

**ADMINISTRATIVE AND CLERICAL SALARIES AGREEMENT, 1971
(WESTERN AUSTRALIAN INSTITUTE OF TECHNOLOGY)**

No. PSAAG 85 of 1971

THIS Agreement, made pursuant to the provisions of the Public Service Arbitration Act 1966-70 of Western Australia this third day of May 1971 BETWEEN The Civil Service Association of Western Australia Incorporated (hereinafter referred to as the Association) of the one part AND the Council of Western Australian Institute of Technology (hereinafter referred to as the Council) of the other part WITNESSETH that the parties hereto mutually covenant and agree the one with the other as follows:-

1. - TITLE

This Agreement shall be known as the Administrative and Clerical Salaries Agreement, 1971 (Western Australian Institute of Technology).

2. - ARRANGEMENT

1. Title
2. Arrangement
3. Scope
4. Adjustment of Salary Rates
5. Male Officers - Salary Classes and Grades
6. Male Officers - Automatic Range
7. Female Officers - Salary Classes and Grades
8. Female Officers - Automatic Range
9. Qualifications Allowance
10. Annual Increments
11. Temporary Employees
12. Copies of Agreement
13. Term of Agreement

Schedule A - Male Officers - Salary Classes and Grades
Schedule B - Female Officers - Salary Classes and Grades
Schedule C - Qualifications Allowance

3. - SCOPE

This Agreement shall apply to all officers who are employed in an Administrative or Clerical capacity by the Council.

4. - ADJUSTMENT OF SALARY RATES

The various salary rates expressed herein shall be automatically varied to conform to any variations which are made from time to time in the equivalent salary rates applying to officers covered by the Public Service (Administrative and Clerical Officers) Salaries Agreement, No. 83 of 1971. Any such variations shall apply from the date that the variations have been effected in respect to officers covered by that Agreement.

5. - MALE OFFICERS - SALARY CLASSES AND GRADES

- (a) Except where otherwise provided in this Agreement, the classes and grade applicable to male officers in Administrative and Clerical positions shall be as indicated in Schedule A.

- (b) In allocating salaries or salary ranges, in accordance with Section 12 of the Public Service Arbitration Act, 1966-70 the Council may amalgamate any two classes.

6. - MALE OFFICERS - AUTOMATIC RANGE

- (a) The rates of pay for male clerical automatic range officers shall be as follows:-

<u>Age or Year of Adult Service</u>	<u>Per</u> <u>Annum</u> \$	<u>Nominal</u> <u>Rates</u> 6/4/85
Under 17 years	1,710	7,618
17 years	2,020	8,903
18 years	2,365	10,383
19 years	2,750	12,019
20 years	3,095	13,497
21 years or first year of adult service	3,405	14,827
22 years or second year of adult service	3,580	15,387
23 years or third year of adult service	3,755	15,944
24 years or fourth year of adult service	3,930	16,500
25 years or fifth year of adult service	4,105	17,059
26 years or sixth year of adult service	4,280	17,617
27 years or seventh year of adult service	4,465	18,259

- (b) Classes and grades beyond a salary of \$4,465 (\$18,259) per annum shall be those set out in Schedule A to this Agreement, provided that an officer shall not be eligible for promotion to a position above the automatic range until he has passed a promotional examination as determined by the Council from time to time or has acquired equal or higher qualifications as approved by the Council.
- (c) An officer who is over the age of 21 years on appointment to the automatic range may be appointed at the minimum rate of pay based on years of service and not on age.
- (d) A male clerical automatic range officer who is a married man or is supporting dependent relatives, on the approval of the Council shall be paid an allowance equivalent to the difference between his rate of pay and the next higher grade in the incremental scale of the automatic range, with a maximum salary inclusive of such allowance of \$4,465 (\$18,259) per annum.
- (e) A male clerk appointed to the automatic range, who at the date of such appointment, has successfully completed -
- (i) English and three other subjects including either Mathematics A, Mathematics B, General Mathematics, Economics or Accountancy at the Leaving Certificate Examination of the University of Western Australia; or
 - (ii) the Promotional Examination as determined by the Council from time to time; or
 - (iii) such examinations as may be accepted by the Council as being of a standard equivalent to or higher than that attained in satisfying the requirements contained in paragraphs (a) and (b) of this subclause;

shall be paid an allowance of \$60.00 (\$200.00) per annum on and from the date of his appointment to the automatic range.

