



VICTORIA GOVERNMENT GAZETTE.

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[1940

Factories and Shops Acts.

DETERMINATION OF THE ENGINEERS AND BRASSWORKERS (SKILLED) BOARD.

NOTES.—(A) This Determination applies to the whole of the State of Victoria.

(B) The following trades were proclaimed as apprenticeship trades under the *Apprenticeship Act 1928*, for the Metropolitan District:—

(1) On 5th March, 1930—

- (i) Motor mechanics.
- (ii) Motor cycle mechanics.

(2) On 1st April, 1936—

(a) Mechanical engineering:—

- (i) Patternmaking.
- (ii) Fitting and/or turning.
- (iii) Machinist.

(b) Brassfinishing (except the making of parts by specialized processes, and the assembling thereof).

(c) Smithing:—

- (i) Blacksmithing (engineering).
- (ii) Copper and/or brass smithing.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Gisborne-street, Melbourne, C.2. (Price 3d.)

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any skilled persons employed—

(a) in the process, trade, or business of a brassfounder or brassfinisher, or in the process, trade or business of a brassfounder or brassfinisher of any electrical apparatus or machinery, or parts thereof;

(b) in the process, trade or business of a mechanical engineer, including—

- (1) a patternmaker,
- (2) an iron or brass turner,
- (3) a fitter,
- (4) a blacksmith,
- (5) a planer,
- (6) a slotter,
- (7) a borer,
- (8) a milling machiner;

(c) in the trade of a maker of scientific instruments, fire-proof safes, strongroom doors, safe locks (four or more levers), or locks of the same quality;

(d) in performing any engineering, fitting, or engineering machining work not already under the jurisdiction of the Board;

(e) in preparing iron or steel material for reinforcing concrete for building or other purposes;

(f) in the occupation of a coppersmith, but not including any person or classes of persons subject either to the Determination of the Tinsmiths Board or to the Determination of the Plumbers Board;

(g) in the trade of moulding, casting, dressing, fitting, or machining any articles made of cast aluminium or from aluminium alloys;

(h) in the trade of fitting or machining any articles made from sheet aluminium or from aluminium alloy sheets heavier in either case than 10 gauge;

(i) in the process, trade or business of making or repairing typewriters, book-keeping machines, adding machines, calculating machines, cash registers, duplicating machines and similar machines, has made the following Determination namely:—

(1) That on the 15th February, 1940, the adjusted Determination which came into force as from the beginning of the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2)

Adults.	Wages per Week of 44 Hours.	
	Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria where this Determination Applies.
Aero mechanic holding A and B certificates	£ 6 1 0	£ 5 18 0
Aero mechanic holding C and D certificates	5 11 0	5 8 0
Patternmaker	6 0 0	5 17 0
Toolmaker	5 17 0	5 14 0
Tradesman, the greater part of whose time is occupied in marking off	5 14 0	5 11 0
Tradesman in gun armament, instrument, and torpedo work	5 17 0	5 14 0
Tradesman, turbine-blade fitter	5 14 0	5 11 0
Tradesman	5 11 0	5 8 0
Motor mechanic	5 8 0	5 5 0
Motor tuner and tester	5 8 0	5 5 0
Motor cycle mechanic	5 8 0	5 5 0
Tradesman, wet-stone grinder and glazier	5 11 0	5 8 0
Tradesman, brassfinisher	5 11 0	5 8 0
First-class machinist	5 11 0	5 8 0
Second-class machinist	5 1 0	4 18 0
Third-class machinist	4 15 0	4 12 0
Process worker	4 9 0	4 6 0
Forger and/or faggoter	6 3 0	6 0 0
Tool smith	5 14 0	5 11 0
Angle-iron smith	5 14 0	5 11 0
Annealer and/or case hardener	5 6 0	5 3 0
Coppersmith, brasssmith, and other smiths	5 12 0	5 9 0
Blacksmith's machinist	4 15 0	4 12 0
Welder—		
First-class (other than when using Cutler machine)	5 14 0	5 11 0
First-class, using Cutler machine	5 3 0	5 0 0
Second-class	4 15 0	4 12 0
Third-class	4 11 0	4 8 0
Tack welder	4 13 0	4 10 0
Moulding and brass moulding—		
Jobbing moulder	5 11 0	5 8 0
Jobbing coremaker	5 11 0	5 8 0
Plate and machine moulder and/or coremaker—		
1st six months	4 10 0	4 7 0
2nd six months	4 13 0	4 10 0
3rd six months	4 16 0	4 13 0
After two years	5 1 0	4 18 0
Forge furnaceman	5 8 0	5 5 0
Cupola furnaceman	4 19 0	4 16 0
Electric furnaceman	4 18 0	4 15 0
All other furnacemen (not including man attending small rivet heating, bolt heating, or similar type of fires)	4 16 0	4 13 0
Brass polisher	4 17 0	4 14 0
Casting dresser (brass)	4 12 0	4 9 0
(b) Window-frame Making.		
Tradesman	5 11 0	5 8 0
Assembler and fitter (not coming within the definition of tradesman)	4 19 0	4 16 0
Machinist (not a process worker)	4 15 0	4 12 0
Process worker	4 9 0	4 6 0
(c) Making or Repairing Typewriters, Book-keeping Machines, Adding Machines, Calculating Machines, or Duplicating Machines.		
Adding, calculating and book-keeping machine mechanic	5 12 0	5 9 0
Tradesman	5 11 0	5 8 0
First-class mechanic	5 6 0	5 3 0
Second-class mechanic	5 3 0	5 0 0
Process worker	4 9 0	4 6 0

NOTE.—Persons engaged on ship repairs shall be paid the following amounts in addition to the rates specified in clause 2:—

Tradesmen	s. d.
All other labour	3 0 per week.
	2 0 „

APPRENTICESHIP.

3. (1) Minors shall not be engaged in the following occupations except under contracts of apprenticeship:—

(a) Mechanical engineering, i.e., one or more of the following:—

- (i) Pattern-making.
- (ii) Fitting and turning.
- (iii) First and second-class machinist.
- (iv) First-class welding.

(b) Locksmithing—the making and/or repairing of locks, including those of safes and strongroom doors; but not including the making of parts by specialized processes and the assembling thereof.

(c) Motor mechanic.

(d) Safe and strongroom making.

- (e) Scale-making (except the making of parts by specialized processes and the assembling thereof).
 (f) Brassfinishing (except the making of parts by specialized processes and the assembling thereof).
 (g) Window-frame fitting.

(h) Smithing—

- (i) Blacksmithing.
 (ii) Copper and/or brass smithing.

(i) Moulding—one or more of the following :—

- (i) Jobbing, moulding and core making
 (ii) Jobbing, brass moulding and core making.

(2) The proportion of apprentices who may be taken by any employer shall be as follows :—

Mechanical engineering—one apprentice for every three, or fraction of three, tradesmen.
 Locksmithing—one apprentice for every three, or fraction of three, tradesmen.
 Motor mechanic—one apprentice for every two, or fraction of two, tradesmen.
 Safe and strongroom making—one apprentice for every three, or fraction of three, tradesmen.
 Scalemaking—one apprentice for every three, or fraction of three, tradesmen.
 Smithing—one apprentice for every three, or fraction of three, tradesmen.
 Moulding—one apprentice for every two, or fraction of two, tradesmen.
 Brass polishing—one apprentice for every three, or fraction of three, tradesmen.
 Adding machine, calculating machine, book-keeping machine, or first-class mechanic—one apprentice to every three or fraction of three adults receiving not less than 106s. per week.

For the purpose of ascertaining the number of apprentices, the number of tradesmen shall be deemed to be the average number working during the immediately preceding six months, and in ascertaining such proportion, an employer actually working in any workshop shall be deemed to be a tradesman.

(3) The periods of apprenticeship shall be as follow :—

For the trades included in sub-clauses (a), (b), (c), (h) and (i) of this clause : If the apprentice when articulated is under the age of 17, 5 years ; if over the age of 17, 4 or 5 years, at the option of the contracting parties.

For the trades included in sub-clauses (d), (e), (f) and (g) of this clause, 4 or 5 years, at the option of the contracting parties.

(4) An employer especially qualified to teach apprentices may, with the consent of the Secretary for Labour, on the recommendation of the Wages Board, employ a greater proportion of apprentices to tradesmen than hereinbefore specified.

(5) Minors may be taken on probation for three months, and if apprenticed, such three months shall count as part of their period of apprenticeship.

(6) Until further order any contract of apprenticeship hereafter made may contain the following provision :—

If through lack of orders, or through financial difficulties, the employer is unable at any time to find employment for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon, or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

This provision shall also be deemed to be included in contracts of apprenticeship entered into after the 25th day of March, 1930.

Wages.										Per Week of 44 hours.
										s. d.
(7) Five-year terms—										
1st year	15 0
2nd year	21 6
3rd year	36 3
4th year	58 9
5th year	73 6

Four-year terms—when the apprentice enters or has entered his apprenticeship after reaching the age of 17 years—

										s. d.
1st year	18 0
2nd year	35 0
3rd year	58 9
4th year	73 6

The sum of 2s. 6d. shall be added to the above rates where the apprentice is in the trade of pattern making.

Four-year terms—entered into irrespective of age in occupations set out in (d), (e), (f) and (g) of this clause—

										s. d.
1st year	16 0
2nd year	22 0
3rd year	41 9
4th year	53 3

Notwithstanding anything elsewhere in this Determination contained, where an apprentice is under the age of 21 years on the expiry of his apprenticeship, he shall be paid four-fifths of the tradesman's time wage until reaching the age of 21 years.

(8) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness certified as in clause 14 (a) to the number of 4 days per annum.

(9) The ordinary hours of employment of apprentices shall be the same in each workshop as those of journeymen.

(10) An apprentice under the age of 18 years shall not be liable to work overtime unless he so desires.

(11) An apprentice shall not work under any system of payment by results.

(12) Any apprentice who cannot complete his full term of apprenticeship before reaching his twenty-second birthday may, by agreement with his master, serve as an apprentice until he reaches the age of 23 years.

(13) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in the Determination for the trade, or in which he has unlawfully absented himself without the master's consent, shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

(14) An employer shall not, either directly or indirectly, or by any pretence or device receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

(15) Apprentices attending technical colleges or schools and presenting reports of satisfactory conduct shall be reimbursed all fees paid by them.

(16) Where an Apprenticeship Commission or other body under Statutory authority has issued or may hereafter issue any regulations relating to apprentices such regulations so far as they are not inconsistent with this Determination shall operate.

(17) A person who is for a term not exceeding two years taking practical training in a workshop in continuance of a course of training for professional work shall not be taken into account in calculating the proportion of apprentices to journeymen.

IMPROVERS.

4. Employed at brass polishing or in the making or repairing of typewriters, book-keeping machines, adding machines, calculating machines, or duplicating machines.

Wages.								Per Week of 44 hours.	
								s.	d.
1st year	15	0
2nd year	21	8
3rd year	36	3
4th year	58	9
5th year	73	6

Notwithstanding anything elsewhere in this determination contained, where an improver is under the age of 21 years after completion of five years at the trade of making or repairing typewriters, book-keeping machines, adding machines, calculating machines, or duplicating machines, he shall be paid four-fifths of the second-class mechanics time wage until reaching the age of 21 years.

Proportion of Improvers.—In the making or repairing of typewriters, book-keeping machines, adding machines, calculating machines or duplicating machines—One improver to every two or fraction of two workers receiving not less than 89s. per week.

Brass polishing.—One improver to every two or fraction of two brass polishers receiving not less than the minimum wage.

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

5. (a) No junior other than an apprentice or an improver shall be employed at brass polishing or in assembling, making, or repairing typewriters, book-keeping machines, adding machines, calculating machines, or duplicating machines.

(b) Adult female labour may be employed in the manufacturing and assembling of small parts of electrical and other machinery and appliances, and in core-making, in which females were employed on the 15th May, 1935.

The wages of adult females shall be at the following weekly rates of wages:—

	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.
If of less than 12 months' experience	50 3	53 5
If of 12 months' or more experience	57 0	60 7

(c) Junior females may be employed in the occupations set out in sub-clause (a) of this clause at the following weekly rates of wages:—

	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.
1st year's experience	14 0	15 0
2nd year's experience	18 9	20 1
3rd year's experience	29 6	31 5
4th year's experience	37 0	39 5
5th year's experience	42 6	45 3
Thereafter until reaching 21 years of age	47 6	50 6

(d) Unapprenticed male juniors may be employed in or in connexion with manufacturing (as defined in clause 20 of this Determination) in all occupations, including as to core-making, employment upon all classes of work which before the making of this Determination could be done by female employees under this Determination for which apprenticeship is not provided by the Determination, except in nut, bolt and spike manufacturing, at the following weekly rates of wages:—

	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.
1st year's experience	15 6	16 8
2nd year's experience	23 6	25 0
3rd year's experience	32 3	34 4
4th year's experience	43 6	46 4
5th year's experience	55 6	59 1
6th year's experience	64 6	68 8
7th year's experience	68 6	72 11

Juniors employed under this and the immediately preceding sub-clause shall on dismissal receive from their employer a certificate of the period of employment completed. Employers who wilfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

(e) Unapprenticed male juniors may be employed (other than in manufacturing as defined in clause 20) in all occupations covered by this Determination for which apprenticeship is not provided, and in nut, bolt and spike manufacturing, at the following weekly rates of wages:—

	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.
Under 16 years of age	17 0	18 3
16 and under 17 years of age	26 3	27 11
17 and under 18 years of age	46 6	49 6
18 and under 19 years of age	58 9	62 6
19 and under 21 years of age	70 9	75 3

Juniors under the age of 16 shall not be employed on oil or gas burners or fires used for heating of small articles.

Juniors under the age of 18 shall not be employed as furnacemen or assistants to furnacemen—juniors over the age of 18 so employed shall be paid 3s. per week in addition to the junior rates of wage herein prescribed.

HOURS OF EMPLOYMENT.

6. With the exceptions herein set out the ordinary hours of employment shall be 44 per week, to be worked in five days of 8 hours and one day (Saturday) of 4 hours, or five days of 8 hours 48 minutes each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. to noon on Saturday: Provided that the spread of hours herein prescribed may be altered by mutual agreement between an employer and his employees.

By agreement between any employer and his employees ordinary hours may be worked on the basis of 88 per fortnight with one week of 40 and one of 48 hours.

Exceptions.

(i) The ordinary hours of employment of forgers and forge furnacemen shall be five shifts per week of 9½ hours each, including crib time, for which no deduction of pay shall be made.

(ii) Employees working in country towns where Wednesday afternoon is recognized as the usual half working day of the week shall work the Saturday afternoon at ordinary rates: Provided that for work done after noon on a Wednesday overtime rates be paid.

*SHIFT WORK.**Continuous Work Shifts.*

7. (a) For the purposes of this clause, the expression "Continuous Work" means work carried on with consecutive shifts of men throughout the twenty-four hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks (if any).

(b) Employees working on continuous work shifts shall work thereon such number of shifts up to six per week as may be required; no such shift to exceed 8 hours inclusive of meal breaks (if any) nor to be discontinuous except for meal breaks (if any).

(c) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on continuous work shifts shall not exceed—

(i) 8 in any one day; nor

(ii) 48 in any one week; nor

(iii) an average of 44 per week during the period of employment upon such shifts; nor

(iv) such average reduced to 43 hours 5 minutes if such shifts include Sunday shifts; nor

(v) a total of 176 hours during any four weeks of the period of employment upon such shifts; nor

(vi) such total reduced to 172 hours 20 minutes during any such four weeks if such shifts include Sunday shifts.

Provided that such average and total shall not be so reduced to 43 hours 5 minutes and 172 hours 20 minutes if the employees on such shifts are for each ordinary hour worked thereon by them paid in the case of weekly employees at the rate of one forty-third (1/43) of the prescribed weekly wage, and in the case of hourly employees, at the rate of forty-four forty-thirds (44/43) of the prescribed rate for such employees which payments the employer shall have the option of making; nor shall they be so reduced if, in addition to other holidays (if any) to be given under this Determination to such employees, such employees are given in each year, one week's holiday on full pay, which week's holiday the employer shall have the option of giving.

(d) For all time of duty outside the limits of the ordinary hours prescribed in sub-clause (c) hereof, an employee on continuous work shift shall be paid at double rates. But this shall not apply to arrangements between employees themselves or in cases due to rotation of shift, or when the relief does not come on duty at the proper time: Provided that where not less than eight hours' notice has been given to the employer by the employee that he will be absent from work, and the employee whom he should relieve is not relieved, such unrelieved employee shall be paid time and a half for all time of duty after he has finished his ordinary shift.

(e) Employees on continuous work shifts, working afternoon and night shifts, shall be paid 5 per cent. more than ordinary rates for such shifts.

(f) Employees on continuous work shifts, working any Sunday or holiday shift, shall be paid at the rate of time and a half for such shift.

Shift Work in other than Continuous Work.

(g) In shift work, not upon continuous work as herein defined, any afternoon or night shift which does not continue for five successive working nights or more in a five-day workshop, or six successive working nights or more in a six-day workshop, shall be paid for at the rate of time and a half.

(h) Except as hereinafter provided for any afternoon or night shift which has been in operation for five nights or more and less than one month 10 per cent. more than ordinary rates shall be paid and after such shifts have continued for more than one month 7½ per cent. more than ordinary rates shall be paid.

(i) On ship repair work shifts may be worked for not less than three successive nights at the rate of time and a quarter, but when five or more successive night shifts have been worked the rate shall be 10 per cent. more than ordinary rates, and after such shifts have continued for more than one month 7½ per cent. more than ordinary rates.

(j) Shift workers shall be paid overtime at the rate of time and a half for the first 4 hours and double time thereafter for all time worked in excess of shift hours.

(k) (i) Employees who, during a period of engagement, work only on night shifts shall be paid at the rate of time and a quarter.

(j) (ii) When employees are called on to work afternoon and night shifts only they shall change over week and week about, and shall be paid 10 per cent. above ordinary rates for both shifts.

Where men work day and afternoon shifts only they shall change over week and week about, and shall be paid 10 per cent. extra for afternoon shifts.

MIXED FUNCTIONS.

8. An employee engaged for more than half of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If for less than half of one day or shift he shall be paid the higher rate for the time so worked.

OVERTIME.

9. (a) For all work done outside ordinary hours the rates of wage shall be time and a half for the first 4 hours and double time thereafter, such double time to continue to be paid until an employee has been relieved from work for at least 8 hours. Provided that an employee shall not be entitled to payment for such rest period.

(b) Except as provided above in computing overtime each day's work shall stand alone.

(c) An employee recalled after leaving his workshop to work overtime shall be paid for a minimum of three hours' work at the appropriate rate.

(d) An employee occasionally required to hold himself in readiness to work after ordinary hours shall until released be paid standing by time at ordinary rates from the time from which he is so to hold himself in readiness. But any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back shall continue.

(e) An employee (other than on shift) who has worked up to or beyond midnight shall not be bound to continue work on the following day.

(f) As far as practicable employees shall not work overtime while competent labour is available.

(g) For work done during meal hours and thereafter until a meal hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each 4 hours of work, but this provision shall not prevent any arrangement being made for the taking of a longer meal period without pay.

(i) Before starting overtime after working ordinary hours a meal break of at least 45 minutes shall be allowed, unless the period of overtime is less than one and a half hours.

An employer and his employee may mutually agree to any variation of this sub-clause to meet the circumstances of the work in hand.

(j) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 1s. 6d., or if work extends into a second meal hour 2s. 6d. for the two meals, but such payment need not be made to employees living in the same locality as their work-shop who can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid for each meal so provided.

(k) Subject to the provisions of the second part of the sub-clause (g) of this clause an employee shall work during meal breaks at the ordinary rates herein prescribed whenever instructed so to do for the purpose of making good break-downs of plant or upon routine maintenance of plant which can only be done while such plant is idle.

(l) When an employee working overtime finishes work at a time when reasonable means of transport is not available, the employer shall provide him with a conveyance or pay him his current wage for the time occupied in reaching his home.

**SPECIAL CONDITIONS APPLICABLE TO EMPLOYMENT IN UNDERTAKINGS RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE,
AND SUPPLY OF ELECTRIC LIGHT AND POWER.**

10. The following special conditions shall apply to all employees employed in undertakings concerned in the installation, maintenance, and supply of electric light and power:—

(a) (in lieu of clause 6 "Hours of Employment" of this Determination)—

The hours of employment, except of employees who were working 44 hours on this date shall be 48 per week to be worked (with the exception of shift workers and patrolmen) in five and a half days consecutively between 6 a.m. and 6 p.m., but this spread of hours may be altered by mutual agreement between an employer and his employees. Patrolmen, subject to continuance of existing conditions, shall work at such hours as the employer may direct.

(b) (in lieu of clause 7 "Shift Work" of this Determination)—

(i) Employees working in continuous work shall work such shifts as may be required.

(ii) A shift shall consist of 8 hours inclusive of such time as by mutual arrangement may be taken for meal breaks. By agreement with his employees an employer may allow a fixed meal hour for each shift without payment for such break. Employees engaged on continuous work on afternoon and night shifts shall be paid 5 per cent. extra for such shifts and all employees working on any Sunday or holiday shift shall be paid time and a half for such shifts.

(iii) Employees not engaged in a continuous work working on afternoon or night shift which does not continue for more than three successive nights shall be paid for such shifts at the overtime rates prescribed in this clause.

