



VICTORIA GOVERNMENT GAZETTE.

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Factories and Shops Acts.

DETERMINATION OF THE TINSMITHS BOARD.

NOTE.—(1) This Determination applies to the whole of the State of Victoria.

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

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

NOTE.—(3) On the 7th February, 1938, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person employed in the process, trade, or business of metal polishing, and such power was conferred exclusively on the Electroplaters Board.

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

1. That as from the beginning of the first pay period to commence on or after the 29th May, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Adults.	Per Week of 44 Hours—		
	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.
<i>(a) Sheet Metal Section.</i>			
Sheet metal worker (1st class)	6 14 0	7 0 6	6 11 0
Sheet metal worker (2nd class)	6 2 0	6 8 6	5 19 0
Spinner (1st class)	6 6 0	6 12 6	6 3 0
Spinner other	5 13 0	5 19 6	5 10 0
Die setter	5 13 0	5 19 6	5 10 0
Die setter—press operator working from blue prints or plans	6 2 0	6 8 6	5 19 0
Press operator (heavy)	5 11 0	5 17 6	5 8 0
Press operator (light)	5 9 0	5 15 6	5 6 0
Solderer and dipper	5 11 0	5 17 6	5 8 0
Drop hammer stamper	5 11 0	5 17 6	5 8 0
Guillotine operator (as defined)	6 2 0	6 8 6	5 19 0
Guillotine operator (other)	5 9 0	5 15 6	5 6 0
Guttering machinist	5 9 0	5 15 6	5 6 0
Power machinist (not otherwise specified)	5 9 0	5 15 6	5 6 0
<i>(b) Welding Division.</i>			
Welder—			
1st class, other than when using Cutler machine	6 17 0	7 3 6	6 14 0
1st class, using Cutler machine	6 4 0	6 10 6	6 1 0
2nd class	5 15 0	6 1 6	5 12 0
3rd class	5 11 0	5 17 6	5 8 0
Tack welder	5 13 0	5 19 6	5 10 0
<i>(c) Canister-making.</i>			
Die setter and/or machine setter and/or leading press hand	5 13 0	5 19 6	5 10 0
Canister-maker by hand and riveter by hand	5 13 0	5 19 6	5 10 0
Solderer and dipper	5 9 0	5 15 6	5 6 0
Canister vent closer and solderer working on tins containing substances with an artificial temperature of 150° F. and over	5 13 0	5 19 6	5 10 0
Operator of power capping machines or metal pots on automatic machines	5 11 0	5 17 6	5 8 0
Operator of other power presses and other power machines	5 9 0	5 15 6	5 6 0
Cap solderer (not otherwise classified)	5 9 0	5 15 6	5 6 0

WAGES—continued.

Adults.	Per Week of 44 Hours—		
	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.
<i>(d) Galvanizing.</i>			
Galvanizer	6 0 0	6 6 6	5 17 0
Tinner and grease tinner	6 0 0	6 6 6	5 17 0
Assistant working over metal pot	5 11 0	5 17 6	5 8 0
Pickler	5 10 0	5 16 6	5 7 0
All others in this Division	5 6 0	5 12 6	5 3 0
<i>(e) Painting and Japanning.</i>			
Artistic japanner and goldworker	6 2 0	6 8 6	5 19 0
Spray operator	5 13 0	5 19 6	5 10 0
Grainer, liner, and filliter	5 9 0	5 15 6	5 6 0
Painter and lacquerer	5 9 0	5 15 6	5 6 0
Dipper	5 9 0	5 15 6	5 6 0
<i>(f) Porcelain Enamelling.</i>			
Fuser	5 19 0	6 5 6	5 16 0
Fuser on medallions, badges, or buckles	5 9 0	5 15 6	5 6 0
Inspector—1st class (i.e., one who inspects finished enamel work as to quality)	5 10 0	5 16 6	5 7 0
Inspector (other)	5 7 0	5 13 6	5 4 0
Mill hand and mixer	5 10 0	5 16 6	5 7 0
Packer and despatcher	5 10 0	5 16 6	5 7 0
Pickler	5 10 0	5 16 6	5 7 0
Racksman	5 5 0	5 11 6	5 2 0
Sand and shot blaster	6 3 0	6 9 6	6 0 0
Sprayer	5 11 0	5 17 6	5 8 0
Swiller, gripper, and brusher	5 9 0	5 15 6	5 6 0
Employee not elsewhere classified in any Division	5 1 0	5 7 6	4 18 0
<i>(g) General.</i>			
Process worker	5 9 0	5 15 6	5 6 0
*Storeman and/or packer (tool and/or material store)	5 10 0	5 16 6	5 7 0

* Nothing in this classification shall require or permit the payment by an employer of any rates of ordinary wages lower than those paid or purporting to have been paid to storemen and packers by that employer pursuant to any Wages Board Determination when such rates were paid immediately prior to the 1st August, 1944.

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

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

APPRENTICESHIP.

3. (Other than those covered by the Apprenticeship Commission.)

Apprenticeship Trades.

(a) An employer shall not employ minors in the following trade or occupation otherwise than under a contract of apprenticeship as hereinafter provided:—

Sheet-metal worker—1st class.

Period of Apprenticeship.

(b) If the apprentice when indentured is under the age of seventeen years—five years; if over the age of seventeen years—four or five years, at the option of the contracting parties.

Contract of Apprenticeship.

(c) 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.

(d) 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 provisions 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.

Instruction in Welding.

(e) The training of apprentices to sheet-metal work shall include instruction in electric welding and/or oxy-acetylene welding as far as is practicable with the facilities available in the shop in which they are trained.

Proportion.

(f) An employer shall not employ apprentices in excess of the proportion hereinafter prescribed.

Subject to this sub-clause the proportion of apprentices who may be taken by an employer shall not exceed one apprentice to every three or fraction of three tradesmen in the trade concerned.

In the trade of—

Welder—1st class ;

the proportion of apprentices who may be taken by an employer shall not exceed one apprentice for every two or fraction of two tradesmen in the trade concerned.

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

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.

Adult Apprentices.

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

Probationary Period.

(h) 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 apprenticeship authorities of the employment of such probationer to any of the trades mentioned herein.

Wages.

(i) The minimum weekly rates of wages 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 wage of apprentices shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

(j) 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 Warrnambool, 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.	£ s. d.	£ s. d.	£ s. d.
1st year	22½	s. d.	s. d.	1 1 6	1 3 0	1 1 0
2nd year	30	1 0	1 0	1 9 6	1 11 6	1 8 6
3rd year	45	1 6	1 6	2 4 6	2 7 6	2 3 0
4th year	75	2 0	2 3	3 13 0	3 18 0	3 11 0
5th year	95	2 0	3 0	4 12 6	4 18 6	4 9 6
<i>Four-year Terms.—Apprentices commencing after the Age of 17 Years.</i>						
1st year	26	..	0 9	1 4 6	1 6 6	1 4 0
2nd year	45	1 0	1 6	2 4 0	2 7 0	2 2 6
3rd year	75	2 0	2 3	3 13 0	3 18 0	3 11 0
4th year	95	2 0	3 0	4 12 6	4 18 6	4 9 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.

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

Overtime and Shift Work.

(l) No apprentice under the age of 18 years shall be required to work overtime or shift work unless he so desires.

No apprentice shall except in an emergency work or be required to work overtime or shift work at times which would prevent his attendance at technical school as required by any statute, Determination or regulation applicable to him.

Payment by Results.

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

Lost Time.

(n) 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.

(o) 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.

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

Annual and Sick Leave.

(q) 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 exception hereinafter provided, the minimum rates of wages 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.
<i>I.—Adult Females.</i>					
Under three months' experience	65	3 0	3 3 0	3 7 0	3 1 0
All others	75	3 0	3 12 0	3 17 0	3 9 6
<i>II.—Junior Females.</i>					
17 years of age and under	40	1 0	1 18 0	2 0 6	1 16 6
18 years of age	47½	1 3	2 5 0	2 8 0	2 3 6
19 years of age	55	1 6	2 12 0	2 15 6	2 10 6
20 years of age	62½	2 0	2 19 6	3 3 6	2 17 6
<i>III.—Male Junior Labour.</i>					
Under 16 years of age	25	0 6	1 3 6	1 5 0	1 2 6
16 years of age	35	0 9	1 13 0	1 15 0	1 12 0
17 years of age	47½	1 0	2 4 6	2 8 0	2 3 6
18 years of age	60	1 0	2 18 0	3 0 0	2 14 6
19 years of age	75	2 0	3 11 0	3 16 0	3 8 6
20 years of age	90	2 0	4 5 0	4 10 6	4 2 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.