- (f) A male clerk appointed to the automatic range who, subsequent to the date of such appointment, successfully completes one of the examination requirements contained in paragraphs (i), (ii) or (iii) of subclause (e), shall be paid an allowance of \$60.00 (\$200.00) per annum on and from the first day of the month following the date on which he completed the final paper of the examination concerned.
- (g) Payment of an allowance prescribed by subclause (e) or subclause (f) shall be in addition to any allowance received by the officer in accordance with the provisions of subclause (d).
- (h) Payment of an allowance prescribed by subclause (e) or subclause (f) shall cease on the date when -
- (i) the officer becomes eligible to receive a Qualifications Allowance in accordance with Clause 9. - Qualifications Allowance of this Agreement; or
 - (ii) the officer becomes eligible to receive an allowance in accordance with subclause (i)(i) of this clause.
- (i) (i) A male clerical automatic range officer who has passed the promotional examination or has acquired equal or higher qualifications approved by the Council and who has been retained on the maximum salary of the automatic range for at least one year shall be paid an allowance equal to the difference between that salary and the minimum prescribed for Class 1 in Schedule A progressing thereafter by annual increases equivalent to the prescribed incremental steps to the maximum of Class 2 in Schedule A.
- (ii) A male clerical automatic range officer who has not passed the promotional examination, or who does not possess the higher qualifications required in (i)(i) above, but has completed fifteen (15) years service as a clerical officer and who has been retained on the maximum salary of the automatic range for at least one year shall be paid an allowance equal to the difference between that salary and the minimum prescribed for Class 1 in Schedule A. On completion of a further year's service the allowance shall be increased to provide for a total salary, including the allowance, equal to the sum prescribed for the maximum of Class 1 under the said schedule.
- Provided that:-
- (a) an allowance under this subclause shall not be granted unless the Director certifies as to the good conduct, efficiency and ability of the officer to perform higher duties;
 - (b) on the promotion of an officer to a higher position, any allowance received by him under this subclause shall be reduced by the amount which is required to bring his salary up to the minimum salary of the position to which he is promoted and thereafter any allowance still received by this officer shall be reduced and converted to salary as and when the officer becomes eligible for annual grade increments; and
 - (c) an allowance paid under this subclause shall cease should the officer refuse to accept promotion.
- (j) A male clerk classified in Class 1 position shall be paid an allowance to bring his salary to the minimum of Class 2 after completion of twelve months service on the maximum salary of such Class 1 position, which allowance shall be increased to bring his salary to the maximum of Class 2 after completion of a further twelve months service.

Provided that -

- (a) in each case, the Director certifies as to the good conduct, efficiency and ability of the officer to perform higher duties;
- (b) on the promotion of an officer to a higher position, any allowance received by him under this subclause shall be reduced by the amount which is required to bring his salary up to the minimum salary of the position to which he is promoted, and thereafter any allowance still received by the officer shall be reduced and converted to salary as and when the officer becomes eligible for annual grade increments;
- (c) an allowance paid under this subclause shall cease should the officer refuse to accept promotion; and
- (d) an officer shall not be eligible to receive an allowance under this subclause until he has completed not less than nine years service in a clerical capacity as an adult permanent officer.

