancel the scholarship awarded to that pupil.

SCHEDULE 1.

Form 1. Reg. 199(2).

Western Australia.

Education Department.

AGREEMENT FOR A COURSE OF TRAINING AT A TEACHERS' COLLEGE.

Male Student.

AGREEMENT under seal made this..... day of
.....19.....

- (a) between
- (b) of.....
(hereinafter called "the student") of the first part;
- (c)
- (d) of.....
of the student (hereinafter called "the Guarantor") of the second part and the Minister for Education (hereinafter called "the Minister") of the third part.

Whereas the Minister has agreed to admit the student to a course of Teacher Training subject to the regulations governing Teacher training for the time being in force: Now the Minister hereby agrees with the student and the Guarantor—

1. To admit the student into the said course of Teacher Training, and if after a probationary period of six calendar months it shall appear to the Minister, that the student is worthy of further training, to provide instruction for the student for the term of....., including the probationary period of six calendar months.

And the student and the Guarantor hereby jointly and severally agree with the Minister—

2. That the student shall, as soon as the Minister may require, enter the said Teacher Training course for the purposes aforesaid and remain therein for the period aforesaid.

3. That if after commencing the course of Teacher Training the student's course is terminated for any reason other than death, disease or accident incapacitating the student from teaching the student and the Guarantor shall immediately forfeit and pay to the Minister as ascertained damages and not by way of penalty for breach or failure, the total of the allowances received by him as Bursar and as student subject to the following conditions:—

- (a) The total liability for repayment of allowances received as Bursar shall be reduced by one twenty-fourth of the total for each complete calendar month spent in Teacher Training including the probationary period of six calendar months.
- (b) If the student is judged unsuitable by the Director of Education during the first six calendar months of the course at a Teachers' College, no claim will be made by the Minister for allowances received by the student while a Bursar or while undergoing Teacher Training.
- (c) If the student is judged unsuitable by the Director of Education during the second half of the first year of his training or after the annual examinations held in that year, no claim will be made by the Minister for allowances received by the student up to the 30th June of that year.

- (d) If the student's course is terminated for any reason and at any time except by death, disease or accident incapacitating the student from teaching, or as provided for in paragraph (b) of this clause, the student and the Guarantor shall repay the balance of the allowances due under paragraph (a) of this clause together with the total of the allowances received by the student during that course.
- (e) If the student shall be required to leave the course before its completion on account of idleness, disobedience, non-attendance, irregular or unpunctual attendance, want of interest in work, unsatisfactory progress or immoral conduct then the student and the Guarantor shall immediately repay to the Minister the total allowances as provided for in paragraph (d) of this clause.

4. That if the Minister shall, within six calendar months after the expiration of the time of the student's training in the said course, find for the student employment as a teacher in any school or schools in this State, under the control of the Minister, then the student shall and will teach in such school or schools under the direction of the Minister for the period of..... years, at the remuneration and in the manner for the time being provided in that behalf by the regulations made by the Minister under the Education Act, 1928, and its amendments.

5. That if, from any cause other than death, disease or accident incapacitating the student from teaching, the student shall, after employment shall have been found for him by the Minister, as mentioned in Clause 4 of this agreement, fail to enter upon that employment as teacher, or shall leave, or shall on account of misconduct, inefficiency or breach of a departmental order or regulation be required to leave the service of the Minister before the expiration of the time for which the student shall be liable or required to serve as mentioned in Clause 4 hereof, the student and the Guarantor shall immediately forfeit and pay to the Minister, as ascertained damages and not by way of penalty for such breach or failure a sum of money calculated as follows:—

The sum of all allowances received by the student from the date of entering upon the Teacher Training course shall be divided by the number of months for which the student was bound to teach. The resultant quotient shall be payable for each month of default.

6. The student agrees to pay such fees as may be determined by the Director of Education for membership of Clubs and Societies associated with Teachers' College.

