



VICTORIA
GOVERNMENT GAZETTE.

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[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 apprenticeship 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 in August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

No. 370.—8162/47.

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 Warrambbool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
<i>(a) General.</i>			
Electrician in charge of electrical supply undertaking	£ s. d. 9 4 6	£ s. d. 9 11 0	£ s. d. 9 1 6
Electrical instrument maker and/or repairer (as defined)	8 15 6	9 2 0	8 12 6
Installation inspector and/or tester	8 4 6	8 11 0	8 1 6
Shift electrician	8 0 0	8 6 6	7 17 0
Refrigeration mechanic or serviceman	8 0 0	8 6 6	7 17 0
Electrician in charge of plant and/or installation	8 0 0	8 6 6	7 17 0
Electrical fitter and/or armature winder	8 0 0	8 6 6	7 17 0
Battery fitter	8 0 0	8 6 6	7 17 0
Cable joiner, on high tension (over 6,600 volts)	7 18 6	8 5 0	7 15 6
Cable joiner, on low tension (under 6,600 volts)	7 15 6	8 2 0	7 12 6
Cable joiner's mate	6 5 6	6 12 0	6 2 6
Electrical mechanic	7 18 6	8 5 0	7 15 6
Linesman	7 7 6	7 14 0	7 4 6
Linesman's assistant	6 5 6	6 12 0	6 2 6
Patrolman—			
(a) Inspecting and switching circuits, or repairing live feeders or distributors of 600 volt or over, or repairing faults on consumers' premises	7 7 6	7 14 0	7 4 6
(b) Inspecting, switching or renewing lamps or fuses on circuits, but not repairing	6 9 6	6 16 0	6 6 6
Meter tester (1st grade)	7 6 0	7 12 6	7 3 0
Meter tester (2nd grade)	6 19 0	7 5 6	6 16 0
Meter fixer	6 19 0	7 5 6	6 16 0
Switchboard attendant	7 5 6	7 12 0	7 2 6
Battery attendant	6 7 0	6 13 6	6 4 0
Electrical fitter's and mechanic's assistant	6 5 6	6 12 0	6 2 6
Process worker	6 4 0	6 10 6	6 1 0
<i>(b) Wet Battery Manufacturing.</i>			
Plante assembler	6 19 0	7 5 6	6 16 0
Battery repairer (factory)	6 14 6	7 1 0	6 11 6
Mixing and pasting by hand	6 11 6	6 18 0	6 8 6
Charging and moulding of grids	6 11 6	6 18 0	6 8 6
Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery)	6 10 0	6 16 6	6 7 0
Formation process	6 7 0	6 13 6	6 4 0
All others in this subdivision	6 4 0	6 10 6	6 1 0

LEADING HANDS.

Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. 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 kilowatts), other than those not on the regular staff, engaged on new construction work, shall be paid 6s. per week extra, and other apprentices and unapprenticed juniors 3s. per week extra; such amount shall be deemed to include all special rates prescribed in clause 5.

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

Ship Repairing.

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

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

APPRENTICESHIP.

(Other than those covered by the Apprenticeship Commission.)

Apprenticeship Trades.

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

- Electrical 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 special 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.	Special Loading.	Total Wage Payable—		
				Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
<i>Four and Five-year terms.</i>						
	Per Week.	Per Week.	Per Week.	£ s. d.	£ s. d.	£ s. d.
1st year	22½	s. d. ..	0 9	1 3 6	1 5 0	1 3 0
2nd year	30	1 0	1 0	1 12 6	1 14 6	1 11 6
3rd year	45	1 6	1 6	2 9 0	2 12 0	2 7 6
4th year	75	2 0	2 3	4 0 6	4 5 6	3 18 6
5th year	95	2 0	3 0	5 2 0	5 8 0	4 19 0
<i>Four-year Terms.—Apprenticeship commencing after the Age of 17 Years.</i>						
1st year	26	..	0 9	1 7 6	1 9 0	1 6 6
2nd year	45	1 0	1 6	2 8 6	2 11 6	2 7 0
3rd year	75	2 0	2 3	4 0 6	4 5 6	3 18 6
4th year	95	2 0	3 0	5 2 0	5 8 0	4 19 0

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>I.—Adult Females.</i>					
Under three months' experience	65	3 0	3 9 6	3 13 6	3 7 6
All others	75	3 0	3 19 6	4 4 6	3 17 0
<i>II.—Junior Females.</i>					
17 years of age and under	40	1 0	2 2 0	2 4 6	2 0 6
18 years of age	47½	1 3	2 9 6	2 13 0	2 8 6
19 years of age	55	1 6	2 17 6	3 1 0	2 16 0
20 years of age	62½	2 0	3 5 6	3 10 0	3 4 0
<i>III.—Junior Males.</i>					
Under 16 years of age	25	0 6	1 6 0	1 7 6	1 5 0
16 years of age	35	0 9	1 16 6	1 18 6	1 15 6
17 years of age	47½	1 0	2 9 6	2 12 6	2 8 0
18 years of age	60	1 0	3 2 0	3 6 0	3 0 6
19 years of age	75	2 0	3 18 6	4 3 6	3 16 0
20 years of age	90	2 0	4 14 0	4 19 6	4 11 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 Allowances.

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

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

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

An employee who—

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

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

(fi) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

Overtime.

(v) 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 prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

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

Tea Money.

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

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

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

Transport of Employees.

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

HOLIDAYS AND SUNDAY WORK.

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

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

(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 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 inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 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 period of twelve months' continuous service.

Calculation of Service.

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

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

Calculation of Month.

(g) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

(h) The annual leave provided for by this clause shall be allowed and shall be taken and except as provided by sub-clauses (i) 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 3½ hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 7½ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

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

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.
Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

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

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, carbolyzed	1 jar
Picric acid solution, made according to the following recipe or prescription:—	
1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water	1 pint
Pins, safety	1 packet
Sal volatile	6 oz.
Scissors	1 pair
Tourniquet	1
Tweezers	1 pair
Cotton, absorbent	} An adequate assortment
Gauze, sterilized, plain	
Lint, absorbent	
Plaster, adhesive	

Lockers.

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

Washing and Sanitary Conveniences.

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

Clothing, Equipment, and Tools.

Damage to Clothing and Tools.

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

is a duly accredited representative of the

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

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

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

"Lineaman" 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.

"Lineaman's assistant" means an adult employee engaged in assisting a lineaman 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.

(a) 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 adjusted as prescribed by 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	5 2 0	6 0	5 8 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) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 25.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

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 special loadings specified in clauses 3 and 4 of this Determination.

MARGINAL RATES.

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

Classification.	Margins Per Week.	Loading Per Week.
	s. d.	s. d.
<i>(a) General.</i>		
Electrician in charge of electrical supply undertaking	70 6	6 0
Electrical instrument maker and/or repairer (as defined)	61 6	6 0
Installation inspector and/or tester	50 6	6 0
Shift electrician	46 0	6 0
Refrigeration mechanic or serviceman	46 0	6 0
Electrician in charge of plant and/or installation	46 0	6 0
Electrical fitter and/or armature winder	46 0	6 0
Battery fitter	44 6	6 0
Cable jointer, on high tension (over 6,600 volts)	41 6	6 0
Cable jointer, on low tension (under 6,600 volts)	14 6	3 0
Cable jointer's mate	41 6	9 0
Electrical mechanic	35 6	4 0
Linesman	14 6	3 0
Linesman's assistant		
Patrolman—		
(a) Inspecting and switching circuits, or repairing live feeders or distributors of 600 volt or over, or repairing faults on consumers' premises	35 6	4 0
(b) Inspecting, switching or renewing lamps or fuses on circuits, but not repairing	18 6	3 0
Meter tester (1st grade)	34 0	4 0
Meter tester (2nd grade)	28 0	3 0
Meter fixer	28 0	3 0
Switchboard attendant	33 6	4 0
Battery attendant	16 0	3 0
Electrical fitter's and mechanic's assistant	14 6	3 0
Process worker	13 0	3 0
<i>(b) Wet Battery Manufacturing.</i>		
Plants assembler	28 0	3 0
Battery repairer (factory)	23 6	3 0
Mixing and pasting by hand	20 6	3 0
Charging and moulding of grids	20 6	3 0
Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery)	19 0	3 0
Formation process	16 0	3 0
All others in this subdivision	13 0	3 0

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

J. W. RYAN, Secretary.

Melbourne, 18th July, 1947.



VICTORIA

GOVERNMENT GAZETTE.

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[1947

Factories and Shops Acts.

DETERMINATION OF THE BEDSTEADMAKERS BOARD.

NOTE.—Since the 2nd July, 1946, this Determination has applied to the whole of the State of Victoria.

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 (including the moulders of bedsteads and excluding the moulders or fenders) employed in the process, trade, or business of a maker of metal bedsteads or fenders, or parts thereof," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.	Wages per week of 44 hours.	
	Within the Metropolitan District; the Cities of Geelong, Geelong West and the Town of Newtown and Chilwell and the City of Warramboul.	Other Parts of Victoria where the Determination applies.
	<i>s.</i> <i>d.</i>	<i>s.</i> <i>d.</i>
Bedstead smith	128 6	125 6
Chill fitter called on to design and model	147 6	144 6
Other chill fitter	128 6	125 6
Machinist	124 0	121 0
Plater in charge	143 0	140 0
Plater's assistant	125 6	122 6
Polisher and grinder	127 0	124 0
Chipper and caster	122 6	119 6
Bedstead fitter and mounter	128 6	125 6
Employee engaged cutting, binding, straightening, drilling or squaring up parts of bedsteads and frame setter	127 0	124 0
Japanner and lacquerer	124 0	121 0
All others	111 0	108 0

SPECIAL RATES.

3. In addition to the wages prescribed in clause 2 hereof the following special rates and allowances shall be paid:—

- Leading hands in charge of not less than three and not more than ten employees, including apprentices, 9s. per week extra; more than ten and not more than twenty employees, including apprentices, 18s. per week extra; more than twenty employees, including apprentices, 27s. per week extra.
- Working in wet places, 1½d. per hour extra. Working in confined spaces, 3d. per hour extra.
- 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.
- Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.
- Compensation to the extent of the damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.
- 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, viz., the highest for the disabilities so prevailing.

Saturday Work—Five-days Week.

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

Standing By.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

Meal Hours—General.

(f) For work done during meal hours and thereafter until a meal-hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

Meal Hours—Maintenance Employees.

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

Crib Time.

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

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

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

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall be either 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.

SHIFT WORK.

7. (a) For the purpose of this clause—

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

“Continuance work” means work carried on with consecutive shifts of men throughout the twenty-four hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks, or due to unavoidable causes beyond the control of the employer.

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

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

Hours—Continuous Work Shifts.

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

The ordinary hours of such shift workers shall not exceed—

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

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

- (i) a shift shall consist of 8 hours, inclusive of crib time;
- (ii) except at the regular change-over of shifts an employee shall not be required to work more than one shift in each 24 hours;
- (iii) twenty minutes shall be allowed to shift workers each shift for crib, which shall be counted as time worked.

Hours—Other Than Continuous Work.

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

- (i) 44 in any week to be worked in five shifts of 8 hours 48 minutes on Monday to Friday inclusive, or five shifts of 8 hours and one shift (Saturday) of four hours; or
- (ii) 88 in 14 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week; or
- (iii) 132 in 21 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week.

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

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

Rosters.

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

Variation by Agreement.

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

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

Afternoon or Night Shifts.

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

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

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

An employee who—

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

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

(f1) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof

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 such 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 13 (b) hereof.

Provided that when not less than 8 hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved the unrelieved employee shall be paid at the rate of time and a half for the first 4 hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

Sundays and Holidays.

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

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 8 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 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.

HOLIDAYS AND SUNDAY WORK.

8. (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.

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

Provided that where employees are necessarily engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day, work done on holidays shall be paid for at the rate of time and a half for the first eight hours and double time thereafter.

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

(d) Employees, other than on shift, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

*ANNUAL LEAVE.**Period of Leave.*

9. (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 8 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 purpose of this clause service shall be deemed to be continuous notwithstanding—

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 14 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 be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting to each union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted up in the plant.

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

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

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

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

Calculation of Month.

(g) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

(j) An employer may allow annual leave to an employee before the right thereto has accrued due, but where leave is taken in such a case a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 8 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) hereof 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 and 4 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

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

Annual Close Down.

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

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

SHOP STEWARDS.

10. Any 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.

11. A duly accredited representative of the Association shall have the right to enter employers' workshops during the midday meal hour for the purposes of interviewing employees on legitimate union business 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 the places where they are taking their meal.
- (iii) That not more than one representative in all be in any workshop at any one time.
- (iv) That no one representative visit a workshop more than once in each week.
- (v) That if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection 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.
- (vi) The official making such inspection shall be entitled to take a copy of entries in a time and wages book relating to the suspected breach of the Determination.

*TRAVELLING TIME, ALLOWANCE AND BOARD.**Travelling and Board.*

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

(b) An employee—

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

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

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

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

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

(i) All fares reasonably incurred.

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

(ii) Reasonable expenses incurred whilst travelling, including 2s. 6d. for each meal taken.

(iii) A reasonable allowance to cover the cost incurred for board and lodging.

CONTRACT OF EMPLOYMENT.

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

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

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

Casual Employment.

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

Late Comers.

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

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

SICK LEAVE.

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

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer (or in the event of dispute the Wages Board) that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 44 hours of working time.

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

Single day absence.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only, such employee, if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioners' 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.

(e) For the purpose of this clause "year" means the period between the 1st day of May in each year and the next 30th day of April.

PAYMENT OF WAGES.

15. (a) Wages shall be paid weekly.

(b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day : Provided that this sub-clause shall not apply to employers who make a practice of allowing advances to employees approximating wages due.

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

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

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

TIME AND WAGES BOOK.

16. Each employer shall keep a time and wages book showing the name of each employee and his occupation, and the hours worked each day and the wages and allowances paid each week.

The time occupied by an employee in filling in any time books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

The time and wages book shall be open for inspection at the employer's office or other convenient place to a duly accredited official of the Association during the usual office hours. Provided that no inspection shall be demanded unless the Secretary of the Association or the district secretary or organizer of any division of the Association suspects that a breach of this Determination has been or is being committed. Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The officer making such inspection shall be entitled to take a copy of the entry in the time and wages book relating to such suspected breach of this Determination.

PAYMENT BY RESULTS.

17. (a) Subject to the minimum wages herein prescribed, an employer may remunerate any of his employees under any system of payment by results based on rates which will enable workers of average capacity to earn at least 10 per cent. in excess of their hourly or weekly rates.

(b) Any increases in prevailing daily and hourly wages resulting from this Determination shall not of themselves compel any increase in piecework rates during the term of this Determination. If in a factory piecework is extended to processes now done on weekly or hourly rates sub-clause (a) hereof shall apply.

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 bubblers, taps, or other suitable drinking fountains.

First-Aid Outfit.

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

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

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

Lockers.

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

Showers.

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

Washing and Sanitary Conveniences.

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

Clothing, Equipment and Tools.

Damage to Clothing and Tools.

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

Gloves.

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

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the 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 shall have the right to bring such case before the Wages Board.

Goggles.

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

Protective Clothing—Galvanizing, etc.

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

Protective Equipment—Welding.

(v) Where necessary employers shall provide electric arc and oxy acetylene operators and their assistants with the following equipment—

- (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 overalls 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.

Tools.

(vi) Until further order the employer shall provide for each employee such tools as were customarily provided at the time of the making of this Determination and for sheet metal workers, snips used in the cutting of stainless steel, monel metal and similar hard metal. The employee shall replace or pay for any tools so provided if lost through his negligence.

Dressing Castings.

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

Hand-rivetting.

(d) Hand-rivetting on rivets $\frac{3}{8}$ -inch diameter and upwards shall be performed double handed.

Ladles.

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

(ii) Where molten metal is carried in ladles by hand the weight of molten metal shall not exceed :—
Single-handed ladles—60 lb., including the weight of the ladle.
Other ladles— $\frac{3}{4}$ cwt. per man.

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

Females—Rest Period.

(f) 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.

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

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

(b) the atmosphere may otherwise become vitiated;

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

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

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

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

DEFINITIONS.

19. (a) "Wet place" means a place in which water is continually dripping from overhead to such an extent as to saturate the clothing of a workman, or a place where water accumulates underfoot to a depth exceeding 2 inches.

(b) "Confined space" means a working place, the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, or where confinement within a limited space is productive of unusual discomfort.

(c) "Association" or "Union" means The Federated Agricultural Implement Machinery and Ironworkers' Association of Australia.

NOTICE BOARD.

20. An employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, and representatives of the Association shall be permitted to post notices of Association meetings upon such board.

POSTING DETERMINATION.

21. A copy of the Determination relating to work carried on in the establishment shall be kept posted in a prominent position by the employer.

MIXED FUNCTIONS.

22. 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.

EXTRA RATES NOT CUMULATIVE.

23. Extra rates prescribed in this Determination are not cumulative so as to exceed the maximum of double the ordinary rates.

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage rates for adult males and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, shall be automatically adjusted as prescribed in clause 25. Wages of females and juniors in receipt of 20s. or more per week shall be adjusted proportionately to adjustments of the needs basic wage, such adjustment to be made to the nearest 3d., half or less than half of 3d. to be disregarded.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. s. d.	Per week. £ s. d.	
Within the Metropolitan District, the Cities of Geelong, Geelong West and the Town of Newtown and Chilwell and the City of Warrnambool	5 2 0	6 0	5 8 0	Melbourne
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.				

ADJUSTMENT OF BASIC WAGE.

25. (a) For the purposes of this Determination the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 24.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

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

Classification.	Margin.	Loading.
	s. d.	s. d.
Bedstead smith	17 6	3 0
Chill fitter called on to design and model	35 6	4 0
Other chill fitter	17 6	3 0
Machinist	13 0	3 0
Plater in charge	31 0	4 0
Plater's assistant	14 6	3 0
Polisher and grinder	16 0	3 0
Chipper and caster	11 6	3 0
Bedstead fitter and mounter	17 6	3 0
Employee engaged cutting, binding, straightening, drilling or squaring up parts of bedsteads and frame setter	16 0	3 0
Japanner and lacquerer	13 0	3 0
All others	Nil	3 0

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

J. W. RYAN, Secretary.

Melbourne, 29th July, 1947.



VICTORIA GOVERNMENT GAZETTE.

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MONDAY, SEPTEMBER 8:

[1947

Factories and Shops Acts.

DETERMINATION OF THE WIRE FENCE AND TUBULAR GATE 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 22nd November, 1928, has had the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of making or erecting woven wire fence (other than wire netting) and tubular gates, has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

ADULTS.

	Wages per Week of 44 Hours.	
	£	s. d.
Welder—		
First class (other than when using Cutler machine)	8	4 6
First class, using Cutler machine	7	6 0
Second class	6	13 0
Third class	6	7 0
Tack Welder	6	10 0
Machinists, being those engaged in working on ringlock, or any other class of fence-making machines, chain netting machines, or picket fabric machines	6	13 0
Paint spray operator	6	7 0
Persons employed in attaching chain netting, fabric, or wire cables to gates or frames	6	9 6
Scroll maker	6	9 6
Tubular frame maker	6	13 0
Person engaged in erecting woven wire fence or tubular gates	6	13 0
Stump hand	6	3 0
All other adult employees	5	11 0

Provided that any person without previous experience employed in attaching chain netting, fabric, or wire cables to gates or frames, scroll making or tubular frame making, and erectors of woven wire fence or tubular gates, shall be paid 123s. per week of 44 hours for the first six weeks of such employment in the industry.

LEADING HANDS.

3. Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.

APPRENTICESHIP.

4. The Board has determined that no apprentice shall be taken in the trade.

UNAPPRENTICED MALE JUNIORS.

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

	Percentage of Needs Basic Wage.	Constant Loading Per Week.		Wages Per Week of 44 Hours.	
		s.	d.	s.	d.
Under 16 years of age	25	0	6	26	0
16 years of age	35	0	9	36	6
17 years of age	47½	1	0	49	6
18 years of age	60	1	0	62	0
19 years of age	75	2	0	78	6
20 years of age	90	2	0	94	0

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

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

The minimum rate payable to a junior employee of 18 years or more with less than six months' experience under this Determination shall until he has had such 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 age, and in addition thereto the constant loading specified for such an employee.

No junior shall be employed in outside spray painting or in the occupation of outside erecting who has not attained the age of nineteen years and has not completed two years in the industry or if under the age of 16 years, using electric arc or oxy-acetylene blow pipe.

SPECIAL RATES.

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

Wet Places.

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

Confined Spaces.

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

Special Rates not Cumulative.

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

Rates not Subject to Penalty Additions.

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

Travelling Time, Allowance, and Board.

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

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

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

The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage, and on trains second class, except where all-night travelling is involved, when they shall be first class, and sleeping berths shall be provided where available.

(c) A camping allowance of 3s. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents, cubicles, or other temporary shelter is necessary: Provided that where cooked meals are procurable by the employee at a mess established by the employer, the amount of such country allowance shall be 9d. per day for every day including Sundays.

(d) Until further order an employer shall be free to engage labour on the site of a job carried on away from the workshop, without payment of any travelling time or fares, unless such employee is sent from the workshop:

Provided that if any employee engaged for the erection of a job had previously been engaged by the same employer in the fabrication of the job in a workshop he shall be paid fares in excess of those incurred in travelling to and from the workshop.

HOURS OF 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-days Week.

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

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

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

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

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

SHIFT WORK.

Definitions.

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

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

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

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

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

Hours—Continuous Work Shifts.

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

The ordinary hours of such shift workers shall not exceed—

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

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

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

Hours—Other than Continuous Work.

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

- (i) 44 in any week to be worked in five shifts of 8 hours 48 minutes, on Monday to Friday inclusive, or five shifts of 8 hours and one shift (Saturday) of 4 hours; or
- (ii) 88 in fourteen consecutive days in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week; or
- (iii) 132 in 21 consecutive days in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

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

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

Rosters.