7. - FEMALE OFFICERS - SALARY CLASSES AND GRADES

- (a) Except where otherwise provided in this Agreement the classes and grade applicable to female officers shall be as indicated in Schedule B.
- (b) In allocating salaries or salary ranges, in accordance with Section 12 of the Public Service Arbitration Act, 1966-70 the Council may amalgamate any two classes.
- (c) A female officer who has obtained promotion to Classes as set out in Schedule B to this Agreement and who has completed not less than twenty (20) years of continuous permanent service, shall be paid an allowance of \$60.00 per annum, provided the Director certifies as to the good conduct, diligence and efficiency of the officer and provided further that an allowance under this subclause shall not apply to an officer paid in accordance with the provisions of subclause (d) hereof.
- (d) An adult female officer who, on or after the date of this Agreement, is performing work of the same or a like nature and of equal value to a male officer shall, subject to the principles and conditions laid down by Ministerial Circular (L238/67) dated 28th November, 1967, receive payment on the basis set out in such Circular. Provided that as from the date of this Agreement a female officer shall not be appointed to any position, the duties of which are the same or a like nature and of equal value to those performed by a male officer, unless she has passed the promotional examinations prescribed for male officers from time to time or has acquired equal or higher qualifications approved by the Council.

8. - FEMALE OFFICERS - AUTOMATIC RANGE

- (a) The rates of pay for female officers who occupy positions in the automatic range shall be as follows:-

<u>Age or Year of Adult Service</u>	<u>Per</u> <u>Annum</u> \$	<u>Nominal</u> <u>Rates</u> <u>6/4/85</u>
Under 17 years	1,710	7,393
17 years	1,940	8,465
18 years	2,170	9,875
19 years	2,400	11,312

20 years	2,630	12,790
21 years or first year of adult service	2,890	14,120
22 years or second year of adult service	3,040	14,680
23 years or third year of adult service	3,150	15,236
24 years or fourth year of adult service	3,260	15,739
25 years or fifth year of adult service	3,370	-

- (b) Classes and grades beyond a salary of \$3,370 (\$15,739) per annum shall be those set out in Schedule B.
- (c) An officer who is over the age of 21 years on appointment may be appointed at the minimum rate of pay based on years of service and not on age.
- (d) An automatic range officer shall be paid an allowance of:-
- (i) \$50 (\$253) per annum provided that in the case of a typist or clerk typist she passes an efficiency examination approved by the Council in typing at 50 words per minute.
 - (ii) \$100 (\$352) per annum provided that in the case of a typist or clerk typist, she passes an efficiency examination approved by the Council in typing at 60 words per minute.
 - (iii) \$150 (\$707) per annum provided that in the case of a typist or clerk typist, she passes an efficiency examination approved by the Council in shorthand writing at a speed of 100 words per minute and typing at 60 words per minute.
 - (iv) \$150 (\$707) per annum provided that in the case of a machinist she passes an examination approved by the Council in typewriting at a speed of 35 words per minute and in the operation of accounting and listing machine.
 - (v) \$150 (\$707) per annum provided that in the case of Data Processing Operators, she passes an examination approved by the Council.
 - (vi) \$50 or \$100 (\$352 or \$487), as determined by the Council, in the case of other categories which do not fit into the above classifications and subject to the officer passing an examination approved by the Council.
 - (vii) The allowances prescribed by this subclause shall not be cumulative so as to permit an officer to receive more than one allowance at the same time.
 - (viii) Continued payment of any allowance prescribed by this subclause shall depend upon certification by the Director as to the good conduct, efficiency and ability of the officer concerned.

(NOTE: The rates listed below have since been added to the Efficiency Allowance Clause, rates acquired from 1/1982).

- (a) \$606 per annum provided that in the case of a Typist or Clerk Typist, the officer passes an efficiency examination approved by the Council in typing at 50 words per minute and in shorthand writing at 100 words per minute.
- (b) \$352 per annum provided that in the case of a Comptometrist or Electronic Calculator Operator the officer passes an examination approved by the Council.
- (c) \$487 per annum provided that in the case of a Flexowriter Operator the officer passes an examination approved by the Council.

