



# VICTORIA GOVERNMENT GAZETTE.

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**[1944**

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, 1928, 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 which now has power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed:—

(1) 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,
- (c) the manufacture of electrical globes and electrical valves;

(2) in the trade of manufacturing or preparing mica products,"

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in April, 1944, the last previous Determination of this Board shall be revoked and replaced by this Determination.

	Wages per Week of 44 Hours.			
	Adults.	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.	£ s. d.
(a) General.				
Electrician in charge of electrical supply undertaking—				
(a) Where revenue exceeds £2,500 per annum .. .. .	7 9 0	7 15 6	7 6 0	7 6 0
(b) Where revenue does not exceed £2,500 per annum .. .. .	6 19 0	7 5 6	6 16 0	6 16 0
Installation inspector and/or tester .. .. .	6 16 0	7 2 6	6 13 0	6 13 0
Shift electrician—				
(a) Where the installed capacity of the plant exceeds 1,000 kilowatts .. .. .	6 13 0	6 19 6	6 10 0	6 10 0
(b) In other plants .. .. .	6 5 0	6 11 6	6 2 0	6 2 0
Assistant shift electrician .. .. .	6 1 0	6 7 6	5 18 0	5 18 0
Electrician in charge of plant and/or installation .. .. .	6 13 0	6 19 6	6 10 0	6 10 0
Electrical fitter and/or armature winder .. .. .	6 13 0	6 19 6	6 10 0	6 10 0
Battery fitter .. .. .	6 13 0	6 19 6	6 10 0	6 10 0
Cable jointer, on high tension (over 6,600 volts) .. .. .	6 12 0	6 18 6	6 9 0	6 9 0
Cable jointer, on low tension (under 6,600 volts) .. .. .	6 10 0	6 16 6	6 7 0	6 7 0
Cable jointer's mate .. .. .	5 9 0	5 15 6	5 6 0	5 6 0
Electrical mechanic .. .. .	6 13 0	6 19 6	6 10 0	6 10 0
Linesman .. .. .	6 4 0	6 10 6	6 1 0	6 1 0
Linesman's assistant .. .. .	5 9 0	5 15 6	5 6 0	5 6 0
Patrolman—				
(a) Inspecting and switching circuits, or repairing live feeders or distributors of 600 volt or over, or repairing faults on consumers' premises .. .. .	6 4 0	6 10 6	6 1 0	6 1 0
(b) Inspecting, switching or renewing lamps or fuses on circuits, but not repairing .. .. .	5 11 6	5 18 0	5 8 6	5 8 6
Meter tester (1st grade) .. .. .	6 3 0	6 9 6	6 0 0	6 0 0
Meter tester (2nd grade) .. .. .	5 18 0	6 4 6	5 15 0	5 15 0
Meter fixer .. .. .	5 18 0	6 4 6	5 15 0	5 15 0
Switchboard attendant .. .. .	6 2 6	6 9 0	5 19 6	5 19 6
Battery attendant .. .. .	5 10 0	5 16 6	5 7 0	5 7 0
Electrical fitters and mechanic's assistant .. .. .	5 9 0	5 15 6	5 6 0	5 6 0
Process worker .. .. .	5 8 0	5 14 6	5 5 0	5 5 0
(b) Wet Battery Manufacturing.				
Battery repairer (factory) .. .. .	5 15 0	6 1 6	5 12 0	5 12 0
Mixing and pasting by hand .. .. .	5 13 0	5 19 6	5 10 0	5 10 0
Charging and moulding of grids .. .. .	5 13 0	5 19 6	5 10 0	5 10 0
Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery) .. .. .	5 12 0	5 18 6	5 9 0	5 9 0
Formation Process .. .. .	5 10 0	5 16 6	5 7 0	5 7 0
All others in this subdivision .. .. .	5 8 0	5 14 6	5 5 0	5 5 0

**LEADING HANDS.**

Leading hands in charge of not less than three and not more than ten employees, 6s. per week extra; more than ten and not more than twenty employees, 12s. per week extra; more than 20 employees, 18s. per week extra.

**SHIP REPAIRING.**

Employees engaged on ship repairs shall be paid the following additional margins:—

	<i>s. d.</i>
Tradesman .. .. .	3 0 per week.
All other labour .. .. .	2 0 per week.

**TRADESMEN IN LARGE POWER HOUSES.**

Tradesmen and/or welders, and their assistants 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 work, shall be paid 6s. per week extra, and other apprentices and unapprenticed juniors 3s. per week extra; such amount shall be deemed to include all special rates prescribed in clause 5.

This allowance shall continue to be payable to tradesmen attached to the staffs of such power houses while carrying out repairs or maintenance in rotary convertor sub-stations which are in regular operation.

**APPRENTICESHIP.**

(Other than those covered by the Apprenticeship Commission.)

*Apprenticeship Trades.*

3. (a) Minors shall not be employed in the following occupations otherwise than under a contract of apprenticeship as hereinafter provided:—

- Electrical fitting.
- Electrical mechanic.

*Contract of Apprenticeship.*

(b) Every contract of apprenticeship hereinafter made shall contain—

- (i) the names of the parties;
- (ii) the date of birth of the apprentice;
- (iii) a statement of the trade or trades to which the apprentice is to be bound and which he is to be taught during the course and for the purpose of the apprenticeship;
- (iv) a covenant by the master to teach and instruct or cause the apprentice to be taught or instructed in the trade to which the apprentice is bound;
- (v) the date at which the apprenticeship is to commence or from which it is to be calculated;
- (vi) all other conditions of apprenticeship.

*Cancellation or Suspension of Indenture.*

(c) Subject to the approval of the Secretary for Labour, but not otherwise, an indenture of apprenticeship may be suspended or cancelled—

- (i) by mutual consent;
- (ii) if through lack of orders or financial difficulties an employer is unable to find suitable employment for an apprentice and a transfer to another employer cannot be arranged;
- (iii) if, in the opinion of the Secretary for Labour, circumstances exist which render such suspension or cancellation necessary or desirable.

Any covenant in an indenture inconsistent with the provision of this clause shall be null and void, and of no force or effect while this Determination remains in force and applies to the parties to the indenture.

*Proportion.*

(d) (i) The proportion of apprentices who may be taken by an employer shall, except as hereinafter prescribed, be one apprentice to every three or fraction of three tradesmen in the trade concerned.

The exception is—

Electrical mechanic—one apprentice for every two, or fraction of two, tradesmen in the trade concerned.

For the purposes 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.

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.

(ii) An employer who is adequately equipped to teach apprentices may, with the consent of the Secretary for Labour, on the recommendation of the Wages Board, take on new apprentices up to the proportion of one to each journeyman employed.

Until further order, apprentices so taken shall not be counted in future calculations of the proportion of apprentices to journeymen authorized by the Determination.

*Period of Apprenticeship.*

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

*Adult Apprentices.*

(f) Any apprentice who cannot complete his full term of apprenticeship before reaching his 22nd birthday may, by agreement with his master, serve as an apprentice until he reaches the age of 23 years.

*Probationary Period.*

(g) Minors may be taken on probation for three months, and if apprenticed such three months shall count as part of their period of apprenticeship. An employer shall within fourteen days of employing a probationer notify the appropriate apprenticeship authorities of the employment of such probationer to any of the trades mentioned herein.

*Wages.*

(h) The minimum weekly rate of wage for apprentices shall be the under-mentioned percentages of the contemporaneous needs basic wage prescribed for the area in which they are employed, and in addition thereto the constant and war loadings specified, and in all contracts of apprenticeship hereafter made the employer shall covenant to pay wages of not less than such rates:—

The total wages of apprentices shall be calculated to the nearest six pence, any broken part of six pence in the result not exceeding three pence to be disregarded.

(i) **WAGES PER WEEK OF 44 HOURS.**

	Percentage of Needs Basic Wage.	Constant Loading.	War Loading.	Total Wage Payable—		
				Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warramboul, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
<i>Four and Five-year Terms.</i>						
	Per Week.	Per Week.	Per Week.			
		<i>s. d.</i>	<i>s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>
1st year .. .. .	22½	..	0 9	1 1 0	1 2 6	1 0 6
2nd year .. .. .	30	1 0	1 0	1 9 6	1 11 0	1 8 6
3rd year .. .. .	45	1 6	1 6	2 4 0	2 7 0	2 2 6
4th year .. .. .	75	2 0	2 3	3 12 6	3 17 6	3 10 0
5th year .. .. .	95	2 0	3 0	4 11 6	4 17 6	4 8 6
<i>Four-year Terms.—Apprenticeship commencing after the Age of 17 Years.</i>						
1st year .. .. .	26	..	0 9	1 4 6	1 6 0	1 3 6
2nd year .. .. .	45	1 0	1 6	2 3 6	2 6 6	2 2 0
3rd year .. .. .	75	2 0	2 3	3 12 6	3 17 6	3 10 0
4th year .. .. .	95	2 0	3 0	4 11 6	4 17 6	4 8 6

An employee who is under 21 years of age on the expiration of his apprenticeship and thereafter works as a minor in the occupation to which he has been apprenticed shall be paid at not less than the adult rate prescribed for that classification.

