



VICTORIA
GOVERNMENT GAZETTE.

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No. 268]

FRIDAY, SEPTEMBER 12.

[1941

Factories and Shops Acts.

DETERMINATION OF THE CHAR WORKERS BOARD.

NOTE.—This Determination on the 12th September, 1941, applied to the following parts of Victoria, namely:—The Metropolitan District and the Geelong District as defined in the Factories and Shops Acts and the Order in Council thereunder; such portion of the City of Sandringham as is not included within the Metropolitan District; the cities of Ballarat, Bendigo, and Warrnambool; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board, which since the 18th June, 1929, has had the power "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons subject to the jurisdiction of the Boarding Houses Board, of the Hospital and Benevolent Asylum Attendants Board, or of the Hotel and Restaurant Board) employed at office cleaning or general cleaning work of a like character in or about any building in which any process, trade, business, or occupation is carried on for profit," has made the following Determination, namely:—

(1) That on the 12th September, 1941, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

Improvers.				Other Employees.				
MALES.				WAGES.*				
WAGES.				Males.				
				Per week of 44 hours.				
				s. d.				
Under 19 years of age	Office cleaners or general cleaners in charge of—
19 and under 20 years of age	4 or more office cleaners or general cleaners
20 years of age	2, or 3 office cleaners or general cleaners
				Other office cleaners or general cleaners
				
PROPORTION.								
Improvers.								
One male improver to every five male workers receiving not less than 9s. 6d. per week of 44 hours.								
FEMALES.				Females.				
WAGES.				Per week of 44 hours.				
				s. d.				
Under 19 years of age	Office cleaners or general cleaners in charge of—
19 and under 20 years of age	4 or more office cleaners or general cleaners
20 years of age	2, or 3 office cleaners or general cleaners
				Other office cleaners or general cleaners
				
PROPORTION.								
Improvers.								
One female improver to every ten female workers receiving not less than 8s. 11d. per week of 44 hours.								

* Where the employer requires the employee to reside on the premises, no deduction shall be made from the wages of such employee for rent, fuel or light.

NOTE.—The employer shall supply all necessary tools and materials free.

NOTE.—The Board has determined in accordance with section 25 (1) of the amended *Factories and Shops Act 1934*, that the process, trade, business or occupation is so unskilful that no person shall be taken as an apprentice.

(3) TIMES OF BEGINNING AND ENDING WORK—

Times of Beginning.		Times of Ending.
(a) For Males—		
6 a.m.	1 p.m. on Saturday.
6 a.m.	6 p.m. on the other working days of the week.
(b) For Females—		
6 a.m.	12 noon on Saturday.
6 a.m.	9 p.m. on the other working days of the week.

(4) OVERTIME.—That the following rates shall be paid for overtime :—

Outside the hours fixed in clause 3 Time and a quarter except that males shall be paid at the rate of time and a half for all work performed by them on Saturday after 1 p.m. and females double time for all work performed by them on Saturday after 12 noon.

Within the hours fixed in clause 3 in excess of the number of hours as fixed for a week's work 3s. per hour.

(5) EMPLOYMENT FOR LESS THAN FULL WEEK.—(a) MALES.—Male employees who are employed during any week for less than the working week of 44 hours, shall be paid for the first 22 hours at the rate of time and a quarter, and for every hour thereafter ordinary time up to but not exceeding the ordinary wages rates for an ordinary week's work.

Provided that any male person who is not engaged for a week who earns a sum in wages equal to the wages of an ordinary week's work may be required by the employer to complete the week's work without further pay, and if such person refuses to do so he shall forfeit his right to any payment for that week unless his refusal is caused by his illness inability or some other sufficient cause beyond his control.

(b) (i) FEMALES.—Female employees, who are employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work, shall be paid at the rate of time and a quarter.

(ii) Female persons who are employed during any week for more than one-half the maximum number of hours fixed in this Determination as a week's work, but for less than 44 hours shall be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

(6) ALLOWANCES.—(i) If a cleaner is required to clean windows and it is necessary to go wholly outside the window, or climb around an outside column to do such cleaning, and if such cleaning is at a height of more than 10 feet from the ground or verandah, he shall be paid 1½d. extra for every such window cleaned unless the outside window or column ledge is more than 24 inches wide. Provided that nothing in this sub-clause shall apply to cleaning from a ladder resting on the ground.

(ii) Where cleaning is done from a ladder, and the height of any portion of the window to be cleaned exceeds 25 feet from the ground, the employee shall be paid 1½d. extra for each window so cleaned.

(iii) The amount payable under this clause shall not exceed 1s. per day.

(7) RESTRICTION AS TO CLEANING OF SANITARY CONVENIENCES.—No female employee shall be required to clean or attend to any sanitary convenience provided for persons of the male sex.