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

Variation by Agreement.

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

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

Afternoon or Night Shift Allowances.

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

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

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

An employee who—

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

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

(fi) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

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

Sundays and Holidays.

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

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 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 Employees.

(i) 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 a junior, the rate for overtime shall be not less than the rate herein prescribed or 1s. 6d. per hour whichever is the higher.

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

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

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

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

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

(f) For work done during meal hours and thereafter until a meal hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

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

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

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

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

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

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

HOLIDAYS AND SUNDAY WORK.

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.

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

Provided that where employees are necessarily engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day work done on holidays shall be paid for at the rate of time and a half for the first eight hours and double time thereafter.

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

(d) Employees, other than on shift required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

EXTRA RATES NOT CUMULATIVE.

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

PAYMENT OF WAGES.

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 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 employee without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases the wages shall be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any break-down in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(c) An employee not attending for duty shall, except as provided by clause 16 hereof, lose his pay for the actual time of such non-attendance.

Casual Employment.

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

SICK LEAVE.

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 Absence.

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

Cumulative Sick Leave.

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

Attendance at 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 HOLIDAY.

17. (a) The annual holiday for an employee on weekly hiring, or a casual employee, 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.

(b) In addition to the above, seven day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed for each twelve monthly qualifying period one week's leave including non-working days.

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

(d) If in any twelve-monthly qualifying period a seven day shift worker lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee the employee shall be paid, in addition to all other amounts (including any payment in lieu of annual leave as prescribed by sub-clause (a) hereof) due to him, an amount equal to one-fiftieth of his ordinary pay for the period of employment as a seven day shift worker.

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
Fieric acid solution, made according to the following recipe or prescription:—	
1½ teaspoonfuls of powdered pieric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water	1 pint
Pins, safety	1 packet
Sal volatile	6 oz.
Scissors	1 pair
Tourniquet	1
Tweezers	1 pair
Cotton, absorbent	} An adequate assortment
Gauze, sterilized, plain	
Lint, absorbent	
Plaster, adhesive	

Lockers.

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

Washing and Sanitary Conveniences.

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

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

(b) (i) Compensation to the extent of the damages 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 performances of the employee's duties.

Gloves.

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

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

In any case where an 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.

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

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

Protective Equipment—Welding.

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

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

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

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

Tools.

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

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 employer's premises during the mid-day 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 mid-day 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, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

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

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

(Name of organization.)

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

General Secretary.

Date.

Specimen signature of holder.

SEAL.

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.

DEFINITIONS.

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.

"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.

Welding.

"Welder—1st class" means a tradesman using electric arc and/or oxy-acetylene blowpipe and/or coal gas cutting plant who is required to apply general trade experience as a welder.

"Welder—2nd class" means an adult employee using an electric arc or oxy-acetylene blowpipe who is not a welder 1st class or welder 3rd class.

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

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 25.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
Victoria	5 2 0	6 0	5 8 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

25. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the basic wage shall be as prescribed in clause 24.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

In addition to the basic wage prescribed by clause 24, any adult employee of a classification specified hereunder shall be paid the margin and special 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.	Special Loading.
	s. d.	s. d.
Welder—		
First-class (other than when using Cutler machine)	50 6	6 0
First-class, using Cutler machine	34 0	4 0
Second-class	22 0	3 0
Third-class	16 0	3 0
Tack welder	19 0	3 0
Machinists, being those engaged in working on ring-lock, or any other class of fence-making machines, chain netting machines, or picket fabric machines,	22 0	3 0
Paint spray operator	16 0	3 0
Person employed in attaching chain netting, fabric, or wire cables to gates or frames	18 6	3 0
Scroll maker	18 6	3 0
Tubular frame maker	22 0	3 0
Person engaged in erecting woven wire fence or tubular gates	22 0	3 0
Stump hand	12 0	3 0
All other adult employees	NIL	3 0

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

J. W. RYAN, Secretary.

Melbourne, 8th August, 1947.





VICTORIA GOVERNMENT GAZETTE.

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MONDAY, SEPTEMBER 8.

[1947

Factories and Shops Acts.

DETERMINATION OF THE BOILERMAKERS BOARD.

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

(2) Boilermaking.—Boilermaking and/or steel construction was proclaimed on the 1st December, 1937, as an Apprenticeship Trade under the *Apprenticeship Act 1928*, for the Metropolitan District.

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

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 persons employed in the trade of—

- (a) Boilermaking;
(b) Iron or steel working in connexion with—
(1) Ship or bridge building,
(2) Girder, tank, wagon, or truck making,
(3) Wrought iron or steel pipe making,
(4) Structural iron or steel work"—

has made the following Determination, namely :—

1. That as from the beginning of the first pay period to commence on or after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Adults.	Day Shift.		
	Wages per Week of 44 Hours.		
	Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
Boilermaking and steel construction section—			
Assembler window-frame making (non-tradesman) ..	6 19 0	7 5 6	6 16 0
Attendants at small rivet heating, bolt heating or similar types of fires or furnaces	6 8 6	6 15 0	6 5 6
Blacksmith's striker	6 5 6	6 12 0	6 2 6
Blacksmith's striker on double fires and other assistant ..	6 8 6	6 15 0	6 5 6
Boiler (inside) chipper and cleaner	6 14 6	7 1 0	6 11 6
Boilermaker and/or structural steel tradesman	8 0 0	8 6 6	7 17 0
Boilersmith and/or angle iron smith	8 4 6	8 11 0	8 1 6
Cold saw operator	6 8 6	6 15 0	6 5 6
Dogman	6 8 6	6 15 0	6 5 6
Driller using portable machines	7 15 6	8 2 0	7 12 6
Driller using stationary machines	6 7 0	6 13 6	6 4 0
Employee assisting a ship plate bender or plate setter ..	6 8 6	6 15 0	6 5 6
Employee directly assisting an employee whose margin above the basic wage is 10s. or more	6 5 6	6 12 0	6 2 6
Friction saw operator	6 5 6	6 12 0	6 2 6
Furnaceman on heavy angle iron or heavy plate	6 17 6	7 4 0	6 14 6
Furnaceman's assistant	6 5 6	6 12 0	6 2 6
Holder-up	6 8 6	6 15 0	6 5 6
Machinist—			
1st class	8 0 0	8 6 6	7 17 0
2nd class	7 3 0	7 9 6	7 0 0
3rd class	6 13 0	6 19 6	6 10 0

WAGES—continued

Adults.	Day Shift.		
	Wages per Week of 44 Hours.		
	Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
Machinist, steel construction—			
1st class	6 16 0	7 2 6	6 13 0
2nd class	6 7 0	6 13 6	6 4 0
Marker off (a tradesman the greater part of whose time is occupied in marking off and/or template making) ..	8 6 0	8 12 6	8 3 0
Painter of ironwork using spray	6 7 0	6 13 6	6 4 0
Painter of ironwork (other than ship painter) using brush ..	6 5 6	6 12 0	6 2 6
Plate setter and frame bender	8 3 0	8 9 6	8 0 0
Press and block hand assisting a boiler or angle ironsmith ..	6 8 6	6 15 0	6 5 6
Process worker	6 4 0	6 10 6	6 1 0
Rigger and/or splicer	6 14 6	7 1 0	6 11 6
Rivet heater	6 8 6	6 15 0	6 5 6
Welder—			
1st class (other than when using Cutler machine) ..	8 4 6	8 11 0	8 1 6
1st class (using Cutler machine)	7 6 0	7 12 6	7 3 0
2nd class	6 13 0	6 19 6	6 10 0
3rd class	6 7 0	6 13 6	6 4 0
Welder-tack	6 10 0	6 16 6	6 7 0
Employee not elsewhere classified	5 11 0	5 17 6	5 8 0
A tradesman employed as such in this Section who, in the course of his work, is called upon to operate any machine shall be paid the rate prescribed for a tradesman for all work done.			
Steel pipe making section—			
Assistant at ring making machines	6 8 6	6 15 0	6 5 6
Cement mixer	6 10 0	6 16 6	6 7 0
Cement liner	6 14 6	7 1 0	6 11 6
Cement liner operator	7 3 6	7 10 0	7 0 6
Employee in charge of ring making machines	6 14 6	7 1 0	6 11 6
Employee rounding and straightening steel pipes	6 13 0	6 19 6	6 10 0
Employee on tar dip and sand rolling	6 8 6	6 15 0	6 5 6
Faucet maker in charge of furnace	6 19 0	7 5 6	6 16 0
Faucet maker's assistant	6 8 6	6 15 0	6 5 6
Machine operator (in charge of machines)	6 14 6	7 1 0	6 11 6
Pipe builder	6 14 6	7 1 0	6 11 6

Leading Hands.

Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.

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

Tradesmen in Large Power Houses.

Tradesmen and/or welders and their assistants employed in large operating power houses (i.e., power houses developing more than 8,000 kilowatts) other than those not on the regular staff engaged on new construction work shall be paid 6s. per week extra, and other apprentices and unapprenticed juniors 3s. per week extra; such amount shall be deemed to include all special rates prescribed in clause 5. This allowance shall continue to be payable to tradesmen attached to the staffs of such power houses while carrying out repairs or maintenance in rotary converter sub-stations which are in regular operation.

Ship Repairing.

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

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

3.

APPRENTICESHIP.

(Other than those covered by the Apprenticeship Commission.)

Apprenticeship Trades.

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

Boilermaker and/or structural steel tradesman and/or welder—first class.

Period of Apprenticeship.

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

Contract of Apprenticeship.

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

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

Cancellation or Suspension of Indentures.

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

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

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

Instruction in Welding.

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

Proportion.

(f) (i) The proportion of apprentices who may be taken by an employer shall not exceed one apprentice for every two or fraction of two tradesmen.

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

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 trade of boilermaker, an employer may with the consent of the Apprenticeship Commission 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 this Determination.

Adult Apprentices.

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

Probationary Period.

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

Wages.

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

Wages per Week of 44 Hours.

	Percentage of Needs Basic Wage.	Constant Loading.	War Loading.	Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
<i>Four and Five-year Terms.</i>						
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year	22½	..	0 9	23 6	25 0	23 0
2nd year	30	1 0	1 0	32 6	34 6	31 6
3rd year	45	1 6	1 6	49 0	52 0	47 6
4th year	75	2 0	2 3	80 6	85 6	78 6
5th year	95	2 0	3 0	102 0	108 0	99 0
<i>Four-year Terms.—Apprentices commencing after the Age of 17 Years.</i>						
1st year	26	..	0 9	27 6	29 0	26 6
2nd year	45	1 0	1 6	48 6	51 6	47 0
3rd year	75	2 0	2 3	80 6	85 6	78 6
4th year	95	2 0	3 0	102 0	108 0	99 0

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

Hours.

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

Overtime and Shift Work.

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

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

Payment by Results.

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

Lost Time.

(m) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in this Determination, or on which he has unlawfully absented himself without the master's consent shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served. Provided that in calculating the extra time to be so served the apprentice shall be credited with time which he has worked during the relevant year in excess of his ordinary hours.

Prohibition of Premiums.

(n) An employer shall not, either directly or indirectly, or by any pretence or device receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

Attendance at Technical Schools.

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

Annual and Sick Leave.

(p) Apprentices shall be entitled to sick and annual leave in accordance with the provisions of clauses 16 and 17 hereof respectively.

UNAPPRENTICED MALE JUNIORS.

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

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, or at Warrambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
			<i>Junior Males.</i>		
			<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	25	0 6	26 0	27 6	25 0
16 years of age	35	0 9	36 6	38 6	35 6
17 years of age	47½	1 0	49 6	52 6	48 0
18 years of age	60	1 0	62 0	66 0	60 6
19 years of age	75	2 0	78 6	83 6	76 0
20 years of age	90	2 0	94 0	99 6	91 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.

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

(b) The minimum rate payable to a junior employee of eighteen years or more with less than six months' experience under this Determination shall, until he has had such 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 age and in addition thereto the constant loading prescribed for such an employee.

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

- (i) Angle-iron cropping where the material weighs more than 3½ lb. per foot and is not clamped.
- (ii) Assisting steel furnace ladleman other than in daubing or repairing ladles.
- (iii) Assisting storeman racking and/or loading and/or unloading off vehicles of heavy steel plates, bars or sections.
- (iv) Breaking up pig iron.
- (v) Carry material to or from cupola forge or electric steel furnace or using the slicer or hanging on to end of a bloom. This shall not apply in the case of junior moulders.
- (vi) Cutting out and punching rivets on plates.
- (vii) Cutting plates by means of hammer and cold set.
- (viii) Holding up rivets over ¼ in. diameter.
- (ix) Passing hot rivets in confined spaces.
- (x) Plate edge planers in structural steel or shipbuilding yards where the operator travels on the machine.
- (xi) Punching machines handling plates weighing more than 84 lb.
- (xii) Shearing machines other than guillotine plate shearers, handling plates weighing more than 84 lb.

(d) Junior employee shall not be employed—

- (i) if under the age of 16 years—
on oil or gas burners or fires used for heating of small articles : or
using electric arc or oxy-acetylene blow-pipe, or
- (ii) if under 18 years of age—
die setting on power presses ;
as furnaceman or assistant to furnacemen ; or
as operators of power-driven guillotines.

SPECIAL RATES.

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

Boiling-down Works.

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

Cold Places.

(b) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit, 1½d. per hour extra. Where the work continues for more than two hours employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

Confined Spaces.

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

Dirty Work.

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

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

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

Height Money.

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

Hot Places.

(f) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes rest after 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.

Slag Wool.

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

Slaughtering Yards.

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

Smoke-boxes, etc.

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

War-damaged Ships.

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

(i) where such damaged structural materials are covered in oil residue and/or other unusually obnoxious substances, and there is a risk of such materials falling, or there are difficulties in the way of securing a safe foothold for working—2d. per hour extra;

(ii) where the work is carried out in the presence of explosives or combustible materials under conditions under which there is a risk of fire or explosion—4d. per hour extra;

(iii) where as well as working under the conditions specified in paragraph (i) hereof an employee works under those specified in paragraph (ii) hereof—6d. per hour extra.

The question of whether the conditions specified in paragraphs (i) or (ii) hereof or both of them exist in any particular case shall be settled by agreement between the foreman and the workman concerned provided that in cases of disagreement the matter shall be settled as provided in sub-clause (d) hereof in the case of dirty work, and the provisions of that clause shall apply to claims under this sub-clause. In any case in which it is agreed or decided that the specified conditions exist the extra rate prescribed shall be paid for the whole of the time the employees are engaged cutting and removing the materials mentioned.

Wet Places.

(n) 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.

(o) 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.

(p) 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.

HOURS OF WORK.

Day Workers.

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

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

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

Five-Days Week.

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

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

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

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

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

Forgers, &c.

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

8.

SHIFT WORK.

Definitions.

(a) For the purposes of this clause—

- "Afternoon shift" means any shift finishing after 6 p.m. and at or before midnight.
- "Continuous work" means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the employer.
- "Night shift" means any shift finishing subsequent to midnight and at or before 8 a.m.
- "Rostered shift" means a shift of which the employee concerned has had at least 48 hours' notice.

Hours—Continuous Work Shifts.

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

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

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

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

Hours—Other than Continuous Work.

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

- (i) 44 in any week to be worked in five shifts of 8 hours 48 minutes, on Monday to Friday inclusive or five shifts of 8 hours and one shift (Saturday) of 4 hours, or
- (ii) 88 in fourteen consecutive days in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week, or
- (iii) 132 in 21 consecutive days in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

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

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

Rosters.

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

Variation by Agreement.

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

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

Afternoon or Night Shift Allowances.

(f) Shift workers on continuous work whilst on afternoon or night shifts shall be paid 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.

(f*i*) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

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 8 hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved the unrelieved employee shall be paid at the rate of time and a half for the first 4 hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

Sundays and Holidays.

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

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

Junior Employees.

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

MIXED FUNCTIONS.

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

OVERTIME.

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

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

Rest Period After Overtime.

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

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

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

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

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

Saturday Work—Five-days Week.

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

Standing By.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

Meal Hours—General.

(f) For work done during meal hours and thereafter until a meal-hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

Meal Hours—Maintenance Employees.

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

Crib Time.

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

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

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

Tea Money.

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

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

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

Transport of Employees.

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

HOLIDAYS AND SUNDAY WORK.

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

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

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

Provided that where employees are necessarily engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day, work done on holidays shall be paid for at the rate of time and half for the first eight hours and double time thereafter.

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

(d) Employees, other than on shift, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

PIECEWORK.

12. The Board determines, under the provisions of section 150 of the Factories and Shops Acts, that any employer may fix and pay piecework prices to any person or persons or classes of persons employed at any work for which the Board has fixed the minimum wage, provided that any such employer shall base such piecework prices on the earnings of an average worker working under like conditions, and such piecework prices shall be fixed so that an average worker can earn not less than the wages that are fixed by the Board for such 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 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 performs.

Late Comers.

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

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

SICK LEAVE.

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 11 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

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

Broken Leave.

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

Calculation of Continuous Service.

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

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

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

Calculation of Service.

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

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

Calculation of Month.

(g) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

(j) An employer may allow annual leave to an employee before the right thereto has accrued due, but where leave is taken in such a case a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 11 of this Determination.

Payment for Period of Leave.

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

Proportionate Leave on Dismissal.

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

Annual Close Down.

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

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

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

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

18.

MISCELLANEOUS.

(a)

ACCOMMODATION AND CONVENIENCES.

Boiling Water.

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

Drinking Water.

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

First Aid Outfit.

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

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

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

Lockers.

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

Showers.

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

Washing and Sanitary Conveniences.

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

(b) CLOTHING, EQUIPMENT, AND TOOLS.

Damage to Clothing and Tools.

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

Gas Masks.

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

Gloves.

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

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

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

Goggles.

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

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

Masks.

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

Protective Equipment—Welding.

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

(i) Suitable asbestos sheets,

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

(iii) Anti-flash goggles,

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

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

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

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

Tools.

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

Hand-rivetting.

(c) Hand-rivetting on rivets $\frac{1}{8}$ inch diameter and upwards shall be performed double handed.

(d) *Ventilation.*

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

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

(ii) the atmosphere may otherwise become vitiated,

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

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

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

SHOP STEWARDS.

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, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

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

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

(Name of organization.)

THIS IS TO CERTIFY THAT _____ is a duly accredited representative of the above-named organization.

General Secretary.

(Seal.)

Date—

Specimen Signature of Holder—

STRICTLY NOT TRANSFERABLE.

TIME AND WAGES BOOK.

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.

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

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

(2) "Ship repairs" means—

- (a) All repair work done on ships.
- (b) All work, other than the making of spare parts and stores, done in a workshop used for ship repairs only.
- (c) 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.

(3) "Sunday" means all time between midnight Saturday and midnight Sunday.

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

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

(6) "Welder—1st class" means a tradesman using electric arc and/or oxy-acetylene blowpipe, and/or coal gas-cutting plant or flame hardening who is required to apply general trade experience as a welder or flame hardener respectively.

(7) "Welder—2nd class" means an adult employee using an electric arc or oxy-acetylene blowpipe who is not a welder 1st class or welder 3rd class.

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

(9) "Other smiths" includes ajax-forgers, blacksmith bulldozer, Bradley hammer smith, drop-hammer smith, chain smith, engine smith, general smith, motor smith, oliver smith, ship smith, spring smith, rolling-stock smith, and wheelwright smith.

(10) "Boilermaker" means a tradesman who is required to develop work from drawings or prints, or to make templates, or to apply general trade experience in the fabrication erection, and/or repairing of steel or iron ships, or boilers or other vessels subject to greater pressure than the weight of their contents including iron and steel receivers or retorts, also rivetting by hand or machine caulking, chipping, and operating all machines used in connexion with the foregoing (other than stationary drilling machines).

(11) "Machinist—1st class (steel construction)" means an adult employee engaged on work other than that defined in "Boilermaker" and "Structural steel tradesman" solely operating one or more of the following machines:—Bending rollers, guillotines, shearing machines, hydraulic presses of over 200 tons pressure, portable drillers, portable reamers and tappers.

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

(13) "Structural steel tradesman" means a tradesman engaged in assembling, plating, bolting (temporary or otherwise), rivetting by hand or machine, caulking, chipping, staying, reaming, drilling (other than on stationary machines), or who in the course of his work operates machines for punching and shearing, rolling, bending, angle or plate straightening, or hydraulic presses, or nipping and notching machines, in connexion with the making and/or repairing of tanks, water locks, towers (other than agricultural and pastoral types), wagons, tenders, trucks, rolling-stock, bridges, girders, columns, principals (roofs or otherwise), trusses, structural iron and steel work, but not including parts of standardized frame buildings made in quantities.

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

(15) "Rigger and/or splicer" means an adult workman who is responsible for the erection of tackle and/or who is required amongst other duties to splice wire rope.

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

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

(18) "Process worker" means an employee engaged on—

(a) 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

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

(c) 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.

(19) "Window-frame making" means the making in quantities of metal window frames, metal doors and grilles, and metal ornamentations used in buildings.

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage rates and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 25.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts ..	5 2 0	6 0	5 8 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.

25. (a) For the purposes of this Determination the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 24.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's 'all items' retail price index number by the factor '087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach '5 or more the basic wage shall be taken to the next higher shilling.

MARGINAL RATES.

