VICTORIA
GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

No. 3] THURSDAY, JANUARY 9. [1947

PUBLIC SERVICE (PUBLIC SERVICE BOARD) REGULATION 36A.

NOTICE is hereby given that the Public Service Board has raised the classifications of the undermentioned offices, as shown, from and inclusive of the 1st February, 1947, and that the Permanent Heads of the Departments in which such offices are classified have recommended the officers named for appointment thereto.

PROFESSIONAL DIVISION.

Office.	Present Classification.	Revised Classification.	Duties.	Qualifications.	Name of Officer Recommended.
			DEPARTMENT OF LANDS AND SURVEY.		
Assistant Chief Inspector of Land Settlement	Class "C" (£501–£579)	Class "B" (£592–£644)	To assist the Chief Inspector in supervising the field staff, and to make valuations and investigations, as directed	To have a sound knowledge of the Acts administered by the Department, to be experienced in valuations and to have a knowledge of the methods used in vermin and noxious weeds control	Findlay, W. S.
			DEPARTMENT OF CHIEF SECRETARY. *State Motor Car Insurance Office.*		
Claims Clerk ..	Class "D"	Class "C" (£449–£501)	To act as Claims Clerk ..	Practical experience and legal knowledge in connection with the settlement of motor car insurance claims	Power, F. R.
			DEPARTMENT OF PUBLIC WORKS.		
Chief Architect ..	Class "A" (£820–£1,020)	Class "A1" (£1,150)	To direct and supervise generally the work and staff of the Architectural Branch	To be a fully qualified and competent architect possessing extensive experience	Everett, P. E.
Chief Engineer and Engineer Ports and Harbours	Class "A" (£820–£1,020)	Class "A1" (£1,100)	To act as Chief Engineer and Engineer, Ports and Harbours Branch	To be a qualified Civil and Municipal Engineer, and to be well versed in modern practice of Engineering and experienced in the design, execution and supervision of various classes of works	Stevenson, D. S.
Engineer ..	Engineer Class "B"	Assistant Chief Engineer Class "A" (£850–£950)	Under the control of the Chief Engineer, to design, direct and supervise civil engineering works	To be a graduate in Civil Engineering or a qualified Municipal Engineer. To have had experience in the design, construction, and maintenance of civil engineering works	Fitzsimon, C. F.

PROFESSIONAL DIVISION—*continued.*

Office.	Present Classification.	Revised Classification.	Duties.	Qualifications.	Name of Officer Recommended.
			DEPARTMENT OF PUBLIC WORKS—*continued.*		
District Architect	District Architect, Class "B" (£670–£722)	District Architect, Metropolitan Area, Class "A" (£800–£900)	To prepare under the Chief Architect, preliminary and contract plans, details, specifications, reports and estimates, and to have general supervision of nominated building works within the metropolitan area	To be a qualified and experienced architect competent to practise sound and efficient methods in architectural and structural design	Riley, E. W.
Engineer ..	Engineer, Class "B"	Engineer, Grade I., Class "A" (£761–£850)	To supervise civil engineering works in office or field as required and to direct staff	To be a licensed Surveyor with extensive experience in engineering surveys and civil engineering works, and to possess a knowledge of Industrial Awards	Campbell, A. H.
Engineer (Designing)	Class "B" ..	Class "A" (£761–£850)	To prepare plans, specifications, estimates and reports in connexion with engineering structures, including road, bridge, harbor, reclamation, and swamp drainage works and to supervise the execution of these projects and their maintenance	To be a graduate in civil engineering or a qualified Municipal Engineer. To be well versed in the design, construction and maintenance of modern civil engineering structures including those indicated	O'Malley, C.
Marine Surveyor	Class "B" ..	Class "A" (£761–£850)	To carry out the duties of Marine Surveyor	To be a licensed Surveyor with engineering qualifications, and to have had an extensive and varied experience in carrying out marine and land surveys	Larkin, J. P.
Superintendent of Floating Plant	Class "B" ..	Class "A" (£761–£850)	To direct the work of dredges, and to control and direct the officers and employees of the Dredging Depot, Williamstown. To conduct surveys of vessels	To possess first class certificate of qualification as a Marine Engineer for both steam and internal combustion engines, and to have had experience in dredging and in the construction of vessels	McKay, J. D.
Mechanical Engineer	Mechanical Engineer, Class "B" (£670–£722)	Mechanical and Electrical Engineer Class "A" (£761–£850)	Under the general direction of the Chief Architect. To be responsible for the control of the Mechanical and Electrical Engineering Branch	To have completed a day diploma course in Mechanical or Electrical Engineering at an approved technical school; to have had an extensive and varied experience in the design and installation of all types of mechanical and electrical engineering services	Wood, K. D.
District Architect	District Architect Class "B" (£670–£722)	District Architect, Grade I., Class "A" (£761–£850)	To prepare under the Chief Architect preliminary and contract plans, details, specifications, reports and estimates, and to have general supervision of nominated building works within a specified area	To be a qualified Architect with wide experience and competent to practise sound and efficient methods in architectural and structural design	Davey, R. C.
Architect (Furniture and Fittings)	Class "B" (£670–£722)	Class "A" (£761–£800)	Under the supervision of the Chief Architect, to have charge of the design and purchase of furniture, fittings and furnishings	To be a qualified Architect and to possess a sound knowledge of design and construction of furniture, to be experienced in estimating and in purchasing methods, and to have a comprehensive knowledge of soft furnishings, carpets, &c.	Carlton, H. W.
Senior Architect	Senior Architect, Class "B" (£670–£722)	Senior Architect, Grade I., Class "A" (£761–£800)	To have general supervision, under the direction of the Chief Architect, of the preparation of such preliminary or contract plans, details, specifications and estimates as may be allotted, and to generally supervise building contracts and inspectorial staff as required	To be an experienced and competent architect, able to practise sound and efficient methods in design and construction	Bastings, E.

