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VICTORIA

GOVERNMENT GAZETTE.

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No. 481] **FRIDAY, DECEMBER 12.** **[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 in November, 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.**

Female and Unapprenticed Junior Labour.

(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.			
	Percentage of Needs Basic Wage.	Constant Loading.	Further Additional Loading.	Total Wage Payable.
		s. d.	s. d.	£ s. d.
I.—Adult Females.				
Under three months' experience ..	65	3 0	..	3 10 0
All others ..	75	3 0	..	4 0 0
II.—Junior Females.				
17 years of age and under ..	40	1 0	..	2 2 0
18 years of age ..	47½	1 3	..	2 10 0
19 years of age ..	55	1 6	..	2 18 0
20 years of age ..	62½	2 0	..	3 6 6
III.—Junior Males.				
Under 16 years of age ..	25	0 6	2 0	1 8 0
16 years of age ..	35	0 9	3 0	2 0 0
17 years of age ..	47½	1 0	4 0	2 14 0
18 years of age ..	60	1 0	5 0	3 8 0
19 years of age ..	75	2 0	6 0	4 5 0
20 years of age ..	90	2 0	7 0	5 1 6

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.

Other Employees.

—	Wages per Week.		
	Weekly Rate.	War Loading.	Total Weekly Wage.
	s. d.	s. d.	s. d.
Optical mechanic or employee engaged in the final assembling and/or adjusting and/or inspecting of metal frames	150 6	3 0	153 6
Press operator (heavy) ..	125 0	3 0	128 0
Press operator (light) ..	122 0	3 0	125 0
Process worker (as defined)	122 0	3 0	125 0

(b) **EMPLOYEES ENGAGED ON ANY OTHER WORK COVERED BY THE DETERMINATION.**

Apprentices.

—	Wages Per Week. Weekly Rate.	War* Loading.	Total Weekly Wage.
	s. d.	s. d.	s. d.
1st year ..	24 9	0 9	25 6
2nd year ..	30 6	0 9	31 3
3rd year ..	42 9	1 0	43 9
4th year ..	58 6	1 6	60 0
5th year ..	84 9	2 3	87 0
6th year ..	116 0	3 0	119 0

PROPORTION (in any factory, shop, or place).

One apprentice to every two or fraction of two workers receiving not less than 153s. 6d. per week.

An indenture of apprenticeship prescribed was approved on 15th December, 1914.

Improvers.

—	Wages Per Week. Weekly Rate.	War* Loading.	Total Weekly Wage.
	s. d.	s. d.	s. d.
1st year ..	24 9	0 9	25 6
2nd year ..	33 3	1 0	34 3
3rd year ..	46 3	1 3	47 6
4th year ..	65 9	1 9	67 6
5th year ..	92 3	2 3	94 6
6th year ..	122 0	3 0	125 0

PROPORTION (in any factory, shop, or place).

One improver to every three journeymen receiving not less than 153s. 6d. per week.

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.

Other Employees.

—	Wages Per Week. Weekly Rate.	War* Loading.	Total Weekly Wage.
	s. d.	s. d.	s. d.
Foreman, *i.e.*, man in charge of two or more employees ..	169 6	3 0	172 6
Optical workers and repairers	150 6	3 0	153 6

*** The War Loading shall not be taken into account in the calculation of overtime and holiday rates.**

HOURS OF WORK.

3. The number of hours to constitute an ordinary week's work shall be 44 until the 31st December, 1947, and thereafter 40 hours.

4. 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.

5. That the following rate shall be paid for all work done—

(a) Outside the hours fixed in Clause 4 up to 3 hours per day .. .. Time and a half and thereafter double time.

(b) Within the hours fixed in Clause 4 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.

6. 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 one half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of thirty-three per centum, and for each hour thereafter 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. When an employee works more than two hours' overtime in any one day he shall be paid 2s. meal money.

DEFINITIONS.

12. "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.

13. 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 14. 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 3 0	6 0	5 9 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

14. (*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 13.