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

Classification.	Margins Per Week.	Wartime Loadings Per Week.
Boilermaking and steel construction section—		
Assembler window-frame making (non-tradesman)	s. d. 28 0	s. d. 3 0
Attendant at small rivet heating, bolt heating or similar types of fires or furnaces	17 6	3 0
Blacksmith's striker	14 6	3 0
Blacksmith's striker on double fires and other assistant	17 6	3 0
Boiler (inside) chipper and cleaner	23 6	3 0
Boilermaker and/or structural steel tradesman	46 0	6 0
Boilersmith and/or angle iron smith	50 6	6 0
Cold saw operator	17 6	3 0
Dogman	17 6	3 0
Driller using portable machines	41 6	6 0
Driller using stationary machines	16 0	3 0
Employee assisting a ship plate bender or plate setter	17 6	3 0
Employee directly assisting an employee whose margin above the basic wage is 22s. or more	14 6	3 0
Friction saw operator	14 6	3 0
Furnaceman on heavy angle iron or heavy plate	26 6	3 0
Furnaceman's assistant	14 6	3 0
Holder-up	17 6	3 0
Machinist—		
1st class	46 0	6 0
2nd class	31 0	4 0
3rd class	22 0	3 0
Machinist, steel construction—		
1st class	25 0	3 0
2nd class	16 0	3 0
Marker-off (a tradesman the greater part of whose time is occupied in marking off and/or template making)	52 0	6 0
Painter of ironwork using spray	16 0	3 0
Painter of ironwork (other than ship painter) using brush	14 6	3 0
Plate setter and frame bender	49 0	6 0
Press and block hand assisting a boiler or angle ironsmith	17 6	3 0
Process worker	13 0	3 0
Rigger and/or splicer	23 6	3 0
Rivet heater	17 6	3 0
Welder—		
1st class (other than when using Cutler machine)	50 6	6 0
1st class (using Cutler machine)	34 0	4 0
2nd class	22 0	3 0
3rd class	16 0	3 0
Welder—tack	19 0	3 0
Employee not elsewhere classified	Nil	3 0
Steel pipe making section—		
Assistant at ring making machines	17 6	3 0
Cement mixer	19 0	3 0
Cement liner	23 6	3 0
Cement liner operator	32 6	3 0
Employee in charge of ring making machines	23 6	3 0
Employee rounding and straightening steel pipes	22 0	3 0
Employee on tar dip and sand rolling	17 6	3 0
Faucet maker in charge of furnace	28 0	3 0
Faucet maker's assistant	17 6	3 0
Machine operator (in charge of machines)	23 6	3 0
Pipe builder	23 6	3 0

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

J. W. RYAN, Secretary.

Melbourne, 16th July, 1947.



VICTORIA GOVERNMENT GAZETTE.

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[1947

Factories and Shops Acts.

DETERMINATION OF THE CYCLE TRADE BOARD.

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

(b) RE APPRENTICES OR IMPROVERS.—On the 5th March, 1930, the trade of motor cycle mechanic was proclaimed an Apprenticeship Trade under the Apprenticeship Act 1927, and, so far as the Metropolitan District is concerned, the provisions of that Act and the Regulations thereunder determine the conditions of employment of apprentices indentured after 5th March, 1930, and of improvers permitted to enter the trade after 20th November, 1929.

Particulars of such Regulations may be obtained on application to the Secretary, Apprenticeship Commission, Melbourne. Price, 3d.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which, since 15th November, 1937, has had 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 process, trade, or business connected with or incidental to—

(a) the making or repairing of bicycles, tricycles, or motor cycles; or

(b) the making or repairing of any part or parts (other than tyres or engines) of a bicycle, tricycle, or motor cycle,

but not including any process, trade or business subject to the Determination of any Wages Board heretofore appointed, has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

(a) *Apprentices.		(b) *Improvers.		(c) Other Employees.	
	Weekly Wages.		Weekly Wages.		Weekly Wages Day Shift.
	s. d.		s. d.		s. d.
1st year 25 0	1st year 24 3	Foremen, where over five adults are employed	.. 165 6
2nd " 31 3	2nd " 30 0	Foremen, where five adults or fewer are employed	.. 161 9
3rd " 49 6	3rd " 47 9	Lathe hands 160 0
4th " 72 0	4th " 69 3	Builders and repairers of motor cycle frames and frames other than cycle frames 146 3
5th " 95 3	5th " 92 0	Builders or repairers or brazers of cycle frames	.. 143 0
				Other repairers of motor cycles (except lathe hands) 146 3
				Other repairers (except lathe hands)	.. 143 0
				Assemblers of motor cycles 143 0
				Other assemblers 135 0
				Filers on motor and other cycles 135 0
				Wheel-builders on motor and other cycles	.. 135 0
				Foremen in rim-making 149 6
				All others employed in rim-making 135 0
				Persons cleaning off joints by sand-blasting or by shot-blasting 135 0
				Handle-bar benders—	
				By the mandrel method 128 6
				By any other method 135 0
				Persons not provided for otherwise	.. 119 0

* Except those covered by the Apprenticeship Act.

ORDINARY WEEK'S WORK.

3. The number of hours which shall constitute an ordinary week's work shall be 44. Provided that, in any place where the principal work carried on is incidental to and directly connected with the employer's retail business not more than two persons may be employed for a maximum of 46 hours per week without payment of overtime rates.

SPECIAL RATES.

Dirty Work.

4. (a) 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 may bring such case before the Wages Board.

Rate not Subject to Penalty Additions.

(b) The special rate 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.

HOURS OF WORK (EXCEPT IN RETAIL SHOPS).

Day Workers.

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

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

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

Five-days' Week.

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

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

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

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

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

SHIFT WORK.

Definitions.

6. (a) For the purposes of this clause—

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

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

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

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

Hours—Continuous Work Shifts.

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

The ordinary hours of such shift workers shall not exceed—

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

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

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

Hours—Other than Continuous Work.

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

- (i) 44 in any week to be worked in five shifts of 8 hours 48 minutes on Monday to Friday, inclusive, or five shifts of 8 hours and one shift (Saturday) of four hours; or
- (ii) 88 in 14 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week.
- (iii) 132 in 21 consecutive days, in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

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

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

Rosters.

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

Variation by Agreement.

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

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

Afternoon or Night Shift Allowances.

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

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

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

An employee who—

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

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

Overtime.

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

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

except in each case when the time is worked—

- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 9 (b) hereof.

Provided that when not less than 8 hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

Sundays and Holidays.

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

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 8 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.

OVERTIME.

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

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

Rest Period after Overtime.

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

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

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

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

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

Saturday Work—Five-days Week.

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

Standing By.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

Meal Hours—General.

(f) For work done during meal hours and thereafter until a meal-hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

Meal Hours—Maintenance Employees.

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

Crib Time.

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

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

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

Tea Money.

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

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

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

Transport of Employees.

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

SPECIAL RATE FOR SUNDAYS AND PUBLIC HOLIDAYS.

8. Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour 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 special rate shall be payable only for work done on the day so substituted.

CONTRACT OF EMPLOYMENT.

Weekly Employment.

9. (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 employee 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 10, hereof, lose his pay for the actual time of such non-attendance.

Casual Employment.

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

Late Comers.

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

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

SICK LEAVE.

10. (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) Notwithstanding the provisions of sub-clause (a) hereof 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.

11. (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 8 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

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

Broken Leave.

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

Calculation of Continuous Service.

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

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 10 shall be accepted as a notification under this sub-clause.

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

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

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

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

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

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

Calculation of Month.

(g) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed before Due Date.

(j) An employer may allow annual leave to an employee before the right thereto has accrued due, but where leave is taken in such a case a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 8 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 clause 2 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

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

Annual Close Down.

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

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

Provided that all the 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.

WORK GIVEN OUT.

12. (a) For the purposes of this Determination, every person or body of persons who issues, gives out, or authorizes or permits to be issued or given out any material whatsoever for the purpose of being wholly or partly prepared or manufactured by any process or processes subject to the jurisdiction of this Board, notwithstanding the fact that the person to whom the material is issued or given out supplies additional material, shall be deemed to be the employer of the person to whom such material is issued or given out.

(b) Every employer within the meaning of this clause shall keep a record book, which shall contain a correct account written in ink as follows:—

- (i) The name and full address of the person to whom material is issued or given out;
- (ii) The number of articles and description of work issued or given out;
- (iii) The time spent in carrying out and the price paid for such work;
- (iv) The record book shall be signed each week by each person to whom material is issued or given out, verifying the accuracy of the amount of wages received.

(c) The record book mentioned in the preceding sub-clause shall be open for inspection at any time by any authorized officer of the Department of Labour.

SUPPLY OF MILK.

13. Any person engaged for the greater part of his day's work at cleaning off joints by any method other than filing, shall be supplied free of charge by the employer with one pint of milk each day he is so engaged.

MISCELLANEOUS PROVISIONS.

- 14. (a) *Tools.*—The employer shall provide for each employee all necessary tools.
- (b) *Sanitation, &c.*—The employer shall provide proper washing and sanitary conveniences. In any workshop in which employees, through a shop steward, or committee, ask for the provision of lockers, and an undertaking is given that the lockers will be properly cared for, a locker shall be installed by the employer for each workman.
- (c) *Protective Apparatus.*—Suitable asbestos sheets and coloured glasses shall be provided by the employer for the protection of electric-arc and oxy-acetylene operators and their assistants, and suitable mica or other goggles for emery-wheel operators.

DEFINITIONS.

- 15. (a) "Afternoon shift" shall mean any shift finishing after 6 p.m., but not later than midnight.
- (b) "Night shift" shall mean any shift finishing later than midnight, but not later than 8 a.m.
- (c) "Year" means the period between the 1st day of June in each year and the next 31st day of May.

PERIODICAL ADJUSTMENT OF WAGES.

16. The wages rates set out in clause 2 (c) 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 adjusted as prescribed in clause 17. 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.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Victoria	5 2 0	6 0	5 8 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

17. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 16.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

MARGINAL RATES.

In addition to the basic wage provided in clause 16, the margins and loadings set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margin per Week.	Loading per Week.
	s. d.	s. d.
Foremen, where over five adults are employed	51 6	6 0
Foremen, where five adults or fewer are employed	47 9	6 0
Lathe hands	46 0	6 0
Builders and repairers of motor cycle frames and frames other than cycle frames	34 3	4 0
Builders or repairers or brazers of cycle frames	31 0	4 0
Other repairers of motor cycles (except lathe hands)	34 3	4 0
Other repairers (except lathe hands)	31 0	4 0
Assemblers of motor cycles	31 0	4 0
Other assemblers	24 0	3 0
Filers on motor and other cycles	24 0	3 0
Wheel-builders on motor and other cycles	24 0	3 0
Foremen in rim-making	37 6	4 0
All others employed in rim-making	24 0	3 0
Persons cleaning off joints by sand-blasting or by shot-blasting	24 0	3 0
Handle-bar benders—		
By the mandrel method	17 6	3 0
By any other method	24 0	3 0
Persons not provided for otherwise	8 0	3 0

A. V. BARNES, J.P., Chairman.
J. W. RYAN, Secretary.

Melbourne, 11th August, 1947.



VICTORIA GOVERNMENT GAZETTE.

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MONDAY, SEPTEMBER 8.

[1947

Factories and Shops Acts.

DETERMINATION OF THE TANNERS (FURRED SKINS) 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 appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of a tanner of all kinds of furred skins, or a dresser or a dyer of such skins," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. ADULT MALES

	Wages Per Week.
	£ s. d.
Persons engaged shaving on upright knife and/or rotary shaving knife—	
1st year's experience	6 14 0
2nd year's experience	6 19 0
Thereafter	7 6 6
Persons engaged as fleshers on upright knife, beam fleshers and pullers on upright knife—	
1st year's experience	6 12 0
Thereafter	7 1 6
Machine flesher	6 11 0
Persons engaged as wet drum hands and/or paddle and/or vat hand and/or hydro extractor operators	6 3 0
Persons engaged as dry drum operators	6 3 0
Persons engaged in spraying stencilling or tipping by machine or by hand	6 6 0
Persons engaged as buffing machinists	6 9 6
Persons engaged as fluffing machinists	6 4 0
Persons engaged as fluffing machinists on suede wheel	6 8 0
Persons engaged as staking machine operators	6 4 0
Persons engaged as setting out and/or stretching machine operators	6 3 0
Persons engaged ripping by hand or by machine	6 2 0
Persons engaged as clipping and/or epilating machine operators	6 3 0
Table hands	6 2 0
Males not elsewhere included	5 14 0
Men employed at emptying sewers, settling pits and cleaning sewers shall be paid at the rate of 1s. per hour in addition to their ordinary or overtime rate whilst engaged on such work	

WET WORK.

The weekly wage of all adult employees engaged in the following classes of work, namely—

Shaving on upright and/or rotary shaving knife, fleshers on upright knife, beam fleshers, pullers on upright knife, machine fleshers, wet drum hands, and/or paddle and/or vat hand and/or hydro extractor operators and ripping by hand or by machine,

shall be increased by the sum of 3s. 6d. per week as wet workers.

ADULT FEMALES.

Females operating rotary shaving knife, beam fleshing, pulling and fleshing on upright knife shavers, shall be paid the rate which is prescribed for adult males.

All others	£ s. d. .. 4 5 6
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Apprentices or Improvers.	Wages Per Week.
	£ s. d.
<i>Males.</i>	
Under 16 years of age	1 9 9
16 and under 17 years of age	1 17 9
17 and under 18 years of age	2 11 3
18 and under 19 years of age	3 4 9
19 and under 20 years of age	4 1 0
20 and under 21 years of age	5 2 6
<i>Females.</i>	
Under 16 years of age	1 9 9
16 and under 17 years of age	1 17 9
17 and under 18 years of age	2 3 3
18 and under 19 years of age	2 8 6
19 and under 20 years of age	2 14 0
20 and under 21 years of age	3 7 6

and thereafter the minimum wage prescribed for adult females for the class of work which they are doing, provided however, that a junior female after 4 years' experience in the industry covered by this Determination shall be paid the full adult rate prescribed in clause 2

For the purposes of this clause "experience" shall mean any form of employment in this industry.

Juniors employed under this clause shall on dismissal receive from their employer a certificate of the period of employment completed. Employers who wilfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

The proportion of apprentices and male improvers shall be two apprentices or improvers to every three or fraction of three workers receiving not less than the minimum wage.

The proportion of female improvers shall be as follows:—

<i>Female Improvers.</i>	
One female to one	}
Three female improvers to two	
and thereafter, three additional female improvers to every two additional	
Female workers receiving not less than the minimum wage.	

DEFINITIONS.

4. (a) "Federation" means the Australian Leather and Allied Workers Trades Employees Federation.
- (b) "Flesher" is an adult person removing flesh from raw wet skins on a beam or upright knife.
- (c) "Shaver" is an adult person shaving partly dressed skins with a sharp edged knife or by a machine. (Excepting the Rotary Shaving Knife).
- (d) "Puller" is an adult person employed pulling wet raw skins over an upright knife.
- (e) "Casual Worker" means an employee (other than a regular employee employed and paid by the day).
- (f) "Double time rates" or "rate of double time" shall mean when applicable to ordinary or shift hours of work on a week-day, holiday, or Sunday, the ordinary hour rate payable as part of the weekly wage, and in addition, a rate equal to such ordinary hour rate; when applicable to hours worked outside the ordinary or shift hours on the days mentioned or in excess of 48 hours per week or 176 hours per twenty-eight consecutive days, the terms shall mean twice such ordinary rate.

CONTRACT OF EMPLOYMENT.

5. (a) That notice equivalent to 44 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not effect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case 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 of machinery, or any stoppage of work, or any cause for which the employer cannot be reasonably held responsible.
- (b) In lieu of such 44 working hours' notice, except in circumstances referred to above, the employer shall pay 44 hours' wages; and vice versa the employee leaving his employment without notice shall forfeit 44 hours' wages, which may be deducted from any wages due.
- (c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays, and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.
- (d) No employee shall, without just cause, be absent from his or her place of employment during the prescribed hours whilst there is work to be done by such employee, and where weekly wages are fixed the employee to be entitled to the sums so fixed must be available and ready and willing to do such work on the days and during the hours fixed by this Determination.
- (e) To meet emergencies, any employer may engage a casual employee for a day or more on paying extra wages calculated at the rate of 12½ per cent. higher than those prescribed for similar work. Such an employee shall not be paid for a holiday occurring during any week he is employed.

MIXED FUNCTIONS.

6. Where an employee is engaged on any day on mixed functions or on work carrying a higher rate of pay than his ordinary classification he shall be paid at the higher rate for the time so worked on such higher classification. If the aggregate hours worked by an employee on such higher classification exceed 16 in the week he shall be paid at the higher rate for the week.

Provided that an employee employed at any two or more of the operations of buffing, fluffing, or fluffing on the suede wheel not entitled to the higher rate for any week shall for each day on which he is called on to do any two or more such operations be paid the higher rate of pay.

PAYMENT BY RESULTS.

7. Subject to the following provisions piece-work or any other system of payment by results may be adopted by an employer so long as such rates permit employees of average capacity to earn at least 10 per cent. in addition to the total wages to which they are entitled under clause 2 of this Determination.

Piece-work rates may be fixed or varied by factory boards consisting of two representatives of any employer, one of his employees and one representative of the Federation. If any such board is unable to agree on any rate or rates proposed by the employer the matter in dispute shall be referred to the Wages Board.

If the employees of any factory or the Federation fail to appoint representation to any such board or fail to attend a meeting of such board called by the employer on a date not less than seven days after the service of notice on the State secretary of the Federation, the employer may adopt such piece-work rates which he deems reasonable without the authority of a board.

HOURS.

8. (a) The ordinary hours of employment shall be 44 hours per week, such hours to be worked between 7.30 a.m. and 5.15 p.m. on Monday to Friday inclusive and between 7 a.m. and noon on Saturday: Provided that the 44 hour week may, by agreement between the employer and his employees, be worked in five days of 8 hours 48 minutes per day.

MEAL TIME.

9. (a) The break for midday meals shall be not less than 45 minutes and not more than 1 hour and shall commence not later than 1 p.m.

(b) An employee shall not be compelled to work for more than five hours without a break for a midday meal.

(c) The starting and finishing times for meals shall not be altered except by agreement between the employer and his employees or by the Wages Board.

(d) Any employee called upon to work during a meal hour shall be paid time and half, and such time and a half shall continue until he has had a meal break.

(e) Subject to the provisions of sub-clause (c) hereof an employee engaged in the dye-house shall work during meal breaks at the ordinary rates herein prescribed whenever instructed to do so in cases of emergency. Any dispute shall be referred to the Wages Board.

SHIFT WORK.

10. (a) In this clause "first or day shift" means any shift commencing at 7 a.m. or the first shift commencing thereafter.

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

(c) "Nightshift" means any shift finishing subsequent to midnight and at or before 8 a.m.

(d) The ordinary hours of shiftworkers shall not exceed—

(i) 8 in any one day; nor

(ii) 48 in any one week; nor

(iii) 88 in 14 consecutive days; nor

(iv) 176 in 28 consecutive days; nor

(v) 8 hours 48 minutes each day for 5 consecutive days.

(e) The time of commencing and finishing a shift shall be fixed by agreement between the employer and his employees and in default of agreement, by the Wages Board.

(f) Shiftworkers shall not be compelled to work more than five hours without a crib time being allowed, such crib time shall be for 20 minutes without deduction of pay and shall be taken at a time suitable to the process upon which he is engaged.

(g) Shiftworkers on the first or day shift shall be paid ordinary time rates.

(h) Shiftworkers on second or third shift shall be paid 10 per cent. more than the ordinary rates for such shifts.

(i) A shiftworker who during a period of engagement on shifts works on the night shift and without some regular rotation with some other shift or with day work (unless nightwork is worked by employee at his own request), shall be paid at the rate of time and a quarter for all time worked during his ordinary working hours.

(j) No junior male under 18 years of age and no female shall work on shift work.

(k) For all time worked outside the hours of commencing and finishing a shift, as agreed shift workers shall be paid overtime at the rate of double time: Provided that when not less than 8 hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift, and at the rate of double time thereafter, except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

(l) The minimum rate to be paid to any shift worker between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be substituted for and not cumulative upon the shift premiums prescribed in sub-clause (h) of this clause.

REST PERIOD.

11. A rest period of ten minutes in the morning shall be given to all employees (excepting shift workers) between the hours of 9.30 a.m. and 11 a.m. During such period employees may not leave their department. Such time to be fixed by the employer concerned.

OVERTIME.

12. (a) All time worked on any day before or after the regular working hours or in excess of 8 hours 48 minutes on any one day, or in excess of 44 hours in any one week, (except as to shift workers) shall be paid for at the rate of time and a half for the first four hours and double time thereafter.

(b) In computing overtime each day's work shall stand alone.

MEAL MONEY.

13. Any employees required to work overtime for more than two hours in any one day without being notified the day before that they will be so required to work, shall either be supplied with a meal by the employer or paid 2s. 6d. in lieu thereof.

SUNDAY AND HOLIDAY RATES.

14. (a) Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Saturday, Easter Monday, Melbourne Cup Day, Christmas Day and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays, the special rates shall only be payable for work done on the day so substituted.

(b) Any employee called upon to work on a Sunday or a holiday shall be paid a minimum of three hours' duty for Sunday and four hours for a holiday.

HOLIDAYS.

15. (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, Labour Day, Anzac Day, Melbourne Cup 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.

If any of the above holidays occur on a Saturday or a Sunday and are not observed on any other day, then employees shall not be paid for such Sunday, but shall be paid for such Saturday as for a half day in cases where the employee customarily works his ordinary weekly hours in five and a half days.

(b) Piece-workers shall be paid for such holidays even though not worked at the ordinary rates payable to employees not on piece-work doing the same class of work. The rate shall be one-sixth of the appropriate weekly wage in factories working six days per week and one-fifth in factories working five days per week.

(c) Where an employee is absent from his or her employment on the working day or part of the working day before or after a holiday without reasonable excuse or without the employer's consent such employee shall not be entitled to payment for such holiday. The amount to be deducted shall be one-sixth or one-fifth as the case may be of the appropriate weekly wage.

SICK LEAVE.

16. (a) Any employee who has been in the employment of the same employer continuously 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 or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill health or accident 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 eighty-eight 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.

PAYMENT OF WAGES.

17. (a) Wages shall be paid not later than Friday of each week in the employer's time or within five minutes of knock off time. Time waiting for payment after such five minutes shall be paid for at overtime rates.