PROFESSIONAL DIVISION—*continued.*

Office.	Present Classification.	Revised Classification.	Duties.	Qualifications.	Name of Officer Recommended.
			DEPARTMENT OF PUBLIC WORKS—*continued.*		
Assistant Engineer (Mechanical)	Class "C"	Class "B" (£592–£644)	To prepare reports, schemes, contract plans, specifications and estimates for mechanical plant, installations, and to supervise the carrying out of these installations	To have completed a day diploma course in Mechanical Engineering and to have had wide experience in the design, installation and testings of modern mechanical equipment and services	Baskett, K. C.
Assistant Engineer (Electrical)	Class "C"	Class "B" (£592–£644)	To prepare reports, schemes, contract plans, specifications and estimates for electric light and power installations, and to supervise the carrying out of these installations	To have completed a day diploma course in Electrical Engineering or to be an Associate Member of an approved Engineering Institute by examination. To have had wide experience in the design and installation of electric light and power installations	Hall, W. G. E.
Draughtsman (Sewerage)	Class "C" (£449–£553)	Class "B" (£592–£644)	The planning of water supply and sewerage installation, sewage treatment plants and detailing, specifying, and estimating in connexion with same	To be experienced in the preparation of plans and specifications for water supply installations, sewage treatment works, house connexions, sanitary plumbing and drainage works and to possess an intimate knowledge of the By-laws of the Melbourne and Metropolitan Board of Works and Country Sewerage Authorities	Field, A.
Assistant Architect (two offices)	Assistant Architect Class "C"	Assistant District Architect, Class "B" (£592–£644)	To prepare schemes, estimates, reports, contract plans, details, and specifications, and to represent the District Architect in his absence	To be a qualified and experienced architect, competent to practise sound and efficient methods in planning, construction, and design	Taylor, A. R. Ogilby, R. C. G.
Assistant Engineer (two offices)	Class "C"	Class "B" (£592–£644)	To assist in the design of civil engineering works and in the supervision of maintenance and construction work in office or field as required	To be a graduate in Civil Engineering or a qualified Municipal Engineer. To be well versed in modern engineering practices as applied to civil engineering works	Tyers, A. McK. Drew, A. C.
Technical Stores Officer	Class "C"	Class "B" (£592–£644)	To prepare estimates in connection with requisitions for stores, material, equipment, &c., and to act as purchasing officer	A knowledge of works practice and of all contracts for supplies; experience in the purchase of technical stores, equipment, and material, ability to conduct negotiations with firms and contractors, and a knowledge of the Stores and Transport Regulations	Fletcher, A. R.

Appeals against the above recommendations should be lodged with the Secretary to the Public Service Board not later than Saturday, the 20th January, 1947.

By order,
E. F. FITZGIBBON,
Secretary.

Office of the Public Service Board,
Melbourne, 31st December, 1946.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

No. 4] MONDAY, JANUARY 13. [1947

Factories and Shops Acts.

DETERMINATION OF THE ELECTRICAL TRADE BOARD.

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

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

Full particulars of the apprent-iceship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell-street, Melbourne, C.1 (price 3d.).

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

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

(i) the generation or distribution of electricity;

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

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

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

(1) in any process, trade, business, or occupation connected with—

(*a*) the generation or distribution of electricity,

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

(*c*) the manufacture of electrical globes and electrical valves;

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

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after 7th November, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

No. 4.—11262/46.

2.