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.

(b) Junior employees shall not be employed:—

(i) If under the age of 16 years—

using electric arc or oxy-acetylene blow pipe; or

(ii) If under 18 years of age—

die setting on power presses, or as operators of power driven guillotines.

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:—

Boiling-down Works.

(a) Working in boiling-down works—1d. per hour extra.

Cold Places.

(b) 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.

Confined Spaces.

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

Dirty Work.

(d) 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 Wages Board.

Hot Places.

(e) 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.

Lead Works.

(f) Working in lead works—1d. per hour extra.

Meat Digestors and Oil Tanks.

(g) 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.

Sanitary Works.

(h) Working in sanitary works—1d. per hour extra.

Slag Wool.

(i) Employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise, shall when so employed on ship construction or ship repairing or on the construction, repair or demolition of furnaces, walls, floors and/or ceilings be paid 4d. per hour extra.

Slaughtering Yards.

(j) Working in slaughtering yards—1d. per hour extra.

War Damaged Ships.

(k) 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 (d) 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.

Wet Places.

(l) 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 and effective 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.

Special Rates not cumulative.

(m) 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.

(n) 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 AND BOARD.

6. (a) An employee who on any day or from day to day is required to work at a job away from his accustomed workshop or depot shall at the direction of his employer present himself for work at such job at the usual starting time; but for all time reasonably spent in reaching and returning from such job (in excess of the time normally spent in travelling from his home to such workshop or depot and returning) he shall be paid travelling time, and also any fares reasonably incurred in excess of those normally incurred in travelling between his home and such workshop or depot.

(b) An employee—

- (i) engaged in one locality to work in another; or
- (ii) sent from his usual locality to another for employment which can reasonably be regarded as permanent, involving a change of residence, shall be paid travelling time whilst necessarily travelling between such localities, and, for a period not exceeding three months, expenses.

(c) An employee sent from his usual locality to another (in circumstances other than those prescribed in sub-clause (b) hereof) and required to remain away from his usual place of abode shall be paid travelling time whilst necessarily travelling between such localities, and expenses whilst so absent from his usual locality.

(d) The rate of pay for travelling time shall be ordinary rates, except on Sundays and holidays, when it shall be time and a half.

(e) The maximum travelling time to be paid for shall be twelve hours out of every twenty-four hours, or when sleeping berth is provided by the employer for all-night travel, eight hours out of every twenty-four.

(f) "Expenses" for the purpose of this clause means:—

- (i) All fares reasonably incurred.

For boat travel the fares allowed shall be first-class on coastal boats, and on interstate boats where there is no second-class as distinct from steerage; and for rail travel, second-class, except where all-night travelling is involved, when they shall be first-class, with sleeping berth where available.

- (ii) Reasonable expenses incurred whilst travelling, including 2s. 6d. for each meal taken.
- (iii) A reasonable allowance to cover the cost incurred for board and lodging.

(g) 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 Sunday.

(h) 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 WORK.

Day Workers.

7. (a) Subject to the exceptions hereinafter provided the ordinary hours of work 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 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.

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 the purposes of this Determination.

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.

Five-days Week.

(b) In any case in which the ordinary week's work of 44 hours can be performed in five days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled;
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service,

the employer shall on or before the 1st July, 1946, allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid. Any dispute as to whether the ordinary hours of work can in any case or cases be worked in five days without detriment, loss or reduction as aforesaid shall be determined by the Wages Board upon application made by or on behalf of the employees. Upon such an application proof that the working of a five-days week will result in such detriment, loss or reduction as aforesaid shall be upon the employer.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant.

It is a condition of the allowing of a five-days week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the working of overtime on Saturday.

SHIFT WORK.

Definitions.

8. (a) For the purposes of 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.

Hours—Continuous Work Shifts.

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

The ordinary hours of such 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.

Subject to the following conditions such 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.

Hours—Other than Continuous Work.

(c) 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 8 hours and one shift (Saturday) of 4 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.

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.

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

Rosters.

(d) Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

Variation by Agreement.

(e) 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.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment, or in the absence of agreement by seven days' notice of alteration given by the employer to the employees.

Afternoon or Night Shift Allowances.

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

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

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.

An employee who—

- (i) during a period of engagement on shift works night shift only; or
- (ii) remains on night shift for a longer period than four consecutive weeks; or
- (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle,

shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

Overtime.

(g) 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; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 14 (b) hereof.

Provided that when not less than 8 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.

Sundays and Holidays.

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

Shift workers on other than continuous work 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 a Sunday or holiday 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.

Junior and Female Employees.

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

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.

Except as provided in this sub-clause or sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period after Overtime.

(b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the 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. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) of this clause where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-days Week.

(d) A day worker on a five-days week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

Standing By.

(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.

Meal Hours—General.

(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.

Meal Hours—Maintenance Employees.

(g) 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.

Crib Time.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of overtime worked if the employee continues work after such crib time.

Provided that where a day worker on a five-days week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

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.

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier 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 workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

(j) When an employee, after having worked overtime, or a shift for which he has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably 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, 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, 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 proscribed 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 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 break down 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 for such non-attendance.

Casual Employment.

(d) 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.

Late Comers.

(e) Notwithstanding anything elsewhere contained in this Determination an employer may select and utilize for time-keeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purpose shall apply the same proportion for the calculation of overtime.

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 Wages Board) 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 (iv) of this sub-clause an employer may, within one month of this Determination coming into operation or 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.

Single Day Absences.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly-qualified medical practitioner that in his, the medical practitioner's, opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospital, &c.

(d) 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.

Period of Leave.

16. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee on weekly hiring in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

(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.

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 fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause 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 and is observed on a day which in the case of that employee would have been an ordinary working day there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

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

- (i) any interruption or termination of the employment by the employer if such interruption or termination 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 personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 15 shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice shall be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting to the union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering same to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous 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.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or 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 clause hereby revoked. Provided however that in respect of service before the 1st January, 1946, the annual leave shall be allowed at the rate of 3½ hours for each completed one month of continuous service and in respect of service after that date at the rate of 7½ hours for each completed one month of continuous service. Any broken part of a month served before the 1st January, 1946, shall for the purposes of this clause be deemed to be service after the 1st January, 1946. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

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

Calculation of Month.

(g) 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.

Leave to be Taken.

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

Time of Taking Leave.

(i) 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 two weeks' notice to the employee.

Leave Allowed Before Due Date.

(j) 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.

Where leave has been granted to an employee pursuant to this sub-clause 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 one complete month 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-twelfth 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 proscribed by clause 11 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a shift worker or an employee taking his leave pursuant to sub-clause (d) of this clause either of whom shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause and sub-clause (l) 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.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 3½ hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 7½ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

(m) Where an employer closes down his plant or a section or sections thereof, for the purposes of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply:—

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave, paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.

Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.

- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

*MISCELLANEOUS.**Accommodation and Conveniences.**Boiling Water.*

17. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

- ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First Aid Outfit.

(iii) 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	

Lockers.

(iv) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes. In any case in which compliance with this paragraph necessitates the provision of lockers or new or improved hanging facilities, they shall be provided by the 1st July, 1946, unless the employer proves to the satisfaction of the Wages Board that he is unable by reason of shortage of material or labour or any other difficulties to provide such new or improved facilities, in which case their provision may be postponed for such period or periods as the Wages Board determines.

Washing and Sanitary Conveniences.

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

Clothing, Equipment and Tools.

Damage to Clothing and Tools.

(b) (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 molten metal 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.

Gloves.

(ii) Suitable canvas or leather gloves shall be provided by employers for operators of pneumatic tools and/or punch and shearing machines and suitable gloves or pads for such other work as the foreman and employee may agree.

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 equipment shall be provided.

In any case where an organisation alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it may bring such case before the Wages Board.

Goggles.

(iii) Suitable mica or other goggles shall be provided by the employer for each employee using emery wheels or where used by more than one employee such goggles shall be sterilized before being used by another employee. An employee when working on emery wheels shall wear the goggles provided for his protection.

Goggles containing celluloid shall not be considered suitable for the purposes of this provision.