(iv) Shift workers shall be paid at the rate of time and a half for all time worked in excess of shift hours, except when such overtime is due to arrangement between the employees themselves, or is necessary in effecting periodical rotation of shifts, or is owing to the failure of a shiftman, who should relieve, to present himself for duty at the appointed time, in which cases ordinary time only shall be paid.

(v) All prevailing customs for holidays and annual leave of absence for shift workers, shall continue.

(c) The following sub-clause is added to clause 9:—

Employees effecting repairs to and engaged in the maintenance necessary for continuity of supply of electric light and of power plant and equipment shall be paid for all such overtime at the rate of time and a half.

(d) In lieu of clause 9 (c)—

An employee recalled after leaving work to work overtime shall be paid for a minimum of one hour's work at the appropriate rate.

(e) Clause 9 (f) and 9 (i) shall not be applicable to employees mentioned in this clause.

(f) If an employee works 8 hours on a Sunday he shall be given a day off duty during the following week, but payment shall not be made for such day off duty. If, in case of emergency, the employee cannot be granted such day off he shall be paid for any such day (which would have been his rest day) at the rate of time and a half for the hours worked on that day.

HOLIDAYS AND SUNDAY WORK.

11. (a) Employees shall be entitled to the following public holidays (without pay except as hereinafter provided):—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

Exceptions.

By agreement between any employer and his employees, other holidays may be substituted for the said days or any of them as to such employer's undertaking.

(b) Employees not engaged in continuous work shall be paid at the rate of double ordinary time for work done on Sundays and public holidays, such double time to continue until the employee has been relieved from duty for at least 8 hours. Provided that the employee shall not be paid for the time he is resting.

Provided that employees engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day or for maintaining the continuity of electric light and power (not including the installation of new machinery) shall on holidays or Sundays be paid at the rate of time and a half.

(c) Employees, other than on shift or engaged in maintaining the continuity of electric light and power, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

PIECE-WORK RATES.

12. Subject to the minimum wages herein prescribed an employer may remunerate any of his employees under any system of payment by results.

EXTRA RATES NOT CUMULATIVE.

13. Extra rates in this Determination, including rates prescribed in clause 18, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

14. (a) Wages shall be paid weekly or fortnightly. Where the services of an employee are dispensed with, wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

(b) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid at overtime rates after that quarter-hour, with a minimum of a quarter of an hour.

CONTRACT OF EMPLOYMENT.

15. (a) With the exceptions hereinafter stated, employment may be by the week or by the hour. If by the week it shall be terminable on either side by one week's notice given on any day or (if the employer terminate it without such notice), by payment of one week's wages.

A contract for weekly employment may be terminated by any employer, without liability to pay for more than time actually worked, for misconduct or for absence from work without reasonable excuse.

If an employee engaged by the week absents himself from duty, except on public holidays or for days for which he produces a certificate from a medical practitioner or other proof satisfactory to his employer of sickness (aggregating 4 days' sickness in each year), a sum proportionate to his time of absence may be deducted from his pay, i.e., one-sixth of the weekly wage for each day of absence, including Saturday in shops working six days and one-fifth in shops working five days per week: Provided that only time actually lost shall be deducted when an employee is absent with leave on a Saturday.

(b) If the contract of employment is for hourly hiring, the total amount of the rates prescribed in clause 2 hereof shall be increased by 5s. per week (with a proportionate amount added to the wages of females and juniors), but such amount shall not be taken into account in computing overtime, Sunday, and holiday rates.

(c) Casual employees, i.e., employees for whom a full week's work is not provided shall for any such work be paid 10 per cent. in addition to the total wage prescribed for their occupations.

MISCELLANEOUS PROVISIONS.

16. (a) *Tools*.—The employer shall provide for each employee all necessary tools, including micrometer, where used, but excluding other measuring or precision tools less than 13". The employee shall replace or pay for any tools so provided if lost through his negligence.

(b) Employers shall provide proper washing and sanitary conveniences. In any workshop in which employees through a shop steward or committee ask for the provision of lockers and shower baths and an undertaking is given that the baths provided will be used by the majority of the workmen and that the baths and lockers will be properly cared for, a locker shall be installed by the employer for each workman, and hot and cold shower baths (away from lavatories) for all workmen employed in foundries.

(c) Suitable asbestos sheet and coloured glasses shall be provided by employers for the protection of electric arc and oxy-acetylene operators and their assistants, and suitable mica or other goggles for emery-wheel operators.

(d) Patternmakers at the conclusion of their employment shall be allowed one hour for grinding tools.

(e) Suitable canvas or leather gloves shall be provided by employers for the operators of pneumatic tools and/or punch and shearing machines.

(f) All ladles of a holding capacity of 15 cwt. or more shall be fitted with safety-work gear or an equivalent safety fitting.

(g) Not more than $\frac{1}{2}$ cwt. of molten metal per man shall be placed in ladles carried by hand.

(h) Where molten metal is carried by hand a clear passageway not less than 2 feet wide shall be made.

TIME AND WAGES BOOK.

17. Each employer shall keep a time and wages book showing the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

The time occupied by an employee in filling in any time books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

SPECIAL RATES.

18. In addition to the wages prescribed in clause 2 hereof the following special rates and allowances shall be paid :—

(a) Leading hands in charge of not less than 3 and not more than 10 employees, including apprentices, 6s. per week extra. more than 10 and not more than 20, including apprentices, 12s. per week extra ; more than 20, including apprentices, 18s. per week extra.

(b) Working in wet places—1½d. per hour extra.

Working in confined spaces—3d. per hour extra.

Working in ship's bilges or in boiling-down works, lead works, sanitary works, or slaughter-yards—1d. per hour extra.

(c) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahr., 1½d. per hour extra ; in places where the temperature exceeds 130 degrees Fahr., 3d. per hour extra. Where work continues for more than 2 hours in temperatures exceeding 130 degrees Fahr., employees shall also be entitled to 20 minutes rest after every 2 hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

(d) Working for more than one hour in places where the temperature is reduced by artificial means below zero, 1½d. per hour extra. Where the work continues for more than two hours employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

(e) Working on repairs to smoke-boxes or fire-boxes of locomotives or on repairs to the smoke-box, up-take, funnel, flue, furnace or combustion chamber of marine type boilers or on repairs to smoke boxes, fire-boxes, furnace or flues of other types of boilers, 1d. per hour extra.

(f) Working on repairs in oil tanks or meat digestors, 1½d. per hour extra.

(g) Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.

(h) Patternmaker in lignum vitae outside the workshop and fitting to stern bushes, 3d. per hour extra.

(i) Tradesmen and/or welders employed in large operating power-houses, i.e., power-houses developing more than 8,000 kilowatts, other than those not on the regular staff, engaged on new construction shall be paid 6s. per week extra ; such amount shall be deemed to include all special rates provided in this clause except in sub-clause (a).

(j) Compensation to the extent of damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.

(k) Except when dismissed for misconduct or when leaving of his own accord, a patternmaker employed for less than three weeks at a workshop or job shall, to the extent of 6s. be reimbursed by his employer any expense incurred in the carting of tools.

(l) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest for the disabilities so prevailing.

(m) The rate for forger and/or faggoter set out herein and the rate for forge furnacemen shall be for a 44-hour week. The hourly rate shall be ascertained by dividing the respective weekly rate as adjusted by 44.

TRAVELLING TIME, ALLOWANCE, AND BOARD.

19. (a) When an employee is required to work away from his workshop or depot, all time reasonably spent in excess of time usually spent in travelling to or from his home to the workshop, depot, or district centre shall be paid for at ordinary rates up to a maximum of twelve hours out of every twenty-four (except on Sunday when payment shall be at the rate of time and a half, or a maximum of eight hours out of each twenty-four). An employee required to work at a job away from his workshop, depot, or district centre shall, at the direction of his employer, present himself for work at such job at the usual time for starting work.

(b) An employee engaged in a capital city to work in the country or sent from one country centre to work in another, shall be entitled to travelling time, and, for a period not exceeding three months, to expenses.

All excess fares and reasonable travelling expenses including board and lodging and 2s. for each meal (if any) incurred in such travelling time shall be paid by the employer.

The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage and on trains second class, except where all night travelling is involved when they shall be first class.

(c) On jobs of less than three months' duration a camping allowance of 3s. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents or other temporary shelters is necessary.

(d) An employer shall be free to engage labour on the site of a job carried on away from the workshop, without payment of any travelling time or fares, unless such employee is sent from the workshop.

Provided that if any employee engaged for the erection of a job had previously been engaged by the same employer in the fabrication of the job in a workshop he shall be paid fares in excess of those incurred in travelling to and from the workshop.

DEFINITIONS.

20. For the purposes of this Determination the following definitions shall apply :—

"Manufacture and/or manufacturing" means the making and assembling in quantities of interchangeable or standardized parts used in or in connexion with machinery and mechanical apparatus and of electrical machinery and apparatus and of locks, scales, window frames, and other metallic articles.

"Process worker" means an employee engaged on—

(1) Repetition work on any automatic, semi-automatic, or single-purpose machine or any machine fitted with jigs, gauges, or other tools rendering operations mechanical (and in connexion with which he is not responsible for the setting up of the machine nor for the dimensions of the products other than by checking with gauges which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator), or

- (2) in the assembling of parts of mechanical appliances or other metallic articles so made, in which no fitting or adjustment requiring skill is required, or
 - (3) in specialized processes—not requiring the use of hand tools (except hammers, screw drivers, or spanners) in or in connexion with manufacturing, or
 - (4) in the assembling of typewriters, and/or book-keeping, and/or adding, and/or calculating, and/or duplicating machines, for the first time in Australia, but does not include tuning, and/or testing, and/or adjustment of such machines.
- "First Class Mechanic" means an adult employee who fits, repairs, maintains, and/or services wholly or in part any typewriter and/or duplicating machine.
- "Second Class Mechanic" means an adult employee who adjusts or aligns machines for the first time in Australia.
- "Tradesman in making or repairing typewriters, bookkeeping, adding, calculating, or duplicating machines," means an adult employee who makes parts.
- "Tradesman" means an adult workman who, in the course of his employment, works from drawings or prints required to be scaled, and/or measured from drawings or prints, or makes precision measurements, or applies general trade experience, and includes locksmith and first-class machinist.
- "Precision measurements" means measurements of a finer accuracy than is possible with the naked eye from caliper, measuring scale, or rule.
- "Tradesman in gun armament, instrument, and torpedo work" means a tradesman who is required to lay out and repair or make naval gun optical instrument or torpedo mechanisms, and includes a tradesman engaged dismantling, assembling, and rating torpedoes, also tradesmen engaged dismantling, assembling, and fitting in turrets of actual parts of gun mountings and guns.
- "Patternmaker" means a tradesman engaged in the making of patterns in wood.
- "Toolmaker" means a tradesman making and/or repairing any precision tool, gauge, die, or mould to be affixed to any machine, who designs or lays out his work and is responsible for its proper completion.
- "First-class machinist" means a tradesman who is partly or wholly engaged in setting up and operating the following machines:—Lathe, boring machine, milling machine, planing machine, shaping machine, slotting machine and grinding machine.
- "Second-class machinist" means an adult not engaged as a tradesman and who is not required to work from drawings or prints required to be scaled and/or measured from drawings or prints or to make precision measurements, but who is engaged in operating or in the setting up and operating of machines enumerated in the definition of "First-class machinist"; or who is engaged operating a key-seating machine, or a second-class brass finisher or as a pipe fitter on low pressure work.
- "Third-class machinist" means a machinist, not being a process worker, who operates any machine set up by a tradesman or any machine the setting up of which does not require the knowledge or skill of a second-class machinist.
- "Window-frame making" means the making in quantities of metal window frames, metal doors, and grilles, and metal ornamentations used in buildings.
- "Motor mechanic" means an adult employee engaged in making, repairing, altering, assembling (except for the first time in Australia) or testing the metal parts (including electric) of the engines of motor cars, motor cycles, or other motor vehicles.
- "Locksmith" means a tradesman engaged in the making (except in quantities by manufacturing methods) and/or repairing of locks and the mechanism of safe and strong-room doors.
- "First-class welder" means an adult employee using electric arc or acetylene blowpipe or coal gas cutting plant on work other than filling castings, cutting scrap metal, using jigs or doing work covered by definitions of second and third-class welder, and includes re-welding by hand processes.
- "Second-class welder" means an adult employee not required to do first-class welding, but engaged in filling castings or in manufacturing of sheet metal goods or welding with the aid of jigs, or re-welding except by hand processes, or operating automatic welding machines for the setting up of which he is not responsible.
- "Third-class welder" means an adult employee using electric spot or butt welding machine, or cutting scrap with oxy-acetylene blowpipe.
- "Other smiths" includes ajax forger, blacksmith bulldozer, Bradley hammer smith, drop-hammer smith, chain smith, engine smith, general smith, motor smith, oliver smith, ship smith, spring smith, rolling-stock smith, and wheelwright smith.
- "Jobbing moulder" means a metal moulder engaged in floor moulding, loam moulding, strickle moulding, or moulding from loose patterns, and/or finishing off bath moulds made by a machine process.
- "Jobbing coremaker" means a moulder engaged in making cores for metal moulds by the use of loam or strickle boards, or by loose boxes, other than loose boxes used for repetition production of cores requiring little or no skill to produce.
- "Plate and machine moulder" means an adult employee engaged in moulding on the plate system or by machines where the pattern is either a fixture to the plate or the spray system is used.
- "Machine coremaker" means an adult employee making cores by machines where the core box is a fixture to or part of such machine, or making repetition cores requiring little or no skill to produce.
- "Furnaceman" means an employee in charge of a furnace used for smelting metals or ores, case hardening and/or annealing furnaces, and such heating furnaces where the weight of individual pieces of material is 5 cwt. or more or the area of the material exceeds 4 square feet.
- "Year" means each period of 365 consecutive days, starting from the 15th day of May, 1935.
- "Shift work"—afternoon shift means any shift finishing after 6 p.m. and at or before midnight. Night shift means any shift finishing subsequent to midnight and at or before 8 a.m.
- "Sunday" means all time between midnight Saturday and midnight Sunday.
- "Wet place" means a place in which water is continually dripping from overhead to such an extent as to saturate the clothing of a workman, or a place where water accumulates underfoot to a depth exceeding two inches.
- "Confined place" means a working place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, or where confinement within a limited space is productive of unusual discomfort.
- "Ship repairs" means (a) all repair work done on ships, (b) all work other than the making of spare parts and stores done in a workshop used for ship repairs only, (c) work done in a workshop used for both ship repairing, general engineering metal moulding, steel construction, and other heavy metal fabrication on which employees are engaged both on the ship and in the workshop.

SPECIAL EXEMPTIONS.

21. (a) *Motor Body Building*.—Employers engaged in motor body building and the assembling of motor chasses shall be exempt from this Determination as to the making of motor bodies and the assembling of chasses.

(b) *Agricultural Implement Making*.—Except as to the Wages prescribed for Tradesmen.—Employers engaged in the making of agricultural and dairying implements shall, as to employees engaged in the making of such agricultural and dairying implements (including engines used for agricultural purposes), be exempt from this Determination.

PERIODICAL ADJUSTMENT OF WAGES.

(22) The wages rates set out in clause (2) are based upon the following basic wage rates and, pursuant to the provisions of section 21 of the *Factories and Shops Act* 1934, shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates.

The basic wage rates shown hereunder shall be adjusted as prescribed in clause (23).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
Victoria— Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, at Warrnambool, and within Mildura, and Gippsland Districts .. Yallourn—6s. 6d. in excess of basic wage for Melbourne. Elsewhere—3s. less than the contemporaneous basic wage for Melbourne	£ s. d. 3 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

(23) (a) Until the beginning of the first pay period to commence in May, 1940, the amounts of the basic wage shall be as prescribed in clause (22).

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amounts of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statisticians' "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statisticians' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician:—

- (i) The index number set to be applied to a place is that assigned thereto in clause (22).
- (ii) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (iii) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (iv) The basic wage shall be of that amount assigned during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	834-845	3 8 0
747-759	3 1 0	846-858	3 9 0
760-771	3 2 0	859-870	3 10 0
772-783	3 3 0	871-882	3 11 0
784-796	3 4 0	883-895	3 12 0
797-808	3 5 0	896-907	3 13 0
809-820	3 6 0	908-919	3 14 0
821-833	3 7 0	920-932	3 15 0

The wages of apprentices in receipt of 25s. per week or more and females and juniors in receipt of 20s. per week or more shall be adjusted proportionately to adjustments of the basic wage in terms of clause (23)—such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

MARGINAL RATES.

In addition to the basic wage provided in clause (22) the margins set out in this clause plus 6s. shall be the minimum rate payable to employees therein named:—

	Per Week. s. d.
Aero mechanic holding A and B certificates	40 0
Aero mechanic holding C and D certificates	30 0
Patternmaker	39 0
Toolmaker	36 0
Tradesman, the greater part of whose time is occupied in marking off	33 0
Tradesman in gun armament, instrument and torpedo work	36 0
Tradesman, turbine-blade fitter	33 0
Tradesman	30 0
Motor Mechanic	27 0
Motor tuner and tester	27 0
Motor cycle mechanic	27 0
Tradesman, wet-stone grinder and glazier	30 0
Tradesman, brassfinisher	30 0
First-class machinist	30 0
Second-class machinist	20 0
Third-class machinist	14 0
Process worker	8 0
Forger and/or faggoter	42 0
Toolsmith	33 0
Angle-ironsmith	33 0
Annealer and/or case hardener	25 0
Coppersmith	31 0
Brasssmith	31 0
Other smiths	31 0
Blacksmith's machinist	14 0
Welder—	
First-class (other than when using Outler machine)	33 0
First-class, using Outler machine	22 0
Second-class	14 0
Third class	10 0
Tack welder	12 0

MARGINAL RATES—continued.

											Per Week
											s. d.
Jobbing moulder	30 0
Jobbing coremaker	30 0
Plate and machine moulder and/or coremaker—											
1st six months' experience	9 0
2nd six months' experience	12 0
3rd six months' experience	15 0
After two years' experience	20 0
Forge furnaceman	27 0
Cupola furnaceman	18 0
Electric furnaceman	17 0
All other furnacemen (not including man attending small rivet heating, bolt heating, or similar type of fires) ..											15 0
Brass polisher	16 0
Casting dresser (brass)	11 0
(b) Window-frame Making.											
Tradesman	30 0
Assembler and fitter (not coming within the definition of tradesman) ..											18 0
Machinist (not a process worker)	14 0
Process worker	8 0
(c) Making or Repairing Typewriters, Book-keeping Machines, Adding Machines, Calculating Machines, or Duplicating Machines.											
Adding, calculating and book-keeping machine mechanic	31 0
Tradesman	30 0
First-class mechanic	25 0
Second-class mechanic	22 0
Process worker	8 0

W. W. HARRIS, Chairman.

J. V. WILLOX, Acting Secretary.

Melbourne, 31st January, 1940.



VICTORIA GOVERNMENT GAZETTE.

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1939]

Factories and Shops Acts.

DETERMINATION OF THE ENGINEERS AND BRASSWORKERS (UNSKILLED) BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any unskilled persons employed—

- (a) in the process, trade, or business of a brassfounder or brassfinisher, or in the process, trade, or business of a brassfounder or brassfinisher or of any electrical apparatus or machinery or parts thereof;
- (b) in the process, trade or business of a mechanical engineer, including—
 - (1) a pattermaker, (4) a blacksmith, (7) a borer,
 - (2) an iron or brass turner, (5) a planer, (8) a milling machiner;
 - (3) a fitter, (6) a slotter,
- (c) in the trade of a maker of scientific instruments, fireproof safes, strongroom doors, safe locks (four or more levers), or locks of the same quality;
- (d) in performing any engineering fitting or engineering machining work not already under the jurisdiction of the Board;
- (e) in preparing iron or steel material for reinforcing concrete for building or other purposes;
- (f) in the occupation of a coppersmith, but not including any person or classes of persons subject either to the Determination of the Tinsmiths Board or to the Determination of the Plumbers Board;
- (g) in the trade of moulding, casting, dressing, fitting, or machining any articles made of cast aluminium or from aluminium alloys;
- (h) in the trade of fitting or machining any articles made from sheet aluminium or from aluminium alloy sheets heavier in either case than 10 gauge;
- (i) in the process, trade, or business of making or repairing typewriters, book-keeping machines, adding machines, calculating machines, cash registers, duplicating machines and similar machines, " has made the following Determination namely :—

(1) That on the 15th February, 1940, the adjusted Determination which came into force as from the beginning of the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2)

Adult.	Wages per Week of 44 Hours.	
	Within a Radius of 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria where this Determination Applies.
Blacksmith's striker	£ s. d. 4 10 0	£ s. d. 4 7 0
Blacksmith's striker on double fires and other assistant	4 12 0	4 9 0
Man attending small rivet heating, bolt heating, or similar type of fires	4 12 0	4 9 0
Men engaged in the erection of block and tackle gear	4 12 0	4 9 0
Hammer drivers	4 12 0	4 9 0
Forger's assistant	4 12 0	4 9 0
Motor car chassis assembler (other than assembler of engines)	4 12 0	4 9 0
Belt repairers	4 10 0	4 7 0
Overhead oilers	4 10 0	4 7 0
Laggers	4 10 0	4 7 0
All workmen engaged directly assisting workmen whose margins above the basic wage are 14s. or more	4 10 0	4 7 0
Persons working with hammer 14 lb. weight or over—		
On repair work	5 0 3	4 17 3
On other work	4 12 3	4 9 3
Persons working on ship or steamer under construction or repair	4 19 0	4 16 0

Adults.	Wages per Week of 44 Hours.	
	Within a Radius of 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria where this Determination applies.
Dresser, Fitter, and Grinder	£ s. d. 4 12 0	£ s. d. 4 9 0
Forge assistants, i.e., under hand, hammer driver and crane man, employed on work 10 cwt. or over	4 14 0	4 11 0
Heaters, and persons engaged cutting off in connexion with the manufacture of bolts and nuts by machinery	4 10 0	4 7 0
Persons employed in preparing iron or steel material for reinforcing concrete for building or other purposes—		
On bending and cutting machines	4 12 0	4 9 0
On bending and cutting machines (assistants)	4 9 0	4 6 0
On steel fabric machines	4 12 0	4 9 0
On steel fabric machines (assistants)	4 7 0	4 4 0
Assemblers (leading hand)	4 12 0	4 9 0
Assemblers (assistants)	4 7 0	4 4 0
All others	4 1 0	3 18 0

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

(3) (a) Adult female labour may be employed in the manufacturing and assembling of small parts of electrical and other machines and appliances, and in core-making, in which females were employed on 15th May, 1935.

