



VICTORIA GOVERNMENT GAZETTE.

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[1941

Factories and Shops Acts.

DETERMINATION OF THE ELECTRICAL TRADE BOARD.

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

(b) Electrical Fitting and/or Armature Winding, Electrical Mechanics and/or Wiring were proclaimed on 17th July, 1929, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.

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).

(c) On 16th October, 1939, the Electrical Installation Board was deprived of the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed in any business or occupation connected with the installation of electrical fittings, appliances, motors, and heaters including the laying of wires" and such power was conferred exclusively on the Electrical Trade Board.

(d) On 16th October, 1939, the Electrical Supply Board was deprived of the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in—

(i) the generation or distribution of electricity.

(ii) the manufacture, repair or maintenance of electrical appliances when such work is done by generators, distributors, or installers,"

and such power was conferred exclusively on the Electrical Trade Board.

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 any process, trade, business or occupation connected with—

(a) the generation or distribution of electricity;

(b) the manufacture, repair, maintenance and installation of all classes of electrical appliances including the laying or erection of cables or wires."

has made the following Determination, namely:—

(1) That on the 8th November, 1941, the last previous Determination of this Board 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	At Yallourn.	Other Parts of Victoria.
		£ s. d.	£ s. d.	£ s. d.
(a) General.				
Electrician in charge of electrical supply undertakings.—				
	(a) Where revenue exceeds £2,500 per annum	7 0 0	7 6 6	6 17 0
	(b) Where revenue does not exceed £2,500 per annum	6 10 0	6 16 6	6 7 0
	Installation inspector and/or tester	6 7 0	6 13 6	6 4 0
Shift electrician—				
	(a) Where the installed capacity of the plant exceeds 1,350 kilowatts	6 4 0	6 10 6	6 1 0
	(b) Where the installed capacity of the plant is less than 1,350 kilowatts	5 16 0	6 2 6	5 13 0
	Assistant shift electrician	5 12 0	5 18 6	5 9 0
	Electrician in charge of plant and/or installation	6 4 0	6 10 6	6 1 0
	Tradesman electrical fitter and/or armature winder	6 4 0	6 10 6	6 1 0
	Battery fitter	6 3 0	6 9 6	6 0 0
	Cable jointer, on high tension (over 6,600 volts)	6 1 0	6 7 6	5 18 0
	Cable jointer, on low tension (under 6,600 volts)	5 0 0	5 6 6	4 17 0
	Cable jointer's mate	6 4 0	6 10 6	6 1 0
	Electrical mechanic	5 15 0	6 1 6	5 12 0
	Linesman	5 0 0	5 6 6	4 17 0
	Linesman's assistant			
Patrolman—				
	(a) Inspecting and switching circuits, repairing live feeders on distribution of 600 volts or over or repairing faults on consumers' premises	5 15 0	6 1 6	5 12 0
	(b) Inspecting, switching or renewing lamps or fuses on circuits but not repairing	5 2 6	5 9 0	4 19 6
	Meter tester (1st grade)	5 14 0	6 0 6	5 11 0
	Meter tester (2nd grade)	5 9 0	5 15 6	5 6 0
	Meter fixer	5 9 0	5 15 6	5 6 0
	Switchboard attendant	5 13 6	6 0 0	5 10 6
	Battery attendant	5 1 0	5 7 6	4 18 0
	Tradesman's and electrical mechanic's assistant	5 0 0	5 6 6	4 17 0
	Process worker	4 19 0	5 5 6	4 16 0
(b) Wet Battery Manufacturing.				
	Battery repairer (factory)	5 6 0	5 12 6	5 3 0
	Mixing and pasting by hand	5 4 0	5 10 6	5 1 0
	Charging and moulding of grids	5 4 0	5 10 6	5 1 0
	Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery)	5 3 0	5 9 6	5 0 0
	Formation Process	5 1 0	5 7 6	4 18 0
	All others	4 19 0	5 5 6	4 16 0

APPRENTICESHIP.

(3) (a) Except as otherwise provided minors shall not be engaged in the following occupations except under contracts of apprenticeship.

Electrical fitting;
Electrical mechanic.