Masks.

(iv) Where necessary suitable masks shall be provided for employees required to use compressed air for blowing dust from electrical machinery or equipment. An employee when performing such work shall wear the mask provided for his protection. Masks containing celluloid shall not be considered suitable for the purposes of this provision.

Protective Clothing—Galvanising, &c.

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

Protective Equipment—Welding.

(vi) Employers shall provide a sufficient supply of the undermentioned equipment to enable each welder and his assistant when engaged on work necessitating its use to be supplied with same :—

- (a) Suitable asbestos sheets,
- (b) Hand screens or helmets fitted with coloured glass (or in the case of oxy-acetylene operators protective glasses with side shields),
- (c) Anti-flash goggles,
- (d) Aprons, leather sleeves and leggings (or coveralls of flame-proof material) and gauntlet gloves; and
- (e) Gum or other insulating boots when working in places so damp that danger of electric shock exists.

An employee who is pursuant to this paragraph supplied with any of the equipment specified herein shall wear or use as the case may be such equipment in such a way as to achieve the purpose for which it is supplied.

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.

Tools.

(vii) 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, and for sheet metal workers, snips used in the cutting of stainless steel, monel metal, and similar hard metals. The employee shall replace or pay for any tools so provided if lost through his negligence.

Females—Rest Period and Seats.

(c) 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.

When requested by employees and where practicable suitable seats shall be provided by the employer for female employees.

Ventilation.

(d) (i) While any work is being carried on in any confined or enclosed space in which—

(a) fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(b) the atmosphere may otherwise become vitiated,

the employer shall install a suction exhaust apparatus, through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed.

Where it is impracticable to install such suction exhaust apparatus the employer shall take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes and Dust Regulations 1945 (published in the Victorian Government Gazette No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

(ii) Employers shall provide adequate ventilation in workshops where tinning or galvanising and pickling is carried on, and in workshops where fusing of wet enamel is carried on, facilities for the free circulation of air. Any dispute under this sub-clause shall be determined by the Wages Board.

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 Wages Board.

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 Wages Board 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
above-named organization.

is a duly accredited representative of the

(SEAL)

General Secretary.

Specimen signature of holder—

Date—

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.

22. (1) "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 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.

- (2) "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.
- (3) "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 and other heavy metal fabrication on which employees are engaged both on the ship and in the workshop.
- (4) "Sunday" means all time between midnight Saturday and midnight Sunday.
- (5) "Year" means the period between the 1st day of June in each year and the next 31st day of May.

Welding.

- (6) "Welder—1st class" means a tradesman using electric arc and/or oxy-acetylene blowpipe and/or coal gas cutting plant or flame hardening who is required to apply general trade experience as a welder or flame hardener respectively.
- (7) "Welder—2nd class" means an adult employee using an electric arc or oxy-acetylene blowpipe who is not a welder—1st class or welder—3rd class.
- (8) "Welder—3rd class" means an adult employee using an electric spot or butt welding machine or cutting scrap with an oxy-acetylene blowpipe.

Sheet Metal.

- (9) "Sheet metal worker—1st class" means a tradesman working to scaled prints or drawings or applying general trade experience or knowledge to the making of sheet metal products and/or the erection or installation thereof.
- (10) "Sheet metal worker—2nd class" means an adult employee working at the bench in the making and/or repairing of sheet metal products not calling for the use of prints or drawings or measurements.
- (11) "Canister making" means the making of canisters and other tin containers in quantities by specialized processes.
- (12) "Guillotine operator" means an adult male employee who for the greater part of his time is engaged on work involving the use by him of prints or drawings or the determination by him of sizes of material to be cut for the production of sheet-metal products by 1st or 2nd class sheet-metal workers.
- (13) "Sheet metal" means sheets of metal 10-gauge or lighter.
- (14) "Spinner—1st class" means an adult employee required to make his own chucks, spin up the job to drawings, measurement, or blue prints, and/or who applies general trade knowledge and experience to the making of spun articles by *jobbing methods*.

PERIODICAL ADJUSTMENT OF WAGES.

23. 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 24.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Victoria— Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; at Warnambool, and within Mildura and Gippsland Districts	4 12 0	6 0	4 18 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.

24. (a) Until the beginning of the first pay period to commence in August, 1946, the amounts of the basic wage shall be prescribed in clause 23.

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

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

- (1) The index number set to be applied to a place is that assigned thereto in clause 23.
- (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 of the same construction as the table.

In addition to the basic wage prescribed by clause 23, 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.
<i>(a) Sheet Metal Section.</i>		
Sheet metal worker (1st class)	s. d. 30 0	s. d. 6 0
Sheet metal worker (2nd class)	20 0	4 0
Spinner—1st class	24 0	4 0
Spinner, other	12 0	3 0
Die setter	12 0	3 0
Die setter—press operator working from blue prints or plans	20 0	3 0
Press operator (heavy)	10 0	3 0
Press operator (light)	8 0	3 0
Solderer and dipper	10 0	3 0
Drop hammer stamper	10 0	3 0
Guillotine operator (as defined)	20 0	4 0
Guillotine operator (other)	8 0	3 0
Guttering machinist	8 0	3 0
Power machinist (not otherwise specified)	8 0	3 0
<i>(b) Welding Division.</i>		
Welder—		
1st class, other than when using Cutler machine	33 0	6 0
1st class, using Cutler machine	22 0	4 0
2nd Class	14 0	3 0
3rd class	10 0	3 0
Tack welder	12 0	3 0
<i>(c) Canister-making.</i>		
Die setter and/or machine setter and/or leading press hand	12 0	3 0
Canister-maker by hand and riveter by hand	12 0	3 0
Solderer and dipper	8 0	3 0
Canister vent closer and solderer working on tins containing substances with an artificial temperature of 150° F. and over	12 0	3 0
Operator of power capping machines or metal pots on automatic machines	10 0	3 0
Operator of other power presses and other power machines	8 0	3 0
Cap solderer (not otherwise classified)	8 0	3 0
<i>(d) Galvanizing.</i>		
Galvanizer	19 0	3 0
Tinners and grease tinners	19 0	3 0
Assistant working over metal pot	10 0	3 0
Pickler	9 0	3 0
All others in this Division	5 0	3 0
<i>(e) Painting and Japanning.</i>		
Artistic japanner and goldworker	20 0	4 0
Spray operator	12 0	3 0
Grainer, liner, and filliter	8 0	3 0
Painter and lacquerer	8 0	3 0
Dipper	8 0	3 0
<i>(f) Porcelain Enamelling.</i>		
Fuser	18 0	3 0
Fuser on medallions, badges, or buckles	8 0	3 0
Inspector—1st class (i.e., one who inspects finished enamel work as to quality)	9 0	3 0
Inspector (other)	6 0	3 0
Mill hand and mixer	9 0	3 0
Packer and despatcher	9 0	3 0
Pickler	9 0	3 0
Racksman	4 0	3 0
Sand and shot blaster	19 0	6 0
Sprayer	10 0	3 0
Swiller, gripper, and brusher	8 0	3 0
Employee not elsewhere classified in any Division	Nil	3 0
<i>(g) General.</i>		
Process worker	8 0	3 0
Storeman and/or packer (tool and/or material store)	9 0	3 0

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

J. V. WILLOX, Acting Secretary.

Melbourne, 14th May, 1946.



VICTORIA GOVERNMENT GAZETTE.

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No. 135]

TUESDAY, JULY 23.

[1946

Factories and Shops Acts.

DETERMINATION OF THE JEWELLERS BOARD.