**Hours.**

(j) The ordinary hours of employment of apprentices shall not in each workshop exceed those of the journeymen.

**Overtime and Shift Work.**

(k) An apprentice under the age of eighteen years shall not be required to work overtime or shift work unless he so desires.

**Payment by Results.**

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

**Lost Time.**

(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 this Determination, 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. Provided that in calculating the extra time to be so served the apprentice shall be credited with time which he has worked during the relevant year in excess of his ordinary hours.

**Prohibition of Premiums.**

(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.

**Attendance at Technical Schools.**

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

**Annual and Sick Leave.**

(p) Apprentices shall be entitled to sick and annual leave in accordance with the provisions of clauses 15 and 16 hereof respectively.

**FEMALES AND UNAPPRENTICED MALE JUNIORS.**

4. (a) Subject to the exceptions hereinafter provided, the minimum rates of wage for adult and junior females and for unapprenticed male juniors employed in occupations for which apprenticeship is not provided by this Determination shall be as follows—:

**WAGES PER WEEK OF 44 HOURS.**

	Percentage of Needs Basic Wage.	Constant Loading.	Total Wage Payable—		
			Within 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.	£ s. d.
<b>I.—Adult Females.</b>					
Under three months' experience .. .. .	65	3 0	3 2 0	3 6 6	3 0 0
All others .. .. .	75	3 0	3 11 0	3 16 0	3 9 0
<b>II.—Junior Females.</b>					
17 years of age and under .. .. .	40	1 0	1 17 6	2 0 0	1 16 0
18 years of age .. .. .	47½	1 3	2 4 6	2 7 6	2 3 0
19 years of age .. .. .	55	1 6	2 11 6	2 15 0	2 10 0
20 years of age .. .. .	62½	2 0	2 19 0	3 3 0	2 17 0
<b>III.—Junior Males.</b>					
Under 16 years of age .. .. .	25	0 6	1 3 0	1 5 0	1 2 6
16 years of age .. .. .	35	0 9	1 12 6	1 15 0	1 11 6
17 years of age .. .. .	47½	1 0	2 4 0	2 7 6	2 3 0
18 years of age .. .. .	60	1 0	2 15 6	2 19 0	2 14 0
19 years of age .. .. .	75	2 0	3 10 0	3 15 0	3 8 0
20 years of age .. .. .	90	2 0	4 4 0	4 9 6	4 1 0

Provided that the rate payable to any employee shall not, excluding the constant loading, be less than 20s. The total wage shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

(b) The minimum rate payable to a junior female of any age or a junior male of eighteen years or more each with less than six months' experience under this Determination shall, until he or she has had six months' experience, be 10 per cent. less than the amount represented by the percentage of the needs basic wage hereby prescribed for a junior employee of his or her age and in addition thereto the constant loading prescribed for such an employee.

Provided that this sub-clause shall not operate to reduce the rates paid to any female employee as from the beginning of the first pay period to commence in August, 1942.

**Prohibited Occupations.**

Junior employees shall not be employed—  
if under the age of sixteen years on oil or gas burners or fires used for heating of small articles.

**SPECIAL RATES.**

5. In addition to the wages prescribed in clauses 2, 3, and 4 hereof, the following special rates and allowances shall be paid to employees, including apprentices and unapprenticed juniors:—

**Wet Places.**

(a) An employee working in any place where his clothing or boots become saturated, whether by water, oil, or otherwise, shall be paid 2d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable protective clothing and/or footwear: And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part

of the day or shift as he is required to work in wet clothing or boots.

**Confined Spaces.**

(b) Working in confined space (as defined), 3d. per hour extra.

**Ships Bilges, &c.**

(c) Working in ships bilges or in boiling down works, lead works, sanitary works, or slaughtering yards, 1d. per hour extra.

**Hot Places.**

(d) 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 Fahrenheit, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. per hour extra. Where work continues for more than two hours in temperature exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

**Cold Places.**

(e) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit, 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.

**Oil Tanks and Digestors.**

(f) Working on repairs in oil tanks or meat digestors, 1½d. per hour extra. Provided that if any employee is so engaged for more than half of one day or shift he shall be paid the prescribed allowance for the whole day or shift.

*Dirty Work.*

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

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such a case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day), or else the said allowance shall be paid.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it shall have the right to bring such case before the Secretary for Labour.

(gg) All employees engaged in the cutting and removal of torn, twisted, and displaced structural materials from vessels which have been damaged by bomb, mine, shell, or torpedo shall be paid extra rates as follows:—

- (i) where such damaged structural materials are covered in oil residue and/or other unusually obnoxious substances, and there is a risk of such materials falling or there are difficulties in the way of securing a safe foothold for working—2d. per hour extra;
- (ii) where the work is carried out in the presence of explosives or combustible materials under conditions under which there is a risk of fire or explosion—4d. per hour extra;
- (iii) where as well as working under the conditions specified in paragraph (i) hereof an employee works under those specified in paragraph (ii) hereof—6d. per hour extra;

The question of whether the conditions specified in paragraphs (i) or (ii) hereof or both of them exist in any particular case shall be settled by agreement between the foreman and the workman concerned provided that in cases of disagreement the matter shall be settled as provided in sub-clause (g) hereof in the case of dirty work, and the provisions of that clause shall apply to claims under this sub-clause.

In any case in which it is agreed or decided that the specified conditions exist the extra rate prescribed shall be paid for the whole of the time the employees are engaged cutting and removing the materials mentioned.

*Underground Mine Work.*

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

*Special Rates not Cumulative.*

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

*Rates not Subject to Penalty Additions.*

(j) The special rates herein prescribed shall be paid irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

*TRAVELLING TIME ALLOWANCE AND BOARD.*

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

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

All excess fares and reasonable travelling expenses, including 2s. 6d. for each meal, together with the cost of board and lodging if the employee has to remain away from his home for a night, shall be paid by the employers.

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, and sleeping berths shall be provided where available.

(c) 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, cubicles, or other temporary shelter is necessary. Provided that where cooked meals are procurable by the employee at a mess established by the employer, the amount of such country allowance shall be 9d. per day for every day, including Sundays.

(d) Until further order 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.**Day Workers.*

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

(b) 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.

(c) In localities where the recognized half-holiday is on a day other than Saturday, the day so recognized may be substituted for Saturday for all purposes of this Determination.

*SHIFT WORK.*

8. (1) In this clause—

"Afternoon shift" means any shift finishing after 6 p.m. and at or before midnight.

"Continuous work" means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the employer.

"Night shift" means any shift finishing subsequent to midnight and at or before 8 a.m.

"Rostered shift" means a shift of which the employee concerned has had at least 48 hours' notice.

*Continuous Work Shifts.*

(2) (a) This sub-clause shall apply to shift workers on continuous work as hereinbefore defined.

(b) The ordinary hours of shift workers shall not exceed—

- (i) 8 in any one day; or
- (ii) 48 in any one week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 176 in 28 consecutive days.

(c) Subject to the following conditions, shift workers shall work at such times as the employer may require:—

- (i) A shift shall consist of eight hours, inclusive of crib-time.
- (ii) Except at the regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.
- (iii) Twenty minutes shall be allowed to shift workers each shift for crib, which shall be counted as time worked.

(d) Shift workers on continuous work on afternoon or night shifts shall be paid 7½ per cent. more than ordinary rates for such shifts.

(e) Shift workers for work done on a rostered shift the major portion of which is performed on a Sunday or a holiday shall be paid at the rate of time and a half.

*Shift Work in other than Continuous Work.*

(3) (a) This sub-clause shall apply to shift workers not upon continuous work as hereinbefore defined. The ordinary hours of such shift workers shall not exceed—

- (i) 44 in any week, to be worked in five shifts of 8 hours 48 minutes, on Monday to Friday inclusive, or five shifts of eight hours and one shift (Saturday) of four hours; or
- (ii) 88 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week; or
- (iii) 132 in 21 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

(b) Such ordinary hours shall be worked continuously, except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.

(c) Except at regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

(d) Shift workers whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

(e) Subject to this sub-clause, shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 11 of this Determination. Where shifts commence between 11 p.m. and midnight on Sundays and/or holidays, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate: Provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

#### *Shift Work Generally.*

4. (a) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Determination or on a shift other than a rostered shift shall—

(i) if employed on continuous work, be paid at the rate double time; or

(ii) if employed on other shift work, at the rate of time and a half for the first four hours and double time thereafter;

except in each case when the time is worked—

(iii) by arrangement between the employees themselves;

(iv) for the purpose of effecting the customary rotation of shifts; or

(v) is due to the fact that the relief man does not come on duty at the proper time.

Provided that when not less than eight hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift, and at the rate of double time thereafter, except where the employee is required to continue to work on his rostered day off, when he shall be paid double time.

(b) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop; or for at least six successive afternoons or nights in a six-day workshop, shall be paid at the rate of time and a half.

(c) A shift worker who, during a period of engagement on shift, works only on night shift and without some regular rotation with some other shift or with day work, shall be paid at the rate of time and a quarter for all time worked during ordinary working hours.

