

VICTORIA.



ANNO QUADRAGESIMO SEPTIMO

VICTORIÆ REGINÆ.

No. DCCLXXIII.

An Act to make better provision for the Public Service of Victoria.

[1st November 1883.]

WHEREAS a large number of persons are employed in the service of the State who are not subject to nor included within the provisions of the Act No. 160 intituled an Act to regulate the Civil Service: And whereas it is desirable to repeal that Act and to make better and general provisions which shall apply to and include all departments of the public service not heretofore provided for by any Act of Parliament: And whereas it is expedient and highly desirable to abolish all patronage with respect to appointments and promotions in the public service and to establish a just and equitable system in lieu thereof which will enable all persons who have qualified themselves in that behalf to enter the public service without favour or recommendation other than that of their own merits and fitness for the position: Be it therefore enacted by the Queen's Most Excellent Majesty by and with the advice and consent of the Legislative Council and the Legislative Assembly of Victoria in this present Parliament assembled and by the authority of the same as follows:—

Preamble.

1. This Act may for all purposes be cited as "*The Public Service Act 1883*," and in this Act "officer" shall mean and include all persons employed in any capacity in the public service. The "Permanent Heads" of the several departments shall be the persons for the time being holding the several offices mentioned in the First Schedule hereto or any office which may be hereafter added to the First division of the Public Service.

Short title.

First Schedule.

2. From

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Repeal of Act No.
160.

2. From and after the passing of this Act the Act No. 160, being an Act to regulate the Civil Service, shall be and is hereby repealed save and except as to all matters and things done under and to all the privileges and rights now existing or hereafter accruing of all persons now subject to the provisions of that Act, and all such persons shall in every other respect be subject to the provisions of this Act in the same way and to the same extent as if they had been appointed after the passing hereof, save and except as to being required to pass any examination.

Repeal of section 20
No. 455.

Section twenty of "*The Post Office Amendment Act 1873*" shall be and is hereby repealed.

Appointments under
the Act 21 Vict.
No. 13.

The powers conferred upon the Governor in Council by section one of "*The Customs Act 1857*" shall not be exercised except in accordance with the provisions and under the restrictions imposed by this Act.

Limitation of Act.

3. Nothing in this Act shall apply to any judge of the Supreme Court or to the chief clerk assistant chief clerk or master thereof or to any judge of any inferior court or to the Master-in-Equity or to the Chief or to any other Commissioner of Insolvent Estates or to the Commissioner of Titles or to any prosecuting barrister, or to persons under "*The Police Regulation Statute 1873*" or under "*The Discipline Act 1870*" or any Act to amend the same or under "*The Victorian Railways Commissioners Act 1883*," or to any honorary officer or to any officer the right to appoint whom is not vested in the Governor in Council or to any officer remunerated by fees allowances or commission only or to any officer or class of officers to whom or to which the Governor in Council upon the recommendation of the Board hereinafter created declares that the provisions of this Act shall not apply.

PUBLIC SERVICE BOARD.

Public Service
Board.

4. For the better carrying out of the provisions of this Act a Public Service Board shall be formed hereinafter called "the Board" to consist of three persons who shall be appointed by the Governor in Council, and such persons may be removed from office as members of the Board in the same way as the Railway Commissioners under "*The Victorian Railways Commissioners Act 1883*."

Governor in Council
may fill vacancy
in Board.

5. The Governor in Council may from time to time in case any vacancy occur in the office of member of the board appoint some person to fill such vacancy and may in case of the absence continued illness or inability of any member of the Board to perform his duties appoint some person to act as substitute for such member.

No action or suit
against members of
Board.

6. No action or suit shall be brought or maintained against any person who is or shall have been a member of the Board for any nonfeasance or misfeasance in connexion with the duties imposed upon him by this Act, nor shall any action or suit lie nor any costs be payable in respect of any proceeding before the Board.

Recompense to
members of Board.

7. Each of the three persons forming the Board shall receive in each and every year the sum of Fifteen hundred pounds as and by way

way of recompense, and such several sums of Fifteen hundred pounds payable respectively to the said persons shall be a charge upon and be paid out of the Consolidated Revenue a special appropriation from which is hereby made for that purpose.

8. The Board may select from time to time some fit and proper officer from any department with the consent of the permanent head thereof to be secretary to the Board, who shall keep the minutes of the proceedings of the Board and perform such duties and keep such records as he may be from time to time directed to do by order of the Board.

Secretary to the
Public Service
Board.

CLASSIFICATION AND SALARIES OF OFFICERS OTHER THAN TEACHERS.

9. The public service shall for the purposes of this Act consist of four divisions, that is to say, the "First division," the "Professional division" the "Clerical division" and the "Non-clerical division."

Division of public
service.

10. The "First division" shall include all persons now holding the offices mentioned in the First Schedule hereto and also all persons who may be hereafter appointed to any of such offices or to any of the offices which may be hereafter added to such division.

First division.
First Schedule.

11. The Board may whenever it may be deemed advantageous to the public service so to do certify to the Governor in Council that it is expedient to add to the First division some other office in addition to those mentioned in the First Schedule or to abolish any of the offices therein mentioned, and the Governor in Council may upon such certificate but not otherwise add any office to the said First division or abolish any office mentioned in such Schedule as aforesaid. Provided that no such office shall be so added or abolished unless the addition of such office thereto or the abolition thereof has been previously authorized by Parliament.

Increase or abolition
of offices in First
division.

First Schedule.

12. The "Professional division" shall include all persons holding those offices whether now existing or hereafter to be created which require for their exercise some skill usually acquired only in some profession or other pursuit different from that required in the Clerical or Non-clerical division and also the persons holding the offices of inspector-general assistant inspector-general inspectors and teachers in the Education Department as now existing or hereafter to be created.

Professional divi-
sion.

13. The "Clerical division" shall include all officers appointed thereto after a competitive examination as hereinafter provided, and all officers whether classified or not who are performing clerical duties at the time of the passing of this Act.

Clerical division.

14. The "Clerical division" shall be divided into five classes; the First Second and Third classes shall be called the Higher classes, and the Fourth and Fifth classes shall be called the Lower classes.

Number of classes in
Clerical division.
Higher and lower
classes.

15. The "Non-clerical division" shall include all persons whose appointment has been determined by priority of registration in accordance with regulations to be made as hereinafter provided, and also all persons permanently employed in the public service before the passing of this Act who are not included under the other divisions of the public service.

Non-clerical division.

16. The

Salaries—First division.

16. The officers in the "First division" except in the case of officers paid by virtue of any Act now or which hereafter shall be in force shall be paid such emoluments salaries and allowances as may be provided in the annual Appropriation Act.

Salaries—Other divisions.

17. In the "Professional division" and the "Non-clerical division" the officers shall be paid such emoluments salaries allowances and wages in accordance with a fixed amount or a scale to be determined by regulation and as may be provided in the annual Appropriation Act. In the "Clerical division" each of the five classes shall have the minimum and maximum salary and the annual increment thereto mentioned in the Second Schedule to this Act.

Annual Appropriation Act.

Second Schedule.

Governor in Council may fix salary of an officer.

18. The Governor in Council may upon the recommendation of the Board from time to time notwithstanding anything contained in this Act fix the amount of salary to be paid to an officer at any sum within the maximum and minimum limits of the class of such office as determined under the provisions of this Act, and such sum shall be the salary attached to such office without annual increment.

Increment to depend upon good conduct.

19. No annual increment shall accrue to any salary until the officer in receipt of such salary has received the same for a full financial year. The right to receive such increment in any year shall depend upon the good and diligent conduct of the officer to whose salary such increment is attached, and if in the opinion of the permanent head the officer is not entitled thereto he may issue an order to deprive such officer of such increment, which shall in that case not be paid. Provided that the Board shall on appeal of such officer confirm or disallow such order.

Permanent head to furnish a return to the Board for publication showing number of persons and their duties &c. in his department.

20. As soon as conveniently may be after the passing of this Act, the Board shall call upon the permanent head of each department to furnish a return showing the number of persons employed in such department except teachers employed in the Education Department, the emoluments salaries allowances wages and fees paid to each of such persons, and an accurate description in detail of the duties performed by each of such persons, the date of his appointment the number of years he has been in the service his classification under the Act No. 160 or if unclassified the nature of his office. The particulars of such return shall be forthwith published in the *Government Gazette* and shall also be recorded in a book to be kept for that purpose.

Board to personally inspect and examine each department.

21. The Board shall personally inspect each department and examine into the character of the work performed by each and every person employed therein, and may examine thereon the permanent head and any person employed in such department.

List of persons in Professional division.

22. The Board shall after making such inspection and examination as aforesaid prepare a list of all persons employed in offices doing professional work, and shall classify the work performed by such persons

persons in accordance with regulations made as herein provided in that behalf, and such persons shall thereupon be placed in the Professional division in the respective classes assigned to the work performed by them.

23. The Board after making such inspection and examination as aforesaid shall determine the classification to be assigned to the work performed respectively by the persons, not being in the First division or in the Professional division or in the Non-clerical division, then employed in each department and also the number of officers in each of the classes required for the efficient working of the several departments, and such officers thereupon shall be placed in the Clerical division in the respective classes assigned to the work performed by them; and if any of the persons in the respective departments be employed in the Non-clerical division of the public service, the Board shall thereupon determine the number of such persons to be so employed.

Board to determine number and class of persons required in each department.

24. The Board may with the consent of the Governor in Council from time to time whenever it may appear necessary increase or diminish the total number of persons to be employed or alter the distribution of the officers in any department.

Board to increase or diminish the number of persons.