NOTE.—This Determination on the 8th December, 1941, applied to the following parts of Victoria, viz.:—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder, and such portions of the city of Sandringham as are not included in the said District; The cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

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

1. That as from the beginning of the first pay period to commence on or after the 21st June, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.			Juvenile Workers (other than Apprentices or Improvers).		Other Employees.	
APPRENTICES.			WAGES PER WEEK OF 44 HOURS. MALES.		WAGES PER WEEK OF 44 HOURS. MALES. <i>s. d.</i>	
	Wages per week of 44 hours.		<i>Engaged as Process Workers as defined in clause 8.</i>		Jewellery setter, tool maker, engine-turner, bracelet and bangle maker, melter and refiner, boltring maker, lapper, moulder, ring maker, case maker (any part of which is composed of silver or gold), silversmith, swivel maker, diamond moulder, enameller, repairer, or chain maker 125 6	
	Males.	Females.				
1st year—	<i>s. d.</i>	<i>s. d.</i>	1st year—	<i>s. d.</i>	Gilder, melter, polisher, colourer, wire twister, tube drawer, pressworker, or drop-hammer worker—	During his 1st six months' experience 102 0 During his 2nd six months' experience 114 0 Thereafter 125 6
1st six months ..	17 0	17 0	1st six months ..	17 0		
2nd six months ..	19 6	19 6	2nd six months ..	22 0	Plate roller, or wire roller and drawer, without previous experience—	During the 1st six months' experience 102 0 During the 2nd six months' experience 114 0 Thereafter 125 6
2nd year—			2nd year—			
1st six months ..	24 6	24 6	1st six months ..	26 0	Process Worker—	During his 1st six months' experience 102 0 Thereafter 114 0
2nd six months ..	27 0	27 0	2nd six months ..	30 0		
3rd year—			3rd year—		All others 114 0	
1st six months ..	29 6	29 6	1st six months ..	34 0		
2nd six months ..	32 0	32 0	2nd six months ..	38 0		
4th year—			4th year—			
1st six months ..	34 6	34 6	1st six months ..	42 0		
2nd six months ..	39 6	37 0	2nd six months ..	47 0		
5th year—			5th year—			
1st six months ..	44 6	42 0	1st six months ..	57 0		
2nd six months ..	54 6	47 0	2nd six months ..	64 6		
6th year—			6th year—			
1st six months ..	64 6	52 0	1st six months ..	69 6		
2nd six months ..	74 6	62 0	2nd six months ..	77 0		

PROPORTION.
Three male juvenile workers to each four or fraction of four workers receiving not less than 114s. per week of 44 hours.

Apprentices or Improvers.			Juvenile Workers (other than Apprentices or Improvers).		Other Employees.	
IMPROVERS.			WAGES PER WEEK OF 44 HOURS.		WAGES PER WEEK OF 44 HOURS.	
			FEMALES.		FEMALES.	
Wages per week of 44 hours.			(a) (1) Engaged at sandblasting, pinning-up brooches, scratch brushing, washing-out, wiring-up for gilder, or making silver or base metal chain by machinery;		Bracelet and bangle maker, melter or refiner, boltring maker, lapper, moulder, ring maker, colourer, wire twister, tube drawer, polisher, case maker (any part of which is composed of silver or gold), silversmith, stamper, swivel maker, diamond moulder, enameller (other than any person engaged filling-in), repairer, or maker of gold chain over 5dwt. to the foot	
			(2) Assisting in making base metal jewellery, no part of which is composed of gold or silver;		Maker of the following classes of chain by hand—	
			(3) Filling-in enamel work;		Up to 5 dwt. to the foot, 18 or 15 carat (solid) .. 125 6	
			(4) Carding of jewellery— s. d.		Up to 4 dwt. to the foot, 9 carat (solid) .. 125 6	
			1st year—		Up to 2 dwt. to the foot (hollow) .. 125 6	
			1st six months .. 16 0		Examiner, tester, and solderer of machine-made chain (solid)—	
			2nd six months .. 21 0		Up to 5 dwt. to the foot, 18 carat .. 72 6	
			2nd year .. 26 0		Up to 4 dwt. to the foot, 15 carat .. 72 6	
			3rd year .. 31 0		Up to 3 dwt. to the foot, 9 carat .. 72 6	
			4th year .. 36 6		Pinner-up of brooches, sandblaster, scratch brusher, maker or assistant to maker or polisher of base metal jewellery, (no part of which is composed of gold or silver) or any person engaged filling-in any enamel work, washing out, wiring up for gilder, or making silver or base metal chain by machinery—	
			5th year .. 41 6		* During 1st 3 months' experience .. 56 0	
			6th year .. 46 6		Thereafter .. 61 0	
			(b) Engaged in press working or operating engine-turning machine or work hereinafter defined as that of a process worker— s. d.		Pressworker (weight of press not to exceed 3 cwt.)—	
			1st year—		* During 1st 3 months' experience .. 60 0	
			1st six months .. 16 0		Thereafter .. 65 0	
			2nd six months .. 21 0		Pressworker (weight of press exceeding 3 cwt.)—	
			2nd year .. 26 0		* During 1st 3 months' experience .. 72 0	
			3rd year .. 31 0		Thereafter .. 77 6	
			4th year .. 36 6		Process worker—	
			5th year .. 41 6		* During 1st 3 months' experience .. 60 0	
			6th year .. 46 6		Thereafter .. 65 0	
					Female employed carding jewellery—	
					* During 1st 3 months' experience .. 56 0	
					Thereafter .. 60 0	
					All others .. 114 0	
					* Notwithstanding these differential rates any female employed at any of these classes of work on or prior to the 8th December, 1941, shall receive the higher rate in each case.	

3 TIME OF BEGINNING AND ENDING WORK—

Time of Beginning.	Time of Ending.
Saturday— 7.30 a.m.	1 p.m.
On the other working days of the week—	
7.30 a.m.	6 p.m.

OVERTIME.

4. The following rate shall be paid for all work done—

(a) Outside the hours fixed in clause 3	} Time and a half.
(b) Within the hours fixed in clause 3 in excess of 44 hours in any week	
(c) On any day during a week in which any of the holidays mentioned in clause 5 occurs, before the usual time of beginning work or after the usual time of ceasing work in the establishment	

HOLIDAYS.

5. (a) All employees shall be entitled to the following holidays without deduction of pay; the days observed as— New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Labour Day, King's Birthday, Christmas Day, and Boxing Day.

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

(b) Any employee who is required to work on any day mentioned in clause 5 (a) or on a Sunday shall be paid double time for such work.

TERMINATING EMPLOYMENT BEFORE A HOLIDAY.

6. When an employee's services are terminated within two weeks of any one of the days mentioned in clause 5 and such employee is re-engaged by the same employer within two weeks after such holiday, he or she shall be entitled to payment for such holiday.

PAYMENT FOR A SHORT WEEK.

7. Subject to the provisions of this Determination, where a week of less than 44 hours is worked, the legal rate of payment for such week shall be 1/44 of the rate provided in clause 2 for the class of work done, multiplied by the number of hours actually worked.

DEFINITIONS.

8. (a) A process-worker is an employee engaged at :—

- (i) Repetition work on any automatic, semi-automatic, or single purpose machine, or any machine fitted with jigs, gauges, dies or other tools rendering operations mechanical ;
 - (ii) Assembling of parts of metallic articles in which no fitting or adjustment requiring skill is required.
- (b) " Year " means the period between the 1st day of June in each year and the next 31st day of May.

NOTICE OF INTENTION TO WORK OVERTIME.

9. (a) An employer shall, as far as practicable, give 24 hours' notice of his intention to work overtime ;
- (b) Should an employer require his employees to work overtime in excess of one hour on any day without giving the notice mentioned in sub-clause (a) hereof he shall pay the employees concerned the following allowances as tea money :—
Adults, 1s. 6d. ; other employees, 1s.
- (c) Should an employer give notice as provided in sub-clause (a) hereof and on the day when such overtime was to have been worked cancel the arrangement, he shall pay the following allowances to the employees concerned :—Adults, 1s. 6d. ; other employees, 1s. This extra payment, however, need not be paid if the cancellation of the overtime order is made necessary through a machinery breakdown.

ALL WORK DONE TO BE ON EMPLOYERS' PREMISES.

10. It shall be a breach of this Determination if :—

- (a) An employer requires an employee to take home any material for the purpose of doing any work within the scope of this Determination.
- (b) An employee takes home any material for the purpose mentioned in sub-clause (a) hereof.

ANNUAL HOLIDAY.

11. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* and any amendments which may be made thereto from time to time.

SICK LEAVE.

12. (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 Wages Board) 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 (iv) of this sub-clause an employer may, within one month of this Determination coming into operation or 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.

Single day absence.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only, such employee, if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioner's opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 132 hours of working time, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

For the purpose of this sub-clause service prior to the 1st June, 1946, shall be disregarded.

Attendance at Hospitals, &c.

(d) 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.

TOOLS.

13. An employer shall keep all employees supplied with the necessary files, piercing saws, and scorpers.

PERIODICAL ADJUSTMENT OF WAGES.

14. The wages rates for adult employees set out in clause 2 are based upon the following basic wage, and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wage of any adult female receiving less than 98s. per week shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 6d.