(cc) Female shift workers whilst on afternoon and night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. per shift, whichever is the higher.

(d) The method of working shifts may in any case be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment.

#### *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 pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work. Provided that in the case of an apprentice or a junior, the rate for overtime shall be not less than the rate herein prescribed or 1s. 6d. per hour, whichever is the higher.

(b) An employee, other than a casual employee, after the completion of overtime work performed after his usual ceasing time shall be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

If on the instructions of his employer any employee resumes work without having had such eight hours off duty he shall be paid at double rates until he is relieved from duty to take such rest period, and he shall then be entitled to be absent until he has had eight consecutive hours off duty without deduction of pay for ordinary time of duty occurring during such absence.

(c) Except as otherwise provided in paragraphs (a) and (b), hereof, in computing overtime each day's work shall stand alone.

(d) An employee recalled to work overtime after leaving his employer's business premises shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled: Provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee 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.

(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 four hours of overtime work, if the employee continues work after such crib-time.

(h) Unless the period of overtime is less than one and a half hours, an employee before starting overtime after working ordinary hours shall be allowed a meal break of twenty minutes which shall be paid for at ordinary rates. An employer and employee may agree to any variations of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of twenty minutes.

(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 2s. and 1s. 3d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.

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

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

(k) When an employee works overtime or a shift for which he has not been regularly rostered 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 loss of pay as regards employees on weekly hiring:—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.

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

#### *Exceptions.*

(b) An employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, such double time to continue until he is relieved from duty.

Provided that where employees are necessarily 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) work done on Sundays and holidays shall be paid for at the rate of time and a half for the first eight hours and double time thereafter.

(c) An employee, other than a casual employee, not engaged in continuous work who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work shall on being relieved from duty be entitled to be absent until he has had eight consecutive hours off duty without deduction of pay for ordinary time of duty occurring during such absence.

(d) 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.

#### *EXTRA RATES NOT CUMULATIVE.*

12. Extra rates in this Determination, except rates prescribed in clause 5, are not cumulative so as to exceed the maximum of double the ordinary rates.

## PAYMENT OF WAGES.

13. (a) Wages shall be paid weekly or fortnightly.
- (b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employees of electric supply undertakings nor to employers who make a practice of allowing advances to employees approximating wages due.
- (c) Upon termination of the employment, wages due to an employee shall be paid to him on the day of such termination, or forwarded to him by post on the next working day.
- (d) 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.
- (e) On or prior to pay day, the employer shall state to each employee in writing the amount of wages to which he is entitled, the amount of deductions made therefrom, and the net amount being paid to him.

## CONTRACT OF EMPLOYMENT.

*Weekly Employment.*

14. (a) Except as hereinafter provided, employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.
- (b) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages, as the case may be. This shall not affect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases the wages shall be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.
- (c) An employee not attending for duty shall, except as provided by clause 15 hereof, lose his pay for the actual time of such non-attendance.

*Casual Employment.*

A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs.

*Sick Leave.*

15. (a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of injury by accident arising out of and in the course of his employment, shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—
- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to Workers' Compensation.
  - (ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
  - (iii) He shall prove to the satisfaction of his employer (or in the event of dispute the Secretary for Labour) that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
  - (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 44 hours of working time.

For the purpose of administering paragraph (iii) of this sub-clause, an employer may within two weeks of the employee entering his employment, require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

(b) Notwithstanding anything contained in sub-clause (a) hereof, an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to Workers' Compensation) necessitating his attendance during working hours on a doctor, chemist, or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

## ANNUAL LEAVE.

16. (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) In addition to the leave hereinbefore prescribed seven-day shift workers, that is, shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed seven consecutive days' leave, including non-working days: Provided that in the case of shift workers whose hours have been reduced or whose wages have been increased in accordance with clause 8 of this Determination, service before the 5th February, 1942, shall not be taken into consideration for the purpose of calculating annual leave.

(c) Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven-day shift worker, he shall be entitled to have the period of seven consecutive days' annual leave prescribed in sub-clause (a) of this clause increased by half a day for each month he is continuously engaged as aforesaid.

(d) 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.

(e) 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.

(f) If, after six months' continuous service in any qualifying twelve-monthly period, 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.

(g) Each employee before going on leave shall be paid a week's wage except a seven day shift worker who shall be paid the amount of wages he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant period. For the purposes of this sub-clause and sub-clause (f) hereof wages 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. 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.

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

(i) Where leave has been granted to an employee, pursuant to sub-clause (e) 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 clause 11 of this Determination.

(j) Service before the date of this Determination shall be taken into consideration for the purpose of calculating annual leave: Provided that the employee shall not be entitled to leave or to payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the Determination hereby rescinded.

(k) 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 on account of leave lawfully granted by the employer. In calculating the period of twelve months' consecutive service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

(l) The annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 11 of 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.

(m) 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.

(n) 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.

MISCELLANEOUS PROVISIONS.

GENERAL.

Tools.

17. (a) Until further order the employer shall provide for each employee such tools as were customarily provided at the time of the making of this Determination. The employee shall replace or pay for any tools so provided if lost through his negligence.

Washing and Sanitary Conveniences.

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

Lockers.

(c) An employer shall provide a suitable locker or suitable hanging facilities for each employee in a workshop: Provided that this sub-clause shall not for such period or periods as the Wages Board may fix apply to any employer who proves to the satisfaction of the Secretary for Labour that he is unable, by reason of lack of space, shortage of material or labour, or any other difficulties, to provide lockers or hanging facilities as aforesaid.

Boiling Water.

(d) Employers shall provide boiling water for employees in workshops at meal times.

Asbestos Sheets, Glasses, and Screens.

(e) (i) Suitable asbestos sheet and coloured glasses and where necessary aprons of suitable length, gauntlet gloves, leather sleeves, and leggings shall be provided by employers for the protection of electric arc and oxy-acetylene operators and their assistants.

(ii) Where electric arc operators are working, screens which shall be suitable and sufficient for the purpose shall be provided by the employer for the protection of employees from flash.

Goggles.

(f) Employers shall provide suitable mica or other goggles for emery-wheel operators.

Gas Masks.

(g) (i) The employer shall ensure that sufficient gas masks are available to enable each employee when engaged on repairs to refrigeration plants outside the employer's premises, to take one with him.

(ii) Employers shall provide respirators or gas masks for electric arc or oxy-acetylene operators working in places where fresh air cannot freely circulate.

First Aid Outfit.

(h) In each workshop, and at other places where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an efficient first aid outfit.

Clause 8 of Chapter 9 of the Regulations under the Factories and Shops Act 1928 requires that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles:—

Articles.	Quantities to be kept in Ambulance Chest—
Antiseptic solution .. .. .	1 bottle
Bandages, cotton and gauze .. .. .	1 dozen assorted sizes
Castor oil .. .. .	2 oz.
Iodine, tincture of .. .. .	2 oz.
Manual, first-aid .. .. .	1
Petrolatum, carbolyzed .. .. .	1 jar
Picric acid solution, made according to the following recipe or prescription:— 1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water .. .. .	1 pint
Pins, safety .. .. .	1 packet
Sal volatile .. .. .	6 oz.
Scissors .. .. .	1 pair
Tourniquet .. .. .	1
Tweezers .. .. .	1 pair
Cotton, absorbent .. .. .	An adequate assortment
Gauze, sterilized, plain .. .. .	
Lint, absorbent .. .. .	
Plaster, adhesive .. .. .	

Damage to Clothing and Tools.

(i) Compensation to the extent of the damage sustained shall be made where, in the course of the work, clothing or tools are damaged or destroyed by fire or through the use of corrosive substances: Provided that the employer's liability in respect of tools shall be limited to such tools of trade as are ordinarily required for the performance of the employee's duties.

Females—Rest Period.

(j) Female employees shall be allowed a rest period of not less than ten minutes during each day or shift to be taken during the first or second half of the day or shift, as may be decided by a majority of the female employees in a shop.

SHOP STEWARDS.

18. An employee appointed shop steward in the shop or department in which he is employed shall, upon notification thereof to his employer, be recognized as the accredited representative of the union to which he belongs, and he shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom he represents.

RIGHT OF ENTRY OF UNION OFFICIALS.

19. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employers' premises during the midday meal break on the following conditions:—

- (i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer;
- (ii) that he interviews employees only at places where they are taking their meal;
- (iii) that not more than one representative of each of not more than three unions be on the premises at any one time;
- (iv) that no one representative visit the premises more than once in each week;
- (v) that if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Secretary for Labour.

Provided that where certain employees are working under a system of shift work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement at such times, and under such conditions as the Secretary for Labour may decide.

(b) For the purpose of investigating complaints concerning the application of this Determination, or the employment of females upon work which is alleged to be unsuitable for females, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

- (i) That he discloses to the employer or his representative the complaint which he desires to investigate;
- (ii) that he makes his investigations in the presence of the employer or his representative (if the employer so desires);
- (iii) that he does not interfere with work proceeding in the workshop or plant;
- (iv) that he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization concerned if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

(Name of organization.)

This is to certify that  
is a duly accredited representative of the above-named organization.

General Secretary.