(*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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 18th November, 1947.

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No. 482] **FRIDAY, DECEMBER 12.** **[1947**

Factories and Shops Acts.

DETERMINATION OF THE FILEMAKERS 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 rates which may be paid to any person or persons or classes of persons, excluding smiths (iron, brass, or copper), electrical fitters, electrical mechanics, machinist (1st and 2nd class), toolmakers, tradesmen, engineers, welders (1st and 2nd class), and patternmakers employed in the process, trade, or business of manufacturing or preparing files or rasps of any description for use as tools of trade," has made the following Determination, namely :—

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

2. *Wages per Week of (a) Until the 31st December, 1947—44 hours. (b) Thereafter—40 hours.*

Adults.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
File chisel whetter	7 5 6	7 12 0	7 2 6
File inspector—First class	7 1 6	7 8 0	6 18 6
File inspector (other)—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	6 12 6	6 19 0	6 9 6
Automatic file blanking machine operator—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	7 1 6	7 8 0	6 18 6
File cutter—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	7 1 6	7 8 0	6 18 6
Hand hammer file forger—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	7 1 6	7 8 0	6 18 6
File tang roller—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	7 1 6	7 8 0	6 18 6
File compound controller	6 19 0	7 5 6	6 16 0
File edge grinder—			
(a) First three months' experience as such	6 9 6	6 16 0	6 6 6
(b) Thereafter	6 18 6	7 5 0	6 15 6
File side grinder—			
(a) First three months' experience as such	6 9 6	6 16 0	6 6 6
(b) Thereafter	6 18 6	7 5 0	6 15 6
File hardener—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	6 18 6	7 5 0	6 15 6
File point roller—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	6 18 6	7 5 0	6 15 6
File bar clipper—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	6 14 0	7 0 6	6 11 0
File roll flattener—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	6 14 0	7 0 6	6 11 0

No. 482.—12389/47.

Wages per Week of (a) Until the 31st December, 1947—44 Hours (b) Thereafter—40 hours.

Adults.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
File brander			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	6 14 0	7 0 6	6 11 0
Half round or round file grinder—			
(a) First three months' experience as such	6 9 6	6 16 0	6 6 6
(b) Thereafter	6 12 6	6 19 0	6 9 6
File tang and point trimmer			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	6 9 6	6 16 0	6 6 6
File miller—			
(a) First three months' experience as such	6 5 0	6 11 6	6 2 0
(b) Thereafter	6 12 6	6 19 0	6 9 6
File acider	6 12 6	6 19 0	6 9 6
File sand blaster	6 10 6	6 17 0	6 7 6
Semi-automatic hammer file forger	6 9 6	6 16 0	6 6 6
File straightener (hand)	6 9 6	6 16 0	6 6 6
File grinder (other)	6 9 6	6 16 0	6 6 6
File edge setter (machine or hand)	6 9 6	6 16 0	6 6 6
File stripper (machine or hand)	6 9 6	6 16 0	6 6 6
File chisel grinder	6 9 6	6 16 0	6 6 6
File cropper	6 9 6	6 16 0	6 6 6
File point grinder	6 9 6	6 16 0	6 6 6
File safe edger	6 9 6	6 16 0	6 6 6
File tang bluer	6 9 6	6 16 0	6 6 6
File anneal loader	6 6 6	6 13 0	6 3 6
File straightener (machine)	6 5 0	6 11 6	6 2 0
File counter	6 5 0	6 11 6	6 2 0
File drier	6 5 0	6 11 6	6 2 0
File oiler	6 5 0	6 11 6	6 2 0
File paster	6 5 0	6 11 6	6 2 0
File ringer	6 5 0	6 11 6	6 2 0
All others	5 12 0	5 18 6	5 9 0

NOTE.—Operators engaged in any of the following occupations are responsible for the setting up of the machines used in their respective operations :—

Automatic file blanking machine operator;
File bar clipper;
File brander;
File cutter;
File edge grinder;
File hardener (where a fixture is used);
File point roller;
File roll flattener;
File side grinder;
File tang and point trimmer;
File tang roller;
Hand hammer file forger.

