VICTORIA

GOVERNMENT GAZETTE.

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No. 247] FRIDAY, NOVEMBER 29. [1946

GAS REGULATION ACT 1933.

PROCLAMATION

By His Excellency the Governor of the State of Victoria and its Dependencies in the Commonwealth of Australia, &c., &c., &c.

IN pursuance of the powers conferred by the provisions of the *Gas Regulation Act* 1933, I, the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, do by this my Proclamation revoke a Proclamation, which was made on the eighth day of November, 1946, by virtue of and in accordance with the provisions contained in section 33 of the *Gas Regulation Act* 1933, and which was published in the *Government Gazette* of the aforesaid eighth day of November, 1946.

Given under my hand and the Seal of the State of Victoria aforesaid, at Melbourne, this twenty-ninth day of November, in the year of our Lord One thousand nine hundred and forty-six, and in the tenth year of the reign of His Majesty King George VI.

(L.S.) WINSTON DUGAN.

By His Excellency's Command,

JOHN CAIN,
for Chief Secretary.

GOD SAVE THE KING!

Gas Regulation Act 1933.

EMERGENCY POWERS UNDER THE GAS REGULATION ACT 1933 (No. 4142).

PROCLAMATION

By His Excellency the Governor of the State of Victoria and its Dependencies in the Commonwealth of Australia, &c., &c., &c.

WHEREAS by section 33 of the *Gas Regulation Act* 1933 it is amongst other things enacted that whenever it appears to the Governor in Council that from any cause the available supply of gas is or is likely to become less than is sufficient for the reasonable requirements of the community, the Governor in Council may from time to time exercise all or any of the powers conferred on him by or under the said provisions and may from time to time by Proclamation declare that on and after the date of the publication of such Proclamation in the *Government Gazette* or a later date specified therein the provisions of section 33 of the said Act shall have effect:

And whereas owing to an industrial dispute whereby the employees of several gas undertakings will refrain from attending to their normal duties on certain days in each week and such undertakings will thereby be unable to make and store the amount of gas normally needed to enable the requirements of consumers to be met:

And whereas as a consequence of such cause it appears to the Governor in Council that the available supply of gas is less than is sufficient for the reasonable requirements of the community:

Now therefore I, the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by section 33 of the said Act, do by this my Proclamation declare that on and after the date of the publication of this my Proclamation in the *Government Gazette*, the provisions of section 33 of the *Gas Regulation Act* 1933 shall have effect.

Given under my hand and the Seal of the State of Victoria aforesaid, at Melbourne, this twenty-ninth day of November, in the year of our Lord One thousand nine hundred and forty-six, and in the tenth year of the reign of His Majesty King George VI.

(L.S.) WINSTON DUGAN.

By His Excellency's Command,

JOHN CAIN,
for Chief Secretary.

GOD SAVE THE KING!

GAS REGULATION ACT 1933.

At the Executive Council Chamber, Melbourne, the twenty-ninth day of November, 1946.

PRESENT:

His Excellency the Governor of Victoria.

Mr. Field | Mr. Fraser.

REGULATIONS.

WHEREAS by a Proclamation dated the twenty-ninth day of November, 1946, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, declared that on and after the date of the publication in the *Government Gazette* of such Proclamation the provisions of section 33 of the *Gas Regulation Act* 1933 should have effect: And whereas the said Proclamation was published in the *Government Gazette* of the twenty-ninth day of November, 1946: Now therefore His Excellency the Governor of the said State, by and with the advice of the Executive

Council thereof, and in pursuance of the powers conferred by section 33 of the said Act, doth hereby make the following Regulations (that is to say):—

1. (1) These Regulations may be cited as the "Gas Regulation (Emergency Powers) Regulations (No. 29)," and shall apply to and have operatioon throughout the areas supplied with gas by The Metropolitan Gas Company, The Colonial Gas Association Limited (as to its Box Hill, Footscray, Frankston, and Oakleigh Works), and The Brighton Gas Company Limited.

(2) These Regulations shall take effect on the thirtieth day of November, 1946.

2. In these Regulations—

"Gas" means gas supplied by a Gas Undertaker, pursuant to the provisions of the *Gas Regulation Act* 1933.

"Gas Undertaker" shall have the same meaning as "Undertaker," as defined by the *Gas Regulation Act* 1933.

3. No person shall use gas, except between the hours hereinafter specified:—

(*a*) In the case of Saturday, the 30th November, 1946—
(i) 7 a.m. and 8 a.m.
(ii) 11.30 a.m. and 1.30 p.m.

(*b*) In the case of Sunday, the 1st December, 1946—
(i) 7 a.m. and 8 a.m.
(ii) 11 a.m. and 1.30 p.m.

(*c*) In the case of Monday, the 2nd December, 1946—
(i) 6.30 a.m. and 8 a.m.
(ii) 5.30 p.m. and 7 p.m.

4. The restrictions contained in Regulation 3 shall not apply to persons using gas in connexion with the conduct of hospitals, medical services, or institutions rendering relief to the aged or infirm, or to persons using gas for pilot lights or by-pass flames on automatic appliances.

5. It shall be lawful for any inspector or other person upon producing an authority issued to him by a Gas Undertaker referred to in Regulation 1 hereof to enter any premises to which gas is supplied by such Gas Undertaker for the purpose of determining whether the provisions of these Regulations are being observed.

6. No person shall obstruct any such inspector or other authorized person in the course of his duties.

7. A Gas Undertaker shall not, except during the hours referred to in Regulation 3 hereof, be required to supply gas in any main, or in any pipe, of the pressure prescribed by the *Gas Regulation Act* 1933.

8. Any person who offends against these Regulations shall be liable to a penalty of not more than Fifty pounds (£50), and in the case of a continuing offence, a further penalty of not more than Five pounds (£5) for each day on which any offence is continued after conviction or order of any court.

And the Honorable John Cain, for and on behalf of His Majesty's Chief Secretary for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,
Clerk of the Executive Council.

GAS REGULATION ACT 1933.

At the Executive Council Chamber, Melbourne, the twenty-ninth day of November, 1946.

PRESENT:

His Excellency the Governor of Victoria.

Mr. Field | Mr. Fraser.

REGULATIONS.

WHEREAS by a Proclamation dated the twenty-ninth day of November, 1946, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, declared that on and after the date of the publication in the *Government Gazette* of such Proclamation the provisions of section 33 of the *Gas Regulation Act* 1933 should have effect: And whereas the said Proclamation was published in the *Government Gazette* of the twenty-ninth day of November, 1946: Now therefore His Excellency the Governor of the said State, by and with the advice of the Executive Council thereof, and in pursuance of the powers conferred by section 33 of the said Act, doth hereby make the following Regulations (that is to say):—

1. (1) These Regulations may be cited as the "Gas Regulation (Emergency Powers) Regulations (No. 30)," and shall apply to and have operation throughout the area supplied with gas by The Heidelberg City Council Gas Works.

(2) These Regulations shall take effect on the thirtieth day of November, 1946.

2. In these Regulations—

"Gas" means gas supplied by a Gas Undertaker, pursuant to the provisions of the *Gas Regulation Act* 1933.