25. The Board shall keep a record of all persons in the public service, and shall record therein the divisions in which such persons are respectively included; and with regard to the First division Professional division except teachers in the Education Department and the Non-clerical division shall record therein a general description of the several duties of the persons included in those divisions, their length of service salaries and such other particulars as may be deemed necessary; and with regard to the Clerical division shall record therein with respect to the persons therein included in addition to the information as aforesaid the classification of the work severally performed by such persons, and shall from time to time cause entries to be made in such record of deaths dismissals resignations promotions and reductions, and shall in the month of January in each and every year publish in the *Government Gazette* a list of persons then employed in the public service except teachers in the Education Department and the particulars with regard to such persons recorded as aforesaid.

Record of particulars of public service to be kept.

26. If the Board find that a greater number of persons are employed than they have determined to be necessary for the efficient working of any department, such persons as are in excess shall be from time to time as required transferred to some other department which in the opinion of the Board requires further assistance. And no appointments or promotions shall be made to any department or from one class to another in any department until by retirement resignation dismissal or death the number of persons in such department or class is reduced below the number determined to be necessary for the efficient working of such department.

Persons in excess of the requirements of any department to be transferred.

27. If the Board find that any person employed in any division doing work in any branch or department at the time of the passing

of Where officer is in receipt of salary greater than that attached to the work he performs.

of this Act is in the receipt of a greater salary than the maximum of the class assigned to that work by the Board, such person shall be transferred as soon as possible to some other branch or department in which he can be employed upon work equivalent to the amount of his salary; if such person be unclassified and be found unfit for such higher work, his salary shall be reduced to the maximum of the said class to which such lower office shall have been assigned, and he shall receive as compensation for the reduction in his income a sum amounting to one-twelfth of such reduction for each year of service and a proportionate sum for any additional time less than a year.

Act No. 160 s. 15.

Salary of existing officers.

28. Any officer who at the time of the passing of this Act is classified under the Civil Service Act No. 160 and receiving a greater salary than the maximum assigned to the same class of the Clerical division shall continue to receive such greater salary so long as he continues in that class anything to the contrary in this Act notwithstanding.

Person receiving a lower salary than the minimum of the class assigned to his work.

29. If the Board find that any person employed doing work in any department at the time of the passing of this Act is in the receipt of a less salary than the minimum of the class assigned to such work by the Board, then such person whether classified or unclassified shall have his salary increased to the minimum of the said class, and be entitled to the increments attached thereto.

APPOINTMENTS AND PROMOTIONS OTHER THAN THOSE OF TEACHERS.

How appointments are to be made.

30. No new appointment shall be made except on the request of a permanent head of a department to the Minister and then only upon a certificate from the Board that such an appointment is required. The Board in giving such certificate shall name the person entitled under the provisions of this Act to such appointment, and the Governor in Council may appoint such person, and such appointment shall be on probation only and except as is in this Act otherwise provided for a period of six months. After the period of such probation and upon the recommendation of the permanent head and upon the production of a certificate from the Board that all the provisions of this Act have been complied with, the appointment may be confirmed by the Governor in Council.

Appointments Clerical division.

31. All new appointments to the Clerical division shall be made to the Fifth class.

Appointee to effect an insurance on his life.

32. No probationer shall have his appointment confirmed until he have effected with some life assurance company carrying on business in Victoria an insurance on his life providing for the payment of a sum of money at his death should it occur before the age of retirement from the public service or if he survive till that age of a sum of money or annuity on the date of such retirement. Such insurance shall be continued and the amount thereof fixed and increased from time to time in accordance with regulations made as herein provided in that behalf and no policy of insurance so effected shall be during the time such person remains in the public service assignable either at law or in equity.

33. The

33. The Board shall from time to time in pursuance of regulations made as herein provided cause to be enrolled in a register to be kept for that purpose by the Secretary to the Board the names of fit and proper persons desirous of employment in any temporary work in any department and shall also record the kind of work either clerical or non-clerical desired by each of such persons.

Temporary
employment.

Whenever in the opinion of the Board any such department requires temporary assistance in clerical or non-clerical work and the Board certify that there is no person in the public service available for transfer to such department to perform such work, the Governor in Council may appoint the person whose name stands first recorded on such register as desiring clerical or non-clerical work as the case may be to perform such temporary work if such person be available and willing to be appointed, and if not then the person whose name stands next recorded on such register as desiring such work who is available and willing to be appointed shall be appointed, and the Governor in Council may at any time remove any person so appointed. Provided that no such person shall be appointed for a longer period than three months at any one time except in the case of the preparation of the Census returns or shall be eligible for re-employment for a period of three months after the termination of the period during which he was employed.

34. The Governor in Council on the recommendation of the Board shall have power to promote persons from one department to another and to transfer persons from time to time either temporarily or permanently from one department to another as the requirements of the public service may necessitate, but no new appointment shall be made to fill any vacancy unless the Board certifies that there is no person available and fit in the public service to be promoted or transferred to fill such vacancy, and all such appointments with the reasons therefor shall be published in the *Government Gazette* within one month after the making thereof, otherwise such appointments shall be null and void.

Promotions and
transfers.

35. When any vacancy occurs in the First Second Third or Fourth class in the Clerical division, if it be expedient to fill such vacancy, the Governor in Council may subject to the provisions of this Act promote thereto an officer next entitled by seniority and merit combined, such seniority and merit to be determined and certified to by the Board and such person shall receive the minimum of the class to which he is so promoted.

Promotions in
Clerical division.

36. There shall be two separate examinations for employment in the Clerical division, one for the higher classes and one for the lower classes. It shall not be compulsory for candidates for the lower classes to pass a higher standard of examination than will be necessary to ensure reasonable efficiency in the work assigned to such classes by the Board, but no such person shall afterwards be eligible for promotion to the higher classes unless he have passed the examination prescribed for admission to those classes and be at the time of examination an officer of the Fourth class: Provided always that all unclassified persons who

Examinations for
higher and lower
classes.

at

at the time of the passing of this Act have held offices in any department of the Public Service for at least a period of ten years, and all officers employed at the passing of this Act who have previously passed the examination prescribed for admission to the Civil Service under Act No. 160 shall not be required to pass any examination for promotion to the higher classes.

Governor in Council
to appoint
examiners.

37. The Governor in Council may appoint as many fit persons as may be required to be examiners to conduct the examinations in pursuance of the regulations made as herein provided in that behalf; and any person so appointed he may remove and from time to time as vacancies occur in the office of examiners may appoint other persons to fill such vacancies.

Competitive exam-
inations.

38. Whenever it may appear necessary, the Board shall cause competitive examinations to be held by the examiners appointed as herein provided, and the names of the persons who have passed the required standard of examination shall be registered by the Board in a book kept for that purpose in the order of their merit; and no appointments to the Clerical division shall be made except from the persons whose names are so registered and in the order of such registration, taking the name first registered and following in regular sequence.

Publication of notice
of examination and
registry of com-
petitors.

39. The Board shall publish as part of the notice (hereinafter required) of any such examination the number of persons to be selected for appointments thereat, and the successful competitors shall be registered as before provided in the order of merit up to but not beyond the published number, if so many are found by the examination to be qualified for appointments in the public service.

Selection of persons
for Non-clerical
division.

40. The selection of persons to be appointed to the Non-clerical division shall be determined by competitive examination as hereinbefore provided for the Clerical division in all cases except in regard to such appointments or classes of appointments as to which the Board shall report to the Governor in Council that the system of competition could not be advantageously applied.

Regulations.

41. The Board shall make regulations, which shall have full force and effect as soon as approved by the Governor in Council, and may subject to such approval from time to time repeal alter and amend the same—

Classification of Pro-
fessional division.

(I.) For the arrangement of the Professional division into as many classes as the Board consider expedient or desirable, and for the determination of the order of promotion therein and of the amount to be paid to each of the persons in each of such classes, which in the opinion of the Board will be a fair equivalent for the work to be performed by such persons :

Examinations for
Clerical division.

(II.) For determining the nature or character and standard of examinations or tests according to the requirements of the higher and lower classes of each department which candidates for employment or promotion in the Clerical division shall undergo.

(III.) For

- (III.) For limiting by lot the number of candidates to be examined to a number not less than three times the number of persons to be appointed, and for the examination of such persons and the granting of certificates to them : Candidates.
- (IV.) For determining the grounds upon which the Board will certify to the promotion of a person to a superior class in the Clerical division. Provided that one of such grounds shall be that the permanent head of the department has stated in writing to them that in his opinion the person proposed to be promoted is fully qualified to perform the duties which will be required of him in such superior class, and provided further that if such permanent head decline to recommend such promotion an appeal shall lie to the Board : Clerical division.
- (V.) For the examination so often as it becomes necessary to make any appointment to the Non-clerical division of persons applying to be recorded for appointment in such division : Appointments to Non-clerical division.
- (VI.) For determining the mode of registration of such persons who have after examination been declared qualified for such appointment : Mode of registration.
- (VII.) For providing for the appointment of such persons according to priority of registration : Appointment.
- (VIII.) For determining a scale or amount to be paid to the persons employed in the different departments included in the Non-clerical division which in the opinion of the Board will be a fair equivalent for the work to be performed by such persons : Salaries—Non-clerical division
- (IX.) For regulating and determining the scale on which officers shall insure their lives or for the payment to them of a sum of money or annuity at the date of their attaining the age of retirement from the public service : and Insurance.
- (X.) For regulating and determining who are fit and proper persons to be employed in temporary employment and for causing the names of such persons desiring employment to be enrolled in a register to be kept for that purpose. Temporary employment.

Before any examination is held for the Lower classes of the Clerical division and for the Non-clerical division under regulations made as herein provided, the Board shall give public notice to persons desiring employment as aforesaid to present themselves for examination.

The standard of such examinations shall be such only as to ensure reasonable efficiency in the work to be performed by persons appointed to the said divisions.

