



VICTORIA
GOVERNMENT GAZETTE.

Published by Authority.

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

No. 479]

FRIDAY, DECEMBER 12.

[1947

Factories and Shops Acts.

DETERMINATION OF THE ANIMAL MANURE BOARD.

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

(b) On 25th May, 1914, the powers of the Animal Manure Board were extended to enable it to fix the lowest prices or rates which may be paid to any persons employed in the process, trade, or business of the extraction of tallow.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any persons employed in the process, trade, or business of the manufacture of manure from animal matter," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 21st October, 1947, the last previous Determination of this Board, shall be revoked and replaced by this Determination.

2. (i) Until the beginning of the first pay period to commence in November, 1947.

Apprentices or Improvers.				Other Employees.			
WAGES PER WEEK.	Weekly Rate.	*War Loading (Non-adjustable).	Total Weekly Wage.	WAGES PER WEEK.	Weekly Rate.	*War Loading (Non-adjustable).	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age ..	58 10	1 6	60 4	Carcass skimmers ..	149 0	4 0	153 0
16 years of age and under 17 years of age ..	63 7	1 8	65 3	All others ..	143 0	4 0	147 0
17 years of age and under 19 years of age ..	82 1	2 1	84 2				
19 years of age and under 20 years of age ..	94 5	2 5	96 10	Afternoon shift employees shall receive an additional 10 per cent. per week.			
20 years of age and under 21 years of age ..	106 6	2 9	109 3	Night shift employees shall receive an additional 10 per cent. per week.			
				Leading hands on afternoon or night shift shall receive an additional 1s. per shift.			
PROPORTION (by any Employer).							
<i>Apprentices.</i>							
One apprentice to every three or fraction of three workers receiving not less than 147s. per week.							
An indenture of apprenticeship has been prescribed by the Board.							
<i>Improvers.</i>							
One improver to every four workers receiving not less than 147s. per week.							

(ii) Thereafter

Apprentices or Improvers.				Other Employees.			
WAGES PER WEEK.	Weekly Rate.	*War Loading (Non-adjustable).	Total Weekly Wage.	WAGES PER WEEK.	Weekly Rate.	*War Loading (Non-adjustable).	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age ..	59 5	1 6	60 11	Carcass skimmers ..	150 0	4 0	154 0
16 years of age and under 17 years of age ..	64 2	1 8	65 10	All others ..	144 0	4 0	148 0
17 years of age and under 19 years of age ..	82 11	2 1	85 0	Afternoon shift employees shall receive an additional 10 per cent. per week.			
19 years of age and under 20 years of age ..	95 4	2 5	97 9	Night shift employees shall receive an additional 10 per cent. per week.			
20 years of age and under 21 years of age ..	107 6	2 9	110 3	Leading hands on afternoon or night shift shall receive an additional 1s. per shift.			

PROPORTION (by any Employer).

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than 148s. per week.
An indenture of apprenticeship has been prescribed by the Board.

Improvers.

One improver to every four workers receiving not less than 148s. per week.

* Note.—The War Loading shall not be taken into account in the calculation of overtime and other penalty rates prescribed by this Determination.

HEAT ALLOWANCE.

3. Any employee required to work in the dry rendering section artificially heated to more than 18 degrees Fahr. above the outside temperature shall be paid a heat allowance of 3d. per hour: Provided that no heat allowance shall be payable if the outside temperature does not exceed 87 degrees Fahr.

Notwithstanding anything herein contained where eight or more melting pots are in operation the allowance of 3d. per hour shall be paid for the whole shift.

CASUAL EMPLOYEE.

4. A "casual employee" shall be paid the ordinary rate with the addition of 12½ per centum. For the purpose of this clause a "casual employee" shall mean a person who works less than three full days in any one week.

HOURS OF WORK.

5. The maximum number of hours to be worked, without payment for overtime, shall be—

(a) Day work—

- (i) 44 hours per week;
- (ii) 8 hours per day on Monday, Tuesday, Wednesday, Thursday, and Friday between the hours of 7 a.m. and 530 p.m., and 4 hours on Saturday between the hours of 7 a.m. and 12 noon.

(b) Shift work—

- (i) 44 hours per week or by mutual agreement between any employer and his employees 88 hours per fortnight, with a maximum of 48 hours in any one week;
- (ii) 8 hours per day on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

OVERTIME.

6. All time worked in excess of the number of hours prescribed in clause 5 shall be paid for at the rate of time and a half.

HOLIDAYS.

7. All weekly wage employees shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Melbourne Cup Day, Christmas Day, Boxing Day, and Butchers' Picnic Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays in any place, all employees in that place shall be entitled to such day in lieu of the holiday for which it was substituted.

ANNUAL LEAVE.

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.

SICK LEAVE.

9. (a) Any employee, provided he has had at least three months' continuous service with the same employer and whose conditions of employment is on a weekly basis as provided for in clause 10 of this Determination, shall lose his pay for the actual time of such non-attendance unless he produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to his employer that his non-attendance was due to personal accident arising out of and in the course of his employment or to personal ill-health necessitating such absence.

(b) Provided that an employee shall not be entitled to payment for non-attendance on the ground of personal accident or personal ill-health or both for more than six (6) days in each year of employment.

(c) If the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding twelve days, which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to the 3rd June, 1943, shall be disregarded.

TERMS OF ENGAGEMENT.

