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VICTORIA GOVERNMENT GAZETTE.

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[1950

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 13 (FUEL AND FODDER—COUNTRY).

NOTE.—This Determination applies to the whole of the State **outside and excepting** the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which since 24th December, 1940, has had the power "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons—

- (a) employed in the business of a hay, corn, or chaff dealer;
- (b) employed carting, cutting, or otherwise preparing firewood for sale or for use in some process, trade, business, or occupation;
- (c) employed in connexion with the sale or distribution of wood, coal, or coke;
- (d) employed in the process, trade, business or occupation of burning, grinding, grading, or distributing charcoal"—

has made the following Determination, namely:—

1. That on the 5th March, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

Part 1.—Persons **OTHER THAN** those employed in the process, trade, business or occupation of burning, grinding, grading, or distributing charcoal.

2.		IMPROVERS.	OTHER EMPLOYEES.
		Wages per Week of 40 Hours.	Wages per Week of 40 Hours.
			<i>Firewood Saw-mills, Mallee Roots, &c.</i>
			<i>s. d.</i>
			Benchmen at self-acting benches where not more than two persons are employed, viz., benchman and stacker 178 0
			Other benchmen 173 0
			Lumpers 173 0
			Trolley-men 173 0
			Skip loaders 173 0
			Truck loaders of wood 4 feet or over 173 0
			Wagon or dray loaders 173 0
			Block stackers 167 0
			Wood cutters using axe, power crosscut, circular saw, or other method .. 178 0
			Carters driving one, two, or three horses 178 0
			And 6s. extra per week for every additional horse in excess of three.
			Drivers of motor vehicles having a carrying capacity—
			(a) not exceeding 25 cwt. 171 0
			(b) exceeding 25 cwt. but not exceeding 3 tons 177 0
			(c) exceeding 3 tons 183 0
			And if a trailer is attached to the vehicle—1s. 6d. per day extra.
			Persons engaged in raising, digging out, cleaning, trimming, or loading mallee roots on to vehicles 183 0
			All others 165 0
			Foreman—If any person employed in any of the above capacities has under his control five or more other workers he shall be regarded as a foreman, and paid 1s. per day above the ordinary rate.
			<i>Gas Producer Units</i>
			The following provisions shall apply to drivers of vehicles fitted with Gas Producer Units:—
			(i) Driver of a motor vehicle fitted and operated with a charcoal gas producer unit for each day or portion thereof upon which he is called upon to drive such vehicle, 1s. extra.
			(ii) Such driver for each day or portion thereof upon which he is called upon to clean the hopper and/or final filter of such unit, 1s. extra.

PROPORTION (BY ANY EMPLOYER).
One improver to the first three workers, receiving not less than 165s. per week of 40 hours, and thereafter one additional improver to every ten additional such workers.
NOTE.—The Board determines that no person shall be employed as an apprentice.

EMPLOYERS	OTHER EMPLOYEES—(continued).	
Wages per Week of 40 Hours.	Wages per Week of 40 Hours.	
	<i>Hay, Corn, or Chaff Stores.</i>	
		<i>s. d.</i>
	Storeman in charge	176 0
	Carters driving one horse	171 0
	Carters driving two horses	174 0
	And 3s. extra per week for every additional horse.	
	Drivers of motor vehicles having a carrying capacity—	
	(a) not exceeding 25 cwt.	172 0
	(b) exceeding 25 cwt., but not exceeding 3 tons	178 0
	(c) exceeding 3 tons	184 0
	And if a trailer is attached to a vehicle—1s. 6d. per day extra	
	All others	170 0
	<i>Wood, Coal, or Coke Yards.</i>	
	Carters driving one horse	171 0
	Carters driving two horses	174 0
	And 3s. extra per week for every additional horse.	
	Drivers of motor vehicles having a carrying capacity—	
	(a) not exceeding 25 cwt.	172 0
	(b) exceeding 25 cwt., but not exceeding 3 tons	178 0
	(c) exceeding 3 tons	184 0
	And if a trailer is attached to a vehicle—1s. 6d. per day extra	
	All others	169 0
	<i>Gas Producer Units.</i>	
	The following provisions shall apply to drivers of vehicles fitted with gas producer units:—	
	(i) Driver of a motor vehicle fitted and operated with a charcoal gas producer unit for each day or portion thereof upon which he is called upon to drive such vehicle, 1s. extra.	
	(ii) Such driver for each day or portion thereof upon which he is called upon to clean the hopper and/or final filter of such unit, 1s. extra.	

CONDITIONS OF EMPLOYMENT.

3. (i) Except as in this Determination otherwise provided, the ordinary weekly total of hours shall be 40 in number, all to be worked on days other than Sunday.
- (ii) Such ordinary weekly total, at the option of the employer, may be spread over five or six days and shall be worked in one period occurring between 7.30 a.m. and 12.30 p.m. on Saturday and between 7.30 a.m. and 5.15 p.m. on other days, subject to the recognized meal hours or intervals and smoke-oh of ten minutes each morning and afternoon, but no other breaks imposed by the employer.
- (iii) If a five-day week is worked the ordinary daily total of working hours shall be not more than 8, and if a six-day week is worked such total shall be not more than four on Saturday and not more than eight on any other day.
- (iv) Smoke-ohs shall be counted as part of time worked.

OVERTIME, ETC.

4. (a) Except as in this Determination otherwise provided, all time worked in excess of the ordinary weekly or daily hours of work shall be paid at one and a half times the ordinary prescribed rate for the first four hours, and at double the ordinary prescribed rate for the time thereafter.
- (b) Horse drivers who, in excess of such weekly or daily total hours of work, are required to spend time in taking charge of teams at the yard, camp, or stable, or in returning teams thereto, shall be paid for such time at the ordinary rate.
- (c) If an employee is required by his employer to be for any time anywhere only for the purposes of the employer in respect of the business in which the employee is employed, the employee shall be deemed to be on duty for the employer during such time and shall be paid at the appropriate prescribed rate (if any) for so much of such time as is spent in work, and at the ordinary minimum rate for so much of such time as is not so spent.
- Provided that this clause shall not apply to any time spent by an employee in the course of going to or coming from any yard, camp, stable, depot or picking-up place of the employer, or in the course of going to a place of the employer, or in the course of going to a place of work for the purpose of starting work, or in the course of coming therefrom after ceasing work.
- (d) Employees recalled to work after the expiration of their customary working time for the day, and after they have left work for the day, shall be paid at the least as for working two hours at one and a half times the prescribed rate.

TERMS OF ENGAGEMENT.

5. (a) Subject to exceptions and limitations hereinafter contained any employer shall have the option of engaging any employee either by the week or casually.
- (b) (i) If the engagement is by the week it shall be for a continuous period of at least eight weeks, and thereafter shall be terminable on either side by a week's notice which may be made to expire at any time during a week of the employment. Provided that this clause shall not affect the employer's right to dismiss forthwith at any time an employee because of the latter's incompetence or misconduct, in which case the employee shall be entitled in respect of wages for the then current week's employment only to payment proportionate to the aggregate of time worked by him, and of such other previous time (if any) in that week as to which under this Determination no deduction from his week's wages is allowable.
- (ii) An engagement shall be deemed to be and to continue casual unless the employer, at the commencement of the engagement or before any change by him of a casual engagement of the employee to one by the week, expressly notifies the employee that he is to be engaged by the week.
- Employees on casual engagement shall be paid at the rate of time and a quarter.
- (iii) The employer shall have the right to deduct payment for any day upon which the employee cannot be employed usefully because of any strike, or through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot reasonably be held responsible.
- (iv) No deduction shall be made from the wages of any employee, other than a pieceworker, unavoidably absent through illness for not more than 40 working hours in each year, i.e., 10 hours for each three months' service, commencing 1st December, 1942, provided he has submitted, within 48 hours of the commencement of such absence, satisfactory evidence to the employer or his representative that same was not the result of his own misconduct.
- Provided that where, under any scheme of insurance or an accident relief or provident fund to secure the benefit of which the employer has paid the necessary premium, or under any Workers' Compensation Act, compensation becomes payable for any of such days of absence, the employer shall not be bound to pay more of such wage than is sufficient, with such compensation, to make up the full pay for any such days.
- (c) Notwithstanding the provisions of sub-clause (b) (iv) 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 80 working hours, 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 purposes of this sub-clause service prior to 6th April, 1946, shall be disregarded.

TIME WAGES.

6. Any person employed in a factory or shop on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for time worked up to one-half the number of hours fixed, at the ordinary wages rate with an addition of thirty-three and a third per centum. For time worked beyond the 20 hours aforesaid, he shall be paid the ordinary wages rate up to, but not exceeding the rate prescribed by this Determination for an ordinary week's work.

CONTRACT WORK.

7. No person shall contract or enter into an agreement with any other person or persons to perform any work connected with the preparation of firewood for sale or for use in any trade or business at a lower rate or price than the appropriate wages rate or piecework price prescribed by this Determination.

SUNDAYS AND HOLIDAYS.

8. (a) Except as herein provided otherwise, if an employee is required to work on a holiday or on a Sunday, he shall be paid at double the ordinary prescribed rate.

(b) If a casual employee desires to work on a holiday and with the consent of the employer does so work, he shall be paid therefor at the ordinary prescribed rate.

(c) In the case of any other employee, other than a pieceworker, engaged by the week no deduction shall be made from his wages for the week because of his not working on a holiday.

(d) The expression "holiday" means any of the following days:—Australia Day, New Year's Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, King's Birthday, Labour Day, Christmas Day, and Boxing Day.

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.

(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 1s., plus postage.)

ALLOWANCES.

10. (a) An employee shall have the right to elect whether he shall travel each day to and from the job, or camp at such job. Having so elected, he shall be entitled to the special allowance where applicable, as provided in sub-clauses (b) and (c) hereof.

(b) Employees who, in order to be available for their work, have to live in a camp established either by the employer or employees for the purpose of enabling employees to be so available by living therein, shall be paid a camping allowance of 1s. for each day on which they are required to hold themselves, and do hold themselves available in the camp throughout the said day to serve the employer's purpose on that or any other day, whether or not work is done on the said day, but this clause shall not apply to any Sunday, unless the employee is required to work on that Sunday.

(c) An employee who finds it necessary to travel five miles or over to his place of employment shall, unless transport is provided by the employer free of cost to the employee, be paid a travelling allowance of 1s. per day.

TIME RECORD.

11. (a) The employer shall keep a record of the names of the employees of such employer, and in respect of each such employee, a record from week to week of the periods, times, and class of work done, and the rates of wage and amounts of wages paid, and shall obtain from week to week the signature of each employee to such record.

(b) The secretary or duly accredited representative of the Federated Fodder and Fuel Trades' Industrial Union authorized in writing to that effect by such secretary shall be allowed, on any day coming two days after a pay day between 10 a.m. and noon, or at such other times as may be agreed upon, to inspect such records so far as may be reasonably necessary to obtain information therefrom relating to any member or members of the said union.

WET WEATHER PROVISIONS.