- (e) (i) An automatic range officer who has passed any of the examinations referred to in subclause (d)(iii), (d)(iv) or (d)(v) and who has completed at least two years continuous service on the maximum of the automatic range, shall be paid an allowance [inclusive of any allowance payable under subclause (d)] of \$275 per annum. Thereafter the allowance shall be increased by annual increments of \$100 to a maximum of \$475 per annum.
- (ii) (a) A female automatic range officer who is in receipt of an allowance of \$50 per annum under paragraph (vi) of subclause (d) and who has completed at least two years continuous service on the maximum of the automatic range shall be paid an allowance (inclusive of the said \$50) of \$95 per annum. Thereafter the allowance shall be increased by annual increments of \$30 per annum to a maximum of \$155 per annum.
- (b) A female automatic range officer who is in receipt of an allowance of \$100 per annum under paragraph (vi) of subclause (d) and who has completed at least two years continuous service on the maximum of the automatic range shall be paid an allowance (inclusive of the said \$100) of \$185 per annum. Thereafter the allowance shall be increased by annual increments of \$65 per annum up to a maximum of \$315 per annum.
- (f) The payment of an allowance in accordance with subclause (e) shall be subject to a certificate from the Director as to the good conduct, efficiency and ability of the officer to perform higher duties and such allowance shall be converted to salary on promotion to a higher position or shall cease should the officer refuse to accept promotion.
- (g) An automatic range officer who has not passed any of the examinations referred to in subclause (4) shall be paid -
 - (i) an allowance of \$50 per annum on completion of five years continuous service on the maximum of the automatic range provided the Director certifies that the officer is eligible and would be recommended for promotion on the grounds of efficiency and good conduct; such allowance to cease on promotion to a higher position or should the officer refuse to accept promotion; and
 - (ii) an allowance of \$60 per annum on completion of not less than 20 years of continuous permanent service, provided the Director certifies as to the good conduct, diligence and efficiency of the officer.
- (h) A female officer classified in a Class 1 position shall be paid an allowance to bring her salary to the minimum of Class 2 after completion of twelve months service on the maximum salary of such Class 1 position. Provided that payment of such allowance shall be subject to a certificate from the Director as to the good conduct, efficiency and ability of the officer concerned and such allowance shall be converted to salary upon promotion.

9. - QUALIFICATIONS ALLOWANCE

- (a) Diplomates: A male adult clerk who holds -
 - the Diploma in Commerce of the University of Western Australia; or
 - the Diploma in Public Administration, Accountancy, Accounting, Business Studies or Management Studies of the Technical Education Division of Education Department;
 or passes the final examinations in all subjects in the syllabus of -

an Institute of Accountants, Secretaries or Cost Accountants approved by the Board;
or

The Commonwealth Institute of Valuers; or

The Australian Insurance Institute;

or passes in five (5) units (including English I)
of a degree course in Arts, Science, Economics or Law at the University of Western
Australia; or

the Examination in Law prescribed under Section 25 of the Public Service Act, 1904-
1970;

or passes in the first four years of the part-time
syllabus of the Associateship in Accounting or the Associateship in Administration
of the Western Australian Institute of Technology;

or holds or passes a qualification or examination
which, in the opinion of the Council is equivalent to any of the aforesaid;

and who is in receipt of a salary which is expressed in column (a) of Schedule C to this
Agreement, shall be paid qualifications allowance at the rate expressed in column (b) of that
Schedule immediately adjacent to the officer's salary.

(b) Graduates and Associates: A male adult clerk who holds -

a degree in Arts, Commerce, Science, Economics or Law at the University of
Western Australia; or

an Associateship in Commerce, Management, Business Administration or Public
Administration of the Technical Education Division of the Education Department; or
who passes an Associateship in Accounting or Administration of the Western
Australian Institute of Technology;

or who holds or passes a qualification or
examination, which, in the opinion of the Council is equivalent to any of the
aforesaid,

and who is in receipt of a salary which is expressed in column (a) of Schedule C to this
Agreement, shall be paid qualifications allowance at the rate expressed in column (c) of that
schedule immediately adjacent to the officer's salary.

(c) Payment of an allowance under the provisions of this clause shall cease as a result of the
officer becoming entitled to a salary for which no qualifications allowance is provided.