(8) ANNUAL LEAVE.—Any employee who has been in the service of an employer for a period of not less than twelve months, shall be granted with pay, nine working days' holiday in each year (exclusive of the holidays mentioned in clause 10) and such holidays shall be given within three months of the completion of twelve months' service. Payment for such holidays shall be calculated on an average of the four weeks immediately preceding such holiday.

Provided that any employee who leaves or is dismissed before the expiration of twelve months shall be given or paid for holidays *pro rata* in accordance with the length of service, viz., one and a half days for each complete two months of service.

For the purposes of this clause, service prior to the 7th August, 1941, shall be disregarded provided that the rights of any employee, under the last previous Determination of this Board, shall not be affected.

(9) SICK LEAVE.—An employee, who has been in the service of an employer for not less than twelve months, shall be entitled to a maximum aggregate of six days' sick leave of absence with full pay during each subsequent twelve months' service, provided he produces, within 24 hours, satisfactory evidence to his employer that such absence was caused by ill-health or by accident.

Provided further, that, for the purposes of this clause, any service prior to the 12th September, 1941, shall not be taken into account.

(10) PAYMENT FOR HOLIDAYS.—Except as hereinafter provided, all employees shall be entitled to the following holidays without deduction of pay :—New Year's Day, Australia Day, Anzac Day, Labour Day, Good Friday, Easter Monday, King's Birthday, Christmas Day, and Boxing Day.

Provided that the following employees shall not be entitled to payment for such holidays :—

(a) In any week in which one of such holidays occur—any male employee who has been employed for less than 30½ hours.

(b) In any week in which two of such holidays occur—any male employee who has been employed for less than 22½ hours.

(11) SPECIAL RATES.—Double-time shall be the rate for all work done on Sunday, Good Friday, 21st April (Labour Day), Anzac Day, or Christmas Day; and time and a half shall be the rate for all work done on New Year's Day, 26th January (Australia Day), King's Birthday, Boxing Day, or Easter Monday; 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.

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

C. W. TREVETHAN, Secretary.

Melbourne, 26th August, 1941.



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No. 269]

FRIDAY, SEPTEMBER 12.

[1941

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 Warrambool; 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 11th September, 1941, the adjusted Determination which came into force as from the beginning of the first pay period to commence in May, 1941, 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 Warrambool, and the Town of Newtown and Chilwell.	All other parts of Victoria where this Determination Applies.
	£ s. d.	£ s. d.
First-class bench hand	6 3 0	6 0 0
Second-class bench hand	5 11 0	5 8 0
Metal spinner setting up and making his own dies	5 15 0	5 12 0
Other spinners	5 2 0	4 19 0
Die setters	5 2 0	4 19 0
Press operators (heavy)	5 0 0	4 17 0
Press operators (light)	4 18 0	4 15 0
Solderers and dippers	5 0 0	4 17 0
Drop hammer stampers	5 0 0	4 17 0
Guttering machinists	4 18 0	4 15 0
Other power machinists	4 18 0	4 15 0
(a) Welding Division.		
Welder—		
First class, other than when using Cutler machine	6 0 0	5 17 0
First class, using Cutler machine	5 9 0	5 6 0
Second class	5 1 0	4 18 0
Third class	4 17 0	4 14 0
Tack welder	4 19 0	4 16 0
(b) Canister-making		
Die setter and/or leading press hand	5 2 0	4 19 0
Canister-makers by hand and riveters by hand	5 2 0	4 19 0
Solderers and dippers	4 18 0	4 15 0
Canister vent closers and solderers working on tins containing substances with an artificial temperature of 150 degrees Fahrenheit and over	5 2 0	4 19 0
Operators of power capping machines or metal pots on automatic machines	5 0 0	4 17 0
Operators of power presses and other power machines	4 18 0	4 15 0
Other cap solderers	4 18 0	4 15 0
(c) Galvanizing.		
Galvanizer	5 9 0	5 6 0
Tinners and grease tinners	5 9 0	5 6 0
Assistant working over metal pot	5 0 0	4 17 0
All other male adults	4 18 0	4 15 0

WAGES—continued.

Aquila.	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.
(d) <i>Painting and Enamelling.</i>		
Stencil cutter	£ s. d.	£ s. d.
Mixer	5 9 0	5 6 0
Fuser	4 18 0	4 15 0
Pickler	4 18 0	4 15 0
Liquidizer	4 18 0	4 15 0
(e) <i>Japanning.</i>		
Artistic japanners and goldworkers	5 11 0	5 8 0
Spray operators	5 2 0	4 19 0
Grainers, liners, and filliters	4 18 0	4 15 0
Painters and lacquerers	4 18 0	4 15 0
Dippers	4 18 0	4 15 0
All others	4 7 0	4 4 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.		Per Week of 44 Hours.	
				s. d.	
(g) Five-year terms—					
1st year				19	3
2nd year				27	3
3rd year				40	6
4th year				65	6
5th year				82	3
Four-year terms—when the apprentice enters or has entered his apprenticeship after reaching the age of seventeen years—					
s. d.					
1st year				23	0
2nd year				39	3
3rd year				65	6
4th year				82	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.