12. (i) (a) In the event of rain being sufficiently heavy to justify a temporary cessation of work, such work shall cease forthwith and during the cessation of work employees shall hold themselves in readiness for work during ordinary working hours, and shall be paid for the actual time of waiting at ordinary time wages rates of pay.

(b) When weather conditions are suitable employees shall resume work immediately.

(ii) If the employer's representative considers the weather justifying the cessation of work is likely to continue for a lengthy period the payment, as set forth in sub-clause (i), may be discontinued, and employees shall not be bound to hold themselves in readiness for a resumption of work.

Provided that, for any day on which an employee is ready and willing to commence work, he shall be entitled to payment as though he had worked for a minimum of four hours.

(iii) The employer shall provide adequate and suitable shelter from the rain for the employee.

(iv) The employer shall provide adequate facilities for the employee to dry off his wet clothes.

SPECIAL TREATMENT OF INJURED.

13. The employer, as soon as reasonably possible, shall supply means free of charge to convey to the nearest hospital or doctor any employee so seriously injured that it is not reasonably possible for such employee to travel independently of such conveyance.

FIRST-AID AND MEDICAL OUTFIT.

14. The employer shall provide at every main place of employment a first-aid outfit. Such outfit shall consist of at least the following:—Boric acid, iodine, picric acid (bottle solution), 1-in. bandages, lint, cotton, triangle bandages, lysol, permanganate of potash, snake-bite scarifier, splints capable of being used in 12-in. lengths, and one pair of scissors.

ACCOMPANYING SICK OR INJURED EMPLOYEES.

15. No employee suffering from illness or injury sustained on the job shall be permitted to leave the job unless accompanied or assisted by a sufficient number of employees, except in the case of his removal by ambulance, to his home or nearest hospital. All expenses incurred in such patient's removal shall be paid by the employer, and no employee assisting or accompanying an injured or sick person shall lose any wages by so doing.

PIECE-WORK.

16. A schedule of piece-work prices (as shown hereunder) to be paid to any person for doing certain kinds of work has been fixed by the Board, and in addition to these prices, when required to do so, pieceworkers shall be paid three pence per ton extra to stack tops, or four pence per ton extra to stack and burn tops.

PIECEWORK PRICES.

Firewood Saw-mills, Mallee Roots, &c.

CUTTING AND STACKING OR CUTTING AND LOADING ON TO VEHICLES—

	By Ton Measurement of 50 Cubic Feet.	Per Standard I.B. Truck Loaded to Water Level i.e., 8 Tons Measurement or 400 Cubic Feet.
6-ft. rate i.e., 6-ft. or over—	<i>s. d.</i>	<i>s. d.</i>
Grey Box, Yellow Box, Murray Box, Belar, Buloke or Sheoke	9 2	71 7
Red Box, Iron Bark or Red Gum	8 4	67 1
Ti-tree	11 8
Common Wood, i.e., all other than those specified above	7 2	56 1
	By Ton Measurement of 50 Cubic Feet.	Per Standard I.B. Truck Loaded to a Height of 5 Feet.
5-ft. rate i.e., 5-ft. and up to, but not including 6-ft.—	<i>s. d.</i>	<i>s. d.</i>
Grey Box, Yellow Box, Murray Box, Belar, Buloke or Sheoke	9 9	127 4
Red Box, Iron Bark or Red Gum	9 9	127 4
Ti-tree	12 0
Common Wood, i.e., all other than those specified above	8 1	105 3
	By Ton Measurement of 50 Cubic Feet.	Per Standard I.B. Truck Loaded to a Height of 5 Feet.
4-ft. rate i.e., 4-ft. and up to, but not including 5-ft.—	<i>s. d.</i>	<i>s. d.</i>
Grey Box, Yellow Box, Murray Box, Belar, Buloke or Sheoke	10 0	131 9
Red Box, Iron Bark or Red Gum	10 0	131 9
Ti-tree	11 8
Common Wood, i.e., all other than those specified above	8 4	109 8
	By Ton Measurement of 50 Cubic Feet.	Per Standard I.B. Truck Loaded to Water Level i.e., 8 Tons Measurement or 400 Cubic Feet.
3-ft. rate i.e., 3-ft. and up to, but not including 4-ft.—	<i>s. d.</i>	<i>s. d.</i>
Grey Box, Yellow Box, Murray Box, Belar, Buloke or Sheoke	11 8	93 3
Red Box, Iron Bark or Red Gum	11 8	93 3
Ti-tree	11 8
Common Wood, i.e., all other than those specified above	10 5	83 6
	By Ton Measurement of 50 Cubic Feet.	Per Standard I.B. Truck Loaded to Water Level i.e., 8 Tons Measurement or 400 Cubic Feet.
2-ft. rate i.e., 2-ft. and up to, but not including 3-ft.—	<i>s. d.</i>	<i>s. d.</i>
Grey Box, Yellow Box, Murray Box, Belar, Buloke or Sheoke	13 7	108 10
Red Box, Iron Bark or Red Gum	13 7	108 10
Ti-tree	11 8
Common Wood, i.e., all other than those specified above	11 8	93 3

Notes.—(i) When the cutter is engaged it shall be mutually agreed where the wood is to be stacked for measurement, i.e., at the stump, on the vehicle, or at the place of delivery.

(ii) When wood is cut and not stacked 1s. 2d. per ton less than the above rates.

(iii) Stackers (other than wood cutters) stacking wood in not less than 15 ton lots shall be paid 2s. 4d. per ton.

LOADING VEHICLES 11s. 4d. per truck (Standard I.B.).

LOADING AND STACKING BLOCKS—

If taken off ground within 15 feet of rails and placed in Standard I.B. truck .. 12s. 8d. per truck (Standard I.B.).

TROLLEYING FROM STACK TO BENCH 9s. 9d. per truck (Standard I.B.).

TRUCK LOADING—

Wood, 4 feet to 6 feet inclusive 12s. 8d. per truck (Standard I.B.) loaded to 5 feet.

STACKING WOOD 6 FEET OR OVER ON END—

Taken from vehicles 5s. 10d. per truck (Standard I.B.).

MILLING (OTHER THAN BY SELF-ACTING BENCH)—

The rate for milling (other than by self-acting bench) shall be 32s. 5d. per truck for 1-ft. wood and 38s. 11d. per truck for 9-inch wood which may be divided as follows:—

Where four men are employed—

	Cutting 1-ft. wood.	Cutting 9-in. wood.
Benching	8s. 5d. per truck (Standard I.B.).	10s. 8d. per truck (Standard I.B.).
Lumping	8s. " " "	9s. 5d. " " "
Handing up	8s. " " "	9s. 5d. " " "
Stacking	8s. " " "	9s. 5d. " " "

Benchman to sharpen saws also.
Lumper, hander-up, and stacker to clean up also.

Where three men are employed—

Benching and handing up	11s. 3d. per truck (Standard I.B.).	13s. 5d. per truck (Standard I.B.)
Lumping and handing up	10s. 7d. " " "	12s. 9d. " " "
Stacking	10s. 7d. " " "	12s. 9d. " " "

Benchman to sharpen saws also.
Lumper and stacker to clean up also.

Where two men are employed .. each 16s. 2½d. " " "

These men also to sharpen saws and clean up.

MILLING BY SELF-ACTING BENCH—

The rate for milling by self acting bench shall be 29s. 1d. per truck for 1-foot wood and 35s. per truck for 9-inch wood which may be divided as follows:—

Where three men are employed—

	Cutting 1-ft. wood.	Cutting 9-in. wood.
Benching	10s. 3d. per truck (Standard I.B.).	12s. 2d. per truck (Standard I.B.).
Lumping	9s. 5d. " " "	11s. 5d. " " "
Stacking	9s. 5d. " " "	11s. 5d. " " "

Benchman to sharpen saws also.
Lumper and stacker also to clean up.

Where two men are employed—

Benching and lumping	15s. 6d. " " "	19s. 2d. " " "
Stacking	13s. 7d. " " "	15s. 10d. " " "

Benchman to sharpen saws also.
Stacker to clean up also.

Where one man is employed 29s. 1d. " " "

This man also to sharpen saws and clean up.

MALLEE ROOTS—

	By Weight.		By Measurement.	
	per ton.		per ton.	
	s.	d.	s.	d.
(a) Raising or digging out	9	2	6	11
(b) Cleaning or trimming	9	2	6	11
(c) Loading on to vehicles	5	3	3	11

Part 2.—Persons employed in the process, trade, business or occupation of burning, grinding, grading, or distributing charcoal.

17. IMPROVERS.	OTHER EMPLOYEES.
Wages per Week of 40 Hours.	Wages per Week of 40 Hours.
s. d.	s. d.
Under 17 years of age 99 9	Wood cutters, using axe, power crosscut, circular saw, or other method .. 178 0
17 years of age 115 9	Carters driving one, two, or three horses 178 0
18 " " 140 9	And 6s. extra per week for every additional horse in excess of three.
19 " " or over:—the appropriate rate prescribed under the heading "other employees."	Drivers of motor vehicles having a carrying capacity—
	(a) not exceeding 25 cwt. 171 0
	(b) exceeding 25 cwt. but not exceeding 3 tons 177 0
	(c) exceeding 3 tons but not exceeding 6 tons 183 0
	(d) Further tonnage—for each complete ton over 5, an extra 1s. per week.
	And if a trailer is attached to the vehicle—1s. 6d. per day extra.
	<i>Gas Producer Units.</i>
	The following provision shall apply to drivers of vehicles fitted with gas producer units—
	(i) Driver of a motor vehicle fitted and operated with a charcoal gas producer unit for each day or portion thereof upon which he is called upon to drive such vehicle, 1s. extra.
	(ii) Such driver for each day or portion thereof upon which he is called upon to clean the hopper and/or final filter of such unit, 1s. extra.
	Charcoal burning by retorts, metal or brick kilns, or pits—
	(a) Operator in charge of plant 193 0
	(b) All other employees, including persons employed in emptying, bagging, sewing, stacking, or loading 183 0
	Grinding or grading charcoal—
	(a) Attendant in charge of plant—
	(i) With four or more persons under his supervision 203 0
	(ii) With three or fewer persons under his supervision 199 0
	(b) All other persons, including those engaged in grinding, grading, or bagging charcoal or sewing bags 193 0

PROPORTION (BY ANY EMPLOYER).

One improver to the first three workers, receiving not less than 178s. per week of 40 hours and thereafter one additional improver to every ten additional such workers.

NOTE.—The Board determines that no person shall be employed as an apprentice.

CONDITIONS OF EMPLOYMENT.

18. (i) Except as in this Determination otherwise provided, the ordinary weekly total of hours shall be 40 in number, all to be worked on days other than Sunday.

(ii) (a) Such ordinary weekly total, at the option of the employer, may be spread over five or six days and, except on shift work, shall be worked in one period occurring between 7.30 a.m. and 12.30 p.m. on Saturday and between 7.30 a.m. and 5.15 p.m. on other days, subject to the recognized meal hours or intervals and smoke-oh of ten minutes each morning and afternoon, but no other breaks imposed by the employer.