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.

FEMALES AND UNAPPRENTICED MALE JUNIORS.

3. (a) 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.

—	Percentage of Needs Basic Wage.	Constant Loading.	Further Additional Loading.	Total Wage Payable— Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	Per Week.	Per Week. s. d.	Per Week. s. d.	£ s. d.	£ s. d.	£ s. d.
I.—Adult Females.						
Under three months' experience	65	3 0	..	3 10 0	3 14 0	3 8 0
All others	75	3 0	..	4 0 0	4 5 0	3 18 0
II.—Junior Females.						
17 years of age and under ..	40	1 0	..	2 2 0	2 5 0	2 1 0
18 years of age ..	47½	1 3	..	2 10 0	2 13 6	2 8 6
19 years of age	55	1 6	..	2 18 0	3 1 6	2 16 6
20 years of age	62½	2 0	..	3 6 6	3 10 6	3 4 6
III.—Junior Males.						
Under 16 years of age ..	25	0 6	2 0	1 8 0	1 10 0	1 7 6
16 years of age	35	0 9	3 0	2 0 0	2 2 0	1 18 6
17 years of age	47½	1 0	4 0	2 14 0	2 17 0	2 12 6
18 years of age	60	1 0	5 0	3 8 0	3 11 6	3 6 0
19 years of age	75	2 0	6 0	4 5 0	4 10 0	4 3 0
20 years of age	90	2 0	7 0	5 1 6	5 7 6	4 19 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.

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 ;
using electric arc or oxy acetylene blow pipe.

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 :—

Confined Spaces.

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

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 shall have the right to 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 artifical 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.

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.

HOURS OF WORK.

Day Workers.

5. (*a*) Subject to the exceptions hereinafter provided the ordinary hours of work shall be 44 per week until the 31st December, 1947, and thereafter 40 hours per week to be worked in five days of 8 hours (Monday to Friday inclusive) and one day (Saturday) of not more than 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 until the 31st December, 1947, and thereafter 40 hours per week 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.

Provided that as from the 1st January, 1948, sub-clause (iv) hereof shall be amended to read as follows:—

(iv) 160 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 or after the 31st December, 1947, 40 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 not more than four hours; or
(ii) 88 in 14 consecutive days, in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week; or
(iii) 132 or after the 31st December, 1947, 120 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 12 (*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 9 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.

7. 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.

8. (*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.

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.

Crib Time.

(*g*) 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.

(*h*) 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.

(*i*) 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.

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

EXTRA RATES NOT CUMULATIVE.

10. 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.

11. (*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.

12. (*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 13 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.

13. (*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.

14. 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.

MISCELLANEOUS.

Accommodation and Conveniences.

Boiling Water.

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

Drinking Water.

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

First-Aid Outfit.

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

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

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

Lockers.

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

Washing and Sanitary Conveniences.

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

Clothing, Equipment and Tools.

Damage to Clothing and Tools.

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

Gloves.

(ii) Such suitable canvas or leather gloves shall be provided by employers for employees 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.

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.

SHOP STEWARDS.

16. 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.

17. (*a*) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employers' premises during the midday meal break on the following conditions :—

(i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer
(ii) That he interviews employees only at places where they are taking their meal ;
(iii) That not more than one representative of each of not more than three unions be on the premises at any one time ;
(iv) That no one representative visit the premises more than once in each week ;
(v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Wages Board.

Provided that where certain employees are working under a system of shift work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement at such times, and under such conditions as the Wages Board may decide.

(*b*) For the purpose of investigating complaints concerning the application of this Determination, or the employment of females upon work which is alleged to be unsuitable for females, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions :—

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

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

(Name of organization.)

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

General Secretary.

(SEAL.)

Date—

Specimen signature of holder.
Strictly not transferable.