"Gas Undertaker" shall have the same meaning as "Undertaker," as defined by the *Gas Regulation Act* 1933.

3. No person shall use gas—

(*a*) In the case of Saturday, the 30th November, 1946, except between the hours of 7 a.m. and 8 a.m.
(*b*) In the case of Sunday, the 1st December, 1946, at any time whatsoever.
(*c*) In the case of Monday, the 2nd December, 1946, except between the hours of 5.30 p.m. and 7 p.m.
(*d*) In the case of Tuesday, the 3rd December, 1946, except between the following hours:—
(i) 6.30 a.m. and 8.30 a.m.
(ii) 12 noon and 1 p.m.
(iii) 5.30 p.m. and 7.30 p.m.

4. It shall be lawful for any inspector or other person upon producing an authority issued to him by the Gas Undertaker referred to in Regulation 1 hereof to enter any premises to which gas is supplied by such Gas Undertaker for the purpose of determining whether the provisions of these Regulations are being observed.

5. No person shall obstruct any such inspector or other authorized person in the course of his duties.

6. A Gas Undertaker shall not, except during the hours referred to in Regulation 3 hereof, be required to supply gas in any main, or in any pipe, of the pressure prescribed by the *Gas Regulation Act* 1933.

7. Any person who offends against these Regulations shall be liable to a penalty of not more than Fifty pounds (£50), and in the case of a continuing offence, a further penalty of not more than Five pounds (£5) for each day on which any offence is continued after conviction or order of any court.

And the Honorable John Cain, for and on behalf of His Majesty's Chief Secretary for the State of Victoria, shall give the necessary directions herein accordingly.

C. W. KINSMAN,
Clerk of the Executive Council.

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No. 248] MONDAY, DECEMBER 2. [1946

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 16 (HARDWARE).

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder, and such portions of the City of Sandringham as are not 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 persons employed in the business of a seller of hardware—wholesale or retail"—but not including:—

(*a*) persons employed in assembling ordered goods kept in a bulk store or iron yard;

(*b*) persons employed as storemen, packers, or sorters—

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th November, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers. (The Masculine to include the Feminine.)

Wages.	Per week of 46 hours. s. d.
Under 16 years of age	19 0
16 years of age	25 0
17 "	32 3
18 "	42 6
19 "	54 9
20 "	71 6

PROPORTION (in any shop or place).

One apprentice to every three workers or fraction of three workers employed, and receiving not less than the minimum wage.

One improver to one worker
Two improvers to two, three or four workers
Three improvers to five, six or seven workers
Four improvers to eight workers
Five improvers to nine or ten workers and thereafter one improver to every two or fraction of two workers.

} Receiving not less than the rates fixed for assemblers of ordered goods 23 years of age and over.

Other Employees. (The Masculine to include the Feminine.)

Wages.	Metropolitan District. Per week of 46 hours. £ s. d.	Outside Metropolitan District where Determination Applies. Per week of 46 hours. £ s. d.
Departmental managers, or branch managers, having under their control—		
5 or more salesmen, 23 years of age or over	7 8 0	7 3 9
4 salesmen " "	7 1 3	6 17 6
3 salesmen " "	6 13 6	6 9 9
2 salesmen " "	6 7 6	6 3 3
1 salesman " "	6 4 3	6 0 3
Other Branch Managers	6 4 3	6 0 3
Outside salesmen—		
21 years of age	5 9 0	5 6 6
22 "	5 17 6	5 15 0
23 " and over	6 8 0	6 5 0
Salesmen or Buyers:—		
21 years of age	4 19 0	4 16 6
22 "	5 7 6	5 5 0
23 " and over	5 18 0	5 15 0
Assemblers of Ordered Goods:—		
21 years of age	4 19 0	4 16 6
22 "	5 2 6	5 2 6
23 " and over	5 11 0	5 11 0

NOTE.—See Clause 19 *re* Definitions.

3. TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
On the usual Half Holiday	8 a.m.	12.45 p.m.
On all the other working days of the week	8 a.m.	6 p.m.

4. * OVERTIME.

Within the times fixed for beginning and ending work in excess of 46 hours
Outside the times of beginning and ending work

} Time and a half, with a minimum payment of 1s. per hour.

* NOTE.—Section 117 (2) Act 3677 provides that:—Any person may, if notice in writing has previously been sent to the chief inspector, be employed in any shop or at any work in connexion with a shop for any time not exceeding three hours in any one day beyond the ordinary working hours, provided that the total number of days in any one year on which in any shop or at any work in connexion with a shop any such person is so employed shall not exceed twenty-five.

No. 248.—11882/46.

MEAL MONEY.

5. Where overtime, as in the preceding clause, is performed on any day in the week, an allowance of 2s. 6d. shall be made for meal money, and shall be paid on the day when such work is performed.

SPECIAL RATES.

6. Double time shall be the rate payable for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Christmas Day, Boxing Day and on Cup Day (Metropolitan District only), or after 12.30 p.m. on Show Day (in localities mentioned in the Twelfth Schedule to the *Public Service Act* 1928), but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the special rate shall be payable only for work done on the day so substituted.

TIME RATE.

7. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to 23 hours be paid—

(a) In any week in which two or more Public Holidays occur .. At the ordinary wages rate with an addition of fifty per centum.

(b) In any other week .. .. At the ordinary wages rate with an addition of thirty-three and one-third per centum.

and for each hour worked beyond the 23 hours aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

TERMINATION OF EMPLOYMENT.

8. Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof.

PAY DAY.

9. All wages, overtime, &c., shall be paid not later than Thursday of each week.

NOTICE TO WORK OVERTIME.

10. At least 24 hours' notice shall be given when overtime is required to be worked.

NOTICE OF INTENTION TO RATION.

11. Where an employer owing to slackness of trade desires to ration his employees, he shall give seven days' notice to each employee of his intention to ration such employee.

ANNUAL HOLIDAY.

12. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops* (*Annual Holidays*) *Act* 1946 (No. 5111), and any amendments which may be made thereto from time to time.

(In his or her own interests each employer of labour should obtain a copy of the above Act, which may be purchased from the Government Printer, Melbourne, at a cost of 9d., plus postage.)

SICK LEAVE.

13. (a) Any employee not attending for duty who has had not less than twelve months' service with the same employer shall not lose his pay for the actual time lost if such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than six days in each year.

(b) 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 18 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

MEAL INTERVALS.

14. Not less than one hour shall be given for a meal, between the hours of 12 noon and 3 p.m.

NOTE.—Section 117 (3) of the *Factories and Shops Act* 1928 (No. 3677) provides that no person shall be employed in any shop more than five hours without an interval for a meal.

BICYCLE ALLOWANCE.

15. Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 6d. per day or part thereof for each day on which he is so required to use such bicycle, shall be paid by the employer.

GARMENT ALLOWANCE.

16. Any employee who is required to wear, when at work, a washable outer garment, dust coat, or overall, shall be paid 2s. 6d. per week in addition to the ordinary wage, unless the garment is both provided and laundered by the employer.

REFERENCE.