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

Electrical fitting.—One apprentice for every three or fraction of three tradesmen.
Electrical mechanic.—One apprentice for every two, or fraction of two 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 follows:—

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.

(d) Any employer who is adequately equipped to teach apprentices, may until further order with the consent of the Secretary for Labour take on new apprentices up to the proportion of one to each journeyman employed.

(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 and training 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, 1935.

Wages per Week of 44 Hours.

	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	s. d.	s. d.	s. d.
Five-year terms—			
1st year	18 6	0 9	19 3
2nd year	26 3	1 0	27 3
3rd year	39 6	1 6	41 0
4th year	64 0	2 3	66 3
5th year	80 3	3 0	83 3
Four-year terms—when the apprentice enters or has entered his apprenticeship after reaching the age of 17 years—			
1st year	22 3	0 9	23 0
2nd year	38 3	1 6	39 9
3rd year	64 0	2 3	66 3
4th year	80 3	3 0	83 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 15 (a) to the number of 4 days per annum.

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

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

(k) An apprentice shall not work under any system of payment 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) 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.

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

(4) (a) Subject to the exceptions hereinafter provided the minimum rates of wage for adult female and junior female labour employed in manufacturing and assembling of small parts of electrical and other machinery and appliances other than wet storage batteries, and armature winding in which females were employed on the 15th May, 1935, and for unapprenticed male juniors employed in occupations for which apprenticeship is not provided by this Determination shall be as follows:—

(i) Adult Females.

	Weekly Hiring.			Hourly Hiring.		
	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Under twelve months' experience ..	52 6	3 0	55 6	55 6	3 0	58 6
Twelve months' experience or more ..	60 0	3 0	63 0	63 6	3 0	66 6

(ii) Junior Females.

	Weekly Hiring.			Hourly Hiring.		
	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	20 6	0 6	21 0	21 6	0 6	22 0
16 years of age	24 6	0 9	25 3	26 0	0 9	26 9
17 years of age	30 6	1 0	31 6	32 6	1 0	33 6
18 years of age	37 0	1 3	38 3	39 0	1 3	40 3
19 years of age	43 0	1 6	44 6	45 6	1 6	47 0
20 years of age	49 0	2 0	51 0	52 0	2 0	54 0

(iii) Male Junior Labour.

	Weekly Hiring.			Hourly Hiring.		
	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	20 6	0 6	21 0	21 6	0 6	22 0
16 years of age	28 6	0 9	29 3	30 6	0 9	31 3
17 years of age	39 0	1 0	40 0	41 6	1 0	42 6
18 years of age	49 0	1 0	50 0	52 0	1 0	53 0
19 years of age	61 6	2 0	63 6	65 0	2 0	67 0
20 years of age	74 0	2 0	76 0	78 6	2 0	80 6

Provided that the rate payable to any employee shall not, excluding the constant loading, be less than 20s.

(b) The minimum rate payable to a junior employee of 18 years or more with less than six months' experience in the industry shall until he or she has had six months' experience be 10 per cent. less than the amount hereby prescribed for a junior employee of his or her age, and in addition thereto the constant loading specified for such an employee.

(c) A junior employee who on 8th November, 1941, in his or her case was entitled under the previous Determination to a rate higher than that hereby prescribed for an employee of his or her age and experience shall be paid at not less than the rate prescribed by such Determination for an employee of his or her age or experience, as the case may be, until he or she completes the year of experience or of age in respect of which the last-mentioned rate is prescribed. Upon completion of such year the minimum rate of wage in his or her case shall be the rate hereby prescribed.

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

(d) Subject to the minimum payments herein females and juniors under this clause may be employed on piece work rates.

SPECIAL RATES.

(5) 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) Electricians working underground in mines shall be paid 10 per cent. extra.

(i) Tradesman and/or welders and/or electrical mechanics 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-clauses (a) and (h).

(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) 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.

(l) One half of the extra rates prescribed in sub-clauses (b) to (i) inclusive and (k) of this clause shall be paid to apprentices and unapprenticed juniors when engaged either with or without adults in any of the work mentioned in such sub-clauses.

TRAVELLING TIME, ALLOWANCE, AND BOARD.