42. It shall be the duty of the Board to so arrange the times and places when and where candidates are to comply with the conditions of employment provided in this Act, and to present themselves for examination by the examiners appointed that persons living in country districts Persons living in the country to have opportunity of competing there.

districts shall have reasonable facility in the district in which they reside for competing for such employment without the necessity of attendance in Melbourne.

CLASSIFICATION OF STATE SCHOOLS AND TEACHERS.

Regulations under Act No. 447 to be applied.

43. All regulations made under the provisions of "*The Education Act 1872*" so far as they can be applied and are not inconsistent with the provisions of this Act shall be applied by the Classifiers hereinafter mentioned in the exercise of the powers hereby conferred upon them, and all regulations made hereafter under the authority of the said Act shall be in accordance with the provisions of this Act and the Schedules hereto so far as the same may be applicable.

Committee of Classifiers.

44. There shall be a committee of Classifiers (hereinafter called the "Classifiers") to consist of three persons, that is to say, of the person for the time being filling the office of Inspector-General of the Education Department, of the head teacher of a State school with an average attendance exceeding four hundred children under the said Education Department elected by the certificated teachers in State schools, and of some one other fit and proper person not being an officer to be appointed in that behalf by the Governor in Council, who shall have power to remove any person so appointed and fill such office whenever a vacancy therein may occur by death resignation removal or absence from the colony. Any two of the members of the committee of Classifiers may perform the duties of and exercise the powers conferred upon the Classifiers by this Act. The names of the Classifiers shall be published in the *Government Gazette*.

Election of State school teacher.

45. The said State school teacher shall be elected by ballot in accordance with regulations to be made by the Board with the approval of the Governor in Council, and shall hold office for a period of three years from the date of the first election, when he shall retire, but he shall be eligible for re-election. If a vacancy sooner occur by death resignation removal or absence from the colony, it shall then be filled in the same way as if such teacher had continued to hold office for the full term of three years.

How State school teacher appointed Classifier to be paid.

46. The said State school teacher when elected to the office of Classifier shall continue in charge of his school being assisted as occasion may require in the discharge of his school duties by a relieving teacher and shall be paid a salary equal to the maximum sum of his income derived from all sources in connexion with his school based upon an average of the three years immediately preceding his election with ten per centum added thereto. After the expiration of the three years for which period such State school teacher was elected as aforesaid, he shall if not re-elected a Classifier and even though not a first-class teacher be paid the salary of a first-class teacher and if he be not in charge of a first-class school shall be appointed to the first vacancy in the first class notwithstanding anything in this Act to the contrary contained.

47. The

47. The Classifiers may from time to time make and repeal alter and amend regulations which shall have full force and effect as soon as approved by the Governor in Council for all or any of the following purposes :—

- (i.) For determining the conditions to be fulfilled by candidates for the position of student in training pupil-teacher or sewing-mistress and for determining by competitive examination the persons to be appointed to any such position when there are more candidates than vacancies to be filled: and for holding any such competitive examination:
- (ii.) For determining which schools shall be district training schools and for allotting the studentships therein.

Regulations concern-
ing appointments
and district train-
ing schools.

48. As soon as conveniently may be after the passing of this Act the Classifiers shall proceed to consider and determine the proper classification for each and every State school, and shall in so doing take into consideration the average attendance during the three years immediately preceding the date of classification, and shall place each of such schools in one of the several classes mentioned in the Third Schedule hereto, and shall from time to time as new schools are opened classify such schools.

Classification of
State schools.

Third Schedule.
New schools.

49. Every school teacher and every pupil-teacher employed in a State school at the time of the passing of this Act shall be classified as in this Act provided, and when a class has been assigned to each he shall be entitled to have his name recorded on the classified roll of State schools and school teachers hereinafter called the "Classified Roll" in such class and in such relative position in point of order and precedence with respect to the names of other teachers or pupil teachers in the same class as is in this Act provided.

Teacher and pupil-
teacher to be
classified and their
names recorded on
Classified Roll.

50. All qualified candidates for employment as teachers pupil-teachers or sewing-mistresses or for studentships in training or as teachers of singing drawing drill or gymnastics shall be entitled to have their names from time to time recorded in an employment register and in such relative position in point of order and precedence with respect to the names of other such candidates for employment as is provided in the Fourth Schedule hereto. The said employment register shall be in the form set out in the said Schedule and shall be prepared by the Classifiers in accordance with the provisions therein contained.

Applicants for em-
ployment and for
training to be
entered in employ-
ment register.

Fourth Schedule.

51. When the Classifiers have classified every State school and have also classified the teachers and pupil-teachers thereof and determined the relative position in point of order and precedence in their respective classes of each of such teachers and pupil-teachers, they shall cause to be prepared and afterwards published in the *Government Gazette* when certified under their hands as being correct the Classified Roll. The said Classified Roll shall be in the form set out in the Third Schedule hereto and shall be prepared in accordance with the provisions therein contained, and shall be and continue to be in force for the period of three years then next ensuing from the date of such publication or until the publication of the next revised Classified Roll.

Classified Roll to be
published.

Third Schedule.

52. The

Classification of
teachers.

52. The Classifiers in preparing the first Classified Roll shall place every teacher employed at the time of the passing of this Act in the class corresponding to the school in which he is employed and his position therein except as hereinafter provided, provided that teachers in receipt of special salaries shall be classified in accordance with the position they held prior to being paid special salaries, and relieving teachers shall be classified as teachers of the fifth class.

In the case of any teacher who by his present or former school would have been entitled to a higher class but by reason of the unavoidable falling off in attendance at any such school such teacher if classified in the class corresponding to his school or his position therein at the time of the passing of this Act would be classified in a lower class, the Classifiers shall in every such case classify such teacher in the higher class which he would otherwise have been entitled to. Provided that if any teacher be so classified in a higher class than that of his present school or his position therein he shall continue to hold such school or position therein and shall receive the salary attached thereto until a vacancy occurs in the class in which he has been placed, when he shall be transferred to fill such vacancy and if there be several such teachers to be transferred to such class they shall be so transferred in their order of record on the transfer list hereinafter mentioned.

Mode of determining
position of teachers
in the same class.

53. In determining the relative position in order of precedence of teachers in each class, the Classifiers shall divide each class except the first class into three sub-classes, and shall place in the first of such sub-classes the names of all teachers whom they decide to have prior claims to promotion on account of—

- (i.) General conduct;
- (ii.) Proved teaching and in the case of head teachers organizing ability;
- (iii.) Literary qualifications, and
- (iv.) Length of service;

and shall place in the second sub-class the names of all teachers who stand next for promotion to the first sub-class; and shall arrange the names of the teachers in each sub-class in order of seniority as set forth in the Third Schedule hereto. Provided that teachers previously placed in the first sub-class of any class and at any triennial revision of the Classified Roll again placed in such sub-class shall retain their former order of precedence for appointment.

Third Schedule.

Supplementary
Classified Rolls.

Fifth Schedule.

54. The Classifiers shall twice a year after the publication of the Classified Roll cause to be prepared and published in the *Government Gazette* a supplementary roll in the form set out in the Fifth Schedule hereto and in accordance with the provisions therein contained showing the changes that have been made by the establishment discontinuance or re-classification of schools by deaths resignations and dismissals and by the appointments promotions and reductions made since the publication of the Classified Roll or last supplementary roll, and shall if all the teachers in the first sub-class of any class have been promoted enter in such sub-class additional names from the second sub-class. Such supplementary rolls shall be read with and as part of the Classified Roll until the next triennial revision thereof.

55. The

55. The Classifiers shall at the end of each triennial period commencing from the publication of the first Classified Roll as hereinbefore provided revise the Classified Roll in regard to the classification of schools of teachers and of pupil-teachers and the relative position of teachers in their several classes; and for the purposes of such revision the Classifiers shall have placed before them the records of the Education Department with respect to each teacher during such triennial period, and shall record any changes in classification which have occurred since the last revision, and shall re-arrange the sub-classes in each class, and may if they think fit and proper so to do place any teacher in a higher or lower sub-class in his class or record him for reduction to a lower class.

Revision of Classified Roll every three years.

The Classified Roll when so revised at the end of each such triennial period shall be and continue to be in force for the period of three years then next ensuing from the date of such revision or until the publication of the next revised Classified Roll.

56. If any teacher feels aggrieved at the decision of the Classifiers with respect to the classification of his school or the class or sub-class in which he is placed on the Classified Roll, or with respect to being recorded for reduction to a lower class at any revision of the Classified Roll, he may within fourteen days from the day on which he has been notified by the Classifiers appeal from such decision to the Board, who are hereby empowered to hear and determine such appeal and to amend the Classified Roll or to confirm it with respect to and so far as it affects such appellant, and the decision of the Board shall be final.

Teacher may appeal to Board if dissatisfied with classification.

57. If at any time between the triennial revisions of the Classified Roll any teacher appears to have been guilty of conduct which though not calling for dismissal would render him unfit for promotion or justify his reduction, the Secretary of the Education Department shall inform the Classifiers thereof, and the Classifiers may upon proof that such teacher has been notified to appear before them proceed to hear and determine the matter whether he be present or not, and may reduce such teacher in his class from one sub-class to another or may record him for reduction to a lower class; in every such case the teacher may within fourteen days after receipt of notice from the Classifiers of such proposed reduction appeal to the Board, who may confirm alter or reverse the action of the Classifiers, and the decision of the Board shall be final. Any teacher appealing to the Board under the provisions of this Act shall for the purpose of such appeal be entitled to inspect the records of the Education Department relating to him, and to take copies thereof.

Reduction in rank of teachers.

APPOINTMENT OF TEACHERS.