(b) Any employee who has worked only a portion of a week and who is dismissed by his employer shall be paid on ceasing work for all time worked during that week, less any deductions that the employer may be lawfully entitled to make.

(c) Each employer shall be entitled to retain in hand from each employee an amount equal to two days' wages of such employee.

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

ANNUAL LEAVE.

18. (a) *Period of Leave.*—Except as hereinafter provided a period of fourteen consecutive days' leave with payment of ordinary wages as prescribed shall be allowed annually to an employee by his employer after a period of twelve months' continuous service with such employer.

(b) *Public Holidays Excluded.*—(i) Such period of annual leave shall not include public holidays observed on working days, but shall include all other non-working days.

(ii) If any public holiday falls within an employee's period of annual leave and is observed on the day which in the case of that employee would have been an ordinary working day, there shall be added to that period one day, being an ordinary working day, for each holiday observed as aforesaid.

(iii) Where an employee without reasonable excuse, proof whereof shall lie upon him, is absent from his employment on the working day or part of the working day prior to the commencement of his annual leave or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave.

(c) *Notice of Leave to be given.*—Wherever possible 30 days and in any event at least seven days' notice shall be given to an employee as to when he is to commence his leave, and if such notice be withdrawn by an employer, the employee, if he postpones his leave, shall be compensated by the employer for any reasonable out-of-pocket loss occasioned thereby; and in the case of dispute to be settled by the Wages Board.

(d) *Time when leave to be granted.*—Annual leave shall be given at a time fixed by the employer within a period not exceeding three months from the date when the right to annual leave accrued and after not less than one week's notice to the employee.

(e) *Leave to be given and taken.*—The annual leave provided for by this clause shall be allowed and shall be taken and except as provided in sub-clause (h) hereof payments shall not be made or accepted in lieu of annual leave.

(f) *Payment of Wages.*—Each employee before going on leave shall be paid two weeks' wages at ordinary rates for the occupation in which the employee was ordinary employed immediately prior to the commencement of his leave. Payment in case of employees employed on piece-work or bonus work or any other system of payment by results shall be at time rates.

(g) *Leave in Advance.*—(i) An employer may grant 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 the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

(ii) Where leave has been granted to an employee pursuant to sub-clause (g) (i) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may for each 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 in the holidays clause of this Determination. Provided that in cases where such leave is granted at the request of the employee, the employer may when making payment under sub-clause (f) hereof, withhold from the employee a sum equal to one-twelfth for each complete month of the qualifying period not served by the employee at the time of going on such leave and retain such sum until the expiration of such qualifying period.

(h) *Proportionate Payment.*—Proportionate payment shall be made in respect of each completed month of continuous service in any qualifying twelve-monthly period when an employee lawfully leaves his employment if his employment is terminated by his employer through no fault of the employee.

(i) *Calculation of continuous service.*—(i) Continuity of service shall be deemed to be continuous notwithstanding—

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

(b) any absence from work of not more than fourteen days in the twelve months on account of sickness or accident (proof whereof shall be on the employee);

(c) any absence on account of leave granted imposed or agreed to by the employer;

(d) any absence due to reasonable cause (including absence on account of sickness or accident of more than fourteen days) (proof whereof shall be on the employee).

Provided that 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 if practicable inform the employer in writing within 24 hours after the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury, or cause and the estimated duration of his absence.

(ii) In calculating a period of twelve months' continuous service :—

(a) (1) any annual leave taken therein ;

(2) any absences of the kind mentioned in (a) and (b) of paragraph (i) above shall be counted as part of such period ;

(b) in respect of absences of the kind mentioned in (c) and (d) paragraph (i) above the employee shall serve such additional period as part of his qualification for annual leave as will equal the period of such absences ;

(c) (1) where an employee is absent from work for any cause whatsoever the employer shall if so requested by the employee notify the employee within fourteen days of the receipt of such request whether the employer regards such absence as breaking either conditionally or unconditionally the continuity of service of such employee. If the employee does not make such request within seven days of his return to work after any such absence, such absence shall be deemed to have broken such continuity. If the employer does not give such notice within the said fourteen days such absence shall not be deemed to be such a break.

The employee shall make such request in writing and shall deliver same to the employer's office at the factory where he is employed or if there be no such office to the manager of such factory, in his absence to the employee's foreman.

The employer shall give the notification to the employee by having the same delivered to such employee personally in writing ;

(2) where an employee has been absent from his employment, and the employer has notified him that such absence is regarded as a break in the continuity of service, the employee may within fourteen days of such notification from the employer, appeal to the Wages Board against such notification of the employer.

(j) *Calculation of month.*—For the purposes 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.

(k) *Successor or Assignee or Transmittée.*—Where the employer is a successor or assignee or transmittée 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 transmittée 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.

(l) *Annual close down.*—Where an employer closed down his plant, or a section or sections thereof, for the purpose of allowing annual leave to all or the bulk of the employees in the plant, or section or sections the following provisions shall apply :—

(i) He may by giving to the employees concerned 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 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.

(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 (h) of this clause, subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

(m) *Disputes.*— Any dispute as to the rights of an employee to or with respect to annual leave shall be dealt with by the Wages Board.

(n) *Operation.*—Service before the 1st January, 1947, 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 already been allowed or made.

DAMAGE TO CLOTHING.

19. In the event of boots or clothing belonging to an employee being damaged or destroyed by fire or corrosive substance outside the normal course of usage of such boots or clothing, compensation to the extent of the damage sustained shall be made by the employer.

TOOLS OF TRADE.

20. Every employer shall provide gloves, aprons, leggings with vamps attached, or rubber boots for wet work, respirators where deemed necessary, or any tools of trade required by the employees in the performance of their duties.

PUTTING ON AND TAKING OFF COVERINGS.

21. Each employer shall allow his employees (wet workers) a period in the employer's time, five minutes at the termination of work each day for removing boots, leggings, gloves, and aprons. In the event of any disagreement between an employer and his employees as to whether the time allowed is reasonable the dispute shall be referred to the Wages Board.

ACCOMMODATION.

22. (a) Boiling water shall be supplied by the employer for the employees at lunch time.

(b) Dining-room and dressing accommodation and facilities for drying working clothes shall be provided by the employer who shall be held responsible for the place being kept clean. Dressing rooms shall contain suitable provisions (hanging facilities) for the clothes of each employee.

(c) Suitable showers shall be available for all employees, and both hot and cold water shall be laid on and shall be readily accessible to employees.

(d) The employer shall provide a suitable covered bicycle stand.

REST ROOM.

23. In factories where female employees are employed a properly ventilated rest room shall be provided for the use of such female employees. It shall contain a suitable couch and seating accommodation.

FEDERATION BUSINESS.

24. Any members of the Federal Council of the Federation, or any member of the Committee of Management of any State Branch or Section thereof, may leave work to attend the business of the Federation provided that at least three days' notice has been given the employer.

FACTORIES AND SHOPS ACTS.

25. Employers shall comply with the laws and regulations in force in the State of Victoria relating to factories and workshops in respect to first-aid equipment, sanitation, lavatories, factory cleanliness, heating, light and seating accommodation, insofar as such laws and regulations do not conflict with this Determination.

POSTING OF NOTICES.

26. (a) The employer shall permit notice-boards to be erected in a prominent position in his establishment for the purpose of posting any notices thereon in connexion with the legitimate business of the Federation. All such notices shall be signed by the branch secretary of the Federation.

(b) Every employer shall post and keep posted a copy of this Determination and variations thereof in a place accessible to all employees.

RIGHT OF ENTRY OF UNION OFFICIAL.

27. A duly accredited representative of the Australian Leather and Allied Trades Employees' Federation shall have the right to enter employers' establishments during the midday meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:—

- (a) That he produces his authority to the employer or his representative.
- (b) That he interviews employees only at the place where they are taking their meal.
- (c) That not more than one representative in all be in any establishment at any one time.
- (d) That no one representative visit an establishment more than once a fortnight.
- (e) That if an employer alleges that a representative is unduly interfering with his establishment or is creating disaffection 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.

AUTHORIZED PERSON MAY ENTER FACTORY.

28. (i) Any person or persons duly authorized, in writing, by the Secretary for Labour (such authorization to be terminable at the will of the Secretary for Labour) shall have power to inspect any part of a factory, workshop, or place where it is believed that a breach of this Determination is occurring or has occurred.

(ii) At least six hours' notice shall be given by the authorized person or persons (not exceeding two) prior to his or their actually going on the premises, and the employer shall be notified of his or their arrival, and shall in person (accompanied by a nominee, or by his nominees not exceeding two) be entitled to accompany the authorized person or persons, and shall provide access to the wages book or time sheet or records of any employee. The work and duties of the employees shall be interfered with as little as possible by the authorized person or persons.

(iii) The Secretary for Labour shall have power to dispense with the said six hours' notice on special application being made for any cause shown and supported by an affidavit setting out the facts. A certificate duly signed by the Secretary for Labour stating that such notice has been dispensed with shall be sufficient proof of such fact.

A Union representative shall be a duly accredited representative of an organization covered by this Determination if he be the holder for the time being of a certificate, signed by the General Secretary in the following form, or in a form not materially differing therefrom:—

(Name of Organization.)

This is to certify that..... is a duly accredited representative of the above-named organization for all purposes of the Tanners (Furred Skins) Determination

(SEAL)

General Secretary

Date.....

(Specimen Signature of Holder)

Strictly not transferable

PERIODICAL ADJUSTMENT OF WAGES.

29. The wages rates set out for adults in clause 2 are based upon the following basic wage, 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 adjusted as prescribed by clause 30.

Table A.—Total Base Rate.—Males.

Place.	Needs Basic Wage (adjustable in accordance with Clause 30 of this Determination).	Loading (Constant).	Industry Loading (Constant).	Total Base Rate.	Index Number Set Assigned.
	Per Week. £ s. d.	Per Week. s. d.	Per Week. s. d.	Per Week. £ s. d.	
Throughout the State	5 2 0	6 0	6 0	5 14 0	Melbourne

Total Base Rate.—Females.

The minimum rates of wages for adult females shall be the equivalent to 75 per cent. of the total base rate for adult males as set out in Table A. hereof calculated to the nearest 3d., half or less than half of 3d. to be disregarded.

ADJUSTMENT OF BASIC WAGE.

30. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the basic wage shall be as prescribed in clause 29.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

Apprentices or Improvers.

The minimum rates of payment to be paid to apprentices or improvers shall be as follows :—

Males.

Age of Employee.	A total payment per week at the equivalent of the below stated percentage of the respective totals of the needs basic wage and loading (constant) indicated in Table A of clause 29 calculated to the nearest 3d., half or less than half of 3d. to be disregarded.
	Per cent.
Under 16 years of age	27½
16 and under 17 years of age	35
17 and under 18 years of age	47½
18 and under 19 years of age	60
19 and under 20 years of age	75
20 and under 21 years of age	95

Females.

Age of Employee.	A total payment per week at the equivalent of the below stated percentage of the respective totals of the needs basic wage and loading (constant) indicated in Table A of clause 29 calculated to the nearest 3d., half or less than half of 3d. to be disregarded.
	Per cent.
Under 16 years of age	27½
16 and under 17 years of age	35
17 and under 18 years of age	40
18 and under 19 years of age	45
19 and under 20 years of age	50
20 and under 21 years of age	62½

31. In addition to the total base rate provided in clause 29, the margins set out in this clause shall be the minimum rate payable to employees therein named :—

Classifications.	Margins.
	Per Week. s. d.
Persons engaged shaving on upright knife and/or rotary shaving knife—	
1st year's experience	20 0
2nd year's experience	25 0
Thereafter	32 6
Persons engaged as flesher on upright knife, beam fleshers, and pullers on upright knife—	
1st year's experience	18 0
Thereafter	27 6
Machine flesher	17 0
Persons engaged as wet drum hands and/or paddle and/or vat hand and/or hydro extractor operator	9 0
Persons engaged as dry drum operators	9 0
Persons engaged in spraying, stencilling or tipping by machine or by hand	12 0
Persons engaged as buffing machinists	15 6
Persons engaged as fluffing machinists	10 0
Persons engaged as fluffing machinists on suede wheel	14 0
Persons engaged as staking machine operators	10 0
Persons engaged as setting out and/or stretching machine operators	9 0
Persons engaged ripping by hand or by machine	8 0
Persons engaged as clipping and/or epilating machine operators	9 0
Table hands	8 0
Males not elsewhere included	Nil

P. A. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 22nd July, 1947.



OTHER EMPLOYEES.

(a) MEAT PRESERVING SECTION.				(b) EGG PULPING OR DRYING SECTION.			
	Weekly Rate.	War Time Loading.	Total Weekly Wage.		Weekly Rate.	War Time Loading.	Total Weekly Wage.
	s. d.	s. d.	s. d.		s. d.	s. d.	s. d.
Leading hand, i.e., a person in charge of a department or shift	128 6	4 0	132 6	Spray operator	126 6	4 0	130 6
Assistant preserver	128 6	4 0	132 6	Pump operator	123 6	4 0	127 6
Smoke kiln attendant whilst employed solely as such ..	132 6	4 0	136 6	Furnaceman	123 6	4 0	127 6
Sausage smoke room attendant	127 6	4 0	131 6	Solderer and/or sealer ..	122 6	4 0	126 6
Retort Hand, i.e., a person who loads and unloads retorts ..	126 6	4 0	130 6	(For any time engaged soldering 80 lb. tins additional payment of 3d. per hour or portion of an hour whilst so employed)			
Scalder or braiser	126 6	4 0	130 6	Storeman packer	122 6	4 0	126 6
Doughmaker	126 6	4 0	130 6	All others	122 6	4 0	126 6
Cappers, clinchers, and/or vacuum operators whilst employed solely as such ..	126 6	4 0	130 6	No junior male, excepting apprentices or improvers shall be engaged on any of the tasks set out in this clause.			
Lacquer hands whilst employed solely as such (i.e., employees feeding into and/or taking off machine)	126 6	4 0	130 6	Adult females engaged— as egg crackers, as table hands, unpacking eggs; grading shelled eggs; washing containers	72 3	2 0	74 3
Soda wash hands whilst employed solely as such (i.e., employees feeding into and/or taking off machine)	126 6	4 0	130 6	No junior female except apprentices or improvers shall be engaged on any of the tasks set out in this clause.			
Females engaged—							
Taking away from automatic stuffing machine	107 0	2 0	109 0				
Running sausage skins for canning purposes	88 6	2 0	90 6				
Stamping, or branding				(c) ALL OTHER SECTIONS.			
Labelling, keying, wiping tins, and carrying off from filling table					Weekly Rate.	War Time Loading.	Total Weekly Wage.
Weighing, filling, emptying, stacking, capping, sealing, closing, opening, labelling, wrapping, packing, cleaning, or sterilizing tins, cartons, bottles, jars or moulds ..	72 3	2 0	74 3		s. d.	s. d.	s. d.
Preparing for, placing in, taking away from machines and placing in trays ..				Leading Hand, i.e., a person in charge of a Department or shift	129 6	4 0	133 6
Cutting Sausages				Mixer	130 6	4 0	134 6
All others	122 6	4 0	126 6	Potman	130 6	4 0	134 6
				Females engaged—			
				Patting, wrapping, stamping, or branding			
				Labelling, wiping tins, and carrying off from filling tables			
				Filling, cleaning, weighing, stacking, sealing, closing, packing tins, jars, cartons or moulds	72 3	2 0	74 3
				Taking away from automatic machines			
				Wrapping premier jus for oleo presses			
				All others	123 6	4 0	127 6

SHIFT WORKERS.

3. Shift workers shall not commence work before 1 p.m. on any day from Monday to Friday or before 10.30 a.m. on Saturday. They shall be paid at the ordinary rate for the class of work performed for all work done up to the time of ending work as fixed in clause 6 for certain other employees. For any balance up to 8 hours 10 minutes on days Monday to Friday and 3 hours 10 minutes on Saturday when the week's work is done in six days, and any balance up to 8 hours 48 minutes on days Monday to Friday when the week's work is done in five days, time and a quarter shall be paid.

PRO RATA PAYMENT OF WAGES.

4. An employee other than a "Temporary Worker" who is employed for less than the hours fixed for a full week's work shall be paid the ordinary wages rates calculated pro rata according to the number of hours worked.

ORDINARY WEEK'S WORK.

5. The number of hours which shall constitute a week's work shall be 44 which may be worked in periods not exceeding 8 hours 10 minutes on each day from Monday to Friday and 3 hours 10 minutes on Saturday, or in periods not exceeding 8 hours 48 minutes on each day from Monday to Friday.

TIMES OF BEGINNING AND ENDING WORK.

6. The times of beginning and ending work each day for persons (other than potman or potman's assistant and shift workers) shall be as follows:—

(a) In places where work is done on Saturday—			Time of Beginning.	Time of Ending.
Mondays to Fridays	7.15 a.m.	5 p.m.
Saturdays	7.15 a.m.	11 a.m.
(b) In places where work is not done on Saturday—			Time of Beginning.	Time of Ending.
Mondays to Fridays	7.15 a.m.	5.30 p.m.

OVERTIME.

7. The following overtime rates shall be paid for overtime.

- | | | |
|---|---|-------------------|
| (a) Potman or potman's assistant (not being a shift worker) | For work done in excess of 44 hours in any week .. | } Time and a half |
| (b) Others (not being shift workers) | (1) Outside the hours fixed in clause 6
(Except after 12 noon on Saturday, when the rate shall be double time.) | |
| | (2) Within the hours fixed in clause 6 in excess of the hours fixed in clause 5 | } Time and a half |
| (c) Shift workers | (1) When the week's work is done in six days.
(a) For work done in excess of 8 hours 10 minutes on any day from Monday to Friday or in excess of 3 hours 10 minutes on Saturday before 1.40 p.m. | |
| | (b) After 1.40 p.m. on Saturday | } Double time |
| | (2) When the week's work is done in five days
(a) For work done in excess of 8 hours 48 minutes on any day from Monday to Friday and on Saturday before noon | |
| | (b) After 12 noon on Saturday | } Double time |

MINIMUM OF OVERTIME.

8. Employees called upon to work after meal time as provided in clause 9 after ordinary ceasing time shall be provided with a minimum of two hours' work, or shall be entitled to two hours' payment; but such payment shall not exceed three times the ordinary week-day rate payable to permanent employees.

MEAL HOURS.

General Conditions.

9. (i) Employees working at night shall not work continuously for more than four hours without an interval of one hour for a meal, except where a person other than a shift worker has had the ordinary tea hour and is finishing before midnight.
- (ii) Meal hour if worked shall be paid for at double time on prevailing rates; same to continue until such time as the employee has a full hour of leisure for a meal.

Shift Workers Only.

- (iii) Subject to sub-clauses (iv) and (v) hereof shift workers shall only be entitled to one meal hour per shift to be taken not earlier than four hours or later than five hours after commencing work. Provided that once the meal hour has been fixed it can only be altered by mutual agreement between the employer and employee concerned.
- (iv) Shift workers may, provided there is a mutual agreement between the employer and the employee, work the shift continuously with a crib time break of twenty minutes which shall count as time worked.
- (v) If a shift worker is required to work overtime he shall be entitled to a further meal at the end of the shift and before commencing such overtime.

Employees other than Shift Workers.

Breakfast.—A period of one hour at a time of the day to be arranged between employer and employees shall be allowed for breakfast to any person who commences work before 7.15 a.m.

Dinner.—A period of one hour between 12 noon and 1.30 p.m. shall be allowed for dinner.

Tea.—A period of one hour between 5 p.m. and 6 p.m. (when work is to continue after 6 p.m.) shall be allowed for tea.

SUNDAYS AND HOLIDAYS.

10. (a) Double time shall be paid for work done between 8 a.m. and 5 p.m. on Sundays and on the following holidays, viz:—Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Union Picnic Day, and Melbourne Cup Day; but if any other day be by Act of Parliament or Proclamation substituted for the above-mentioned holidays, the special rate shall be payable for work done only on the day so substituted. Time and a half, calculated on the special rate mentioned in this clause, shall be paid for work done before 8 a.m. or after 5 p.m. on Sundays and holidays.

(b) Employees called upon to work on Sundays or holidays shall be provided with four hours' work, or shall be paid for four hours' work; but such payment shall not exceed three times the ordinary week-day rate payable to permanent employees.

(c) Employees (other than temporary workers) not called upon to work on a holiday shall be paid for such holiday at ordinary rates provided that any portion of the working week is or has been worked by them.

Notwithstanding the provisions of sub-clause (c) an employee who does not work on Anzac Day shall not be entitled to payment for such holiday.

(d) Holidays for shift work employees shall be deemed to operate on the shift commencing during the holiday.

SICK LEAVE.

11. (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 or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year or a proportionately less time during any shorter period of employment.

(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 twelve days which shall be the maximum amount of leave to which any employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause, service prior to the 1st May, 1943 shall be disregarded.

ANNUAL HOLIDAYS.

12. 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.

SMOKE-OH.

13. A "smoke-oh" period of 15 minutes without deduction of pay shall be allowed as follows:—

(a) To shift workers—

At intervals of not less than 2 hours nor more than 2½ hours after the commencement of work or of recommencing work after a meal break. Provided that where a meal break occurs within any such interval of 2½ hours the employee shall not be entitled to a "smoke-oh" during that interval.

(b) To other workers—

Each morning between the hours of 9.30 and 10.30 and each afternoon between the hours of 2.30 and 3.30.

CHANGING TIME.

14. Employers shall allow all employees 5 minutes changing time at the end of the ordinary day's work and such time shall be counted as time worked.

TEMPORARY WORKERS.

15. Temporary workers shall be paid at the rate of time and a third but the rates payable to such employees for overtime shall be based on the rates payable to an ordinary worker.

LIMITATION OF PENALTY RATES.