Adults.	Wages per Week of 44 Hours.		
	Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
(a) General.			
Electrician in charge of electrical supply undertaking	7 11 0	7 17 6	7 8 0
Electrical instrument maker and/or repairer (as defined)	7 5 0	7 11 6	7 2 0
Installation inspector and/or tester	6 18 0	7 4 6	6 15 0
Shift electrician	6 15 0	7 1 6	6 12 0
Refrigeration mechanic or serviceman	6 15 0	7 1 6	6 12 0
Electrician in charge of plant and/or installation	6 15 0	7 1 6	6 12 0
Electrical fitter and/or armature winder	6 15 0	7 1 6	6 12 0
Battery fitter	6 15 0	7 1 6	6 12 0
Cable jointer, on high tension (over 6,600 volts)	6 14 0	7 0 6	6 11 0
Cable jointer, on low tension (under 6,600 volts)	6 12 0	6 18 6	6 9 0
Cable jointer's mate	5 11 0	5 17 6	5 8 0
Electrical mechanic	6 15 0	7 1 6	6 12 0
Linesman	6 6 0	6 12 6	6 3 0
Linesman's assistant	5 11 0	5 17 6	5 8 0
Patrolman—			
(a) Inspecting and switching circuits, or repairing live feeders or distributors of 600 volt or over, or repairing faults on consumers' premises	6 6 0	6 12 6	6 3 0
(b) Inspecting, switching or renewing lamps or fuses on circuits, but not repairing	5 13 6	6 0 0	5 10 6
Meter tester (1st grade)	6 5 0	6 11 6	6 2 0
Meter tester (2nd grade)	6 0 0	6 6 6	5 17 0
Meter fixer	6 0 0	6 6 6	5 17 0
Switchboard attendant	6 4 6	6 11 0	6 1 6
Battery attendant	5 12 0	5 18 6	5 9 0
Electrical fitter's and mechanic's assistant	5 11 0	5 17 6	5 8 0
Process worker	5 10 0	5 16 6	5 7 0
(b) Wet Battery Manufacturing.			
Plante assembler	6 0 0	6 6 6	5 17 0
Battery repairer (factory)	5 17 0	6 3 6	5 14 0
Mixing and pasting by hand	5 15 0	6 1 6	5 12 0
Charging and moulding of grids	5 15 0	6 1 6	5 12 0
Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery)	5 14 0	6 0 6	5 11 0
Formation process	5 12 0	5 18 6	5 9 0
All others in this subdivision	5 10 0	5 16 6	5 7 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.

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 5.

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

Apprenticeship.

(Other than those covered by the Apprenticeship Commision.)

Apprenticeship Trades.

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

Electrical fitter and/or armature winder (except the winding of armatures by specialized processes),
Electrical mechanic,
Refrigeration mechanic or serviceman.

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 electrical fitting shall include sufficient instruction in welding to enable them to perform the work of their trade 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 trade of—

Electrical mechanic,

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—

Electrical fitter,
Electrical machanic, 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 shall be as follows:—

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

Adult Apprentices.

(*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 undermentioned 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.
Four and Five-year Terms.						
	Per Week.	Per Week.	Per Week.			
		s. d.	s. d.	£ s. d.	£ s. d.	£ s. d.
1st year	22½	..	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.—Apprenticeship commencing after the Age of 17 Years.						
1st year	26	..	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

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 16 and 17 hereof respectively.

FEMALES AND UNAPPRENTICED MALE JUNIORS.

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

Wages per Week of 44 Hours.

—	Percentage of Needs Basic Wage.	Constant Loading.	Total Wage Payable— Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
		s. d.	£ s. d.	£ s. d.	£ s. d.
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

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

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

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

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

Prohibited Occupations.

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

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.

SPECIAL RATES.

5. In addition to the wages prescribed in clauses 2, 3, and 4 hereof, the following special rates and allowances shall be paid to employees, including apprentices, 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 on the workman's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day in which case it shall be given during the next working day), or else the said allowance shall be paid.

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

Height Money.

(*e*) Electrical tradesmen and their assistants engaged in the erection repair and maintenance of radar or electrical equipment on masts of ships or other structures at a height in each case 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 temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

Lead Works.

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

Meat Digestors and Oil Tanks.

(*h*) 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.

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

Slaughtering Yards.

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

Underground Mine Work.

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

Wet Places.

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

Special Rates not Cumulative.

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

Rates not Subject to Penalty Additions.

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

TRAVELLING AND BOARD.

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

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.

7. 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.

8. (*a*) Subject to the exceptions hereinafter provided the ordinary hours of work shall be 44 per week to be worked in five days of 8 hours (Monday to Friday inclusive) and one day (Saturday) of 4 hours ; or five days (Monday to Friday inclusive) of 8 hours 48 minutes each continuously except for meal breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday.

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

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

Five-Day 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-day 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-day 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.

Electricians.

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

SHIFT WORK.

Definitions.

9. (*a*) For the purposes of this clause—

"Afternoon shift" means any shift finishing after 6 p.m. and at or before midnight.
"Continuous work" means work carried on with consecutive shifts of men throughout the 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 fourteen 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 Allowance.