Seal.

Date

Specimen signature of holder.

Strictly not transferable.

TIME AND WAGES BOOK.

20. (a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in any time record 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 when entering or leaving the employer's premises.

(c) The time and wages record shall be open for inspection to a duly accredited union official during the usual office hours at the employer's office or other convenient place. Provided that an inspection shall not be demanded unless the secretary of the union or the district secretary or organizer of any division suspects that a breach of the Determination has been committed. Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.

(d) The official making such inspection shall be entitled to take a copy of entries in a time and wages record relating to the suspected breach of the Determination.

#### NOTICE BOARD.

21. The employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, upon which accredited union representatives shall be permitted to post formal union notices, signed or countersigned by the representative posting same.

#### DEFINITIONS.

##### General.

22. "Confined space" means a compartment or space, access to which is through a manhole or similar opening, or a place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, and includes such a space—

in the case of a ship, inside complete tanks, chain lockers, and peaks; in bilges, under engine beds, under engine room and stokehold floors, or under or inside boilers.

"Process worker" means an employee engaged on—

- (i) 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
- (ii) in the assembling of parts of mechanical appliances or other articles so made, in which no fitting or adjustment requiring skill is required; or
- (iii) in specializing processes—not requiring use of hand tools except hammers, pliers, screw-drivers, spanners and files, and such tools as are necessary for deburring or removing rags or edging.

"Ship repairs" means—

- (i) all repair work done on ships;
- (ii) all work other than the making of spare parts and stores done in a workshop used for ship repairs only;
- (iii) work done in a workshop used for both ship repairing, general engineering, metal moulding, steel construction, and other heavy metal fabrication on which employees are engaged both on a ship and in the workshop.

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

"Year" means the period between the 1st day of June in each year and the next 31st day of May.

"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 a tradesman mainly engaged on electrical installation, repair and maintenance work.

"Shift electrician" means an electrician of at least five years' experience who is in charge of a generating station or rotary converter sub-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 pipes.

"Meter tester—1st grade," means an adult employee engaged in the testing, adjustment, and replacement of standard parts of poly-phase electricity meters on consumers' premises and poly-phase meters in a workshop.

"Meter tester—2nd 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.

#### SPECIAL CONDITIONS APPLICABLE TO EMPLOYMENT IN ELECTRIC SUPPLY UNDERTAKINGS.

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

(a) (In lieu of clause 7 (a) of this Determination "Hours of Employment")—

##### Day Workers.

The ordinary hours of employment shall be 44 per week, to be worked in five days of 8 hours (Monday to Friday inclusive), and one day (Saturday) of 4 hours; or five days (Monday to Friday inclusive) of 8 hours 49 minutes each; in either case, to be worked continuously except for meal breaks at the discretion of the employer between 7 a.m. and 6 p.m. on Monday to Friday inclusive, and 7 a.m. and 12.30 p.m. on Saturday: Provided that the spread of hours herein prescribed may be altered as to all or a section of the employees by mutual agreement between the employer and the union representative of the employees concerned.

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

Subject to the continuance of existing conditions, patrolmen not on shift work shall work the prescribed weekly hours at such hours as the employer may direct.

(b) (In lieu of clause 8 of this Determination "Shift Work")—

##### Shift Workers Generally.

(i) Employees working on shift work shall work such shifts as may be required not averaging more than one in each 24 hours nor averaging any number more than six for every seven days.

A shift shall consist of eight hours inclusive of such time as by mutual arrangement may be taken for meals.

For working on any Sunday or holiday shift a shift worker shall be paid time and a half for such shift.

##### Continuous Shift Workers.

(ii) Employees engaged on continuous work on afternoon or night shifts shall be paid 7½ per cent. extra for such shifts.

Subject to the provisions of paragraph (c) of this clause, shift workers on continuous work shall be paid at the rate of double time 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 shift man, who should relieve, to present himself for duty at the appointed time, in which case ordinary time only shall be paid.

##### Non-continuous Shift Workers.

(iii) Employees engaged on non-continuous work working on afternoon or night shift which does not continue for more than three successive afternoons or nights shall be paid for such shifts at the rate of time and a half, and where such shifts continue for more than three successive afternoons or nights, at the rates prescribed by clause 8 (3) (d) or 8 (4) (c) of this Determination (as the case may require).

Subject to the provisions of paragraph (c) of this clause, shift workers on non-continuous work shall for all time worked in excess of their ordinary hours for each shift be paid at the rate of time and a half for the first four hours and double time thereafter.

(c) The following sub-clause is added to clause 10:—

Employees working overtime on the repair or maintenance of plant or equipment necessary for the continuity of supply of electric energy, shall be paid for all such overtime at the rate of time and a half.

(d) In lieu of clause 10 (d):—

An employee recalled to work overtime after leaving his employer's business premises, and who returns to his home on completion of such overtime work, shall be paid for a minimum of one hour's work at the appropriate rate; and in such circumstances, time reasonably spent in getting to and from work shall be regarded as time worked.

(e) Clause 10 (h) shall not apply to employees covered by this clause.

(f) All prevailing customs for holidays or annual leave of absence shall continue until further order, providing they are not less favourable to employees than those prescribed by this Determination for employees of the same classes.

#### PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage rates, and pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, 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 25.

*Basic Wage.*

Place.	Needs Basic Wage (Adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	s. d.	£ 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 11 0	6 0	4 17 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.				
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.				

25.

ADJUSTMENT OF BASIC WAGE.

(a) Until the beginning of the first pay period to commence in May, 1944, the amounts of the basic wage shall be as prescribed in clause 24.

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

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

- (1) The index number set to be applied to a place is that assigned thereto in clause 24.
- (2) 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.
- (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.
994-1006 .. .. .	4 1 0	1118-1129 .. .. .	4 11 0
1007-1018 .. .. .	4 2 0	1130-1141 .. .. .	4 12 0
1019-1030 .. .. .	4 3 0	1142-1154 .. .. .	4 13 0
1031-1043 .. .. .	4 4 0	1155-1166 .. .. .	4 14 0
1044-1055 .. .. .	4 5 0	1167-1179 .. .. .	4 15 0
1056-1067 .. .. .	4 6 0	1180-1191 .. .. .	4 16 0
1068-1080 .. .. .	4 7 0	1192-1203 .. .. .	4 17 0
1081-1092 .. .. .	4 8 0	1204-1216 .. .. .	4 18 0
1093-1104 .. .. .	4 9 0	1217-1228 .. .. .	4 19 0
1105-1117 .. .. .	4 10 0	1229-1240 .. .. .	5 0 0

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

In addition to the basic wage prescribed by clause 24, any adult employee of a classification specified hereunder shall be paid the margin and loading hereinafter assigned to that classification, and such loading shall be deemed to be part of his ordinary rate of wage for all purposes of this Determination:—

Classification.	Margin.	Loading.
	s. d.	s. d.
(a) General—		
Electrician in charge of electrical supply undertaking—		
(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 1,000 kilowatts .. .. .	30 0	6 0
(ii) In other plants .. .. .	24 0	4 0
Assistant shift electrician .. .. .	20 0	4 0
Electrician in charge of plant and/or installation .. .. .	30 0	6 0
Electrical fitter and/or armature winder .. .. .	30 0	6 0
Battery fitter .. .. .	30 0	6 0
Cable joiner, on high tension (over 6,600 volts) .. .. .	29 0	6 0
Cable joiner, on low tension (under 6,600 volts) .. .. .	27 0	6 0
Cable joiner'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 or repairing live feeders or distributors of 600 volt 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
Electrical fitter's, and 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 in this subdivision .. .. .	8 0	3 0

A. V. BARNES, J.P., Chairman

J. W. RYAN, Secretary

Melbourne. 14th April, 1944.

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No. 68]

THURSDAY, APRIL 20.

[1944

Factories and Shops Acts.

DETERMINATION OF THE ENGINEERS AND BRASSWORKERS (UNSKILLED)  
BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has the power to "determine the lowest prices or rates which may be paid to—

(1) any unskilled persons employed—

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

(2) any person employed in the process, trade, or business of producing rods, bars, sections, angles, sheets, strips, or ingots from brass, copper, or other non-ferrous metals;

(3) Any person or persons or classes of persons employed in the trade of manufacturing or preparing lead and shot; has made the following Determination, namely—

1. That as from the beginning of the first pay period to commence on or after the 5th April, 1944, the last previous Determination of this Board shall be revoked and replaced by this Determination.

No. 68.—3037/44.

