

22. 2. 1915 (to be read as coming on page page 158 after meeting on 16th inst.)

The School of Mines and Industries, Ballarat.

Special Meeting of the Finance Committee held on the 22nd February, 1915. at 5 p.m.

Business:

To consider Mr Donald Clark's suggestion with regard to the appointment of an Instructor in Woodworking.

Present: The President (Mr W. H. Middleton) in the Chair. Messrs C. Fenner and H. H. Smith Resolved that Mr Clark's recommendation that Mr W. H. Steane be appointed, be presented to the Council for confirmation.

The conditions of the appointment to be as follows. Salary to be paid at the rate of £200 p.a.

Duties:-

- (1) To instruct and organise all woodworking day and evening classes in connection with the School and to devote the whole of his time to the work of the school, and to assist in the up-keep of furniture and apparatus.
- (2) He must be prepared to teach elementary Building Construction and Dimensional Sketching to boys of the junior school, and to do such other work as the Council may from time to time determine

Note

Evening Classes will be not less than four (4) evenings per week and Day Classes not less than (5) half days per week.

as follows:-

Fixed	4 evenings @ 2 1/2 hrs (7 to 9 pm)	= 10 hrs
	5 mornings @ 3 hours	= 15 "
	Saturday morning	= 2
(undecided)	Friday evening	= 2 1/2
	General work	= 5 1/2
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The Instructor to be available for 35 hours a week but the ~~times & hours of work~~ time table be subject to any alteration at the Council's discretion.

Mr Clark also recommended that the appointment be made until the end of this year & that then the position be re-advertised for open competition.