(*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 15 (*b*) hereof.

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

Sundays and Holidays.

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

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 12 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Junior and Female Employees.

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

MIXED FUNCTIONS.

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

OVERTIME.

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

Except as provided in this sub-clause or sub-clause (*b*) hereof in computing overtime each 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-day Week.

(*d*) A day worker on a five-day 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 breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

Crib Time.

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

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

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

Tea Money.

(*i*) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 2s., and 1s. 3d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

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

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

Transport of Employees.

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

HOLIDAYS AND SUNDAY WORK.

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

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

Exceptions.

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

Provided that where employees are necessarily engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day 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.

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

PAYMENT OF WAGES.

14. (*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.

15. (*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 16 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 timekeeping 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.

16. (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.

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

Seven-day Shift Workers.

(b) In addition to the leave hereinbefore prescribed seven-day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays shall be allowed seven consecutive days' leave including non-working days.

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

Annual Leave Exclusive of Public Holidays.

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

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

Broken Leave.

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

Calculation of Continuous Service.

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

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

(ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or

(iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inablity 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 16 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 eriod 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 12 of this Determination.

Payment for Period of Leave.

(*k*) Each employee before going on leave shall be paid two weeks' wages, except a shift worker or an employee taking his leave pursuant to sub-clause (*d*) of this clause either of whom shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause and sub-clause (*l*) hereof, wages shall be at the rate prescribed by clauses 2, 3, and 4 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

(*l*) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee the employee shall be paid at his ordinary rate of wage for 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.

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

Drinking Water.

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

First-Aid Outfit.

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

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

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

Washing and Sanitary Conveniences.

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

Clothing, Equipment, and Tools.

Damage to Clothing and Tools.

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

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 employees manually hauling underground cables or ring mains and similar cables on ships 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 undermentioned equipment to enable each welder and his assistant when engaged on work necessitating its use to be supplied with same :—

(*a*) Suitable asbestos sheets.

(*b*) Hand screens or helmets fitted with coloured glass (or in the case of oxy-acetylene operators protective glasses with side shields).

(*c*) Anti-flash goggles.

(*d*) Aprons, leather sleeves and leggings (or coveralls of flame-proof material) and gauntlet gloves ; and

(*e*) Gum or other insulating boots when working in places so damp that danger of electric shock exists.

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

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

Safety Gear for Live Work.

(vii) Adequate safety gear (including insulating gloves, mats, and/or shields where necessary) shall be provided by employers for employees required to work on live electrical equipment.

Tools.

(viii) 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—Electrical Trades.

(ix) An electrical trades employee shall not be required to carry tools and/or material exceeding 40 lb. in weight or 6 feet in length to or from the job.

If an electrical trades employee on jobs away from the workshop is unable to arrange suitable free storage accommodation for his tools, the employer shall upon request ensure the provision of same.

Females—Rest Period and Seats.

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

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

Ventilation.

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

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

(ii) the atmosphere may otherwise become vitiated,

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

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

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes, and Dust Regulations 1945 (published in the *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.

19. 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.

20. (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 abovenamed organization.

General Secretary.

(SEAL.)

Date—

Specimen signature of holder.
Strictly not transferable.

TIME AND WAGES BOOK.

21. (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.

22. 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.

23. "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;

(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.

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

"Electrical instrument maker and/or repairer" means an adult employee in an electric supply undertaking who is required to design, test, repair, and build electrical measuring and/or recording appliances and/or instruments (not including consumers meters) and carry out experiments on same in a workshop or laboratory.

"Plante assembler" means an adult male employee engaged in the building of batteries with plante, kathanode or train lighting type plates, who in the course of his work is required to burn groups or connectors.

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

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

"Shift electrician" means an electrician of at least five years' experience who is in charge of a generating station or rotary converter sub-station during his shift, and is not constantly under the supervision of a superior officer.

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

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

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

"Meter tester—2nd grade," means an adult employee engaged in the testing, adjustment, and replacement of standard parts of single-phase electricity meters, including testing of meters in batches in a workshop.

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

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

SPECIAL CONDITIONS APPLICABLE TO EMPLOYMENT IN ELECTRIC SUPPLY UNDERTAKINGS.

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

Leading Hands.

(*aa*) As a proviso to "Leading Hands" in clause 2 of this Determination.

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.

(*a*) (In lieu of clause 8 (*a*) of this Determination "Hours of Work")—

Day Workers.

The ordinary hours of employment shall be 44 per week, to be worked in five days of 8 hours (Monday to Friday inclusive), and one day (Saturday) of 4 hours; or five days (Monday to Friday inclusive) of 8 hours 48 minutes each; in either case, to be worked continuously except for meal breaks at the discretion of the employer between 7 a.m. and 6 p.m. on Monday to Friday inclusive, and 7 a.m. and 12.30 p.m. on Saturday; Provided that the spread of hours herein prescribed may be altered as to all or a section of the employees by mutual agreement between the employer and the union representative of the employees concerned.