(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.

(g) 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	55 0	58 0
If of twelve months' or more experience	62 0	66 0

(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>
Under 16 years of age	20 6	22 0
16 years of age	25 3	26 9
17 years of age	31 6	33 0
18 years of age	37 9	39 9
19 years of age	44 0	46 6
20 years of age	50 6	53 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>
Under 16 years of age	20 6	22 0
16 years of age	29 3	30 9
17 years of age	39 6	42 0
18 years of age	49 6	52 6
19 years of age	62 6	66 6
20 years of age	75 0	79 6

For the purposes 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.

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 $7\frac{1}{2}$ 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) *ANNUAL LEAVE*.—(a) A period of seven consecutive days' leave shall be allowed annually to all employees after twelve months' continuous service (less the period of annual leave) in any one or more of the occupations to which this Determination applies.

(b) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than one week's notice to the employee provided that the giving of annual leave may, with the consent of the Secretary for Labour be postponed for a period to be specified in cases where the exigencies of the war render it impracticable to give it within the said period of six months.

(c) An employer may allow annual leave to an employee before the right thereto has accrued due, but where leave is taken in such a case, a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

(d) If after six months' continuous service, an employee leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid one-sixth of a week's wage in respect of each completed two months of continuous service in respect of which leave has not been granted hereunder.

(e) Each employee before going on leave shall be paid a week's wage. For the purpose of this sub-clause and sub-clause (d) hereof the week's wage shall be at the rate prescribed by clauses (2), (3), and (4) of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be, including in the case of leading hands the additional allowance prescribed by clause (18) of this Determination but not including any other special rates prescribed by this Determination and including in the case of employees whose employment is by the hour the loading prescribed by sub-clause (b) of clause (13) of this Determination. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

(f) The annual leave provided for by this clause shall be allowed and shall be taken, and except as provided by sub-clause (d) hereof, payment shall not be made or accepted in lieu of annual leave.

(g) Notwithstanding anything herein provided an employer who gives to an employee leave of absence without loss of pay throughout the interval of time—

(i) between the day observed under this Determination as the Christmas Day holiday and the day observed thereunder as the New Year's Day holiday; or

(ii) between the day immediately preceding the Good Friday holiday and the Monday next after the Easter Monday holiday, shall be deemed thereby to fulfil all obligations to that employee under this clause in respect of the period of twelve months' service referred to in sub-clause (a) hereof. The provision of sub-clause (c) hereof shall apply to this sub-clause.

(h) Where leave has been granted to an employee pursuant to sub-clauses (c) or (g) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may for each two complete months of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-sixth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by this Determination.

(i) In the case of employees in the employment of an employer on the 19th day of December, 1940, service before the date of this Determination shall be taken into consideration for the purpose of calculating annual leave, and persons in employment on the 19th day of December, 1939, shall, for the purposes of this clause, be deemed to have commenced their service on that date.

(j) For the purposes of this clause service shall be deemed to be continuous notwithstanding—

(i) any interruption or determination of the employment by the employer, if such interruption or determination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;

(ii) any absence from work on account of sickness or accident or military service, and in calculating the period of twelve months' continuous service absence on account of sickness or accident to the extent of fourteen days in any twelve months shall be deemed to be part of the period of continuous service;

(iii) any termination of employment by the employee if such termination has been made merely with the intention of preventing the operation of sub-clause (g) hereof.

(k) Except as provided by sub-clause (g) hereof the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by this Determination and if any such holiday falls within an employee's period of annual leave there shall be added to that period one day for each such holiday falling as aforesaid.

(l) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month, and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

(m) Where the employer is a successor or assignee or transferee of a business, if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transferee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause be deemed to be in the service of the employer.

(18) 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.

(19) 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 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.

(20) PERIODICAL ADJUSTMENT OF WAGES.

(a) The wage 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*, 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.

(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 (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	4 1 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.		

(21) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in November, 1941, 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 November, a February, a May, or an August, 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 (20).
- (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	883-895	3	12 0
747-759	3	1 0	896-907	3	13 0
760-771	3	2 0	908-919	3	14 0
772-783	3	3 0	920-932	3	15 0
784-796	3	4 0	933-944	3	16 0
797-808	3	5 0	945-956	3	17 0
809-820	3	6 0	957-969	3	18 0
821-833	3	7 0	970-981	3	19 0
834-845	3	8 0	982-993	4	0 0
846-858	3	9 0	994-1006	4	1 0
859-870	3	10 0	1007-1018	4	2 0
871-882	3	11 0	1019-1030	4	3 0

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

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

J. B. MoINDOE, Secretary.

Melbourne, 26th August, 1941.