7. That if at the end of the course, in the opinion of the principal of the Teachers' College, the student is not competent to take up an appointment as a teacher, the student may be informed that the Minister does not intend to offer him any appointment, whereupon this agreement shall determine and be of no force and effect and the determination of this agreement shall not give rise to any claim for damages, compensation or expenses or otherwise by or in respect of any of the parties hereto.

Signed, sealed and delivered by the abovenamed (a)	}(f)
in the presence of (e).....	}	
Signed, sealed and delivered by the abovenamed (c)	}(g)
in the presence of (e).....	}	
Signed, sealed and delivered by the abovenamed (h)	}(h)
in the presence of (h).....	}	

This agreement form should be filled in as indicated below:—

- (a) Name of student.
- (b) Address.
- (c) Name of Guarantor.
- (d) Address and Relationship.
- (e) Signature of witness.
- (f) Signature of student.
- (g) Signature of Guarantor.
- (h) Leave blank.

Form 2. Reg. 199(2).

Western Australia.

Education Department.

AGREEMENT FOR A COURSE OF TRAINING AT A TEACHERS' COLLEGE.

Female Student.

Agreement under seal made this day of
..... 19.....

- (a) between
- (b) of
(hereinafter called "the student" of the first part);
- (c)
- (d) of
of the student (hereinafter called "the Guarantor") of the second
part and the Minister for Education (hereinafter called "the Minister")
of the third part.

Whereas the Minister has agreed to admit the student to a course of
Teacher Training subject to the regulations governing Teacher Training for
the time being in force: Now the Minister hereby agrees with the student and
the Guarantor—

1. To admit the student into the said course of Teacher Training, and
if after a probationary period of six calendar months it shall appear to the
Minister, that the student is worthy of further training, to provide instruction
for the student for the term of, including the probationary
period of six calendar months.

And the student and the Guarantor hereby jointly and severally agree
with the Minister—

2. That the student shall, as soon as the Minister may require, enter
the said Teacher Training course for the purposes aforesaid and remain
therein for the period aforesaid.

3. That if after commencing the course of Teacher Training the student's
course is terminated for any reason other than death, disease or accident
incapacitating the student from teaching, the student and the Guarantor
shall immediately forfeit and pay to the Minister as ascertained damages and
not by way of penalty for breach or failure, the total allowances received by
her as Bursar and as student subject to the following conditions:—

- (a) The total liability for repayment of allowances received as Bursar
shall be reduced by one twenty-fourth of the total for each
complete calendar month spent in Teacher Training including
the probationary period of six calendar months.
- (b) If the student is judged unsuitable by the Director of Education
during the first six calendar months of the course at the Teachers'
College, no claim will be made by the Minister for allowance
received by the student while a Bursar or while undergoing
Teacher Training.
- (c) If the student is judged unsuitable by the Director of Education
during the second half of the first year of her training or after
the annual examinations held in that year, no claim will be
made by the Minister for allowances received by the student
up to the 30th June of that year.
- (d) If the student's course is terminated for any reason and at any
time except by death, disease or accident incapacitating the
student from teaching, or as provided for in paragraph (b) of this
clause the student and the Guarantor shall repay the balance
of the allowances due under paragraph (a) of this clause together
with the total of the allowances received by the student during
that course.
- (e) (i) If the student marries during her course of Teacher Training,
her course will be terminated and she and her Guarantor
shall repay the total of the allowances as provided for in
paragraph (d) of this clause;
- (ii) If however the sum due under paragraph (d) of this clause
is paid to the Minister, the student may at the discretion of
the Director of Education be permitted to continue as a private
student paying fees but with no guarantee of employment
in the Education Department on completion of training.
- (f) If the student shall be required to leave the course before its
completion on account of idleness, disobedience, non-attendance,
irregular or unpunctual attendance, want of interest in work,

unsatisfactory progress or immoral conduct, then the student and the Guarantor shall immediately repay to the Minister the total allowances as provided for in paragraph (d) of this clause.