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

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

(*b*) (In lieu of clause 9 of this Determination "Shift Work")—

Shift Workers Generally.

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

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

The ordinary hours of shift workers shall not exceed 88 in 14 consecutive days.

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

Continuous Shift Workers.

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

Subject to the provisions of paragraph (c) of this clause, shift workers on continuous work shall be paid at the rate of double time for all time worked in excess of shift hours, except when such overtime is due to arrangement between the employees themselves or is necessary in effecting periodical rotation of shifts, or is owing to the failure of a shift man, who should relieve, to present himself for duty at the appointed time, in which case ordinary time only shall be paid.

Non-continuous Shift Workers.

(iii) Employees engaged on non-continuous work working on afternoon or night shift which does not continue for more than three successive afternoons or nights shall be paid for such shifts at the rate of time and a half, and where such shifts continue for more than three successive afternoons or nights, at the rates prescribed by clause 9 (*f*) of this Determination.

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

(*c*) The following sub-clause is added to clause 11 :—

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

(*d*) In lieu of clause 11 (*c*) :—

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

(*e*) Clause 11 (*h*) shall not apply to employees covered by this clause.

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

PERIODICAL ADJUSTMENT OF WAGES.

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	4 13 0	6 0	4 19 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.				
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.				

ADJUSTMENT OF BASIC WAGE.

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 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 and 4 of this Determination.

MARGINAL RATES.

In addition to the basic wage prescribed by clause 25, any adult employee of a classification specified hereunder shall be paid the margin and loading hereinafter assigned to that classification, and such loading shall be deemed to be part of his ordinary rate of wage for all purposes of this Determination ;—

Classification.	Margin.	Loading.
	s. d.	s. d.
(a) General—		
Electrician in charge of electrical supply undertaking	46 0	6 0
Electrical instrument maker and/or repairer (as defined)	40 0	6 0
Installation inspector and/or tester	33 0	6 0
Shift electrician	30 0	6 0
Refrigeration mechanic or serviceman	30 0	6 0
Electrician in charge of plant and/or installation	30 0	6 0
Electrical fitter and/or armature winder	30 0	6 0
Battery fitter	30 0	6 0
Cable jointer, on high tension (over 6,600 volts)	29 0	6 0
Cable jointer, on low tension (under 6,600 volts)	27 0	6 0
Cable jointer's mate	9 0	3 0
Electrical mechanic	27 0	9 0
Linesman	23 0	4 0
Linesman's assistant	9 0	3 0
Patrolman—		
(i) Inspecting and switching circuits or repairing live feeders or distributors of 600 volt or over, or repairing faults on consumer's premises	23 0	4 0
(ii) Inspecting, switching, or renewing lamps or fuses on circuits, but not repairing	11 6	3 0
Meter tester (1st grade)	22 0	4 0
Meter tester (2nd grade)	18 0	3 0
Meter fixer	18 0	3 0
Switchboard attendant	21 6	4 0
Battery attendant	10 0	3 0
Electrical fitter's, and mechanic's assistant	9 0	3 0
Process worker	8 0	3 0
(b) Wet battery manufacturing—		
Plante assembler	18 0	3 0
Battery repairer (factory)	15 0	3 0
Mixing and pasting by hand	13 0	3 0
Charging, moulding of grids	13 0	3 0
Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery)	12 0	3 0
Formation process	10 0	3 0
All others in this subdivision	8 0	3 0

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

J. W. RYAN, Secretary.

Melbourne, 23rd October, 1946.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 5] MONDAY, JANUARY 13. [1947

Factories and Shops Acts.

DETERMINATION OF THE WHARFS AND JETTIES BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board, which since the 10th November, 1927, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in **the trade of constructing or demolishing wooden or concrete wharfs, piers, or jetties,**" has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence on or after the 4th November, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. APPRENTICES AND IMPROVERS.

—	Wages. Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.	PROPORTION (in any place).
	s. d.	s. d.	s. d.	*Apprentices.* One apprentice to every three or fraction of three workers receiving not less than 111s. per week of 44 hours. *Improvers.* Three improvers to every four or fraction of four workers receiving not less than 111s. per week of 44 hours.
Under 16 years of age	33 6	2 0	35 6	
" 17 " "	43 3	2 6	45 9	
" 18 " "	52 9	3 0	55 9	
" 19 " "	66 3	3 9	70 0	
" 20 " "	76 9	4 6	81 3	
" 21 " "	89 3	5 3	94 6	

OTHER EMPLOYEES.