(b) If a five-day week is worked the ordinary daily total of working hours shall be not more than 8, and if a six-day week is worked such total shall be not more than four on Saturday and not more than eight on any other day.

(iii) The employer may require employees to work such ordinary weekly total on a shift or relay, being one of either two or three shifts or relays worked in the 24 hours, but subject only to the following conditions:—

(a) Each shift shall be worked in one period with no break except for recognized meal intervals and smoke-oh.

(b) In each shift during which the employee does not receive the same amount of time for a meal interval or smoke-oh as that which day workers receive under this Determination he shall be paid at ordinary rates for twenty minutes' crib time and two smoke-ohs of ten minutes each.

(c) Where a shift comprises within its period any time between 7 p.m. and 6 a.m. the whole of the time worked during the shift shall be paid for at ordinary rate plus 7½ per cent.

(d) Where practicable, shifts shall be changed in rotation each week.

(iv) Smoke-ohs shall be counted as part of time worked.

OVERTIME, ETC.

19. (a) Except as in this Determination otherwise provided, all time worked in excess of the ordinary weekly or daily hours of work shall be paid at one and a half times the ordinary prescribed rate for the first four hours, and at double the ordinary prescribed rate for the time thereafter.

(b) Horse drivers who, in excess of such weekly or daily total hours of work, are required to spend time in taking charge of teams at the yard, camp, or stable, or in returning teams thereto, shall be paid for such time at the ordinary rate.

(c) If an employee is required by his employer to be for any time anywhere only for the purposes of the employer in respect of the business in which the employee is employed, the employee shall be deemed to be on duty for the employer during such time, and shall be paid at the appropriate prescribed rate (if any) for so much of such time as is spent in work, and at the ordinary minimum rate for so much of such time as is not so spent.

Provided that this clause shall not apply to any time spent by an employee in the course of going to or coming from any yard, camp, stable, depot or picking-up place of the employer, or in the course of going to a place of the employer, or in the course of going to a place of work for the purpose of starting work, or in the course of coming therefrom after ceasing work.

(d) Employees recalled to work after the expiration of their customary working time for the day, and after they have left work for the day, shall be paid at the least as for working two hours at one and a half times the prescribed rate.

TERMS OF ENGAGEMENT.

20. (a) Subject to exceptions and limitations hereinafter contained any employer shall have the option of engaging any employee either by the week or casually.

(b) (i) If the engagement is by the week it shall be for a continuous period of at least eight weeks, and thereafter shall be terminable on either side by a week's notice which may be made to expire at any time during a week of the employment. Provided that this clause shall not affect the employer's right to dismiss forthwith at any time an employee because of the latter's incompetence or misconduct, in which case the employee shall be entitled in respect of wages for the then current week's employment, only to payment proportionate to the aggregate of time worked by him, and of such other previous time (if any) in that week as to which under this Determination no deduction from his week's wages is allowable.

(ii) An engagement shall be deemed to be and to continue casual unless the employer, at the commencement of the engagement or before any change by him of a casual engagement of the employee to one by the week, expressly notifies the employee that he is to be engaged by the week.

Employees on casual engagement shall be paid at the rate of time and a quarter.

(iii) The employer shall have the right to deduct payment for any day upon which the employee cannot be employed usefully because of any strike, or through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot reasonably be held responsible.

(iv) No deduction shall be made from the wages of any employee unavoidably absent through illness for not more than 40 working hours in each year, i.e., 10 hours for each three months' service, commencing 1st December, 1941, provided he has submitted, within 48 hours of the commencement of such absence, satisfactory evidence to the employer or his representative that same was not the result of his own misconduct.

Provided that where, under any scheme of insurance or an accident relief or provident fund to secure the benefit of which the employer has paid the necessary premium, or under any Workers' Compensation Act, compensation becomes payable for any of such days of absence, the employer shall not be bound to pay more of such wage than is sufficient, with such compensation, to make up the full pay for any such days.

(c) Notwithstanding the provisions of sub-clause (b) (iv) 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 80 working hours 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 purposes of this sub-clause service prior to 6th April, 1946, shall be disregarded.

SUNDAYS AND HOLIDAYS.

21. (a) Except as herein provided otherwise, if an employee is required to work on a holiday or on a Sunday, he shall be paid at double the ordinary prescribed rate.

(b) If a casual employee desires to work on a holiday and with the consent of the employer does so work, he shall be paid therefor at the ordinary prescribed rate.

(c) In the case of any other employee engaged by the week no deduction shall be made from his wages for the week because of his not working on a holiday.

(d) The expression "holiday" means any of the following days:—Australia Day, New Year's Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, King's Birthday, Labour Day, Christmas Day and Boxing Day.

ANNUAL HOLIDAY.

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

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

ALLOWANCES.

23. Employees who, in order to be available for their work, have to live in a camp established either by the employer or employees for the purpose of enabling employees to be so available by living therein, shall be paid a camping allowance of 1s. for each day on which they are required to hold themselves, and do hold themselves available in the camp throughout the said day to serve the employer's purpose on that or any other day, whether or not work is done on the said day, but this clause shall not apply to any Sunday, unless the employee is required to work on that Sunday.

WASHING FACILITIES.

24. Each employer shall provide for all the employees suitable washing troughs or other conveniences, which shall be approved by the Secretary for Labour or his Inspector.

TIME RECORD.

25. (a) The employer shall keep a record of the names of the employees of such employer, and in respect of each such employee, a record from week to week of the periods, times and class of work done, and the rates of wage and amounts of wages paid, and shall obtain from week to week the signature of each employee to such record.

(b) The secretary or duly accredited representative of the Federated Fodder and Fuel Trades' Industrial Union authorized in writing to that effect by such secretary shall be allowed, on any day coming two days after a pay day between 10 a.m. and noon, or at such other times as may be agreed upon, to inspect such records so far as may be reasonably necessary to obtain information therefrom relating to any member or members of the said union.

WET WEATHER PROVISIONS.

26. (i) (a) In the event of rain being sufficiently heavy to justify a temporary cessation of work, such work shall cease forthwith and during the cessation of work employees shall hold themselves in readiness for work during ordinary working hours, and shall be paid for the actual time of waiting at ordinary time wages rates of pay.

(b) When weather conditions are suitable employees shall resume work immediately.

(ii) If the employer's representative considers the weather justifying the cessation of work is likely to continue for a lengthy period the payment, as set forth in sub-clause (i), may be discontinued, and employees shall not be bound to hold themselves in readiness for a resumption of work.

Provided that, for any day on which an employee is ready and willing to commence work, he shall be entitled to payment as though he had worked for a minimum of four hours.

(iii) The employer shall provide adequate and suitable shelter from the rain for the employee.

(iv) The employer shall provide adequate facilities for the employee to dry off his wet clothes.

SPECIAL TREATMENT OF INJURED.

27. The employer, as soon as reasonably possible, shall supply means free of charge to convey to the nearest hospital or doctor any employee so seriously injured that it is not reasonably possible for such employee to travel independently of such conveyance.

FIRST-AID AND MEDICAL OUTFIT.

28. The employer shall provide at every main place of employment a first-aid outfit. Such outfit shall consist of at least the following:—Boracic acid, iodine pieric acid (bottle solution), 1-in. bandages, lint, cotton, triangle bandages, lysol, permanganate of potash, snake-bite scarifier, splints capable of being used in 12-in. lengths, and one pair of scissors.

SHELTER.

29. The employer shall provide adequate and suitable shelter, with seating accommodation for employees.

SANITATION.

30. In every camp where the pan system is not in use, the employer shall instal sanitary conveniences, and provide attention hereto. Where no camp is established, practicable and reasonable temporary provision shall be made by the employer.

ACCOMPANYING SICK OR INJURED EMPLOYEES.

31. No employee suffering from illness or injury sustained on the job shall be permitted to leave the job unless accompanied or assisted by a sufficient number of employees, except in the case of his removal by ambulance, to his home or nearest hospital. All expenses incurred in such patient's removal shall be paid by the employer, and no employee assisting or accompanying an injured or sick person shall lose any wages by so doing.

CHARCOAL BURNING.

32. (i) The lowest prices to be paid to any person employed burning charcoal from wood which has to be transported not more than half a mile to the retort or kiln in which it is to be burned shall be those prescribed in the following schedule, viz.:—

	Price per Ton of Charcoal.	
	(a) Where more than 50 per cent. of the wood used has to be felled.	(b) In circumstances other than (a).
	s. d.	s. d.
Grey box, red box, red gum, or ironbark	81 0	73 11
Any other variety of wood	87 6	77 5

The above prices shall include all necessary cutting, cartage to the retort or kiln, filling and sewing of bags, and the adequate provision by the employee of food for any horse which is being used in connexion with the work.

(ii) If the wood to be burned is situated more than half a mile from the retort or kiln, 2s. 6d. extra per ton of charcoal shall be paid for each extra half mile or portion thereof.

(iii) The employer shall supply, free of charge, all tools, vehicles, and equipment necessary.

Part 3.—All persons to whom this Determination applies.**PERIODICAL ADJUSTMENT OF WAGES.**

33. The wages rates set out in clauses 2 and 17 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 and the weekly earnings of pieceworkers shall be automatically adjusted as prescribed by clause 34, provided that the rates for improvers shall be adjusted from time to time by increasing or decreasing the said rates in the same proportion as the amount of increase or decrease of the basic wage bears to the basic wage current immediately prior to the adjustment. Such adjustments shall be calculated to the nearest threepence, half or less than half of threepence to be disregarded.

Provided that, where a pieceworker works less than 40 hours in any week, the sum to be added to or subtracted from his earnings shall be varied proportionately.

Basic Wage.

Place.	Needs Basic Wage Adjustable.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Within the area to which this Determination applies	6 8 0	6 0	6 14 0	Melbourne

ADJUSTMENT OF BASIC WAGE

34. (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 May, 1950, the amounts of the Basic Wage shall be as prescribed in clause 33.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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, 16th February, 1950.

[1913]



VICTORIA
GOVERNMENT GAZETTE.

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TUESDAY, APRIL 4.

[1950

Factories and Shops Acts.