The wages of adult females shall be at the following weekly rates of wage—

	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.
If of less than 12 months' experience	50 3	53 5
If of 12 months' or more experience	57 0	60 7

(b) Junior females may be employed in the occupations set out in sub-clause (a) of this clause at the following weekly rates of wages :—

	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.
1st year's experience	14 0	15 0
2nd year's experience	18 9	20 1
3rd year's experience	29 6	31 5
4th year's experience	37 0	39 5
5th year's experience	42 6	45 3
Thereafter until reaching 21 years of age	47 6	50 6

(c) Unapprenticed male juniors may be employed in or in connexion with manufacturing (as defined in clause 18 of this Determination) in all occupations, including as to core-making, employment upon all classes of work which before the making of this Determination could be done by female employees under this Determination for which apprenticeship is not provided by the Determination, except also in nut, bolt and spike manufacturing, at the following weekly rates of wages :—

	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.
1st year's experience	15 6	16 8
2nd year's experience	23 6	25 0
3rd year's experience	32 3	34 4
4th year's experience	43 6	46 4
5th year's experience	55 6	59 1
6th year's experience	64 6	68 8
7th year's experience	68 6	72 11

Juniors employed under this and the immediately preceding sub-clause shall on dismissal receive from their employer a certificate of the period of employment completed. Employers who wilfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

(d) Unapprenticed male juniors may be employed (other than in manufacturing as defined in clause 18) in all occupations covered by this Determination for which apprenticeship is not provided, and in nut, bolt and spike manufacturing, at the following weekly rates of wages :—

	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.
Under 16 years of age	17 0	18 3
16 and under 17 years of age	26 3	27 11
17 and under 18 years of age	46 6	49 6
18 and under 19 years of age	58 9	62 6
19 and under 21 years of age	70 9	75 3

Juniors under the age of 16 shall not be employed on oil or gas burners or fires used for heating of small articles.

Juniors under the age of 18 shall not be employed as furnacemen or assistants to furnacemen—juniors over the age of 18 so employed shall be paid 3s. per week in addition to the junior rates of wage herein prescribed.

HOURS OF EMPLOYMENT.

(4) With the exceptions herein set out the ordinary hours of employment shall be 44 per week, to be worked in five days of 8 hours and one day (Saturday) of 4 hours, or five days of 8 hours 48 minutes each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. to noon on Saturday: Provided that the spread of hours herein prescribed may be altered by mutual agreement between an employer and his employees.

By agreement between any employer and his employees ordinary hours may be worked on the basis of 88 per fortnight with one week of 40 and one of 48 hours.

Exceptions.

(i) The ordinary hours of employment of forger's assistant shall be five shifts per week of nine and a half hours each, including crib time, for which no deduction of pay shall be made.

(ii) Employees working in country towns where Wednesday afternoon is recognized as the usual half working day of the week shall work the Saturday afternoon at ordinary rates: Provided that for work done after noon on a Wednesday overtime rates be paid.

SHIFT WORK.

Continuous Work Shifts.

(5) (a) For the purposes of this clause, the expression "Continuous Work" means work carried on with consecutive shifts of men throughout the twenty-four hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks (if any).

(b) Employees working on continuous work shifts shall work thereon such number of shifts up to six per week as may be required; no such shift to exceed 8 hours inclusive of meal breaks (if any) nor to be discontinuous except for meal breaks (if any).

(c) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on continuous work shifts shall not exceed—

(i) 8 in any one day; nor

(ii) 48 in any one week; nor

(iii) an average of 44 per week during the period of employment upon such shifts; nor

(iv) such average reduced to 43 hours 5 minutes if such shifts include Sunday shifts; nor

(v) a total of 176 hours during any four weeks of the period of employment upon such shifts; nor

(vi) such total reduced to 172 hours 20 minutes during any such four weeks if such shifts include Sunday shifts.

Provided that such average and total shall not be so reduced to 43 hours 5 minutes and 172 hours 20 minutes if the employees on such shifts are for each ordinary hour worked thereon by them paid in the case of weekly employees at the rate of one forty-third (1/43) of the prescribed weekly wage, and in the case of hourly employees, at the rate of forty-four forty-thirds (44/43) of the prescribed rate for such employees which payments the employer shall have the option of making; nor shall they be so reduced if, in addition to other holidays (if any) to be given under this Determination to such employees, such employees are given in each year, one week's holiday on full pay, which week's holiday the employer shall have the option of giving.

(d) For all time of duty outside the limits of the ordinary hours prescribed in sub-clause (c) hereof, an employee on continuous work shift shall be paid at double rates. But this shall not apply to arrangements between employees themselves or in cases due to rotation of shift, or when the relief does not come on duty at the proper time: Provided that where not less than 8 hours' notice has been given to the employer by the employee that he will be absent from work, and the employee whom he should relieve is not relieved, such unrelieved employee shall be paid time and a half for all time of duty after he has finished his ordinary shift.

(e) Employees on continuous work shifts, working afternoon and night shifts, shall be paid 5 per cent. more than ordinary rates for such shifts.

(f) Employees on continuous work shifts, working any Sunday or holiday shift, shall be paid at the rate of time and a half for such shift.

Shift Work in other than Continuous Work.

(g) In shift work, not upon continuous work as herein defined, any afternoon or night shift which does not continue for five successive working nights or more in a five day workshop, or six successive working nights or more in a six day workshop, shall be paid for at the rate of time and a half.

(h) Except as hereinafter provided for any afternoon or night shift which has been in operation for five nights or more and less than one month 10 per cent. more than ordinary rates shall be paid and after such shifts have continued for more than one month 7½ per cent. more than ordinary rates shall be paid.

(i) On ship repair work shifts may be worked for not less than three successive nights at the rate of time and a quarter, but when five or more successive night shifts have been worked the rate shall be 10 per cent. more than ordinary rates, and after such shifts have continued for more than one month 7½ per cent. more than ordinary rates.

(j) Shift workers shall be paid overtime at the rate of time and a half for the first 4 hours and double time thereafter for all time worked in excess of shift hours.

(j) (i) Employees who, during a period of engagement, work only on night shifts shall be paid at the rate of time and a quarter.

(j) (ii) When employees are called on to work afternoon and night shifts only they shall change over week and week about and shall be paid 10 per cent. above ordinary rates for both shifts.

Where men work day and afternoon shifts only they shall change over week and week about and shall be paid 10 per cent. extra for afternoon shifts.

MIXED FUNCTIONS.

(6) An employee engaged for more than half of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If for less than half of one day or shift he shall be paid the higher rate for the time so worked.

OVERTIME.

(7) (a) For all work done outside ordinary hours the rates of wage shall be time and a half for the first 4 hours and double time thereafter, such double time to continue to be paid until an employee has been relieved from work for at least 8 hours: Provided that an employee shall not be entitled to payment for such rest period.

(b) Except as provided above in computing overtime each day's work shall stand alone.

(c) An employee recalled after leaving his workshop to work overtime shall be paid for a minimum of three hours' work at the appropriate rate.

(d) An employee occasionally required to hold himself in readiness to work after ordinary hours shall until released be paid standing by time at ordinary rates from the time from which he is so to hold himself in readiness. But any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back shall continue.

(e) An employee (other than on shift) who has worked up to or beyond midnight shall not be bound to continue work on the following day.

(f) Employees shall not work overtime while competent labour is available.

(g) For work done during meal hours and thereafter until a meal hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each 4 hours of work, but this provision shall not prevent any arrangement being made for the taking of a longer meal period without pay.

(i) Before starting overtime after working ordinary hours a meal break of at least 45 minutes shall be allowed, unless the period of overtime is less than one and a half hours.

An employer and his employee may mutually agree to any variation of this sub-clause to meet the circumstances of the work in hand.

(j) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 1s. 6d., or if work extends into a second meal hour 2s. 6d. for the two meals, but such payment need not be made to employees living in the same locality as their work-shop who can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid for each meal so provided.

(k) Subject to the provisions of the second part of sub-clause (g) of this clause an employee shall work during meal breaks at the ordinary rate herein prescribed whenever instructed so to do for the purpose of making good break-downs of plant or upon routine maintenance of plant which can only be done while such plant is idle.

(l) When an employee working overtime finishes work at a time when reasonable means of transport is not available, the employer shall provide him with a conveyance or pay him his current wage for the time occupied in reaching his home.

HOLIDAYS AND SUNDAY WORK.

(8) (a) Employees shall be entitled to the following public holidays (without pay as hereinafter provided):—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

Exceptions.

By agreement between any employer and his employees, other holidays may be substituted for the said days or any of them as to such employer's undertaking.

(b) Employees not engaged in continuous processes shall be paid at the rate of double ordinary time for work done on Sundays and public holidays, such double time to continue until the employee has been relieved from duty for at least 8 hours. Provided that the employee shall not be paid for the time he is resting.

Provided that employees engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day or for maintaining the continuity of electric light and power (not including the installation of new machinery) shall on holidays or Sundays be paid at the rate of time and a half.

(c) Employees, other than on shift or engaged in maintaining the continuity of electric light and power, required to work on Sundays or public holidays shall be paid for a minimum of three hours work.

PIECE-WORK RATES.

(9) (a) Subject to the minimum wages herein prescribed an employer may remunerate any of his employees under any system of payment by results.

EXTRA RATES NOT CUMULATIVE.

(10) Extra rates in this Determination, including rates prescribed in clause 15, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES

(11) (a) Wages shall be paid weekly or fortnightly. Where the services of an employee are dispensed with, wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

(b) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid at overtime rates after that quarter-hour, with a minimum of a quarter of an hour.

CONTRACT OF EMPLOYMENT.

(12) (a) With the exceptions hereinafter stated, employment may be by the week or by the hour. If by the week it shall be terminable on either side by one week's notice given on any day or (if the employer terminate it without such notice), by payment of one week's wages.

A contract for weekly employment may be terminated by any employer, without liability to pay for more than time actually worked, for misconduct or for absence from work without reasonable excuse.

If an employee engaged by the week absents himself from duty, except on public holidays or for days for which he produces a certificate from a medical practitioner or other proof satisfactory to his employer of sickness (aggregating 4 days' sickness in each year), a sum proportionate to his time of absence may be deducted from his pay, i.e., one-sixth of the weekly wage for each day of absence, including Saturday in shops working six days and one-fifth in shops working five days per week: Provided that only time actually lost shall be deducted when an employee is absent with leave on a Saturday.

(b) If the contract of employment is for hourly hiring, the total amount of the rates prescribed in clause 2 hereof shall be increased by 5s. per week (with a proportionate amount added to the wages of females and juniors), but such amount shall not be taken into account in computing overtime, Sunday, and holiday rates.

(c) Casual employees, i.e., employees for whom a full week's work is not provided shall for any such work be paid 10 per cent. in addition to the total wage prescribed for their occupations.

MISCELLANEOUS PROVISIONS.

(13) (a) Tools.—The employer shall provide for each employee such tools as were customarily provided at the time of the making of this Determination.

(b) Employers shall provide proper washing and sanitary conveniences. In any workshop in which employees through a shop steward or committee ask for the provision of lockers and shower baths and an undertaking is given that the baths provided will be used by the majority of the workmen and that the baths and lockers will be properly cared for, a locker shall be installed by the employer for each workman, and hot and cold shower baths (away from lavatories) for all workmen employed in foundries.

TIME AND WAGES BOOK.

(14) Each employer shall keep a time and wages book showing the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

The time occupied by an employee in filling in any time books or cards or in the making of records shall be treated as time of duty but this does not apply to checking in or out at the beginning or end of duty.

SPECIAL RATES.

(15) In addition to the wages prescribed in clause 2 hereof the following special rates and allowances shall be paid:—

(a) Leading hands in charge of not less than 3 and not more than 10 employees, including apprentices, 6s. per week extra; more than 10 and not more than 20, including apprentices, 12s. per week extra; more than 20, including apprentices, 18s. per week extra.

(b) Working in wet places—1½d. per hour extra.

Working in confined spaces—3d. per hour extra.

Working in ship's bilges or in boiling-down works, lead works, sanitary works or slaughter-yards—1d. per hour extra.

(c) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahr., 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahr., 3d. per hour extra. Where work continues for more than 2 hours in temperatures exceeding 130 degrees Fahr., employees shall also be entitled to 20 minutes rest after every 2 hours work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

(d) Working for more than one hour in places where the temperature is reduced by artificial means below zero, 1½d. per hour extra. Where the work continues for more than two hours employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

(e) Working on repairs to smoke-boxes or fire-boxes of locomotives or on repairs to the smoke-box, up-take, funnel, flue, furnace or combustion chamber of marine type boilers or on repairs to smoke boxes, fire-boxes, furnace or flues or other types of boilers, 1d. per hour extra.

(f) Working on repairs in oil tanks or meat digestors, 1½d. per hour extra.

(g) Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.

(h) Compensation to the extent of damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.

(i) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest for the disabilities so prevailing.

TRAVELLING TIME, ALLOWANCE AND BOARD.

(16) (a) When an employee is required to work away from his workshop or depot, all time reasonably spent in excess of time usually spent in travelling to or from his home to the workshop, depot or district centre shall be paid for at ordinary rates up to a maximum of twelve hours out of every twenty-four (except on Sunday when payment shall be at the rate of time and a half, a maximum of eight hours out of each twenty-four). An employee required to work at a job away from his workshop, depot or district centre shall, at the direction of his employer, present himself for work at such job at the usual time for starting work.

(b) An employee engaged in a capital city to work in the country or sent from one country centre to work in another, shall be entitled to travelling time, and, for a period not exceeding three months, to expenses.

All excess fares and reasonable travelling expenses, including board and lodging and 2s. for each meal (if any) incurred in such travelling time, shall be paid by the employer.

The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage, and on trains second class, except where all night travelling is involved, when they shall be first class.

(c) On jobs of less than three months duration a camping allowance of 3s. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents or other temporary shelters is necessary.

(d) An employer shall be free to engage labour on the site of a job carried on away from the workshop, without payment of any travelling time or fares, unless such employee is sent from the workshop.

Provided that if any employee engaged for the erection of a job had previously been engaged by the same employer in the fabrication of the job in a workshop he shall be paid fares in excess of those incurred in travelling to and from the workshop.

RIGHT OF ENTRY OF UNION OFFICIALS.

(17) A duly accredited representative of the Federated Ironworkers Association of Australia not more than once a week shall have the right to enter the portion of any employer's establishment in which any of the classes of labour covered by this Determination are employed during the midday meal hour for the purpose of interviewing employees on legitimate union business.

If any representative is unduly interfering or is creating disaffection amongst his employees or is offensive in his methods, such employer may refuse the right of entry.

GENERAL DEFINITIONS.

(18) For the purposes of this Determination the following definitions shall apply:—

"Manufacture and/or manufacturing" means the making and assembling in quantities of interchangeable or standardized parts used in or in connexion with machinery and mechanical apparatus and of locks, scales, and other metallic articles.

"Continuous process" means a process in which work is carried on, except for breakdowns, with successive shifts of men throughout the days and nights for at least six days in each week.

"Year" means each period of 365 consecutive days, starting from the 15th day of May, 1935.

"Shift work"—afternoon shift means any shift finishing after 6 p.m. and at or before midnight. Night shift means any shift finishing subsequent to midnight and at or before 8 a.m.

"Sunday" means all time between midnight Saturday and midnight Sunday.

"Wet place" means a place in which water is continually dripping from overhead to such an extent as to saturate the clothing of a workman, or a place where water accumulates underfoot to a depth exceeding two inches.

"Confined space" means a working place, the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, or where confinement within a limited space is productive of unusual discomfort.

SPECIAL EXEMPTION.

(19) *Agricultural Implement and Bedstead Making.*—Employers engaged in the making of agricultural and dairying implements and bedsteads shall, as to employees engaged in the making of such agricultural and dairying implements (including engines used for agricultural purposes) and bedsteads, be exempt from this Determination.

PERIODICAL ADJUSTMENT OF WAGES.

(20) The wages rates set out in clause (2) are based upon the following basic wage rates and, pursuant to the provision of section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates.

The basic wage rates shown hereunder shall be adjusted as prescribed in clause (21).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	
Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, at Warrnambool, and within Mildura, and Gippsland Districts	3 15 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.		

ADJUSTMENT OF BASIC WAGE.

(21) (a) Until the beginning of the first pay period to commence in May, 1940, the amounts of the basic wage shall be as prescribed in clause (20).

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amounts of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician:—

- (i) The index number set to be applied to a place is that assigned thereto in clause (20).
- (ii) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (iii) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (iv) The basic wage shall be of that assigned amount during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	834-845	3 8 0
747-759	3 1 0	846-858	3 9 0
760-771	3 2 0	859-870	3 10 0
772-783	3 3 0	871-882	3 11 0
784-796	3 4 0	883-895	3 12 0
797-808	3 5 0	896-907	3 13 0
809-820	3 6 0	908-919	3 14 0
821-833	3 7 0	920-932	3 15 0

The wages of females and juniors in receipt of 20s. per week or more shall be adjusted proportionately to adjustments of the basic wage in terms of clause (21)—such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

MARGINAL RATES.

(22) In addition to the basic wage provided in clause (20), the margins set out in this clause, plus 6s., shall be the minimum rate payable to employees therein named:—

	Per week. s. d.
Blacksmiths' striker	9 0
Blacksmith's striker on double fires and other assistant	11 0
Man attending small rivet heating, bolt heating or similar type of fires	11 0
Men engaged in the erection of block and tackle gear	11 0
Hammer drivers	11 0
Forger's assistant	11 0
Motor-car chassis assembler (other than assembler of engines)	11 0
Belt repairers	9 0
Overhead oilers	9 0
Laggers	9 0
Persons working with hammer 14 lb. weight or over—	
On repair work	19 3
On other work	11 3
Persons working on ship or steamer under construction or repair	18 0
Dresser, fettler, and grinder	11 0
Forge assistants, i.e., underhand, hammer driver and crane man, employed on work 10 cwt. or over	13 0
Heaters, and persons engaged cutting off in connexion with the manufacture of bolts and nuts by machinery	9 0
Persons employed in preparing iron or steel material for reinforcing concrete for building or other purposes—	
On bending and cutting machines	11 0
On bending and cutting machines (assistants)	8 0
On steel fabric machines	11 0
On steel fabric machines (assistants)	6 0
Assemblers (leading hand)	11 0
Assemblers (assistants)	6 0
All workmen engaged directly assisting workmen whose margins above the basic wage are 14s. or more	9 0

W. W. HARRIS, Chairman.

J. V. WILLOX, Acting Secretary.

Melbourne, 31st January, 1940.



VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, FEBRUARY 15.

[1940

Factories and Shops Acts.

DETERMINATION OF THE PLASTIC MOULDING BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of wholly or partly preparing or manufacturing articles from synthetic resin, casein, or other substance of a similar nature" has made the following Determination, namely:—

(1) That on the 16th February, 1940, the adjusted Determination which came into force as from the beginning of the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2)

IMPROVERS OR JUVENILE WORKERS.

Wages per Week of 44 Hours.

Males.							Females.					
Experience.	Commencing Age—						Experience.	Commencing Age—				
	15 years and under.	16 years.	17 years.	18 years.	19 years.	20 years.		15 years and under.	17 years.	18 years.	19 years.	20 years.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year ..	18 0	18 0	21 3	29 6	35 9	44 0	1st year ..	18 0	21 3	23 6	29 6	32 6
2nd year ..	21 9	21 9	29 6	35 9	44 0	..	2nd year ..	21 9	23 6	29 6	32 6	..
3rd year ..	29 6	32 6	35 9	44 0	3rd year ..	29 6	32 6	35 9
4th year ..	35 9	38 3	44 0	4th year ..	35 9	38 3
5th year ..	50 0	56 3	5th year and until
6th year and until	21 years of age	41 0
21 years of age	58 9						

PROPORTION OF IMPROVERS IN ANY PLACE.

One male improver to every male worker receiving not less than 81s. per week of 44 hours.

One female improver to every female worker receiving not less than 45s. 6d. per week of 44 hours.