2.	Adults.	Wages per Week of 44 Hours.		
		Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrambbool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
(a) Ironworking and General—		£ s. d.	£ s. d.	£ s. d.
Assembler (leading hand) .. .. .		5 11 0	5 17 6	5 8 0
Assembler (assistant) .. .. .		5 6 0	5 12 6	5 3 0
Attendant at small rivet heating, bolt heating or similar types of fires or furnaces .. .. .		5 11 0	5 17 6	5 8 0
Belt repairer .. .. .		5 9 0	5 15 6	5 6 0
Blacksmith's striker .. .. .		5 9 0	5 15 6	5 6 0
Blacksmith's striker on double fires and other assistant .. .. .		5 11 0	5 17 6	5 8 0
Block and tackle hand .. .. .		5 11 0	5 17 6	5 8 0
Boiler (inside) chipper and cleaner .. .. .		5 15 0	6 1 6	5 12 0
Cold saw operator .. .. .		5 11 0	5 17 6	5 8 0
Dogman .. .. .		5 11 0	5 17 6	5 8 0
Dresser and grinder using portable machine .. .. .		5 13 0	5 19 6	5 10 0
Dresser, shot blast and sand blast—				
(a) who operates from outside a properly enclosed cabin .. .. .		5 9 0	5 15 6	5 6 0
(b) other .. .. .		5 19 0	6 5 6	5 16 0
Dresser and grinder (other) .. .. .		5 11 0	5 17 6	5 8 0
Emery wheel attendant .. .. .		5 11 0	5 17 6	5 8 0
Employee directly assisting an employee whose margin above the basic wage is 14s. or more .. .. .		5 9 0	5 15 6	5 6 0
Forge assistant, i.e., underhand, hammer driver, and crane man, employed on work 10 cwt. or over .. .. .		5 13 0	5 19 6	5 10 0
Forger's assistant .. .. .		5 11 0	5 17 6	5 8 0
Friction saw operator .. .. .		5 9 0	5 15 6	5 6 0
Furnaceman—forge .. .. .		6 10 0	6 16 6	6 7 0
Furnaceman's assistant—forge .. .. .		5 11 0	5 17 6	5 8 0
Furnaceman—electric .. .. .		6 0 0	6 6 6	5 17 0
Furnaceman—other (excepting cupola furnaceman) .. .. .		5 15 0	6 1 6	5 12 0
Furnaceman's assistant .. .. .		5 9 0	5 15 6	5 6 0
Grinding machine or emery wheel operator .. .. .		5 11 0	5 17 6	5 8 0
Hammer driver .. .. .		5 11 0	5 17 6	5 8 0
Lagger .. .. .		5 9 0	5 15 6	5 6 0
Machinist—3rd class (as defined) .. .. .		5 14 0	6 0 6	5 11 0
Overhead oiler .. .. .		5 9 0	5 15 6	5 6 0
Painter of ironwork, using spray .. .. .		5 10 0	5 16 6	5 7 0
Painter of ironwork (other than ship painter) using brush .. .. .		5 9 0	5 15 6	5 6 0
Person employed in preparing iron or steel material for reinforcing concrete for building or other purposes—				
On bending and cutting machines .. .. .		5 11 0	5 17 6	5 8 0
On bending and cutting machines (assistant) .. .. .		5 8 0	5 16 6	5 5 0
On steel fabric machines .. .. .		5 11 0	5 17 6	5 8 0
On steel fabric machines (assistant) .. .. .		5 6 0	5 12 6	5 3 0
Person working with hammer 14 lb. weight or over—				
On repair work .. .. .		5 19 3	6 5 9	5 16 3
On other work .. .. .		5 11 3	5 17 9	5 8 3
Pickler .. .. .		5 9 0	5 15 6	5 6 0
Piler .. .. .		5 11 0	5 17 6	5 8 0
Process worker .. .. .		5 8 0	5 14 6	5 5 0
Rigger and/or splicer .. .. .		5 15 0	6 1 6	5 12 0
Tar dipper .. .. .		5 9 0	5 15 6	5 6 0
Employee not elsewhere classified .. .. .		5 0 0	5 6 6	4 17 0
(b) Producing rods, bars, sections, angles, sheets, strips, or ingots from brass, copper, or other non-ferrous metals—				
Press operator .. .. .		5 11 0	5 17 6	5 8 0
Die attendant .. .. .		5 11 0	5 17 6	5 8 0
Hexagon straightener .. .. .		5 9 0	5 15 6	5 6 0
Draw bench operator .. .. .		5 5 0	5 11 6	5 2 0
Pickler .. .. .		5 5 0	5 11 6	5 2 0
Other machine operator .. .. .		5 5 0	5 11 6	5 2 0
Hand straightener .. .. .		5 3 0	5 9 6	5 0 0
Pointer .. .. .		5 2 0	5 8 6	4 19 0
Die striker .. .. .		5 1 0	5 7 6	4 18 0
All others .. .. .		4 17 0	5 3 6	4 14 0
(c) Manufacturing or preparing lead and shot—				
Pipe trap machine operator .. .. .		6 2 0	6 8 6	5 19 0
Roller .. .. .		5 17 0	6 3 6	5 14 0
Extrusion press operator .. .. .		5 16 0	6 2 6	5 13 0
Melter of lead alloys .. .. .		5 9 0	5 15 6	5 6 0
Lead wool machinist .. .. .		5 8 0	5 14 6	5 5 0
Molten metal feeder and/or mixer for shot .. .. .		5 8 0	5 14 6	5 5 0
Roller's assistant .. .. .		5 9 0	5 15 6	5 6 0
Pipe trap machine operator's assistant .. .. .		5 9 0	5 15 6	5 6 0
Extrusion press operator's assistant .. .. .		5 8 0	5 14 6	5 5 0
All others .. .. .		5 0 0	5 6 6	4 17 0

*Leading Hands.*

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

*Ship Repairing.*

Employees covered by this Determination who are engaged on ship repairs shall receive an additional margin of 2s. per week.

**TRADESMEN IN LARGE POWER HOUSES.**

Tradesmen and/or welders, and their assistants 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 work, shall be paid 6s. per week extra, and other unapprenticed juniors 3s. per week extra; such amount shall be deemed to include all special rates prescribed in clause 4.

This allowance shall continue to be payable to tradesmen attached to the staffs of such power houses while carrying out repairs or maintenance in rotary convertor sub-stations which are in regular operation.

## FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

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

## WAGES PER WEEK OF 44 HOURS.

	Percentage of Needs Basic Wage.	Constant Loading.	War Loading.	Total Wage Payable.		
				Within 20 miles of G.P.O., Melbourne, within 10 miles of G.P.O., Geelong, at Warrnambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
				Per Week.	Per Week.	Per Week.
				£ s. d.	£ s. d.	£ s. d.
<i>I.—Adult Females.</i>						
Under three months' experience ..	65	3 0	..	3 2 0	3 6 6	3 0 0
All others .. .. .	75	3 0	..	3 11 0	3 16 0	3 9 0
<i>II.—Junior Females.</i>						
17 years of age and under .. ..	40	1 0	..	1 17 6	2 0 0	1 16 0
18 years of age .. .. .	47½	1 3	..	2 4 6	2 7 6	2 3 0
19 years of age .. .. .	55	1 6	..	2 11 6	2 15 0	2 10 0
20 years of age .. .. .	62½	2 0	..	2 19 0	3 3 0	2 17 0
<i>III.—Junior Males.</i>						
Under 16 years of age .. .. .	25	0 6	..	1 3 0	1 5 0	1 2 6
16 years of age .. .. .	35	0 9	..	1 12 6	1 15 0	1 11 6
17 years of age .. .. .	47½	1 0	..	2 4 0	2 7 6	2 3 0
18 years of age .. .. .	60	1 0	..	2 15 6	2 19 6	2 14 0
19 years of age .. .. .	75	2 0	..	3 10 0	3 15 0	3 8 0
20 years of age .. .. .	90	2 0	..	4 4 0	4 9 6	4 1 0

A junior employee of eighteen years or more shall be paid 3s. per week in addition to the rates prescribed herein while he is employed as a furnaceman or assistant to a furnaceman.

*IV.—Junior Males (Foundries).*

Under 16 years of age .. .. .	25	0 6	1 0	1 4 0	1 6 0	1 3 6
16 years of age .. .. .	33	0 9	1 9	1 12 6	1 14 6	1 11 6
17 years of age .. .. .	60	1 0	3 0	2 18 6	3 2 6	2 17 0
18 years of age .. .. .	75	2 0	4 0	3 14 0	3 19 0	3 12 0
19 years of age and over .. .. .	90	2 6	4 6	4 9 0	4 14 6	4 6 0

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

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

(b) Except in the case of employees in foundries, the minimum rate payable to a junior female of any age or a junior male of eighteen years or more each with less than six months' experience under this Determination shall, until he or she has had six months' experience, be 10 per cent. less than the amount represented by the percentage of the needs basic wage hereby prescribed for a junior employee of his or her age and in addition thereto the constant loading prescribed for such an employee:

Provided that this sub-clause shall not operate to reduce the rates paid to any female employee as from the beginning of the first pay period to commence in August, 1942.

(c) Junior employees employed on the following operations shall be paid at not less than the appropriate adult minimum rates:—

- (1) Passing hot rivets in confined spaces.
- (2) Holding up rivets over ¼-in. diameter.
- (3) Assisting storemen racking and/or loading and/or unloading off vehicles of heavy steel plates, bars, or sections.
- (4) Carrying material to or from cupola, forge, or electric steel furnaces or using the slicer or hanging on to end of a bloom. This shall not apply in the case of junior moulders.
- (5) Assisting steel furnace ladlemen, other than in daubing or repairing ladles.
- (6) Cutting out and punching rivets on plates.
- (7) Cutting plates by means of hammer and cold set.
- (8) On shearing machines, other than guillotine plate shearers, handling plates that weigh more than 84 lb.
- (9) On punching machines, handling plates that weigh more than 84 lb.
- (10) On angle iron cropping where the material weighs more than 3½ lb. per foot, and is not clamped.
- (11) Breaking up pig iron.
- (12) Operating plate edge planers in structural steel or shipbuilding yards, where the operator travels on the machine.