17. On an employee being dismissed or leaving his employment he shall be entitled to a reference showing his period of service and qualifications.

TIME AND WAGES RECORDS.

18. Time and wages records showing the name of each employee, the hours worked each week by, and the wages and overtime paid to, each employee, shall be kept by his employer and completed weekly.

DEFINITIONS.

19. "Departmental manager" shall mean a person having the control of one or more salesmen, 23 years of age or over, notwithstanding he may be under the orders of a general manager.

"Branch manager" shall mean and include a person for the time being entrusted with the control or superintendence of a shop or of a branch shop (the proprietor of which is trading under his own or a different name), notwithstanding such manager may be under the orders of a superior who does not devote the whole of his time to the management of the said shop or branch shop.

"Outside salesman" shall mean an employee who for at least half the working hours in any week solicits or receives orders for goods while absent from the shop where he is employed, whether such goods are kept in stock or have to be procured in order to fulfil such orders.

"Assembler" shall mean an employee 21 years of age or over who is engaged in assembling goods for order and despatch from salesmen's and/or travellers' lists or invoices.

A. V. BARNS, J.P., Chairman.
J. V. WILLOX, Acting Secretary.

Melbourne, 29th October, 1946.

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No. 249] MONDAY, DECEMBER 2. [1946

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 8 (DAIRY PRODUCE AND COOKED MEAT).

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the *Factories and Shops Act* 1928 (No. 3677) and the Order in Council thereunder; such portions of the City of Sandringham as are not within 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 persons employed in the trade of a seller of Dairy Produce or Cooked Meat," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 22nd November, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.

Males.

WAGES.

	Per Week of 46 Hours. s. d.
Under 15 years of age ..	19 6
15 years of age	27 0
16 years of age	36 6
17 years of age	48 6
18 years of age	60 6
19 years of age	69 9
20 years of age	80 9

PROPORTION (in any shop or place).

Apprentices.

One apprentice to every three or fraction of three male workers receiving not less than the minimum wage.

Improvers.

One improver to first two or fraction of two, two to three; and thereafter one improver to every additional two male workers not under the age of 23 years.

Females.

WAGES.

	Per Week of 46 Hours. s. d.
15 years of age or under	22 9
16 years of age ..	26 9
17 years of age ..	33 3
18 years of age ..	42 6
19 years of age ..	47 0
20 years of age ..	51 9

PROPORTION (in any shop or place).

Apprentices.

One apprentice to every three or fraction of three female workers receiving not less than the minimum wage.

Improvers.

One improver to first three or fraction of three, two to four; and thereafter one to every additional three female workers receiving not less than the minimum wage.

Other Employees.

WAGES.	Within the Metropolitan District as defined in the *Factories and Shops Act* 1928 (No. 3677). s. d.	All other parts of Victoria where this Determination applies. s. d.	Per Week of— Hours.
Males.			
Manager (i.e., the principal employee in any shop except a shop in which an owner or partner is working manager)	124 6	120 0	46
Travelling salesman—			
21 years of age	98 3	94 3	49*
22 years of age	106 3	102 3	49*
23 years of age or over ..	111 6	107 6	49*
All others—			
21 years of age	98 3	94 3	46
22 years of age	106 3	102 3	46
23 years of age or over ..	111 6	107 6	46
Females.			
Manageress (i.e., principal employee in any shop where females only are employed, except a shop in which an owner or partner is working manager)—			
In charge of three or more assistants	89 0	87 0	46
In charge of less than three assistants	74 9	72 6	46
All others	61 6	59 9	46

* Including time occupied in attending horses or motor vehicles.

NOTE.—Section 109 of the "Factories and Shops Act 1928" (No. 3677) provides that a shopkeeper shall not charge any manager or assistant who is required to reside on the premises in connexion with the shop in which the business of such shopkeeper is carried on a greater sum as rent for such premises than ten shillings per week.

Section 176 of the Factories and Shops Act 1928 (No. 3677) provides that, where the provisions of a Determination of a Wages Board apply, a true copy of such Determination shall be posted in some conspicuous place in such a position as to be easily read by the persons employed therein. Penalty not exceeding £10.

Section 174 of the Factories and Shops Act 1928 (No. 3677) provides that where any person is employed to perform two or more classes of work to which a rate fixed by a wages board is applicable then such person shall be paid in respect of the time occupied in each class of work at the rate fixed by the Board for such work.

No. 249.—11784/46.

OVERTIME.

3. All time worked—

(a) in excess of the number of hours fixed as a week's work,

(b) after 12.45 p.m. on Saturday,

shall be paid for at the rate of time and a half.

TIME RATE.

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

TERMINATION OF EMPLOYMENT.

5. Except where the conduct of an employee justifies instant dismissal, one week's notice of termination of employment shall be given on a Monday by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof.

ALLOWANCE.

6. Where, in conformity with the custom of the trade, an employee wears, when at work, a washable outer garment, the laundering of which is not paid for by the employer, such employee shall be paid 3s. per week if a male, and 2s. 6d. per week if a female, in addition to the ordinary rate.

SPECIAL RATES.

7. Double time shall be the special rate payable for all work done on Sunday, Australia Day, Labour Day, Good Friday, Easter Monday, King's Birthday, Show Day (in localities mentioned in the Twelfth Schedule to the *Public Service Act* 1928), Cup Day (in the Metropolitan District as defined in the *Factories and Shops Act* 1928 (No. 3677) and the Order in Council thereunder), Christmas Day, Boxing Day, New Year's Day; but, if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.

ANNUAL HOLIDAY.

8. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act* 1946 (No. 5111), and any amendments which may be made thereto from time to time.

(In his or her own interests each employer of labour should obtain a copy of the above Act, which may be purchased from the Government Printer, Melbourne, at a cost of 9d., plus postage.)

PAYMENT OF WAGES.

9. Payment of wages, including overtime, tea money, special rates, &c., shall be made not later than Thursday of each week, and during working hours.

MEAL INTERVALS.

10. All employees shall be allowed not less than one hour for a meal interval which must be taken between the hours of 12 noon and 2 p.m., and not more than five hours shall be worked between each meal. During such meal interval employees shall be allowed to leave the employer's premises.

NOTICE TO WORK OVERTIME.

11. At least 24 hours' notice shall be given when overtime is required to be worked.

TEA MONEY.

12. Any employee required to work overtime shall be paid not less than 2s. 6d. tea money in addition to the overtime rates as prescribed for in this Determination.

Provided that such tea money shall not be payable when a meal is supplied by the employer.

NOTICE OF INTENTION TO RATION.

13. Where an employer, owing to slackness of trade, desires to ration his employees, he shall give at least seven days' notice to each employee of his intention to ration such employee.

BICYCLE ALLOWANCE.

14. Where an employer directs an employee to use his bicycle in the performance of his duties, such employee shall be paid an allowance at the rate of 3s. 6d. per week for such period as the bicycle is used.

REFERENCE.

15. On an employee being dismissed or leaving his or her employment he or she shall be entitled to and shall receive from the employer a reference stating the length of service, character, and qualifications. Such reference shall be given to the employee immediately on the termination of employment.

FARES.