(6) (a) When an employee is required to work away from his workshop or depot, outside a radius of three miles from his district centre, 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 where the journey is beyond the limits of the State 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.

HOURS OF EMPLOYMENT.

(7) 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 electricians in charge of electric supply undertakings shall be the same in number per week as the hours of the men under their supervision, but shall not exceed 48 per week.

(ii) The ordinary hours of electricians in charge of plant and/or installation shall be the same per week as the hours of the majority of the employees working with or by means of the light or heat or power in the establishment where the electrician in charge is engaged, if that number of hours is within 44 to 48 per week. If that number is below 44 or above 48 the ordinary working hours of the electrician in charge shall be 44 or 48 respectively.

(iii) Employees working in country towns where some other day but Saturday is recognized as the usual half holiday of the week shall work the Saturday afternoon at ordinary rates: Provided that for work done after noon on the day other than Saturday recognized as the usual half holiday of the week, overtime rates shall be paid.

SHIFT WORK.

Continuous Work Shifts.

8. (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.

(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.

(9) 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.

(10) (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) 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.

(g) 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.

(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 employer and his employee 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 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.

(j) Subject to the provisions of the second part of the sub-clause (f) 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.

(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 his current wage for the time occupied in reaching his home.

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 5 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 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 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.

Provided that this sub-clause shall not apply to employment in any public utility set up and controlled by a Government where employees are under regulations governing their employment entitled to payment for all public holidays and one week or more annual leave. And provided that where the employment is for a period of less than three months the employee shall on termination of his employment be paid 5s. for each week he was employed less the amount paid to him for any public holidays.

(c) Casual employees, i.e., employees for whom a full week's work is not provided shall for any such week 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. 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.

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

SHOP STEWARDS.

(17) 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.

TIME AND WAGES BOOK.

(18) 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 CONDITIONS APPLICABLE TO EMPLOYMENT IN ELECTRIC SUPPLY UNDERTAKINGS.

(19) 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 7 "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 8 "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 case 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 10:—

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 (10) (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 (10) (h) 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.

(20) 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) to (4) inclusive 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 (5) of the said 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 (15) of the said 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 14th June, 1941, 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 14th June, 1940, shall, for the purposes of this clause, be deemed to have commenced their service on that date.

(j) For the purpose 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 transmittee 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 transmittee, 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.

DEFINITIONS.

(21) 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, including wet storage batteries 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 manufacture of wet storage batteries by repetitive processes.

"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.

"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 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 electrical fitter" means a fitter mainly engaged in making, fitting or repairing electrical machines, instruments or appliances, who in the course of his work applies electrical knowledge.

"Electrical Mechanic" means an adult employee mainly engaged outside a workshop on any class of installation work, or in the repairing thereof, or in wiring and who, when employed inside a workshop, is engaged on repairs to installation.

"Shift electrician" means an electrician of at least 5 years' experience who is in charge of a generating station during his shift and is not constantly under the supervision of a superior officer.

"Battery fitter" means an adult employee wholly engaged in the erection, overhauling or repairing of storage batteries.

"Cable joiner" means an adult workman employed as a joiner of underground cables or employed fixing or repairing underground services in iron pipes.

"Meter tester first-grade" means an adult employee engaged in the testing adjustment and replacement of standard parts of poly-phase electricity meters on consumer's premises and poly-phase meters in a workshop.

"Meter tester second grade" means an adult employee engaged in the testing, adjustment and replacement of standard, parts of single-phase electricity meters, including testing of meters in batches in a workshop.

"Linesman" means an adult employee engaged in erecting, fixing, maintaining or repairing overhead conductors or electrical apparatus, or fixing service cut-out boxes or supports for meters.

"Linesman's assistant" means an adult employee engaged in assisting a linesman but who shall not work within 6 feet of any live conductor.

PERIODICAL ADJUSTMENT OF WAGES.

(22) The wages rates 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.

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

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 2 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.

(23) (a) Until the beginning of the first pay period to commence in February, 1942, the amounts of the basic wage shall be as prescribed in clause (22).