10. Employment shall be by the week and any employee (other than casual employees as provided for in clause 4) willing and available to work shall in respect of each week of his employment be paid the full weekly wage fixed by this Determination; provided that such employee not attending for duty shall, except as provided by clause 9 of this Determination, lose his pay for the actual time of such non-attendance; provided further that this does not interfere with the right of the employer to dismiss an employee at any time without giving reasons and that such employee shall be paid up to the time of dismissal only.

TEA MONEY.

11. Employees required to work overtime for more than one and a half hours on any one day without having been notified on the preceding day that they would be required so to work shall be paid the amount of two (2) shillings in addition to any overtime payment to which they may be entitled.

HANDLING OF CONDEMNED CARCASSES.

12. The employer shall provide ample quantities of hot water, soap and disinfectant (such as cyllin, izol etc.) for the use of employees required to handle carcasses of animals condemned by meat inspectors as unfit for human consumption because of disease.

KNIVES TO BE SUPPLIED.

13. Knives, which shall remain the property of the employer, shall be supplied under the following conditions to carcass skimmers when necessary for the performance of their duties :—

- (1) They shall be returned to the employer on termination of the employment.
- (2) If such knives are not returned the employer shall be entitled to deduct their cost from any money owing to the employee.

SPECIAL RATES.

14. Double time shall be paid for all work done on Sundays and holidays specified in clause 7.

PERIODICAL ADJUSTMENT OF WAGES.

15. 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 16. Provided that the wages of apprentices and improvers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 1d., half or less than half of a 1d. 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 3 0	6 0	5 9 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

16. (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 February, 1948, the amounts of the Basic Wage shall be as prescribed in clause 15.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the 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, 31st October, 1947.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity. The second part of the document provides a detailed breakdown of the accounting process, starting with the identification of transactions and their classification into debits and credits. It then moves on to the recording of these transactions in the journal, followed by the posting to the ledger. The third part of the document discusses the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It explains how these statements are derived from the ledger and how they provide a comprehensive view of the company's financial performance. The final part of the document discusses the importance of internal controls and the role of the auditor in ensuring the accuracy and reliability of the financial statements. It concludes by emphasizing the need for transparency and accountability in all financial reporting.



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No. 480]

FRIDAY, DECEMBER 12.

[1947

Factories and Shops Acts.

DETERMINATION OF THE ORGAN 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 classes of persons, employed in the process, trade, or business of a builder of pipe organs," has made the following Determination, namely:—

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

2.

Apprentices.	Improvers.	Other Employees.		
WEEKLY WAGES.	WEEKLY WAGES.	WEEKLY WAGES.		
Per Week of 44 Hours.	Per Week of 44 Hours.			
s. d.	s. d.	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.
		£ s. d.	£ s. d.	
1st year 23 1	Under 16 years of age .. 20 10	—		
2nd ,, 35 1	16 and under 17 .. 23 1			
3rd ,, 46 8	17 ,, ,, 18 .. 35 1			
4th ,, 69 6	18 ,, ,, 19 .. 46 8			
5th ,, 92 4	19 ,, ,, 20 .. 69 6			
	20 ,, ,, 21 .. 92 4			
<i>Proportion (in any place).</i>	<i>Proportion (in any place).</i>	Organ builder or persons erecting dismantling, or repairing organs	7 2 0	6 19 0
One apprentice to every three or fraction of three workers receiving not less than the minimum wage.	One improver to every six or fraction of six workers receiving not less than the minimum wage. Provided that at least three workers receiving not less than the minimum wage must be employed before an improver can be employed.	Woodworkers	7 2 0	6 19 0
An indenture of apprenticeship prescribed by the Board was approved on 23rd April, 1923.		Polisher required to spirit and/or acid off	7 2 0	6 19 0
		Other polishers	6 13 0	6 10 0
		Voicer	7 2 0	6 19 0
		Tuner	7 2 0	6 19 0
		Metal pipe maker	7 2 0	6 19 0
		All others	5 12 0	5 9 0

ORDINARY WEEK'S WORK.

3. 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.

4. 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 16 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.

5. 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 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.

6. 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.

7. 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.

CASUAL LABOUR.

8. 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.

9. 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.

10. Any employee who is employed on any holiday specified in clause 16 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.

11. 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.

12. 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.

13. 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.

MATERIALS TO BE PROVIDED.

14. Any person employed in wholly or partly preparing or manufacturing any article 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 2 ft. 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.

15. 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.

16. (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.

17. 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.

18. (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.

19. 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 the Wages Board.

FIRST-AID CHEST.

20. 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, 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	

DILUTION OF LABOUR.

21. 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 26 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 the 'Wages Board.
- (e) All trainees engaged under this clause shall be registered by the joint committee.

TECHNICAL EDUCATION.

- 22. (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.

23. 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, not less than 112s.

DISPUTES.

24. 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.

25. The wages rates set out in clause 2 are based upon the following basic wage for adults, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically adjusted as prescribed by clause 26.

Place.	Needs Basic Wage for Adults (Adjustable).	Loading (Constant).	Total Basic Wage for Adults.	Index Number Set Assigned.
Within 20 miles of G.P.O., Melbourne—	£ s. d.	£ s. d.	£ s. d.	Melbourne
Males	5 3 0	0 6 0	5 9 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.

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 February, 1948, 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 February, a May, an August, or a November, the amount of the 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 in the respective classes.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 21st October, 1947.