—	WAGES. Day Work. Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.	Where Two Shifts are Worked. Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Foreman	139 3	6 0	145 3	144 3	6 0	150 3
Leading hand, i.e., a person in charge of not less than—						
(a) three nor more than ten employees	133 3	6 0	139 3	138 3	6 0	144 3
(b) eleven nor more than fifteen employees ..	136 3	6 0	142 3	141 3	6 0	147 3
Pile-driver	130 3	6 0	136 3	135 3	6 0	141 3
Pile-driver's offsider	113 0	6 0	119 0	118 0	6 0	124 0
Wharf carpenters, employed on cross heads, beams, walings, transoms, kerbings, capping and bollards, braces or lower walings, decking, marginal or stepping decking, fenders, tie beams, trimmers, ladders and steps, platforms for points and approaches thereto, boat landings, ring bolts, mooring hooks, mooring piles, beacons, fencing, pile-pointing, pile-ringing, form work for concrete construction, or fitting and fastening all angle iron for waterways	127 3	6 0	133 3	132 3	6 0	138 3

OTHER EMPLOYEES—*continued.*

—	WAGES.					
	Day Work.			Where Two Shifts are Worked.		
	Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.	Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Oxy acetylene burner on demolition work	127 3	6 0	133 3	132 3	6 0	138 3
Saw sharpener	126 6	6 0	132 6	131 6	6 0	137 6
Machine borer	113 0	6 0	119 0	118 0	6 0	124 0
Cleater	110 0	6 0	116 0	115 0	6 0	121 0
Cradler or squarer						
Hand borer						
Wharf carpenter's assistant	108 0	6 0	114 0	113 0	6 0	119 0
Dumper						
Other demolition workers	105 6	6 0	111 6	110 6	6 0	116 6
All others	105 0	6 0	111 0	110 0	6 0	116 0
CONCRETE WORK.						
Pneumatic pick user or jack hammer-man	111 0	6 0	117 0	116 0	6 0	122 0
Concrete floater	110 0	6 0	116 0	115 0	6 0	121 0
Mixer operator	110 0	6 0	116 0	115 0	6 0	121 0
Men filling moulds	108 0	6 0	114 0	113 0	6 0	119 0
Gaugers, i.e., persons filling gauged barrows or boxes						
Other mixers						
Men employed on reinforcements						
Barrowmen or general labourers	105 0	6 0	111 0	110 0	6 0	116 0

HOURS.

3. The number of hours to constitute an ordinary week's work shall be 44.

TERMS OF ENGAGEMENT.

4. (*a*) Engagement may be by the week or by the hour. If by the week it shall be terminable on either side by a week's notice, which may be made to expire at any time during a week of the employment.

Provided that this clause shall not affect the employer's right to dismiss forthwith at any time an employee because of the latter's incompetence or misconduct, in which case the employee shall be entitled to payment in respect of wages only up to such time of dismissal.

(*b*) If engagement is by the hour, the rates of wages shall be increased by 10s. per week to cover payment for holidays and sick leave, but such amount shall not be taken into consideration when computing overtime, Sunday and holiday rates.

TIME OF BEGINNING AND ENDING WORK.

5. (*a*) The spread of hours shall be as follows :—

	Time of Beginning.	Time of Ending.
Day work—		
Monday to Friday	7 a.m.	5 p.m.
Saturday	7 a.m.	11.45 a.m.
Where two shifts are worked—		
Monday to Saturday (day shift)	6.30 a.m.	2.30 p.m.
" " (afternoon shift)	2.30 p.m.	10.30 p.m.

Any of the above times of beginning and ending may be varied on any job by mutual consent of the employer and the majority of the employees, but in no case shall the total length of any shift be increased.

(*b*) The higher rate to be paid for each hour or fraction of an hour worked by any employee before or after his shift shall be time and a half for the first two hours, and thereafter double time.

FARE ALLOWANCE.

6. In addition to the amounts otherwise prescribed, an employee shall be paid an amount of 2s. 6d. per week as a fare allowance.

HOLIDAYS.

7. (*a*) An hourly employee shall be entitled to receive the following holidays without pay:—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the day so substituted shall be observed.

(*b*) An employee on weekly engagement shall be entitled to the above-mentioned holidays without deduction of pay.

HOLIDAYS AND SUNDAY WORK.

8. All time worked on Sundays or on any of the holidays prescribed herein shall be paid for at the rate of double time.

"Rate of double time" for weekly employees shall mean as to the holidays set out an extra payment at the ordinary rate in addition to the rate ordinarily receivable.

SPECIAL RATES.

Confined Spaces.

9. (*a*) Working in confined space (as defined), 3d. per hour extra.

Confined space means a place the dimensions or nature of which necessitate working in a cramped position or without sufficient ventilation.

Dirty Work.

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

In case of disagreement between the foreman and workman, the workman, or a shop steward on his behalf, shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such cases 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 he said allowance shall be paid.

Special Rates not Cumulative.

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

SICK LEAVE.

10 (*a*) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless 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 necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health for more than forty-four hours of working time in each year of service.