NOTE.—The Wages Board has determined in accordance with section 25 (1) of the amended *Factories and Shops Act 1934* that the trade is so unskilled that no person should be taken as an apprentice to the trade.

(3)

OTHER EMPLOYEES

MALES.

Day Shift.

Per week of 44 hours.

	s.	d.
Employees engaged on all classes of presses	89	0
Employees engaged in the mixing room or powder room	89	0
All others	81	0
<i>Casein Industry only—</i>		
Employees engaged on all classes of presses	89	0
Employees engaged on extruding machines	89	0
Employees engaged on lathe machines	95	0
Employees engaged on acid and/or formaldehyde baths	89	0
Employees engaged on cutting machines, drum sanding machines, trapping machines, polishing machines, grinding machines, or in drying room	89	0
All others	81	0

Night Shift.

Night shift employees shall be paid 1s. per shift in addition to the rates hereinbefore mentioned for day shift.

FEMALES.

Per week of 44 hours.

	s.	d.
Employees engaged in the powder room	49	6
Employees engaged finishing, folding, labelling, despatching, examining, or on machines ..	46	6
All others	45	6

(4) HOURS OF EMPLOYMENT.—The ordinary hours of employment shall be 44 per week, to be worked (except as to shift workers) between the hours of 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. to 12 noon on Saturday.

(5) CONTINUOUS WORK SHIFTS.—The ordinary hours of duty of employees on continuous work shifts shall not exceed 8 hours in any one day nor 48 in any one week nor an average of 44 per week during the period of employment upon such shifts, nor a total of 132 hours during any three consecutive working weeks of the period of employment upon such shifts without payment of overtime at the rates mentioned in clause (6).

Employees on continuous work shifts shall work such shifts up to six per week as may be required.

(6) OVERTIME.—The following rate shall be paid for all work done—

- (a) by employees on continuous work shifts in excess of 8 hours per shift, or in }
 excess of 132 hours in three consecutive working weeks } Time and a half for the first four hours
 (b) by employees other than those on continuous work shifts, in excess of 8 hours } and double time thereafter.
 48 minutes in any one day }

Provided that in computing overtime under sub-clause (b) of this clause, each day's work shall stand alone.

(7) PROHIBITION OF EMPLOYMENT.—No employee under the age of 16 years shall work between the hours of 9 p.m. and 6 a.m. and no employee under the age of 18 years shall work between the hours of 12.30 a.m. and 6 a.m.

(8) DEFINITIONS—

"JUVENILE WORKERS."—Juvenile workers are persons under 21 years of age (other than improvers) engaged on any work except moulding or laminating on presses, or handling drums of powder.

"NIGHT SHIFT."—Night shift means any shift worked wholly or partially between the hours of 8 p.m. and 6 a.m.

(9) SPECIAL RATES.—Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Melbourne Cup Day, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted. By agreement between any employer and his employees, other holidays may be substituted for the said days or any of them as to such employer's undertaking.

(10) PAYMENT FOR HOLIDAYS.—(a) All employees shall be entitled to the holidays mentioned in clause (9) without deduction of pay.

(b) When the employer terminates the employment of an employee, unless through misconduct, within fourteen days of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one month prior to the termination of the employment.

(11) MEALS.—An interval of not less than 30 minutes shall be allowed day shift employees for the mid-day meal as near as possible to the middle of the day's work. Night shift employees shall have a meal interval of not less than 20 minutes in each shift; such interval shall count as time worked.

(12) MEAL ALLOWANCE.—Any employee required to work overtime beyond two hours without previous day's notice shall be allowed 1s. 6d. meal money.

(13) PAYMENT OF WAGES.—(a) Wages shall be paid not later than Friday in each week and during working hours.

(b) No employer shall keep more pay in hand than has accrued to any employee up to the end of the preceding calendar week.

(c) If an employee leaves after giving notice as prescribed in clause (14) or is dismissed, he shall be paid his wages on leaving, except in cases when the employment is terminated outside ordinary office hours, in which case he shall receive his wages on the first succeeding working day.

(14) TERMINATION OF EMPLOYMENT.—Except where the conduct of an employee justifies instant dismissal, one hour's notice of termination of employment shall be given by either employer or employee.

(15) PRO RATA PAYMENT.—Any employee who works less than the number of hours fixed for an ordinary week's work, shall be paid not less than the ordinary wages rate calculated pro rata according to the number of hours worked.

(16) SEATS FOR FEMALES.—Seats where practicable shall be provided for all female workers whilst on duty.

(17) REST INTERVAL FOR FEMALES.—A specified rest time of ten minutes shall be allowed to all female employees in the forenoon: such rest period shall count as time worked.

(18) BREAKDOWN IN MACHINERY.—When a breakdown exceeding half an hour occurs an employee shall be entitled to half an hour's pay as compensation for waiting for a resumption of work.

PERIODICAL ADJUSTMENT OF WAGES.

(19) The wages rates set out in clause (3) are based upon the following basic wage and, pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages of improvers, juveniles and females shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d.; half or less than half of 3d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause (20).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies ..	3 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

(20) (a) Until the beginning of the first pay period to commence in May, 1940, the amount of the basic wage shall be as prescribed in clause (19).

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" Retail Price Index Numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's Retail Price Index Numbers" or any like expression means the numbers stated to be such Index Numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(1) The Index Number set to be applied is that assigned to Melbourne.

(2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.

(3) The amount assigned in the following table (or in any extension thereof) to the Index Number Division comprising that Number is to be ascertained.

(4) The basic wage shall be of that assigned amount during such successive period.

TABLE.

Index Number Divisions.					Basic Wage.		
					£ s. d.		
735-746	3	0	0
747-759	3	1	0
760-771	3	2	0
772-783	3	3	0
784-796	3	4	0
797-808	3	5	0
809-820	3	6	0
821-833	3	7	0
834-845	3	8	0
846-858	3	9	0
859-870	3	10	0
871-882	3	11	0
883-895	3	12	0
896-907	3	13	0
908-919	3	14	0
920-932	3	15	0
933-944	3	16	0

D. GRANT, Chairman.

J. V. WILLOX, Secretary.

Melbourne, 1st February, 1940.



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No. 34]

THURSDAY, FEBRUARY 15.

[1940

Factories and Shops Acts.

DETERMINATION OF THE CEMENT ARTICLES BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed "to determine the lowest prices or rates which may be paid to any persons (other than persons under the jurisdiction of the Fibrous Plasterers Board) employed in the trade of making portable articles of cement or concrete," has made the following Determination, namely:—

(1) That on the 16th February, 1940, the adjusted determination which came into force from the beginning of the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2)

(a) Apprentices and Improvers.				(b) Other Employees.			
WAGES.				WAGES.			
Per Week of 44 Hours.				Per Week of 44 Hours.			
s. d.				s. d.			
Under 16 years of age 23 3				Leading hand (i.e., one having under his control and being responsible for the work done by four or more men) 92 0			
" 17 30 6				Man operating a machine mixing cement or concrete 91 0			
" 18 38 0				Other mixers of cement or concrete 89 0			
" 19 47 6				Moulders on centrifugal pipe machines 90 0			
" 20 55 3				Other moulders of cement or concrete articles 89 0			
" 21 64 0				Repairers or renderers of cement or concrete articles 89 0			
PROPORTION (in any Factory or Place).				Mould assemblers 87 6			
Apprentices.				Where the load carried per man is of a greater average weight than 90 lb.:—			
One apprentice to every three or fraction of three workers receiving not less than 83s. per week of 44 hours.				(a) Lumpers of cement or concrete articles (in and out of tanks) 86 6			
An indenture of apprenticeship prescribed by the Board was approved on 30th July, 1930.				(b) Loaders, unloaders, or stackers (by hand) of cement or concrete articles, other than circular or cylindrical articles which are rolled into position 86 6			
Improvers.				Writers on drums or mandrils for pipe-making 85 6			
Cement Tilemakers' Section.				Operator of cement sprayer 87 0			
Three improvers to four workers ..				Tile or ridge makers and the takers off of same 88 6			
Four improvers to five or six workers ..				Crusher or crusher screen attendant 86 6			
Five improvers to seven workers ..				Strippers 86 6			
Six improvers to eight workers, and thereafter one improver to every two workers ..				Finisher of pipes made on vibrator 84 0			
All Other Sections.				All others 83 0			
One improver to every three or fraction of three workers receiving not less than 83s. per week of 44 hours.				NOTE :—"Renderer" means a skilled employee facing concrete articles with float and trowel.			

(3) ALLOWANCES.—The following allowances in addition to the rates provided in clause 2 (b) shall be paid:—

(a) Lumpers of cement or concrete articles (in and out of tanks) 2d. per hour in respect of such time actually spent in tanks containing water.

(b) For work done away from the employer's place of business—

(i) The fares, exceeding 3d. per day, necessarily expended in going from and to the employee's residence to and from his work.

(ii) For work done at a distance from the employer's place of business if the employee is unable to return to his home the same night, 6s. per day extra for the first seven days, and thereafter 30s. per week extra.

(4) TIME OF BEGINNING AND ENDING WORK—

Time of Beginning.

7 a.m.

7 a.m.

Time of Ending.

1 p.m. on Saturdays, or the day on which the half-holiday is locally observed.

5.30 p.m. on each of the other five working days of the week.

(5) OVERTIME.—The following rates shall be paid for all work done, except where shifts are worked:—

- (a) Outside the hours fixed as the times of beginning and ending work } Time and a half for
(b) Within the hours fixed as the times of beginning and ending work in excess of the maximum number } first three hours'
of hours fixed as a week's work } work in any one day
and thereafter double
time in that day.

(6) SHIFTS.—Where a person is employed on shift work outside the hours of beginning and ending work he shall for each hour while so employed be paid 2d. an hour in addition to above rates.

A shift worker called upon to work overtime in excess of ordinary shift hours shall receive overtime at the rate set out in Clause (5).

(7) TIME WAGES.—Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for each hour worked up to 22 hours, as follows:—

- (a) in any week in which two or more public holidays occur.. At the ordinary wages rate with an addition of fifty per centum;
(b) in any other week At the ordinary wages rate, with an addition of thirty-three and one-third per centum;

and for each hour worked beyond the 22 hours aforesaid shall be paid the ordinary wages rate, up to but not exceeding ordinary wages rates for an ordinary week's work.

(8) MIXED FUNCTIONS.—An employee engaged for not less than half of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If for less than half of one day or shift he shall be paid the higher rate for the time so worked.

(9) SPECIAL RATES.—Double time shall be the rate payable for all work done on Sundays, New Year's Day, 26th January (Australia Day), Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.

(10) TEA MONEY.—An allowance of 2s. for tea money shall be made where work extends for more than two hours beyond the usual time of ending work provided the employer has not given notice the day before of intention to work overtime.

(11) TOOLS, BOOTS, ETC.—The employer shall supply the employee with all requisite tools and gloves for the performance of his duties, and when the employee is called upon to work in water he shall be provided with suitable boots and waders.

(12) ANNUAL HOLIDAYS.—Any employee who has been in the service of the same employer for a period of not less than twelve months shall be granted the following holidays on full pay, viz.:—Christmas Day, Boxing Day, New Year's Day, and all intervening working days. Should an employee's services be terminated before the expiration of twelve months' service or before the completion of any subsequent year of service, he shall be entitled in lieu of holidays to two and a half hours' pay for each completed month of service.

(13) RIGHT OF ENTRY OF UNION OFFICIALS.—For the purpose of interviewing employees on legitimate union business, a duly accredited representative of the Australian Workers' Union shall have the right to enter, during the midday meal hour, the portion of any employer's establishment in which any of the classes of labour covered by this Determination are employed.

If any representative is unduly interfering with, or is creating disaffection amongst his employees, or is offensive in his methods, such employer may refuse the right of entry.

(14) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates set out in clause (2) (b) are based upon the following basic wage and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages of apprentices and improvers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause (15).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	3 15 0	Melbourne

(15) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in May, 1940, the amount of the basic wage shall be as prescribed in clause (14).

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician:—

(1) The index number set to be applied is that assigned to Melbourne.

(2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.

(3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.

(4) The basic wage shall be of that assigned amount during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	859-870	3 10 0
747-759	3 1 0	871-882	3 11 0
760-771	3 2 0	883-895	3 12 0
772-783	3 3 0	896-907	3 13 0
784-796	3 4 0	908-919	3 14 0
797-808	3 5 0	920-932	3 15 0
809-820	3 6 0	933-944	3 16 0
821-833	3 7 0	945-956	3 17 0
834-845	3 8 0	957-969	3 18 0
846-858	3 9 0	970-981	3 19 0

Any extension of this table must be of the same construction as the table.

D. GRANT, Chairman.

J. B. McINDOE, Secretary.

Melbourne, 2nd February, 1940.



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THURSDAY, FEBRUARY 15.

[1940

Factories and Shops Acts.

DETERMINATION OF THE TINSMITHS BOARD.

NOTE.—(1) This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder; such portions of the City of Sandringham as are not included within the said Metropolitan District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

NOTE.—(2) Sheet Metal.—First Class Bench Work was proclaimed on 24th May, 1938, as an Apprenticeship Trade under the Apprenticeship Act 1928, for the Metropolitan District.

Full particulars of the Apprenticeship Regulations for this trade may be obtained on application to the Secretary Apprenticeship Commission, Geological Museum Buildings, Gisborne-street, Melbourne (price 3d.).

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 7th February, 1938, has had the power to determine the lowest prices or rates which may be paid to any persons or classes of persons employed in the process trade or business of preparing or manufacturing articles made of tin plate or other metal, 10 gauge or lighter, including the japanning of such articles, but not including persons cutting patterns of boots, shoes, and slippers, or persons employed in the process trade or business of metal polishing, has made the following Determination, namely:—

(1) That on the 16th February, 1940, the adjusted Determination which came into force from the beginning of the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2)

WAGES.

Adults.	Per Week of 44 Hours.	
	The Metropolitan District as defined in the Factories and Shops Acts; such portions of the City of Sandringham as are not included within the said District, the Cities of Geelong, Geelong West, and Warrnambool, and the Town of Newtown and Chilwell.	All other parts of Victoria where this Determination Applies.
	£ s. d.	£ s. d.
First-class bench hand	5 9 0	5 6 0
Second-class bench hand	5 1 0	4 18 0
Metal spinner setting up and making his own dies	5 3 0	5 0 0
Other spinners	4 13 0	4 10 0
Die setters	4 13 0	4 10 0
Press operators (heavy)	4 11 0	4 8 0
Press operators (light)	4 9 0	4 6 0
Solderers and dippers	4 11 0	4 8 0
Drop hammer stampers	4 11 0	4 8 0
Guttering machinists	4 9 0	4 6 0
Other power machinists	4 6 0	4 3 0
(a) Welding Division.		
Welder—		
First class, other than when using Cutler machine	5 14 0	5 11 0
First class, using Cutler machine	5 3 0	5 0 0
Second class	4 15 0	4 12 0
Third class	4 11 0	4 8 0
Tack welder	4 13 0	4 10 0
(b) Canister-making		
Die setter and/or leading press hand	4 13 0	4 10 0
Canister-makers by hand and riveters by hand	4 13 0	4 10 0
Solderers and dippers	4 9 0	4 6 0
Canister vent closers and solderers working on tins containing substances with an artificial temperature of 150 degrees Fahrenheit and over	4 13 0	4 10 0
Operators of power capping machines or metal pots on automatic machines	4 11 0	4 8 0
Operators of power presses	4 6 0	4 3 0
Other cap solderers	4 9 0	4 6 0
(c) Galvanizing.		
Galvanizer	4 19 0	4 16 0
Tinners and grease tinners	4 13 0	4 10 0
Assistant working over metal pot	4 11 0	4 8 0
All other male adults	4 6 0	4 3 0

WAGES.

Adults.	Per Week of 44 Hours.	
	The Metropolitan District as defined in the Factories and Shops Acts; such portions of the City of Sandringham as are not included within the said District, the Cities of Geelong, Geelong West, and Warrnambool, and the Town of Newtown and Chilwell.	All other parts of Victoria where this Determination Applies.
	£ s. d.	£ s. d.
(d) <i>Painting and Enamelling.</i>		
Stencil cutter	5 0 0	4 17 0
Mixer	4 9 0	4 6 0
Fuser	4 9 0	4 6 0
Pickler	4 9 0	4 6 0
Liquidizer	4 6 0	4 3 0
(e) <i>Japanning.</i>		
Artistic japanners and goldworkers	5 1 0	4 18 0
Spray operators	4 13 0	4 10 0
Grainers, liners, and filliters	4 9 0	4 6 0
Painters and lacquerers	4 9 0	4 6 0
Dippers	4 8 0	4 5 0
All others	4 1 0	3 18 0

(3) APPRENTICESHIP.

(a) Minors shall not be engaged in the following occupation except under contracts of apprenticeship or trainee apprenticeship framed in conformity with this Determination:—(a) Sheet-metal work—first-class bench work.

(b) The proportion of apprentices who may be taken by any employer shall be as follows:—One apprentice for every three, or fraction of three, tradesmen.

For the purpose of ascertaining the number of apprentices, the number of tradesmen shall be deemed to be the average number working during the immediately preceding six months, and in ascertaining such proportion an employer actually working in any workshop shall be deemed to be a tradesman.

(c) The periods of apprenticeship shall be as follow:—If the apprentice when articulated is under the age of seventeen, five years; if over the age of seventeen, four or five years, at the option of the contracting parties.

(d) An employer especially qualified to teach apprentices may, with the consent of the Secretary for Labour on the recommendation of the Wages Board, employ a greater proportion of apprentices to tradesmen than hereinbefore specified.

(e) Minors may be taken on probation for three months, and if apprenticed, such three months shall count as part of their period of apprenticeship.

(f) Until further order any contract of apprenticeship hereafter made may contain the following provision:—

If through lack of orders, or through financial difficulties, the employer is unable at any time to find employment for an apprentice, and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon, or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

This provision shall also be deemed to be included in contracts of apprenticeship entered into after the 25th day of March, 1930.

Wages.

(g) Five-year terms—

	Per Week of 44 Hours.
	s. d.
1st year	15 0
2nd year	21 6
3rd year	36 3
4th year	58 9
5th year	73 6

Four-year terms—when the apprentice enters or has entered his apprenticeship after reaching the age of seventeen years—

	s. d.
1st year	18 0
2nd year	35 0
3rd year	58 9
4th year	73 6

Notwithstanding anything elsewhere in this Determination contained, where an apprentice is under the age of 21 years on the expiry of his apprenticeship, he shall be paid four-fifths of the tradesman's time wage until reaching the age of 21 years.

(h) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness certified as in Clause 13 (a) to the number of four days per annum.

(i) The ordinary hours of employment of apprentices shall be the same in each workshop as those of journeymen.

(j) An apprentice under the age of eighteen years shall not be liable to work overtime unless he so desires.

(k) An apprentice shall not work under any system of payments by results.

(l) Any apprentice who cannot complete his full term of apprenticeship before reaching his twenty-second birthday may, by agreement with his master, serve as an apprentice until he reaches the age of 23 years.

(m) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in the Determination for the trade, or in which he has unlawfully absented himself without the master's consent, shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

(n) An employer shall not, either directly or indirectly, or by any pretence or device receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

(o) Apprentices attending technical colleges or schools and presenting reports of satisfactory conduct shall be reimbursed all fees paid by them.

(p) Where an Apprenticeship Commission or other body under Statutory authority has issued or may hereafter issue any regulations relating to apprentices such regulations so far as they are not inconsistent with this Determination shall operate.

(q) A person who is for a term not exceeding two years taking practical training in a workshop in continuance of a course of training for professional work shall not be taken into account in calculating the proportion of apprentices to journeymen.

(4)

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

(a) Adult female labour may be employed in such work in the sheet-metal and canister-making industry in which females were employed at the time of the making of this Determination.

The wages of adult females shall be at the following weekly rates of wage :—

	Weekly Hiring.	Hourly Hiring.
	<i>s. d.</i>	<i>s. d.</i>
If of less than twelve months' experience	50 3	53 5
If of twelve months' or more experience	57 0	60 7

(b) Junior females may be employed in the occupations set out in sub-clause (a) of this clause at the following weekly rates of wages :—

	Weekly Hiring.	Hourly Hiring.
	<i>s. d.</i>	<i>s. d.</i>
1st year's experience	14 0	15 0
2nd year's experience	18 9	20 1
3rd year's experience	29 6	31 5
4th year's experience	37 0	39 5
5th year's experience	42 6	45 3
Thereafter until reaching 21 years of age	47 6	50 6

(c) Unapprenticed male juniors may be employed in or in connexion with manufacturing (as defined in Clause 16 of this Determination) in all occupations including as to employment upon all classes of work which before the making of this Determination could be done by female employees under this Determination for which apprenticeship is not provided by the Determination, at the following weekly rates of wages :—

	Weekly Hiring.	Hourly Hiring.
	<i>s. d.</i>	<i>s. d.</i>
1st year's experience	15 6	16 8
2nd year's experience	23 6	25 0
3rd year's experience	32 3	34 4
4th year's experience	43 6	46 4
5th year's experience	55 6	59 1
6th year's experience	64 6	68 8
7th year's experience	68 6	72 11

For the purpose of this and the immediately preceding sub-clause "experience" shall mean any form of employment in any branch covered by this Determination.