58. The powers conferred upon the Governor in Council by section five of the Act No. 447, for the appointment and removal of a Secretary Inspector-General teachers and such other officers as may be deemed

Appointments in the Education Department under Act No. 447.

deemed necessary in the Education Department shall not be exercised except in accordance with the provisions and under the restrictions imposed by this Act.

How appointments and promotions are to be made.

59. No appointment or promotion shall be made to the office of teacher in the Education Department or to any position mentioned on the Classified Roll except on request to the Minister by the Secretary and then only upon a certificate from the Board that such an appointment or promotion is required. The Board in giving such certificate shall name the person whose name appears on the transfer list hereinafter mentioned the Classified Roll or the employment register as the case may be as the person next entitled to such appointment or promotion.

Teachers to be appointed on probation and to insure.

60. Every person on his first appointment to any position mentioned in the Classified Roll shall be appointed on probation for one year, and no such person so appointed to any position in Part II. of the Classified Roll or to the position of singing master or drawing master shall have his appointment confirmed, and no pupil-teacher or student in training shall be appointed to any position in Part II. of the Classified Roll, until such person or pupil-teacher or student in training as the case may be have effected in some life assurance company carrying on business in Victoria an insurance on his life providing for the payment of a sum of money on his death should it occur before the age of retirement from the public service, or if he survive till that age of a sum of money or annuity at the date of such retirement. Such insurance shall be continued and the amount thereof fixed and increased from time to time in accordance with regulations to be made by the Board in that behalf and approved by the Governor in Council. And no policy of insurance so effected shall be during the time such person remains in the public service assignable either at law or in equity.

Staff of schools.

61. Every school of each class shall except as in this Act provided be under the charge of a head teacher of the corresponding class, and every vacancy in the head teachership of a school at which the average attendance exceeds fifty pupils or which is carried on as a part time school shall be filled by the appointment of a male head teacher. Assistant teachers pupil teachers and sewing-mistresses shall be allotted as provided in the Sixth Schedule hereto.

Sixth Schedule.

Mode of appointment in certain cases.

62. After the publication of the Classified Roll, when any vacancy occurs for a head teacher assistant teacher or relieving teacher it shall be filled according as the vacancy is for a male or a female by the male or the female teacher as the case may be who is entered first on a transfer list to be from time to time prepared by the Classifiers in the manner prescribed in the Seventh Schedule hereto of teachers recorded for reduction or transfer to such school or position; but if there be no person so recorded for reduction or transfer to fill such vacancy, then the person on the Classified Roll or on the employment register as the case may be next in order of precedence for appointment shall be appointed.

Seventh Schedule.

63. Notwithstanding

63. Notwithstanding anything in this Act contained, any person entered on the Classified Roll or on the employment register may waive his right of appointment to any vacancy, and in such case the vacancy and any vacancy occurring within six months next after such waiver shall be filled as if the name of such person did not appear on the Classified Roll or on the employment register as the case may be; provided that if a junior assistant appointed subsequently to the passing of this Act who has held the position of junior assistant for not less than one year at the time of such vacancy refuse an appointment to a fifth-class school, the services of such junior assistant shall be dispensed with unless such person be a female and satisfy the Board that the vacancy is one which it would not be fit and proper for her to accept.

Waiver of right to promotion.

64. When at any triennial revision of the Classified Roll or at any publication of a supplementary roll a school is placed in a higher class, each of the teachers thereof shall if he possess the prescribed certificates remain in the school, but notwithstanding anything herein contained he shall not receive the salary of any higher class to which the new classification of the school would entitle him until he have in regular course attained the maximum salary of his previous class.

Effect on staff of the classification of school being raised.

Should he not possess the prescribed certificates, he shall be allowed twelve months after such re-classification of his school to obtain them, and failing to do so shall then be recorded for transfer when a vacancy occurs to a position corresponding to that which he held before the classification of his school was raised.

65. When at any triennial revision of the Classified Roll or at any publication of a supplementary roll a school is placed in a lower class, each of the teachers shall retain his former class and salary but without further increment until an offer can be made to him of a position corresponding to that which he held under the former classification of his school. Should he refuse to avail himself of such offer, he shall from the first day of the month succeeding that in which the offer is made receive the maximum salary attached to his position under the reduced classification of the school.

Effect on staff of reduction in classification of school.

66. Any teacher may apply to the Classifiers to be recorded for transfer to another school or position in the class in which he is enrolled, and the Secretary of the Education Department may from time to time certify to the Classifiers that it is desirable that any teacher be so transferred, and the Classifiers may in either such case record for transfer any such teacher, and as vacancies occur such transfer shall be made in such order with respect to other transfers under this Act as is determined by the transfer list. Provided that no such teacher shall be transferred for misconduct.

Transfer of teachers.

67. Nothing herein contained shall prevent the Minister on the request of the Secretary from appointing as temporary assistant or head teacher during the absence from duty of any assistant or head teacher

Temporary appointments.

or

or until a vacancy for an assistant or head teacher can be filled as provided by this Act any person on the Classified Roll or the employment register; provided that any salary paid to such person shall not exceed the minimum salary payable for the position to be filled and that the classification of any such person temporarily employed and his order on the Classified Roll or on the employment register shall not be thereby affected.

Salaries of classified teachers.

Third Schedule.

68. All teachers shall retain the positions they hold on the passing of this Act and shall be classified as in this Act provided and shall continue to receive the salaries paid at the passing of this Act until the publication of the first Classified Roll and thereafter shall be paid the salaries specified in the Third Schedule hereto subject to the following conditions (that is to say):—Teachers in receipt of a salary higher than the maximum salary assigned by the said Schedule to fully qualified teachers in such positions shall receive such maximum salary. Provided that no teacher shall be paid less than nine-tenths of the salary which he shall be receiving at the passing of this Act. Teachers in receipt of salary less than the maximum salary assigned by the said Schedule to fully qualified teachers in such positions shall continue to receive such lower salary, provided that those fully qualified for their positions under this Act shall proceed to the next higher salary of the class on the first day of July next ensuing after the passing of this Act, and so on annually until they have reached the highest salary provided for their class; and those not fully qualified for their positions under this Act shall receive no increment until the first day of the month of July subsequent to their obtaining the prescribed qualification.

Teachers in receipt of special salaries at the passing of this Act shall be paid according to their classification as hereinbefore provided and subject to the conditions herein stated in regard to other teachers.

Compensation for reduction in salary. Act No. 160 s. 15.

69. Teachers whose salaries at the passing of this Act exceed the maximum salary assigned to their position under this Act shall receive as compensation for the reduction in their income a sum amounting to one-twelfth of such reduction for each year of service and a proportionate sum for any additional time less than a year.

Retiring allowances.

70. Any officer employed in the Education Department or teacher in any State school who at the time of the Act No. 710 coming into operation held the respective positions of officer or teacher in such department shall be entitled to a retiring allowance under the conditions of the Act No. 447 and to be computed under the provisions of the Act No. 160.

MISCELLANEOUS.

Provision for rateable reduction or increase in the maximum and minimum limits of salary.

71. Before the transmission of the message accompanying the Estimates in any financial year, the Governor may recommend by message to the Legislative Assembly a rateable reduction or increase if any such be required, according to a specified rate, in the salary for each person

person in each class of the Clerical division ; and if such rate of reduction or increase be adopted by the Legislative Assembly, then the maximum and minimum limits of salary of the respective classes shall be reduced or increased as the case may be according to that rate and a proportionate reduction or increase of increment attached thereto, and such maximum and minimum limits of salary and of increment shall remain at such reduced or increased sum until another recommendation be made by the Governor in accordance with the provisions herein contained.

72. No person shall be appointed to the public service whose age at his then last birthday was under sixteen years or over twenty-five years except in the case of persons appointed to the First division or to the Professional division and except in the case of persons appointed pupil-teachers or sewing-mistresses or students in training or message boys in the Telegraph Department.

Age of appointees.

73. No person who entered the public service after the passing of the Act No. 710 shall be eligible for promotion if his life be not already insured unless he have effected with some life assurance company carrying on business in Victoria an insurance on his life providing for the payment of a sum of money at his death should it occur before the age of retirement from the public service, or if he survive till that age a sum of money or annuity on the date of such retirement. Such insurance shall be continued and the amount thereof fixed and increased from time to time in accordance with regulations to be made by the Board in that behalf and approved by the Governor in Council ; and no policy of insurance so effected shall be during the time such person remains in the public service assignable either at law or in equity.

Persons appointed to public service since Act No. 710 to effect an insurance on their lives.

74. All appointments whether on the occurrence of any vacancy or otherwise to any office in the First division or in the Professional division other than to the office of teacher or pupil-teacher in the Education Department shall be made by the Governor in Council upon a certificate from the Board naming some person already in the public service who is duly qualified for such an appointment ; but if in the opinion of the Board there be no such person, then the Governor in Council may appoint some person outside of the public service but only on a certificate from the Board that such person is a fit and proper person and duly qualified to fill such office.

Appointment of professional or other skilled persons.

75. The Board on the recommendation of the permanent head of any department may at any time during probation summarily dismiss any probationer from such department ; and every probationer other than pupil-teachers sewing-mistresses and students in training shall during the period of his probation receive half the salary of the class in

Probationer may be summarily dismissed. Remuneration of probationer.

in which he is conditionally employed, but if he be permanently appointed he shall receive the remaining moiety from the date of his conditional employment.

No officer to be dismissed except under this Act.

76. After the passing of this Act no officer in the public service shall be dismissed therefrom or suffer any other penalty in respect thereof except for the causes and in the manner set forth in this Act; but nothing herein contained shall be taken to prevent the Board with the consent of the Governor in Council reducing the number of officers in any department or dispensing with the services of any officers or amalgamating two or more departments.

Regulations may be made for the public service.