16. Where under any provision in this Determination (other than the provision contained in clause 9 (ii)), cumulative penalty rates would entitle an employee to a sum in excess of three times the ordinary week-day rate per hour of a permanent worker performing like work, the rate payable to such employee, whilst he is employed at work for which penalty rates are provided, shall not exceed three times the ordinary week-day rate referred to; excepting where an employee is called upon to work through a meal time on a Sunday or a holiday.

DEFINITIONS.

17. (a) A temporary worker shall mean any person who is employed for less than three full consecutive working days. Saturdays, Sundays, and holidays are not to be counted as working days, i.e., Friday, Monday, and Tuesday would be three consecutive working days whether Saturday or Sunday is worked or not.

(b) Juvenile worker shall mean a person under 21 years of age, other than an apprentice or an improver, who may be employed at—

- Patting, wrapping, stamping, or branding;
- Labelling, keying, wiping tins, and carrying off from filling table;
- Filling or cleaning tins, jars, or moulds;
- Weighing, filling, emptying, stacking, capping, sealing, opening, packing, cleaning, or sterilizing tins, cartons, or bottles;
- Taking away from machines;
- Wrapping premier jus for oleo presses, washing margarine boxes, and assisting potman cleaning up; weighing and closing tins.

MEAL ALLOWANCE.

18. An employee required to work overtime for more than one and a quarter hours after the time of ending work in clause 6, shall be paid 2s. tea money unless notified on the previous day that his services will be needed. If having been notified accordingly he has provided himself with a meal he shall receive, in the event of the work not being done or ceasing before respective meal times, 2s. for each meal so provided.

WEIGHT CARRYING.

19. No female over the age of eighteen years shall be required to carry a greater weight than thirty pounds. Section 207 of the *Factories and Shops Act 1923* (No. 3877) provides that—"No person employing any girl under the age of eighteen years in a factory or shop shall permit such girl while so employed to lift or carry a greater weight than twenty-five pounds".

WET WORK.

20. When female employees are engaged in wet work, employers shall take reasonable precautions to protect such employee from getting wet.

FIRST-AID CHEST.

21. A first-aid chest, with all necessaries for same, shall be provided.

MIXED FUNCTIONS.

22. Any person engaged on two or more classes of work in any day shall be paid at the highest rates prevailing for that day.

DINING AND DRESSING ROOMS.

23. Proper dining and dressing rooms shall be provided, and shall be kept in a sanitary condition by the employer.

WASHING DOWN.

24. For the purposes of washing down, hoses and water taps must be provided at convenient places.

PAYMENT OF WAGES.

25. All employees to be paid weekly, and in the time of the employer.

MINIMUM OF WORK.

26. All persons who are engaged for work shall be paid for eight hours' work at least on week days and three and a half hours' work at least on Saturday, even if they are not required to work.

WAITING TIME.

27. When an employee has been notified to start work at a certain hour, but is not put on at such hour, the time that the employee is kept waiting shall be treated as time of duty.

WASHING FACILITIES.

28. A proper place shall be provided for the purpose of washing clothes.

RIGHT OF ENTRY OF UNION OFFICIALS.

29. The Secretary or Assistant Secretary of the Federated Cold Storage and Meat Preserving Employees' Union of Australasia shall be allowed to inspect all time and wages books at the place at which the time book or other record is kept between the hours of 10 a.m. and 2 p.m. on any working day excepting pay day or on the day immediately preceding pay day.

APRONS TO BE PROVIDED.

30. Aprons shall be provided by the employer for employees doing the following classes of work—

- (a) Males—Retort hands; potmen and assistants; washing cans; handling gravy pots; attending potato or vegetable machines; dicing machines, or mixers in canning process.
- (b) Females—Putting meat into cans, or hand peeling potatoes or vegetables.

CLOGS OR PROTECTIVE FOOTWEAR TO BE PROVIDED.

31. Clogs or protective footwear shall be provided for wet work.

Persons employed in connexion with dehydration of meat.

32. † **WAGES PER WEEK.**

*** IMPROVERS AND JUVENILE WORKERS.**

Under 17 years of age	17 years of age	18 years of age	19 years of age	20 years of age	
..	PROPORTION OF IMPROVERS.
..	One improver to every 25 or fraction of 25 workers receiving not less than the minimum wage.
..	
..	

* The Board has determined that no apprentices shall be employed in this section.

OTHER EMPLOYEES.

	£	s.	d.
Leading hand, i.e., a person in charge of a department or shift (Provided that where four or less retorts are in operation, the leading hand shall perform mixed functions and take charge of shift).	7	0	0
Retort hand
Band saw operator
All others

† The above rates include a war loading of 3s. per week for adults and proportionate amounts for juniors.

SHIFT WORK.

33. (a) The ordinary hours of shift-workers shall be 44 per week, to be worked in 5 shifts of 8 hours 48 minutes on Monday to Friday inclusive or 5 shifts of 8 hours and one shift (Saturday) of 4 hours.

(b) Such shifts shall be rostered.

(c) Shift-workers whilst on afternoon or night shift shall be paid 12½ per cent. in addition to the rates shown in Clause 32.

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

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

WEEKLY WAGES.

34. All employees (other than temporary workers) ready, willing, and available for work shall be paid the full weekly wage fixed herein irrespective of the number of hours worked.

ORDINARY WEEK'S WORK (other than Shift Workers).

35. The number of hours which shall constitute a week's work shall be 44 which may be worked in periods not exceeding 8 hours 10 minutes on each day from Monday to Friday and 3 hours 10 minutes on Saturday, or in periods not exceeding 8 hours 48 minutes on each day from Monday to Friday.

TIMES OF BEGINNING AND ENDING WORK (other than Shift Workers).

36. The times of beginning and ending work each day shall be as follows:—

(a) In places where work is done on Saturday—

	Time of Beginning	Time of Ending.
Mondays to Fridays 7.15 a.m.	.. 5 p.m.
Saturdays 7.15 a.m.	.. 11 a.m.

(b) In places where work is not done on Saturday—

Mondays to Fridays 7.15 a.m.	.. 5.30 p.m.
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OVERTIME.

37. The following rates shall be paid for overtime:—

(a) Shift-workers—for all work done in excess of 8 hours per day, or in excess of 44 hours per week overtime shall be paid—

(i) When the week's work is done in six days—Time and a half on prevailing rates shall be paid provided that if any such overtime is done after 1.40 p.m. on a Saturday, double time on prevailing rates shall be paid for work so done after such hour on such day.

(ii) When the week's work is done in five days—All work done before noon on a Saturday shall be paid for at the rate of time and a half on prevailing rates and for all work done after such hour double time on prevailing rates shall be paid.

(iii) When shifts are worked on six days in a week and the total hours worked exceed 44 hours in that week, overtime shall be paid for the excess time over 44 hours.

(b) Others (not being shift-workers)—

(i) Outside the hours fixed in clause 36 (except after 12 noon on Saturday, when the rate shall be double time); time and a half.

(ii) Within the hours fixed in clause 36, in excess of the hours fixed in clause 35; time and a half.

MINIMUM OF OVERTIME.

38. Employees called upon to work after meal time as provided in clause 39 after ordinary ceasing time shall be provided with a minimum of two hours' work, or shall be entitled to two hours' payment; but such payment shall not exceed three times the ordinary week-day rate payable to permanent employees.

MEAL HOURS.

General Conditions.

39. (i) Employees working at night shall not work continuously for more than four hours without an interval of one hour for a meal, except where a person other than a shift worker has had the ordinary tea hour and is finishing before midnight.

(ii) Meal hour if worked shall be paid for at double time on prevailing rates; same to continue until such time as the employee has a full hour of leisure for a meal.

Shift Workers Only.

(iii) One half hour shall be allowed for crib in each shift which shall be counted as working time, and shall be taken at appropriate times to ensure that the quality of the product is maintained at the highest standard and with due regard to the convenience of the employees.

(iv) If a shift worker is required to work overtime he shall be entitled to a further meal at the end of the shift and before commencing such overtime.

Employees other than Shift Workers.

Breakfast.—A period of one hour at a time of the day to be arranged between employer and employees shall be allowed for breakfast to any person who commences work before 7.15 a.m.

Dinner.—A period of one hour between 12 noon and 1.30 p.m. shall be allowed for dinner.

Tea.—A period of one hour between 5 p.m. and 6 p.m. (when work is to continue after 6 p.m.) shall be allowed for tea.

SUNDAYS AND HOLIDAYS.

40. (a) Double time shall be paid for work done between 8 a.m. and 5 p.m. on Sundays and on the following holidays, viz:—Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Union Picnic Day, and Melbourne Cup Day; but if any other day be by Act of Parliament or Proclamation substituted for the above-mentioned holidays, the special rate shall be payable for work done only on the day so substituted. Overtime at the rate of time and a half, calculated on the special rate mentioned in this clause, shall be paid for work done before 8 a.m. or after 5 p.m. on Sundays and holidays.

(b) Employees called upon to work on Sundays or holidays shall be provided with four hours' work, or shall be paid for four hours' work; but such payment shall not exceed three times the ordinary week-day rate payable to permanent employees.

(c) Employees (other than temporary workers) not called upon to work on a holiday shall be paid for such holiday at ordinary rates provided that any portion of the working week is or has been worked by them.

Notwithstanding the provisions of sub-clause (c) an employee who does not work on Anzac Day shall not be entitled to payment for such holiday.

SICK LEAVE.

41. (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 or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year or a proportionately less time during any shorter period of employment.

(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 twelve days which shall be the maximum amount of leave to which any employee shall be entitled in any year without deduction of pay. For the purposes of this sub-clause, service prior to 1st May, 1943, shall be disregarded.

ANNUAL HOLIDAYS.

42. 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.

SMOKE-OH.

43. A "smoke-oh" period of 15 minutes without deduction of pay shall be allowed as follows:—

(a) To shift workers—

At intervals of not less than 2 hours nor more than 2½ hours after the commencement of work or of recommencing work after a meal break. Provided that where a meal break occurs within any such interval of 2½ hours the employee shall not be entitled to a "smoke-oh" during that interval.

(b) To other workers—

Each morning between the hours of 9.30 and 10.30 and each afternoon between the hours of 2.30 and 3.30.

CHANGING TIME.

44. Employers shall allow all employees 5 minutes changing time at the end of the ordinary day's work and such time shall be counted as time worked.

TEMPORARY WORKERS.

45. Temporary workers shall be paid at the rate of time and a third but the rates payable to such employees for overtime shall be based on the rates payable to an ordinary worker.

LIMITATION OF PENALTY RATES.

46. Where under any provision in this Determination (other than the provision contained in clause 39 (ii)), cumulative penalty rates would entitle an employee to a sum in excess of three times the ordinary week-day rate per hour of a permanent worker performing like work, the rate payable to such employee, whilst he is employed at work for which penalty rates are provided, shall not exceed three times the ordinary week-day rate referred to; excepting where an employee is called upon to work through a meal time on a Sunday or a holiday.

DEFINITIONS.

47. (a) A temporary worker shall mean any person who is employed for less than three full consecutive working days. Saturdays, Sundays, and holidays are not to be counted as working days, i.e., Friday, Monday, and Tuesday would be three consecutive working days whether Saturday or Sunday is worked or not.

(b) Juvenile worker shall mean a person under 21 years of age, other than an improver, who may be employed at—

Patting, wrapping, stamping, or branding;
 Labelling, keying, wiping tins, and carrying off from filling table;
 Filling or cleaning tins, jars, or moulds;
 Weighing, filling, emptying, stacking, capping, sealing, opening, packing, cleaning, or sterilizing tins, cartons, or bottles;
 Taking away from machines;
 Picking meat from bones.

MEAL ALLOWANCE.

48. An employee required to work overtime for more than one and a quarter hours after the time of ending work in clause 36 shall be paid 2s. tea money unless notified on the previous day that his services will be needed. If having been notified accordingly he has provided himself with a meal he shall receive, in the event of the work not being done or ceasing before respective meal times, 2s. for each meal so provided.

WEIGHT CARRYING.

49. No female over the age of eighteen years shall be required to carry a greater weight than thirty pounds. Section 207 of the *Factories and Shops Act 1928* (No. 3677) provides that—"No person employing any girl under the age of eighteen years in a factory or shop shall permit such girl while so employed to lift or carry a greater weight than twenty-five pounds".

WET WORK.

50. When female employees are engaged in wet work, employers shall take reasonable precautions to protect such employees from getting wet.

FIRST-AID CHEST.

51. A first-aid chest, with all necessaries for same, shall be provided.

MIXED FUNCTIONS.

52. Any person engaged on two or more classes of work in any day shall be paid at the highest rates prevailing for that day.

DINING AND DRESSING ROOMS.

53. Proper dining and dressing rooms shall be provided, and shall be kept in a sanitary condition by the employer.

WASHING DOWN.

54. For the purposes of washing down, hoses and water taps must be provided at convenient places.

PAYMENT OF WAGES.

55. All employees to be paid weekly, and in the time of the employer.

MINIMUM OF WORK.

56. All persons who are engaged for work shall be paid for eight hours' work at least on week days and three and a half hours' work at least on Saturday, even if they are not required to work.

WAITING TIME.

57. When an employee has been notified to start work at a certain hour, but is not put on at such hour, the time that the employee is kept waiting shall be treated as time of duty.

WASHING FACILITIES.

58. A proper place shall be provided for the purpose of washing clothes.

RIGHT OF ENTRY OF UNION OFFICIALS.

59. The Secretary or Assistant Secretary of the Federated Cold Storage and Meat Preserving Employees' Union of Australasia shall be allowed to inspect all time and wages books at the place at which the time book or other record is kept between the hours of 10 a.m. and 2 p.m. on any working day excepting pay day or on the day immediately preceding pay day.

APRONS TO BE PROVIDED.

60. Aprons shall be provided by the employer for employees doing the following classes of work—

- (a) Males—Retort hands; washing cans; handling gravy pots;
 (b) Females—Putting meat into cans.

CLOGS OR PROTECTIVE FOOTWEAR TO BE PROVIDED.

61. Clogs or protective footwear shall be provided for wet work.

ALL PERSONS TO WHOM THIS DETERMINATION APPLIES.

PERIODICAL ADJUSTMENT OF WAGES.

62. The wages rates for males set out in clauses 2 and 32 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 adjusted as prescribed by Clause 63. Provided that the wages of apprentices, improvers, juvenile workers and of females 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.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	5 2 0	6 0	5 8 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

63. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 62.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 29th July, 1947.





VICTORIA GOVERNMENT GAZETTE.

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No. 377]

MONDAY, SEPTEMBER 8.

[1947

Factories and Shops Acts.

DETERMINATION OF THE TANNERS BOARD.

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

(b) On 21st April, 1925, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any persons employed in the trade of a tanner of all kinds of furred skins, or a dresser or a dyer of such skins, and such power was conferred on the Tanners (Furred Skins) Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of a tanner, currier, leather dresser or dyer of all kinds of skins other than a tanner of sheep skins," has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence on or after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

JUNIOR LABOUR.

2. All employees under the age of 21 years, except as hereinafter provided, shall be paid the following rates:—

	Wages per Week of 44 hours.	
	Wet.	Dry.
	<i>s. d.</i>	<i>s. d.</i>
14 to 15 years of age	30 9	28 3
15 to 16 years of age	40 0	37 3
16 to 17 years of age	50 9	48 6
17 to 18 years of age	61 3	58 6
18 to 19 years of age	73 3	68 6
19 to 20 years of age	85 0	80 9
20 to 21 years of age	94 6	89 0

The aggregate proportion of juniors (other than those employed as strainers) to adults shall not exceed one junior to three adults or any fraction of three.

In any "department" as hereinafter defined the proportion of juniors shall not exceed two to five adults or a fraction of five. There shall be no limitation of the number of juniors who may be employed as strainers.

No juniors under 19 years of age shall be employed rolling, striking, or setting out crop leather and/or on hide leathers in tan pits or lime jobbing on hide leathers, and/or lifting from drums or paddles, hide or side leathers.

Other Employees.

	Per Week- of 44 Hours.
	<i>£ s. d.</i>
(1) Currier	7 8 0
(2) Person classing or sorting green hides or sides or skins after being unhaired	7 7 0
(3) Hand flesher	7 3 0
(4) Hand fleshing after machining	6 19 0
(5) Machine flesher	6 19 0
(6) Unhairer, soudder, stoner, puncher, person trimming green hides on tables after being fleshed, person working unhairing and scudding machines	6 14 0
(7) Lime jobber	6 12 0
(8) Drumhand, paddle and/or vat hand, tanpitman, hydraulic presser	6 12 0
(9) Bark bagger	6 6 0
(10) Crop cutter after tanning	6 14 0
(11) Extract worker in tannery	6 8 0
(12) Barkgrinder in tannery, person boiling down fleshing or rendering down tallow, handing hides, bark or tanning extract	6 3 0
(13) Man operating bark tan liquor plant	6 12 0

Other Employees—continued.

		Per Week of 44 Hours.
		£ s. d.
(14)	Splitting machinist—	
	Operator of big machine	
	(Wet)	7 8 0
	(Dry)	7 3 0
	Other machines	
	(Wet)	7 6 0
	(Dry)	7 1 0
(15)	Man behind splitting machine	
	(Wet)	6 11 0
	(Dry)	6 6 0
(16)	Machine shaver—	
	New machine—double width	
	(Wet)	7 0 0
	(Dry)	6 15 0
	Old machine—single width	
	(Wet)	7 1 0
	(Dry)	6 16 0
(17)	Jigger and grainer of bookbinding leather or japanned or enamelled or morocco leather or person engaged at japanning or enamelling leather or at ovens used for japanning or enamelling leather and operator of spraying machine	6 13 6
(18)	Koller of sole leather	6 15 0
(19)	Striker and setter out of sole leather	6 12 6
(20)	Shedman who applies dressing to sole leather	
	(Wet)	6 10 0
	(Dry)	6 5 0
(21)	Whitening machinist and buffing machinist (including sheep and lamb skins with the wool on)	6 17 6
(22)	Fluffing machinist	6 10 0
(23)	Fluffing machinist on suede wheel	6 14 0
(24)	Leather dresser—	
	(a) Table hand on chrome leathers	6 9 0
	(b) Table hand on bark tanned hides or sides	6 12 0
(25)	Person (not otherwise provided for) finishing chamois or fancy leather including ironing by hand	6 8 0
(26)	Machinist (not otherwise provided for) working any machine used for preparing fancy or other leathers	6 7 0
(27)	Table hand setting out harness leathers	6 15 0
(28)	Knee staker	6 12 0
(29)	Shedman (other than those who apply dressing to sole leather), man unloading hides, bark, and other materials used in tanneries	6 4 0
(30)	Strainer or toggling (over the age of 18 years)	6 8 0
(31)	Stripping (over the age of 18 years)	6 5 0
(32)	Employee unhairing either on beam or by sweeping	6 14 0
(33)	Person classing and sorting hides, sides or skins or splits of leather after tanning	7 1 0
(34)	Employee operating measuring machine	6 5 0
(35)	Employee operating setting out machine	
	(Wet)	6 14 0
	(Dry)	6 9 0
(36)	Employee operating graining machine	6 7 0
(37)	Employee operating ironing machine	6 7 0
(38)	Employee operating embossing machine	6 7 0
(39)	Employee operating squeezing machine	6 12 0
(40)	Employee operating bark grinding machine	6 6 0
(41)	Assistant on any of the machine 34 to 39	6 5 0
(42)	Operator or assistant on any machine used in the industry not otherwise provided for	6 5 0
(43)	Glazer	6 10 0
(44)	Glazer on kid leathers	6 14 6
(45)	Staker, combing machine operator	6 10 0
(46)	Person lime jobbing on mechanical reels	6 12 0
(47)	Hair washer	6 8 0
(48)	Men handling hair	6 3 0
(49)	Yardman	6 7 0

Casual employees may be engaged by the day at rates 10 per cent. higher than those prescribed for weekly work.

REDUCED TEMPERATURES.

Employees engaged at tanneries in handling hides or skins in chilling stores and chambers in which the temperatures are artificially reduced shall be paid 1½d. per hour extra for the time so employed.

PAYMENT BY RESULTS.

3. Subject to the following provisions piecework or any other system of payment by results may be adopted by an employer so long as such rates permit employees of average capacity to earn at least 10 per cent. in addition to the total wages to which they are entitled under clause 2 hereof.

(a) The piecework rates now operating shall not be varied except in manner hereinafter provided.

(b) Piecework rates may be fixed or varied by factory boards consisting of two representatives of any employer, one of his employees and one representative of the Federation. If any such board is unable to agree on any rate or rates proposed by the employer the matter in dispute shall be referred to the Chairman of the Wages Board whose decision shall be final.

(c) If the employees of any factory or the Federation fail to appoint representation to any such board or fail to attend a meeting of such board called by the employer on a date not less than seven days after the service of notice on the State Secretary of the Federation, the employer may adopt such piecework rates which he deems reasonable without the authority of a board.

CONTRACT OF EMPLOYMENT.

4. (a) Except as to pieceworkers and casual workers and subject to the undermentioned provisos employment shall be by the week. Each employee shall be entitled to a week's notice of dismissal given on any day, or a week's pay in lieu of notice unless such dismissal is for wilful failure to attend for duty, malingering, misconduct or neglect of duty.

(b) An employee absent through illness or accident shall not be entitled in any year (whether in the employ of one employer or several, except as hereinafter provided) to leave in excess of 44 hours of working time. For this purpose a year shall commence on the first day of March.

An employee before becoming entitled to sick pay shall if required to do so by the employer produce a doctor's certificate or other sufficient evidence of sickness.

An employee shall not be entitled to sick leave unless he has been in the service of the employer concerned for at least two months (8 weeks) immediately prior to such absence.

(c) If the full period of 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 88 hours working time which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

(d) An employee leaving his employment without giving a week's notice (unless his employer dispenses with such notice) shall forfeit a week's pay.