(b) During each future successive period of or near a quarter beginning with the first pay period to commence in a February, a May, an August, or a November, 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 (22).
- (ii) 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.
- (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		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	

The wages of apprentices in receipt of 25s. 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 threepence, half or less than half of threepence to be disregarded.

The wages of adult females, junior females and unapprenticed male juniors shall be the undermentioned percentages of the contemporaneous needs basic wage and in addition thereto the constant loadings specified.

(i) Adult Females.

				Percentage of Needs Basic Wage.	Constant Loading Per week.
					s. d.
Under twelve months' experience	64	3 0
Twelve months' experience or more	73	3 0

(ii) Junior Females.

				Percentage of Needs Basic Wage	Constant Loading Per Week
					s. d.
Under 16 years of age	25	0 6
16 years of age	30	0 9
17 " "	37½	1 0
18 " "	45	1 3
19 " "	52½	1 6
20 " "	60	2 0

(iii) Unapprenticed Male Juniors.

				Percentage of Needs Basic Wage	Constant Loading Per Week
					s. d.
Under 16 years of age	25	0 6
16 years of age	35	0 9
17 " "	47½	1 0
18 " "	60	1 0
19 " "	75	2 0
20 " "	90	2 0

The rates shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

MARGINAL RATES.

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

	Margins Per Week.	War Time Loadings Per Week.
	s. d.	s. d.
(a) General—		
Electrician in charge of electrical supply undertakings—		
(i) Where revenue exceeds £2,500 per annum	46 0	6 0
(ii) Where revenue does not exceed £2,500 per annum	36 0	6 0
Installation inspector and/or tester	33 0	6 0
Shift electrician—		
(i) Where the installed capacity of the plant exceeds 1,350 kilowatts	30 0	6 0
(ii) Where the installed capacity of the plant is less than 1,350 kilowatts	24 0	4 0
Assistant shift electrician	20 0	4 0
Electrician in charge of plant and/or installation	30 0	6 0
Tradesman electrical fitter and/or armature winder	30 0	6 0
Battery fitter	30 0	6 0
Cable jointer, on high tension (over 6,600 volts)	29 0	6 0
Cable jointer, on low tension (under 6,600 volts)	27 0	6 0
Cable jointer's mate	9 0	3 0
Electrical mechanic	27 0	9 0
Linesman	23 0	4 0
Linesman's assistant	9 0	3 0
Patrolman—		
(i) Inspecting and switching circuits, repairing live feeders on distribution of 600 volts or over, or repairing faults on consumer's premises	23 0	4 0
(ii) Inspecting, switching or renewing lamps or fuses on circuits but not repairing	11 6	3 0
Meter tester (1st grade)	22 0	4 0
Meter tester (2nd grade)	18 0	3 0
Meter fixer	18 0	3 0
Switchboard attendant	21 6	4 0
Battery attendant	10 0	3 0
Tradesman's and electrical mechanic's assistant	9 0	3 0
Process worker	8 0	3 0
(b) Wet battery manufacturing—		
Battery repairer (factory)	15 0	3 0
Mixing and pasting by hand	13 0	3 0
Charging, moulding of grids	13 0	3 0
Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery)	12 0	3 0
Formation process	10 0	3 0
All others	8 0	3 0

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

W. HEATH, Secretary.

Melbourne, 24th October, 1941.

1. The first part of the document is a letter from the author to the editor, dated 10/10/1910. The letter is written in a very formal and polite style, typical of the early 20th century. It begins with a salutation and is followed by a detailed account of the author's work and the progress of the project. The author mentions that the work is still in progress and that they are hoping to complete it soon. The letter ends with a closing and a signature.

2. The second part of the document is a letter from the editor to the author, dated 10/10/1910. The letter is also written in a formal and polite style. It begins with a salutation and is followed by a response to the author's letter. The editor expresses their interest in the author's work and offers some suggestions for improvement. The letter ends with a closing and a signature.

3. The third part of the document is a letter from the author to the editor, dated 10/10/1910. This letter is also written in a formal and polite style. It begins with a salutation and is followed by a response to the editor's letter. The author thanks the editor for their suggestions and explains how they plan to incorporate them into their work. The letter ends with a closing and a signature.

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