77. The Board may from time to time make regulations and may repeal alter and amend the same concerning the duties to be performed by officers in the public service and the discipline to be observed in the performance of such duties, and may affix to breaches of such regulations according to the nature of the offence the penalties herein set forth. Provided always that no such regulations shall in any manner alter or affect duties which by any Act now or hereafter to be in force are or shall be required to be performed. Such regulations as soon as approved by the Governor in Council shall be published in the *Government Gazette*, and shall then have full force and effect, and such regulations shall be laid as soon as may be before both Houses of Parliament.

Penalties for breach of regulations.

78. If any officer be guilty of any breach of such regulations, the Minister or permanent head may suspend such officer pending investigation by the Board, and the Board may according to the nature of the offence reduce him to a lower rank in the public service or to a lower salary or deprive him of such future annual increment as he would otherwise have been entitled to receive or of any part thereof or of his leave of absence during such time as the Board thinks fit or with the consent of the Governor in Council dismiss him from the public service.

Forfeiture of office in certain cases.

79. If any officer be convicted of any felony or infamous offence or become insolvent or apply to take the benefit of any Act now or hereafter to be in force for the relief of insolvent debtors or by any deed or other writing compound with his creditors or make an assignment of his salary for their benefit, he shall be deemed to have forfeited his office, and shall thereupon cease to perform his duties or receive his salary.

Governor may reinstate insolvent officer in the absence of fraud.

80. When any such officer has forfeited his office by reason of any such pecuniary embarrassment as aforesaid, if he prove to the satisfaction of the Board that such embarrassment has not been caused or attended by any fraud extravagance or dishonorable conduct, the Governor in Council on a certificate from the Board may reinstate such officer in his former position in the public service but no uncertificated insolvent shall be so reinstated.

81. No

81. No person who is proved to the satisfaction of the Board to be habitually using intoxicating beverages to excess shall be appointed to or retained in the public service.

Excessive use of intoxicating liquors.

82. If any officer is guilty of any conduct which in the opinion of the Board renders him unfit to continue in the public service, such officer upon proof thereof to the satisfaction of the Board may be dismissed from the public service by the Governor in Council.

Officer guilty of improper conduct may be dismissed.

83. If any officer in the public service is or becomes unfit or incapable to discharge the duties of his office, and such unfitness or incapacity is likely to be permanent, the Governor in Council may on the recommendation of the Board dispense with the services of such officer. Provided that if it be proved to the satisfaction of the Board that such incapacity has arisen from injury sustained whilst in the discharge of his duties, the Board may recommend to the Governor in Council that compensation be granted to him.

Incapable officer may be dispensed with.

84. If any officer is negligent or careless in the discharge of his duties, and the permanent head of the department wherein such officer is engaged be of opinion that the offence is not of so serious a nature that a report thereof should in the course of his duty be made to the Board, he may for every such case of misconduct order to be deducted by way of fine from the salary of such officer a sum not exceeding Five pounds, and the Board may on the appeal of the officer so punished confirm or disallow such penalty, and the decision of the Board shall be final.

Summary punishment for trivial offences.

85. The Treasurer on receiving notice of any pecuniary penalty imposed under the authority of this Act shall deduct the amount thereof from the salary or next payment made by him on account of salary to the officer incurring such penalty.

Fines to be stopped from salary.

86. The responsible Minister of every department may at such times as may be convenient grant to every officer leave of absence for recreation for any period or periods not exceeding in the whole three weeks in each year, and in cases of illness or other pressing necessity grant such extended leave not exceeding twelve months, and on such terms as may be fixed by regulations to be made by the Board and approved by the Governor in Council, and such regulations may subject to such approval be from time to time repealed altered or amended.

Leave of absence for recreation.

87. If any officer have continued in the public service of this colony at least twenty years and have not been reduced for misconduct or deprived of leave of absence under this Act, the Governor in Council may grant to him on the recommendation of the Board leave of absence for a period not exceeding twelve months, six months on full pay and six months on half pay; but for such period of absence such officer shall not be entitled to receive any annual increment.

Furlough.

88. The

Holidays.

88. The following days shall be observed as holidays in the public offices :—New Year's Day Christmas Day and the following day Good Friday and the following Saturday and Monday the Birthday of Her Majesty and of the Prince of Wales. Whenever any of such days falls upon a Sunday, the next following Monday shall be a holiday in lieu of such day. The Governor in Council may also by proclamation in the *Government Gazette* appoint in addition to the days hereinbefore named any other day or days to be kept as public holidays. Provided that nothing in this Act shall prevent the responsible Minister in charge of a department from requiring the services of any officers of such department during any such holiday in case of emergency; but in that case such officers shall be entitled in lieu thereof to a holiday upon such other occasion as shall not interfere with public business.

Rent may be charged to officers residing in Government buildings.

89. If any officer not entitled to quarters is allowed to use for the purpose of residence any building belonging to the Government, the Governor in Council may direct that a fair and reasonable sum as rent thereof be deducted from such officer's salary, and the amount of such sum shall be fixed by the Board.

No claim for compensation if salary reduced or services dispensed with.

90. No officer except as in this Act provided in the public service shall be deemed to be entitled to any compensation by reason of any reduction of his salary or annual increment nor in consequence of his services being dispensed with as herein provided.

Money voted for one class may if unexpended be applied to a lower class.

91. When any money has been appropriated by Parliament in any year for the payment of the salaries of the officers in any division or in any class, if during the year for which such appropriation has been made any vacancy occur in any such division or class and be not filled up, the Governor in Council may apply the money appropriated to such vacant office or any part thereof to the payment of any other officers in a lower position of the same division.

Board to investigate when required.

92. The Board may at any time and shall whenever requested so to do by the Minister administering any department investigate the efficiency economy and general working of such department and report to that Minister the result of such investigation.

Powers conferred upon Board in conducting investigation.

93. The Board shall for the purpose of conducting such or any other investigation or inquiry deemed necessary in the administration of this Act have all the powers conferred upon a Board appointed by the Governor in Council under section three of the Act No. 443, and also section fifteen of the Act No. 197.

Board to report on state of public service to Governor in Council.

94. The Board shall furnish to the Governor in Council once in each and every year a report on the condition and efficiency of the public service and shall make such suggestions for its improved working as may appear desirable.

The Board shall in such report draw attention to any breaches or evasions of this Act which may have come under notice.

95. The

95. The Board shall with the approval of the Governor in Council make regulations as to the mode of procuring stores and for the inspection of all stores and other material required for the public service in the various departments and may subject to such approval from time to time repeal alter and amend the same, and in such regulations shall designate the officers whose duty it is to take delivery of all such stores and material in each of such departments and to inspect and compare such stores and material with the sample or quality contracted for by the persons who tender delivery thereof and to keep all accounts as directed by such regulations. Such officer shall have power conferred upon him by such regulations to refuse delivery when such stores and material are not in his opinion equal to the quantity or quality contracted for, or if he has taken delivery to return the same to such contractor so soon as he discovers any deficiency or defect therein.

Power to make regulations with respect to inspection of stores &c.

96. The Board shall with the approval of the Governor in Council select some fit and proper person who is already in the public service to be an inspector of officers in charge of stores and material, who shall once at least in every year inspect the books and accounts of every officer whose duty it is to receive stores and material and also all stores and material in stock and under the control of such officer, and shall take stock thereof and also investigate and examine all contracts accounts invoices requisitions books bills of parcels and vouchers in anywise relating to or concerning the same and shall ascertain whether the stores and material received by such officer have been duly accounted for and also whether the stores and material in stock are in quality and description in accordance with the contract for the supply of the department. Such inspector shall forthwith after such investigation and examination in regard to each officer in charge report the result thereof to the Minister administering the department in which such officer is, and a copy of that report shall be sent by such Minister to the Board.

Inspection of stores books accounts &c. how made.

97. The permanent head of any department may if he thinks fit certify that in his opinion any officer in the public service in his department is entitled to a gratuity or to a payment for overtime work, but no gratuity or payment for such work shall be paid upon such certificate without the authority of the Board.

Gratuities and overtime payments.

98. If any officer certify to any account for the payment of any sum of money not authorized by law, such sum of money so certified for shall be deemed and taken to be money paid by Her Majesty to the use of such officer at his request, and he shall be personally liable for such money, and the Treasurer on receiving notice thereof from the Board shall deduct the amount of such sum of money from the salary of such officer.

Officer certifying to any account not authorized by law to be personally liable.

99. All persons classified or unclassified holding offices in any department of the public service at the time of the passing of this Act except persons appointed since the passing of an Act intituled "*An Act to abolish the payment of Pensions or Superannuation or other Allowances*"

Persons entitled to superannuation or retiring allowance compensation or gratuity.
No. 710.

Allowances in the case of persons hereafter entering the Public Service shall be entitled to superannuation or retiring allowance compensation or gratuity to be computed under the provisions of Act No. 160 but save as aforesaid nothing in this Act shall in any way affect alter or vary the first-mentioned Act so as to give any person appointed hereunder any claim to any pension superannuation or other allowance.

Retirement.

100. When any officer who is appointed after the passing of this Act attains the full age of sixty years, he shall thereupon retire from active service, but the Governor in Council may nevertheless on the recommendation of the Board require any officer who would otherwise so retire notwithstanding his age to continue to perform his duty.

Commencement of Act.

101. The provisions of this Act, other than those pertaining to the appointment of the Board examiners and classifiers, shall not come into force until the Board shall have certified that all the arrangements necessary to bring this Act into full force and effect have been completed; whereupon the Governor in Council may issue a proclamation to the effect that this Act has come into force.

SCHEDULES.

FIRST SCHEDULE.

Sections 1, 9, and 10.