10. - ANNUAL INCREMENTS

Subject to good conduct, diligence and efficiency, an officer shall proceed from the minimum to the
maximum of his salary range where so provided by annual increments according to the grades of
such classification.

11. - TEMPORARY EMPLOYEES

A person employed in a temporary capacity shall be paid at a daily or weekly rate of pay equivalent to the annual rate that would be payable under the provisions of this Agreement to a permanent officer engaged on duties of a similar nature and equal responsibility, but in no case shall the provisions of Clause 6. - Male Officers - Automatic Range, subclauses (d),(i)(i),(j) and Clause 8. - Female Officers - Automatic Range, subclause (e) of this Agreement apply in respect of a person temporarily employed.

12. - COPIES OF AGREEMENT

Every officer and temporary employee shall be entitled to have access to a copy of this Agreement. Sufficient copies shall be available in the Institute for this purpose.

13. - TERM OF AGREEMENT

This Agreement shall operate as from and including the fifth (5th) day of March, 1971 and shall remain in force for a period of three years, provided that at any time after the expiration of the first twelve months from the date of this Agreement or after the expiration of any period of twelve months from the date of any variation thereof, either of the parties may negotiate with the other party to amend or add to this Agreement or approach the Public Service Arbitrator for an amendment to this Agreement. Provided further that at any time within the first twelve months of the date of operation of this Agreement, the Association may apply for a variation of Clause 7. - Female Officers - Salary Classes and Grades, subclause (4) of this Agreement.

Schedule A.

MALE OFFICERS - CLERICAL DIVISION
Salary Classes and Grades

Class	Minimum \$	Intermediate \$	Maximum \$
1	4,650	-	4,852
2	5,020	-	5,205
3	5,405	-	5,605
4	5,820	-	6,035
5	6,250	-	6,465
6	6,695	-	6,925
7	7,155	7,386	7,615
8	7,845	-	8,075
9	8,320	-	8,565
10	8,825	-	9,095
11	9,345	-	9,605

MALE OFFICERS - ADMINISTRATIVE
DIVISION
Salary Classes

Class	Salary \$
1	10,000
2	10,500
3	11,000
4	11,500
5	12,000
6	12,500
7	13,100
8	13,700
9	14,300
10	14,900
11	15,600

SCHEDULE B.
FEMALE OFFICERS - SALARY CLASSES
AND GRADES

Class	Minimum \$	Maximum \$
1	3,650	3,755
2	3,875	4,005
3	4,200	4,395
4	4,590	4,785
5	4,990	5,200

SCHEDULE C.
CLERICAL DIVISION OFFICERS
Qualifications Allowance

Salary (Column (a).) Per Annum \$	Diplomate (Column (b).) Per Annum \$	Graduate (Column (c).) Per Annum \$
3,405	120	180
3,580	120	180
3,755	120	180
3,930	120	180
4,105	120	180
4,280	120	180
4,465	120	180
4,835	120	180
5,020	120	180
5,205	120	180
5,405	120	180
5,605	120	180
5,820	120	180
6,035	120	180
6,250	60	120
6,465	60	120
6,695	-	60
6,925	-	-

VARIATION RECORD

**ADMINISTRATIVE AND CLERICAL SALARIES
AGREEMENT, 1971
(WESTERN AUSTRALIAN INSTITUTE OF TECHNOLOGY)
NO PSAAG 85 of 1971**

Delivered 03/05/71 at 51 WAIG 623
Consolidated at

CLAUSE NO.	EXTENT OF VARIATION	ORDER NO.	OPERATIVE DATE	GAZETTE REFERENCE
1. Title				
(1A. State Wage Principles)				
	Ins. Cl.	1752/91	31/01/92	72 WAIG191
	Del. 1A	1457/93	24/12/93	74 WAIG198
2. Arrangement				
	Ins. 1A	1752/91	31/01/92	72 WAIG191
	Del. 1A	1457/93	24/12/93	74 WAIG198
3. Scope				
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Schedule A - Male Officers - Salary Classes and Grades				
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