## PROHIBITED OCCUPATIONS.

(d) Junior employees shall not be employed—

- (i) if under the age of 16 years on oil or gas burners or fires used for heating of small articles;
- (ii) if under 18 years as furnacemen or assistants to furnacemen;
- (iii) if under 18 years as a roller, extrusion press operator, pipe trap machine operator, roller's assistant or as a melter.

## SPECIAL RATES.

4. In addition to the wages prescribed in clauses 2 and 3 hereof, the following special rates and allowances shall be paid to employees, and unapprenticed juniors:—

*Wet Places.*

(a) An employee working in any place where his clothing or boots become saturated, whether by water, oil, or otherwise, shall be paid 2d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable protective clothing and/or footwear: And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.

*Confined Spaces.*

(b) Working in confined space (as defined)—3d. per hour extra.

*Ships' Bilges, &c.*

(c) Working in ships' bilges or in boiling-down works, lead works (except manufacturing or preparing lead and shot), sanitary works, or slaughtering yards—1d. per hour extra.

*Hot Places.*

(d) 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 Fahrenheit, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

*Cold Places.*

(e) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit—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.

*Smoke Boxes, &c.*

(f) 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 of boilers, or on repairs to smoke-boxes, fire-boxes, furnace, or flues of other types of boilers—1d. per hour extra.

*Oil Tanks and Digestors.*

(g) Working on repairs in oil tanks or meat digestors—1½d. per hour extra: Provided that if an employee is so engaged for more than half of one day or shift he shall be paid the prescribed allowance for the whole day or shift.

*Dirty Work.*

(h) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature—1½d. per hour extra.

In case of disagreement between the foreman and workman, the workman, or a shop steward on his behalf, shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day), or else the said allowance shall be paid.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it shall have the right to bring such case before the Secretary for Labour.

*Height Money.*

(i) Assistants to welders and drillers engaged in the erection, repair, and/or maintenance of steel frame buildings, bridges, gasometers, and similar structures, at a height of 50 feet or more directly above the nearest horizontal plane, shall be paid at the rate of 6s. per week extra.

(ii) All employees engaged in the cutting and removal of torn, twisted, and displaced structural materials from vessels which have been damaged by bomb, mine, shell, or torpedo shall be paid extra rates as follows:—

- (i) where such damaged structural materials are covered in oil residue and/or other unusually obnoxious substances, and there is a risk of such materials falling or there are difficulties in the way of securing a safe foothold for working—2d. per hour extra;
- (ii) where the work is carried out in the presence of explosives or combustible materials under conditions under which there is a risk of fire or explosion—4d. per hour extra;
- (iii) where as well as working under the conditions specified in paragraph (i) hereof an employee works under those specified in paragraph (ii) hereof—6d. per hour extra.

The question of whether the conditions specified in paragraphs (i) or (ii) hereof or both of them exist in any particular case shall be settled by agreement between the foreman and the workman concerned provided that in cases of disagreement the matter shall be settled as provided in sub-clause (h) hereof in the case of dirty work, and the provisions of that clause shall apply to claims under this sub-clause.

In any case in which it is agreed or decided that the specified conditions exist the extra rate prescribed shall be paid for the whole of the time the employees are engaged cutting and removing the materials mentioned.

*Special Rates not Cumulative.*

(j) 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.

*Rates not Subject to Penalty Additions.*

(k) The special rates herein prescribed shall be paid, irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

*Travelling Time, Allowance, and Board.*

5. (a) An employee required to work at a job away from his workshop or depot shall, at the direction of his employer, present himself for work at such job at the usual time of starting work. When an employee is required to work away from his workshop or depot, all time reasonably spent in excess of time usually spent in travelling to or from his home to the workshop or depot shall be paid for at ordinary rates (except on Sunday or a holiday, when payment shall be at the rate of time and a half), up to a maximum of 12 hours out of every 24 or, where a sleeping berth is provided, a maximum of 8 hours out of every 24.

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

All excess fares and reasonable travelling expenses, including 2s. 6d. for each meal, together with the cost of board and lodging if the employee has to remain away from his home for a night, shall be paid by the employers.

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, and sleeping berths shall be provided where available.

(c) 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, cubicles, or other temporary shelter is necessary: Provided that where cooked meals are procurable by the employee at a mess established by the employer, the amount of such country allowance shall be 9d. per day for every day, including Sundays.

(d) Until further order, 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.**Day Workers.*

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

(b) The ordinary weekly hours of employment of forgers' assistants shall consist of five days of 9½ hours each, including crib time, for which no deduction of pay shall be made: The rates in this Determination shall be for a 44-hours week, and hourly rates shall be ascertained by dividing the weekly rates by 44.

(c) In localities where the recognized half-holiday is on a day other than Saturday, the day so recognized may be substituted for Saturday for all purposes of this Determination.

*SHIFT WORK.*

7. (1) In this clause—

"Afternoon shift" means any shift finishing after 6 p.m., and at or before midnight.

"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, or due to unavoidable causes beyond the control of the employer.

"Night shift" means any shift finishing subsequent to midnight, and at or before 8 a.m.

"Rostered shift" means a shift of which the employee concerned has had at least 48 hours' notice.

*Continuous Work Shifts.*

(2) (a) This sub-clause shall apply to shift workers on continuous work, as hereinbefore defined.

(b) The ordinary hours of shift workers shall not exceed—

- (i) 8 in any one day; or
- (ii) 48 in any one week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 176 in 28 consecutive days.

(c) Subject to the following conditions, shift workers shall work at such times as the employer may require:—

- (i) a shift shall consist of eight hours, inclusive of crib time;
- (ii) except at the regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours;
- (iii) twenty minutes shall be allowed to shift workers each shift for crib which shall be counted as time worked.

(d) Shift workers on continuous work whilst on afternoon or night shifts shall be paid  $7\frac{1}{2}$  per cent. more than ordinary rates for such shifts.

(e) Shift workers for work done on a rostered shift the major portion of which is performed on a Sunday or a holiday shall be paid at the rate of time and a half.

*Shift Work in other than Continuous Work.*

(3) (a) This sub-clause shall apply to shift workers not upon continuous work as hereinbefore defined. The ordinary hours of such shift workers shall not exceed—

- (i) 44 in any week to be worked in five shifts of 8 hours 48 minutes, on Monday to Friday inclusive, or five shifts of eight hours and one shift (Saturday) of four hours; or
- (ii) 88 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week; or
- (iii) 132 in 21 consecutive days, in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

(b) Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.

(c) Except at regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

(d) Shift workers whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

(e) Subject to this sub-clause, shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 10 of this Determination. Where shifts commence between 11 p.m. and midnight on Sundays and/or holidays, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate: Provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

*Shift Work Generally.*

(4) (a) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Determination or on a shift other than a rostered shift shall—

- (i) if employed on continuous work, be paid at the rate of double time; or
- (ii) if employed on other shift work, at the rate of time and a half for the first four hours and double time thereafter

except in each case when the time is worked—

- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time.

Provided that when not less than eight hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off, when he shall be paid double time.

(b) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop or for at least six successive afternoons or nights in a six-day workshop shall be paid at the rate of time and a half.

(c) A shift worker who during a period of engagement on shift works only on night shift and without some regular rotation with some other shift or with day work shall be paid at the rate of time and a quarter for all time worked during ordinary working hours.

(cc) Female shift workers whilst on afternoon and night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. per shift, whichever is the higher.

(d) The method of working shifts may in any case be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment.

*MIXED FUNCTIONS.*

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

*OVERTIME.*

9. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work: Provided that in the case of an apprentice or a junior the rate for overtime shall be not less than the rate herein prescribed or 1s. 6d. per hour, whichever is the higher.

(b) An employee, other than a casual employee, after the completion of overtime work performed after his usual ceasing time shall be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

If on the instructions of his employer any employee resumes work without having had such eight hours off duty, he shall be paid at double rates until he is relieved from duty to take such rest period, and he shall then be entitled to be absent until he has had eight consecutive hours off duty without deduction of pay for ordinary time of duty occurring during such absence.

(c) Except as otherwise provided in paragraphs (a) and (b) hereof, in computing overtime each day's work shall stand alone.

(d) An employee recalled to work overtime after leaving his employer's business premises shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled: Provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee 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: Provided that the existence of a custom shall not operate to relieve an employer from paying a refrigeration service man the rate herein prescribed.

(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 four hours of overtime work, if the employee continues work after such crib-time.

(h) Unless the period of overtime is less than one and a half hours an employee before starting overtime after working ordinary hours shall be allowed a meal break of twenty minutes which shall be paid for at ordinary rates. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of twenty minutes.

(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 2s. and 1s. 3d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.