4. That if the Minister shall, within six calendar months after the expiration of the time of the student's training in the said course, find for her employment as a teacher in any school or schools in this State, under the control of the Minister, then the student shall and will teach in such school or schools under the direction of the Minister for the period of..... years, at the remuneration and in the manner for the time being provided in that behalf by the regulations made by the Minister under the Education Act, 1928, and its amendments.

5. (a) That if, from any cause other than death, disease or accident incapacitating her from teaching, the student shall after employment shall have been found for her by the Minister, as mentioned in Clause 4 of this agreement, fail to enter upon that employment as teacher, or shall leave, or shall on account of misconduct, inefficiency or breach of a departmental order or regulation be required to leave the service of the Minister before the expiration of the time for which the student shall be liable or required to serve as mentioned in Clause 4 hereof, the student and the Guarantor shall subject to paragraphs (b) and (c) of this clause immediately forfeit and pay to the Minister as ascertained damages and not by way of penalty for such breach or failure a sum of money calculated as follows:—The sum of all the allowances received by the student from the date of entering upon the Teacher Training course shall be divided by the number of months for which the student was bound to teach. The resultant quotient shall be payable for each month of default.

(b) If the student marries during her first year of service as a teacher in the Education Department she shall not have any subsequent service counted towards the fulfilment of her agreement and shall repay allowances as stipulated in paragraph (a) of this clause.

(c) If the student marries at any time other than during the first year of teaching while still indebted to the Minister for allowances received while in training and she is offered and accepts employment in the Department she may count any service within a period of five years of her marriage as service towards repayment of allowances received by her while in training. If the student refuses to accept employment she and her Guarantor are liable for repayment as provided for in paragraph (a) of this clause.

6. The student agrees to pay such fees as may be determined by the Director of Education for membership of Clubs and Societies associated with Teachers' College.

7. That if at the end of the course in the opinion of the Principal of Teachers' College the student is not competent to take up an appointment as a teacher, the student may be informed that the Minister does not intend to offer her any appointment, whereupon this agreement shall determine and be of no force and effect and the determination of this agreement shall not give rise to any claims for damages, compensation or expenses or otherwise by or in respect to any of the parties hereto.

Signed, sealed and delivered by the abovenamed (a) (f)
in the presence of (e)
Signed, sealed and delivered by the abovenamed (c) (g)
in the presence of (e)
Signed, sealed and delivered by the abovenamed (h) (h)
in the presence of (h)

This agreement form should be filled in as indicated below:—

- (a) Name of student.
- (b) Address.
- (c) Name of Guarantor.
- (d) Address and Relationship.
- (e) Signature of witness.
- (f) Signature of student.
- (g) Signature of Guarantor.
- (h) Leave blank.

SCHEDULE 2.

Fees.—Technical Education Division.

1.—General Tuition Fees.

(1) Fees to be charged to students admitted to class instruction in the Technical Education Division, other than in self-supporting classes or in the classes as in paragraph 2 of this Schedule, shall be as follows:—

	Per Term.
	£ s. d.
(a) For less than 12 hours per week;	
(i) for each of the first four (4) hours per week	15 0
(ii) for each additional hour per week	10 0
(b) For 12 or more hours per week	7 0 0
(c) Any part of an hour per week in the total number of hours per week shall count as a full hour.	

(2) The fees for correspondence courses shall be such as determined by the Minister to conform with the general level of fees for class instruction.

2.—Special Tuition Fees.