Juniors employed under this and the immediately preceding sub-clause shall on dismissal receive from their employer a certificate of the period of employment completed. Employers who wilfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

(d) Unapprenticed male juniors may be employed (other than in manufacturing as defined in Clause 16) in all occupations covered by this Determination for which apprenticeship is not provided at the following weekly rates of wage :—

	Weekly Hiring.	Hourly Hiring.
	<i>s. d.</i>	<i>s. d.</i>
Under sixteen years of age	17 0	18 3
Sixteen and under seventeen years of age	26 3	27 11
Seventeen and under eighteen years of age	46 6	49 6
Eighteen and under nineteen years of age	58 9	62 6
Nineteen and under 21 years of age	70 9	75 3

Subject to the minimum payments herein, females and juniors under this clause may be employed on piecework rates.

(5)

HOURS OF EMPLOYMENT.

With the exceptions herein set out the ordinary hours of employment shall be 44 per week, to be worked in five days of eight hours and one day (Saturday) of four hours, or five days of 8 hours 48 minutes each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. to noon on Saturday. Provided that the spread of hours herein prescribed may be altered by mutual agreement between an employer and his employees.

By agreement between any employer and his employees ordinary hours may be worked on the basis of 88 per fortnight with one week of 40 and one of 48 hours.

Exceptions.

(a) Shift workers working eight hours per shift without any break for meals on six days in each week shall be deemed to work 44 hours per week, provided that they are given one fortnight's holiday in each year on full pay as compensation for working Saturday afternoon, holiday, and/or Sunday shifts:

Further provided that such shift workers ceasing to be employed on shift before the completion of any year shall be paid one day's pay for each month or part of a month's service in lieu of the fortnight's holiday herein mentioned.

(b) Employees working in country towns where Wednesday afternoon is recognized as the usual half working day of the week shall work the Saturday afternoon at ordinary rates: Provided that for work done after noon on a Wednesday overtime rates be paid.

(6)

SHIFT WORK.
Continuous Processes.

(a) Employees working in establishments carrying on continuous process shall work such shifts, up to six per week, as may be required.

(b) A shift shall consist of eight hours inclusive of such time as by mutual arrangement may be taken for meal breaks.

(c) For all time of duty outside ordinary hours or in excess of eight consecutive hours in 24 or of 44 in one week an employee on shift work in a continuous process shall be paid at double rates. But this shall not apply to arrangements between employees themselves or in cases due to rotation of shift or when the relief does not come on duty at the proper time: Provided that where not less than eight hours' notice has been given to the employer by the employee that he will be absent from work and the employee whom he should relieve is not relieved, such unrelieved employee shall be paid time and a half for all time of duty after he has finished his ordinary shift.

(d) Employees working afternoon and night shifts shall be paid 5 per cent. more than ordinary rates for such shifts.

(e) Employees working any Sunday or holiday shift shall be paid at the rate of time and a half for such shift.

Shift Work in other than Continuous Processes.

(f) In establishments not coming within the definition of continuous processes, any afternoon or night shift which does not continue for five successive working nights or more in a five day workshop, or six successive working nights or more in a six day workshop, shall be paid for at the rate of time and a half.

(g) For any afternoon or night shift which has been in operation for five nights or more and less than one month 10 per cent. more than ordinary rates shall be paid and after such shifts have continued for more than one month 7½ per cent. more than ordinary rates shall be paid.

(h) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.

(7)

MIXED FUNCTIONS.

An employee engaged for more than half of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If for less than half of one day or shift he shall be paid the higher rate for the time so worked.

(8)

OVERTIME.

(a) For all work done outside ordinary hours the rates of wage shall be time and a half for the first four hours and double time thereafter, such double time to continue to be paid until an employee has been relieved from work for at least eight hours: Provided that an employee shall not be entitled to payment for such rest period.

(b) Except as provided above in computing overtime each day's work shall stand alone.

(c) An employee recalled after leaving his workshop to work overtime shall be paid for a minimum of three hours' work at the appropriate rate.

(d) An employee occasionally required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness. But any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back shall continue.

(e) An employee (other than on shift) who has worked up to or beyond midnight shall not be bound to continue work on the following day.

(f) As far as practicable employees shall not work overtime while competent labour is available.

(g) For work done during meal hours and thereafter until a meal hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of work, but this provision shall not prevent any arrangement being made for the taking of a longer meal period without pay.

(i) Before starting overtime after working ordinary hours a meal break of at least 45 minutes shall be allowed, unless the period of overtime is less than one and a half hours.

An employer and his employee may mutually agree to any variation of this sub-clause to meet the circumstances of the work in hand.

(j) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 1s. 6d., or if work extends into a second meal hour 2s. 6d. for the two meals, but such payment need not be made to employees living in the same locality as their work-shop who can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid for each meal so provided.

(k) Subject to the provisions of the second part of sub-clause (g) of this clause an employee shall work during meal breaks at the ordinary rates herein prescribed whenever instructed so to do for the purpose of making good break-downs of plant or upon routine maintenance of plant which can only be done while such plant is idle.

(l) When an employee working overtime finishes work at a time when reasonable means of transport is not available, the employer shall provide him with a conveyance or pay him his current wage for the time occupied in reaching his home.

(9)

HOLIDAYS AND SUNDAY WORK.

(a) Employees shall be entitled to the following public holidays (without pay except as hereinafter provided):—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

Exceptions.

By agreement between any employer and his employees, other holidays may be substituted for the said days or any of them as to such employer's undertaking.

(b) Employees not engaged in continuous processes shall be paid at the rate of double ordinary time for work done on Sundays and public holidays, such double time to continue until the employee has been relieved from duty for at least eight hours: Provided that the employee shall not be paid for the time he is resting.

(10)

PIECEWORK RATES.

Subject to the minimum wages herein prescribed an employer may remunerate any of his employees under any system of payment by results.

(11)

EXTRA RATES NOT CUMULATIVE.

Extra rates in this Determination, including rates prescribed in Clause 8, are not cumulative so as to exceed the maximum of double the ordinary rates.

(12)

PAYMENT OF WAGES.

(a) Wages shall be paid weekly or fortnightly. Where the services of an employee are dispensed with, wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

(b) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid at overtime rates after that quarter-hour, with a minimum of a quarter of an hour.

(13)

CONTRACT OF EMPLOYMENT.

(a) With the exceptions hereinafter stated, employment may be by the week or by the hour. If by the week it shall be terminable on either side by one week's notice given on any day or (if the employer terminate it without such notice), by payment of one week's wages.

A contract for weekly employment may be terminated by any employer, without liability to pay for more than time actually worked, for misconduct or for absence from work without reasonable excuse.

If an employee engaged by the week absents himself from duty, except on public holidays or for days for which he produces a certificate from a medical practitioner or other proof satisfactory to his employer of sickness (aggregating four days' sickness in each year), a sum proportionate to his time of absence may be deducted from his pay, i.e., one-sixth of the weekly wage for each day of absence, including Saturday in shops working six days and one-fifth in shops working five days per week: Provided that only time actually lost shall be deducted when an employee is absent with leave on a Saturday.

(b) If the contract of employment is for hourly hiring, the total amount of the rates prescribed in Clause 2 hereof shall be increased by 5s. per week (with a proportionate amount added to the wages of females and juniors), but such amount shall not be taken into account in computing overtime, Sunday, and holiday rates.

(c) An employee starting work on hourly hiring shall be entitled to a minimum of four consecutive hours' work or to four hours' pay for the job—such hours may be deemed to be consecutive if worked in ordinary hours at the end of a day and the beginning of the next succeeding day.

(14) MISCELLANEOUS PROVISIONS.

(a) *Tools*.—The employer shall provide for each employee all necessary tools, including micrometer, where used, but excluding other measuring or precision tools less than 13 inches. The employee shall replace or pay for any tools so provided if lost through his negligence.

(b) Employers shall provide proper washing and sanitary conveniences.

(c) Suitable asbestos sheet and coloured glasses shall be provided by employers for the protection of electric arc and oxy-acetylene operators and their assistants, and suitable mica or other goggles for emery-wheel operators.

(15) TIME AND WAGES BOOK.

Each employer shall keep a time and wages book showing the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

The time occupied by an employee in filling in any time books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

(16) DEFINITIONS.

For the purposes of this Determination the following definitions shall apply:—

"Manufacture and/or manufacturing" means the making and assembling in quantities of interchangeable or standardized parts used in or in connexion with the manufacturing of heating and cooking appliances, tin and aluminium ware, other metallic articles by specialized processes.

"Continuous process" means a process in which work is carried on, except for break-downs, with successive shifts of men throughout the days and nights for at least six days in each week.

"Year" means 365 consecutive days, starting from the day of commencement of operation of this Determination.

"Shift work"—afternoon shift means any shift finishing after 6 p.m. and at or before midnight. Night shift means any shift finishing subsequent to midnight and at or before 8 a.m.

"Sunday" means all time between midnight Saturday and midnight Sunday.

"First-class welder" means an adult employee using electric arc or acetylene blowpipe or coal gas-cutting plant on work other than filling castings, cutting scrap metal, using jigs, or doing work covered by definitions of second and third-class welder, and includes re-welding by hand processes.

"Second-class welder" means an adult employee not required to do first-class welding, but engaged in filling castings or in manufacturing of metal goods or welding with the aid of jigs, or re-welding except by hand processes, or operating automatic welding machines for the setting up of which he is not responsible.

"Third-class welder" means an adult employee using electric spot or butt welding machine, or cutting scrap with oxy-acetylene blowpipe.

"Tradesman—first-class bench hand" means an adult workman working to scaled prints or drawings or applying general trade experience or knowledge to the making of completed articles and/or the erection and installation thereof.

"Second-class bench hand" means an adult workman working at the bench in the making and/or repairing of completed articles not calling for the use of prints or drawings or measurements.

"Canister making" means the making of canisters, tin boxes and other tin containers in quantities by specialized processes.

(17) SPECIAL RATES.

In addition to the wages prescribed in Clause 2 hereof, the following special rates and allowances shall be paid:—

(a) Leading hands in charge of not less than three and not more than ten employees, including apprentices, 6s. per week extra; more than ten and not more than twenty, including apprentices, 12s. per week extra; more than twenty, including apprentices, 18s. per week extra.

(b) Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.

(c) Compensation to the extent of damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.

(d) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest for the disabilities so prevailing.

(18) TRAVELLING TIME, ALLOWANCE, AND BOARD.

(a) When an employee is required to work away from his workshop or depot, all times reasonably spent in excess of time usually spent in travelling to or from his home to the workshop, depot, or district centre shall be paid for at ordinary rates up to a maximum of twelve hours out of every 24 (except on Sunday when payment shall be at the rate of time and a half, or a maximum of eight hours out of each 24). An employee required to work at a job away from his workshop, depot, or district centre shall, at the direction of his employer, present himself for work at such job at the usual time for starting work.

(b) An employee engaged in Melbourne to work in the country or sent from one country centre to work in another, shall be entitled to travelling time, and, for a period not exceeding three months, to expenses.

(c) All excess fares and reasonable travelling expenses, including board and lodging and 2s. for each meal (if any) incurred in such travelling time shall be paid by the employer.

(d) An employer shall be free to engage labour on the site of a job carried on away from the workshop, without payment of any travelling time or fares, unless such employee is sent from the workshop.

Provided that if an employee engaged for the erection of a job had previously been engaged by the same employer in the abrication of the job in a workshop he shall be paid fares in excess of those incurred in travelling to and from the workshop.

(19)

PERIODICAL ADJUSTMENT OF WAGES.

(a) The wages rates set out in Clause (2) are based upon the following basic wage rates and, pursuant to the provision of section 21 of the *Factories and Shops Act* 1934, shall be automatically increased or decreased by the same amount and at the same time as such basic wage rates.

(b) The wages of apprentices in receipt of 25s. per week or more shall be adjusted proportionately to adjustments of the basic wage.

(c) The wages of females and juniors in receipt of 20s. per week or more shall be adjusted proportionately to adjustments of the basic wage—such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded, and shall accord with the rates payable from time to time under the appropriate Award of the Commonwealth Court of Conciliation and Arbitration.

(d) The basic wage rates shown hereunder shall be adjusted as prescribed in clause (20).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	
Within 20 miles of G.P.O., Melbourne. 10 miles of G.P.O., Geelong, at Warrnambool and within Mildura and Gippsland Districts	3 15 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.		

(20)

ADJUSTMENT OF BASIC WAGE.

(a) Until the beginning of the first pay period to commence in May, 1940, the amounts of the basic wage shall be as prescribed in Clause 19.

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February the amounts of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician:—

- (1) The index number set to be applied to a place is that assigned thereto in Clause 19.
- (2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	859-870	3 10 0
747-759	3 1 0	871-882	3 11 0
760-771	3 2 0	883-895	3 12 0
772-783	3 3 0	896-907	3 13 0
784-796	3 4 0	908-919	3 14 0
797-808	3 5 0	920-932	3 15 0
809-820	3 6 0	933-944	3 16 0
821-833	3 7 0	945-956	3 17 0
834-845	3 8 0	957-969	3 18 0
846-858	3 9 0	970-981	3 19 0

RAY H. BEERS, P.M., Chairman.

J. B. McINDOE, Secretary.

Melbourne, 2nd February, 1940.



VICTORIA

GOVERNMENT GAZETTE.

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No. 36]

THURSDAY, FEBRUARY 15.

[1940

Factories and Shops Acts.

DETERMINATION OF THE CORDAGE BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of a maker of rope, twine, cordage, halters, coir mats or coir matting," has made the following Determination, namely:—

(1) That on the 16th February, 1940, the adjusted Determination which came into force as from the beginning of the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2)

JUNIORS.

		Wages per Week of 44 Hours.			Wages per Week of 44 Hours.	
					Males.	Females.
Hard Fibre Department.			Other Junior Workers.			
Males.		s. d.	Under 16 years of age		s. d.	s. d.
Hand reelers	56 0	From 16 to 17 years of age	17 0	16 0
Attendants to rope house machine—for under 2 inch circumference..	49 0	" 17 to 18 " "	..	23 0	20 6
Lappers of clothes lines	48 0	" 18 to 19 " "	..	28 0	24 6
Persons balling lashing	38 6	" 19 to 20 " "	..	33 0	28 6
Persons balling binder twine	35 0	" 20 to 21 " "	..	41 6	33 6
					52 0	36 6
Females.						
Balling binder twine	47 9				
Balling lashing	47 9				
Bagging binder twine	46 9				
All others	43 9				

PROPORTION OF JUNIOR EMPLOYEES.

The proportion of junior employees, male and female, to adult male and female employees shall not exceed two juniors to one adult in the hard fibre section of the industry and three juniors to one adult in the soft fibre section.

No. 36.—1602/40.

	Wages per Week of 44 Hours.
<i>(a) Adult Males.</i>	
First rope layer on heavy type 12 strand machine	103 0
Rope layer on heavy type 9 strand machine	98 0
Foreman in charge of spinning and preparing departments	99 0
Other rope layers in walk with travellers	94 0
Rope splicer on driving ropes and springs	93 0
Storeman in charge	91 0
Packer working press (hand or power), pressing over 28 lb. in weight	89 0
Rope house machinist making 2 inch up to and including 4 inch	89 0
Rope house machinist making over 4 inch	92 0
Power reeler or finisher in connexion with heavy type 12 strand machine	89 0
Feeder of 1st spreader	87 0
Traveller driver on heavy type 12 strand machine	87 0
Damp mixer or batcher	86 0
Feeder of softeners or batchers	86 0
Rope and binder twine packer	86 0
Winder and warper in tarring department	87 0
Winding, oiling, and tarring yarn	87 0
Oilier and/or belt repairer	87 0
Maker of rope fenders	87 0
Maker of pig nets	86 0
Power reeler or finisher in walk	86 0
Other traveller drivers (except on light travellers for cords and lines not exceeding 1½ inches in circumference)	84 0
Opening manila hemp	84 0
Scutcher	84 0
Lumping, loading or unloading hemp, flax, or twine in store or factory	84 0
Feeder of tow breaker card	84 0
Lumping hemp, flax, or binder twine on wharf	87 0
Packing and balling shop twine	86 0
Mat finisher	86 0
Layer of lines or cords in walk	90 0
Twister or layer of yarn in walk	86 0
Maker of fishing lines	86 0
Hand reelers	84 0
Matting weavers	86 0
All other machine operators or employees feeding or taking from machines	84 0
All others	81 0
<i>(b) Adult Females.</i>	
<i>Hard Fibre Department.</i>	
Balling binder twine	47 9
Balling lashing	47 9
Bagging binder twine	46 9
All others	43 9
<i>Soft Fibre Department.</i>	
Feeding breaker card with clock	47 9
Feeding spreaders	46 9
Feeding finisher cards (hemp)	46 9
Spinning	47 9
Wet spinning	48 9
All other machine operators and employees feeding or taking from machines	46 9
All others	43 9

(3) NIGHT SHIFT.—Employees working on night shift shall be paid 7½ per centum in addition to the wages prescribed for their ordinary hours of employment.

(4) LIMITATION OF WORK TO FEMALES.—Only the following classes of work may be performed by females:—

Hard Fibre Department.

Opening hemp; delivery end first spreader; feeding and delivery of all subsequent spreaders and drawing frames; balling binder twine; spooling binder twine; balling lashing; bagging binder twine; sweeping.

A female under 21 years of age shall not be employed on the above-named machines or work unless at adult female rates.

Tow Department.

Delivery end breaker card; feeding and delivery other cards and drawing frames; sweeping.

A female under 17 years of age shall not be employed in this department.

Soft Fibre Department.

Spreaders; breaker cards; finisher cards; drawing frames, roving frames; spinning frames; winding frames; twisting and laying machines; balling shop twine; reeling and spooling shop twine; weighing and parcelling shop twine; pressing and parcelling bagging twine; reeling; plaiting and braiding, covering cordage with canvas and paper, sweeping; making cores for spooling machine; lappers; doffing, piecing and spinning.

Cordage Department.

Hanking and parcelling plough reins and sash lines; making nets from small rope twine and cords; opening, plaiting, and finishing halters; making shanks for halters; hanking, making up, and parcelling fish and other lines.

Mat Department.

Mat makers on looms; mat makers on frames; making bordered mats; carders; plaiters; and winders (including cop winders).

(5) HOURS OF DAY WORK.—(a) The hours for day work shall be 44 per week. Ordinary time shall be worked between the hours of 7.30 a.m. and 6 p.m., Monday to Friday inclusive, with one break for a meal between noon and 1 p.m., or as may be arranged between the employer and his employees, and on Saturday between 7.30 a.m. and noon.

(b) An employee called upon to oil, repair and/or clean machinery during his or her ordinary meal hour shall be granted equivalent time off immediately preceding such ordinary meal hour, otherwise the said employee shall be paid at the rate of time and a half until such meal hour is granted.

(6) HOURS AND SPECIAL CONDITIONS FOR NIGHT SHIFT.—(a) The hours of work on night shift shall be 44 per week.

(b) An employee transferred from day work to night work shall be guaranteed his position on day work after he has completed his work on night shift.

(c) A night shift shall be deemed to be any shift where the majority of the hours of the shift are worked outside the ordinary hours of day work.