(e) Provided however, that in the event of a stoppage through breakdown of machinery or any other cause for which the employer cannot be held responsible, the employer may on any day notify any employee that his services shall not be required on the following day or days and the employee's employment shall be temporarily terminated accordingly, and he shall not be entitled to be paid for the time not worked.

(f) Employees shall be paid for the holidays set out in clause 8 hereof as if worked.

(g) If the engagement of any employee is terminated by his employer within fourteen days preceding any of the prescribed holidays the holiday or holidays occurring during such period shall be paid for unless the employee has started work with another employer with the right of payment for the holiday or holidays.

(h) An employer shall be entitled to close his tannery on Easter Saturday morning and in such case his employees shall not be entitled to payment for such half-day.

HOURS.

5. The ordinary hours of employment shall be 44 per week, such hours to be worked between 7.30 a.m. and 5.15 p.m. on Monday to Friday inclusive (with 45 minutes' break for meals between the hours of noon and 1 p.m.) and between 7 a.m. and noon on Saturday: Provided that the 44-hour week may, by agreement between the employer and his employees, be worked in five days of 8 hours 48 minutes per day.

REST PERIOD.

6. A rest period of five minutes both morning and afternoon shall be given to all employees between the hours of 9.30 a.m. and 11 a.m. and 2.30 p.m. and 4 p.m. respectively. During such periods employees may not leave their department. Such time to be fixed by the employer concerned.

OVERTIME.

7. (a) All time worked on any day before or after the regular working hours or in excess of 8 hours 48 minutes on any one day, or in excess of 44 hours in any one week, shall be paid for at the rate of time and a half for the first four hours and double time thereafter.

(b) In computing overtime each day's work shall stand alone.

(c) Any employees required to work overtime for more than two hours in any one day without being notified the day before that they will be so required to work, shall either be supplied with a meal by the employer or paid 2s.

(d) If any employee pursuant to notice under sub-clause (c) hereof has provided a meal and is not required to work overtime he or she shall be paid 2s. for the meal so provided.

(e) For work done outside ordinary hours piecework rates shall be increased by 50 per cent. for the first four hours of each period worked and 100 per cent. thereafter.

(f) In cases where a fresh shift of men is brought on to work outside ordinary hours the following rates shall be paid:—

(i) For work performed before 5.30 p.m.—Ordinary rates.

(ii) For the first six hours after 5.30 p.m. in the case of a shift commenced before 5.30 p.m.—Time and a quarter.

(iii) For the first six hours in the case of a shift which commences at 5.30 p.m. or thereafter.—Time and a quarter.

(iv) After six hours in the case of employees under sub-paragraphs (ii) or (iii) hereof.—Double time.

(g) Any employee called upon to work during a meal hour shall be paid time and a half, and such time and a half shall continue until he has had a meal-break.

HOLIDAYS.

8. (a) All employees shall be entitled to the holidays hereinafter mentioned or any day observed in lieu thereof without deduction of pay:—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, Boxing Day, and Picnic Day if held on a Saturday not preceding a Monday prescribed as a holiday.

(b) In Melbourne, Melbourne Cup Day shall be observed as a holiday in lieu of King's Birthday.

(c) Piece-workers shall be paid for such holidays even though not worked at the ordinary rates payable to employees not on piecework doing the same class of work. The rate shall be one-sixth of the appropriate weekly wage in factories working six days per week and one-fifth in factories working five-days per week.

(d) Where an employee is absent from his or her employment on the working day or part of the working day before or after a holiday without reasonable excuse or without the employer's consent such employee shall not be entitled to payment for such holiday. The amount to be deducted shall be one-sixth or one-fifth as the case may be of the appropriate weekly wage.

(e) (i) That subject to the exceptions and reservations hereinafter provided an employee shall be entitled to absent himself from his employment on any of the prescribed holidays hereinbefore mentioned or on any day observed in lieu thereof without loss of pay for such holiday or holidays.

(ii) An employer requiring an employee to work on any of the prescribed holidays hereinbefore mentioned or on any day observed in lieu thereof shall give to such employee fourteen days' clear notice prior to such prescribed holiday or holidays of such requirement to work.

(iii) An employee who is required to work on any of the prescribed holidays and to whom notification as provided in sub-clause (ii) has not been given shall be paid Double Time Rates or Rate of Double Time in addition to such ordinary rate as such employee would have received had he not so worked.

(iv) An employee who is required to work on any prescribed holidays and who fails to attend for such duty shall not be entitled to payment for such holiday or holidays as the case may be providing such failure to attend for work is not due to illness or accident as construed and applied by the provisions of clause 4. hereof.

ANNUAL LEAVE.

Period of Leave.

9. (a) Except as hereinafter provided a period of fourteen consecutive days' leave with payment of ordinary wages as prescribed shall be allowed annually to an employee by his employer after a period of twelve months' continuous service with such employer.

Public Holidays Excluded.

(v) (i) Such period of annual leave shall not include holidays as prescribed in clause 8 observed on working days, but shall include all other non-working days.

(ii) If any holiday as prescribed in clause 8 falls within an employee's period of annual leave and is observed on the day which in the case of that employee would have been an ordinary working day, there shall be added to that period one day, being an ordinary working day for each holiday observed as aforesaid.

(iii) Where an employee without reasonable excuse proof whereof shall lie upon him is absent from his employment on the working day or part of the working day prior to the commencement of his annual leave or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave, the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave.

Notice of Leave to be Given.

(c) At least seven days' notice shall be given to an employee as to when he is to commence his leave, and if such notice be withdrawn by an employer, the employee if he postpones his leave, shall be compensated by the employer for any reasonable out of pocket loss occasioned thereby; in the case of disputes to be settled by the Wages Board.

Time When Leave to be Granted.

(d) Annual leave shall be given at a time fixed by the employer within a period not exceeding three months from the date when the right to annual leave accrued and after not less than one weeks' notice to the employee.

Leave to be Given and Taken.

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

Payment of Wages.

(f) Each employee before going on leave shall be paid two weeks' wages at ordinary rates for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave. Payment in case of employees employed on piecework or bonus work or any other system of payment by results shall be at time rates.

Leave in Advance.

(g) (i) An employer may grant 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 the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

(ii) Where leave has been granted to an employee pursuant to sub-clause (g) (i) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may for each 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 in clause 8 of this Determination. Provided that in cases where such leave is granted at the request of the employee, the employer may when making payment under sub-clause (f) hereof, withhold from the employee a sum equal to one-twelfth for each complete month of the qualifying period not served by the employee at the time of going on such leave and retain such sum until the expiration of such qualifying period.

Proportionate Payment.

(h) Proportionate payment shall be made in respect of each completed month of continuous service in any qualifying twelve-monthly period when an employee lawfully leaves his employment or his employment is terminated by his employer through no fault of the employee.

Calculation of Continuous Service.

(i) (a) Continuity of 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 with the intention of avoiding obligations hereunder in respect of annual leave;
- (ii) any absence from work of not more than fourteen days in the twelve months on account of sickness or accident (proof whereof shall be on the employee);
- (iii) any absence on account of leave granted imposed or agreed to by the employer;
- (iv) any absence due to reasonable cause (including absences on account of sickness or accident of more than fourteen days) (proof whereof shall be on the employee).

Provided that 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 if practicable inform the employer in writing within 24 hours after the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause, and the estimated duration of his absence.

(b) In calculating a period of twelve months' continuous service—

- (i) (1) any annual leave taken therein;
- (2) any absences of the kind mentioned in (i) and (ii) of paragraph (a) above shall be counted as part of such period;
- (ii) in respect of absences of the kind mentioned in (iii) and (iv) of paragraph (a) above, the employee shall serve such additional period as part of his qualification for annual leave as will equal the period of such absences;
- (iii) (1) Where an employee is absent from work for any cause whatsoever the employer shall, if so requested by the employee, notify the employee within fourteen days of the receipt of such request whether the employer regards such absence as breaking either conditionally or unconditionally the continuity of service of such employee. If the employee does not make such request within seven days of his return to work after any such absence, such absence shall be deemed to have broken such continuity. If the employer does not give such notice within the said fourteen days, such absence shall not be deemed to be such a break.

The employee shall make request in writing and shall deliver same to the employer's office at the factory where he is employed, or if there be no such office, to the manager of such factory or in his absence to the employee's foreman.

The employer shall give the notification to the employee by having the same delivered to such employee personally in writing;

- (2) where an employee has been absent from his employment, and the employer has notified him that such absence is regarded as a break in the continuity of service, the employee may within fourteen days of such notification from the employer, appeal to the Wages Board against such notification of the employer.

Calculation of Month.

(j) 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.

Successor or Assignee or Transmitttee.

(k) Where the employer is a successor or assignee or transmitttee 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 transmitttee 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.

Annual Close Down.

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

- (i) He may by giving to the employees concerned 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 also be paid one-sixth of a weeks' 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 reopened for work.
- (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 (h) of this clause, subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

Disputes.

(m) Any dispute as to the rights of an employee to or with respect to annual leave shall be dealt with by the Wages Board.

PAYMENT FOR WORK ON SUNDAYS AND HOLIDAYS.

10. (a) All work performed on Sundays and holidays shall be paid for at the rate of not less than double time.

(b) An employee called upon to work on a Sunday shall be entitled to a minimum of two hours' pay and on public holidays to a minimum of four hours' pay unless work is prevented by rain, in which event he shall receive a payment of 4s.

MIXED FUNCTIONS.

11. Where an employee is engaged on any day on mixed functions or on work carrying a higher rate of pay than his ordinary classification he shall be paid at the higher rate for the time so worked on such higher classification. If the aggregate hours worked by an employee on such higher classification exceed sixteen in the week he shall be paid at the higher rate for the week.

Provided further that an employee employed at any two or more of the operations of buffing, fluffing, or fluffing on the suede wheel not entitled to the higher rate for any week shall for each day on which he is called on to do any two or more of such operations be paid the higher rate of pay.

PAYMENT OF WAGES.

12. (a) Wages shall be paid not later than Thursday of each week in the employer's time or within five minutes of knock off time. Time waiting for payment after such five minutes shall be paid for at overtime rates.

(b) Any employee who has worked only a portion of a week and who is dismissed by his employer shall be paid on ceasing work for all time worked during that week, less any deductions that the employer may be lawfully entitled to make.

(c) Each employer shall be entitled to retain in hand from each employee an amount equal to one day's wages of such employee.

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

TOOLS OF TRADE.

13. (a) The employer shall provide all tools, leggings, gloves (rubber and other), aprons, rubber, leather, or cloth, (where suitable) respirators and other tools and implements of trade necessarily required by an employee in the performance of his duties.

(b) Employees working outdoor in wet weather shall be provided by the employer with waterproof caps for use whilst so working.

(c) Rubber knee boots shall be provided by the employer on all work where necessarily required on Wet Drum work.

(d) In the event of boots or clothing being damaged or destroyed by fire or corrosive substance other than in the normal course of usage of such boots and clothing, compensation to the extent of the damage sustained shall be made by the employer.

PUTTING ON AND TAKING OFF COVERINGS.

14. Each employer shall allow his employees a reasonable period in the employer's time not exceeding five minutes either at the commencement or termination of work each day for putting on or removing (as the case may be) leggings, gloves, and aprons. In the event of any disagreement between an employer and his employees as to whether the period shall be at the commencement or termination of work or as to whether the time allowed is reasonable the dispute shall be referred to the Secretary for Labour.

TIME AND WAGES BOOKS, CARDS, ETC.

15. (a) Each employer shall keep in each factory, workshop or place where work is carried on by him, some card or check used in connexion with a mechanical clock or a time and wages book showing the name of each employee and his or her 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 books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

(c) The time and wages book shall be opened for inspection to an officer of the Federation duly accredited in writing by the Federation bound by this Determination during the midday meal hour at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the Secretary of the Federation or the district secretary or organizer of any division suspects that a breach of this Determination has been or is being committed: Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment: And provided further that if the meal hour shall not be a convenient time for any employer he may fix some other time of at least one hour for any such inspection.

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

RIGHT OF ENTRY OF UNION OFFICIAL.

16. A duly accredited representative of the Federation bound by this Determination shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate Federation business 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 the place where they are taking their meal;
- (iii) that not more than one representative in all be in any workshop at any one time;
- (iv) that no one representative visit a workshop more than once in each week; and
- (v) that if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Secretary for Labour.

UNION BUSINESS.

17. Officers or members of the Federation or any branch thereof may leave their work to attend to the business of the Federation after at least three days' notice has been given to the employer, but without being paid while absent.

SHOP STEWARD.

- 18. (a) Shop stewards or Federation representatives shall be granted every facility in carrying out their duties.
- (b) Shop stewards appointed by employees in each workshop shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom they represent.
- (c) Shop stewards shall be allowed the maximum of one hour per week, after pay day, to collect Union dues during working hours, without deduction of pay. Such time shall be fixed at a time most convenient to, and at the employer's discretion.

POSTING NOTICES.

- 19. (a) An employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with meetings or other business of the Federation.
- (b) Such notice boards shall be in a prominent position, and notices exhibited thereon shall be signed by the branch secretary, president or shop steward of the Federation.
- (c) Every employer shall post and keep posted a copy of the Determination in a place accessible to all employees.

ACCIDENT PAY.

20. When an employee meets with an accident whilst at work which accident necessitates his absence from work he shall, for the period not exceeding one week for which he does not receive any payment under the provisions of the appropriate State laws, be paid at the rate of half the payment proscribed by this Determination for the class of work on which he was engaged prior to being so absent.

ACCOMMODATION.

- 21. (a) Boiling water shall be supplied by the employer for tea for the employees at lunch time.
- (b) Dining Room and Dressing accommodation and facilities for drying clothes shall be provided for by the employer, who shall be held responsible for the place being kept clean. Dressing rooms shall contain suitable provisions (hanging facilities) for the clothes for each employee.
- (c) Suitable showers shall be available for all employees, and both hot and cold water shall be laid on and shall be readily accessible to employees.
- (d) The employer shall provide a suitable covered bicycle-stand.

FIRST-AID OUTFIT.

- 22. (a) The employer shall provide and continuously maintain an efficient first-aid outfit in each factory controlled by him.
- (b) An efficient first-aid outfit shall be that prescribed by the laws and regulations of the State in which the factory is situated, but, where there is no legislation on the subject, the first-aid outfit shall contain the following equipment:—

Article.	Quantities to be kept in Ambulance Chest.	
	Factories and Workshops in which not more than 30 persons are Employed.	Factories and Workshops in which more than 30 persons are Employed.
Antiseptic solution	1 bottle	1 bottle
Bandages, cotton and gauze	½ doz. assorted sizes	½ doz. assorted sizes
Iodine, tincture of	1 oz.	2 oz.
Castor oil	1 oz.	2 oz.
Manual first aid.		
Petrolatum, carbolized	1 jar	1 jar
Picric acid solution, made according to the following recipe or prescription :—		
1½ teaspoonful of powdered picric acid ;		
3 oz. absolute alcohol ;		
2 pints distilled water.		
Pins, safety	1 packet	1 packet
Sal volatile	1 oz.	6 oz.
Scissors	1 pair	1 pair
Tourniquet	1	1
Cotton, absorbent	} An adequate assortment	} An adequate assortment
Gauze, sterilized and plain		
Lint, absorbent		
Plaster, adhesive		

MEMBERS SHALL NOT BE COMPELLED TO RESIGN MEMBERSHIP.

23. An employer shall not compel an employee to resign his membership of the Federation through the fact of such member being made a foreman or being placed on the staff.

FORMALDEHYDE.

- 24. (a) Where formaldehyde is used so as to create obnoxious or injurious fumes there shall be sufficient ventilation to take the fumes away.
- (b) Suitable goggle protectors shall be provided by the employer, if requested, for employees using formaldehyde or breaking down sulphide.

FACTORIES AND SHOPS ACTS.

25. Employers shall comply with the laws and regulations for the time being in force relating to factories and workshops in respect of sanitation, lavatories, factory cleanliness, heating, light and seating accommodation in so far as such laws and regulations do not conflict with any provisions of this Determination.

PROBATION PERIOD.

26. Any employee who has not previously been engaged in the industry on the following classes of work, viz., items 14, 16, 21, 22 or 23 shall receive when so engaged not less than the rate of pay prescribed for Table hand, item 24(a) for a period of probation of four calendar weeks and thereafter shall receive the full rate in accordance with the appropriate class of work he is engaged upon, provided however, that no employee placed upon probation upon any class of work hereinbefore mentioned in this clause shall receive a lesser rate than that which he was previously receiving immediately prior to his engagement on any such new class of work.

DEFINITIONS.

- 27. (a) "Currier" is a person who in his work uses a whitening knife, skiver, slicker, whitening slicker, or shaving knife, or buffing knife, or buffing slicker.
- (b) "Handflesher" is a person who uses in his work a knife for the purpose of fleshing green hides or cutting down hides or skins or pieces before or after being fleshed by a machine.
- (c) "Table hand" is a person engaged on any class of work done on tables, except in sole leather or as otherwise provided.
- (d) "Slab work" shall mean the pasting of pieces of split leather together for sale or use as soles, insoles, heel or toe pieces, or stiffeners, or any purpose whatsoever.
- (e) "Strainer" shall mean a person engaged at straining or tacking out or stripping or toggling or carrying boards or frames used for straining or tacking out or toggling.
- (f) "Shedman" used in relation to tanneries shall include persons employed in hide houses of beamshed departments, spreading out and hooking hides together to make packs ready for reeling into pits, trucking hides and taking them out of bundles, lumping hides from the lorries, and cleaning up.
- (g) "Federation" shall mean the Australian Saddlery Leather Sail Canvas Tanning Leather Dressing and Allied Workers Employees Federation.
- (h) "Wet splitting" shall mean wet splitting applied before squeezing.
- (i) "Dry splitting" shall mean dry splitting applied after squeezing.
- (j) "Wet shaving" shall mean wet shaving sheep and lamb skins with the wool on and also pickled pelts which are shaved immediately after removal from drums or paddles without being squeezed or left for draining for a substantial period.
- (k) "Yardman" shall mean a person who is engaged cleaning drains and sewers.

DEPARTMENTS.

28. "Departments" of a tannery or leather-dressing establishment refer only to each of the following departments:—

- Beamshed department;
 - Tanning department (including all wet work);
 - Curriers' department (including rolling);
 - Finishing department (other than rolling).
- "Japan shop."—Japan shop means places where persons japanning or enamelling leather are engaged.

PERIODICAL ADJUSTMENT OF WAGES.

29. The wages rates set out for adults 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 adjusted as prescribed by clause 30.

BASIC WAGE.

Place.	Needs Basic Wage (Adjustable).	Constant Loading.	War Time Loading.	Industry Allowance.	Total Base Rate.	Index Number Set Assigned.
	£ s. d.	s. d.	s. d.	s. d.	£ s. d.	
Throughout the State	5 2 0	5 0	5 0	6 0	5 18 0	Six capital cities (weighted average)

ADJUSTMENT OF BASIC WAGE.

30. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 29.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's 'all items' retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The rates for junior labour shall be the undermentioned percentages of the total base rate, such percentages to be calculated to the nearest threepence, half or less than half of threepence to be disregarded.

Age.	Wet. (Percentage of Total Base Rate.)	Dry. (Percentage of Total Base Rate.)
14 to 15 years of age	26	24
15 to 16 years of age	34	31½
16 to 17 years of age	43	41
17 to 18 years of age	52	49½
18 to 19 years of age	62	58
19 to 20 years of age	72	68½
20 to 21 years of age	80	75½

MARGINS.

(e) In addition to the total base rate provided for in clause 29 the following margins shall be payable to employees mentioned hereunder :—

Classification.	Margins.
	<i>s. d.</i>
(1) Currier	30 0
(2) Person classing or sorting green hides or sides or skins after being unhaired	29 0
(3) Hand flesher	25 0
(4) Hand fleshing after machining	21 0
(5) Machine flesher	21 0
(6) Unhairer, scudder, stoner, puncher, person trimming green hides on tables after being fleshed, person working unhairing and scudding machines	16 0
(7) Lime jobber	14 0
(8) Drumhand, paddle and/or vat hand, tanpitman, hydraulic presser	14 0
(9) Bark baggor	8 0
(10) Crop cutter after tanning	16 0
(11) Extract worker in tannery	10 0
(12) Barkgrinder in tannery, person boiling down fleshing or rendering down tallow, handling hides, bark or tanning extract	5 0
(13) Man operating bark tan liquor plant	14 0
(14) Splitting machinist—	
Operator of big machine	
(Wet)	30 0
(Dry)	25 0
Other machines	
(Wet)	28 0
(Dry)	23 0
(15) Man behind splitting machine	
(Wet)	13 0
(Dry)	8 0
(16) Machine shaver—	
New machine—double width	
(Wet)	22 0
(Dry)	17 0
Old machine—single width	
(Wet)	23 0
(Dry)	18 0
(17) Jigger and grainer of bookbinding leather or japanned or enamelled or morocco leather or person engaged at japanning or enamelling leather or at ovens used for japanning or enamelling leather and operator of spraying machine	15 6
(18) Roller of sole leather	17 0
(19) Striker and setter out of sole leather	14 6
(20) Shedman who applies dressing to sole leather	
(Wet)	12 0
(Dry)	7 0
(21) Whitening machinist and buffing machinist (including sheep and lamb skins with wool on)	19 6
(22) Fluffing machinist	12 0
(23) Fluffing machinist on suede wheel	16 0
(24) Leather dresser	
(a) Table hand on chrome leathers	11 0
(b) Table hand on bark tanned hides or sides	14 0
(25) Person (not otherwise provided for) finishing chamois or fancy leather including ironing by hand	10 0
(26) Machinist (not otherwise provided for) working at any machine used for preparing fancy or other leathers	9 0
(27) Table hand setting out harness leathers	17 0
(28) Knee staker	14 0
(29) Shedman (other than those who apply dressing to sole leather), man unloading hides, bark, and other materials used in tanneries	6 0
(30) Strainer or toggling (over the age of 18 years)	10 0
(31) Stripping (over the age of 18 years)	7 0
(32) Employee unhairing either on beam or by sweeping	16 0
(33) Person classing and sorting hides, sides or skins or splits of leather after tanning	23 0
(34) Employee operating measuring machine	7 0
(35) Employee operating setting out machine	
(Wet)	16 0
(Dry)	11 0
(36) Employee operating graining machine	9 0
(37) Employee operating ironing machine	9 0
(38) Employee operating embossing machine	9 0
(39) Employee operating squeezing machine	14 0
(40) Employee operating bark grinding machine	8 0
(41) Assistant on any of the machines 34 to 39	7 0
(42) Operator or assistant on any machine used in the industry not otherwise provided for	7 0
(43) Glazer	12 0
(44) Glazer on kid leathers	16 6
(45) Staker, combing machine operator	12 0
(46) Person lime jobbing on mechanical reels	14 0
(47) Hair washer	10 0
(48) Men handling hair	5 0
(49) Yardman	9 0

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 14th July, 1947.