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

Basic Wage.

Place.	Basic Wage.	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	
Within the area to which this Determination applies	4 12 0	0 6 0	4 18 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

15. (a) Until the beginning of the first pay period to commence in August, 1946, the amount of the basic wage shall be as prescribed in clause 14.

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

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

- (1) The Index Number set to be applied to a place is that assigned thereto in clause 14.
- (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 of the same construction as the table.

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

J. V. WILLOX, Acting Secretary.

Melbourne, 6th June, 1946.



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TUESDAY, JULY 23.

[1946

Factories and Shops Acts.

DETERMINATION OF THE ELECTRO-PLATERS BOARD.

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

(b) On the 7th day of February, 1938, the Tinsmiths Board was deprived of the power to determine the lowest prices or rates which may be paid to any persons employed in the process, trade, or business of metal polishing, and such power was conferred exclusively on the Electro-platers Board.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed to "Determine the lowest prices or rates which may be paid to—

(i) any person or persons or classes of persons employed in the process, trade, or business of—

- (a) Electro-plating ;
- (b) Metal polishing ;
- (c) Enamelling or japanning metals—

other than persons subject to the Determination of any one of the following Boards—

- Bedstead Makers Board,
- Engineers and Brassworkers (Skilled) Board,
- Engineers and Brassworkers (Unskilled) Board,
- Jewellers Board,
- Ovenmakers Board,
- Tinsmiths Board ;

(ii) any person employed electro-plating, grinding, polishing, or finishing articles of tableware"—

has made the following Determination, viz :—

1. That as from the beginning of the first pay period to commence on or after the 5th June, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Adults.	Per Week of 44 Hours.
<i>Males.</i>	<i>s d.</i>
Grinder or polisher	122 6
Electro-plater—	
1st Class	134 0
2nd Class	122 0
3rd Class	109 0
Liner or hand decorator	122 6
Coater	114 6
Spray operator	111 0
All others	98 0
<i>Females.</i>	
Females employed at—	
(a) Hand burnishing, hand finishing, or lacquering	81 9
(b) Polishing—Ash trays, bottle tops, butter dishes, butter knives, children's mugs, dish mounts, egg cups, forks, spoons, match-box slides, pepper shakers, pin trays, salt pourers, serviette rings, tea strainers, vases, or any similar articles 3 inches or less in diameter or 5 inches or less in length	122 6
All others	58 3

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.

No. 136.—6014/46.

APPRENTICESHIP.

All Classes of Work other than Electroplater—1st Class.

3. (i)

Experience.	Wages per Week of 44 Hours.	
	Males.	Females.
	s. d.	s. d.
1st year—1st six months	14 9	14 9
2nd " "	14 9	14 9
2nd year—1st " "	28 3	28 3
2nd " "	28 3	28 3
3rd year—1st " "	39 0	39 0
2nd " "	39 0	39 0
4th year " "	50 6	50 6
5th year " "	59 6	..
6th year " "	72 6	..

PROPORTION (BY ANY EMPLOYER).

Males.

Three male apprentices to every three or fraction of three male workers receiving not less than 98s. per week of 44 hours.

Females.

Two female apprentices to every three or fraction of three female workers receiving not less than 56s. 3d. per week of 44 hours.

Electroplater—1st Class only.

(ii) (a) An employer shall not employ any minor in the trade or occupation of an Electroplater—1st class otherwise than under a contract of apprenticeship as hereinafter provided.

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) 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 electroplaters—1st class.

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

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.

Period of Apprenticeship.

(e) If the apprentice when indentured is under the age of seventeen years—five years; if over the age of seventeen years—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 twenty-second 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 apprenticeship authorities of the employment of such probationer to any of the trades mentioned herein.

Wages

(h) The minimum weekly rates of wages for apprentices shall be the undermentioned percentages of the contemporaneous needs basic wage 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 wage of apprentices shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

(i) WAGES PER WEEK OF 44 HOURS.

	Percentage of Needs Basic Wage.	Constant Loading.	War Loading.	Total Wage Payable.
<i>Four and Five-year Terms.</i>				
	Per Week.	Per Week.	Per Week.	s. d.
1st year	22½	s. d.	s. d.	21 6
2nd year	30	1 0	1 0	29 6
3rd year	45	1 6	1 6	44 6
4th year	75	2 0	2 3	73 0
5th year	95	2 0	3 0	92 6
<i>Four-year Terms.—Apprentices Commencing after the Age of 17 Years.</i>				
1st year	26		0 9	24 6
2nd year	45	1 0	1 6	44 0
3rd year	75	2 0	2 3	73 0
4th year	95	2 0	3 0	92 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 four-fifths of 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) No apprentice under the age of 18 years shall be required to work overtime or shift work unless he so desires.

No apprentice shall except in an emergency work or be required to work overtime or shift work at times which would prevent his attendance at technical school as required by any statute, Determination or regulation applicable to him.

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 17 and 18 hereof respectively.

IMPROVERS.

All Classes of Work other than Electroplater—1st class.

Experience.	Males.						Wages per Week of 44 Hours.
	Wages per Week of 44 Hours.						
	Commencing Age—						
	15 years or under.	16 years.	17 years.	18 years.	19 years.	20 years.	
1st year—1st six months	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
2nd	15 6	18 6	30 6	33 3	48 9	57 6	15 6
2nd year—1st	18 6	30 6	33 3	48 9	57 0	77 3	18 6
2nd	30 6	33 3	48 9	57 0	77 3	..	30 6
3rd year—1st	33 3	48 9	57 0	77 3	90 0	..	33 3
2nd	48 9	57 0	77 3	90 0	48 9
4th year	57 0	77 3	90 0	97 3	55 3
5th year	77 3	90 0	97 3
6th year	90 0	97 3
	97 3

PROPORTION (BY ANY EMPLOYER).

Males.

One male improver to every three or fraction of three male workers receiving not less than 114s. 6d. per week of 44 hours.

Females.

Two female improvers to each female workers receiving not less than 56s. 3d. per week of 44 hours.

JUVENILE WORKERS.

5. Persons under 21 years of age (other than apprentices or improvers) employed at slinging and unslinging, hanging, cleaning, scouring, scratch-brushing, drying-out, or cleaning old enamel off cycle wheels or frames or other old iron or tinware, filling up, rubbing down and firing in connexion with glass enamels for badges or medallions; or polishing logging clips, clips and plugs for rugs, nuts, screws, bolts, washers, or caps, all builders' brass and ironware, up to 1½-in. diameter, and knitting needles—

Experience.	Wages per Week of 44 Hours.					
	Commencing Age—					
	15 years or under.	16 years.	17 years.	18 years.	19 years.	20 years.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
1st year—1st six months	15 6	18 6	30 6	33 3	48 9	57 0
2nd	18 6	30 6	33 3	48 9	57 0	77 3
2nd year—1st	30 6	33 3	48 9	57 0	77 3	..
2nd	33 3	48 9	57 0	77 3	90 0	..
3rd year—1st	48 9	57 0	77 3	90 0
2nd	57 0	77 3	90 0	97 3
4th year	77 3	90 0	97 3
5th year	90 0	97 3
6th year	97 3

SPECIAL RATES.

6. In addition to the wages prescribed in clauses 2, 3, 4, and 5 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 and effective 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.

Cleaning Out Plating Tanks.

(b) An employee engaged at cleaning out plating tanks shall be paid 1½d. per hour extra whilst so engaged.

Special Rates not Cumulative.

(c) 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.

(d) 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.

SPECIAL RATES FOR GRINDERS AND POLISHERS.

7. (a) When a person is continuously engaged grinding or polishing any article the size or shape of which does not permit of the hood required by Regulation No. 25, of Chapter IX. of the Regulations made under the Factories and Shops Acts on the 4th day of March, 1930, being kept close up to the wheel in the manner prescribed by the said Regulation, he shall be paid for each week whilst so engaged an additional sum of three shillings.

(b) A person shall be deemed to be continuously engaged within the meaning of this provision if he is so occupied for not less than fifteen hours in any week, and shall be entitled to receive the full sum of three shillings aforementioned.

HOURS OF WORK.

Day Workers.

8. (a) Subject to the exceptions hereinafter provided the ordinary hours of work 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 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.

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 the purposes of this Determination.