16. Fares shall be paid by the employer to an employee who is required to work in more than one shop on the same day.

REST PERIOD.

17. An interval of ten minutes each morning and afternoon shall be given as a rest period to all employees, and shall be counted as time worked.

SICK LEAVE.

18. (a) Any employee not attending for duty, who has had not less than twelve months' service with the same employer, shall not lose his or her pay for the actual time lost if such employee produces or forwards within 24 hours of the commencement of such absence evidence, satisfactory to the employer, that his or her non-attendance was due to personal ill health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill health or accident for more than six days in each year.

(b) 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 18 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

TIME AND WAGES RECORD.

19. Time and wages records showing the name of each employee, the hours worked by and the wages and overtime paid to each employee, shall be kept by the employer and completed weekly.

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

J. V. WILLOX, Acting Secretary.

Melbourne, 7th November, 1946.

By Authority: J. J. GOURLEY, Government Printer, Melbourne.

VICTORIA

GOVERNMENT GAZETTE.

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No. 250] **MONDAY, DECEMBER 2.** **[1946**

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 18 (MISCELLANEOUS SHOPS).

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder, and such portions of the city of Sandringham as are not included within 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, which has the power to determine the lowest prices or rates which may be paid to any person (including an outside salesman) employed in or in connexion with any shop other than shops of the following classes, that is to say:—

(*a*) A Butcher's shop, a Bookseller's and Newsagent's shop, a Confectionery and Pastry shop, a Cooked Meat Dealer's shop, a Fish and Oyster shop, a Fruit and Vegetable shop, a Hairdresser's shop, a Tobacconist's shop;

(*b*) A Boot Dealer's shop, a Boot Repair shop, a Bread shop, a Chemist's shop, a Dairy Produce Dealer's shop, a Draper's shop, a Dyer's and Clothes Cleaner's shop, a Fuel and Fodder Dealer's shop, a Furniture Dealer's shop, a Grocer's shop, a Haberdasher's shop, a Hardware shop, a Hatter's shop, a Men's Clothing shop, a Mercer's shop, a Milliner's shop, an Underclothing shop, a shop for the sale of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, a shop for the sale of electrical goods or for the sale of wireless (radio) sets, parts, or accessories;

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 22nd November, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. APPRENTICES OR IMPROVERS.

Wages per week of 47 Hours in paint, colour, or wall-paper shops and 43¾ in any other place.

Experience.	Commencing Age.						Experience.	Commencing Age.					
	15 years or under.	16 years.	17 years.	18 years.	19 years.	20 years.		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.*		*s. d.*	*s. d.*	*s. d.*	*s. d.*	*s. d.*	*s. d.*
Males—							Females—						
1st year ..	22 3	22 3	26 0	27 3	27 3	47 6	1st year ..	18 9	19 9	26 0	27 3	28 9	30 6
2nd " ..	27 3	27 3	33 6	44 3	51 6	64 3	2nd " ..	22 3	26 9	30 6	31 6	32 3	41 0
3rd " ..	31 6	36 9	45 6	62 6	73 9	82 3	3rd " ..	27 9	30 6	33 6	33 6	33 6	47 0
4th " ..	42 0	48 9	62 6	..	..	..	4th " ..	30 6	34 0	41 0	..	..	..
5th " ..	51 0	62 6	..	..	..	..	5th " ..	33 6	41 0	..	..	..	..
6th " ..	62 6	..	..	..	..	..	6th " ..	41 0	..	..	..	..	..

PROPORTION (IN ANY SHOP).

Apprentices.

One apprentice to every three or fraction of three persons receiving not less than the minimum wage.

Improvers (Males).

One improver to every worker receiving not less than the minimum wage.

Improvers (Females).

Two improvers to every worker receiving not less than the minimum wage.

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OTHER EMPLOYEES.

Employed in the business of a curio dealer, a feather dealer, a furrier, a jeweller, a pawnbroker, a seller of clocks, watches, perfumery and toilet requisites, optical goods, photographic materials, sports materials, typewriters, business systems, surgical instruments, pianos, organs, piano-players, push cycles, motor cycles and motor cars, and accessories for push cycles, a bird or dog dealer, a stamp dealer, a herbalist, a saddler, a ship chandler, a seller of cork goods, crockery, fancy goods, toys, grindery, leather goods, music, musical instruments (other than pianos, organs, or piano-players), pictures, picture frames, perambulators, paper patterns, rubber goods which are not motor cycle or motor car accessories, florists' goods, seeds, seedlings, tents, flags, umbrellas, or wicker goods, paints, colours, wall-papers, or employed in any business, other than those specially mentioned, to which this Determination applies :—	Wages per week of 47 hours in paint, colour, or wall-paper shops and 43¾ in any other place.	
	Males.	Females.
	s. d.	s. d.
Branch manager (i.e., a person entrusted with the control or superintendence of a branch shop, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to the management of the said branch shop)	135 9	135 9
Departmental manager or manageress (i.e., a person in control of three or more persons 21 years of age or over, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to the management of such department)—		
Male	127 0	
Female—		
Where one or more adult males are under her control	..	127 0
In other cases	..	71 6
Persons over 21 years of age (not being apprentices or improvers) without previous experience at the trade—		
1st six months' experience	67 0	38 3
2nd six months' experience	78 0	43 9
Other employees—		
21 years of age	92 9	51 3
22 years of age	103 6	57 9
23 years of age or over	120 9	64 9

TIMES OF BEGINNING AND ENDING WORK.

3. (*a*) Employees in paint, colour, or wall-paper shops—

	Time of Beginning. (not earlier than)	Time of Ending. (not later than)
On the usual half-holiday	8 a.m. ..	12.45 p.m.
On all the other working days of the week	8 a.m. ..	6 p.m.
(*b*) Employees in any other place—		
On the usual half holiday	9 a.m. ..	12.45 p.m.
On all the other working days of the week	9 a.m. ..	6 p.m.

OVERTIME.

*4. The rate of time and a half shall be paid for all time worked by persons employed in—

(*a*) Shops and departments of shops where paints, colour, or wall-paper is sold—

(i) Within the times fixed for beginning and ending work—

In excess of 3 hours 55 minutes on the usual half-holiday.
In excess of 8 hours 10 minutes on all other working days of the week.

(ii) Outside the times of beginning and ending work.

(*b*) Other shops and departments of shops—

(i) Within the times fixed for beginning and ending work in excess of 43¾ hours.

(ii) Outside the times of beginning and ending work.

* NOTE.—Section 117 (2) Act 3677 provides that :—Any person may, if notice in writing has previously been sent to the chief inspector, be employed in any shop or at any work in connexion with a shop for any time not exceeding three hours in any one day beyond the ordinary working hours, provided that the total number of days in any one year on which in any shop or at any work in connexion with a shop any such person is so employed shall not exceed twenty-one.

Section 105, however, makes it an offence for any employer to detain an employee later than half an hour on a half holiday.

DAY'S WORK TO BE CONTINUOUS.

5. No employee, except in a case where he has been guilty of misconduct, having commenced work, shall be required to take any time off (exclusive of intervals for meals) until he has completed the full number of hours for that day's work.