TIME AND WAGES BOOK.

18. (*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.

19. 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.

20. "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.

"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.
"File anneal loader" means an adult employee who performs the manual operations incidental to annealing.
"File bar clipper" means an adult employee who shears bars to multiple lengths in a shearing machine.
"File chisel whetter" means an adult employee, with not less than one year's experience in the trade, who whets file cutting chisels by hand.
"File cropper" means an adult employee who crops tangs and points on a cropping machine.
"File edge grinder" means an adult employee who operates a file edge grinding machine.
"File grinder—other" means an adult employee who operates a centreless type grinding machine for grinding files.
"File hardener" means an adult employee who hardens files from a lead pot with or without the aid of a hardening fixture.
"File inspector—first class" means an adult employee with not less than one year's experience as inspector or cutter engaged on the inspection of cut files.
"File inspector—other" means an adult employee engaged on the inspection of files or blanks.
"File point roller" means an adult employee who forges file points on a forging rolls.
"Hand hammer file forger" means an adult employee who forges tangs and points under a power hammer.
"Half round or round file grinder" means an adult employee who operates a half round or round double plate grinder.

PAYMENT BY RESULTS.

21. Any system of payment by results now operating may continue subject to the payment of the minimum rates prescribed by the Determination.

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 Act* 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.
	£ 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 3 0	6 0	5 9 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.

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 February, 1948, 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 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.

(d) 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 clause 3 of this Determination.

MARGINAL RATES.

24. In addition to the basic wage provided in clause 22 the margins and loadings set out in this clause shall be the minimum rates payable to employees therein named :—

Classification.	Margins Per Week.	Special Loadings. Per Week.
	s. d.	s. d.
File chisel whetter	32 6	4 0
File inspector—First class	29 6	3 0
File inspector (other)—		
(a) First three months' experienced as such	13 0	3 0
(b) Thereafter	20 6	3 0
Automatic file blanking machine operator—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	29 6	3 0
File cutter—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	29 6	3 0
Hand hammer file forger—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	29 6	3 0
File tang roller—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	29 6	3 0
File compound controller	27 0	3 0
File edge grinder—		
(a) First three months' experience as such	17 6	3 0
(b) Thereafter	26 6	3 0
File side grinder—		
(a) First three months' experience as such	17 6	3 0
(b) Thereafter	26 6	3 0
File hardener—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	26 6	3 0
File point roller—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	26 6	3 0
File bar clipper—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	22 0	3 0
File roll flattener—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	22 0	3 0
File brander—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	22 0	3 0
Half round or round file grinder		
(a) First three months' experience as such	17 6	3 0
(b) Thereafter	20 6	3 0
File tang and point trimmer		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	17 6	3 0
File miller—		
(a) First three months' experience as such	13 0	3 0
(b) Thereafter	20 6	3 0
File acider	20 6	3 0
File sand blaster	18 6	3 0
Semi automatic hammer file forger	17 6	3 0
File straightener (hand)	17 6	3 0
File grinder (other)	17 6	3 0
File edge setter (machine or hand)	17 6	3 0
File stripper (machine or hand)	17 6	3 0
File chisel grinder	17 6	3 0
File cropper	17 6	3 0
File point grinder	17 6	3 0
File safe edger	17 6	3 0
File tang bluer	17 6	3 0
File anneal loader	14 6	3 0
File straightener (machine)	13 0	3 0
File counter	13 0	3 0
File drier	13 0	3 0
File oiler	13 0	3 0
File paster	13 0	3 0
File ringer	13 0	3 0
All others	13 0	3 0
	Nil.	3 0

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

J. W. RYAN, Secretary.

Melbourne, 11th November, 1947.

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Factories and Shops Acts.

DETERMINATION OF THE WHOLESALE GROCERS BOARD.

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

(*b*) On the 23rd December, 1912, the powers of the Wholesale Grocers Board were extended to enable it to fix rates for persons employed in the business of a wine and spirit merchant.