(1) Subject.	Per Term.
	£ s. d.
Chemistry I	2 10 0
Inorganic Chemistry II	2 10 0
Inorganic Chemistry III	3 15 0
Inorganic Chemistry IV	3 15 0
Organic Chemistry I	3 15 0
Organic Chemistry II	3 15 0
Assaying I	2 10 0
Assaying II	2 10 0
First year Pharmacy	5 5 0
Second year Pharmacy	5 5 0
Third year Pharmacy	5 10 0
Fourth year Pharmacy	6 0 0

(2) Where students undertaking any of the above subjects, with the exception of Pharmacy, enrol for additional subjects, the following rates shall be charged for the additional hours:—

	Per Term.
	£ s. d.
(a) For each of the first two hours per week in additional subject or subjects	15 0
(b) for each hour per week in excess of two in the additional subjects	10 0
(c) The maximum fee chargeable shall be	7 0 0

(3) In the case of a student in Pharmacy undertaking an additional subject or additional subjects each additional weekly hour shall be charged at 10s. per term up to the maximum fee of £7 per term.

3.—Discount for Annual Fees.

Fees for class instruction shall be subject to a reduction of 20 per cent. where the student pays in one amount the full fee for a course lasting two terms or more.

4.—Registration Fee.

	Per Annum.
	£ s. d.
(a) Class instruction	1 0 0
	Per Subject.
	£ s. d.
(b) Correspondence instruction	10 0

5.—Examinations.

	Per Subject.
	£ s. d.
(a) Supplementary examinations or examinations without attendance at classes	1 0 0
(b) Probationer Classer's Certificate (Woolclassing)	1 1 0
(c) Diploma (Woolclassing)	2 2 0
(d) Fee for late entry	10 0

**SCHEDULE 3.
ALLOWANCES.**

Part I.

The scale of allowances payable under regulation 112 of these regulations shall be as follows:—

School	Married		Single	
	£		£	
Boulder	10	5		
Broad Arrow	30	15		
Esperance	10	5		
Kalgoorlie	10	5		
Lakewood	20	10		
Moorine Rock	20	10		
Norseman	20	10		
Southern Cross	10	5		

Part II.

The scale of allowances payable in respect of categories detailed in regulation 113 shall be as follows:—

Category	Allowance Payable	
	Married	Single
	£	£
E1	8	4
E2	16	8
E3	24	12
E4	32	16
E5	40	20
E6	48	24
F1	12	6
F2	20	10
F3	28	14
F4	36	18
F5	44	22
F6	52	26
G1	8	4
G2	12	6
G3	16	8
G4	20	10
G5	24	12
G6	28	14
H1	12	6
H2	16	8
H3	20	10
H4	24	12
H5	28	14
H6	32	16
J1	78	39
J2	156	78
J3	182	91
K1	16	8
K2	32	16
K3	48	24
K4	64	32
L1	78	39
L2	104	52

Part III.

(1) Allowances payable to students in training in accordance with regulation 196 of these regulations:

	£
Students under 21 years living at home	306
Students under 21 years living away from home	434
Students over 21 years living at home	398
Students over 21 years living away from home	434
Married men without children	565
Married men with children	660

(2) These allowances are determined on a male basic wage of an annual equivalent of £692, and are variable in proportion to the periodic adjustment from time to time of the basic wage by the Court of Arbitration.

SCHEDULE 4.

SALARIES OF NON-TEACHING STAFF.