Provided that the spread of hours herein prescribed may be altered as to all or section of the employees by mutual agreement between an employer and the representative of the union in that shop.

Five-Days Week.

(b) In any case in which the ordinary week's work of 44 hours can be performed in five days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled;
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service,

the employer shall on or before the 1st July, 1946, allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid. Any dispute as to whether the ordinary hours of work can in any case or cases be worked in five days without detriment, loss or reduction as aforesaid shall be determined by the Wages Board upon application made by or on behalf of the employees. Upon such an application proof that the working of a five-days week will result in such detriment, loss or reduction as aforesaid shall be upon the employer.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant.

It is a condition of the allowing of a five-days week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the working of overtime on Saturday.

SHIFT WORK.

Definitions.

9. (a) For the purposes of 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.

Hours—Continuous Work Shifts.

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

The ordinary hours of such 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.

Subject to the following conditions such shift workers shall work at such times as the employer may require—

- (i) a shift consist of 8 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.

Hours—Other Than Continuous Work.

(c) 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 8 hours and one shift (Saturday) of four hours ; or
- (ii) 88 in 14 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 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 8 consecutive hours on any shift or more than six shifts in any week.

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.

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

Rosters.

(d) Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

Variation by Agreement.

(e) 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.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment, or in the absence of agreement by seven days' notice of alteration given by the employer to the employees.

Afternoon or Night Shift Allowances.

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

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

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.

An employee who—

- (i) during a period of engagement on shift works night shift only ; or
 - (ii) remains on night shift for a longer period than four consecutive weeks ; or
 - (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle,
- shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

Overtime.

(g) 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 ; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 16 (b) hereof.

Provided that when not less than 8 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 4 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.

Sundays and Holidays.

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

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 12 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday 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.

Junior and Female Employees.

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

MIXED FUNCTIONS.

10. 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.

11. (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.

Except as provided in this sub-clause or sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period After Overtime.

(b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the 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. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) of this clause where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-days Week.

(d) A day worker on a five-days week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

Standing By.

(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.

Meal Hours—General.

(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.

Meal Hours—Maintenance Employees.

(g) 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 break-downs of plant or upon routine maintenance of plant which can only be done while such plant is idle.

Crib Time.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of overtime worked if the employee continues work after such crib time.

Provided that where a day worker on a five-days week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

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.

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier 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 workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

(j) When an employee, after having worked overtime, or a shift for which he has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably occupied in reaching his home.

HOLIDAYS AND SUNDAY WORK.

12. (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, 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, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

PIECE-WORK RATES.

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

EXTRA RATES NOT CUMULATIVE.

14. Extra rates in this Determination, except rates prescribed in clause 6, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

15. (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 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 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.*

16. (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 17 hereof lose his pay for the actual time for such non-attendance.

Casual Employment.

(d) 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.

Late Comers.

(e) Notwithstanding anything elsewhere contained in this Determination an employer may select and utilize for time-keeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purpose shall apply the same proportion for the calculation of overtime.

SICK LEAVE.

17. (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 Wages Board) 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 (iv) of this sub-clause an employer may, within one month of this Determination coming into operation or 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.

Single day absence.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only, such employee, if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioner's opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year, so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year.

Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospitals &c.

(d) 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.*Period of Leave.*

18. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee on weekly hiring in any one or more of the occupations to which this Determination applies.

Seven day Shift Workers.

(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.

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 fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 12 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

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

- (i) any interruption or termination of the employment by the employer if such interruption or termination 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 personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 17 shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice shall be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting to each union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering same to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous 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.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or 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 clause hereby revoked. Provided however, that in respect of service before the 1st January, 1946, the annual leave shall be allowed at the rate of 3½ hours for each completed one month of continuous service and in respect of service after that date at the rate of 7½ hours for each completed one month of continuous service. Any broken part of a month served before the 1st January, 1946, shall for the purposes of this clause be deemed to be service after the 1st January, 1946. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

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.

Calculation of Month.

(g) 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.

Leave to be Taken.

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

Time of Taking Leave.

(i) 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 two weeks' notice to the employee.

Leave Allowed Before Due Date.

(j) 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.

Where leave has been granted to an employee pursuant to this sub-clause 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 one complete month 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-twelfth 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 proscribed by clause 12 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a shift worker or an employee taking his leave pursuant to sub-clause (d) of this clause either of whom shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause and sub-clause (l) hereof, wages shall be at the rate proscribed by clauses 2, 3, 4 and 5, 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.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 3½ hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 7½ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

(m) Where an employer closes down his plant, or a section or sections thereof, for the purposes of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
 - (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
 - (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.
- Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.

- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

MISCELLANEOUS.

Accommodation and Conveniences.

Boiling Water.

10. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First-Aid Outfit.

(iii) 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	

Lockers.

(iv) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes. In any case in which compliance with this paragraph necessitates the provision of lockers or new or improved hanging facilities, they shall be provided by the 1st July, 1946, unless the employer proves to the satisfaction of the Wages Board that he is unable by reason of shortage of material or labour or any other difficulties to provide such new or improved facilities, in which case their provision may be postponed for such period or periods as the Wages Board determines.

Washing and Sanitary Conveniences.

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

*Clothing, Equipment and Tools.**Damage to Clothing and Tools.*

(b) (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 molten metal 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 employee's duties.

Goggles.

(ii) Suitable mica or other goggles shall be provided by the employer for each employee using emery wheels or where used by more than one employee such goggles shall be sterilized before being used by another employee. An employee when working on emery wheels shall wear the goggles provided for his protection.

Goggles containing celluloid shall not be considered suitable for the purposes of this provision.

Masks.

(iii) Where necessary suitable masks shall be provided for employees required to use compressed air for blowing dust from electrical machinery or equipment. An employee when performing such work shall wear the mask provided for his protection. Masks containing celluloid shall not be considered suitable for the purposes of this provision.

Protective Clothing—Galvanising, &c.

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

Tools.

(v) 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.

Females—Rest Period and Seats.

(c) 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.

When requested by employees and where practicable suitable seats shall be provided by the employer for female employees.

Ventilation.

(d) While any work is being carried on in any confined or enclosed space in which—

(i) fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(ii) the atmosphere may otherwise become vitiated, the employer shall install a suction exhaust apparatus, through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed.

Where it is impracticable to install such suction exhaust apparatus the employer shall take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes and Dust Regulations 1945 (published in the Victorian Government Gazette No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

SHOP STEWARDS.

20. 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.

21. (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 Wages Board.

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 Wages Board 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 above-named organization.

General Secretary.

(SEAL)

Date—

Specimen signature of holder—

Strictly not transferable.

TIME AND WAGES BOOK.

22. (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.

23. 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.

24. "Electroplater 1st Class" means an adult employee who maintains the solutions used and is responsible for the electroplating of ware.

"Electroplater 2nd Class" means an adult employee not responsible for the solutions used and engaged mainly on electroplating.

"Electroplater 3rd Class" means an adult employee engaged in electroplating on the barrel-plating system.

"Pieceworker" means an employee required to work any job at a price fixed.

"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.

PERIODICAL ADJUSTMENT OF WAGES.

25. 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. Provided that the wages of apprentices (other than apprentices to Electroplater—1st class) in receipt of 25s. per week or more and females, improvers and juvenile workers in receipt of 20s. per week or more shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

The basic wage rates shown hereunder shall be adjusted as prescribed in clause 26.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Throughout the State	4 12 0	6 0	4 18 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

26. (a) Until the beginning of the first pay period to commence in August, 1946, the amounts of the basic wage shall be as prescribed in clause 25.

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

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

- (1) The index number set to be applied to a place is that assigned thereto in clause 25.
- (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 of the same construction as the table.

In addition to the basic wage prescribed by clause 25, 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.
Grinder or polisher	<i>s. d.</i> 21 6	<i>s. d.</i> 3 0
Electroplater—		
1st class	30 0	6 0
2nd class	20 0	4 0
3rd class	8 0	3 0
Liner or hand decorator	21 6	3 0
Coater	13 6	3 0
Spray operator	10 0	3 0
All others	Nil	Nil

A. V. BARNS, J.P., Chairman.

J. V. WILLOX, Acting Secretary.

Melbourne, 21st May, 1946.



VICTORIA
GOVERNMENT GAZETTE.

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TUESDAY, JULY 23.

[1946.

Factories and Shops Acts.

DETERMINATION OF THE STONECUTTERS BOARD.