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 business of a wholesale grocer, including a seller of tea," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 27th November, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES AND IMPROVERS.

	Wages per week. £ s. d.
Under 16 years of age	1 9 6
16 years of age	1 15 9
17 " "	2 6 6
18 " "	3 1 6
19 " "	3 18 9
20 " "	4 15 9

PROPORTION (IN ANY PLACE).

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than 115s. per week.

An indenture of apprenticeship prescribed by the Board was approved on 24.5.1923.

Improvers.

One improver to every three or fraction of three workers receiving not less than 115s. per week.

ALL OTHER EMPLOYEES.

	Wages per week. Within the cities of Ballarat and Bendigo, and the boroughs of Eaglehawk and Sebastopol. £ s. d.	All other parts of Victoria where this Determination applies. £ s. d.
Head cellarman, i.e., the principal employee engaged in testing, blending, reducing, or fining wines or spirits	6 10 0	6 13 6
Leading hand in charge of storemen only—		
10 or more storemen	6 16 6	7 0 0
6, 7, 8, or 9 storemen	6 10 0	6 13 6
1, 2, 3, 4, or 5 storemen	6 1 6	6 5 6
Leading hand in charge of persons other than storemen or of storemen and other persons—		
10 or more persons	6 10 0	6 13 6
6, 7, 8, or 9 persons	6 1 6	6 5 6
1, 2, 3, 4, or 5 persons	6 0 0	6 4 0
Storeman employed singly	6 1 6	6 5 6
All others	5 15 0	6 0 0

NOTE.—"Leading hand" means an adult employee who, notwithstanding that he may be under the orders of a superior, has by the instructions of his employer one or more adult employees usually under his direction.

HOURS OF WORK.

3. The number of hours to constitute an ordinary week's work shall be 44 until the beginning of the first pay period to commence on or after the 1st January, 1948, and thereafter 40.

4. TIMES OF BEGINNING AND ENDING WORK—

Times of Beginning. Not earlier than—	Times of Ending. Not later than—	
7.35 a.m.	12 noon	On Saturday, or the day on which the weekly half-holiday is observed
7.35 a.m.	5.30 p.m.	On the other working days of the week.

OVERTIME.

5. The following rates shall be paid for all work done:—

Outside the times of beginning and ending work in any day .. .. First two hours—Time and a half, thereafter—Double time.

Within the times of beginning and ending work, in excess of the maximum number of hours prescribed in clause 3 .. .. Time and a half.

TEA MONEY.

6. Any employee required to work overtime for a period in excess of one hour after the time fixed for ending work shall be allowed two shillings and sixpence tea money in addition to overtime rates as prescribed for in this Determination.

TERMS OF ENGAGEMENT.

7. (*a*) Employees are to be engaged as weekly or casual employees. A weekly employee is one engaged by the week and paid by the week, and whose engagement shall be terminable by one week's notice on either side, such notice not to be continued from week to week.

(*b*) After one full week's work, such notice may be given to a weekly employee at any time, but an employer may pay one week's wages in lieu of notice.

(*c*) Casual employees shall be guaranteed not less than two hours' engagement every start.

(*d*) 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, and may be summarily dismissed for dishonesty, misconduct, neglect of duty, or for absence from work without reasonable cause, and in the event of such dismissal the employee shall be paid only for the time actually worked.

CASUAL EMPLOYEES.

8. Casual employees, i.e., employees engaged for less than two full weeks shall be paid at ordinary wages rate with an addition of thirty-three and one-third per centum.

HOLIDAYS.

9. Employees, provided their services are not required, shall be entitled to the following public holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Melbourne Show Day, Melbourne Cup Day, Christmas Day, and Boxing Day.

SPECIAL RATES.

10. Double time shall be the special rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Melbourne Show Day, 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-named holidays, then the special rate shall be payable only for the day so substituted.

ANNUAL HOLIDAYS.

11. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops* (*Annual Holidays*) *Act* 1946, No. 5111.

REST INTERVAL.

12. There shall be a rest interval of 10 minutes at a time fixed by the employer between 10 a.m. and 11.30 a.m. on each day (Monday to Friday inclusive in each week) for each employee, such time to count as time worked.

CERTIFICATE OF SERVICE.

13. Any worker when leaving or being discharged from his or her employment shall be given by the employer a certificate stating the date when such employment began and the date when such employment terminated.

PAY DAY.

14. Payment of wages shall be made not later than Thursday of each week and during the ordinary working hours.

SICK PAY.

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

(*b*) Notwithstanding the provisions of sub-clause (*a*) hereof, if the full period of such 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 eighteen days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to the 25th November, 1943, shall be disregarded.

UNION PICNIC DAY.

16. All establishments covered by this Determination shall close and be kept closed on the day fixed as Union Picnic Day

FIRST-AID OUTFIT.

17. In each establishment the employer shall provide and continuously maintain, at a place reasonably accessible to all employees, an efficient first-aid outfit.

PERIODICAL ADJUSTMENT OF WAGES.

18. The wages rates set out 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 19. Provided that the wages of apprentices and improvers shall be adjusted proportionately to adjustments of the basic wage such adjustments to be to the nearest 3d. half or less than half of 3d. to be disregarded.

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.

19. (*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 18.

(*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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 24th November, 1947.

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

DETERMINATION OF THE COMMERCIAL CLERKS BOARD.

NOTE.

An appeal to the Industrial Appeals Court has been lodged against certain parts of the Determination.

Section 22 (2), Act 4874, provides that, in such circumstances, the parts appealed against shall not come into operation until the appeal has been dealt with by the Court.

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OTHER EMPLOYEES.

WAGES PER WEEK.

—	Within a radius of 25 miles of the General Post Office, Melbourne, and within a radius of 10 miles of the Post Office, Geelong.		All other Parts of Victoria.	
	Males.	Females.	Males.	Females.
	s. d.	s. d.	s. d.	s. d.
Stenographers, typistes, or operators of calculating, or ledger-keeping machines	142 6	98 3	139 6	91 9
Telephone switchboard attendants	142 6	96 6	139 6	91 9
All other adults	142 6	94 3	139 6	89 9

WEEKLY HOURS (OTHER THAN SHIFT WORKERS).

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

(a) 44 hours in retail shops;
(b) 42 hours in all other places.

4. TIMES OF BEGINNING AND ENDING WORK (OTHER THAN SHIFT WORKERS).

	Time of Beginning Work.	Time of Ending Work.
On the usual weekly half holiday	8 a.m. ..	1 p.m.
On all other days of the week	8 a.m. ..	6.15 p.m.

Provided that for clerks employed in retail shops the time of beginning and ending work on the day on which the usual late-trading night is observed or the day immediately preceding a public holiday shall be:—

Time of Beginning Work.	Time of Ending Work.
9 a.m. ..	9 p.m.

The provisions of this clause shall not apply to employees working in hotels, guest houses, boarding houses, restaurants or coffee palaces, but the spread of hours for such employees shall not exceed nine (9) in any one day.

OVERTIME (OTHER THAN SHIFT WORKERS).

5. (a) Employees working in hotels, guest houses, boarding houses, restaurants or coffee palaces shall be paid time and a half for all work done in excess of the number of hours fixed for an ordinary week's work.

(b) Employees working in any other place:—

(i) Within the hours fixed in clause 4 in excess of hours fixed for an ordinary week's work . Time and a half.
(ii) Outside the hours fixed in clause 4 .. .. Time and a half.

For the purpose of administering the provisions contained in sub-clauses (a) and (b) hereof the minimum period for which an employee shall be paid overtime shall be one-half hour per week.

SHIFT WORK.

6. In this clause—

"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.