- (d) A junior employee under the age of 18 years shall not be required to work at night.
- (e) A female employee shall not be employed on night shift.
- (f) The employment on night shift of adult workers who are not eligible for transfer to day work may be terminated by one week's notice on either side on other than seasonal work and 24 hours notice on either side on seasonal work.
- (g) The employment of male junior employees between 18 and 21 years of age on night shift may be terminated by 24 hours notice on either side.
- (h) By mutual agreement between an employer and his employees and with the consent of the Australian Rope and Cordage Workers' Union a short shift may be worked without payment of the night shift rates provided in this clause: Provided that in the event of the said Union refusing such permission the matter may be referred to this Wages Board.
- (7) OVERTIME AND SUNDAY WORK.—(a) Subject to clause 5 hereof hours of work shall be fixed by each employer for day work. For work performed outside the fixed hours, overtime shall be paid at the rate of time and a half for the first four hours and double time thereafter.
- (b) For work done outside the recognized hours of duty in any establishment on night shift, overtime shall be paid after 44 hours have been worked, at the rate of time and a half for the first four hours and double time thereafter.
- (c) For all time of duty on Sunday all employees shall be paid at the rate of double time for time actually worked with a minimum of four hours.
- (d) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work shall either be supplied with a meal by the employer or paid 1s. 6d., or if work extends into a second meal hour 2s. 6d. for the two meals, but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.
- (e) If an employee pursuant to notice has provided a meal or meals and is not required to work overtime, he shall be paid for each meal so provided.
- (f) For work done during meal hours and thereafter until a meal hour break is allowed employees shall be paid at the rate of time and a half. An employee shall not be compelled to work for more than six consecutive hours without a break for a meal.
- (8) HOLIDAYS.—(a) All employees shall be entitled to the holidays hereinafter mentioned or any day observed in lieu thereof without deduction of pay:—New Year's Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, Boxing Day.
- (b) In Melbourne, Melbourne Cup Day shall be observed as a holiday in lieu of King's Birthday.
- (c) Employees working on any of these days shall be paid double ordinary rates for time actually worked with minimum of four hours.
- (d) Where 75 per cent. of employees in any factory in a ballot conducted under the auspices of the Australian Rope and Cordage Workers' Union express a desire not to work on a holiday other than those prescribed by sub-clause (a) hereof or on some special day the employer may close his factory and employees shall not be entitled to payment for such holiday.
- (9) ANNUAL LEAVE.—(a) Except as hereinafter provided employers shall in each year give their employees continuously employed as defined, a holiday from and after the day observed as Boxing Day to the 31st day of December inclusive and shall pay full wages for ordinary working days included in that period. Piece and bonus workers receiving such holiday shall be paid time work rates.
- (b) Employees entitled to such holiday and required to work during that period shall be given a week's holiday on full pay at some other time during the year or if dismissed from employment before receiving such holiday shall be paid an extra week's wages on dismissal.
- (c) "Continuously employed" for the purpose of this clause means employed (except as to breaks arising from slackening of work) for the three months immediately preceding the 25th day of each December. Any employee so continuously employed dismissed during the two weeks immediately preceding the 25th day of December shall be entitled to payment of one week's wages for such annual holiday.
- (10) WEEKLY HIRING.—(a) Employment shall be terminated only by a week's notice on either side, and such notice may be given at any time during any week.
- (b) This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot be usefully employed because of any strike, or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.
- (c) This clause shall not apply to workers on night shift or to junior workers.
- (d) Casual employees may be employed by the hour provided they are paid Ten per centum more than the weekly rates prescribed for their occupations.
- (11) SICKNESS.—(a) An employee shall not be entitled to payment for non-attendance on the ground of personal ill-health for more than four days in each year.
- (b) An employee may leave work at any time on account of sickness, and shall not be prejudiced in his or her employment by so doing, provided satisfactory evidence of his or her inability to work is given to the employer. This sub-clause is subject to the provisions of the Determination relating to weekly hiring and sick pay.
- (c) Junior employees shall not be entitled to payment for non-attendance on the ground of personal ill-health.
- (12) FEMALE WORKERS.—(a) Where practicable, seats shall be provided for all female employees who are on duty.
- (b) A rest room with proper seating accommodation and a couch shall be provided for female employees who may be temporarily indisposed during working hours.
- (13) PAYMENT OF WAGES.—(a) All wages due shall be paid not later than Friday in each week.
- (b) An employer shall not be allowed to keep more than two day's pay in hand. Such pay shall be forfeited by any employee who leaves his employment except by his employer's consent without giving notice as prescribed in clause (10) hereof.
- (c) If an employee leaves or is dismissed he shall be paid his wages on leaving or being dismissed, provided that the necessary money is available at the factory office.
- (d) All wages shall be paid during ordinary working hours.
- (14) TOOLS OF TRADE.—The employer shall provide all tools of trade excepting knives.
- (15) HEAVY WEIGHTS.—(a) A male employee shall not be employed to pull, drag, or push more than 8 cwt. on a level surface, except in trucks on rails, the floor or surface to be kept in good order and repair.
- (b) A female employee under 18 years of age shall not be obliged to lift or carry a greater weight than 25 lb.
- (16) DINING-ROOM ACCOMMODATION.—Proper dining-room accommodation, with sufficient supply of boiling water at meal hours, shall be provided by the employer for the use of employees.
- (17) REST PERIOD.—A rest period of ten minutes shall be given to all female employees between the hours of 9.30 a.m. and 11.30 a.m. Employees shall assist in avoiding stoppage of machinery by taking their rest periods as directed from time to time.
- (18) UNION DELEGATE.—The secretary or branch secretary of The Australian Rope and Cordage Workers' Union or any official thereunto authorized by the said union shall not be prevented by any employer from visiting and conversing with employees at meal time or before or after the hours of work in a place mutually agreed upon by the employer or his works manager and the said union secretary or other authorized official.
- (19) UNION BUSINESS.—Members of the Australian Rope and Cordage Workers' Union may leave their work to attend to the business of the said union after at least one day's notice has been given to the employer, but without being paid while absent.
- (20) ROPE SPLICERS.—All splicers shall be paid expenses when working away from home.
- All time shall start from the time that rope splicers leave the factory.
- (21) MIXED FUNCTIONS.—When an employee works for any part of a day on work of a higher grade than that which he usually performs he shall be paid for the whole day at the higher rate provided in the Determination.
- (22) TIME AND WAGES BOOK.—(a) Each employer shall keep a record or time book at his factory or any office convenient thereto in which shall be entered the name of each employee working for him, his occupation, the time of starting and finishing work each day, and the amount of overtime worked and the wages and overtime paid to each employee.

(b) Such record or time book shall, on demand, be produced by the employer for inspection to an official of The Australian Rope and Cordage Workers' Union, duly authorized in writing by the president or secretary of the local branch or sub-branch of the said Union at the place where the records or time books are kept between the hours of 10 a.m. and noon on any one day between the 1st to the 27th, inclusive, of each calendar month except on pay day or the day before.

No authority to inspect shall be given by the said Union unless the president and secretary have good reason to suspect that a breach of this Determination has been committed by the employer whose time sheets are to be inspected.

(c) Provided that an employer may at his option, in lieu of a time book, provide a mechanical clock for the purpose of recording the time worked by each employee, in which case the employee shall at the end of each week enter the wages and overtime received on some card or check used in connexion with such clock.

(23) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates for males set out in clause 2 are based upon the following basic wage rates, and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates. Provided that adjustments to the rates for adult females, and all juniors shall at the same time be made as prescribed in sub-clauses (a) and (b) hereof and shall accord with the rates payable from time to time under the appropriate award of the Commonwealth Court of Conciliation and Arbitration.

(a) The rates for all adult females and for junior females employed in the Hard Fibre Department shall be adjusted proportionately to the total basic wage payable from time to time to adult male employees (the minimum wage for the aforementioned females being 54 per centum of such total basic wage) and shall be calculated to the nearest threepence, half or less than half of threepence to be disregarded.

(b) The rates for all juniors (other than female juniors employed in the Hard Fibre Department) shall be proportionate to the average of the basic wages for Sydney and Melbourne and shall be calculated to the nearest threepence, half or less than half of threepence to be disregarded.

The basic wage rates shown hereunder shall be adjusted as prescribed in clause (24).

Basic Wage Rates.

	Males.			Females.			Index Number Set Assigned.
	Basic Wage.	Loading (Constant).	Total Basic Wage.	Basic Wage.	Loading (Constant).	Total Basic Wage.	
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Adult	75 0	6 0	81 0	Melb.
Juniors employed in Hard Fibre Department—							
Balling lashing	43 9	4 0	47 9	..
Balling binder twine	43 9	4 0	47 9	..
Bagging binder twine	43 9	3 0	46 9	..
All others	43 9	..	43 9	..
Hand reolers	54 0	2 0	56 0
Attendants to rope house machine—as for under 2 inches circumference	47 0	2 0	49 0	The average of the basic wages for Sydney and Melbourne.
Lappers of clothes lines	46 0	2 0	48 0	
Balling lashing	37 0	1 6	38 6	
Balling binder twine	34 0	1 0	35 0	
Other juniors							
Under 16 years of age	16 6	0 6	17 0	15 6	0 6	16 0	
From 16 to 17 years of age	22 0	1 0	23 0	20 0	0 6	20 6	
" 17 to 18 years of age	27 0	1 0	28 0	23 6	1 0	24 6	
" 18 to 19 years of age	32 0	1 0	33 0	27 6	1 0	28 6	
" 19 to 20 years of age	40 0	1 6	41 6	32 0	1 6	33 6	
" 20 to 21 years of age	50 0	2 0	52 0	35 0	1 6	36 6	

(24) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in May, 1940, the amount of the basic wage shall be as prescribed in clause (23).

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression, means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician:—

- (1) The index number set to be applied is that assigned thereto in clause (23).
- (2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	871-882	3 11 0
747-759	3 1 0	883-895	3 12 0
760-771	3 2 0	896-907	3 13 0
772-783	3 3 0	908-919	3 14 0
784-796	3 4 0	920-932	3 15 0
797-808	3 5 0	933-944	3 16 0
809-820	3 6 0	945-956	3 17 0
821-833	3 7 0	957-969	3 18 0
834-845	3 8 0	970-981	3 19 0
846-858	3 9 0	982-993	4 0 0
859-870	3 10 0		

Any extension of the table must be of the same construction as the table.

H. J. RICHARDSON, J.P., Chairman.

J. MORGAN, Secretary.

Melbourne, 1st February, 1940.

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THURSDAY, FEBRUARY 15.

[1940

Factories and Shops Acts.

DETERMINATION OF THE BEDSTEADMAKERS BOARD.

NOTE.—This Determination applies to the following parts of Victoria, namely :—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder, and such portions of the city of Sandringham as are not within the said Metropolitan District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons (including the moulders of bedsteads and excluding the moulders of fenders) employed in the process, trade, or business of a maker of metal bedsteads or fenders, or parts thereof," has made the following Determination, namely :—

1. That as from the 15th February, 1940, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.	Wages per week of 44 hours.	
	Within the Metropolitan District and such portions of the City of Sandringham as are not included within the said district; the Cities of Geelong, Geelong West and the Town of Newtown and Chilwell and the City of Warrnambool.	Other Parts of Victoria where the Determination applies.
	<i>s. d.</i>	<i>s. d.</i>
Bedstead smiths	92 0	89 0
Chill fitters called on to design and model	104 0	101 0
Other chill fitters	92 0	89 0
Machinists	89 0	86 0
Platers in charge	101 0	98 0
Polishers and grinders	91 0	88 0
Chippers and casters	88 0	85 0
Furnacemen	88 0	85 0
Bedstead fitters and mounters	92 0	89 0
Employees engaged cutting, binding, straightening, drilling or squaring up parts of bedsteads and frame setters	91 0	88 0
Japanners and lacquerers	89 0	86 0
All others	81 0	78 0

3. UNAPPRENTICED MALE JUNIORS AND FEMALES.		Weekly Hiring.	Hourly Hiring.
(a) Junior Males.		<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age		17 0	18 3
16 and under 17 years of age		26 3	28 0
17 " " 18 " "		46 6	49 6
18 " " 19 " "		58 6	62 6
19 " " 21 " "		70 9	75 3
(b) Adult Females.			
If of less than 12 months' experience		50 3	53 6
Of 12 months' experience or more		57 0	60 6
(c) Junior Females.			
1st year's experience		14 0	15 0
2nd " "		18 9	20 0
3rd " "		29 6	31 6
4th " "		37 0	39 6
5th " "		42 6	45 3
Thereafter until reaching 21 years		47 6	50 6

4. SPECIAL RATES.—In addition to the wages prescribed in clause 2 hereof the following special rates and allowances shall be paid:—

- (a) Leading hands in charge of not less than three and not more than ten employees, including apprentices, 6s. per week extra; more than ten and not more than twenty employees, including apprentices, 12s. per week extra; more than twenty employees, including apprentices, 18s. per week extra.
- (b) Working in wet places, 1½d. per hour extra. Working in confined spaces, 3d. per hour extra.
- (c) Working for more than one hour in the shade where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.
- (d) Dirty work, i.e., work which the foreman and the workmen shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.
- (e) Compensation to the extent of the damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.
- (f) Where more than one of the disabilities entitling a workman to extra rates exists on the same job, the employer shall be bound to pay only one rate, viz., the highest for the disabilities so prevailing.

5. HOURS OF EMPLOYMENT.—The ordinary hours of employment shall be 44 per week, to be worked (except as to shift workers) between the hours of 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday. Provided that the spread of hours herein prescribed may be altered by mutual agreement between an employer and his employees and also that the weekly hours may be worked in five days.

6. OVERTIME.—(a) For all work done outside ordinary hours the rate of pay shall be time and a half for the first four hours and double time thereafter.

(b) In computing overtime each day's work shall stand alone.

(c) An employee recalled after leaving his workshop to work overtime shall be paid for a minimum of three hours' work at the appropriate rate.

(d) An employee occasionally required to hold himself in readiness after ordinary working hours shall until released be paid standing-by time at ordinary rates from the time from which he is to hold himself in readiness. Any custom now prevailing under which an employee is required to regularly hold himself in readiness for a call back shall continue.

(e) An employee (other than on shift) who has worked up to or beyond midnight shall not be bound to continue work on the following day.

(f) For all work done during meal hours and thereafter until a meal hour break is allowed a time and a half rate shall be paid. An employee shall not be compelled to work for more than six hours without a break for meals.

(g) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of work, but this provision shall not prevent any arrangement being made for the taking of a longer meal period without pay.

(h) Before starting overtime after working ordinary hours, a meal break of at least 45 minutes shall be allowed, unless the period of overtime is less than one and a half hours. An employee and his employer may mutually agree to any variation of this sub-clause to meet the circumstances of the work in hand.

(i) An employee required to work overtime for more than two hours without being notified the day before that he will be required so to work, shall either be supplied with a meal by the employer or paid 1s. 6d., or if work extends into a second meal hour, 2s. 6d. for the two meals, but such payment need not be made to employees living in the same locality as their workshop, who can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid for each meal provided.

(j) Subject to the provisions of the second part of sub-clause (f) hereof an employee shall work during meal breaks at the ordinary rates herein prescribed whenever instructed so to do for the purpose of making good breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

(k) When an employee working overtime finishes work at a time when reasonable means of transport is not available the employer shall provide him with a conveyance or pay him ordinary wage rates for the time occupied in reaching his home.

7. SHIFT WORK.—For any afternoon shift 7½ per cent. and for any night shift 10 per cent. more than ordinary wage rates shall be paid. Shifts which do not continue for five consecutive nights shall be regarded as overtime.

8. HOLIDAYS AND SUNDAY WORK.—(a) Employees shall be entitled to the following public holidays (without pay except as hereinafter provided): New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

(b) Employees shall be paid at the rate of double ordinary time for work done on Sundays and public holidays, such double time to continue until the employee has been relieved from duty for at least eight hours. Provided that the employee shall not be paid for the time he is resting.

8A. ANNUAL HOLIDAYS.—(a) Except as hereinafter provided employers shall in each year give their employees continuously employed as defined a holiday from and after the day observed as Boxing Day to the 31st day of December inclusive and shall pay full wages for ordinary working days included in that period. Pieceworkers and bonus workers receiving such holiday shall be paid time work rates.

(b) Employees entitled to such holiday and required to work during that period shall be given a week's holiday on full pay at some other time during the year, or if dismissed from employment before receiving such holiday shall be paid an extra week's wages on dismissal.

(c) "Continuously employed" for the purpose of this clause means employed (except as to breaks arising through slackening of work) for the three months immediately preceding the 25th day of each December. Any employee dismissed during the two weeks immediately preceding the 25th day of December shall be entitled to payment of one week's wages for such annual holiday.

9. SHOP STEWARDS.—Shop stewards appointed by employees in each workshop shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom they represent.

10. TRAVELLING TIME, ALLOWANCES AND BOARD.—(a) All fares and reasonable travelling expenses—including the cost, if incurred, for meals—incurred by an employee during travelling shall be paid by the employer. The fares shall be first class on coastal boats, or on inter-state boats where there is no second class distinct from steerage. On trains when the employee has to travel all night, sleeping accommodation shall be provided where available.

(b) Time occupied in travelling during ordinary hours of employment shall be paid for at ordinary rates.

(c) If such employee has to be away from his home overnight he shall be allowed reasonable costs of board and lodging.

(d) When it is more convenient for the employee in the city or town in which his employer's factory is situated, to go direct to the job from his home, he shall do so, and start and cease work at the usual time customary at the shop. Provided that any extra expense incurred by him in travelling shall be borne by the employer.

11. CONTRACT OF EMPLOYMENT.—(a) With the exceptions hereinafter stated, employment may be by the week or by the hour. If by the week it shall be terminable on either side by one week's notice given on any day or (if the employer terminate it without such notice) by payment of one week's wages.

A contract for weekly employment may be terminated by an employer without liability to pay for more than time actually worked, for misconduct or for absence from work without reasonable excuse. If an employee engaged by the week absents himself from duty, except on public holidays or for days for which he produces a certificate from a medical practitioner or other proof satisfactory to his employer of sickness (aggregating four days' sickness in each year) a sum proportionate to his time of absence may be deducted from his pay, i.e., one sixth of the weekly wage for each day of absence including Saturday in shops working six days per week and one-fifth in shops working five days per week; provided that only time actually lost shall be deducted when an employee is absent with leave on a Saturday.

(b) If the contract of employment is for hourly hiring the total amount of the rates prescribed in clause 2 hereof shall be increased by 5s. per week, but such amount shall not be taken into account when computing overtime, Sunday and Holiday rates.

(c) An employee starting work on hourly hiring shall be entitled to a minimum of four hours' consecutive work or to four hours' pay for the job; such hours may be deemed to be consecutive if worked in ordinary hours at the end of a day and the beginning of the next succeeding day.

12. PAYMENT OF WAGES.—(a) Wages shall be paid weekly. Where the services of an employee are dispensed with wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

(b) An employee kept waiting for his pay on pay day for more than a quarter of an hour after the usual time of ceasing work shall be paid at overtime rates after that quarter of an hour with a minimum of a quarter of an hour.

13. TIME AND WAGES BOOK.—Each employer shall keep a time and wages book showing the name of each employee and his occupation, and the hours worked each day and the wages and allowances paid each week.

The time occupied by an employee in filling in any time books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

14. PAYMENT BY RESULTS.—(a) Subject to the minimum wages herein prescribed, an employer may remunerate any of his employees under any system of payment by results based on rates which will enable workers of average capacity to earn at least 10 per cent. in excess of their weekly or hourly rates.

(b) Any increases in prevailing daily and hourly wages resulting from this Determination shall not of themselves compel any increase in piecework rates during the term of this Determination. If in a factory piecework is extended to processes now done on weekly or hourly hiring sub-clause (a) hereof shall apply.

15. MISCELLANEOUS.—(a) "Tools"—The employer shall provide for each employee such tools as are customarily provided at the time of making this Determination, and for sheet metal workers, snips used in the cutting of stainless steel, monel metal and similar hard metals. The employee shall replace or pay for any tools so provided if lost through his negligence.

(b) Suitable mica or other goggles for emery wheel operators shall be provided by the employer.

(c) Suitable canvas or leather gloves shall be provided by employers for the operators of pneumatic tools and/or punch and shearing machines.

(d) Employers shall provide proper washing and sanitary conveniences for the use of their employees.

16. DEFINITIONS.—(a) "Wet place" means place where water is continually dripping from overhead to such an extent as to saturate the clothing of an employee or a place where water accumulates underfoot to a depth exceeding 2 inches.

(b) "Confined space" means a working place, the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, or where confinement within a limited space is productive of unusual discomfort.

17. MIXED FUNCTIONS.—An employee engaged on any day in different grades of work shall be paid at the rates prescribed for the time actually worked in each grade.

18. EXTRA RATES NOT CUMULATIVE.—Extra rates prescribed in this Determination are not cumulative so as to exceed the minimum of double the ordinary rate.

19. PERIODICAL ADJUSTMENT OF WAGES.—The wages rates set out in Clause (2) are based upon the following basic wage rates for adult males and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased by the same amount and at the same time as such basic wage. Wages of females and juniors in receipt of 20s. or more per week shall be adjusted proportionately to adjustments of the needs basic wage; such adjustment to be made to the nearest 3d., half or less than half of 3d. to be disregarded.

BASIC WAGE.

20. BASIC WAGE.—The minimum rates of wage required to be paid by employers to adult male employees as prescribed herein are as follow:—

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. s. d.	Per week. £ s. d.	
Within the Metropolitan District and such portions of the City of Sandringham as are not included within the said district; the Cities of Geelong, Geelong West and the Town of Newtown and Chilwell and the City of Warrnambool	3 15 0	6 0	4 1 0	Melbourne
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne				

21. ADJUSTMENT OF NEEDS BASIC WAGE.—(a) For work done before the beginning of the first pay period to commence in May, 1940, the amounts of the basic wage prescribed in clause 20 hereof shall be paid.

(b) For work done during each future period of or near a quarter beginning with the first pay period to commence in a May, an August, a November or a February, the amounts of the needs basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Court's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's Retail Price Index Numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(1) Adjustment is to be based upon the equating of index number 81.0 with 81s., the amount assessed upon that number of the Court's declared needs basic wage per week.

(2) The index number set to be applied to a place is that assigned thereto in clause 20 hereof.

(3) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.

(4) The amounts assigned in the following table (or in any extension thereof) to the index number division comprising that number are to be ascertained.

(5) The basic wage shall be of those assigned amounts during such successive period of or near a quarter.

Table.

Index Number Divisions.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.
			Victoria.
	Per week.	Per week.	Per week.
	£ s. d.		£ s. d.
64.5-65.4	3 5 0	} 6s. }	3 11 0
65.5-66.4	3 6 0		3 12 0
66.5-67.4	3 7 0		3 13 0
67.5-68.4	3 8 0		3 14 0
68.5-69.4	3 9 0		3 15 0
69.5-70.4	3 10 0		3 16 0
70.5-71.4	3 11 0		3 17 0
71.5-72.4	3 12 0		3 18 0
72.5-73.4	3 13 0		3 19 0
73.5-74.4	3 14 0		4 0 0
74.5-75.4	3 15 0		4 1 0
75.5-76.4	3 16 0		4 2 0
76.5-77.4	3 17 0		4 3 0
77.5-78.4	3 18 0		4 4 0
78.5-79.4	3 19 0		4 5 0
79.5-80.4	4 0 0		4 6 0

Any extension of this table must be of the same construction as the table.

W. W. HARRIS, Chairman.

E. G. WILLIAMS, Acting Secretary.

Melbourne, 31st January, 1940.



VICTORIA GOVERNMENT GAZETTE.