Clerk of the Executive Council.
 Clerk of the Legislative Council.
 Clerk of the Legislative Assembly.
 Under Secretary.
 Under Treasurer.
 Secretary Public Instruction.
 Secretary to the Law Department.
 Secretary for Lands.
 Secretary for Public Works.
 Secretary for Trade and Customs.
 Secretary for Post and Telegraph Department.
 Secretary for Mines and Water Supply.

Section 16.

SECOND SCHEDULE.

Class.	Minimum.	Maximum.	Increment.
First ...	£ 610	£ 750	Seven annual increments of £20 each
Second ...	500	600	Five annual increments of £20 each
Third ...	360	450	Six annual increments of £15 each
Fourth ...	210	350	Nine annual increments of £10 each, with two further increments of £25 each for long service at intervals of 5 years, subject to recommendation of permanent head and Board
Fifth ...	On entrance at age of 19 years or upwards £80, and £10 less for every year below 19 years of age	200	£10 per annum up to £100, and £20 per annum up to £200

THIRD

THIRD SCHEDULE.

CLASSIFIED ROLL OF STATE SCHOOLS AND SCHOOL TEACHERS.

PART I.

CLASSIFICATION OF SCHOOLS.

First-class Schools,

Namely, schools with an average attendance exceeding 700 pupils.

Sections 47, 50, 52,
and 67.

Roll Number.	Name.

Second-class Schools,

Namely, schools with an average attendance exceeding 400 but not exceeding 700 pupils.

Roll Number.	Name.

Third-class Schools.

Subdivision A.

Schools with an average attendance exceeding 250 but not exceeding 400 pupils.

Roll Number.	Name.

Third-class Schools.

Subdivision B.

Schools with an average attendance exceeding 150 but not exceeding 250 pupils.

Roll Number.	Name.

Fourth-class

Fourth-class Schools,

Namely, schools with an average attendance exceeding 50 but not exceeding 150 pupils.

Roll Number.	Name.

Fifth-class Schools,

Namely, schools with an average attendance not exceeding 50 pupils.

Roll Number.	Name.

NOTE.—When the attendance at a school is slightly above or below the maximum attendance of any class as stated herein, the Classifiers may place such school either in that class or in the next higher class, as may to them seem just on consideration of all the circumstances of the case.

The classification of schools will not be altered until the triennial revision unless in exceptional cases. Where the attendance at a school has increased considerably beyond the maximum attendance of the class in which it has been placed, or where its attendance has fallen greatly below the minimum of the class, and where such increase or decrease appears likely to be permanent, the Classifiers may, when preparing the supplementary rolls, raise or lower the class of such school.

PART II.

CLASSIFICATION AND PAYMENT OF HEAD TEACHERS AND ASSISTANT TEACHERS.

FIRST-CLASS TEACHERS.

That is, male teachers who are certificated and are classified in First Honours or hold a Degree of the University of Melbourne; and also are in charge of first-class schools. Minimum fixed salary, £280 per annum, rising by five annual increments of £10 to a maximum of £330.

Record No.	Name.	Certificates held.	School.		Order of Seniority.	Remarks.
			Name.	No.		

SECOND-CLASS TEACHERS.

That is, male teachers who are certificated and are classified in Second Honours and also are in charge of second-class schools, also certificated female teachers who are first assistants in first-class schools and are classified in First or Second Honours or held a degree of the University of Melbourne. Minimum fixed salary for males, £220 per annum, rising by five annual increments of £10 to a maximum of £270.

First Sub-class.—Males.

Record No.	Name.	Certificates held.	School.		Date of Appointment.		Order of Precedence for Appointment to First Class.	Remarks.
			Name.	No.	To Class.	To Service.		
597	Smith, John	1st Hon.	Windsor	270	Oct. 1884	Jan. 1861	1	Certificate for First class dispensed with.
1209	Jones, Robert	2nd Hon.	Sandhurst	1203	Feb. 1885	Feb. 1862	2	
1537	Robinson, Hy.	Cert. Drawing C. Science C.	E. Melb.	231	Mar. 1885	Apr. 1863	3	Certificate for First class dispensed with.
1970	Green, Charles	Cert. B.A. Melb.	Ballarat	1192	Jan. 1886	May 1862	4	Left the service for two years.

Second

Second Sub-class.—Males.

Record No.	Name.	Certificates held.	School.		Date of Appointment.		Order of Seniority.	Remarks.
			Name.	No.	To Class.	To Service.		
347	Black, James ...	Cert.	Collingd.	129	Feb. 1884	July 1862	1	Certificate for 1st class dispensed with.
2086	White, Thomas	1st Hon.	White Flat	1939	Jan. 1885	Aug. 1867	2	Certificate for 1st class dispensed with.
2097	Clark, John ...	2nd Hon.	Quartz Rf.	1759	Oct. 1885	Jan. 1868	3	
5016	Adams, William	Cert.	Black Hole	1263	Nov. 1885	June 1869	4	Certificate for 1st class dispensed with.

Third Sub-class.—Males.

Record No.	Name.	Certificates held.	School.		Date of Appointment.		Order of Seniority.	Remarks.
			Name.	No.	To Class.	To Service.		
1520	Shaw, George...	Cert. ...	Spring Hill	1400	Feb. 1884	Jan. 1863	1	
1980	Cross, Amos ...	2nd Hon. ...	Black Creek	126	March 1884	June 1864	2	

Second Class—Females.

Record No.	Name.	Certificates held.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
				Name.	No.	To Class.	To Service.		
317	Smith, Mary ...	1st Hon. ...	1st Asst.	Collins st.	37	March 1884.	Jan. 1859	1	
284	Williams, Lucy...	2nd Hon....	1st Asst.	Geelong	159	March 1884.	Feb. 1860	2	

THIRD-CLASS TEACHERS.

That is, teachers who are certificated and have also passed the matriculation examination ; or are certificated and hold two of the Department's science certificates ; or have obtained the trained teacher's certificate subsequently to 31st December 1875 ; or obtained a trained teacher's certificate of first or second class under the Board of Education ; or possess a certificate of competency alone in the case of teachers employed at the passing of this Act.

And in addition to possessing any such qualification also hold one of the following positions, that is to say—As head teachers of third-class schools, subdivision A, or as first female assistants in first-class schools ; or as head teachers of third-class schools, subdivision B, or as first male assistants in first-class schools.

Minimum fixed salary for males, £152 per annum, rising by seven annual increments of £8 to a maximum of £208 in the case of teachers holding either of the first two positions hereinbefore mentioned ; and by four annual increments of £8 to a maximum of £184 in the case of teachers holding other positions.

First Sub-class.—Males.—Subdivision A.

Record No.	Name.	Certificates held.	Position.	School.		Date of Appointment.		Order of Precedence for Appointment to 2nd Class.	Remarks.
				Name.	No.	To Class.	To Service.		
1750	Richards, Thomas	2nd Hon. ...	Head Teacher	Fitzroy	1019	Aug. 1884	Dec. 1863	1	
1930	Smith, Albert...	Cert., matric.	1st M. Asst.	Ballarat	1294	Sep. 1884	Jan. 1864	2	Certificate for 2nd class dispensed with.
2015	Jones, William	1st Cl. training, drawing, and drill	Head Teacher	Fiery Creek	1361	Jan. 1885	July 1867	3	Certificate for 2nd class dispensed with.

Second

Second Sub-class.—Males.—Subdivisions A and B.

Record No.	Name.	Certificates held.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
				Name.	No.	To Class.	To Service.		

Third Sub-class.—Males.—Subdivisions A and B.

Record No.	Name.	Certificates held.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
				Name.	No.	To Class.	To Service.		

Third Class.—Females.

Record No.	Name.	Certificates held.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
				Name.	No.	To Class.	To Service.		
567	Brown, Ann ...	Cert., matric.	1st Asst.	Main st.	2	Aug. 1884	Jan. 1860	1	
733	Edwards, Jane	Cert. ...	1st Asst.	Flinders	17	July 1885	Feb. 1861	2	

FOURTH-CLASS TEACHERS.

That is, teachers who are certificated, and also are in charge of fourth-class schools, or hold positions as first male or first female assistants in second-class schools, or as first female assistants in subdivision A of third-class schools. Minimum fixed salary for males, £112 per annum, rising by four annual increments of £8 to a maximum of £144.

First Sub-class.

Record No.	Name.	Sex.	Certificates held.	Position.	School.		Date of Appointment.		Order of Precedence for Appointment to 3rd Class.	Remarks.
					Name.	No.	To Class.	To Service.		

Second Sub-class.

Record No.	Name.	Sex.	Certificates held.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
					Name.	No.	To Class.	To Service.		

Third

Third Sub-class.

Record No.	Name.	Sex.	Certificates held.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
					Name.	No.	To Class.	To Service.		

FIFTH-CLASS TEACHERS.

That is, teachers who are licensed to teach, and also are in charge of fifth-class schools, or hold other assistantships than those specified above, or act as relieving teachers. Minimum fixed salary for males, £80 per annum, rising by three annual increments of £8 to a maximum of £104; but teachers employed as junior assistants under Sixth Schedule will receive no increment.

HEAD TEACHERS AND ASSISTANTS OTHER THAN JUNIOR ASSISTANTS.

First Sub-class.

Record No.	Name.	Sex.	Certificates held.	Position.	School.		Date of Appointment.		Order of Precedence for Appointment to 4th Class.	Remarks.
					Name.	No.	To Class.	To Service.		
5603	Johnson, Saml.	Male	T. T. C. ...	Head Teacher	White Hill	2117	...	Feb. 1877	1	
5802	Blake, Ann ...	Female	Cert. Drawing	2nd Asst.	Fitzroy ...	1836	...	June 1877	2	
5906	Cooper, Danl.	Male	T. T. C. ...	1st Asst.	Northcote	17	...	Jan. 1878	3	
6001	Gray, Lucy ...	Female	Cert.	Head Teacher	Deep Creek	1740	...	July 1878	4	Registered for 5th class assistantship.