DETERMINATION OF THE MUSICAL INSTRUMENTS 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 now has the power to determine the lowest prices or rates which may be paid to any person (other than persons subject to the jurisdiction of any Board heretofore appointed) employed—

- (a) in manufacturing or tuning any musical instrument of which wood forms a part;
- (b) in making or repairing brass or reed musical instruments or parts thereof—

has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence on or after the 1st February, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Adults, Journeymen or Journeywomen.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
GROUP A.	£ s. d.	£ s. d.
Action regulator	9 1 6	8 18 6
Tuner and/or action repairer	9 1 6	8 18 6
Player mechanic	9 1 6	8 18 6
Part maker	9 1 6	8 18 6
Side gluer	9 1 6	8 18 6
Sound board maker	9 1 6	8 18 6
Fly finisher	9 1 6	8 18 6
Maker and/or repairer of musical instruments	9 1 6	8 18 6
Player action assembler	8 16 6	8 13 6
Piano action assembler	8 16 6	8 13 6
Iron frame driller	8 4 0	8 1 0
Iron frame finisher by hand or spray	8 4 0	8 1 0
Spring and brass wire spinner	8 4 0	8 1 0
Veneer presser	8 4 0	8 1 0
Veneer scraper	8 4 0	8 1 0
Gluer up	8 4 0	8 1 0
Polisher	9 1 6	8 18 6
Spray hand	8 4 0	8 1 0
Employee rubbing down and/or filling and/or varnishing and/or staining	8 4 0	8 1 0
Gramophone case maker or fitter	9 1 6	8 18 6
Boult's carver machinist	9 1 6	8 18 6
Shaping machinist	9 1 6	8 18 6
Moulding machinist who grinds his own cutters	9 1 6	8 18 6
Wood turner	9 1 6	8 18 6
Router machinist	9 1 6	8 18 6
Linderman or similar jointer machinist who sets up and is in charge of his machine	9 1 6	8 18 6
Band and jig sawyer	8 14 0	8 11 0
Circular sawyer	8 14 0	8 11 0
Dovetailer machinist	8 14 0	8 11 0
Buzzer machinist	8 14 0	8 11 0
Planer machinist	8 14 0	8 11 0

Adults, Journeymen or Journeywomen.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
<i>GROUP A—continued.</i>		
Thicknesser machinist	£ 8 14 0	£ 8 11 0
Glue jointer machinist	8 14 0	8 11 0
Tenoner machinist	8 14 0	8 11 0
Copying or automatic lathe—employee setting up or operating	8 14 0	8 11 0
Morticer machinist	8 14 0	8 11 0
Triple drum sander	8 14 0	8 11 0
Multiple borer machinist (three or more bits) who sets up and operates	8 14 0	8 11 0
Moulding machinist who does not grind his own cutters	8 14 0	8 11 0
Sander machinist	8 4 0	8 1 0
Boring machinist (less than three bits)	8 4 0	8 1 0
All other machinists	8 4 0	8 1 0
Timber bender	8 4 0	8 1 0
Timber stacker	7 9 0	7 6 0
Yardman	7 9 0	7 6 0
Tailer-out	7 9 0	7 6 0
Employees not otherwise classified	6 17 0	6 14 0
<i>Females.</i>		
Veneer matcher	6 0 6	5 18 3
Upholstress	6 0 6	5 18 3
All others	5 4 6	5 2 3
<i>GROUP B.</i>		
<i>Leading Hands.</i>		
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		

EXTRA RATES.

3. (a) Employees engaged as cabinet makers, and carvers shall at the end of each three months of service be supplied by their employer with an order for a sum equivalent to 2s. 6d., a week as a tool allowance.

Provided that this extra rate shall only be paid in respect of each week in which three days or more have been worked.

(b) The extra rates prescribed herein shall not be subject to any premium or penalty additions.

APPRENTICES AND IMPROVERS—RATES OF PAY.

4. The following shall be the rates of pay for apprentices and improvers:—

	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.
<i>Male Apprentices.</i>		
<i>Five-year Term—</i>		
1st year's experience	38 0	37 0
2nd year's experience	53 0	52 0
3rd year's experience	71 0	69 0
4th year's experience	112 0	109 0
5th year's experience	140 0	137 0
<i>Four-year term—</i>		
1st year's experience	43 0	42 0
2nd year's experience	70 6	68 6
3rd year's experience	112 0	109 0
4th year's experience	140 0	137 0
<i>Male Improvers.</i>		
Under 16 years of age	32 6	31 6
16 and under 17	38 0	37 0
17 and under 18	53 0	52 0
18 and under 19	71 0	69 0
19 and under 20	112 0	109 0
20 and under 21	139 0	136 0
<i>Female Apprentices.</i>		
1st year's experience	46 0	44 6
2nd year's experience	67 0	65 6
3rd year's experience	89 0	87 0
4th year's experience	102 0	99 6
(A female shall not be apprenticed until she is 16 years of age)		
<i>Female Improvers.</i>		
16 years and under	33 0	32 0
17 years	46 0	44 6
18 years	67 0	65 6
19 years	89 0	87 0
20 years	102 0	99 6

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

5. (a) (i) Males.—One male apprentice shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.
- (ii) Females.—One female apprentice shall be allowed to each adult female worker.
- (b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof: Provided that at least three adult male workers must be employed before a male improver can be employed.
- (ii) One female improver shall be allowed to each six adult female workers or fraction thereof.
- (c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.
- (d) The terms "adult workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory: Provided that an apprentice shall not be an adult worker until he has completed his term of apprenticeship prescribed by this Determination.
- (e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.
- (f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

6. (a) *Apprenticeship Trades.*—For the purpose of indentures the following shall be apprenticed trades:—
- Musical Instruments.*—Cabinet making (including piano and player piano case making), side gluing, fly finishing, veneer scraping and part making.
- Sound board making.
- Making of other musical instrument.
- Tuning.
- Player mechanics.
- Polishing.
- Machining.*—Instruction and practice in four of the following machines:—Boults carver, or shaper, moulding machine, band saw, jig saw, circular saw, dovetailer, buzzer, planer, glue jointer, tenoner, copying lathe and automatic lathe.
- Provided that in all types of machining instruction and practice shall be given in one of the following machines, viz.:—shaper, moulder or router.
- (b) *Term of Apprenticeship.*—
- (i) *Males.*—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years, and for those entering apprenticeship trades in their eighteenth and nineteenth years shall be four years.
- (ii) *Females.*—The term of apprenticeship for females shall be four years.
- (c) *General Conditions of Apprenticeship.*—
- (i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.
- (ii) All present contracts of apprenticeship shall be deemed to include and all future contracts of apprenticeship shall include the following provision:—
- If through lack of orders or through financial difficulties the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.
- If there occurs a breakdown of power necessitating the standing down of adult employees apprentices may also be stood down over the same period.
- (d) *Technical Training.*—
- (i) 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 College class fees.
- (ii) 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.

CONTRACT OF EMPLOYMENT.

7. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to perform work such 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 wages shall not apply to any employee of such establishment or department during such periods. Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.
- (ii) *Terminating Employment.*—
- (a) 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 or in lieu thereof payment or forfeiture of a week's wages. 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.
- (b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.
- (c) 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.
- (d) 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.

LIMITATION OF EMPLOYMENT.

8. (a) Except as hereinafter provided, no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.
- (b) Employers may, by mutual arrangement between the employers and employees concerned provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.
- (c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of Clause 7 hereof.

CASUAL LABOUR.

9. (a) Casual labour at hourly rates may be engaged provided the rates are 10 per centum higher than those prescribed for weekly hands.
- (b) "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 the week.

DEFINITIONS.

10. (a) "A journeyman" is a person other than an apprentice who:—
- (i) has served the time prescribed by this Determination as an apprentice; or
 - (ii) not being an apprentice, has attained the age of 21 years; or
 - (iii) at any time within three calendar months prior to this Determination coming into operation was in receipt of at least the minimum weekly wage prescribed for the class of work on which such person is engaged whether on time or piece-work.
- (b) "A journeywoman" is a person other than an apprentice who:—
- (i) has served the time prescribed by this Determination as an apprentice; or
 - (ii) not being an apprentice, has attained the age of 21 years; or
 - (iii) at any time within three calendar months prior to this Determination coming into operation was in receipt of at least the minimum weekly wage prescribed for the class of work on which such person is engaged whether on time or piece-work.
- (c) "An apprentice" is a person who is bound by indentures of apprenticeship.
- (d) Subject to sub-clauses (a) and (b) hereof "an improver" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

11. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of eight hours per day.
- (b) The hours of employment may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

SHIFT WORK.

12. Shift work may be worked and where such shift work is worked the following conditions shall apply:—
- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
 - (b) Except as herein provided employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per cent. more than the ordinary rates.
 - (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 engagement 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 employees working on shift shall not exceed:—
 - (i) 8 in any one day; or
 - (ii) 44 in any one week; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
 - (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

13. (a) Except in the case of shift work all time worked:—
- (i) before or after the usual times of beginning and ending work;
 - (ii) in excess of 8 hours per day;
 - (iii) in excess of 40 hours in any week;
- shall be paid for at the rate of time and one half for the first two 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.
- (b) All work done outside the times of beginning and ending work on any holiday specified in clauses 22 and 23 of this Determination shall be paid for at the rate of double ordinary time.
- (c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.
- (d) In computing overtime each day's work shall stand alone.
- (e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.
- (f) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

MID-DAY MEAL.

14. An interval of 45 minutes shall be allowed for the midday meal between the hours of noon and 2 p.m. but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30 minutes' break.

MEAL MONEY.

15. All employees required to work beyond the usual finishing time shall be allowed 2s. 6d. tea money in addition to overtime rates so prescribed for in this Determination when the usual finishing time is exceeded by two hours.

MATERIALS TO BE PROVIDED.

16. Any employee engaged at french polishing shall be supplied with all materials, including rags, brushes, and kit-box.

WASHING TIME FOR POLISHERS.

17. Employees engaged in the polishing shop shall be granted five minutes before ceasing time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

18. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities 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 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 shop, 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 shop.

(b) 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 home for a night, shall be paid to the employee.

(c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.

(d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.

(e) The aforementioned conditions shall not apply to piano tuners who are members of the staff of a retail selling organization as distinct from a factory.

(f) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

19. 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.

An interval of five minutes to be selected by the employer shall be allowed to male employees on the same conditions as the allowances to females herein.

SEATING ACCOMMODATION.

20. (a) All chairs provided for employees shall be reasonably comfortable.

(b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

PAY DAY.

21. (a) All employees shall be paid weekly not later than Thursday.

(b) No employer shall hold more than two days' pay in hand except under the provisions of clause 24—Loaded Rate.

(c) Any employee kept waiting for his pay on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid overtime rates for that quarter of an hour and as for a quarter of an hour at the least.

(d) Any employee dismissed during the course of a week shall have any wages due to him paid to him forthwith or posted to him within 24 hours of his dismissal.

(e) Should an employee leave his employment without giving a week's notice as required by this Determination any moneys due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.

HOLIDAYS.

22. 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, and any day generally observed in the locality as a holiday in lieu of the holidays herein mentioned. All work done on the said holidays shall be paid for at ordinary rates in addition to the provisions of sub-clause (b) of clause 24.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

23. (a) Any timework employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.

(b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE, AND ANNUAL LEAVE.

24. (a) 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 clause 22 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.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned:—

(i) In all Sections where employers are under contract to service ships in port;

(ii) In Retail Shops for the purpose of servicing musical instruments;

(iii) In any other section where the said representatives of the parties consider special provision necessary.