1. (a) Farm Supervisors in Agricultural Wings—
Narrogin High School: G-II-6/7 of Public Service Classification for the time being in force.
Harvey and Cunderdin Junior High Schools: G-II-4/5 of Public Service Classification for the time being in force.
- (b) Assistant Farm Supervisors in Agricultural Wings—
Narrogin High School: G-II-2/3 of Public Service Classification for the time being in force.
2. Officers in special fields—
(a) Artists—Publications Branch.—Salaries calculated according to Journalists (Metropolitan Daily Newspapers) Award, 1955.
(b) Officers on specialist work who are not trained teachers—Grades 1-11.—Basic scale.
3. Clerical Assistants in Schools.—Salaries to be calculated (to the nearest penny) as 85 per cent. of the rates payable to officers in Group V of the Public Service Classification for the time being in force.
4. Assistants to Guidance Officers—
Clerk Typists.—C-V of Public Service Classification for the time being in force.
Typists.—C-V of Public Service Classification for the time being in force.
Clerical Assistants.—G-IX of Public Service Classification for the time being in force.
5. Clerical, technical and production staff in Visual Education Branch—
(a) Clerical staff—
Clerk-in-Charge.—C-II-2 of Public Service Classification for the time being in force.
Clerks.—C-IV of Public Service Classification for the time being in force.
Film Librarian.—C-II-1 (F) of Public Service Classification for the time being in force.
Clerk-Typist.—C-V of Public Service Classification for the time being in force.
Typists.—C-V of Public Service Classification for the time being in force.
Clerical Assistant.—G-IX of Public Service Classification for the time being in force.
- (b) Technical and production—
Cinematographer.—G-II-6 of Public Service Classification for the time being in force.
Sound Recorder.—G-II-4 of Public Service Classification for the time being in force.
Photographer.—G-II-3 of Public Service Classification for the time being in force.
Servicing Technician.—G-II-1/2 of Public Service Classification for the time being in force.
Film Maintenance Officer.—G-II-1/2 of Public Service Classification for the time being in force.
Artist.—P-III of Public Service Classification for the time being in force.
General Assistant.—G-VII-1/3 of Public Service Classification for the time being in force.
Cadet Technician.—G-VII-1 of Public Service Classification for the time being in force.
6. Male Clerical Assistants at Teachers' College and West Australian Correspondence School and Head Office Library.—Basic wage plus margin of 17s. 6d. per week.
7. Draughtswoman in Correspondence Classes—Draughtswoman.— P-III of Public Service Classification for the time being in force.

8. (a) Librarian, Head Office.—C-II-3/5 of Public Service Classification for the time being in force.

(b) Clerk-Librarian, Head Office.—C-II-1 of Public Service Classification for the time being in force.

(c) Junior Library Assistant, Teachers' College.—C-V of Public Service Classification for the time being in force.

9. Bus Inspectors.—C-II-3 of the Public Service Classification for the time being in force.

10. Maintenance, store and laboratory workers in the Technical Education Division—

(a) Workshop Technicians—

(i) With a Diploma in Engineering of the Perth Technical College or equivalent qualification, the margin over the basic rate shall be as follows:—

	Year 1 £	Year 2 and subsequent years £
Mechanical Engineering Department	347	377
Electrical and Communications Department	407	437

(ii) Without a Diploma in Engineering of the Perth Technical College or equivalent qualification, the margin over the basic rate shall be as follows:—

	Year 1 £	Year 2 and subsequent years £
Mechanical Engineering Department	291	317
Electrical and Communications Department	347	377

These margins are subject to reconsideration with any change in the margins approved by the Public Service Commissioner for Laboratory Technicians at the University of Western Australia.

(b) Laboratory attendants.—G-VII-1 of the Public Service Classification for the time being in force.

(c) Laboratory assistants.—G-VII-1/3 of the Public Service Classification for the time being in force.

(d) Maintenance Fitters.—Rates in accordance with the Engineering Trades (Government) Award.

(e) Driver Mechanic.—Rate in accordance with Engineering Trades (Government) Award.

(f) Maintenance Wood Machinist.—Rate in accordance with the Timber Yards Employees Award.

(g) Maintenance Cabinetmaker.—Rate in accordance with the Furniture Trades Award.

(h) Tradesmen Printers.—Rates in accordance with the Government Printing Award—First Year rate.

(i) Folder and Stapler.—Rate in accordance with the Government Printing Award.

(j) Tool Storeman—

Class 1.—Margin of 46s. 6d. per week over the basic rate.

Class 2.—Margin of 41s. 6d. per week over the basic rate.

Class 3.—Margin of 35s. per week over the basic rate.

Class 4.—Margin of 30s. 6d. per week over the basic rate.

These margins are subject to reconsideration with changes in margins under the Engineering Trades (Government) Award.

(k) Workshop attendant.—Margin of 15s. per week over the basic rate.

This margin is subject to reconsideration with changes in margins under the Engineering Trades (Government) Award.