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No. 38]

THURSDAY, FEBRUARY 15

[1940]

Factories and Shops Acts.

DETERMINATION OF THE CHAFF-CUTTERS BOARD.

NOTE.—This Determination on the 16th February, 1940, applied to the whole State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since 18th July, 1938, has had the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons—

- (a) employed in the process, trade, or business of chaff-cutting, corn-crushing, or compressing fodder; or in the trade of corn-cleaning or corn grading;
- (b) employed in carting or driving or assisting in carting or driving in connexion with the trade or business of chaff-cutting, corn-crushing, or compressing fodder;
- (c) employed in the process, trade, or business of threshing when such process, trade, or business is carried on in a stationary mill,

has made the following Determination, namely:—

(1) That on the 16th February, 1940, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

Apprentices or Improvers.					Other Employees.				
Wages per week of 44 hours.					Wages per week of 44 hours.				
<i>Apprentices.</i>					(i) CHAFF-CUTTING, CORN-CRUSHING, OR COMPRESSING FODDER.				
1st year	(ii) Threshing.
2nd "	Foreman (i.e., the man who gives instructions to, and is responsible for the work done by, 4 or more employees)	95	0
3rd "	Drivers of Motor trucks—
4th "	(a) having a carrying capacity under two tons	93	0
5th "	(b) having a carrying capacity 2 tons or over	98	0
					Carter driving one horse	91	0
					" " two horses	95	6
					And 2s. extra per week for every additional horse
					Chaffcutter feeders—
					(a) in stationary mills	92	6
					(b) on travelling plants	98	6
					Stablemen	83	0
					All others—
					(a) in stationary mills	90	0
					(b) on travelling plants	96	0
<i>Improvers.</i>					CORN-CLEANING OR CORN-GRADING.				
Under 17 years of age	Foreman (i.e., the man who gives instructions to, and is responsible for the work done by, 4 or more employees)	95	0
17 years of age	All others	90	0
18 "					
19 "					
20 "					

PROPORTION (IN ANY PLACE).

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than 83s. per week of 44 hours.
An indenture of apprenticeship, prescribed by the Board, was approved on 6th June, 1923.

Improvers.

One improver to the first three or fraction of three workers, and thereafter one improver to every three workers receiving not less than 90s. per week of 44 hours.

(3) TIME OF BEGINNING AND ENDING WORK—

	Time of Beginning.	Time of Ending.		
		Five Days in the Week.		The Day the Half-holiday is Usually Observed.
		Within the Metropolitan District.	Outside the Metropolitan District.	
Employees on a travelling chaffcutter or a travelling straw or fodder press	7.30 a.m.	5.30 p.m.	5.30 p.m.	12 noon
Carters	7.45 a.m.	5.30 p.m.	5.30 p.m.	12 noon
All other employees	7.45 a.m.	5.30 p.m.	5.30 p.m.	12 noon

(4) **STANDING OFF TIME.**—Any employee who on any day between the times of beginning and ending work as set out in this Determination, works beyond the ordinary daily hours usually worked in his employers establishment shall not, in order that his weekly hours may be adjusted so as not to exceed 44, be stood off for any time by his employer on any day other than the day usually observed as the half holiday.

(5) **OVERTIME.**—The following rates shall be paid for overtime—

	Persons Compressing Fodder.	Persons on Other Work.
Outside the time of beginning and ending work—		
Between 12 noon and midnight on the day on which the half holiday is usually observed	Time and a quarter	Time and a half
Between 5.30 p.m. and midnight on the other working days	" "	Time and a quarter
Between midnight and 7.45 a.m. on any day	" "	" "
Within the time of beginning and ending work in excess of the hours fixed as a week's work	" "	" "

(6) **SPECIAL RATES.**—Double time shall be the rate for all work done on Sunday, and time and a half shall be the rate for all work done on New Year's Day, Australia Day (26th January), Good Friday, Easter Saturday, Easter Monday, 21st April, (Labour Day), King's Birthday, Christmas Day, and Boxing Day, Fuel and Fodder Picnic Day (only within the Metropolitan District as defined in the Factories and Shops Act and Order in Council thereunder, and the Shires of Corio, Keilor, Kyneton, Melton and Werribee), and Melbourne Cup Day (also only within the areas specified for Fuel and Fodder Picnic Day); but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

(7) **PAYMENT FOR HOLIDAYS.**—All employees shall be entitled to the following holidays without any deduction in pay: New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Christmas Day and Boxing Day; Fuel and Fodder Picnic Day (only those employed within the Metropolitan District as defined in the Factories and Shops Act and Order in Council thereunder, and the Shires of Corio, Keilor, Kyneton, Melton and Werribee), and Melbourne Cup Day (also only within the areas specified for Fuel and Fodder Picnic Day).

(8) **TIME WAGES.**—Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to one-half the number of hours fixed, be paid at the ordinary wages rate with an addition of thirty-three and a third per centum, and for each hour worked beyond the one-half aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(9) **TERMINATION OF EMPLOYMENT.**—Seven days' notice of termination of employment shall be given by either employer or worker.

(10) **PIECE-WORK.**—The lowest piece-work prices payable to any person employed on a travelling plant shall be—

(a)	Where three persons (including feeder, band cutter, pitcher, or baggers) are employed.	Where four persons (including feeder, band cutter, pitcher, or baggers) are employed.	Where five or six persons (including feeder, band cutter, pitcher, or baggers) are employed.	Where more than six persons (including feeder, band cutter, pitcher, or baggers) are employed.	Where more than four persons (including feeder, band cutter, pitcher, or baggers) are employed.
Hay chaff-cutting, on machines with mouthpieces over 11 inches ..	s. d. 2 5	s. d. 1 10	s. d. 1 4	s. d. 1 2	s. d. ..
Straw chaff-cutting, on machines with mouthpieces over 11 inches ..	3 5	2 7	2 2	1 8	..
Hay chaff-cutting, on machines with mouthpieces 11 inches or under ..	2 9	2 2	2 2
Straw chaff-cutting, on machines with mouthpieces 11 inches or under ..	3 5	2 7	2 2

- (b) Baling sheaf hay, meadow hay and lucerne hay by any power driven press 1 5 per ton
 Baling straw by any power driven press { (i) Where up to and including four persons are employed.. 1 10 per ton
 (ii) Where more than four persons are employed .. 1 5 per ton

H. J. RICHARDSON, J.P., Chairman.

R. DUFFY, Secretary.

Melbourne, 31st January, 1940.



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THURSDAY, FEBRUARY 15.

[1940

Factories and Shops Acts.

DETERMINATION OF THE COAL MINERS BOARD.

NOTE.—This Determination on the 4th March, 1940, applied to the whole of the State.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed in the business or occupation (other than fireman, boiler attendant, or engine-drivers) of mining for coal has made the following Determination, namely :—

(1) That on the 4th March, 1940, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

WAGES.

Minors.				Adult Persons.			
Surface Workers.				Surface Workers.			
				All adults—16s. 7d. per day shift.			
				Underground Workers.			

(7) **SUNDAY AND HOLIDAY WORK.**—That all work performed on Sundays or holidays shall be paid for at the rate of time and a half. For the purpose of this clause, the expression "holidays" shall mean New Year's Day, Good Friday, Easter Monday, Christmas Day and the following day, and Labour Day. Whenever any of such days falls upon a Sunday, the following Monday shall be a holiday in lieu of such day.

(8) **MIXED FUNCTIONS.**—That where, in any shift, a worker performs the duties of a higher grade or grades than that in which he is classified, he shall be paid at the rate prescribed for the highest of such grades for the whole shift, provided that, if he is occupied in such higher grade work for not more than half the shift, he shall be paid at a rate not less than that which is equal to the average of the rates prescribed for the grades of work which he is performing.

(9) **WET PAY.**—That—

- (a) Any surface worker who is required to work in a "wet place" for at least one hour during the shift, if not provided with clothing or footwear so as to protect him from getting wet, shall be paid 1s. extra for such shift, unless the wet conditions occur only in the last two hours of the shift.
- (b) Any underground worker who is required to work in a "wet place" for at least one hour during the shift shall be paid 1s. 3d. extra for such shift, unless the wet conditions occur only in the last two hours of the shift.
- (c) A place shall be deemed to be wet when water other than rain is flowing or dripping from overhead to such an extent as to saturate the clothing of the worker, or when the worker is required to work in water more than 2 inches deep.

(10) **PROVISION AGAINST WET WEATHER.**—That workers (except those the nature of whose duties ordinarily requires them to work out in the open throughout the shift) who are required to work in the rain, shall be provided as far as practicable with suitable clothing to protect them therefrom.

(11) **REDUCTION OF HOURS IN HIGH TEMPERATURES.**—That where any person is required to work in any place where the temperatures exceed 79° Fah. dry, and 76° Fah. wet, the hours of work shall not exceed six hours per shift, but the employee shall be paid as though the ordinary hours had been worked on the shift concerned.

(12) **EMPLOYEE TO BE NOTIFIED.**—That where an employee who has not been notified that he is not required to work the following shift presents himself for work and, though willing to work, is not engaged, he shall be paid at the rate applicable to his grade of work as though he had worked for the shift in question. Provided that, in any case where, through circumstances over which the employer has no control, notification is impracticable, this clause shall not operate.

(13) **CONTRACT RATES.**—That any employer may fix and pay contract rates, provided that any person employed at such contract rates shall receive not less than the wages prescribed in clause (2) of this Determination.

(14) **CAVILLING.**—That a system of cavilling for coal places shall be adopted in respect of any mine in which work is performed at contract rates. Pursuant to the provisions of Section 164 (1) Act 3877, the Board hereby prescribes the following cavilling rules, viz. :—

1. Prior to the quarterly cavil, all working places shall be inspected by the management, with two scrutineers, to be appointed by the workmen. The management and scrutineers shall decide mutually what places are deficient. Places deemed deficient shall not be included in the quarterly cavil, but shall be worked in such manner as the management may determine.
2. All places at each colliery which are going to be worked at the commencement of each quarter shall be cavilled for every three months with the exception of those which may be otherwise arranged for between the management and the employees' representatives. Cavils shall be drawn as arranged by scrutineers appointed by the miners in the presence of the colliery officials. Cavils to be arranged so that the first cavil in each year be drawn previous to the Christmas holidays preceding such cavil.
3. In the event of there being sufficient working places, all miners at each colliery, including those promised work for the commencement of each quarter, shall choose their own mates, and shall notify the person appointed to receive names at least two days before the cavils are drawn. Any man neglecting to mate himself shall be mated by the scrutineers, subject to the approval of the management, and his name included in the ballot with the others.
4. All places that are to be drawn for as specials must be made known by the management in the usual way by posting at the pit mouth one week before the drawing of each quarterly cavil, and such places shall be cavilled for first. In the event of there not being a sufficient number of names given in to fill the whole of the specials, an additional number required shall be drawn from the general cavil. Persons cavilling for special places shall be subject to the approval of the management and two scrutineers appointed by the men.
5. Any man or men finishing his or their place during the currency of a quarter, shall fill the nearest available place (if any) in that district, unless it be stipulated at cavilling that the men finishing such place should occupy another place reserved for such contingency.
6. In the event of any place being stopped and restarted during the currency of a quarter, the miners who cavilled such place shall be the persons to work it, unless they have left the colliery or cavilled a special place in accordance with the rule.
7. In the event of two or more places being stopped at the same time during the currency of a quarter in any district, the men who were working in such places shall cavil for any vacant place or places which have to be filled in the district where they have finished, or in any other district should there not be a sufficient number of vacant places in the district where they finished.
8. If any special place or places be started during the currency of a quarter, applications shall be invited from the miners to fill such place or places, and should there be sufficient applications received, such place or places shall be cavilled for in accordance with the rules of the general cavil. In the event of insufficiency of applications the management shall have the right to nominate names for such cavil from the men at the same colliery, provided the persons nominated are agreeable. Failing this, the management may work the place as they may decide.
9. Miners shall be allowed to exchange places at any time with the consent of the management and of their party, but no exchange shall be allowed between miners who are working their notice or about to leave the colliery. In the event of one man of a party leaving after such an exchange, the man who has exchanged shall return to the original cavil if so required by the management or party.
10. Should any dispute arise with regard to the conditions in which any place has been left, the men cavilled to such place may call in the miners' scrutineers or the two miners working on either side provided they are not cross-mates, to decide the matter, and should they allow any compensation, it may be stopped from the wages of the men who worked in the place last, and paid to the men who cavilled such place. The compensation may be stopped from the miners' wages by the management and paid to the men who cavilled to work such place, on their written order.
11. Any miner leaving the colliery and being re-employed during the currency of a quarter shall work his own cavil with the consent of the miners working such place.
12. No man shall work in another man's cavil, except to open out air-ways or to effect repairs.
13. Where four men cavil a place and it is subsequently found necessary to move two men, the four shall cavil to determine who shall leave the place.

(15) **DEFINITIONS.**—"Probationary miner" shall mean a person who has had less than two years' experience of work at the coal face.

"Day shift" shall mean any shift commencing not earlier than 6 a.m. and not later than 8 a.m.

A. C. TINGATE, P.M., Chairman.

REX L. CECIL, Secretary.

Melbourne, 30th January 1940.



VICTORIA GOVERNMENT GAZETTE.

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No. 40]

THURSDAY, FEBRUARY 15.

[1940

Factories and Shops Acts.

DETERMINATION OF THE MINING ENGINE-DRIVERS BOARD.

Adjusted pursuant to section 21 of the *Factories and Shops Act* 1934 (No. 4275).

NOTE.—This Determination applies to the whole of the State of Victoria.

I, FRANCIS ANTHONY MARZORINI, in pursuance of the powers contained in the Factories and Shops Acts and in consequence of the provisions contained in a determination made on the 12th May, 1939, by the Mining Engine-drivers Board, and published in the *Government Gazette* on the 8th June, 1939, hereby issue an adjusted determination showing the adjusted wages rates to be paid, as from the beginning of the first pay period to commence in March, 1940, to any person employed in the occupation of—

- (a) a fireman, boiler attendant, boiler cleaner, or engine-driver in connexion with steam engines or steam boilers in or about mines or in or about plants for crushing metalliferous ores—
- (b) an engine-driver or attendant in connexion with the use of internal combustion engines, compressed air engines, or electrical engines in or about mines or in or about plants for crushing metalliferous ores.

(2) WAGES PER WEEK OF 40 HOURS FOR EMPLOYEES WORKING UNDERGROUND AND 44 HOURS IN ANY OTHER PLACE.

Apprentices or Improvers.	Other Employees.		
	—	Mining District of Gippsland, and the Dry Creek, Gaffney's Creek, Wood's Point, Matlock, Big River, Jamieson, Kewington, Mitta Mitta, Bethanga, Harrietville, Bright, Wandiligong, Alexandra, Walsby, and Corryong Divisions of the Mining District of Beechworth.	All Other Parts of Victoria.
s. d.		s. d.	s. d.
If under 16 years of age 36 6	Winding and haulage engine-drivers—		
16 and under 18 years of age 47 0	(a) If they sometimes or always raise or lower human beings	109 0	106 0
18 and under 19 years of age 57 6	(b) If they do not raise or lower human beings	103 0	100 0
19 and under 20 years of age 74 0	Winch drivers—		
20 years of age, minimum rate for class of work done.	(a) If working underground or on surface of mines, and they raise or lower human beings	99 0	96 0
If under the control of an engine-driver they start or stop an engine, 6s. per week extra shall be paid.	(b) If working underground or on surface of mines, and they do not raise or lower human beings	96 0	93 0
	(c) On dredges	96 0	93 0
PROPORTION.	Other drivers—		
Apprentices.	(a) Attending to a steam engine with condenser attached	99 0	96 0
One apprentice to every three or fraction of three workers receiving not less than 79s. 6d. per week of 44 hours.	Attending to a steam engine without condenser	96 0	93 0
Improvers.	(b) Operating a suction gas engine, other internal combustion engine, or electrically-driven plant—		
One improver to every three workers receiving not less than 79s. 6d. per week of 44 hours.	(i) if 50 h.p. or over	96 0	93 0
	(ii) if under 50 h.p.	93 0	90 0
	Motor Drivers or Attendants	87 0	84 0
	Firemen—		
	(a) Attending one boiler	87 0	84 0
	(b) Attending two boilers	88 6	85 6
	(c) Attending three or more boilers developing 1,000 i.h.p. in the aggregate	90 0	87 0
	Greasers	85 0	82 0
	All others	82 6	79 6

JUVENILE WORKERS.

Juvenile workers (i.e., employees 17 to 19 years of age, both inclusive, working in a coal mine on an intermediate, air, or electrically-driven geared hauling winch operating intermittently on branch haulage roads to any one or more main haulage roads)—

DAY SHIFT.

					s.	d.
17 years of age	56	3 per week
18 "	"	"	66	0 "
19 "	"	"	73	9 "

AFTERNOON OR NIGHT SHIFT.

The rates to be paid for the afternoon or night shift shall be the rates provided for day shift, plus 7½ per cent.

PROPORTION.

One juvenile worker to every three or fraction of three workers receiving not less than 79s. 6d. per week of 44 hours.

Where the employment or work involves functions of a mixed character the wages to be paid to an employee shall be calculated as if he performed such only of the said functions as involves the highest rate of wages.

(3) EXTRA RATES.—Extra rates payable, in addition to those mentioned in clause (2):—

	Per Week Extra. s. d.
Engine-drivers or firemen who also attend an electric generator or dynamo (other than a dynamo for merely lighting the works)	6 0
Engine-drivers or firemen in charge of plant	6 0
When two firemen are employed on the plant at the one time, one shall be a leading fireman and shall be paid	3 0
Greasers, if under the supervision of an engine-driver, they stop and start engines	6 0
Winch drivers hauling up or down shafts where the haul exceeds 150 feet	3 0
Greasers doing engine-drivers' work other than starting and stopping engines under the supervision of an engine-driver, shall be paid engine-drivers' rates.	

Any person engaged inside the gas or water space of any boiler, flue, or economizer, in cleaning or scraping work shall be paid whilst so employed, in addition to his ordinary or overtime rate, 9d. per hour extra.

(4) WEEKLY ENGAGEMENT.—(a) Except as hereinafter provided all employment shall be by the week. Employees to become entitled to payment on a weekly basis shall perform such work as the management shall from time to time require on the days and during the hours usually worked by the class of employees effected. Employment shall be terminated only by a week's notice being given on either side, such notice to be given at any time during the week. This shall not affect the right of the management to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible. Provided that where an employer orders employees not to work on rainy days because of the state of the weather, such order shall not deprive such employees of their claim for payment under the weekly engagement, but if such employees cease work on rainy days without being ordered to do so they shall not be entitled to payment for time so lost.

(b) Any employee, competent to do the work he is engaged to do, who is employed for less than six days from the date he starts work, and is refused work or dismissed without any fault of his own shall be entitled to be paid for each day so worked 10 per cent. more than one-fourth of the weekly rate prescribed by this Determination for the work performed by him, multiplied by the number of hours actually worked.

(5) OVERTIME.—(NOTE.—Nothing in this clause shall apply to persons working underground in a coal mine). Time and a half shall be paid for all work done:—

- (a) In excess of four hours on Saturday { where an ordinary week's work is
and eight hours on other days { worked on six week days.
- (b) On Saturdays, and in excess of eight { where an ordinary week's work is worked
hours 48 minutes on other days { on five week days (Monday to Friday).

The hourly rate on which the overtime additional rates shall be computed shall be one-fourth of the weekly rate prescribed in Clause (2) for the class of work done.

In reckoning the time of duty any time necessarily occupied in raising steam, in starting up or closing down engines, or in banking fires, shall be included.

(6) MEAL INTERVAL.—(a) Except on shift work, provision shall as far as practicable be made by the employer to enable an employee to have a midday meal interval of not less than 45 minutes nor more than one hour on all working days except Saturday. Such meal interval shall not be deemed to be time worked, and the time of ceasing work shall be extended by time equal to the duration of the meal interval.

(b) Employees on shift work shall be given a meal interval of half-an-hour whilst "standing by" their engines. Such interval shall be included as part of the day's work, and if an employee is required for work during same he shall be paid for such work at the rate of time and a half.

(7) SUNDAYS AND HOLIDAYS.—(a) Time and a half shall be paid for all work done on Sundays.

(b) An employee shall be entitled to the following six holidays without deduction of pay, viz.:—New Year's Day, Good Friday or Easter Monday (alternately at the option of the employer to be declared on or before the Monday before Good Friday), Labour Day, Anzac Day, Christmas Day, and Boxing Day, or any day which by Act of Parliament or proclamation shall be substituted for any of the abovementioned holidays, or any such other days not less than six as the employer may substitute for the employee with the consent of the Union through its nearest local representative.

(c) In the event of an employee being called upon to work on any of the above holidays or substituted holidays, he shall be paid for each day so worked an additional sum of one-sixth of his ordinary weekly wage.

(8) ANNUAL LEAVE.—In addition to the holidays provided for in Clause (7) an employee shall be entitled to annual leave on full pay for a period amounting to one day for every two months of his service during the year next preceding the annual leave, but subject to the following conditions:—

(a) The date of the leave shall be fixed by the employer.