(b) Loaded rate shall provide credits from which payment for holidays, annual leave and sick pay shall be made under the following conditions:—

- (i) Each weekly wage employee shall be credited by the employer with a sum equal to 4 hours' pay for each week of continuous service and shall be continued each year from the beginning of the second week in each year until the end of the fifty-first week in each year.
- (ii) On or before the pay day 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 the pay day following the holiday 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 that 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 in the case of Christmas-New Year holidays any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If on the pay day following the holiday 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. Provided that in the case of Christmas-New Year holidays any payment due under this paragraph will be made on the pay day preceding such holidays.
- (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 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 fifty-second 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.

BOILING WATER.

25. Employers shall make available an adequate and proper supply of boiling water at rest periods and at meal hours.

INSURANCE OF TOOLS.

26. Employers shall insure the tools of trade of each employee in the furniture section against loss by fire up to a maximum of £20.

FIRST-AID OUTFIT AND ATTENDANT.

27. (a) Every factory, shop, or work-shop 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:—

Antiseptic solution 1 bottle; Bandages, cotton and gauze, 1 dozen assorted sizes; Castor oil, 2 ozs.; Iodine, tincture of, 2 ozs.; Manual, First-Aid, 1; Petrolatum, carbolyzed, 1 jar; Picric acid solution made according to the following recipe or prescription:— $1\frac{1}{2}$ teaspoonful of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water; 1 pint; Pins, safety, 1 packet; sal volatile, 6 ozs.; Scissors, 1 pair; Tourniquet, 1; Tweezers, 1 pair; Gauze, sterilized plain, cotton absorbent; Lint absorbent; Plaster, adhesive, an adequate assortment.

(b) In factories, shops, work-shops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first aid attendant an additional 5s. per week for each week in which three days or more have been worked shall be paid to such employee and shall be payable in addition to any amounts paid for annual leave, sick leave and public holidays provided that this allowance shall not be subject to any premiums or penalty additions.

AMENITIES.

28. (a) Each 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.

(b) Each employer shall provide proper and sufficient washing facilities.

(c) Each employer shall provide a dining room with adequate table and seating accommodation therein.

(d) The amenities prescribed by sub-clauses (a), (b) and (c) hereof shall be provided not later than the 6th April, 1950, except where an extension of time is approved by the Chief Inspector of Factories.

TIME AND WAGES BOOK OR RECORD.

29. (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 written up in the English language of the total 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 Federated Furnishing Trade Society of Australasia 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.

MIXED FUNCTIONS

30. 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 the Determination; but if he or she is engaged for more than half of any one day he or she shall be so paid for the whole day. If the period on the higher class of work is less than half a week or half a day then he or she shall be paid at the rates fixed for the work he or she actually performs.

RIGHT OF ENTRY OF UNION OFFICIAL.

31. 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 purposes 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 interviews 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 a 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 Chief Inspector of Factories.

SHOP STEWARDS.

32. In cases where shop stewards have been appointed and recognized by the employers the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

33. Where the appointment of a shop steward is not approved of or recognized by the employer a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

- 34. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connection with the meetings of the Federated Furnishing Trade Society of Australasia.
- (b) The notice boards shall be in a prominent position.
- (c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

35. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store or shop.

WORK TO BE DONE IN FACTORY, SHOP OR PLACE.

- 36. (a) All work shall be done in a factory, shop or place duly registered under State laws; but this shall not prevent an employer sending employees from his factory, shop or place to any building or ship for the purpose of repairing, completing, fitting or fixing any work covered by this Determination.
- (b) For the purposes of this Determination "factory, shop or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared or manufactured.
- (c) No persons shall use, allow or permit to be used as a sleeping place, any part of a factory, shop or place.

PIECE-WORK.

- 37. (a) The employer in conjunction with his employees may fix his own piece-work or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piece-work rates shall be paid to all piece-workers doing the same operation in the factory or workshop whether they be apprentices or improvers on piece-work or otherwise.
- (b) All piece-workers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and in the case of females, not less than 75 per centum of the base rate.

CONTRACT WORK.

38. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piece-work in clause 37) by contracting sub-contracting, sub-letting or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

39. The wages rates set out in clause 2 are based upon the following basic wage for adult males, and, pursuant to the provisions of Section 21 of the *Factories and Shops Acts* 1934, shall be automatically adjusted as prescribed by clause 40.

Place.	Needs Basic Wage for Adult Males (Adjustable).	Loading (Constant).	Total Basic Wage for Adult Males	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne— Males	6 8 0	0 6 0	6 14 0	Melbourne
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. less than the contemporaneous basic wage and minimum wage for Melbourne				

ADJUSTMENT OF BASIC WAGE.

40. (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 May, 1950, the amounts of the Basic Wage shall be as proscribed in clause 39.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February 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 minimum rate of wage to be paid to adult females shall be 75 per cent. of the total basic wage for adult males as provided in clause 39.

(e) The rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

MARGINS.

41. In addition to the basic wage proscribed in clause 39 and the minimum wage for females proscribed in clause 40, the following additional margins (including war loadings) shall be paid:—

Classification.	Margins.
	£ s. d.
Action regulator	2 7 6
Tuner and/or action repairer	2 7 6
Player mechanic	2 7 6
Part maker	2 7 6
Side gluer	2 7 6
Sound board maker	2 7 6
Fly finisher	2 7 6
Maker and/or repairer of musical instruments	2 2 6
Player action assembler	2 2 6
Piano action assembler	1 10 0
Iron frame driller	1 10 0
Iron frame finisher by hand or spray	1 10 0
Spring and brass wire spinner	1 10 0
Veneer presser	1 10 0
Veneer scraper	1 10 0
Gluer up	2 7 6
Polisher	1 10 0
Spray hand	1 10 0
Employee rubbing down and/or filling and/or varnishing and/or staining	2 7 6
Gramophone case maker or fitter	2 7 6
Boult's carver machinist	2 7 6
Shaping machinist	2 7 6
Moulding machinist who grinds his own cutters	2 7 6
Wood turner	2 7 6
Router machinist	2 7 6
Linderman or similar jointer machinist who sets up and is in charge of his machine	2 0 0
Band and jig sawyer	2 0 0
Circular sawyer	2 0 0
Dovetailer machinist	2 0 0
Buzzer machinist	2 0 0
Planer machinist	2 0 0
Thicknesser machinist	2 0 0
Glue jointer machinist	2 0 0
Tenoner machinist	2 0 0
Copying or automatic lathe—employee setting up or operating	2 0 0
Morticer machinist	2 0 0
Triple drum sander	2 0 0
Multiple borer machinist (three or more bits) who sets up and operates	2 0 0
Moulding machinist who does not grind his own cutters	1 10 0
Sander machinist	1 10 0
Boring machinist (less than three bits)	1 10 0
All other machinists	1 10 0
Timber bender	0 15 0
Timber stacker	0 15 0
Yardman	0 15 0
Tailer-out	0 3 0
Employees not otherwise classified	0 3 0
<i>Females.</i>	
Veneer matcher	1 0 0
Upholstress	1 0 0
All others	0 4 0

Provided that all other adult females in any group employed on work for which a male margin of 40s. or over is proscribed shall receive a margin equal to 50 per centum of the male margin, but, if the male margin is less than 40s., they shall receive a margin equal to 25 per centum of the male margin. Where there is no male margin proscribed for their work they shall be paid a margin of 4s. per week.

The wages of apprentices and improvers shall be the undermentioned percentages of the Needs Basic Wage and in addition thereto the loadings specified calculated to the nearest sixpence, threepence or less than threepence to be disregarded.

	Percentage of Needs Basic Wage.	Constant Loading.	War Loading.	
			s.	d.
<i>Male Apprentices.</i>				
Five-year Term—				
1st year's experience	29	..	0	9
2nd year's experience	40	1 0	1	0
3rd year's experience	53	1 6	1	6
4th year's experience	84	2 0	2	3
5th year's experience	100 plus 7s.	2 0	3	0
Four-year Term—				
1st year's experience	33	..	0	9
2nd year's experience	53	1 0	1	6
3rd year's experience	84	2 0	2	3
4th year's experience	100 plus 7s.	2 0	3	0
<i>Male Improvers.</i>				
Under 16 years of age	25	0 6
16 and under 17 years of age	29	..	0	9
17 and under 18 years of age	40	1 0	1	0
18 and under 19 years of age	53	1 6	1	6
19 and under 20 years of age	84	2 0	2	3
20 and under 21 years of age	100 plus 6s.	2 0	3	0
<i>Female Apprentices.</i>				
1st year's experience	35	1 0
2nd year's experience	50	1 6	1	6
3rd year's experience	66	2 6	2	0
4th year's experience	75	3 0	3	0
<i>Female Improvers.</i>				
16 years and under	25	1 0
17 years	35	1 0
18 years	50	1 6	1	6
19 years	66	2 6	2	0
20 years	75	3 0	3	0

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

J. V. WILLOX, Secretary.

Melbourne, 6th February, 1950.



VICTORIA GOVERNMENT GAZETTE.

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[1950

Factories and Shops Acts.

DETERMINATION OF THE PLATE GLASS BOARD.

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

(b) On the 18th December, 1939, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed fixing in position glass sheets or pieces, of surface area not exceeding 2½ square feet each, as substitute for tiles, and conferring such power exclusively on the Tilclayers Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 5th November, 1924, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in the trade of—

(a) designing, bevelling, cutting, embossing, glazing, painting, silvering, or otherwise working all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(b) fixing in position all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(c) packing all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

including any labouring work in connexion with any such operations," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st February, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES.

Adults, Journeymen or Journeywomen.	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.
GROUP A.		
SAFETY GLASS SECTION.		
<i>Males.</i>		
Cutter	9 1 6	8 18 6
Beveller	9 1 6	8 18 6
Employee in charge of laminating room	9 1 6	8 18 6
Autoclave attendant	8 14 0	8 11 0
Furnace operator	8 14 0	8 11 0
Edge workers excluding those employed on automatic or semi-automatic machines	8 14 0	8 11 0
Edge workers employed on automatic or semi-automatic machines	8 4 0	8 1 0
Edge sealer	8 4 0	8 1 0
Employee packing, unpacking or issuing glass	8 4 0	8 1 0
<i>Females.</i>		
Females engaged on scratch polishing machines	5 12 6	5 10 3
Females engaged in inspecting and testing	5 8 6	5 6 3
All other work	5 4 6	5 2 3
GROUP B.		
OTHER GLASS SECTION.		
Painter or Designer on glass	9 8 6	9 5 6
Pencil hand embosser	9 1 6	8 18 6
Tradesman, i.e., an employee who has completed Indenture of apprenticeship or an adult employee who has been trained for not less than four years as a beveller, silverer, glazier, glass cutter, glass bender, glass blocker, scratch polisher, sand blaster	9 1 6	8 18 6
Tradesman's assistant, i.e., an adult employee other than a tradesman who assists a tradesman, but does not do tradesman's work or is employed in checking, recording, packing or unpacking glass	8 4 0	8 1 0
Rubber out embosser	8 4 0	8 1 0
Cementer	8 4 0	8 1 0
Employee turning one lead from mill for leaded light glazier	8 4 0	8 1 0
Assistant to a silverer employed lifting and/or painting and/or cleaning silvered glass	7 12 0	7 9 0
GROUP C.		
<i>Leading Hands.</i>		
Leading hands in charge of not less than three and not more than ten employees, 0s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.		