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

ANNUAL HOLIDAY.

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

WET WORK RATE.

12. Men who in the ordinary course of their work are—

(i) Wetted from feet to knees .. .. .. } shall be paid 1s. per day or portion of a day extra, irrespective of
(ii) Working on rafting or staging awash .. } whether rubber boots are worn or not.

CRIB TIME.

13. A period of twenty-five minutes shall be allowed to shift workers for crib time, without deduction of pay.

MEAL ALLOWANCE.

14. An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work shall either be supplied with a meal by the employer or paid 2s., or if the work extends into a second meal hour 4s. for the two meals, but such payment need not be made to employees living in the same locality as their work and who can reasonably return home for meals.

LIVING ALLOWANCE.

15. Where employment necessitates the absence of an employee from his usual place of residence for more than a period of 24 hours he shall be entitled to an allowance at the rate of 25s. per week.

TEA BREAK.

16. A tea break of ten minutes' duration on each day or shift to be counted as time worked shall be allowed employees without deduction of pay. The employer shall fix the time of the tea break and shall provide the necessary labour to brew the tea at the commencement of the tea break.

HOT WATER.

17. The employer shall make provision where practicable for the supply of hot water during meal hours.

CHANGING TIME.

18. When an employee, in the course of his work, falls or is knocked into water, not more than one hour without deduction of pay shall be allowed to enable him to change into dry clothing.

MIXED FUNCTIONS.

19. Where an employee is required to do, and does on any one day for a time exceeding four hours in the aggregate, work for which a higher rate is prescribed than for other work done by him on that day, he shall be paid at not less than such higher rate for all work done by him on that day.

PERIODICAL ADJUSTMENT OF WAGES.

20. The wages rates set out in clause 2 are based upon the following basic wage and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act* 1934, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages of apprentices and improvers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause 21.

Basic Wage.

Place.	Basic Wage.	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	4 13 0	6 0	4 19 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

21. (*a*) Until the beginning of the first pay period to commence in February, 1947, the amount of the basic wage shall be as prescribed in clause 20.

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

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

(1) The index number set to be applied is that assigned to Melbourne.

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

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

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

Table.

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

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

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

J. W. RYAN, Secretary.

Melbourne, 24th October, 1946.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

No. 6] MONDAY, JANUARY 13. [1947

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 1 (BOOT DEALERS).

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 portion of the City of Sandringham as is 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 appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed in the business of a seller of boots, shoes, or slippers, being a business usually or frequently carried on in a shop," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 14th 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 46 Hours.

—	Males.	Females.
	s. d.	s. d.
Under 16 years	16 6	15 0
16 years	21 6	20 6
17 „	33 0	27 0
18 „	40 6	35 0
19 „	51 0	39 6
20 „	61 6	45 0

Provided that any apprentice or improver without previous experience entering the trade at 17, 18, 19, or 20 years of age may be paid for his or her first year's service 12½ per cent. and for his or her second year's service 10 per cent. less than the rates fixed above.

PROPORTION (IN ANY SHOP OR PLACE).

APPRENTICES.

Males.

One male apprentice to every three or fraction of three male persons receiving not less than 78s. 6d. per week of 46 hours.

Females.

One female apprentice to every three or fraction of three female persons receiving not less than 49s. per week of 46 hours.

An indenture of apprenticeship prescribed by the Board was approved on 28th March, 1923.

IMPROVERS.

Males.

Two male improvers to one
Four „ „ „ two
Five „ „ „ three
Six „ „ „ four
Seven „ „ „ five
Eight „ „ „ six
Nine „ „ „ seven
Ten „ „ „ eight
} male persons receiving not less than 78s. 6d. per week of 46 hours,

and thereafter one additional male improver to every two or fraction of two additional.

Other Employees.

Wages per Week of 46 Hours.

—	Within the Metropolitan District and such portion of the City of Sandringham as is not included within the said District; the Cities of Geelong and Geelong West; and the Town of Newtown and Chilwell.	All other parts of Victoria where this Determination applies.
MALES.	s. d.	s. d.
Manager of a shop or head salesman, *i.e.*, the principal employee in any shop, branch shop, or boot and/or shoe department in any establishment in which are sold goods other than those sold by bootdealers, notwithstanding he may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department—		
(*a*) Working singly ..	125 6	120 6
(*b*) In charge of 1, 2, 3, or 4 persons	131 0	123 6
(*c*) In charge of 5 or more persons	142 0	134 0
Salesmen—		
21 years of age	83 0	78 6
22 years of age	98 6	94 0
23 years of age or over ..	122 6	114 6
Persons employed in the parcels or country order office, or as packers, porters, or storemen—		
21 years of age	83 0	78 6
22 years of age	98 6	94 0
23 years of age or over ..	122 6	114 6