TIME RATE.

6. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, **for time worked up to one-half the number of hours fixed for such ordinary week's work,** as follows :—

(*a*) In any week in which two or more Public Holidays occur .. At the ordinary wages rate with an addition of fifty per centum.

(*b*) In any other week .. .. At the ordinary wages rate with an addition of thirty-three and one-third per centum.

and for time worked beyond the one-half aforesaid, shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work, together with any overtime rate which is applicable.

SICK LEAVE.

7. (*a*) Any employee not attending for duty who has had not less than twelve months' service with the same employer shall not lose his pay for the actual time lost if such employee produces or forwards within 24 hours of the commencement of such absence, evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than six days in each year.

(*b*) 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 18 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

MEAL ALLOWANCE.

8. For each day upon which more than one hour's overtime is worked, each person who works such overtime shall be paid 2s. 6d. meal money in addition to the prescribed overtime rate.

MEAL INTERVALS.

9. All employees shall be allowed the following meal intervals with permission to leave the shop for the whole of such intervals, viz. :—From Monday to Friday, one hour for lunch between noon and 3 p.m. and, in addition, on the usual late shopping night three-quarters of an hour between the hours of 5 p.m. and 7.15 p.m.

REST INTERVALS.

†10. Any employee who works four hours or longer without a meal interval shall be allowed a rest period of not less than ten minutes after two and a half hours' work. Such rest period shall be counted as time worked.

During such rest period the employee shall be permitted to take morning or afternoon tea as the case may be.

† NOTE.—Section 117 (3) of the *Factories and Shops Act* 1928 (No. 3677) provides that no person shall be employed in any shop more than five hours without an interval for a meal.

CLOTHING ALLOWANCE.

11. Where any employee is required by his employer to wear any special uniform, dress or clothing, of some colour other than black or black and white it shall be supplied, paid for, and, if necessary, laundered by the employer. Provided that, subject to the approval in writing of an official representative of the Shop Assistants and Warehouse Employees' Federation of Australia, an employer may substitute some other colour for black, or black and white, for any employee or section of employees, and under such circumstances the employer shall not be required to supply, launder or pay for such special uniform, dress or clothing.

NOTICE OF INTENTION TO RATION.

12. Where an employer owing to slackness of trade desires to ration his employees, he shall give at least two clear working days' notice to each employee of his intention to ration such employee.

ANNUAL HOLIDAY.

13. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act* 1946 (No. 5111), and any amendments which may be made thereto from time to time.

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 9d., plus postage.)

TERMINATION OF EMPLOYMENT.

14. Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

15. The special rates for all work done on Sundays or the undermentioned Public Holidays shall be—

Sunday	Double time.
New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Melbourne Cup Day (Metropolitan District only) Christmas Day, Boxing Day, or after 12.30 p.m. on Show Day in localities mentioned in the Twelfth Schedule to the *Public Service Act* 1928, within the area to which this Determination applies	Double time.
Easter Saturday	Five times the ordinary rate.

If, by Act of Parliament or Proclamation, any other day be substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.

PAYMENT OF WAGES.

16. Payment of all moneys due shall be made not later than Thursday of each week, and during working hours.

REFERENCE.

17. An employee, on severing his or her connexion with an employer, shall be entitled to and shall receive from such employer a reference in writing, stating his or her period of service and duties performed. This provision shall apply only in the case of an employee who has been employed continuously for three months or more.

DETERMINATION TO BE AVAILABLE.

18. A copy of this Determination shall be kept in a conspicuous place on each floor of a building in which work covered by this Determination is done. Such Determination shall readily be available for inspection at any time. Nothing in this clause shall however, operate where a copy of the Determination is kept posted on the notice board in a staff room in the establishment.

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

J. V. WILLOX, Acting Secretary.

Melbourne, 7th November, 1946.

By Authority: J. J. GOURLEY, Government Printer, Melbourne.

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No. 251] MONDAY, DECEMBER 2. [1946

Factories and Shops Acts.

DETERMINATION OF THE ENGINEERS AND BRASSWORKERS (SKILLED) BOARD.

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

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

(1) On 5th March, 1930—
(i) Motor mechanics.
(ii) Motor cycle mechanics.

(2) On 1st April, 1936—
(*a*) Mechanical engineering :—
(i) Pattermaking.
(ii) Fitting and/or turning.
(iii) Machinists.
(*b*) Brassfinishing (except the making of parts by specialized processes, and the assembling thereof).
(*c*) Smithing :—
(i) Blacksmithing (engineering).
(ii) Copper and/or brass smithing.

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

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

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

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

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

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

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

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

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

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

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

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

1. That, as from the beginning of the first pay period to commence on or after the 27th November, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. *Wages per Week of 44 Hours.*

Adults.	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.
(*a*) *Engineering and Brassworking Section.*	£ s. d.	£ s. d.	£ s. d.
Angle-iron smith	6 18 0	7 4 6	6 15 0
Annealer and/or case hardener	6 8 0	6 14 6	6 5 0
Brassfinisher (tradesman)	6 15 0	7 1 6	6 12 0
Brassfinisher (2nd class)	6 3 0	6 9 6	6 0 0
Brass polisher	5 18 0	6 4 6	5 15 0
Blacksmith's machinist	5 16 0	6 2 6	5 13 0
Brass-smith, copper-smith, or other smith	6 16 0	7 2 6	6 13 0
Fitter and/or turner	6 15 0	7 1 6	6 12 0
Fitter, turbine blade	6 18 0	7 4 6	6 15 0
Forger and/or faggoter	7 7 0	7 13 6	7 4 0
Heat treater	6 18 0	7 4 6	6 15 0
Inspector	7 5 0	7 11 6	7 2 0
Key-seating machinist	6 3 0	6 9 6	6 0 0
Locksmith	6 15 0	7 1 6	6 12 0
Machine setter	6 15 0	7 1 6	6 12 0
Machinist—1st class	6 15 0	7 1 6	6 12 0
Machinist—2nd class	6 3 0	6 9 6	6 0 0
Machinist—3rd class	5 16 0	6 2 6	5 13 0
Marker off (i.e., a fitter the greater part of whose time is occupied in marking off)	6 18 0	7 4 6	6 15 0
Motor cycle mechanic	6 12 0	6 18 6	6 9 0
Motor mechanic	6 12 0	6 18 6	6 9 0
Motor tuner and tester	6 12 0	6 18 6	6 9 0
Mould polisher	5 13 0	5 19 6	5 10 0
Patternmaker	7 3 0	7 9 6	7 0 0
Pipe fitter on low pressure work	6 3 0	6 9 6	6 0 0
Process worker	5 10 0	5 16 6	5 7 0
Refrigeration mechanic or serviceman	6 15 0	7 1 6	6 12 0
Safe maker and/or repairer (security work)	6 15 0	7 1 6	6 12 0
Scalemaker and/or adjuster	6 15 0	7 1 6	6 12 0
Scientific instrument maker	7 5 0	7 11 6	7 2 0
Toolmaker	7 5 0	7 11 6	7 2 0
Toolsmith	6 18 0	7 4 6	6 15 0
Wet stone grinder and glazier (tradesman)	6 15 0	7 1 6	6 12 0
Welder—1st class (other than when using Cutler machine)	6 18 0	7 4 6	6 15 0
Welder—1st class (using Cutler machine)	6 5 0	6 11 6	6 2 0
Welder—2nd class	5 16 0	6 2 6	5 13 0
Welder—3rd class	5 12 0	5 18 6	5 9 0
Welder—tack	5 14 0	6 0 6	5 11 0
Jobbing moulder and/or coremaker	6 15 0	7 1 6	6 12 0
Plate and machine moulder and/or coremaker—			
1st six months' experience	5 14 0	6 0 6	5 11 0
2nd six months' experience	5 17 0	6 3 6	5 14 0
3rd six months' experience	6 0 0	6 6 6	5 17 0
Thereafter	6 5 0	6 11 6	6 2 0
(Experience for the purpose of calculating the rates payable to plate and machine moulders and/or coremakers shall include all experience as a moulder or coremaker, jobbing or machine, as the case may be, whether as a junior or an adult.)			
(*b*) *Making or Repairing Typewriters, Book-keeping Machines Adding Machines, Calculating Machines, Cash Registers, Duplicating Machines and Similar Machines.*			
Adding, calculating and book-keeping machine mechanic	6 16 0	7 2 6	6 13 0
Cash register mechanic	6 16 0	7 2 6	6 13 0
Tradesman	6 15 0	7 1 6	6 12 0
First-class mechanic	6 8 0	6 14 6	6 5 0
Second-class mechanic	6 5 0	7 1 6	6 2 0
Process worker	5 10 0	5 6 6	5 7 0