APPRENTICES AND IMPROVERS—RATES OF PAY.

3. The following shall be the rates of pay for apprentices and improvers :—

Male Apprentices.		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.
<i>Five Year Term.</i>			
1st year's experience	38 0	37 0
2nd year's experience	53 0	52 0
3rd year's experience	71 0	69 0
4th year's experience	112 0	109 0
5th year's experience	140 0	137 0
<i>Four Year Term.</i>			
1st year's experience	43 0	42 0
2nd year's experience	70 6	68 6
3rd year's experience	112 0	109 0
4th year's experience	140 0	137 0
<i>Improvers (Males).</i>			
Under 16 years of age	32 6	31 6
16 and under 17	38 0	37 0
17 and under 18	53 0	52 0
18 and under 19	71 0	69 0
19 and under 20	112 0	109 0
20 and under 21	139 0	136 0
<i>Female Apprentices.</i>			
1st year's experience	46 0	44 6
2nd year's experience	67 0	65 6
3rd year's experience	89 0	87 0
4th year's experience	102 0	99 6
(A female shall not be apprenticed until she is 16 years of age)			
<i>Female Improvers.</i>			
16 years and under	33 0	32 0
17 years	46 0	44 6
18 years	67 0	65 6
19 years	89 0	87 0
20 years	102 0	99 6

EXTRA RATES.

4. (a) Any person employed on work provided for under "Other Glass Section" at a height of 50 feet or more above the nearest horizontal plane shall be paid 1s. extra per day or portion of a day whilst so employed.
- (b) The extra rates prescribed herein shall not be subject to any premium or penalty additions.

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

5. (a) (i) Males—One male apprentice shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.
- (ii) Female—One female apprentice shall be allowed to each adult female worker.
- (b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof: provided that at least three adult male workers must be employed before a male improver can be employed.
- (ii) In the case of the safety glass section one male improver shall be allowed to each three adult male workers or fraction thereof employed.
- (iii) Provided further that in the case of the glass section in classification for which no apprentice is provided one male improver shall be allowed to each four adult male workers or fraction thereof.
- (iv) One female improver shall be allowed to each six adult female workers or fraction thereof.
- (v) In the case of the safety glass section three female improvers shall be allowed to each female receiving the adult female wage.
- (c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.
- (d) The terms "adult male workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory.
- (e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.
- (f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

Apprenticeship Trades.

6. (a) For the purpose of indentures the following shall be apprenticed trades :—

Glass.—Bevelling, silvering, embossing, glazing including lead and copper glazing, painting and designing, cutting, bending, blocking, scratch polishing and sand blasting.

Provided that in all types of machining instruction and practice shall be given in one of the following machines, viz. shaper, moulder or router.

Term of Apprenticeship.

(b) (i) *Males*.—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years, and for those entering apprenticeship trades in their eighteenth and nineteenth years shall be four years.

(ii) *Females*.—The term of apprenticeship for females shall be four years.

General Conditions of Apprenticeship.

(i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include and all future contracts of apprenticeship shall include the following provision :—

If through lack of orders or through financial difficulties the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

If there occurs a breakdown of power necessitating the standing down of adult employees apprentices may also be stood down over the same period.

Technical Training.

(d) (i) 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 College class fees.

(ii) 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.

CONTRACT OF EMPLOYMENT.

7. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages 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 wages shall not apply to any employee of such establishment or department during such periods.

Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

(ii) *Terminating Employment* :—

(a) 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 or in lieu thereof payment or forfeiture of a week's wages. 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.

(b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.

(c) 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.

(d) 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.

LIMITATION OF EMPLOYMENT.

8. (a) Except as hereinafter provided no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 7 hereof.

CASUAL LABOUR.

9. (a) Casual labour at hourly rates may be engaged provided the rates are 10 per centum higher than those prescribed for weekly hands.

(b) "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 the week.

DEFINITIONS.

10. (a) "A journeyman" is a person other than an apprentice who :—

(i) has served the time prescribed by this Determination as an apprentice ; or

(ii) not being an apprentice, has attained the age of 21 years ; or

(iii) at any time within three calendar months prior to this Determination coming into operation was in receipt of at least the minimum weekly wage prescribed for the class of work on which such person is engaged whether on time or piece-work.

(b) "A journeywoman" is a person other than an apprentice who :—

(i) has served the time prescribed by this Determination as an apprentice ; or

(ii) not being an apprentice, has attained the age of 21 years ; or

(iii) at any time within three calendar months prior to this Determination coming into operation was in receipt of at least the minimum weekly wage prescribed for the class of work on which such person is engaged whether on time or piece-work.

(c) "An apprentice" is a person who is bound by indentures of apprenticeship.

(d) Subject to sub-clauses (a) and (b) hereof "an improver" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

11. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of 8 hours per day.

(b) The hours of employment may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

SHIFT WORK.

12. Shift work may be worked, and where such shift work is worked the following conditions shall apply :—
- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
 - (b) Except as herein provided employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per cent. more than the ordinary rates.
 - (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 engagement 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 employees working on shift shall not exceed :—
 - (i) 8 in any one day ; or
 - (ii) 44 in any one week ; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
 - (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

13. (a) Except in the case of shift work all time worked :—
- (i) before or after the usual times of beginning and ending work ;
 - (ii) in excess of 8 hours per day ;
 - (iii) in excess of 40 hours in any week ;
- shall be paid for at the rate of time and one half for the first two 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.
- (b) All work done outside the times of beginning and ending work on any holiday specified in clauses 20 and 21 of this Determination shall be paid for at the rate of double ordinary time.
 - (c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.
 - (d) In computing overtime each day's work shall stand alone.
 - (e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.
 - (f) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

MID-DAY MEAL.

14. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m. but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30 minutes break.

MEAL MONEY.

15. All employees required to work beyond the usual finishing time shall be allowed 2s. 6d. tea money in addition to overtime rates as prescribed for in this Determination, when the usual finishing time is exceeded by two hours.

TRAVELLING TIME ALLOWANCE AND BOARD.

16. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities 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 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 shop, 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 shop.
- (b) 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 home for a night, shall be paid to the employee.
 - (c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.
 - (d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.
 - (e) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

17. 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.

An interval of five minutes to be selected by the employer shall be allowed to male employees on the same conditions as the allowance to females herein.

SEATING ACCOMMODATION.

18. (a) All chairs provided for employees shall be reasonably comfortable.
- (b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

PAY DAY.

19. (a) All employees shall be paid weekly not later than Thursday.
- (b) No employer shall hold more than two days' pay in hand except under the provisions of clause 22—Loaded Rate.
 - (c) Any employee kept waiting for his pay on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid overtime rates for that quarter of an hour and as for a quarter of an hour at the least.
 - (d) Any employee dismissed during the course of a week shall have any wages due to him paid to him forthwith or posted to him within 24 hours of his dismissal.
 - (e) Should an employee leave his employment without giving a week's notice as required by this Determination any moneys, due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.

HOLIDAYS.

20. 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, and any day generally observed in the locality as a holiday in lieu of the holidays herein mentioned. All work done on the said holidays shall be paid for at ordinary rates in addition to the provisions of sub-clause (b) of clause 22.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

21. (a) Any time-work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.

(b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS SICK LEAVE AND ANNUAL LEAVE.

22. (a) 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 clause 20 hereof and if any of such holidays fall 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.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned :—

- (i) In the Glass Section for emergency replacements of glass;
- (ii) In all Sections where employers are under contract to service ships in port;
- (iii) In Retail Shops for the purpose of servicing furniture;
- (iv) In any other Section where the said representatives of the parties consider special provision necessary.

(b) Loaded rate shall provide credits from which payment for holidays annual leave and sick pay shall be made under the following conditions :—

- (i) Each weekly wage employee shall be credited by the employer with a sum equal to 4 hours' pay for each week of continuous service, and shall be continued each year from the beginning of the second week in each year until the end of the fifty-first week in each year.
- (ii) On or before the pay day 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 the pay day following the holiday 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 that 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 in the case of Christmas—New Year holidays any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If on the pay day following the holiday 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. Provided that in the case of Christmas—New Year holidays any payment due under this paragraph will be made on the pay day preceding such holidays.
- (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 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 fifty-second 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.

BOILING WATER.

23. Employers shall make available an adequate and proper supply of boiling water at rest periods and at meal hours.

FIRST-AID OUTFIT AND ATTENDANT.

24. (a) 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 :—

Antiseptic solution 1 bottle; Bandages, cotton and gauze 1 dozen assorted sizes; Castor oil 2 ozs; Iodine, tincture of 2 ozs; Manual, First-aid 1; Petrolatum carbolized 1 jar; Picric acid solution made according to the following recipe or prescription :— $1\frac{1}{2}$ teaspoonful of powdered picric acid, 3 ozs of absolute alcohol, and 2 pints of distilled water; 1 pint; Pins, safety 1 packet; sal volatile 6 ozs; Scissors 1 pair; Tourniquet 1; Tweezers 1 pair; Gauze, sterilized plain, Cotton absorbent, Lint absorbent, Plaster, adhesive, an adequate assortment.

(b) In factories, shops, workshops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first aid attendant an additional 5s. per week for each week in which three days or more have been worked shall be paid to such employee and shall be payable in addition to any amounts paid for annual leave, sick leave and public holidays provided that this allowance shall not be subject to any premiums or penalty.

AMENITIES.

25. (a) Each 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.

(b) Each employer shall provide proper and sufficient washing facilities.

(c) Each employer shall provide a dining room with adequate table and seating accommodation therein.

(d) The amenities prescribed by sub-clauses (a), (b) and (c) hereof shall be provided not later than the 6th April, 1950, except where an extension of time is approved by the Chief Inspector of Factories.

TIME AND WAGES BOOK OR RECORD.

26. (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 written up in the English language of the total 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 Federated Furnishing Trade Society of Australasia 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.

MIXED FUNCTIONS.

27. (a) Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under the Determination; but if he or she is engaged for more than half of any one day he or she shall be so paid for the whole day. If the period on the higher class of work is less than half a week or half a day then he or she shall be paid at the rates fixed for the work he or she actually performs.

RIGHT OF ENTRY OF UNION OFFICIAL.

28. 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 purposes 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 interviews 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 in 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 Chief Inspector of Factories.

SHOP STEWARDS.

29. In cases where shop stewards have been appointed and recognized by the employers the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

30. Where the appointment of a shop steward is not approved of or recognized by the employer a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

31. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings of the Federated Furnishing Trade Society of Australasia.

- (b) The notice boards shall be in a prominent position.
- (c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

32. A copy of this Determination shall be posted in a prominent place in the workroom factory, store or shop.

WORK TO BE DONE IN FACTORY SHOP OR PLACE.

33. (a) All work shall be done in a factory, shop or place duly registered under State laws: but this shall not prevent an employer sending employees from his factory, shop or place to any building or ship for the purpose of repairing, completing, fitting or fixing any work covered by this Determination.