NOTE.—(1) 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, since the 20th November, 1934, has had the power to determine the lowest prices or rates which may be paid to persons employed—

- (1) in the process, trade, or business of cutting, carving, polishing, or setting marble or stone, or cutting letters therein ;
(2) in cemeteries—

- (a) Cleaning monuments, headstones, or kerbs,
(b) Painting letters or drilling holes for lead letters,
(c) Dismantling or re-erecting monuments, headstones, or kerbs—

has made the following Determination, namely :—

1. That as from the beginning of the first pay period to commence on or after the 9th July, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES FOR ADULTS OTHER THAN APPRENTICES.

2. The minimum rate of wage for an adult other than an apprentice shall, subject to adjustment under clause 15 of this Determination, be as follows :—

(a) Weekly Wage.

Classification.	Total Basic Wage, Including Loadings.	Margin for Skill.	Loading for Leave and Holidays.	Tool Allowance.	Total Wage.
	s. d.	s. d.	s. d.	s. d.	s. d.
Carver, building	104 0	53 3	16 9	1 0	175 0
Carver, monumental	104 0	39 3	15 3	1 0	159 6
Stonemason	104 0	27 0	14 0	1 0	146 0
Surface operator	104 0	27 0	14 0	1 0	146 0
Letter cutter	104 0	27 0	14 0	1 0	146 0
Lathe machinist	104 0	22 3	13 3	..	139 6
Planer machinist	104 0	22 3	13 3	..	139 6
Dry grinding machine operator	104 0	22 3	13 3	..	139 6
Carborundum machinist on moulding work	104 0	22 3	13 3	..	139 6
Carborundum machinist on other than moulding work	104 0	14 9	12 6	..	131 3
Carborundum sawyer	104 0	14 9	12 6	..	131 3
Polisher (hand)	104 0	14 9	12 6	..	131 3
Polisher (machine)	104 0	14 9	12 6	..	131 3
Frame saw machinist	104 0	14 9	12 6	..	131 3
Man using hand pneumatic tool of 6 lbs. or over or exceeding 1½-inch piston and which is not a drill or grinder	104 0	166 6	28 6	1 0	300 0
Person cleaning monuments, headstones, or kerbs	104 0	14 9	12 6	..	131 3
Person painting letters, or drilling holes for lead letters	104 0	27 0	14 0	1 0	146 0
Person dismantling or re-erecting monuments, headstones, or kerbs	104 0	27 0	14 0	1 0	146 0
Labourer or assistant	104 0	..	11 0	..	115 0

(b) Hourly Wage.

Classification.	44-Hour Week Workers.	40-Hour Week Workers.
	s. d.	s. d.
Carver, building	3 11 ⁸ / ₁₁	4 4 ¹ / ₂
Carver, monumental	3 7 ¹ / ₂	3 11 ⁹ / ₁₀
Stonemason	3 3 ⁹ / ₁₁	3 7 ⁴ / ₅
Surface operator	3 3 ⁹ / ₁₁	3 7 ⁴ / ₅
Letter cutter	3 3 ⁹ / ₁₁	3 7 ⁴ / ₅
Lathe machinist	3 2 ¹ / ₁₁
Planer machinist	3 2 ¹ / ₁₁	3 5 ⁹ / ₁₀
Dry grinding machine operator	3 2 ¹ / ₁₁	3 5 ⁹ / ₁₀
Carborundum machinist on moulding work	3 2 ¹ / ₁₁
Carborundum machinist on other than moulding work	2 11 ⁹ / ₁₁
Carborundum sawyer	2 11 ⁹ / ₁₁
Polisher (hand)	2 11 ⁹ / ₁₁
Polisher (machine)	2 11 ⁹ / ₁₁
Frame saw machinist	2 11 ⁹ / ₁₁
Man using hand pneumatic tool of 6 lb. or over or exceeding 1½-inch piston and which is not a drill or grinder	6 9 ⁹ / ₁₁
Person cleaning monument, headstones, or kerbs	2 11 ⁹ / ₁₁
Person painting letters, or drilling holes for lead letters	3 3 ⁹ / ₁₁
Person dismantling or re-erecting monuments, headstones, or kerbs	3 3 ⁹ / ₁₁
Labourer or assistant	2 7 ⁴ / ₁₁

For a leading hand, the stonemason's rate per hour and the following additional rate shall be paid :—

	Per Week.
	s. d.
In charge of not more than five men	7 6
In charge of six to ten men	12 6
In charge of over ten men	15 0

APPRENTICES AND THEIR RATES.

3. (a) Youths entering the trade of a stonemason shall be indentured (if between 15 and 17 years of age) for a period of five years; if over 17 years of age, for a period of four years.

(b) Youths may be taken on probation for a period not exceeding three months before being apprenticed, and the period of probation shall be treated as part of their term of apprenticeship.

(c) If any employer is unable to fulfil his obligation to an apprentice, he may, with the consent of the Secretary for Labour, transfer the apprentice to another employer, who may take and employ him as an apprentice.

(d) Every apprentice may during the term of his apprenticeship attend at night the classes in masonry or similar subjects (chosen by the employer) provided at a Technical College or School, and the fees actually paid per term shall be refunded by the employer on production of a certificate from the instructor that the apprentice has satisfactorily attended the classes during the school term.

(e) The proportion of apprentices to be employed shall not exceed one apprentice to every three journeymen stonemasons or fraction of three stonemasons receiving not less than the rate for masons for 44 hours or 40 hours as the case may be.

(f) Subject to adjustment under clause 16 hereof, the minimum rates of wage to be paid to apprentices shall be :—

(i) Where an apprentice is indentured for five years :—

	Adjustable rate Per Week.	Loading (Constant) Per Week.	Loading for Leave and Holidays.	Total Wage Payable.
	£ s. d.	s. d.	s. d.	£ s. d.
1st year	1 7 0	0 6	1 6	1 9 0
2nd year	1 17 6	1 0	2 0	2 0 6
3rd year	2 9 6	1 0	2 6	2 13 0
4th year	3 8 6	1 6	3 6	3 13 6
5th year	4 11 0	2 0	4 6	4 17 6

(ii) Where an apprentice is indentured for four years :—

	Adjustable Rate Per Week.	Loading (Constant) Per Week.	Loading for Leave and Holidays.	Total Wage Payable.
	£ s. d.	s. d.	s. d.	£ s. d.
1st year	1 12 0	1 0	1 6	1 14 6
2nd year	2 4 0	1 0	2 0	2 7 0
3rd year	3 4 0	1 6	3 6	3 9 0
4th year	4 11 0	2 0	4 6	4 17 6

JUVENILE WORKERS AND THEIR RATES.

4. (a) Subject to adjustment under clause 16 hereof, the minimum rates to be paid to juvenile workers shall be :—

	Adjustable Rate Per Week.	Loading (Constant) Per Week.	Loading for Leave and Holidays.	Total Wage Payable.
	£ s. d.	s. d.	s. d.	£ s. d.
Under 16 years of age	1 2 0	0 6	1 0	1 3 6
Over 16 and under 17 years of age	1 11 6	1 0	1 6	1 14 0
Over 17 and under 18 years of age	2 1 6	1 0	2 0	2 4 6
Over 18 and under 19 years of age	2 13 6	1 6	2 6	2 17 6
Over 19 and under 20 years of age	3 7 0	1 6	3 6	3 12 0
Over 20 and under 21 years of age	4 1 6	2 0	4 0	4 7 6

(b) The proportion of juvenile workers to be employed shall be one juvenile to every four persons or fraction of four persons receiving not less than the rates for adult males other than apprentices.

HOURS.

5. (a) (i) The hours of duty for carvers, stonemasons (except when engaged in the setting of stone in buildings, or in erecting memorials), letter cutters, apprentices (except when engaged in the setting of stone in buildings or in erecting memorials), planing machine operators, and dry grinding machine operators who are engaged during any week on the working of sandstone and/or granite for more than four hours, shall for that week be 40 per week to be worked between the hours of 7.45 a.m. and 5.15 p.m. from Monday to Friday inclusive (with one hour off for meals).

(ii) The hours of duty for all other employees shall be 44 per week to be worked between the hours of 7.45 a.m. and 5.15 p.m. from Monday to Friday inclusive (with one hour off for meals) and 7.45 a.m. and noon on Saturdays.