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

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

LEADING HANDS.

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

Provided that an employee detailed to act as leading hand in charge of two other adult employees working away from power station or workshop (one of whom is of the same classification as himself) shall be paid 6s. per week extra.

TRADESMEN IN LARGE POWER HOUSES.

Tradesmen and/or welders, and their assistants employed in large operating power houses (i.e., power houses developing more than 8,000 kilowats), other than those not on the regular staff, engaged on new construction work, shall be paid 6s. per week extra, and other apprentices and unapprenticed juniors 3s. per week extra; such amount shall be deemed to include all special rates prescribed in clause 6.

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

APPRENTICESHIP.

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

Apprenticeship Trades.

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

(i) Brassfinisher (except the making of parts by specialized processes and the assembling thereof)
(ii) Electrical fitter and/or armature winder (except the winding of armatures by specialized processes).
(iii) Electrical mechanic.
(iv) Fitter and/or turner.
(v) Locksmith—making and/or repairing locks, including those of safes and strong-room doors, but not including the making of parts by specialized processes and the assembling thereof.
(vi) Machinist—1st and 2nd class.
(vii) Motor mechanic.
(viii) Moulder and/or coremaker—jobbing.
(ix) Patternmaker.
(x) Refrigeration mechanic or serviceman.
(xi) Safe and strong-room maker.
(xii) Scale maker (except the making of parts by specialized processes and the assembling thereof).
(xiii) Scientific instrument maker.
xiv) Smithing—Blacksmith, copper and/or brass smith.
(xv) Welder—1st class.
(xvi) Window frame fitter.
(xvii) Brass polishing.
(xviii) Adding machine, calculating machine, book-keeping machine, cash register, or first-class mechanic.

Contract of Apprenticeship.

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

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

Cancellation or Suspension of Indenture.

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

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

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

Instruction in Welding.

(*d*) The training of apprentices to blacksmithing, structural steel works, fitting or fitting and turning 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.

(*e*) (i) 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 trades of—

Welder—1st class ;
Motor mechanic ; and
Moulder and/or coremaker—jobbing ;

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.

(ii) Notwithstanding anything hereinbefore provided in the trades of—

Fitter and/or turner,
Machinist—1st and 2nd class,
Motor mechanic, and
Refrigeration mechanic or serviceman,

an employer may with the consent of an apprenticeship authority and upon satisfying that authority that he has the plant, equipment and staff necessary for the proper tuition of each apprentice concerned take apprentices in excess of the proportion herein prescribed. Until further order apprentices so taken shall not be counted in future calculations of the proportion of apprentices to journeymen authorized by the Determination.

Period of Apprenticeship.

(*f*) The periods of apprenticeship, except as to those marked (i), (xi), (xii), and (xvi), shall be as follows :—

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

For the trades marked (i), (xi), (xii), and (xvi)—four or five years at the option of the contracting parties.

Adult Apprentices.

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

Probationary Period.

(*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 appropriate apprenticeship authorities of the employment of such probationer to any of the trades mentioned herein.

Wages.

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

The total wages of apprentices and improvers 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.
	Per Week.	Per Week. s. d.	Per Week. s. d.	£ s. d.	£ s. d.	£ s. d.
Four and five-year terms—						
1st year	22½	0 0	0 9	1 1 6	1 3 0	1 1 0
2nd year	30	1 0	1 0	1 10 0	1 12 0	1 9 0
3rd year	45	1 6	1 6	2 5 0	2 8 0	2 3 6
4th year	75	2 0	2 3	3 14 0	3 19 0	3 11 6
5th year	95	2 0	3 0	4 13 6	4 19 6	4 10 6
Four-year terms—Apprentice commencing after the age of 17 years—						
1st year	26	0 0	0 9	1 5 0	1 6 6	1 4 0
2nd year	45	1 0	1 6	2 4 6	2 7 6	2 3 0
3rd year	75	2 0	2 3	3 14 0	3 19 0	3 11 6
4th year	95	2 0	3 0	4 13 6	4 19 6	4 10 6

The sum of 2s. 6d. per week shall be added to the above rates in the case of apprentice patternmakers.

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 17 and 18 hereof respectively.

IMPROVERS.

4. Improvers employed at brass polishing or in the making or repairing of typewriters, book-keeping machines, adding machines, calculating machines, cash registers, duplicating machines, and similar machines shall be paid as follows:—

Wages per Week of 44 Hours.

—	Percentage of Needs Basic Wage.	Constant Loading.	War Loading.	Total Wage Payable— Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	Per Week.	Per Week. s. d.	Per Week. s. d.	£ s. d.	£ s. d.	£ s. d.
1st year	22½	0 0	0 9	1 1 6	1 3 0	1 1 0
2nd year	30	1 0	1 0	1 10 0	1 12 0	1 9 0
3rd year	45	1 6	1 6	2 5 0	2 8 0	2 3 6
4th year	75	2 0	2 3	3 14 0	3 19 0	3 11 6
5th year	95	2 0	3 0	4 13 6	4 19 6	4 10 6

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

Proportion of Improvers.—In the making or repairing of typewriters, book-keeping machines, adding machines, calculating machines, cash registers, duplicating machines, and similar machines—one improver to every two or fraction of two workers employed in this section.

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

FEMALES AND UNAPPRENTICED MALE JUNIORS.

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

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

Wages per Week of 44 Hours.