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

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

(k) When an employee works overtime or a shift for which he has not been regularly rostered 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.

10. (a) Employees shall be entitled to the following public holidays, without loss of pay, as regards employees on weekly hiring:—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.

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

#### Exceptions.

(b) An employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, such double time to continue until he is relieved from duty.

Provided that where employees are necessarily 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), work done on Sundays and holidays shall be paid for at the rate of time and a half for the first eight hours, and double time thereafter.

(c) An employee, other than a casual employee, not engaged in continuous work, who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work, shall on being relieved from duty be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

(d) 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.

#### EXTRA RATES NOT CUMULATIVE.

11. Extra rates in this Determination, except rates prescribed in clause 4, are not cumulative so as to exceed the maximum of double the ordinary rates.

#### PAYMENT OF WAGES.

12. (a) Wages shall be paid weekly or fortnightly.

(b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employees of electric supply undertakings nor to employers who make a practice of allowing advances to employees approximating wages due.

(c) Upon determination of the employment, wages due to an employee shall be paid to him on the day of such determination, or forwarded to him by post on the next working day.

(d) 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.

(e) On or prior to pay day, the employer shall state to each employee, in writing, the amount of wages to which he is entitled, the amount of deductions made therefrom, and the net amount being paid to him.

#### CONTRACT OF EMPLOYMENT.

##### Weekly Employment.

13. (a) Except as hereinafter provided employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

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

(c) An employee not attending for duty shall, except as provided by clause 14 hereof, lose his pay for the actual time of such non-attendance.

##### Casual Employment.

A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs.

##### Sick Leave.

14. (a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of injury by accident arising out of and in the course of his employment, shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

(ii) (a) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(ii) He shall prove to the satisfaction of his employer (or in the event of dispute, the Secretary for Labour) that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iii) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 44 hours of working time.

For the purpose of administering paragraph (iii) of this sub-clause an employer may, within two weeks of the employee entering his employment, require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

(b) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist, or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

##### ANNUAL LEAVE.

15. (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) In addition to the leave hereinbefore prescribed seven-day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed seven consecutive days' leave, including non-working days: Provided that in the case of shift workers whose hours have been reduced or whose wages have been increased in accordance with clause 7 of the Determination, service before the 1st January, 1942, shall not be taken into consideration for the purpose of calculating annual leave.

(c) Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven-day shift worker, he shall be entitled to have the period of seven consecutive days' annual leave prescribed in sub-clause (a) of this clause increased by half a day for each month he is continuously engaged as aforesaid.



(d) 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.

(e) 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.

(f) If after six months' continuous service in any qualifying twelve-monthly period 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.

(g) Each employee before going on leave shall be paid a week's wage except a seven day shift worker who shall be paid the amount of wages he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant period. For the purposes of this sub-clause and sub-clause (f) hereof wages shall be at the rate prescribed by clauses 2 and 3 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. 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.

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

(i) Where leave has been granted to an employee pursuant to sub-clause (e) 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 clause 10 of this Determination.

(j) Service before the date of this Determination shall be taken into consideration for the purpose of calculating annual leave provided that an employee shall not be entitled to leave or to payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the Determination hereby rescinded.

(k) 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 on account of leave lawfully granted by the employer. In calculating the period of twelve months' consecutive service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

(l) The annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 10 of 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.

(m) 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.

(n) 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.

(o) In respect only of service after 1st December, 1942, this clause shall apply to employees engaged in the servicing of motor vehicles in motor garages and service stations, including any garage or service station carried on as an ancillary to a motor distributing business.

#### MISCELLANEOUS PROVISIONS.

##### GENERAL.

##### Tools.

16. (1) (a) Until further order the employer shall provide for each employee such tools as were customarily provided at the time of the making of this Determination. The employee shall replace or pay for any tools so provided if lost through his negligence.

##### Washing and Sanitary Conveniences.

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

##### Lockers.

(c) An employer shall provide a suitable locker or suitable hanging facilities for each employee in a workshop: Provided that this sub-clause shall not for such period or periods as the Wages Board may fix apply to any employer who proves to the satisfaction of the Secretary for Labour that he is unable by reason of lack of space, shortage of material or labour, or any other difficulties to provide lockers or hanging facilities as aforesaid.

##### Boiling Water.

(d) Employers shall provide boiling water for employees in workshops at meal times.

##### Showers.

(e) Employers shall provide for all workmen employed in foundries hot and cold shower baths, which shall be situated away from lavatories.

##### Asbestos Sheets, Glasses, and Screens.

(f) (i) Suitable asbestos sheet and coloured glasses and where necessary aprons of suitable length, gauntlet gloves, leather sleeves, and leggings shall be provided by employers for the protection of electric arc and oxy-acetylene operators and their assistants.

(ii) Where electric arc operators are working screens, which shall be suitable and sufficient for the purpose, shall be provided by the employer for the protection of employees from flash.

##### Goggles.

(g) Employers shall provide suitable mica or other goggles for emery-wheel operators.

##### Gloves.

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

##### Ladles.

(i) (i) All ladles of a holding capacity of 15 cwt. or more in use at the time of the making of this Determination shall be fitted with safety-worm gear or an equivalent safety fitting; and all ladles of a holding capacity of 10 cwt. or more hereafter brought into operation shall be fitted with safety-worm gear.

(ii) Where molten metal is carried in ladles by hand the weight of molten metal shall not exceed:—

Single-handled ladles—60 lb., including the weight of the ladle.

Other ladles— $\frac{1}{2}$  cwt. per man.

(iii) Where molten metal is carried by hand, a clear passageway not less than 2 ft. 6 in. wide shall be made.

##### Gas Masks.

(j) (i) The employer shall ensure that sufficient gas masks are available to enable each employee, when engaged on repairs to refrigeration plants outside the employer's premises, to take one with him.

(ii) Employers shall provide respirators or gas masks for electric arc or oxy-acetylene operators working in places where fresh air cannot freely circulate.

##### Protective Clothing.

(k) Employers shall provide suitable protective aprons rubber gloves, and rubber boots or clogs to employees engaged in the manual handling of materials over hot galvanizing or tinning pots or pickling or plating baths.

*Dressing Castings.*

(l) Where practicable, the dressing and rumbering of castings shall not be carried out in close proximity to employees not doing that work.

*First Aid Outfit.*

(m) In each workshop, and at other places where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an efficient first-aid outfit.

Clause 8 of Chapter 9 of the Regulations under the *Factories and Shops Act 1928* requires that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles:—

Articles.	Quantities to be kept in Ambulance Chest—
Antiseptic solution .. .. .	1 bottle
Bandages, cotton and gauze .. .. .	1 dozen assorted sizes
Castor oil .. .. .	2 oz.
Iodine, tincture of .. .. .	2 oz.
Manual, first-aid .. .. .	1
Petrolatum, carbolized .. .. .	1 jar
Picric acid solution, made according to the following recipe or prescription:— 1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water .. .. .	1 pint
Pins, safety .. .. .	1 packet
Sal volatile .. .. .	6 oz.
Scissors .. .. .	1 pair
Tourniquet .. .. .	1
Tweezers .. .. .	1 pair
Cotton, absorbent .. .. .	An adequate assortment
Gauze, sterilized, plain .. .. .	
Lint, absorbent .. .. .	
Plaster, adhesive .. .. .	

*Damage to Clothing and Tools.*

(n) Compensation to the extent of the damage sustained shall be made where, in the course of the work, clothing or tools are damaged or destroyed by fire or through the use of corrosive substances: Provided that the employer's liability in respect of tools shall be limited to such tools of trade as are ordinarily required for the performance of the employee's duties.

*Females' Rest Period.*

(o) Female employees shall be allowed a rest period of not less than ten minutes during each day or shift, to be taken during the first or second half of the day or shift as may be decided by a majority of the female employees in a shop.

*Shop Stewards.*

17. An employee appointed shop steward in the shop or department in which he is employed shall, upon notification thereof to his employer, be recognized as the accredited representative of the union to which he belongs, and he shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom he represents.

## RIGHT OF ENTRY OF UNION OFFICIALS.

18. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employers' premises during the midday meal break on the following conditions:—

- (i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (ii) That he interviews employees only at places where they are taking their meal.
- (iii) That not more than one representative of each of not more than three unions be on the premises at any one time.
- (iv) That no one representative visit the premises more than once in each week.

- (v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Secretary for Labour.

Provided that, where certain employees are working under a system of shift work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement, at such times and under such conditions as the Secretary for Labour may decide.

(b) For the purpose of investigating complaints concerning the application of this Determination, or the employment of females upon work which is alleged to be unsuitable for females, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

- (i) That he discloses to the employer or his representative the complaint which he desires to investigate.
- (ii) That he makes his investigations in the presence of the employer or his representative (if the employer so desires).
- (iii) That he does not interfere with work proceeding in the workshop or plant.
- (iv) That he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization concerned if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

(Name of organization.)

This is to certify that

is a duly accredited representative of the above-named organization.

General secretary.

Date.

(SEAL)

Specimen signature of holder.

Strictly not transferable.