Apprentices or Improvers.	Other Employees.		
	Wages per Week of 46 Hours.		
		Within the Metropolitan District and such portion of the City of Sandringham as is not included within the said District; the Cities of Geelong and Geelong West; and the Town of Newtown and Chilwell.	All other parts of Victoria where this Determination applies.
	FEMALES.	s. d.	s. d.
PROPORTION (IN ANY SHOP OR PLACE). IMPROVERS. *Females.* Two female improvers to one Four „ „ „ two Five „ „ „ three Six „ „ „ four Seven „ „ „ five Eight „ „ „ six Nine „ „ „ seven Ten „ „ „ eight } female persons receiving not less than 49s. per week of 46 hours, and thereafter one additional female improver to every two or fraction of two additional Provided that one female improver in lieu of one male improver, or one male improver in lieu of one female improver, may be employed.	Manageress of a shop or head saleswoman, *i.e.*, the principal employee in any shop, branch shop, or boot and/or shoe department in any establishment in which are sold goods other than those sold by bootdealers, notwithstanding she may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department—		
	(*a*) Working singly ..	125 6	120 6
	(*b*) In charge of 1, 2, 3, or 4 persons	131 0	123 6
	(*c*) In charge of 5 or more persons	142 0	134 0
	Saleswomen—		
	21 years of age	49 0	49 0
	22 years of age	53 6	53 6
	23 years of age or over ..	63 6	59 6

OVERTIME.

3. (*a*) All time worked in excess of 46 hours in any week shall be paid for at the rate of time and a half for the first three hours and double time thereafter.

(*b*) All time worked after 12.45 p.m. on Saturday shall be paid for at the rate of double time.

TIME WAGES.

4. 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 at the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

Provided that no such person shall be paid for less than two hours on any one Saturday and not less than three hours on any one day other than a Saturday.

SPECIAL RATES.

5. Double time shall be the rate for all work done on Sunday and time and a half shall be the rate for all work done on New Year's Day, Australia Day, Good Friday, Easter Saturday (except in the area enclosed by and including Flinders-street, Spencer-street, Lonsdale-street, and Spring-street, in the City of Melbourne, where the rate of treble time shall be paid), Easter Monday, Labour Day, King's Birthday, Christmas Day, and Boxing Day or after 1 p.m. on Show Day (in such localities mentioned in the Twelfth Schedule to the *Public Service Act* 1928 as are within the area to which this Determination applies); but if any other day be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays, the special rate shall only be payable for work done on the day so substituted.

NOTICE OF INTENTION TO WORK OVERTIME.

6. At least four hours' notice of intention to work overtime shall be given to an employee before such employee is required to work beyond the usual time of ceasing duty.

MEAL ALLOWANCE.

7. An employee required to work any overtime in excess of one hour beyond the usual time of ceasing duty shall be paid a meal allowance of 2s. 6d. Such allowance shall be paid on the day upon which the overtime is worked and shall be in addition to any payment due for such overtime.

GARMENT ALLOWANCE.

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

BICYCLE ALLOWANCE.

9. Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 3s. per week in addition to the ordinary wage shall be paid to such employee.

PAYMENT OF FARES.

10. Where an employee is required by his or her employer to move temporarily from one branch or shop to another all additional fares so incurred shall be paid by the employer.

REFERENCE.

11. 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 qualifications.

SICK LEAVE.

12. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—(1) during the first year, one half day's ordinary pay for each complete month of service; (2) during any subsequent year of service, six days' ordinary pay, provided that evidence satisfactory to the employer is produced to prove that such absence was due to personal ill health or accident.

(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 eighteen 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.

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.)

REST PERIOD.

14. All employees shall be allowed two rest intervals on each day as follows:—(a) The first of ten minutes to be allowed between the time of commencing work and the usual meal interval; (b) the second of ten minutes to be allowed between the usual meal interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

TIME AND WAGES RECORDS.

15. An employer shall keep 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.

TERMINATION OF EMPLOYMENT.

16. 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, as the case may be, in lieu thereof. This provision shall only apply in the case of the employee who has been employed continuously for three months or more.

PAYMENT OF WAGES.

17. Wages shall be paid not later than Thursday in each week and must be paid during working hours.

PERIODICAL ADJUSTMENT OF WAGES.

18. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act* 1934, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages of apprentices, improvers, and females shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 6d., half or less than half of 6d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause 19.

Basic Wage.

—	Basic Wage.	Loading (Constant).	Total Basic Wage.	Index Number. Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	4 13 0	6 0	4 19 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

19. (a) Until the beginning of the first pay period to commence in February, 1947, the amount of the basic wage shall be as prescribed in clause 18.

(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 amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

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

(1) The index number set to be applied is that assigned to Melbourne.

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

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

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

Table.

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

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

NOTE.—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.

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

J. W. RYAN, Secretary.

Melbourne, 30th October, 1946.

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