—	Percentage of Needs Basic Wage.	Constant Loading.	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.
	Per Week.	Per Week. s. d.	Per Week. s. d.	£ s. d.	£ s. d.	£ s. d.
I.—Adult Females.						
Under three months' experience	65	3 0	..	3 3 6	3 7 6	3 1 6
All others	75	3 0	..	3 12 6	3 17 6	3 10 6
II.—Junior Females.						
17 years of age and under ..	40	1 0	..	1 18 0	2 1 0	1 17 0
18 years of age	47½	1 3	..	2 5 6	2 8 6	2 4 0
19 years of age	55	1 6	..	2 12 6	2 16 0	2 11 0
20 years of age	62½	2 0	..	3 0 0	3 4 0	2 18 0
III.—Junior Males.						
Under 16 years of age ..	25	0 6	..	1 3 6	1 5 6	1 3 0
16 years of age	35	0 9	..	1 13 6	1 15 6	1 12 0
17 years of age	47½	1 0	..	2 5 0	2 8 6	2 3 6
18 years of age	60	1 0	..	2 17 0	3 0 6	2 15 0
19 years of age	75	2 0	..	3 11 6	3 16 6	3 9 6
20 years of age	90	2 0	..	4 5 6	4 11 6	4 3 0
A junior employee of eighteen years or more shall be paid 3s. per week in addition to the rates prescribed herein while he is employed as a furnaceman or assistant to a furnaceman.						
IV.—Junior Males (Foundries).						
Under 16 years of age ..	25	0 6	1 0	1 4 6	1 6 6	1 4 0
16 years of age	33	0 9	1 9	1 13 0	1 15 6	1 12 0
17 years of age	60	1 0	3 0	3 0 0	3 3 6	2 18 0
18 years of age	75	2 0	4 0	3 15 6	4 0 6	3 13 6
19 years of age and over ..	90	2 6	4 6	4 10 6	4 16 6	4 8 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.

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

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

Prohibited Occupations.

(*d*) Junior employees shall not be employed :—

(i) if under the age of 16 years—
on oil or gas burners or fires used for heating of small articles ; or
using electric arc or oxy acetylene blow pipe, or

(ii) if under 18 years of age—
die setting on power presses ; or
as furnacemen or assistants to furnacemen.

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, improvers, 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 in 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.

Height Money.

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

Hot Places.

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

Lead Works.

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

Lignum Vitae.

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

Meat Digestors and Oil Tanks.

(*i*) 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.

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

Slag Wool.

(*k*) 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.

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

Smoke-boxes, &c.

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

War Damaged Ships.

(*n*) 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.

(*o*) 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.

(*p*) 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.

(*q*) 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.

7. (*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.

An employee who with the approval of his employer uses his own means of transport for travelling to or from outside jobs shall be paid the amount of excess fares which he would have incurred in using public transport unless he has an arrangement with his employer for a regular allowance.

(*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.

MOTOR ALLOWANCE REFRIGERATOR SERVICEMEN.

8. Employees engaged on repairs to refrigeration plants outside the employer's business shall be provided with means of transport by the employer, or, in the case of employees who use their own motor vehicles, shall be paid additional allowances as follows:—

	Per Week. £ s. d.
Motor car	2 10 0
Motor cycle and side-car	1 10 0
Motor cycle	1 0 0

HOURS OF WORK.

Day Workers.

9. (*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.

Forgers, &c.

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

SHIFT WORK.

Definitions.

10.(*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 eight hours and one shift (Saturday) of four hours; or

(ii) 88 in 14 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; 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 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 13 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.

11. 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.

12. (*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 days' 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. Provided that the existence of a custom shall not operate to relieve an employer from paying a refrigeration serviceman the rate herein prescribed.

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.

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

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

Exceptions.

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

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

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

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

EXTRA RATES NOT CUMULATIVE.

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 employees of electric supply undertakings nor to employers who make a practice of allowing advances to employees approximating wages due.

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

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

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

CONTRACT OF EMPLOYMENT.

Weekly Employment.

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 of 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 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 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 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.

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 13 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 3⅔ hours for each completed one month of continuous service and in respect of service after that date at the rate of 7⅓ 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 prescribed by clause 13 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, 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 3⅔ hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 7⅓ 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.

19. (*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, sterlized, plain	An adequate assortment
Lint, absorbent	An adequate assortment
Plaster, adhesive	An adequate assortment

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.

Showers.

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

Washing and Sanitary Conveniences.

(vi) 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.

Gas Masks.

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

Gloves.

(iii) 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 organization 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.

(iv) 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.

(v) 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 Equipment—Welding.

(vi) Employers shall provide a sufficient supply of the under-mentioned 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. The employee shall replace or pay for any tools so provided if lost through his negligence.

Tools—Patternmakers.

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

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

Dressing Castings.

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

Ladles.

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

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

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

Other ladles—¾ cwt. per man.

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

Females—Rest Period and Seats.

(e) 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.

(f) 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 *Victoria 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 the 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.

Any notice posted on such board not so signed or countersigned may be removed by an accredited Union representative or by the employer.

DEFINITIONS.

General.

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

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

(ii) in the case of a locomotive, inside the barrels of boilers, fire boxes, water spaces of tenders, side tanks, bunker tanks, saddle tanks or smoke boxes;

(iii) in other cases, inside boilers, steam drums, mud drums, fire boxes of vertical or road vehicle boilers, furnaces, flues, combustion chambers, receivers, buoys, tanks, superheaters, or economizers.

"Process worker" means an employee engaged on—

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

(ii) in the assembling of parts of mechanical appliances or other articles so made, in which no fitting or adjustment requiring skill is required; or

(iii) in specialized processes—not requiring use of hand tools except hammers, pliers, screw-drivers, spanners and files, and such tools as are necessary for deburring or removing rags or edging; or

(iv) in the assembling of typewriters, and/or bookkeeping, and/or adding, and/or calculating, and/or duplicating machines, for the first time in Australia, but does not include tuning, and/or testing, and/or adjustment of such machines.

"Ship repairs" means—

(i) all repair work done on ships;

(ii) all work other than the making of spare parts and stores done in a workshop used for ship repairs only;

(iii) work done in a workshop used for both ship repairing, general engineering, metal moulding, steel construction, and other heavy metal fabrication on which employees are engaged both on the ship and in the workshop.

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

"Cash Register Mechanic" means an adult employee repairing and adjusting multiple total itemizing machines.

"First Class Mechanic" means an adult employee who fits, repairs, maintains, and/or services wholly or in part any typewriter and/or duplicating machine and/or cash registers, other than those mentioned in the preceding definition.

"Second Class Mechanic" means an adult employee who adjusts or aligns machines for the first time in Australia.

"Tradesman in making or repairing typewriters, book-keeping, adding, calculating, or duplicating machines" means an adult employee who makes parts.

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

General Engineering.

"Fitter" means a tradesman of one or more of the following classes:—Mechanical fitter, electrical fitter, pipe fitter on refrigeration work, and/or high-pressure work which includes live steam and hydraulic press work, points and crossings fitter, and window frame fitter.

"Inspector" means a tradesman who is engaged to inspect components while in production or upon completion as to their conformity with a specified standard of quality and accuracy and who is authorized to exercise and does exercise a discretion to pass components which may not conform to that standard.