(a) (i) Notwithstanding any other provisions of this Determination an employee may be employed upon shifts, in which case the ordinary hours for a week's work shall be 42, and shall be performed in shifts not exceeding 9 hours each in the case of a five-day week and not exceeding 8 hours each in the case of a six-day week. A Sunday may be included in either case.

(ii) A shift worker employed on an afternoon shift or on a night shift shall, for work done during the ordinary hours of any such shift, be paid ordinary rates plus an additional 10 per cent. for an afternoon shift, or an additional 12½ per cent. for a night shift.

(iii) The times of beginning and ending the shift of any employee shall not be altered without at least one week's notice to the employee concerned.

(iv) Twenty minutes shall be allowed to a shift worker for a meal during each shift between the fourth and fifth hour of such shift. Such meal break shall be counted as time worked.

Overtime for Shift Workers.

(b) A shift worker for all time worked,
(i) in excess of the ordinary hours prescribed, or
(ii) on more than six shifts on any seven consecutive days, or
(iii) on a rostered shift off,

shall be paid at the rate of time and a half, provided that time worked on any day in excess in the aggregate of ten hours of ordinary time and/or overtime, shall be paid for at the rate of double time.

Sunday and Holiday Rates for Shift Workers.

(c) (i) A shift worker whose ordinary working period includes a Sunday or a holiday (as prescribed in clause 9) as an ordinary working day, shall be paid at the rate of time and a half for such ordinary time as occurs on such Sunday or holiday.

(ii) A shift worker whose ordinary working period does not include a Sunday or a holiday (as prescribed in clause 9) as an ordinary working day, shall, if required to work on any such Sunday or holiday, be paid double time for work done on either of such days.

Annual Leave for Shift Workers.

(d) After twelve months' continuous service with the same employer, a shift worker shall be granted holidays on full pay for a period of twenty-one consecutive days in each year (exclusive of the public holidays specified in clause 9), and such holidays shall be given within three months of completion of each twelve month's service. Should an employee's services be terminated before the expiration of any qualifying period of twelve months' service, he shall be entitled to pro rata holidays on full pay for such incomplete qualifying period; but should an employee be dismissed at any time for misconduct before the expiration of any qualifying period of twelve months of such employment, he shall not be entitled to any leave or any pro rata payment in lieu thereof for such incomplete qualifying period.

TERMS OF EMPLOYMENT.

7. All employees (other than casuals) **willing, ready, and available for work** shall be paid the full weekly wage fixed herein irrespective of the number of hours worked not exceeding 44 in retail shops or 42 in any other place. To terminate employment one week's notice shall be given by either employer or employee or in lieu thereof one week's wages shall be paid or forfeited, as the case may be. The provisions of this clause shall not apply in any instance where an employee is dismissed for misconduct.

CASUAL LABOUR.

8. Casual hands, i.e., persons who are employed during any week for not more than one-half of the maximum number of hours fixed in the Determination as a week's work, shall be paid at the rate of time and a half on the hourly rate calculating *pro rata* by dividing the weekly rate by the number of hours fixed for a week's work.

SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS (OTHER THAN SHIFT WORKERS).

9. All work done on—

Sundays,
New Year's Day,
Australia Day,
Good Friday,
Easter Saturday (except in localities where the late trading night is observed on Saturday),
Easter Monday,
Labour Day (within a radius of 25 miles of the G.P.O., Melbourne; within the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; within the town of Newtown and Chilwell; and within the boroughs of Eaglehawk and Sebastopol).
Anzac Day,
King's Birthday,
Melbourne Cup Day (within a radius of 25 miles of the G.P.O., Melbourne, except in establishments where employees other than clerks are employed and the majority of such employees do not observe Cup Day as a holiday),
Christmas Day, and
Boxing Day,

or any other day substituted by Act of Parliament or Proclamation for any of the above-mentioned holidays, shall be paid for as follows:—

Clerks or cashiers employed in hotels, guest houses, boarding houses, coffee palaces, or restaurants .. Time and a half.
All others .. .. Double time.