(b) In order to claim the leave on pay each employee shall attend his work regularly, not losing more than one shift in each calendar month without valid reason, valid reasons being:—

- (i) Bona fide cases of accident or sickness.
- (ii) Business of which prior notice is given and approved by the Mine Manager.
- (iii) Some urgent matter of which prior notice could not be given, but which is reported to the Mine Manager at the earliest possible moment and approved by him.
- (iv) Business in connexion with the Union of which notice is given.
- (v) Absence of the employee through no fault of his own.
- (vi) Accident to the mine or works.

(c) Any employee who is discharged from his employment or leaves shall for every complete two months of service complying with condition (b) herein given to the employer since the employee's last annual leave (if any) hereunder shall be entitled to one day's pay at his ordinary rate at the time of discharge or leaving.

(9) SICK PAY.—All employees necessarily absent on account of sickness, or through an accident whilst at work, shall be entitled to six days' leave on full pay in each year, provided satisfactory evidence of such illness or accident is produced to the management within 24 hours of his first absence from work.

Sick pay shall be payable on the first pay day after becoming due.

(10) DEFINITIONS.—(a) "Engine-driver" shall mean and include any person who operates or drives any engine or engines, the motive power of which is steam, and shall include the operator or driver of an internal combustion engine, a compressed air engine, or electrical engine.

(b) "Winding and haulage engine-driver" shall mean and include an engine-driver who takes charge of the principal winding plant or plants (other than a Holman or similar baby hoist) on or below the surface of a mine, whether the motor power is steam, air, water, gas, oil, or electricity.

(c) "Winch driver" shall mean and include an engine-driver (other than a winding or haulage engine-driver, as defined in sub-clause (b)) in charge of and working a geared winding engine.

(d) An engine-driver shall be deemed to be "in charge of plant"—

(i) When two or more drivers are employed at the plant at one time, and he is the driver invested with the superintendence and responsibility; or

(ii) When a driver, being the only person of his class employed on the plant, does the general repair work of the plant in addition to the work of engine-driving, but not when he merely assists the fitter or engineer to do such work.

F. A. MARZORINI,

Secretary for Labour.

Melbourne, 14th February, 1940.



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FRIDAY, FEBRUARY 16.

[1940

Factories and Shops Acts.

DETERMINATION OF THE CEMENT BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provision of the Factories and Shops Acts, the Wages Board appointed to “determine the lowest prices or rates which may be paid to any persons employed in the trade of—

- (1) Making Portland Cement,
- (2) Quarrying or preparing the raw materials therefor,”

has made the following Determination namely:—

(1) That on the 21st February, 1940, the adjusted Determination of this Board which came into operation as from the beginning of the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2)

Apprentices and Improvers.			Other Employees.		
	CEMENT WORKS.	QUARRIES.	CEMENT WORKS.	Wages per week of 44 hours.	
	Wages per week of 44 hours.	Wages per week of 44 hours.		Employed Continuously on Day Shift.	Employed Alternately on Two or Three Shifts.
Under 16 years of age ..	30s. 9d.	35s. 3d.	Cement Burners	104s. 9d.
" 17 " " ..	39s. 0d.	43s. 6d.	Testers on Slurry Controls	102s. 3d.
" 18 " " ..	45s. 0d.	51s. 0d.	Millers (new plant)	101s. 0d.
" 19 " " ..	54s. 9d.	60s. 0d.	Millers (old plant)	99s. 0d.
" 20 " " ..	62s. 6d.	67s. 3d.	Fuller Coal Millers (old plant)	..	101s. 0d.
" 21 " " ..	71s. 0d.	75s. 3d.	Coal Driers (old plant)	101s. 0d.
PROPORTION (in any factory or place).			Loaders in railway trucks at bagging sheds	95s. 0d.	..
			Machine Bag Fillers ..	95s. 0d.	..
Apprentices.			Stackers	90s. 0d.	..
			Electrostatic Precipitator Attendant (new plant)	90s. 3d.
One apprentice to every three or fraction of three workers receiving not less than the minimum wage.			Electrostatic Precipitator Attendant (old plant)	94s. 9d.
			Rubber Band Attendants ..	90s. 0d.	92s. 9d.
Improvers.			Slurry Tank Attendants (new plant)	98s. 9d.
			Mammoth Crusher Attendant (new plant) ..	95s. 0d.	97s. 9d.
One improver to every five or fraction of five workers receiving not less than the minimum wage.			All others	87s. 0d.	89s. 9d.

QUARRIES.	Wages per week of 44 hours.		
	Batesford.		Elsewhere within the Area to which the Determination applies.
	Day Shift.	Afternoon or Night Shift.	
Powder Monkeys	106s. 0d.	111s. 0d.	99s. 0d.
Jack Hammermen	106s. 0d.	111s. 0d.	99s. 0d.
Platelayers	103s. 0d.	108s. 0d.	96s. 0d.
Bankmen	101s. 0d.	105s. 9d.	94s. 0d.
Underground Drainers	130s. 6d.	131s. 3d.	..
Underground Quarrymen	109s. 0d.	109s. 9d.	..
Pump Attendants	106s. 0d.	106s. 9d.	..
Signal Attendants	99s. 6d.	100s. 3d.	..
All others	94s. 0d.	98s. 6d.	87s. 0d.

(3) **EXTRA RATES.**—(a) Any person in Cement Works who is employed to re-line kilns or mills or who is required to work in Cement, Clinker, or Slurry Silos, shall be paid 6d. per hour in addition to the ordinary rate.

(b) Any person employed as an Underground Quarryman shall, when it becomes necessary for him to work in wet conditions, be paid 1s. per day extra.

(c) Any person employed on refractory work on new kilns shall be paid 6s. per week above the minimum wage.

(4) **SHIFTS.**—(a) The hour of beginning and the hour of ending each shift shall be as follows:—

	Time of beginning not earlier than:—	Time of ending not later than:—
Day Shift	7.30 a.m.	5 p.m.
Afternoon Shift	4 p.m.	2 a.m.
Night Shift	12 midnight	8 a.m.

Provided that the hours of work on Saturday in Cement Works for persons employed continuously on day shift shall be as follows 7.30 a.m. 12 noon.

(b) The higher rate to be paid for each hour or fraction of an hour worked by an employee, other than an Underground Drainer, before or after his shift, shall be time and a half.

(5) **COAL HANDLING.**—Persons employed handling coal at siding shall, for the first twenty-four hours of any week, be paid at the rate of 2s. 1½d. per hour, and for each hour thereafter at the rate of 1s. 9½d. per hour.

For the purpose of this clause the week shall consist of seven days commencing on the particular day on which an employee starts work.

(6) **SPECIAL RATES.**—Time and a half shall be the rate payable for all work done by persons (other than Underground Drainers), on Sundays, and by all persons on New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Christmas Day and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.

(7) **ANZAC DAY.**—Where the incidence of Anzac Day is such as to prevent an employee from working his ordinary normal hours of work, then he shall be paid for the time so lost.

(8) **SICK LEAVE.**—Where an employee is disabled by personal ill-health, proof of which sickness is given to the employer by medical certificate or other satisfactory evidence within 24 hours of the employee's consequential absence, he shall, on account thereof, be entitled without deduction of pay to absent himself from work one day in each two months, or for a proportionate aggregate in a longer period, but not exceeding six days in any year of employment.

(9) **RIGHT OF ENTRY OF UNION OFFICIALS.**—A duly accredited representative of the Australian Worker's Union not more than once a fortnight shall have the right to enter during the midday meal hour, the portion of any employer's establishment in which any of the classes of labour covered by this Determination are employed for the purpose of interviewing employees on legitimate union business.

If any representative is unduly interfering or is creating disaffection amongst the employees or is offensive in his methods, the employer may refuse the right of entry.

PERIODICAL ADJUSTMENT OF WAGES.

(10.) The wages rates set out in clause (2) are based upon the following basic wage and, pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages of apprentices and improvers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause (10).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
Within the area to which this Determination applies	£ s. d. 3 15 0	Melbourne

(11)

ADJUSTMENT OF BASIC WAGE.

(a) Until the beginning of the first pay period to commence in May, 1940, the amount of the basic wage shall be as prescribed in clause (10).

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer, or to be signed by or on behalf of the Commonwealth Statistician :—

- (1) The index number set to be applied to a place is that assigned to Melbourne.
- (2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period plus the additional constant loading as prescribed in clause (19).

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
797-808	3 5 0	896-907	3 13 0
809-820	3 6 0	908-919	3 14 0
821-833	3 7 0	920-932	3 15 0
834-845	3 8 0	933-944	3 16 0
846-858	3 9 0	945-956	3 17 0
859-870	3 10 0	957-969	3 18 0
871-882	3 11 0	970-981	3 19 0
883-895	3 12 0	982-993	4 0 0

D. GRANT, Chairman.

GEO. PARR, Secretary

Melbourne, 6th February, 1940.



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No. 42]

FRIDAY, FEBRUARY 16.

[1940

Factories and Shops Acts.

DETERMINATION OF THE HAM AND BACON CURERS BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed either inside or outside a factory or work-room in the process, trade, or business of a ham and bacon curer," has made the following Determination, namely:—

(1) That on the 21st February, 1940, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)		IMPROVERS.									
		Wages.									
		s. d.									
First six months' experience	15	6								
Second six months' experience	20	6								
Second year's experience	20	0								
Third year's experience	39	6								
Fourth year's experience	57	0								
Fifth year's experience and until reaching the age of 21 years	70	0								

Proportion (in any place)—

The number of improvers employed in any one ham and bacon establishment shall not exceed one to every three or fraction of three adult weekly employees. An employer actually working in a factory shall be treated as an adult for the purpose of this Clause.

(3)		OTHER EMPLOYEES.									
		Wages.									
		£ s. d.									
(a) <i>Other than Small Goods Section—</i>											
Leading hands in the slaughtering and curing departments	5	7	0							
General assistants in the slaughtering department, cutter-up, rollers, bacon trimmers and leading hands in the lard and tallow department	4	19	6							
First assistant in the curing department	4	19	6							
Other assistants in the curing department	4	14	6							
Employees in the lard and tallow department, gut runners, smoke fillers, smoke room and drying room employees, packers, washers of hams and bacon and ham baggers	4	12	6							
Yardmen { For 48 hours per week	4	16	0							
{ For 44 hours per week	4	10	0							
All others	4	9	6							
(b) <i>Small Goods Section—</i>											
Men employed principally on mixing machines	5	5	0							
Filler-men	4	18	0							
Small goods makers, small goods sellers, from cart who collect cash, boners, salters, scalders and cookers	4	17	0							
Packing room hands	4	11	0							
Linkers and table hands	4	11	0							
Yardmen { For 48 hours per week	4	16	0							
{ For 44 hours per week	4	10	0							
All others	4	7	0							

(4) **CASUAL EMPLOYEES.**—(a) A casual employee, that is, an employee who is not employed for a full week, shall be paid one-sixth of the weekly wage prescribed in this Determination for the class of work he performs, plus 10 per cent of such one-sixth for each day or part of a day on which he is employed. For time worked in excess of 8 hours on any one day, time and half rates shall be paid.

(b) Where a casual employee is required to perform more than one class of work on any one day, he shall be paid for the whole of that day at the highest wage prescribed in this Determination for any of the work which he performs.

(c) In addition to the rate payable under sub-clause (a) hereof, casual employees shall be paid all fares above 4d. per day reasonably and necessarily incurred.

(5) **SPECIAL RATES AND ALLOWANCES.**—Where an employee is temporarily transferred during working hours from one factory to another, the employer shall pay such employee all costs of transit and travelling time.

(6) **HOURS OF LABOUR.**—The ordinary hours of employment in ham and bacon factories shall be 44 per week, to be worked in five days of eight hours and one day (Saturday) of four hours, or five days of eight hours forty-eight minutes each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday. Provided that the spread of hours herein prescribed may be altered by mutual agreement between an employer and his employees.

(7) **MEAL INTERVALS.**—(a) Employees shall be granted one hour for lunch on a full working day between noon and 2 p.m.

(b) Employees called upon to start work before 7 a.m. shall be allowed one hour for breakfast to commence before 10 a.m.

(c) Meal intervals, where allowed, shall not be counted as part of the daily or weekly hours worked.

(8) **OVERTIME.**—All time worked :—

(a) In excess of 44 hours per week ;

(b) In excess of 9 hours on five days of the week and 5½ hours on the day on which the ordinary hours of work are fixed to finish not later than 12.30 p.m. ; or

(c) before the fixed starting time or after the fixed finishing time ;

shall be paid for at overtime rate namely time and a half.

No employee shall be called upon to work overtime after 7 p.m. without a break of one hour or payment of 2s. tea money.

(9) **HOLIDAYS.**—(a) The following days, or the days observed in lieu thereof, except for the unavoidable delivery of small goods shall be holidays and shall be paid for as though worked—

New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Eight Hours Day, King's Birthday, Christmas Day, Boxing Day and Union Picnic Day.

For work done in the delivery of small goods on these days, time and a half rates shall be paid after 9.30 a.m., but on Good Friday after 11.30 a.m.

(b) In Melbourne, Melbourne Cup Day shall be observed as a holiday instead of King's Birthday.

(c) On any such holidays except Christmas Day, Anzac Day and Union Picnic Day, employees except those engaged in the making of small goods if required shall work without extra payment for not more than two hours but on Good Friday for not more than four hours.

(d) If an employee is dismissed within fourteen days before any of the holidays above-mentioned and is re-engaged within fourteen days after any of the holidays above-mentioned he shall be deemed to have been dismissed for the purpose of evading payment for such holidays and any payment so evaded shall be due and payable to the employee.

(e) For any work done on holidays except as provided in the preceding sub-clauses of this clause double time shall be paid.

(10) **SUNDAY WORK.**—All work performed on Sundays except attention to horses or other live stock shall be paid for at double rates. For attention to horses or other live stock on Sundays ordinary rates shall be paid.

(11) **PAYMENT OF WAGES.**—(a) Wages due under this Determination to a weekly employee shall be paid in cash not later than Thursday in each week.

(b) Employers may, if they so desire keep two days' pay in hand.

(c) Where the services of an employee are dispensed with all wages owing to him shall be paid to him on the day of dismissal.

(d) Wages due under this Determination to a casual employee shall be paid immediately on the termination of work on each day on which he is engaged.

(e) By agreement with their employees country bacon factories may pay wages fortnightly on Friday nights.

(12) **TIME BOOKS.**—(a) Each employer at each place at which he carries on business under this Determination shall provide a time book or time sheet in which each day's hours of work of each employee shall be entered (including overtime, if any), and the wages received each week ; such entries shall, at least once a week, be vouched for by the signature of the employer or his representative.

(b) The time book or time sheet so entered and vouched for if countersigned by an employee representing the Union of employees shall be evidence of the time actually worked by an employee for all purposes under this Determination, including overtime.

(c) The time book or time sheet shall, on demand, be produced by the employer for inspection at the place where it is kept at any time between 10 a.m. and 4 p.m. Monday to Thursday inclusive and between 10 a.m. and 1 p.m. on Friday to an official of the Australasian Meat Industry Employees Union who has been authorized, in writing, to inspect the same by the general secretary or the secretary of a State branch of the said Union ; or to an official of the Master Butchers Meat and Allied Trades Federation of Australia who has been authorized, in writing, to inspect the same by the general secretary or the secretary of a State branch of the said Federation.

(d) An inspection shall not be demanded unless the secretary of the Union or Federation or the district secretary or organizer of any division of the Union or Federation suspects that a breach of this Determination is being or has been committed.

(e) Only one demand for such inspection shall be made in any one fortnight at the same establishment and no inspection shall be demanded on a Saturday.

(f) The official making an inspection shall be entitled to take a copy of entries in the time book or time sheet relating to the suspected breach of this Determination.

(13) **RIGHT OF ENTRY.**—A duly accredited representative of the Australasian Meat Industry Employees Union shall have the right to enter employers' premises during the meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions :—

(a) that he produces his authority to the manager or such other person as may be appointed by the employer ;

(b) that he interviews employees only at the place where they are taking their meal ;

(c) that not more than one representative visits the premises at any one time ;

(d) that not more than one representative visits the same premises more than once in a week ; and

(e) that if any employer allege that a representative is unduly interfering with his business or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions such employer may refuse the right of entry.

(14) **ENGAGEMENT.**—(a) Except in casual employment, all employment shall be by the week. An employee, to become entitled to payment on a weekly basis, shall perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employee affected.

(b) Employment other than casual shall be terminated only by a week's notice on either side, and such notice may be given at any time during the week. This shall not affect the right of an employer to dismiss an employee without notice for malingering, inefficiency, neglect of duty or misconduct, in which case wages shall be paid up to the time of dismissal only, or to deduct payment for any day on which an employee cannot be usefully employed because of any strike or through any breakdown of machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(e) An employee not attending for duty shall lose his pay for the actual time of such non-attendance unless he produces or forwards to his employer, within twenty-four hours of the commencement of such absence, evidence satisfactory to the employer that his non-attendance is due to personal accident arising out of and in the course of his employment or to personal ill-health necessitating such absence. Provided that an employee shall not be entitled to payment for non-attendance on the ground of personal accident or personal ill-health or both, for more than six days in each year. An employer may, by an agreement with any employee, grant such employee a clear week's holiday on full pay in lieu of payment for absences through sickness.

For the purposes of this Clause, the period between the coming into operation of this Clause and the first day of July, 1940, shall constitute a year, and thereafter each year shall commence on the 1st day of July.

(15) **MIXED FUNCTIONS.**—Where an employee performs on any day functions of a mixed character, he shall be paid for that day the wage rate applicable to the function for which the highest rate is payable.

(16) **LEAVE TO ATTEND UNION BUSINESS.**—Leave of absence from work to attend any Union business shall be allowed by the employer to any employee member of the Australasian Meat Industry Employees' Union named by such Union, provided fair and reasonable notice is given to the employer. Provided also that such leave shall be restricted to one employee at a time in the employment of any one employer and such employee shall not be entitled to payment for the time he is so absent from his employment.

(17) **MISCELLANEOUS PROVISIONS.**—(a) The employer shall provide boiling water for the use of employees at meal times.

(b) First aid appliances and requisites shall be provided free of cost by employers for the use of employees meeting with injuries while on duty.

(c) The employer shall provide for his employees reasonable facilities for the taking of meals and changing of clothes.

(18) **POSTING DETERMINATION.**—A copy of this Determination shall be posted up by the employer in a conspicuous place accessible to all employees.

(19) **PERIODICAL ADJUSTMENT OF WAGES.**—The wages rate set out in Clauses (3) (a) and (b) are based upon the following basic wages and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages of improvers above 21s. shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 6d. half or less than half of 6d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in Clause (20).

BASIC WAGE.

Place.	Basic Wage.	Additional Constant Loading.	Index No. Set Assigned.
	£ s. d.	s. d.	
Within the area to which this Determination applies	3 15 0	6 0	Five towns Victoria

(20) **ADJUSTMENT OF BASIC WAGE.**—(a) Until the beginning of the first pay period to commence in May, 1940, the amount of the basic wage shall be as prescribed in Clause (19).

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician:—

(1) The index number set to be applied to a place is that assigned to Five Towns Victoria.

(2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.

(3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.

(4) The basic wage shall be of that assigned amount during such successive period plus the additional constant loading as prescribed in Clause (19).

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
797-808	3 5 0	896-907	3 13 0
809-820	3 6 0	908-919	3 14 0
821-833	3 7 0	920-932	3 15 0
834-845	3 8 0	933-944	3 16 0
846-858	3 9 0	945-956	3 17 0
859-870	3 10 0	957-969	3 18 0
871-882	3 11 0	970-981	3 19 0
883-895	3 12 0	982-993	4 0 0

RAY H. BEERS, P.M., Chairman.

Melbourne, 6th February, 1940.

D. B. MORGAN, Secretary.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting system in providing reliable financial information. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods used to collect and analyze data, including surveys, interviews, and focus groups. It discusses the strengths and limitations of each method and provides guidance on how to choose the most appropriate method for a given study.

3. The third part of the document describes the process of data analysis, from the initial cleaning and organization of the data to the final interpretation of the results. It includes a detailed discussion of the various statistical techniques used in data analysis and provides examples of how to apply these techniques to real-world data.

4. The fourth part of the document discusses the importance of communicating the results of the study to a wide range of stakeholders, including policymakers, researchers, and the general public. It provides guidance on how to write clear and concise reports and how to present the results in a way that is easy to understand and actionable.

5. The fifth part of the document discusses the ethical considerations that must be taken into account when conducting research. It includes a detailed discussion of the various ethical issues that may arise in research and provides guidance on how to address these issues in a responsible and ethical manner.

6. The sixth part of the document discusses the future of research and the challenges that researchers will face in the coming years. It includes a discussion of the various emerging technologies that are likely to impact research and provides guidance on how to prepare for these challenges.

7. The seventh part of the document discusses the importance of collaboration and teamwork in research. It includes a discussion of the various ways in which researchers can collaborate and provides guidance on how to build a strong and effective research team.

8. The eighth part of the document discusses the importance of staying up-to-date on the latest research and the various resources that are available to researchers. It includes a discussion of the various databases and journals that are available and provides guidance on how to find and evaluate research.

9. The ninth part of the document discusses the importance of maintaining a high level of integrity and honesty in research. It includes a discussion of the various ways in which researchers can maintain integrity and provides guidance on how to handle any conflicts of interest that may arise.

10. The tenth part of the document discusses the importance of being open and transparent about the results of the study. It includes a discussion of the various ways in which researchers can share their results and provides guidance on how to respond to any criticism or questions that may arise.