(b) Where machinists, polishers, or sawyers are required to work shift-work the hours of duty shall be between 7 a.m. and 11 p.m., provided such hours are worked in two shifts with two sets of men. The first shift shall be from 7 a.m. to 3 p.m. at ordinary rates and the second shift from 3 p.m. to 11 p.m., during which the first three hours shall be paid at ordinary rates and the last five hours at time and a quarter.

(c) All time worked between 11 p.m. and 7 a.m. shall be paid for at double time.

OVERTIME.

6. All time worked outside the hours mentioned in sub-clause (a) of clause 5 of this Determination and not in accordance with sub-clauses (b) and (c) thereof, shall be overtime, and shall be paid for at the rate of time and a half.

COUNTRY WORK.

7. (a) Every employee on country work on buildings which necessitates his being away from home at night shall be paid 3s. 6d. per day extra, and all fares and travelling time both ways shall also be paid for.

(b) In monumental work the time in travelling shall be paid for at ordinary rates between the usual starting and finishing times from Melbourne, and all fares and reasonable expenses actually incurred shall be paid.

FARES.

8. All fares actually and reasonably incurred from and to established masonry works as centres or from and to the Melbourne Town Hall as a centre for building work, shall be paid by the employer.

PUBLIC HOLIDAYS.

9. The days upon which New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Cup Day, Christmas Day, and Boxing Day are observed, shall be recognized as holidays.

SUNDAY AND HOLIDAY WORK.

10. All time worked on Sundays and on the public holidays mentioned in clause 9 hereof, shall be paid for at the rate of double time.

WET WEATHER.

10A. If the employer or his representative and the employee or employees performing setting work agree that wet weather makes it impossible to continue such work, alternative work shall be provided by the employer failing which the employee or employees on the job shall be paid for the time so lost.

TOOLS.

11. (a) The employer shall provide all claw bits and tools for granite and for basaltic stones except mash hammers, squares, pitching tools, and straight-edges up to 4 feet in length. If these tools are not provided, the employer shall pay 1d. per hour additional to the wage rate herein prescribed.

(b) Employers shall sharpen in a proper manner all necessary tools, and provide for the return of same to the masons at intervals of not more than two days. On completion of engagement all tools shall be sharpened or an allowance made in lieu thereof.

(c) The employer shall provide for all pneumatic surfacing machines, jet sprays or other suitable device for wetting stone.

BANKER'S SPACE.

12. (a) The space between bankers (not stone to stone) on which masons are working cutting freestone, shall not be less than 4 feet, and on all hardstones not less than 6 feet.

(b) No banker shall be nearer than 15 feet to the cutters of a planing machine or to frame saw or nearer than twenty-five feet to a surfacing machine unless adequate protection by screens is provided.

HOT WATER AND ACCOMMODATION.

13. The employer shall provide hot water and suitable sanitary accommodation. On all works suitable working shelter sheds shall be provided.

At their permanently established works the employers shall provide—to accommodate the average number of employees calculated for the twelve months ending on the 30th day of September, in each year a shed or room equipped with table and forms for meals, hanging space and hooks for clothes, and washbasin or basins, and a rubbish receptacle, and shall sweep the shed or room provided that the employees shall keep the building fittings and contents tidy and in good order and condition.

This sub-clause not to become operative until labour and materials are available.

DEFINITIONS.

14. (a) "Stonemason". The dressing and/or setting of all kinds of masonry is regarded as masons work, but if no mason be immediately available a competent tradesman may set plain sills, steps, templates, window or door heads.

(b) "Carvers" are those who carve any kind of stonework which does not come within the definition of stonemasonry in sub-clause (a) hereof, for the decoration of buildings or other stonework, from a model or freehand design.

(c) "Lettercutters" are those who mark out, cut or finish letters in any kind of stone.

(d) "Polishers" are those who do all gritting, facing or polishing necessary on trachyte, granite, marble, terazzo, or other similar stones or compositions.

(e) "Foreman" is a man placed in charge of at least three adult workers under this Determination and who supervises the execution and output of work.

(f) "Assistant" means a labourer engaged and/or employed in the monumental industry.

(g) "Juvenile worker" means a person under 21 years of age engaged in the stonecutting industry but not as a stonecutter.

(h) "Monumental". The term monumental shall mean pertaining to public memorials or monuments erected in cemeteries or churches.

(i) "Frame saw machinists" are men who fix the blades and superintend the correct cutting of the stone.

(j) "Carborundum machinists" are men who operate high speed carborundum machines. "Carborundum machinist on moulding work" shall mean the machinist on a carborundum machine where the carborundum machine used is cut to a shape and is not a square wheel.

(k) "Lathe machinists" are men operating any power-driven lathe or turning machine except when polishing.

(l) "Planer machinists" are men engaged operating any planer machine for the dressing of stone work.

PERIODICAL ADJUSTMENT OF WAGES.

15. The wage rates set out in clause 2 are based upon the following basic wage, and pursuant to and in accordance with, the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such wage rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage.

The originally proscribed amounts of the rates for apprentices and juvenile workers (as shown in Table B. hereunder) shall be adjusted proportionately to the difference between 72s. and the amount of the "Commonwealth Statisticians All Items Retail Price Index Numbers," basic wage equivalent per week at the time any change is made pursuant to this clause. Provided that fractions of 6d. in the result of the calculation of the amounts of the change in the rates for apprentices and juvenile workers are to be disregarded.

The basic wage hereunder shall be adjusted as prescribed in clause 16.

Basic Wage.

	Basic Wage.	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
Throughout the State	£ s. d. 4 12 0	s. d. 6 0	£ s. d. 4 18 0	Melbourne

ADJUSTMENT CLAUSE.

16. (a) For work done before the beginning of the first pay period to commence in August, 1946, the amounts of the rates to be paid to adults other than apprentices shall be those set out in clause 2 hereof.

(b) For work done during each future period of six months beginning with the first pay period to commence in an August or a February, the amounts of the said rates shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statisticians "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth 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 on behalf of the Commonwealth Statistician.

- (i) The index number for Melbourne is to be applied.
- (ii) The index number for the half-year ending the 30th day of June or the 31st day of December next preceding the period of six months for which the adjustment is made is to be ascertained.
- (iii) The amount of addition or deduction assigned in the following table (or in any extension thereof) to the index number division comprising such number is to be ascertained.
- (iv) That assigned amount shall for work done during such period of six months be added to or deducted from the originally prescribed amounts of the rates in accordance with that table.
- (v) The division called original in the following table is that for the needs basic wage upon which the rates are to be deemed to have been originally prescribed.

Table A.

Original index number division 1130-1141.

Index Number Divisions for Deductions.	Amounts of Addition or Deduction.			Index Number Divisions for Additions.
	Hourly Rates—		Weekly Rates.	
	44 Hours.	40 Hours.		
1130-1141	s. d. nil	s. d. nil	s. d. nil	1130-1141
1118-1129	0 0 ² / ₁₁	0 0 ² / ₁₀	1 0	1142-1154
1105-1117	0 0 ⁶ / ₁₁	0 0 ⁶ / ₁₀	2 0	1155-1166
1093-1104	0 0 ⁹ / ₁₁	0 0 ⁹ / ₁₀	3 0	1167-1179
1081-1092	0 1 ¹ / ₁₁	0 1 ¹ / ₁₀	4 0	1180-1191
1068-1080	0 1 ⁴ / ₁₁	0 1 ⁴ / ₁₀	5 0	1192-1203

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

Table B.

Originally prescribed amounts of the rates for apprentices and juvenile workers.

(i) APPRENTICES.

Five-year term—	Per Week.
	£ s. d.
First year	1 0 0
Second year	1 8 0
Third year	1 17 0
Fourth year	2 11 0
Fifth year	3 8 0

} +5%

Four-year term—	Per Week.
	£ s. d.
First year	1 4 0
Second year	1 13 0
Third year	2 8 0
Fourth year	3 8 0

} +5%

(ii) JUVENILE WORKERS.

	Per Week.
	£ s. d.
Under 16 years of age	0 16 6
Over 16 and under 17 years of age	1 3 6
Over 17 and under 18 years of age	1 11 0
Over 18 and under 19 years of age	2 0 0
Over 19 and under 20 years of age	2 10 0
Over 20 and under 21 years of age	3 1 0

} +5%

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

J. V. WILLOX, Acting Secretary.

Melbourne, 24th June, 1946.