VICTORIA GOVERNMENT GAZETTE.

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No. 378]

MONDAY, SEPTEMBER 8.

[1947

Factories and Shops Acts.

DETERMINATION OF THE OPTICIANS BOARD.

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 appointed to "determine the lowest prices or rates which may be paid to any person employed in manufacturing or mounting optical lenses or their frames," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a) **EMPLOYEES ENGAGED IN CONNECTION WITH SPECTACLE FRAME MAKING.**

<i>Female and Unapprenticed Junior Labour.</i>				<i>Other Employees.</i>			
(i) Subject to the exception hereinafter provided, the minimum rates of wage for adult and junior females and for unapprenticed male juniors shall be as follows:—							
	Wages per Week of 44 Hours.				Wages per Week of 44 Hours.		
	Percentage of Needs Basic Wage.	Constant Loading.	Total Wage Payable.		Weekly Rate.	War* Loading.	Total Weekly Wage.
		<i>s. d.</i>	<i>£ s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
<i>I.—Adult Females.</i>				Optical mechanic or employee engaged in the final assembling and/or adjusting and/or inspecting of metal frames Press operator (heavy) Press operator (light) Process worker (as defined)	149 6 124 0 121 0 121 0	3 0 3 0 3 0 3 0	152 6 127 0 124 0 124 0
Under three months' experience	65	3 0	3 9 6				
All others	75	3 0	3 19 6				
<i>II.—Junior Females.</i>							
17 years of age and under ..	40	1 0	2 2 0				
18 years of age	47½	1 3	2 9 6				
19 years of age	55	1 6	2 17 6				
20 years of age	62½	2 0	3 5 6				
<i>III.—Junior Males.</i>							
Under 16 years of age	25	0 6	1 6 0				
16 years of age	35	0 9	1 16 6				
17 years of age	47½	1 0	2 9 6				
18 years of age	60	1 0	3 2 0				
19 years of age	75	2 0	3 18 6				
20 years of age	90	2 0	4 14 0				

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

(ii) 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.

Note.—The Board has determined that no apprentice shall be taken to this section.

(b) EMPLOYEES ENGAGED ON ANY OTHER WORK COVERED BY THE DETERMINATION.

Apprentices.				Improvers.				Other Employees.			
Wages Per Week of 44 Hours.				Wages Per Week of 44 Hours.				Wages Per Week of 44 Hours.			
Weekly Rate.	War* Loading.	Total Weekly Wage.		Weekly Rate.	War* Loading.	Total Weekly Wage.		Weekly Rate.	War* Loading.	Total Weekly Wage.	
s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
1st year ..	22 0	0 9	22 9	1st year ..	22 0	0 9	22 9	Foreman, i.e., man in charge of two or more employees .. Optical workers and repairers ..	168 6	3 0	171 6
2nd year ..	27 3	0 9	28 0	2nd year ..	30 0	1 0	31 0				
3rd year ..	37 6	1 0	38 6	3rd year ..	40 9	1 3	42 0				
4th year ..	50 0	1 6	51 6	4th year ..	57 3	1 9	59 0				
5th year ..	73 0	2 3	75 3	5th year ..	80 6	2 3	82 9				
6th year ..	101 0	3 0	104 0	6th year ..	107 0	3 0	110 0				
PROPORTION (in any factory, shop, or place). One apprentice to every two or fraction of two workers receiving not less than 152s. 6d. per week of 44 hours. An indenture of apprenticeship prescribed was approved on 15th December, 1914.				PROPORTION (in any factory, shop, or place). One improver to every three journeymen receiving not less than 152s. 6d. per week of 44 hours. Provided that in any place where two or more journeymen are employed solely at grinding lenses additional improvers may be employed in the proportion of one improver to each of such journeymen.							

* The War Loading shall not be taken into account in the calculation of overtime and holiday rates.

3. TIME OF BEGINNING AND ENDING WORK.

Time of Beginning.	Time of Ending.
8 a.m. ..	12.30 p.m. on the day on which the half-holiday is observed.
8 a.m. ..	6.0 p.m. on the other working days of the week.

OVERTIME.

4. That the following rate shall be paid for all work done—
- (a) Outside the hours fixed in Clause 3 up to 3 hours per day .. Time and a half and thereafter double time.
 - (b) Within the hours fixed in Clause 3 in excess of 8 hours per day Monday to Friday inclusive and 4 hours on Saturday in a six-day workshop, and all time in excess of 8 hours 48 minutes per day Monday to Friday inclusive in a 5-day workshop .. Time and a half.

TIME RATE.

5. 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 22 hours be paid at the ordinary wages rate with an addition of thirty-three per centum. For time worked beyond the 22 hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Determination for an ordinary week's work, together with any overtime rate which is applicable.

TERMINATION OF EMPLOYMENT.

6. Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof. This provision shall only apply in the case of an employee who has been employed continuously for three months or more.

PAYMENT FOR HOLIDAYS.

7. Employees shall be entitled to the following holidays without deduction of pay:—Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day within the Metropolitan District as defined in the Factories and Shops Acts, Christmas Day, Boxing Day, New Year's Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this provision shall only apply to the day so substituted.

ANNUAL HOLIDAY.

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

NOTE.—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.

SPECIAL RATES.

9. That double time shall be the special rate for all work done on Sunday, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day, within the Metropolitan District as defined in the Factories and Shops Acts, Christmas Day, Boxing Day, New Year's Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

TEA MONEY.

10. When an employee works more than two hours' overtime in any one day he shall be paid 2s. meal money.

DEFINITIONS.

11. "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 connection 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 and/or buffing 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;

PERIODICAL ADJUSTMENT OF WAGES.

12. The wages rates for employees 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 adjusted as prescribed by clause 13. Provided that (i) the wages of adult females, junior females and junior males in clause 2 (a) shall be adjusted to accord with the percentages of the contemporaneous needs basic wage and in addition thereto the constant loadings specified, (ii) the wages of apprentices and improvers in clause 2 (b) 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.

Basic Wage.

Place.	Needs Basic Wage (adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	5 2 0	6 0	5 8 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

13. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 12.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's 'all items' retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 12th August, 1947.



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MONDAY, SEPTEMBER 8.

[1947

Factories and Shops Acts.

DETERMINATION OF THE FURNITURE 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 has the power to determine the lowest prices or rates which may be paid to:—

- (1) any person employed in wholly or partly preparing or manufacturing any article of furniture or in repairing any new or secondhand article of furniture, usually made or partly prepared by cabinet-makers, chair and couch makers, upholsterers, wood carvers, french-polishers, and wood turners;
- (2) any person or persons or classes of persons employed in—
 - (a) fixing or repairing new or secondhand furniture or seating in buildings; or
 - (b) french, wax, or lacquer polishing new or secondhand furniture or fittings in or in connexion with buildings;
- (3) any person or persons, or classes of persons, employed in the trade of designing, making, painting, or decorating—
 - (a) furnishing accessories or novelties, wholly or partly made of wood, such as nut bowls, smokers' or ornamental stands, or fancy boxes;
 - (b) domestic woodware, such as bread boards or salt boxes;
 - (c) walking sticks;
- (4) any person employed in wholly or partly preparing or manufacturing furniture timbers cut to size, veneers, veneered panels, plywood or coreboard, but not including persons subject to the determination of any other Wages Board heretofore appointed;
- (5) any person or persons or classes of persons employed in the manufacturing processes of a maker of overmantels and of wood mantelpieces (other than wood mantelpieces to be painted, such as usually made in sawmills) or in repairing any such overmantels or wood mantelpieces;
- (6) any persons or persons, or classes of persons, employed in the manufacturing of wire mattresses;
- (7) any person employed in the manufacture of mattresses or bedding;
- (8) females employed as upholstresses, whether as carpet hands, table hands, or drapery hands; and males employed in planning and laying floor coverings, or fixing draperies, blinds, or screens; and males or females employed in making blinds; but not including persons subject to the jurisdiction of the Tentmakers Board;
- (9) any person or persons or classes of persons employed either inside or outside a factory or workroom in the process, trade, or business of a maker of picture frames, including art pictures frames, framed mirrors, and overmantels other than overmantels usually made by cabinet-makers,

has made the following Determination namely:—

1. That as from the beginning of the first pay period to commence in August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

No. 379.—8284/47.

2.

APPRENTICES AND IMPROVERS.

WEEKLY WAGES.				PROPORTION (in any place).	
APPRENTICES.				APPRENTICES.	
	Males.	Females.			
	<i>s. d.</i>	<i>s. d.</i>		<i>Males.</i>	
First year	22 11	21 11	One male apprentice to every three or fraction of three male workers receiving not less than the minimum wage.		
Second year	34 9	33 3		<i>Females.</i>	
Third year	46 3	38 4	One female apprentice to every female worker receiving not less than the minimum wage.		
Fourth year	69 2	49 9			
Fifth year	91 6	57 0			
And thereafter the minimum wage.					
IMPROVERS.				IMPROVERS.	
	Males.	Females.			
	<i>s. d.</i>	<i>s. d.</i>		<i>Males.</i>	
Under 16 years of age	20 8	18 4	One male improver to every six or fraction of six male workers receiving not less than the minimum wage. Provided that at least three male workers receiving not less than the minimum wage must be employed before a male improver can be employed.		
16 and under 17	22 11	21 11	Provided also that—		
17 and under 18	34 9	33 3	In the case of the bedding and wire mattress section where no apprentices are employed, one male improver shall be allowed to every four or fraction of four workers receiving not less than the minimum wage.		
18 and under 19	46 3	38 4	In the picture frame section one male improver shall be allowed to every three or fraction of three workers receiving not less than the minimum wage.		
19 and under 20	69 2	49 9		<i>Females.</i>	
20 and under 21	91 6	57 0	One female improver to every six or fraction of six female workers receiving not less than the minimum wage.		
			Provided that in the bedding and wire mattress section where no female apprentices are employed, one female improver shall be allowed to every four or fraction of four workers receiving not less than the minimum wage.		

3.

OTHER EMPLOYEES.

	Weekly Wages.	
	Within 20 Miles of G.F.O., Melbourne, 10 Miles of G.F.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	<i>£ s. d.</i>	<i>£ s. d.</i>
GROUP "A" GENERAL FURNITURE SECTION.		
<i>Males.</i>		
Operator of Boulton's carver or shaping machine	7 1 0	6 18 0
Moulding machinist—		
(a) who grinds his own cutters	7 1 0	6 18 0
(b) who does not grind his own cutters	6 12 0	6 9 0
Cabinet-maker, wood carver, chair-frame maker (other than stuffover chair-frame maker)	7 1 0	6 18 0
Stuffover chair or couch frame maker	6 9 0	6 6 0
Polishers required to spirit off or acid off	7 1 0	6 18 0
Other polishers	6 12 0	6 9 0
Upholsterer	6 18 0	6 13 0
Wood turner, painter, assembler	6 12 0	6 9 0
Operator of band saw, jig saw, circular saw, buzzer, planer, thicknesser, dovetailer, tenoner, mortiser, or glue jointer	6 9 0	6 6 0
Persons setting up or operating copying or automatic lathe	6 9 0	6 6 0
Persons cramping furniture or chairs	6 9 0	6 6 0
Persons packing mantelpieces or overmantels	5 16 0	5 13 0
Persons rubbing down, filling, varnishing, or staining	6 4 0	6 1 0
Sprayhands, staining or lacquering	6 9 0	6 6 0
Veneer cutters, matchers, layers or gluers engaged in the preparing or making of veneered panels, or plywood, or coreboard, or partly prepared timber, or parts of furniture timbers cut to size	6 9 0	6 6 0
Persons cramping, or glueing, or cementing or fastening together partly prepared timber or furniture timbers cut to size	6 9 0	6 6 0
Timber bender, operator or sander, boring, or any other machine not provided for above	6 1 0	5 18 0
Stackers, yardmen	5 11 0	5 8 0
All others	6 11 0	5 8 0
<i>Females.</i>		
Female employed as upholstrees	3 8 0	3 6 6
Female employed as veneer matcher	3 8 0	3 6 6
Female employed in designing, making, painting or decorating—		
(a) furnishing accessories or novelties	3 8 0	3 6 6
(b) domestic woodware	3 8 0	3 6 6
(c) walking sticks	3 8 0	3 6 6

OTHER EMPLOYEES—continued.

	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
GROUP " B " BEDDING AND WIRE MATTRESS SECTION.		
<i>Males.</i>		
Bedding hands engaged in tufting or quilting, including repairers	£ 6 5 6	£ 6 2 6
Operator of Boulton's carver or shaping machine	7 1 0	6 18 0
Moulding machinist—		
(a) who grinds his own cutters	7 1 0	6 18 0
(b) who does not grind his own cutters	6 12 0	6 9 0
Operator of buzzer, planer, thicknesser, circular saw, tenoner, or mortiser	6 9 0	6 6 0
Operator of sander, boring, or any other machine not otherwise specified	6 1 0	5 18 0
Wireweaver	6 5 6	6 2 6
Stretcher-up, tacker-on, splinter-up, or varnisher	6 4 0	6 1 0
Spray hands	6 9 0	6 6 0
All others	5 11 0	5 8 0
<i>Females.</i>		
Females	3 8 0	3 6 6
GROUP " C " CARPET PLANNING SECTION.		
<i>Males.</i>		
Carpet planner	7 1 0	6 18 0
Cutter of loose covers or curtains or drapes	6 14 0	6 11 0
Persons mounting, making or hanging blinds, fixing drapes and screens, or laying floor covers	6 9 0	6 6 0
All others	5 11 0	5 8 0
<i>Females.</i>		
Females	3 8 0	3 6 6
GROUP " D " PICTURE FRAMES SECTION.		
<i>Males.</i>		
Compo workers	6 1 0	5 18 0
Fitters up	6 1 0	5 18 0
Gilders or bronzers	6 4 0	6 1 0
Mount cutters	6 4 0	6 1 0
Mounters	6 1 0	5 18 0
Joiners	6 4 0	6 1 0
Persons working at—		
Band or jig saws	6 9 0	6 6 0
Other saws	6 4 0	6 1 0
Moulding machines	6 9 0	6 6 0
Shaping machines	6 15 0	6 12 0
Stainers who mix and apply stain and finish any kind of wood or compo	6 4 0	6 1 0
Wood turners	6 12 0	6 9 0
All others	5 11 0	5 8 0
<i>Females.</i>		
Females	3 8 0	3 6 6

Persons employed as second-hand carpet sewers and workers on second-hand bedding shall be paid 25 per cent. in addition to the rates fixed above.

DEFINITIONS.

4. A chairmaker is an employee who makes any class of chairs other those in which the woodwork is wholly prepared by machines and set up by assemblers.

A staffer chair and couch frame maker is a person who makes frames on which the upholsterers cover all the woodwork except the legs or feet and of which the woodwork is prepared by machines.

A varnisher is a person employed solely coating with a brush or dipping parts of or completed articles of furniture of any class covered by this Determination with any oil or spirit varnish, lacquer, or substitute for such oil or spirit varnish or lacquer.

ORDINARY WEEK'S WORK.

5. The number of hours to constitute a week's work shall be as follows :—

Males	44 hours	} To be worked between the times of beginning and ending work shown below.
Females	44 hours	
Times of beginning.		Times of ending.
7.30 a.m.		5 p.m. Mondays to Fridays.
7.30 a.m.		12 noon Saturdays.

Provided an employer may at his option work the prescribed weekly hours in five days or five and a half days, but the option having once been exercised the ordinary daily hours shall not be altered without one week's notice to the employees.

OVERTIME.

6. Except in the case of shift work all time worked—
- (a) Before or after the usual times of beginning and ending work ;
 - (b) In excess of nine hours per day ;
 - (c) In excess of 44 hours in any week ;

shall be paid for at the rate of time and one half for the first four hours and double time thereafter, provided that all time worked between the hours of 9 p.m. and 7.30 a.m. shall be paid for at double time.

All work done outside the times of beginning and ending work on any holiday specified in clause 18 shall be paid for at the rate of double ordinary time.

No person under the age of seventeen years shall be permitted to work more than four hours overtime in any week.

SHIFT WORK.

7. Shift work may be worked subject to the following conditions :—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid at the rate of time and a half.
- (b) Except as hereinafter provided, for any afternoon or night shift which has been in operation for five successive shifts or more and less than one month ten per cent. more than ordinary rates shall be paid and after such shifts have continued for more than one month seven and one-half per cent. more than ordinary rates shall be paid.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who during a period of engagements work only on night shifts shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid ten per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only they shall change over week and week about and shall be paid ten per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employee working on shift shall not exceed—
 - (i) Eight in any one day ; or
 - (ii) 48 in any one week ; or
 - (iii) an average of 44 per week during any period of three weeks of such employment upon such shifts.

TEA MONEY.

8. All employees required to work beyond the usual time of ending work shall be allowed 2s. tea money in addition to overtime rates as prescribed for in this Determination when the usual time of ending work is exceeded by two hours.

TERMS OF ENGAGEMENT.

9. Except as herein in this Determination provided, all employees shall be employed by the week. Employees to become entitled to the weekly wage prescribed by this Determination must be available and ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wage shall not apply to any employee of such establishment or department during such periods.

Employment for the first two weeks of service at any time shall be from hour to hour at the weekly rate fixed.

Notwithstanding anything herein contained employees engaged on the making of refrigerators may be employed on hourly hiring provided that they are paid at the rate of 5s. per week extra (with a proportionate amount added to the wages of juveniles) when so employed, such payment to be compensation for sick pay and public holiday pay, but such amount shall not be taken into account in computing overtime, Sunday, and holiday rates.

CASUAL LABOUR.

10. Casual labour at hourly rates may be engaged, provided the rates are 10 per cent. higher than those prescribed for weekly hands.

Casual labour means labour where an employer does not provide a full week's work, but does not include a weekly hand whose engagement is terminated in the middle of a week.

TERMINATING EMPLOYMENT.

11. Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, or to deduct payment for any time the employee cannot be usefully employed because of any strike, or through any breakdown of machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

An employer shall not terminate the employment of an employee for the purpose of evading payment for the holidays prescribed by this Determination.

Where an employee is dismissed within seven days prior to any such holiday the re-engagement of such employee within seven days after such holiday shall be prima facie evidence that the employment was terminated for the purpose of evading payment for such holiday.

Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.

Should an employee be dismissed during the course of a week, any wages due to him or her shall be paid to him or her forthwith or shall be posted to him or her within 24 hours.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

12. Any employee who is employed on any holiday specified in clause 18 shall be paid at the rate of the ordinary time in addition to the usual rate.

All work done on Sundays shall be paid for at the rate of double time.

MIDDAY MEAL.

13. An interval of not less than 30 minutes shall be allowed for the midday meal between the hours of 12 noon and 2 p.m.

REST PERIOD.

14. When any spell of duty is for more than four hours, an interval of ten minutes, to be selected by the employer, shall be allowed in the third hour to females for refreshment. The interval shall be as part of the time of duty, without deduction of time-work pay. During such rest period the employees may leave their seats, but not the premises.

MIXED FUNCTIONS.

15. (a) Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but if he or she is engaged for less than half of any such week, he or she shall only be paid at the rates fixed by this Determination for the work he or she actually performs.

(b) An assembler engaged up to twenty-five per cent. of his time in trimming straight square edges and making minor adjustments shall be paid the rate prescribed for an assembler. If so engaged more than twenty-five per cent., and not more than fifty per cent. of his time he shall be paid cabinet makers' rates for the time so engaged. If more than fifty per cent. of his time is so occupied he shall be paid cabinet makers' rates for the full time worked.

MATERIALS TO BE PROVIDED.

16. Any person employed in wholly or partly preparing or manufacturing any article of furniture or in preparing any new or secondhand article of furniture shall be paid 6d. per hour in addition to the lowest rate fixed by this Determination, unless the following are provided by the employer if required in the performance of the work:—Benches, wood or iron clamps over 2ft. 6 in., hand screws (in excess of four), glue pots, and glue brushes and varnish brushes. Any employee engaged at french-polishing shall be supplied with all materials, including rags, brushes, and kit-box.

ALLOWANCES FOR TRAVELLING TIME AND BOARD.

17. All time reasonably occupied by an employee in travelling to or from work outside the factory and outside ordinary hours and in travelling to and from work in a country district if engaged in the metropolitan district for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and a half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the factory, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the factory.

All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost (if any) incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his or her home for a night shall be paid to the employee.

The fares allowed shall be first class where the employee has to travel all night in connexion with his or her employer's business, and in other cases the fares shall be second class.

The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time employees are working.

When it is more convenient for the employee to go direct to the job from his or her home, he or she shall do so, and start and cease work at the usual times customary at the factory, provided that any extra expense incurred by him or her in travelling shall be borne by the employer.

HOLIDAYS, ANNUAL LEAVE AND SICK PAY.*Holidays.*

18. (a) The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day. All work done on the said holidays shall be paid for at ordinary rates in addition to the provisions of sub-clause (c) hereof.