(b) For the purposes of this Determination "factory, shop or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired prepared or manufactured.

(c) No persons shall use allow or permit to be used as a sleeping place any part of a factory shop or place.

PIECE-WORK.

34. (a) The employer in conjunction with his employees may fix his own piece-work or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piece-work rates shall be paid to all piece-workers doing the same operation in the factory or workshop whether they be apprentices or improvers on piece-work or otherwise.

(b) All piece-workers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and in the case of females, not less than 75 per centum of the base rate.

CONTRACT WORK.

35. An employee working on weekly engagement shall not perform work (except under the proscribed conditions for piece-work in clause 34) by contracting, sub-contracting, sub-letting or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

36. The wages rates set out in clause 2 are based upon the following basic wage for adult males and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically adjusted as prescribed by clause 37.

Place.	Needs Basic Wage for Adult Males (Adjustable).	Loading (constant).	Total Basic Wage for Adult Males	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne— Males	6 8 0	0 6 0	6 14 0	Melbourne
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. less than the contemporaneous basic wage and minimum wage for Melbourne.				

ADJUSTMENT OF BASIC WAGE.

37. (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 May, 1950, the amounts of the Basic Wage shall be as prescribed in clause 36.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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 minimum rate of wage to be paid to adult females shall be 75 per cent of the total basic wage for adult males as provided in clause 36.

(e) The rates for piece-workers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

MARGINS.

38. In addition to the basic wage prescribed in clause 36 and the minimum wage for females prescribed in clause 37, the following additional margins (including war loadings) shall be paid :—

Classification.	Margin.
GROUP A.	
SAFETY GLASS SECTION.	
	£ s. d.
<i>Males.</i>	
Cutter	2 7 6
Beveller	2 7 6
Employee in charge of laminating room	2 7 6
Autoclave attendant	2 0 0
Furnace operator	2 0 0
Edge workers excluding those employed on automatic or semi-automatic machines	2 0 0
Edge workers employed on automatic or semi-automatic machines	1 10 0
Edge sealer	1 10 0
Employee packing, unpacking or issuing glass	1 10 0
<i>Females.</i>	
Females engaged on scratch polishing machines	0 12 0
Females engaged on inspecting and testing	0 8 0
All other work	0 4 0
GROUP B.	
OTHER GLASS SECTION.	
Painter or Designer on glass	2 14 6
Pencil hand embosser	2 7 6
Tradesman, i.e., an employee who has completed indenture of apprenticeship or an adult employee who has been trained for not less than four years as a beveller, silverer, glazier, glass cutter, glass bender, glass blocker, scratch polisher, sand blaster	2 7 6
Tradesman's assistant, i.e., an adult employee other than a tradesman who assists a tradesman, but does not do tradesman's work or is employed in checking, recording, packing or unpacking glass	1 10 0
Rubber out embosser	1 10 0
Cementer	1 10 0
Employee turning one lead from mill for leaded light glazier	1 10 0
Assistant to a silverer employed lifting and/or painting and/or cleaning silvered glass	0 18 0

Provided that all other adult females in any group employed on work for which a male margin of 40s. or over is prescribed shall receive a margin equal to 50 per centum, of the male margin, but if the male margin is less than 40s. they shall receive a margin equal to 25 per centum of the male margin. Where there is no male margin prescribed for their work they shall be paid a margin of 4s. per week.

The wages of apprentices and improvers shall be the undermentioned percentages of the Needs Basic Wage and in addition thereto the loadings specified calculated to the nearest sixpence, threepence or less than threepence to be disregarded.

	Percentage of Needs Basic Wage.	Constant Loading.	War Loading.
		<i>s. d.</i>	<i>s. d.</i>
<i>Male Apprentices.</i>			
<i>Five-year Term—</i>			
1st year's experience	29	..	0 9
2nd year's experience	40	1 0	1 0
3rd year's experience	53	1 6	1 6
4th year's experience	84	2 0	2 3
5th year's experience	100 plus 7s.	2 0	3 0
<i>Four-year Term—</i>			
1st year's experience	33	..	0 9
2nd year's experience	53	1 0	1 6
3rd year's experience	84	2 0	2 3
4th year's experience	100 plus 7s.	2 0	3 0
<i>Male Improvers.</i>			
Under 16 years of age	25	0 6	..
16 and under 17 years of age	29	..	0 9
17 and under 18 years of age	40	1 0	1 0
18 and under 19 years of age	53	1 6	1 6
19 and under 20 years of age	84	2 0	2 3
20 and under 21 years of age	100 plus 6s.	2 0	3 0
<i>Female Apprentices.</i>			
1st year's experience	35	1 0	..
2nd year's experience	50	1 6	1 6
3rd year's experience	66	2 6	2 0
4th year's experience	75	3 0	3 0
<i>Female Improvers.</i>			
16 years and under	25	1 0	..
17 years	35	1 0	..
18 years	50	1 6	1 6
19 years	66	2 6	2 0
20 years	75	3 0	3 0

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

J. V. WILLOX, Secretary.

Melbourne, 6th February, 1950.



VICTORIA
GOVERNMENT GAZETTE.

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[1950

Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL AND BENEVOLENT ASYLUM ATTENDANT'S BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (not including professional employees and not including nurses subject to the Hospital Nurses Board) employed—

- (a) in or about a hospital, benevolent asylum or convalescent home doing any kind of work connected with the carrying on of a hospital, benevolent asylum, or convalescent home;
- (b) in or about a sanatorium for the treatment of persons suffering from any form of tuberculosis;
- (c) in or about a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such hospital or home;
- (d) in or about any laboratory attached to a hospital;
- (e) in or about a babies' home or a medical, dental, or nursing clinic or service;
- (f) as a first-aid attendant in connexion with an industrial or commercial undertaking;
- (g) as an ambulance driver or attendant.

has made the following Determination, namely:—

1. That on the 20th February, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

TRAINEES IN OR ABOUT A BABIES' HOME.

2. Wages* (see Footnote).

	£ s. d.	
First year	2	15 0
Second year	3	0 6

APPRENTICES OR IMPROVERS.

3. (i) Other than female apprentices to Hospital Cooking employed in connexion with institutions approved by the Wages Board.

WAGES PER WEEK (See Footnote)*

Employed at Clerical Work.

	Males.		Females.	
	s. d.		s. d.	
Under 16 years of age	63	3	54	6
16 years of age	69	9	61	0
17 " "	76	9	68	0
18 " "	90	6	74	9
19 " "	117	6	84	3
20 " "	139	6	95	3

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less, and in the case of an adult female employee or an apprentice or improver, 16s. per week less than the rate fixed.

All Other Classes of Work.

Males.	s. d.	Females.	
		Employed in the Metropolitan District; Cities of Ballarat, Bendigo, Geelong, Mildura or Warrnambool; the Towns of Hamilton, Horsham, Sale or Warragul; the Borough of Wangaratta, or Mooroopna Riding of Shire of Rodney.	Employed in any other part of Victoria.
	s. d.	s. d.	s. d.
Under 16 years of age	76 3	†First year's experience ..	75 6
16 years of age	82 9	Second year's experience..	84 0
17 " "	91 3	Third year's experience ..	92 6
18 " "	100 0		
19 " "	110 6		
20 " "	126 0		

And thereafter the adult female rate.

† Provided that no person who was engaged in the trade prior to the 29th March, 1948, shall have her legal rate of payment prescribed immediately prior to such date reduced in consequence of the operation of this clause.

(ii) Apprentices.—

Apprentices bound to the trade of hospital cooking subject to the conditions prescribed hereunder :—

- (a) Only a female between the ages of 16 years and 18 years (both inclusive) at the time of signing indentures and who has already completed the first year of an approved course with a school of Domestic Economy is eligible for binding as an apprentice under this scheme. During the course of her apprenticeship she shall be required to do only such work as is consistent with the course undertaken at the school.
- (b) During the currency of the indentures the apprentice shall attend day classes at the said school in order to complete the prescribed course of training.
- (c) For the purposes of this clause "prescribed course" shall be a course of training decided by the Principal of the Training School concerned, subject to approval by the Wages Board. Upon such approval being given by the Wages Board the Chairman shall approve of same on sufficient copies to enable each member of the Board and the Principal of each Training School to be supplied with one.
- (d) Until further order schools approved by the Wages Board for the purpose of this scheme of apprenticeship shall be :—
 - (i) The Emily McPherson College of Domestic Economy, Melbourne, and
 - (ii) The Gordon Institute of Technology, Geelong.
- (e) The wages of apprentices shall be :—

	Per Week.* (See Footnote)	
	£	s. d.
First year	3	7 0
Second year	4	3 3
Third year	5	6 9
- (f) On completion of her term of apprenticeship an employee shall be entitled irrespective of her age to be paid not less than the appropriate wage for adult employees for the class of work done.
- (g) A form of indenture has been prescribed by the Board.

(iii) PROPORTION (IN ANY PLACE).

Apprentices.	Improvers.
MALES.	MALES.
One male apprentice to every three or fraction of three male workers receiving not less than 151s. per week.	One male improver to every eight or fraction of eight male workers receiving not less than 151s. per week.
FEMALES.	FEMALES.
One female apprentice to every three or fraction of three adult kitchen employees.	One female improver to every six or fraction of six female workers receiving not less than 113s. 3d. per week.

NOTE.—The Board has determined that no persons shall be bound as apprentices to the trade, other than those provided for in sub-clause (ii) hereof.

WAGES.

OTHER EMPLOYEES.

4. (a) Employed in the Metropolitan District; the Cities of Ballarat, Bendigo, Geelong, Mildura, or Warrnambool; the Towns of Hamilton, Horsham, Sale, or Warragul; the Borough of Wangaratta; the Mooroopna Riding of Shire of Rodney; or the Shire of Bairnsdale.

Males.		Females.	
WAGES.* (See footnote.)	Per Week s. d.	WAGES.* (See footnote.)	Per Week s. d.
Clerks	167 6	Clerks	122 9
Cook; where there is only one employed ..	178 6	Cook; where there is only one employed ..	127 9
Cook in charge of—		Cooks in charge of—	
One to three kitchen employees	178 6	One to three kitchen employees	127 9
Four to seven kitchen employees	185 6	Four to seven kitchen employees	135 3
Eight or more kitchen employees	195 6	Eight or more kitchen employees	145 3
Cooks—Second	175 6	Second cooks	125 3
Other cooks	172 6	Other cooks	122 9
Person in charge of instrument room and/or sharpening and adjusting instruments ..	193 0	Head housemaids	117 9
Assistant to person in charge of instrument room—		Housekeepers	132 9
1st year	164 0	Head laundresses in charge of—	
Thereafter	174 0	One to three persons	125 3
Dresser, chief, where five or more dressers are employed	195 0	Four or more persons	130 3
		Second laundresses	120 3

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less, and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed.

Males—continued.