## TIME AND WAGES BOOK.

19. (a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in any time record 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 when entering or leaving the employer's premises.

(c) The time and wages record shall be open for inspection to a duly accredited union official during the usual office hours at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the secretary of the union or the district secretary or organizer of any division suspects that a breach of the Determination has been committed: Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.

(d) The official making such inspection shall be entitled to take a copy of entries in a time and wages record relating to the suspected breach of the Determination.

## NOTICE BOARD.

20. The employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, upon which accredited union representatives shall be permitted to post formal union notices, signed or countersigned by the representative posting same.

## DEFINITIONS.

21. "Confined Space" means a compartment or space access to which is through a man-hole or similar opening, or a place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, and includes such a space—

- (i) in the case of a ship, inside complete tanks, chain lockers, and peaks; in bilges, under engine beds, under engine room and stokehold floors, or under or inside boilers;

- (ii) in the case of a locomotive, inside the barrels of boilers, fire boxes, water spaces of tenders, side tanks, bunker tanks, saddle tanks, or smoke boxes;
- (iii) in other cases, inside boilers, steam drums, mud drums, fire boxes of vertical or road vehicle boilers, furnaces, flues, combustion chambers, receivers, buoys, tanks, superheaters, or economizers.

“Process worker” means an employee engaged on—

- (i) 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
- (ii) in the assembling of parts of mechanical appliances or other articles so made, in which no fitting or adjustment requiring skill is required; or
- (iii) in specialized processes—not requiring use of hand tools except hammers, pliers, screw drivers, spanners, and files, and such tools as are necessary for deburring or removing rags or edging.

“Ship repairs” means—

- (i) All repair work done on ships.
- (ii) All work other than the making of spare parts and stores done in a workshop used for ship repairs only.
- (iii) Work done in a workshop used for both ship repairing, general engineering, metal moulding, steel construction, and other heavy metal fabrication on which employees are engaged both on the ship and in the workshop.

“Sunday” means all time between midnight Saturday and midnight Sunday.

“Year” means the period between the 1st day of June in each year and the next 31st day of May.

“Window-frame making” means the making in quantities of metal window frames, metal doors and grilles, and metal ornamentalations used in buildings.

“Furnace man” means an employee in charge of a furnace used for smelting metals or ores, boiler plate furnaces, case hardening and/or annealing furnaces, and such heating furnaces where the weight of individual pieces of material is 5 cwt. or more or the area of the material exceeds 4 square feet.

“Rigger and/or splicer” means an adult workman who is responsible for the erection of tackle and/or who is required, amongst other duties, to splice wire rope.

“Double fires” means work in connexion with which a furnace or fire is used and on which two or more men are assisting or working with a smith in treating the material which has been through the furnace or fire.

“Lagger” means an adult employee engaged in the mixing or fixing of lagging on the job.

“Machinist—1st class” means a tradesman who is partly or wholly engaged in setting up and operating the following machines:—Lathe, boring machine, milling machine, planing machine, shaping machine, slotting machine, precision grinding machine, and a drilling machine where the operator uses the same precision tools as fitters or turners.

“Machinist—3rd class” means an adult employee other than a process worker who operates any power-driven machine for which a rate is not elsewhere prescribed in this Determination, and, without limiting the scope of the foregoing, includes such an employee operating any of the following:—Nut, bolt, rivet, or dog-spike making machines, tapping machines, and drilling machines on work other than that specified in the definition of machinist—first class.

PERIODICAL ADJUSTMENT OF WAGES.

22. The wages rates set out in clause (2) are based upon the following basic wage rates and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, 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.	Needs Basic Wage (Adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	s. d.	£ 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 11 0	6 0	4 17 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 May, 1944, the amounts of the basic wage shall be as prescribed in clause 22.

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amounts of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth 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 assigned amount during such successive period.

Table.

Index Number Divisions.	Basic Wage.
	£ s. d.
994-1006 .. .. .	4 1 0
1007-1018 .. .. .	4 2 0
1019-1030 .. .. .	4 3 0
1031-1043 .. .. .	4 4 0
1044-1055 .. .. .	4 5 0
1056-1067 .. .. .	4 6 0
1068-1080 .. .. .	4 7 0
1081-1092 .. .. .	4 8 0
1093-1104 .. .. .	4 9 0
1105-1117 .. .. .	4 10 0
1118-1129 .. .. .	4 11 0
1130-1141 .. .. .	4 12 0
1142-1154 .. .. .	4 13 0
1155-1166 .. .. .	4 14 0
1167-1179 .. .. .	4 15 0
1180-1191 .. .. .	4 16 0
1192-1203 .. .. .	4 17 0
1204-1216 .. .. .	4 18 0
1217-1228 .. .. .	4 19 0
1229-1240 .. .. .	5 0 0

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

The wages of adult females, junior females, and male juniors shall be the percentages of the contemporaneous needs basic wage prescribed for the area in which they are employed, and in addition thereto the constant and war loadings specified in clause 3 of this Determination.

MARGINAL RATES.

24. In addition to the basic wage provided in clause 22. the margins and war loadings set out in this clause shall be the minimum rate payable to employees therein named:—

	Margins Per Week.	Wartime Loadings Per Week.		Margins Per Week.	Wartime Loadings Per Week.
	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>
(a) Assembler (leading hand) .. .. .	11 0	3 0	Painter of ironwork (other than ship painter) using brush .. .. .	9 0	3 0
Assembler (assistant) .. .. .	6 0	3 0	Person employed in preparing iron or steel material for reinforcing concrete for building or other purposes:—		
Attendant at small rivet heating, bolt heating or similar types of fires or furnaces	11 0	3 0	On bending and cutting machines ..	11 0	3 0
Belt repairer .. .. .	9 0	3 0	On bending and cutting machines (assistant) .. .. .	8 0	3 0
Blacksmith's striker .. .. .	9 0	3 0	On steel fabric machines .. .. .	11 0	3 0
Blacksmith's striker on double fires and other assistant .. .. .	11 0	3 0	On steel fabric machines (assistant) ..	6 0	3 0
Block and tackle hand .. .. .	11 0	3 0	Person working with hammer 14 lb. weight or over—		
Boiler (inside) chipper and cleaner ..	15 0	3 0	On repair work .. .. .	19 3	3 0
Cold saw operator .. .. .	11 0	3 0	On other work .. .. .	11 3	3 0
Dogman .. .. .	11 0	3 0	Pickler .. .. .	9 0	3 0
Dresser and grinder using portable machine	13 0	3 0	Piler .. .. .	11 0	3 0
Dresser, shot blast and sand blast—			Process worker .. .. .	8 0	3 0
(a) who operates from outside a properly enclosed cabin .. .. .	9 0	3 0	Rigger and/or splicer .. .. .	15 0	3 0
(b) other .. .. .	19 0	3 0	Tar dipper .. .. .	9 0	3 0
Dresser and grinder (other) .. .. .	11 0	3 0	Employee not elsewhere classified ..	Nil	3 0
Emery wheel attendant .. .. .	11 0	3 0	(b) Producing rods, bars, sections, angles, sheets, strips, or ingots from brass, copper, or other non-ferrous metals—		
Employee directly assisting an employee whose margin above the basic wage is 14s. or more .. .. .	9 0	3 0	Press operator .. .. .	14 0	..
Forge assistant, i.e., underhand, hammer driver and crane man, employed on work 10 cwt. or over .. .. .	13 0	3 0	Die attendant .. .. .	14 0	..
Forger's assistant .. .. .	11 0	3 0	Hexagon straightener .. .. .	12 0	..
Friction saw operator .. .. .	9 0	3 0	Draw bench operator .. .. .	8 0	..
Furnaceman—forge .. .. .	27 0	6 0	Pickler .. .. .	8 0	..
Furnaceman's assistant—forge .. .. .	11 0	3 0	Other machine operator .. .. .	8 0	..
Furnaceman—electric .. .. .	17 0	6 0	Hand straightener .. .. .	6 0	..
Furnaceman—other (excepting cupola furnaceman) .. .. .	15 0	3 0	Pointer .. .. .	5 0	..
Furnaceman's assistant .. .. .	9 0	3 0	Die striker .. .. .	4 0	..
Grinding machine or emery wheel operator	11 0	3 0	(c) Manufacturing or preparing lead and shot—		
Hammer driver .. .. .	11 0	3 0	Pipe trap machine operator .. .. .	21 0	4 0
Lagger .. .. .	9 0	3 0	Roller .. .. .	17 0	3 0
Machinist—3rd class (as defined) ..	14 0	3 0	Extrusion press operator .. .. .	16 0	3 0
Overhead oiler .. .. .	9 0	3 0	Melter of lead alloys .. .. .	9 0	3 0
Painter of ironwork using spray .. ..	10 0	3 0	Lead wool machinist .. .. .	8 0	3 0
			Molten metal feeder and/or mixer for shot .. .. .	8 0	3 0
			Roller's assistant .. .. .	9 0	3 0
			Pipe trap machine operator's assistant ..	9 0	3 0
			Extrusion press operator's assistant ..	8 0	3 0
			All others .. .. .	Nil	3 0

A. V. BARNES, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 14th April, 1944.