Second Sub-class.

Record No.	Name.	Certificates held	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
				Name.	No.	To Class.	To Service.		

Third Sub-class.

Record No.	Name.	Certificates held.	Position.	School.		Date of Appointment.		Order of Seniority.	Remarks.
				Name.	No.	To Class.	To Service.		

JUNIOR ASSISTANTS.

(Names to be entered in order of seniority of appointment as junior assistant.)

Record No.	Name.	Sex.	Certificates.	School.		Date of Appointment	Order of Precedence for Appointment to 5th-class Schools and for Relieving Teacher.	Remarks.
				Name.	No.			
6302	Thompson, Abel	male	T.T.C. ...	Windsor	270	Jan. 1881	1	
6305	Jackson, Jane ...	female	Cert. ...	Ballarat	1993	Mar. 1881	2	
6310	Groves, Joshua ...	male	Cert., Singing	Sandhurst	2013	May 1881	3	Registered for position of relieving teacher

In

In the first Classified Roll the order of seniority in each sub-class shall be determined by length of service as head teacher or assistant teacher. Provided that in the case of teachers who have been pupil-teachers any period in excess of one year during which such teachers have been paid as first-class pupil-teachers shall count as service and in the case of trained teachers the second year of training shall so count.

In the revised Classified Rolls the order of seniority in each sub-class shall be determined by the length of service in the class, and when the length of service in the class is the same the order of seniority shall be determined as provided in preparing the first Classified Roll.

The literary qualification for any class shall be held to include that for each lower class.

In the case of certificated teachers who, on the passing of this Act, shall be thirty years of age and upwards, and who have been then employed for ten years, and who, in the opinion of the Classifiers, exhibit special ability, the certificate required for promotion to any class may be dispensed with. In the case of assistant teachers who have passed the examination for certificate of competency in all subjects except time-table, who comply with the conditions stated herein for fully certificated teachers, and who shall before the publication of the first Classified Roll have passed an examination in time-table, the certificate required for promotion to any class may be dispensed with; and in the case of licensed teachers who on the passing of this Act shall be thirty years of age and upwards, and who have been then employed for ten years, during one or more of which they have been in charge of a school whose average attendance exceeded fifty pupils, and who in the opinion of the Classifiers exhibit special ability as teachers and organizers, the certificate required for promotion to the fourth class may be dispensed with. The fact that any such qualification has been dispensed with shall be stated opposite to the name of each such teacher on the first "Classified Roll," and no additions to such names shall be made subsequently. When a teacher has been placed in a class the certificate for which has in his case been dispensed with as herein provided, such teacher shall be held to be fully qualified for his position and shall receive any increments to which he would have been entitled under this Act if he had held the certificate prescribed for such position in this Schedule.

In addition to the fixed salary, a sum equal to one-half the amount of such salary shall be obtainable by way of results. Relieving teachers shall be paid an amount equal to one-half the amount of the fixed salary in lieu of results.

The salaries of female teachers shall be one-fifth less than those of male teachers, as stated above. Notwithstanding anything herein contained, no female teacher shall be paid the salary of the second class until she have in regular course attained the maximum salary of the third class, or at the passing of this Act be receiving such salary.

Upon the certificate of the inspector of the district or of the board of advice countersigned by the permanent head of the department the annual increment may be withheld on account of unfavorable reports on a teacher either as regards his general conduct or his discharge of his school duties. An appeal against the withholding of the annual increment on either of the above grounds shall lie to the Board, whose decision shall be final and without appeal.

PART III.

PUPIL-TEACHERS, SEWING-MISTRESSES, AND STUDENTS IN TRAINING.

(i.) *Names of Pupil-teachers according to their Classes.*

CLASS I.—Salary, Males, £50; Females, £40 per annum.

(To be entered in order of Seniority.)

Record No.	Name.	Sex.	School.		Date of—		Remarks.
			Name.	No.	Appointment.	Promotion to Class.	

CLASS II.

CLASS II.—Salary, Males, £40; Females, £32 per annum.
(To be entered in order of Seniority.)

Record No.	Name.	Sex.	School.		Date of—		Remarks.
			Name.	No.	Appointment.	Promotion to Class.	

CLASS III.—Salary, Males, £30; Females, £24 per annum.
(To be entered in order of Seniority.)

Record No.	Name.	Sex.	School.		Date of—		Remarks.
			Name.	No.	Appointment.	Promotion to Class.	

CLASS IV.—Salary, Males, £20; Females, £16 per annum.
(To be entered in order of Seniority.)

Record No.	Name.	Sex.	School.		Date of—		Remarks.
			Name.	No.	Appointment.	Promotion to Class.	

The classification of pupil-teachers shall be determined by the results of annual examinations, as prescribed by regulations.

Pupil-teachers will be liable to dismissal, on recommendation of the Classifiers, for misconduct or failure to pass the annual examination.

(ii.) *Names of Sewing-mistresses in order of Seniority.*
Salary of Sewing-mistresses, £30 per annum.

Record No.	Name.	School.		Date of Appointment.
		Name.	No.	

The services of sewing-mistresses may be dispensed with at any time should the average attendance at the school fall below 30 or exceed 75 pupils.

(iii.) *Students in Training.*

Record No.	Name.	School where Trained.		Date of Appointment.
		Name.	No.	

PART IV.
TEACHERS OF NIGHT SCHOOLS.
Salary.

	Fixed Annual Payment.		Maximum obtainable for Results.
In schools where the average attendance is not less than 30 but under 40 ...	£40	...	£20
" " " 40 " 50 ...	£50	...	£25
" " " 50 " 60 ...	£60	...	£30
and so on.			

Record No.	Name.	Name of School.	Date of Appointment.

TEACHERS OF SINGING.

Names of Singing Masters to be entered before those of teachers on the ordinary school staff, and to be arranged in order of precedence as determined by the Classifiers.

Salaries from £10 to £400 per annum in accordance with a scale to be fixed by regulations of the Board.

Name.	Certificate.	School or District employed in.	Order of Precedence of Singing Masters for Promotion.

TEACHERS OF DRAWING.

Names of Drawing Masters to be entered before those of teachers on the ordinary school staff, and to be arranged in order of precedence as determined by the Classifiers.

Salaries from £10 to £400 per annum in accordance with a scale to be fixed by regulations of the Board.

Name.	Certificate.	School or District employed in.	Order of Precedence of Drawing Masters for Promotion.

TEACHERS OF DRILL AND GYMNASTICS.
Results obtainable from £10 to £15 per annum.

Name.	Certificate.	School employed in.	
		Name.	No.

FOURTH

FOURTH SCHEDULE.
EMPLOYMENT REGISTER.

PART I.

CANDIDATES FOR EMPLOYMENT AS HEAD TEACHERS OR ASSISTANT TEACHERS OR Section 49.
RELIEVING TEACHERS.

I	Record Number.	Name.	Sex.	Certificates held.	Date of obtaining Certificate.	Date of completing Course.	Order of Precedence for Appointment.	Remarks.
Holders of trained teachers' certificates entered first.	7053	Adams, Thomas	Male	T.T.C. & Singing	Dec. 1883	Dec. 1883	1 A	
	7039	Walters, Alice	Female	T.T.C. & Drawing	Dec. 1883	Dec. 1883	2 A	
	7084	Barker, Jane ...	Female	T.T.C. & Science	Dec. 1883	Dec. 1883	3 A	
	7042	Smith, George	Male	T.T.C. ...	Dec. 1883	Dec. 1883	4 A	
Provisionally certificated pupil-teachers.	7061	Black, Robert...	Male	T.T.C. ...	Dec. 1883	Dec. 1883	19 A	
	6980	McDonald, Mary	Female	L.T. Cert. pending	Dec. 1882	Dec. 1881	1 B	
Other qualified candidates.	6990	O'Regan, Ann...	Female	L.T. Cert. pending	Dec. 1882	April 1882	2 B	
	7006	White, James ...	Male	L.T. Cert. pending	Dec. 1882	Dec. 1882	75 B	
Other qualified candidates.	7052	Green, Lucy ...	Female	Certificate ...	June 1881	...	1 C	
	7049	Brown, John ...	Male	L.T. on pupil-teacher's course	Dec. 1881	Dec. 1881	2 C	

The order of precedence for appointment of candidates for employment of each qualification shall be determined by the Classifiers.

Additional names shall be from time to time entered in the following order:—

(i.) Names of persons who have obtained trained teachers' certificates in order of precedence after those already on the register. (ii.) Names of provisionally certificated pupil-teachers who have completed their course in order of precedence after those already on the register. (iii.) Names of other qualified candidates in order of precedence after those already on the register.

No such candidate shall be appointed to any position other than that of junior assistant so long as there is a junior assistant to take it.

PART II.

PART II.

QUALIFIED CANDIDATES FOR EMPLOYMENT AS PUPIL-TEACHERS.

School for which application is made.		Name of Candidate.	Order of Precedence for Appointment determined by competitive examination when there are more candidates than vacancies.	Remarks.
Roll No.	Name.			
76	Thomastown ...	Robinson, John ...	1	Only candidate
		{ Henry, Jane ...	1	
1907	Plenty River ...	{ Jackson, Richard ...	2	
		{ Black, Edward ...	3	

QUALIFIED CANDIDATES FOR EMPLOYMENT AS SEWING-MISTRESSES.

School or Locality for which application is made.		Name of Candidate.	Order of Precedence for Appointment determined by competitive examination when there are more candidates than vacancies.	Remarks.
Roll No.	Name.			

QUALIFIED CANDIDATES FOR STUDENTSHIPS IN TRAINING.