Provided that this clause shall not apply to—

Receiving clerks or punch or fare -checking clerks, outfit clerks, roster clerks, or other clerks in lieu of or in substitution for any such clerks in connexion with the traffic operations of tramways or employed in tramway sheds or tramway offices; or

Counter clerks, entering clerks, cashiers, label or despatch clerks employed in daily newspaper offices.

ANNUAL HOLIDAYS (OTHER THAN SHIFT WORKERS).

10. Any employee who has been in the service of the same employer for a period of not less than twelve months shall be granted holidays on full pay for a period of fourteen consecutive days in each year (exclusive of the public holidays specified in clause 9), and such holidays shall be given within three months of completion of each twelve months' service. Should an employee's services be terminated before the expiration of any qualifying period of twelve months' service, he shall be entitled to *pro rata* holidays on full pay for such incomplete qualifying period; but should an employee be dismissed at any time for misconduct before the expiration of any qualifying period of twelve months of such employment, he shall not be entitled to any leave or any *pro rata* payment in lieu thereof for such incomplete qualifying period.

HOLIDAYS.

11. No deduction shall be made from the wages of employees granted leave for the holidays specified in clause 9.

SICK LEAVE.

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

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

For the purpose of this sub-clause service prior to the 7th July, 1944, shall be disregarded.

TIME AND WAGES RECORDS.

13. Each employer shall keep time and wages records showing the name of each employee, the hours worked each day, and the wages and overtime paid each week. The time and wages record shall be open for inspection to a duly accredited official of the Federated Clerks' Union of Australia during the usual office hours at the employer's office, or other convenient place, provided that only one demand for such inspection shall be made at the same establishment in any one fortnight, and such demand shall not be made unless the Secretary of the Union suspects that a breach of this Determination has been committed.

MEAL ALLOWANCE.

14. Any employee who is required to work beyond one hour after the usual finishing hour of work, shall be paid a meal allowance of 2s. 6d. This provision shall only apply within a radius of 25 miles of the G.P.O., Melbourne, and 10 miles of the Post Office, Geelong.

VEHICLE ALLOWANCES.

15. (*a*) Where an employer requires an employee to use his own bicycle in the performance of his duties, such employee shall be paid an allowance at the rate of 3s. 6d. per week for such period as the bicycle is used.

(*b*) Where an employer requires an employee to use his own motor vehicle in the performance of his duties, such employee shall be paid an allowance of not less than fourpence per mile, but such allowance shall not exceed £3 per week.

(*c*) Where an employer provides a motor vehicle which is used by an employee in the performance of his duties, all expenses, including registration, running and maintenance of such motor vehicle, shall be paid by the employer.

UNIFORM ALLOWANCE.

16. Where an employer requires any employee to wear any special uniform, dress, or clothing, such employee shall be paid an allowance of 2s. 6d. per week unless such uniform, dress, or clothing is supplied and laundered by the employer.

REST PERIOD.

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

FLOOR COVERING.

18. Where an employee is called upon to remain stationary on a concrete or stone floor for a period exceeding half an hour, suitable floor covering shall be provided by the employer.

PAYMENT OF WAGES.

19. Wages, overtime, and allowances shall be paid during working hours not later than Friday in each pay week.

PERIODICAL ADJUSTMENT OF WAGES.

20. The wages 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 21.

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.

21. (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 20.

(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.

PERIODICAL ADJUSTMENT OF RATES FOR ADULT FEMALES AND ALL JUNIORS.

22. The amounts of the wage rates for adult females and all juniors shall be adjusted proportionately to adjustments of the Needs Basic Wage—such adjustments to be made to the nearest 3d. half or less than half of 3d. to be disregarded, and to be made upon the rates prescribed in the Determination which came into force as from the beginning of the first pay period to commence in November, 1947. Provided that no rate shall be increased or decreased by more than the increase or decrease in the basic wage.

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

J. V. WILLOX, Secretary.

Melbourne, 5th November, 1947.

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