Annual Leave

(b) All weekly wage employees shall be granted their annual leave at Christmas time. Such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by sub-clause (a) hereof and if any of such holidays falls within the period of annual leave and is observed on a day which would have been an ordinary working day there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas—New Year holidays.

Loaded Rate to Provide Credits from which Payment for Holidays, Annual Leave and Sick Pay shall be Made.

(c) (i) Each weekly wage employee shall be credited by the employer with a sum equal to 4½ hours pay for each week of continuous service.

(ii) On or before the pay preceding a holiday, the amount of time that the employee will work short because of the holiday and the wage equivalent of such time shall be ascertained.

(iii) If on such pay day there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent, the employer shall on the next succeeding pay day pay to the employee an amount equal to that wage equivalent and the employee's credit shall be reduced by the amount so paid. Provided that the payments from credits in respect of Good Friday and Easter Monday shall be made on the pay day immediately preceding Good Friday.

(iv) If on such pay day the amount standing to such credit is less than such wage equivalent the employer shall on that pay day pay to the employee the amount then standing to such credit and the employee's credit shall be reduced by the amount so paid.

(v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment, the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week's pay to him such amount and if there be not sufficient for this purpose then the employer shall pay to the employee such amount as is standing to his credit and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated the employee may at his own request be paid the difference when he has accumulated sufficient credit to cover the necessary amount.

(vi) On the pay day preceding the Christmas holidays the employer shall pay to the employee such amount as is then standing to the employee's credit, plus credits up to the end of the 52nd week in the year.

(vii) In the event of an employee being absent for any cause (other than statutory holidays, annual leave, personal sickness or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year) the employer may reduce the amount to be credited to such employee by an amount pro rata to such absence.

PAY DAY.

19. All employees shall be paid weekly on any other day than Saturday.

No employer shall hold more than two days' pay in hand.

Any employee kept waiting for his or her pay on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid overtime rates after that quarter of an hour and as for a quarter of an hour at least.

TIME BOOK OR RECORD.

20. (a) Employers shall provide at each shop, factory or place where work is being carried on a time book or record which shall contain a correct account of the hours worked and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the said Society suspects that a breach of this Determination has been or is being committed and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards, or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

RIGHT OF ENTRY OF UNION OFFICIAL.

21. A duly accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:—

- (a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer;
- (b) That he interview employees only at the places where they are taking their meal;
- (c) That not more than one representative in all be in any workshop at any one time;
- (d) That no one representative visit a workshop more than once in each week;
- (e) That if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection 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 this Wages Board.

FIRST-AID CHEST.

22. Every factory, shop, or workshop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

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

DILUTION OF LABOUR.

23. For the period of the war employers may engage unskilled adult male labour at operations for which this Determination provides margins, subject to the following conditions:—

- (a) Dilutees may be introduced into the industry to a maximum extent of 10 per cent. of all adult male employees in any factory.
- (b) Dilutees shall be called trainees.
- (c) The basic wage adjusted in accordance with clause 28 shall be paid to trainees for the first three months of their employment and thereafter they shall be classified according to the particular work which they appear most suitable and be paid as follows:—
 - Second three months—Basic wage referred to above and 25 per cent. of the difference between such basic wage and the appropriate rate fixed for the class of work performed.
 - Third three months—Basic wage referred to above and 50 per cent. of the difference between such basic wage and the appropriate rate fixed for the class of work performed.
 - Fourth three months—Basic wage referred to above and 75 per cent. of the difference between such basic wage and the appropriate rate fixed for the class of work performed.
- (d) At the end of twelve months, trainees shall be paid the full Determination rates unless the employer desires to extend the period of training. In such case he shall have the right of appeal to a joint committee composed of four representatives respectively of employees and employers, appointed under the provisions of the Federal Award for the Federated Furnishing Trade Society of Australasia. In the event of such committee failing to agree on any matter, the members thereof shall have the right to submit any matter in dispute to this Wages Board.
- (e) All trainees engaged under this clause shall be registered by the joint committee.

TECHNICAL EDUCATION.

24. (a) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical class fees.

(b) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education shall be entitled to 5s. per week in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

PIECEWORK.

25. The employer may fix his own piecework prices or task rates, provided such prices or rates enable an employee of average capacity working under like conditions to earn at least 10 per cent. more than the minimum weekly wage prescribed for the class of work performed. The same piecework prices shall be paid to all pieceworkers doing the same operation in the factory, whether they be apprentices or improvers on piecework, or otherwise.

All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week, in the case of males not less than 111s., and in the case of females not less than 68s.

DISPUTES.

26. In cases where a dispute may arise in respect of matters contained in the Determination such dispute may be referred to the Wages Board.

PERIODICAL ADJUSTMENT OF WAGES.

27. The wages rates set out in clause 3 are based upon the following basic wage for adult males and minimum wage for adult females, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically adjusted as prescribed by clause 28.

Place.	Needs Basic Wage for Adult Males and Minimum Wage for Adult Females (Adjustable).	Loading (Constant).	Total Basic Wage for Adult Males and Minimum Wage for Adult Females.	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne—				
Males	5 2 0	0 6 0	5 8 0	Melbourne
Females	2 14 0	0 3 0	2 17 0	
Within 10 miles of G.P.O., Geelong, same as the contemporaneous basic wage and minimum wage for Melbourne				
Warrnambool, same as the contemporaneous basic wage and minimum wage for Melbourne				
Mildura and Gippsland districts, same as the contemporaneous basic wage and minimum wage for Melbourne				
Yallourn, until further order the same amount in excess of Melbourne as at present, viz., 6s 6d. per week				
Elsewhere, 3s. and 1s. 6d. respectively less than the contemporaneous basic wage and minimum wage for Melbourne				

ADJUSTMENT OF BASIC WAGE.

28. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 27.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

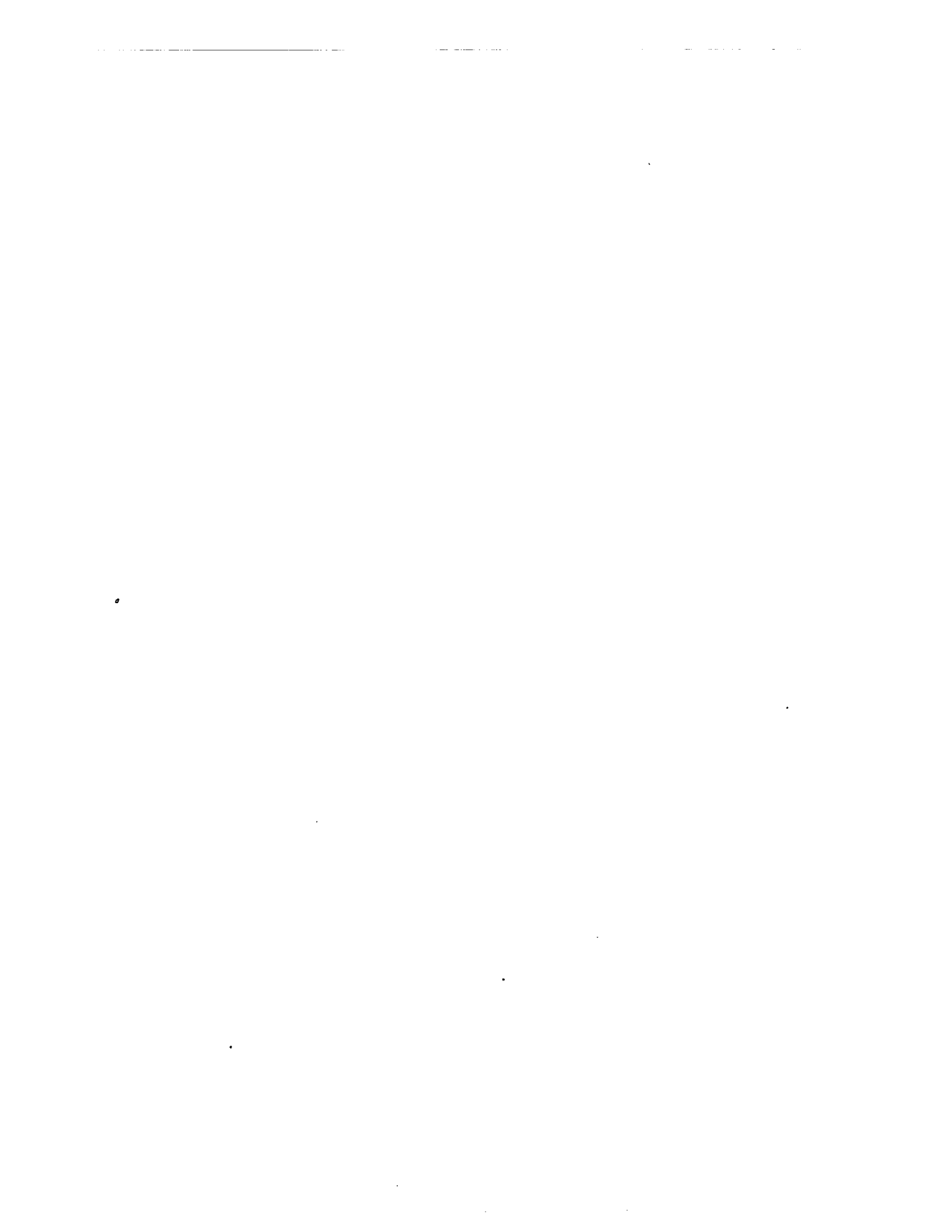
(d) The amounts of the weekly rates for apprentices and improvers shall be adjusted proportionately to the basic wage, and shall accord with the rates payable from time to time under the appropriate Award of the Commonwealth Court of Conciliation and Arbitration.

(e) The rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 6th August, 1947.





VICTORIA
GOVERNMENT GAZETTE.

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MONDAY, SEPTEMBER 8.

[1947

Factories and Shops Acts.

DETERMINATION OF THE PLASTIC MOULDING 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 appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of wholly or partly preparing or manufacturing articles from synthetic resin, casein, or other substance of a similar nature" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES PER WEEK OF 44 HOURS.

2.

Adults, Males.	Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrambool; and within Mildura and Gippsland Districts.	Other Parts of Victoria where this Determination Applies.
	£ s. d.	£ s. d.
Operators engaged on calendars over 72 inches	7 14 0	7 11 0
Operators engaged on calendars 72 inches and under	7 6 6	7 3 6
First assistant on calendars 48 inches or over	6 9 0	6 6 0
First assistant on calendars under 48 inches	5 19 0	5 16 0
Operators engaged on two-roll mills 18 inches or over	6 13 0	6 10 0
Plastic press operator (as defined)	7 3 0	7 0 0
Plastic press operator (other)	6 7 0	6 4 0
Process worker	6 4 0	6 1 0
All others	5 11 0	5 8 0
<i>Casein Industry Only.</i>		
Machinist	7 3 0	7 0 0
Plastic press operator (as defined)	7 3 0	7 0 0
Plastic press operator (other)	6 7 0	6 4 0
Process worker	6 4 0	6 1 0
All others	5 11 0	5 8 0

LEADING HANDS.

Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

3. Subject to the exceptions hereinafter provided, the minimum rates of wage for adult and junior females and for unapprenticed male juniors shall be as follows:—

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 Warrambool; and within Mildura and Gippsland Districts.	Other Parts of Victoria where this Determination Applies.
(i) Adult Females.			
		s. d.	s. d.
Under three months' experience	75 0	73 0
All others	85 0	82 6
(ii) Junior Females.			
17 years of age and under	45 0	44 0
18 years of age	53 0	51 6
19 years of age	61 6	60 0
20 years of age	70 0	68 0
(iii) Male Junior Labour.			
Under 16 years of age	26 0	25 0
16 years of age	36 6	35 6
17 years of age	49 6	48 0
18 years of age	62 0	60 6
19 years of age	78 6	76 0
20 years of age	94 0	91 0

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

SPECIAL RATES.

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

Cold Places.

(a) 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.

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 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 may bring such case before the Wages Board.

Hot Places.

(c) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees 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 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.

Wet Places.

(d) 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.

(e) 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.

(f) 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.

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

(b) An employee—

(i) engaged in one locality to work in another; or

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

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

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

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

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

(i) All fares reasonably incurred.

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

(ii) Reasonable expenses incurred whilst travelling, including 2s. 6d. for each meal taken.

(iii) A reasonable allowance to cover the cost incurred for board and lodging.

(g) A camping allowance of 3s. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents, cubicles or other temporary shelter is necessary; Provided that where cooked meals are procurable by the employee at a mess established by the employer, the amount of such country allowance shall be 9d. per day for every day, including Sunday.

(h) Until further order an employer shall be free to engage labour on the site of a job carried on away from the workshop, without payment of any travelling time or fares, unless such employee is sent from the workshop; Provided that if any employee engaged for the erection of a job had previously been engaged by the same employer in the fabrication of the job in a workshop he shall be paid fares in excess of those incurred in travelling to and from the workshop.

HOURS OF WORK.

Day Workers.

6. (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 purposes of this Determination.

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

Five-Days Week.

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

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

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

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

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

SHIFT WORK.

Definitions.

7. (a) For the purposes of this clause—

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

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

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

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

Hours—Continuous Work Shifts.

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

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

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

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

Hours—Other than Continuous Work.

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

- (i) 44 in any week to be worked in five shifts of 8 hours 48 minutes, on Monday to Friday inclusive or five shifts of 8 hours and one shift (Saturday) of 4 hours, or
- (ii) 88 in fourteen consecutive days in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week, or
- (iii) 132 in 21 consecutive days in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

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

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

Rosters.

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

Variation by Agreement.

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

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

Afternoon or Night Shift 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.

(f) (a) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

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 13 (b) hereof.

Provided that when not less than 8 hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved the unrelieved employee shall be paid at the rate of time and a half for the first 4 hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

Sundays and Holidays.

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

Shift workers on other than continuous work for all time worked on Sunday or holiday shall be paid at the rates prescribed by clause 10 of this Determination. Where shifts commence between 11 p.m. and midnight on 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 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.

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

OVERTIME.

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

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

Rest Period After Overtime.

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

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

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

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

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

Saturday Work—Five days Week.

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

Standing By.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

Meal Hours—General.

(f) For work done during meal hours and thereafter until a meal-hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

Meal Hours—Maintenance Employees.

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

Crib Time.

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

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

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

Tea Money.

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

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

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

Transport of Employees.

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

HOLIDAYS AND SUNDAY WORK.

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

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

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

Provided that where employees are necessarily engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day, work done on holidays shall be paid for at the rate of time and a half for the first eight hours and double time thereafter.

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

(d) Employees, other than on shift, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

EXTRA RATES NOT CUMULATIVE.

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

PAYMENT OF WAGES.

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

(b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day. Provided that this sub-clause shall not apply to 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.*

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

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

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

Casual Employment.

(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 performs.

Late Comers.

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

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

SICK LEAVE.

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

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

15. (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 10 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

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

Broken Leave.

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

Calculation of Continuous Service.

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

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 14 shall be accepted as a notification under this sub-clause.

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

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

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

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

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

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

Calculation of Month.

(g) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

(j) An employer may allow annual leave to an employee before the right thereto has accrued due, but where leave is taken in such a case a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 10 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, and 3 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

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

Annual Close Down.

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

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.
Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

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

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

Drinking Water.

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

First-Aid Outfit.

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

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

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

Lockers.

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

Washing and Sanitary Conveniences.

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

Clothing, Equipment, and Tools.

Damage to Clothing and Tools.

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

Gloves.

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

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

In any case where an 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.

Masks.

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

Tools.

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

Females—Rest Period and Seats.

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

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

Ventilation.

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

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

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

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

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

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

RIGHT OF ENTRY OF UNION OFFICIALS.

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

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

is a duly accredited representative of the above-named

General Secretary.

(SEAL.)

Date—

Specimen Signature of Holder—

Strictly not Transferable.

TIME AND WAGES BOOK.

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

(b) The time occupied by an employee in filling in any time record or cards or in making of records shall be treated as time of duty, but this does not apply to checking in or out when entering or leaving the employer's premises.

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

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

NOTICE BOARD.

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

DEFINITIONS.

Casein Industry Only.

21. "Plastic press operator" means an operator of a press who is required to exercise a discretion as to all or any of the following matters:—kind or quantity of powder, pressure, temperature and time of curing.

"Process worker" means a person engaged in the drying room, on acid or formaldehyde baths, on all classes of cutting machines, drum sanding machines, trapping machines, polishing machines, grinding machines, or injection machines.

"Machinist" means a person who is partly or wholly engaged in setting up and operating a lathe.

Other Sections.

"Plastic press operator" means an operator of a press who is required to exercise a discretion as to all or any of the following matters:—kind or quantity of powder, pressure, temperature and time of curing.

"Process worker" is a person employed—

- (a) as operators of mixing machines, digestors, ball and grinding machines, laminating and impregnating machines, pelleting machines, or cutting machines;
- (b) in the powder room.

All Sections.

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

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

PERIODICAL ADJUSTMENT OF WAGES.

22. The wages rates set out in clause 2 are based upon the following basic wage rates and, pursuant to the provisions of Section 21 of the *Factories and Shops Acts 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 23.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts	5 2 0	6 0	5 8 0	Melbourne
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne				

ADJUSTMENT OF BASIC WAGE.

23. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the basic wage shall be as prescribed in clause 22.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method namely by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

The wages of adult females and junior females shall be the under-mentioned percentages of the total basic wage prescribed for the area in which they are employed, and in addition thereto the loadings specified.

	Percentage of Total Basic Wage.	Loading Per Week.
<i>Adult Females.</i>		
		<i>s. d.</i>
Under three months' experience	65½	4 0
All others	75	4 0
<i>Junior Females.</i>		
17 years of age and under	40½	1 0
18 years of age	47½	1 3
19 years of age	55½	1 6
20 years of age	63	2 0

The wages of unapprenticed male juniors 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 loadings specified.

	Percentage of Needs Basic Wage.	Loading Per Week.
<i>Male Junior Labour.</i>		
Under 16 years of age	25	0 6
16 years of age	35	0 9
17 years of age	47½	1 0
18 years of age	60	1 0
19 years of age	75	2 0
20 years of age	90	2 0

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

Marginal Rates.

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

Classification.	Margins per Week.	Wartime Loadings per Week.
	<i>s. d.</i>	<i>s. d.</i>
Operators engaged on calendars over 72 inches	41 6	4 6
Operators engaged on calendars 72 inches and under	34 0	4 6
First assistant on calendars 48 inches or over	16 6	4 6
First assistant on calendars under 48 inches	6 6	4 6
Operators engaged on two-roll mills 18 inches or over	20 6	4 6
Plastic press operator (as defined)	31 0	4 0
Plastic press operator (other)	16 0	3 0
Process worker	13 0	3 0
All others	Nil	3 0
<i>Casein Industry Only.</i>		
Machinist	31 0	4 0
Plastic press operator (as defined)	31 0	4 0
Plastic press operator (other)	16 0	3 0
Process worker	13 0	3 0
All others	Nil	3 0

P. A. RANGLES, J.P. Chairman,
J. V. WILLOX, Secretary.

Melbourne, 12th August, 1947.



VICTORIA GOVERNMENT GAZETTE.

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MONDAY SEPTEMBER 8.

[1947

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 2 (BOOT REPAIRERS).

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

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

(a) in the process, trade, business, or occupation of a boot repairer;

(b) in a boot repair shop selling grindery or other goods usually sold in such shops,

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES OR IMPROVERS.

Males.					Females (see clause 4).					
Wages per Week of 44 Hours.					Wages per Week of 47 Hours.					
	Commencing Age.									<i>s. d.</i>
	Under 16 years.	16 years.	17 years.	18 years or over.						
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>						
1st year	27 9	36 0	36 0	44 3	Under 16 years of age	35 9
2nd year	36 0	44 3	44 3	50 6	16 and under 17 years of age	40 0
3rd year—					17 and under 18 years of age	44 0
1st 6 months	44 3	50 6	50 6	71 6	18 and under 19 years of age	48 6
2nd 6 months	44 3	50 6	50 6	82 0	19 and under 20 years of age	54 0
4th year—					20 and under 21 years of age	58 0
1st 6 months	50 6	61 9	71 6	Minimum wage						
2nd 6 months	50 6	61 9	82 0	Minimum wage						
5th year—										
1st 6 months	61 9	71 6	Minimum wage	Minimum wage						
2nd 6 months	61 9	82 0	Minimum wage	Minimum wage						
6th year—										
1st 6 months	71 6	Minimum wage	Minimum wage	Minimum wage						
2nd 6 months	82 0	Minimum wage	Minimum wage	Minimum wage						
Thereafter	Minimum wage	Minimum wage	Minimum wage	Minimum wage						

PROPORTION (BY ANY EMPLOYER).

Apprentices.

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

Improvers.

Two female improvers to every female adult worker receiving not less than the rate fixed for age 23.

PROPORTION (IN ANY PLACE).

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than 134s. per week of 44 hours.

Improvers.

One improver to every four workers receiving not less than 134s. per week of 44 hours.

TERMINATION OF EMPLOYMENT.

14. (a) 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 when work is not available and/or 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.

(b) A weekly employee to be entitled to the weekly wage shall be available, ready and willing, to perform his or her usual work during the days and hours usually worked by such class of employee.

SICK LEAVE.

15. No deduction shall be made from the wages of any employee who has had not less than three months' continuous service with the same employer and who is unavoidably absent through illness for not more than forty-four hours of working time in any year of service, provided he or she has submitted within 24 hours of the commencement of such absence evidence satisfactory to the employer that the same is not the result of his or her own misconduct.

PERIODICAL ADJUSTMENT OF WAGES.

16. The wages rate for males set out in clause 3 is 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 adjusted as prescribed by Clause 17. The wages of apprentices and improvers and all females 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.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	5 2 0	6 0	5 8 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

17. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 16.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's 'all items' retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

P. A. RANGLES, J.P. Chairman.

J. V. WILLOX, Secretary.

Melbourne, 12th August, 1947.