"Locksmith" means a tradesman engaged in the making and/or repairing of locks and the mechanism of safe and strong-room doors.

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

"Machinist—2nd class" means an adult employee not engaged as a tradesman who is not required to work from drawing or prints or to do precision work, but who is engaged in operating or in setting up and operating all machines, other than a drilling machine, enumerated in the definition of machinist—1st class.

"Machinist—3rd class" means an adult employee other than a process worker who operates any power-driven machine for which a rate is not elsewhere prescribed in this Determination, and without limiting the scope of the foregoing includes such an employee operating any of the following:—Nut, bolt, rivet, or dog spike making machines, tapping machines, and drilling machines on work other than that specified in the definition of machinist—1st class.

"Motor mechanic" means a tradesman engaged in repairing, altering, overhauling, assembling (except for the first time in Australia), or testing metal and/or electrical parts of the engine or chassis of motor cars, motor cycles, or other motor vehicles.

"Patternmaker" does not include an employee exclusively engaged on the filing or fitting of metal patterns.

"Scientific instrument maker" means a tradesman engaged on the work of manufacturing, repairing, adjusting and/or testing of optical and scientific instruments, but does not include an employee working exclusively as a tradesman.

"Toolmaker" means a tradesman making and/or repairing any precision tool, gauge, die, or mould to be affixed to any machine, who designs or lays out his work and is responsible for its proper completion, and includes any tradesman engaged in or in connexion with the making of any tool, gauge, die, or mould as aforesaid who by agreement with the employer is classified as a toolmaker.

Welding.

"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.

"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.

"Welder—3rd class" means an adult employee using an electric spot or butt welding machine or cutting scrap with an oxy-acetylene blowpipe.

"Heat treater" means an adult employee who is required to apply general trade experience as a heat treater and who carries out the operation of heat treatment to produce in the materials treated such requirements as hardness, toughness, ductility, resistance to abrasion, elasticity, tensile strength, machinability, and resistance to creep, and who works to limits in size, shape, and straightness in tool work.

Smithing.

"Other smiths" includes ajax forger, blacksmith bulldozer, Bradley hammersmith, drop hammersmith, chain smith, engine smith, general smith, motor smith, oliver smith, ship smith, spring smith, rolling stock smith, and wheelwright smith.

"Machinist—1st class (steel construction)" means an adult employee engaged solely operating one or more of the following machines:—Bending rollers, guillotines, shearing machines, hydraulic presses of over 200 tons pressure, portable drillers, portable reamers, and tappers.

"Machinist—2nd class (steel construction)" means an adult employee engaged solely operating one or more of the following machines:—Mangling, nipping and notching, roll straightening, punching, cropping, hydraulic presses of 200 tons pressure or under, stationary drillers, stationary reamers and tappers, plate edge planers, and other machines.

Moulding.

"Jobbing coremaker" means a moulder engaged in making cores for metal moulds by the use of loam or strickle boards, or by loose boxes, other than loose boxes used for repetition production of cores requiring little or no skill to produce.

"Jobbing moulder" means a metal moulder engaged in floor moulding, loam moulding, strickle moulding, or moulding from loose patterns.

"Machine coremaker" means an adult employee making cores by machines where the core box is a fixture to or part of such machines, or making repetition cores requiring little or no skill to produce.

"Plate and machine moulder" means an adult employee engaged in moulding on the plate system or by machines where the pattern is either a fixture to the plate or the spray system is used.

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.

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.
	£ s. d.	s. d.	£ s. d.	
Victoria— Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, at Warrnambool, and within Mildura and Gippsland Districts .. .. Yallourn—6s. 6d. in excess of basic wage for Melbourne. Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.	4 13 0	6 0	4 19 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

26. (*a*) Until the beginning of the first pay period to commence in February, 1947, 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 a February, a May, an August, or a November, the amounts of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

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

(i) The index number set to be applied to a place is that assigned thereto in clause 25.

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

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

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

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
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.

The wages of adult females, junior females, and male juniors shall be the percentages of the contemporaneous needs basic wage prescribed for the area in which they are employed, and in addition thereto the constant and war loadings specified in clauses 3, 4, and 5 of this Determination.

MARGINAL RATES.

In addition to the basic wage provided in clause 25 the margins and wartime loadings set out in this clause shall be the minimum rate payable to employees therein named :—

Classification.	Margins Per Week.	Wartime Loadings Per Week.
	s. d.	s. d.
(a) Engineering and Brassworking Section.		
Angle-iron smith	33 0	6 0
Annealer and/or case hardener	25 0	4 0
Brassfinisher (tradesman)	30 0	6 0
Brassfinisher (2nd class)	20 0	4 0
Brass polisher	16 0	3 0
Blacksmith's machinist	14 0	3 0
Brass-smith, copper-smith, or other smith	31 0	6 0
Fitter and/or turner	30 0	6 0
Fitter, turbine blade	33 0	6 0
Forger and/or faggoter	42 0	6 0
Heat treater	33 0	6 0
Inspector	40 0	6 0
Key-seating machinist	20 0	4 0
Locksmith	30 0	6 0
Machine setter	30 0	6 0
Machinist—1st class	30 0	6 0
Machinist—2nd class	20 0	4 0
Machinist—3rd class	14 0	3 0
Marker off (i.e., a fitter the greater part of whose time is occupied in marking off)	33 0	6 0
Motor cycle mechanic	27 0	6 0
Motor mechanic	27 0	6 0
Motor tuner and tester	27 0	6 0
Mould polisher	11 0	3 0
Patternmaker	39 0	5 0
Pipe fitter on low pressure work	20 0	4 0
Process worker	8 0	3 0
Refrigeration mechanic or serviceman	30 0	6 0
Safe maker and/or repairer (security work)	30 0	6 0
Scalemaker and/or adjuster	30 0	6 0
Scientific instrument maker	36 0	10 0
Toolmaker	36 0	10 0
Toolsmith	33 0	6 0
Wet stone grinder and glazier (tradesman)	30 0	6 0
Welder—1st class (other than when using Cutler machine)	33 0	6 0
Welder—1st class (using Cutler machine)	22 0	4 0
Welder—2nd class	14 0	3 0
Welder—3rd class	10 0	3 0
Welder—tack	12 0	3 0
Jobbing moulder and/or coremaker	30 0	6 0
Plate and machine moulder and/or coremaker—		
1st six months' experience	9 0	6 0
2nd six months' experience	12 0	6 0
3rd six months' experience	15 0	6 0
Thereafter	20 0	6 0
(b) Making or Repairing Typewriters, Bookkeeping Machines, Adding Machines, Calculating Machines, Cash Registers, Duplicating Machines and Similar Machines.		
Adding, calculating and bookkeeping machine mechanic	31 0	6 0
Cash register mechanic	31 0	6 0
Tradesman	30 0	6 0
First-class mechanic	25 0	4 0
Second-class mechanic	22 0	4 0
Process worker	8 0	3 0

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

J. V. WILLOX, Acting Secretary.

Melbourne, 12th November, 1946.

By Authority: J. J. GOURLEY, Government Printer, Melbourne.