Record Numbers (if any).	Name of Candidate.	Order of Precedence for Appointment.	Remarks.

Candidates for any of the above-named positions under this Part must fulfil the conditions prescribed by regulations as to age, health, character, literary knowledge, and aptitude for teaching. Names of candidates will be struck off the register after one year, unless they signify their desire to be kept on the register, and in the case of candidates for appointment as pupil-teachers, produce a certificate that they are still attending school. In the case of candidates for the position of pupil-teacher, the names of not more than three shall be entered for each school, and qualified candidates from the school in which there is a vacancy shall have precedence over others.

The order for appointment to studentships in training shall be as follows:—

- (i.) Pupil-teachers who have completed their course. If at any time there are more pupil-teachers candidates than there are studentships to be allotted, the order of precedence shall be determined by competitive examination.
- (ii.) Other qualified candidates in order of precedence determined by competitive examination.

QUALIFIED

QUALIFIED CANDIDATES FOR EMPLOYMENT IN NIGHT SCHOOLS.

School or Locality for which Application is made.			Name of Candidate.	Order of Precedence for Appointment.	Remarks.
Roll No.	Name.				
1850	...	Melbourne ...	Brown, John ... Smith, Edward ...	1 2	Assistant at No. 1850. H.T. of 1970.

The names of candidates shall not be entered unless they are reported to be qualified to conduct a night school.

The names shall be entered in the following order under each school :—

- (i.) The name of the head teacher of the day school.
- (ii.) The names of assistant teachers in the day school in the order in which their names appear on the classified roll.
- (iii.) The names of other head teachers or assistant teachers in the like order.

QUALIFIED CANDIDATES FOR EMPLOYMENT AS TEACHERS OF SINGING.

School or Locality for which Application is made.	Name of Candidate.	Position in School, if any.	Qualification for Teaching Singing.	Order of Precedence for Appointment.	Remarks.
Geelong District ...	White, James	Cert.	1	
	Thompson, William...	...	Cert.	2	
	McIntosh, Duncan	L.T.	3	
Collingwood, No. 1777 ...	Walker, William ...	1st Asst.	Cert.	1	
	Jackson, Mary ...	3rd Asst.	L.T.	2	

QUALIFIED CANDIDATES FOR EMPLOYMENT AS TEACHERS OF DRAWING.

School or Locality for which Application is made.	Name of Candidate.	Position in School, if any.	Qualification for Teaching Drawing.	Order of Precedence for Appointment.	Remarks.

QUALIFIED CANDIDATES FOR APPOINTMENT TO TEACH DRILL OR GYMNASTICS.

School or Locality for which Application is made.	Name of Candidate.	Position in School, if any.	Qualification for Teaching Drill or Gymnastics.	Order of Precedence for Appointment.	Remarks.

In

In the case of candidates for employment as teachers of singing, drawing, drill, or gymnastics, when the salary is an allowance of £10 or £15 paid to a teacher of the school, candidates' names shall be entered in the following order:—

- (i.) Name of head teacher of school, subject to proviso hereunder.
- (ii.) Names of assistants according to qualification, and if qualifications are equal then according to rank on the staff.

Where the salary exceeds £15, or is paid for teaching at several schools, the order in which the names shall be entered shall be determined by the Classifiers.

No head teacher of a school whose average attendance exceeds 250 pupils shall be appointed as a teacher of singing or drawing.

Section 53.

FIFTH SCHEDULE.
SUPPLEMENTARY ROLL.

PART I.

CLASSIFICATION OF SCHOOLS.

Roll No.	Name.	Class to which School is added.	Class from which School is removed.	Remarks.
2570	South Melbourne ...	I.	...	Opened January 1884.
1739	West St. Kilda	II.	Closed December 1883.
1973	Black Swamp ...	IV.	V.	Raised from Class V. under proviso hereunder.
2370	Spring Gully ...	V.	...	Opened December 1883.

In exceptional cases, where the attendance at a school has increased considerably beyond the maximum attendance of the class in which it has been placed, or where its attendance has fallen greatly below the minimum of the class, and where such increase or decrease appears likely to be permanent, the Classifiers may, when preparing the supplementary rolls, raise or lower the class of such school.

PART II.

CLASSIFICATION OF HEAD TEACHERS AND ASSISTANT TEACHERS.

Record Number.	Name.	Certificates.	School transferred from—			School transferred to—			Date of Transfer.	Class.		Order on Classified Roll in former Class.	Order on Classified Roll in present Class.	Remarks.
			Position.	Name.	Number.	Position.	Name.	Number.		Transferred from	Transferred to.			
763	White, James	1st Hon.	H.T.	Ballarat ..	973	H.T.	S.Melbourne	2570	Jan. 1884	II.	I.	1	25	
956	Green, Charles	Cert.	H.T.	Geelong ..	1999	Feb. 1884	IV.	..	13	..	Resigned.
6503	Johnson, John	T.T.C.	R.T.	1st A.	W. Fitzroy ..	2399	Mar. 1884	V.	IV.	3	400	
6669	Campbell, Mary	Cert.	jnr. A.	Richmond ..	2301	April 1884	..	V.	..	2000	First appointment.

In entering the "Order in present class" the numbers in each class follow in order of appointment and the first number is the next consecutive number to the last on the classified roll.

PART III.

PART III.

NAMES OF PUPIL-TEACHERS AND SEWING-MISTRESSES.

(i.) *Pupil-teachers.*

Record No.	Name.	Sex.	School.		Class Promoted to.	Class on Classified Roll.	Remarks.
			Name.	No.			
7560	Jones, Tom	Male	Melb'rne	2540	I.	II.	
7690	Green, Mary	Female	Ballarat	973	I.	III.	

Names to be entered under each "Class promoted to," beginning with the first class.

(ii.) *Sewing-mistresses.*

Record No.	Name.	School.		Appointed or Resigned.	Date.	Remarks.
		Name.	No.			
3680	Black, Jane ...	Green Hill ...	1580	Resigned ...	Apr. 1884	
5630	Smith, Ann ...	Deep Creek ...	1790	Appointed ...	May 1884	

Names to be entered in order of date of appointment or resignation.

Students in Training.

Record No.	Name.	Where being Trained.		Entered or left Training.	Date.	Remarks.
		School Name.	No.			

PART IV.

PART IV.

TEACHERS OF NIGHT SCHOOLS.

Record No.	Name.	Name of School.	Appointed or Resigned.	Date.

TEACHERS OF SINGING.

Name.	Certificate.	School or District Employed in.	Appointed or Resigned.	Date.

TEACHERS OF DRAWING.

Name.	Certificate.	School or District Employed in.	Appointed or Resigned.	Date.

TEACHERS OF DRILL AND GYMNASTICS.

Name.	Certificate.	School Employed in.		Appointed or Resigned.	Date.
		Name.	No.		

Names in this part to be entered in order of date of appointment or resignation.

SIXTH

SIXTH SCHEDULE.

STAFF OF SCHOOLS.

Assistant teachers in State schools shall be appointed as under :—

Section 60.

To schools with an average attendance exceeding 75, but not exceeding 150 pupils one assistant teacher.

To schools with an average attendance exceeding 150, but not exceeding 250 pupils, two assistant teachers.

To schools with an average attendance exceeding 250, but not exceeding 350 pupils, three assistant teachers.

And so on, at the rate of one assistant teacher for each additional 100 pupils in average attendance.

The assistant teachers appointed shall be of the following rank :—

In first-class schools, a first female assistant-teacher of the second or the third class, a first male assistant-teacher of the third class, a second male assistant teacher of the fifth class, a second female assistant teacher of the fifth class, and junior assistant teachers, of whom the first three shall be females, the next a male, and the rest females.

In second-class schools, a first female assistant teacher of the fourth class, a first male assistant teacher of the fourth class, a second female assistant teacher of the fifth class, and junior assistant teachers, of whom the first shall be a female, the second a male, and the rest females.

In third-class schools—

Subdivision A.

A first female assistant teacher of the fourth class, first male assistant-teacher of the fifth class, and female junior assistant teachers.

Subdivision B.

A first female assistant teacher of the fifth class and a female junior assistant teacher.

In fourth-class schools where the average attendance exceeds 75, but does not exceed 150 pupils, a female assistant teacher of the fifth class.

Pupil-teachers shall be appointed as under :—

To schools with an average attendance exceeding 50, but not exceeding 75 pupils, or with an average attendance exceeding 100, but not exceeding 125 pupils, one pupil-teacher.

To schools with an average attendance exceeding 125, but not exceeding 200 pupils, two pupil-teachers.

To schools with an average attendance exceeding 200, but not exceeding 300 pupils, three pupil-teachers.

To schools with an average attendance exceeding 300, but not exceeding 400 pupils, four pupil-teachers.

And so on at the rate of one pupil-teacher for each additional 100 pupils in average attendance.

Sewing-mistresses shall be appointed to schools which have an average attendance exceeding 30, but not exceeding 75 pupils.

SEVENTH

SEVENTH SCHEDULE.

TRANSFER LIST.

Section 61.

Order in which the names of teachers recorded for reduction or transfer are to be entered on the transfer list under each class:—

First.—Teachers whose schools have been closed, and assistant teachers who are in excess of the staff allowed under the Sixth Schedule.

Second.—Teachers recorded for reduction.

Third.—Teachers recorded for transfer in the same class.

Fourth.—Teachers receiving salary for the class, though their positions would not entitle them to such salaries under the Third Schedule.

Fifth.—Teachers recorded for transfer on account of their schools being raised to a higher class, and their failing within the prescribed time to obtain the certificates required for the higher class.

Sixth.—Teachers receiving salary for a lesser class than that in which they are placed.

In each of these five divisions teachers shall be entered in the order of record for reduction or transfer.

MELBOURNE :

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