WAGES. *(See footnote)— <i>continued.</i>	Per Week s. d.
Deputy chief dresser, where five or more dressers are employed	190 6
Dressers doing venereal diseases work	186 0
Other dressers and/or steriliser room attendant—	
1st year's experience as such	163 6
2nd year's experience as such	168 6
Thereafter	173 6
Chief theatre attendant	189 0
Foreman in charge of—	
One to nine employees	181 6
Ten or more employees	199 0
Assistant foreman	169 0
Gardener in charge of one or more garden employees	189 0
Gardeners	161 0
Gardener's Labourer	156 0
Incinerator attendants	161 0
Kitobmen or scullerymen	181 0
Laboratory assistants	164 6
Laundry Washing machine hands	164 0
Laundrymen other	169 0
Mortuary-men employed solely on post-mortem work	194 0
Other mortuary-men	159 0
And 10s. extra for each post-mortem.	
Motor ambulance drivers or assistants	173 6
Motor driver of vehicles 30 cwt. or more	173 6
Other motor driver	163 6
Operating theatre attendants	169 0
Casualty porters engaged on preparations and theatre work	164 0
Dispensary porter who assists a pharmaceutical chemist in the preparation of stock formulae	164 0
Other dispensary porters	159 0
Relieving porters	158 6
X-ray porters	156 0
Night porters who in the course of their duties patrol the hospital	159 6
Other night porters	156 0
Recording attendants	167 6
Splint makers	169 0
Splint makers' assistants	159 0
Storemen in charge of one or more storemen or where there is only one employed	171 6
Other storemen	161 0
Telephone attendants	159 0
Ward cleaners handling sputum mugs	169 0
Other ward cleaners	156 0
X-ray attendants	164 0
X-ray technicians—	
1st year's experience as such	186 6
2nd year's experience as such	201 6
Thereafter	211 6
First-aid attendant employed in connexion with an industrial or commercial undertaking—	
1st year's experience	159 0
2nd year's experience	164 0
Thereafter	169 0
Male attendant or medical orderly employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons	161 0
All others—	
1st year of service	151 0
Thereafter	156 0

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less, and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed.

(b) Employed in any other part of Victoria.

Females—continued.

WAGES. *(See footnote)— <i>continued.</i>	Per Week s. d.
Laundresses where only one employed	120 3
Other laundresses—	
1st year's experience as such	113 3
2nd year's experience as such	114 3
Thereafter	115 3
Sorters	120 3
Washing machine hands	128 3
Storekeeper in charge of one or more store hands or where there is only one employed	122 9
Storekeeper's assistants—	
1st year's experience as such	113 3
2nd year's experience as such	114 3
Thereafter	115 3
Stenographers and/or typistes—	
1st year's experience as such	122 9
2nd year's experience as such	125 3
Thereafter	127 9
Telephonists	130 3
Waitresses—	
1st year's experience as such	113 3
2nd year's experience as such	114 3
Thereafter	115 3
Wardmaids—	
1st year's experience as such	113 3
2nd year's experience as such	114 3
Thereafter	115 3
X-ray technicians—	
1st year's experience as such	142 9
2nd year's experience as such	147 9
Thereafter	152 9
Laboratory assistants	128 3
Female attendant employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons—	
(i) In charge of a ward	125 3
(ii) Other than in charge of a ward—	
1st year's experience	118 3
2nd year's experience	119 3
Thereafter	120 3
Seamstresses who cut out and fit garments	127 3
Other seamstresses—	
1st year's experience as such	115 3
2nd year's experience as such	116 3
Thereafter	117 3
All others—	
1st year's experience as such	113 3
2nd year's experience as such	114 3
Thereafter	115 3

WAGES.* (See footnote.)	Per Week s. d.
Cook; where there is only one employed	178 6
Cooks in charge of—	
One to three kitchen employees	178 6
Four to seven kitchen employees	185 6
Eight or more kitchen employees	195 6
Cooks—Second	175 6
Other Cooks	172 6
Motor ambulance drivers or assistants	173 6
Motor driver of vehicles 30 cwt. or more	173 6
Other motor driver	163 6
Gardener in charge of one or more garden employees	169 0
Gardeners	161 0
Gardener's Labourer	156 0
First-aid attendant employed in connexion with an industrial or commercial undertaking—	
1st year's experience	159 0
2nd year's experience	164 0
Thereafter	169 0
Male attendant or medical orderly employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons	161 0
All others—	
1st year of service	151 0
Thereafter	156 0

WAGES.* (See footnote.)	Per Week s. d.
Clerks	118 3
Cooks—	
First—where there is only one employed	127 9
Second	122 9
Head laundress; or where there is only one employed	120 3
Other laundresses	115 3
Stenographers and/or typistes	123 3
Telephonists	118 3
Female attendant employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons—	
(i) In charge of a ward	125 3
(ii) Other than in charge of a ward—	
1st year's experience	118 3
2nd year's experience	119 3
Thereafter	120 3
All others—	
1st year's experience	113 3
2nd year's experience	114 3
3rd year's experience	115 3

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less, and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed.

SPECIAL ALLOWANCE.

5. Female employees required to feed into or discharge from a laundry washing machine shall receive an allowance of 10s. per week, for each week or part thereof in addition to the rates prescribed.

MEAL INTERVAL.

6. A meal interval of not less than 30 minutes shall be allowed each employee during each shift. Such meal interval shall not be counted as time worked.

HOURS FOR A WEEK'S WORK.

7. The number of hours for a week's work shall be 40, which may be worked—

- (i) in five days, or
- (ii) in a fortnight of 80 hours in ten shifts of not more than 8 hours each.

Provided that no employee shall be required to work more than six consecutive shifts without a day off duty.

For the purpose of this clause the working week shall commence at midnight on a Sunday.

OVERTIME.

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

- (a) Within a spread of 12 hours from the time of commencing work on any day—
 - (i) In excess of the rostered hours for a day's work
 - (ii) In excess of the number of hours fixed as a week's or a fortnight's work as the case may be
- (b) Outside a spread of 12 hours from the time of commencing work on any day
- (c) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

SPECIAL RATES FOR SATURDAYS AND SUNDAYS.

- 9. (i) All rostered time of ordinary duty performed between midnight on Friday and midnight on Saturday shall be paid for at the rate of time and a quarter.
- (ii) All rostered time of ordinary duty performed between midnight on Saturday and midnight on Sunday shall be paid for at the rate of time and a half.
- (iii) Notwithstanding anything herein contained in this clause employees who perform duty on one or both of such days shall have an amount of not more than 3s. 6d. in the case of adult males and 1s. 9d. in the case of females and junior males deducted from their earnings.
- (iv) If the Saturday or Sunday duty involves duty in excess of the prescribed rostered hours, the excess period shall be paid for at the rate of time and three-quarters for Saturday and double time for Sunday.
- (v) The provisions of this clause shall operate on the 13th March, 1950.

A FULL WEEK'S WAGES TO BE PAID.

10. Any employee (other than a casual worker) willing to work who works for less than the full working week, shall be entitled to the payment of a full week's wage.

CASUAL LABOUR.

11. A casual employee, i.e., a person who is employed for not more than 16 hours to be worked in not more than two days, shall be paid per hour an amount equal to $\frac{1}{10}$ of the weekly rate prescribed by this Determination for the work performed divided by 40.

RISK RATE.

12. Persons (other than dressers doing venereal diseases work for whom provision is already made in clauses 3 or 4) shall in addition to the rates prescribed in clauses 3 or 4 be paid allowances as follows whilst :—

- (a) Employed in infectious diseases wards or wards wherein less than 25 per cent. of the patients are suffering from venereal diseases, cancer, tuberculosis, typhoid, or meningitis 6d. per day.
- (b) Employed in infectious diseases wards or wards wherein 25 per cent. or more of the patients are suffering from venereal diseases, cancer, tuberculosis, typhoid, or meningitis
- (c) Handling or dressing patients suffering from venereal diseases, cancer, tuberculosis, typhoid or meningitis or patients qualified for admission to infectious diseases hospitals or wards 2½d. per hour
- (d) Handling clothes, bedding or linen, rubbish bins or refuse not previously disinfected and used in connexion with any patient, hospital or ward referred to in sub-clauses (a), (b), and (c) of this clause with a minimum of 6d. per day.
- (e) Handling the bodies of deceased patients who at the time of their death were suffering from any infectious disease or any of the diseases referred to in sub-clause (a) of this clause
- (f) Engaged in experiments of an infectious nature or handling microscopic slides of an infectious nature or slides used in connexion with any of the complaints referred to in sub-clause (a) of this clause

NAUSEOUS WORK.

13. All male employees not provided for in clause 12 who handle linen of a nauseous nature, other than linen bagged or packed in containers, shall be paid at the rate of 5s. per week in addition to the rates prescribed in clauses 3 or 4.

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.
(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 1s., plus postage.)

LONG SERVICE LEAVE.

- 15. (a) Subject to the provisions set out in sub-clause (b) hereof all employees, after the completion of twenty years' continuous service;
 - (i) in or about a hospital, benevolent asylum or convalescent home doing any kind of work connected with the carrying on of a hospital, benevolent asylum, or convalescent home;
 - (ii) in or about a sanatorium for the treatment of persons suffering from any form of tuberculosis;
 - (iii) in or about a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such hospital or home;
 - (iv) in or about any laboratory attached to a hospital;
 shall be entitled to leave of absence as in the said sub-clause (b).
- (b) (i) An employee who has been in the service of the same employer for the period specified in sub-clause (a) hereof shall be entitled to six months' leave of absence on full salary or wage.

(ii) Except by mutual agreement between the employer and the employee concerned the leave prescribed by sub-clause (b) (i) hereof shall not be taken until six months prior to the employee attaining 65 years in the case of males and 60 years in the case of females or on termination of employment if such termination takes place prior to the employee attaining the age hereinbefore referred to.

(iii) When an employee who has been in the service for at least the period prescribed in sub-clause (a) hereof resigns or is retired and has not received long service leave due to him under this clause, such employee shall be entitled to a retiring gratuity from the employer equivalent to the salary or wage for the period of leave to which the employee would have been entitled under sub-clause (b) (i) hereof plus a *pro rata* amount for all service in excess of twenty years provided that such resignation or retirement is not due to misconduct.

(iv) Upon the death from any cause of an employee, who, at the date of his death was eligible for the grant of long-service leave, the Board shall pay to the legal representative of the deceased employee the amount that the employee would have been entitled to receive had he retired immediately prior to the date of his death.

(c) For the purposes of this clause the following definitions shall apply:—

“Service” shall mean service calculated as from the date of entering the present employment with the hospital, benevolent home, convalescent home, sanatorium, home or laboratory (hereinafter called the employer) as an employee and shall include all periods during which an employee was serving in His Majesty's Forces or was made available by the employer for national duty or for other periods of absence approved by the employer.

“Salary or Wage” shall mean the employee's salary or wage (exclusive of overtime or other allowance) at the time leave is taken, or immediately prior to the employee leaving the service or death of the employee (as the case may be).

“Board” shall mean the Board or Controlling Authority of the Hospital, Benevolent Asylum, Convalescent Home, Sanatorium, Home or Laboratory in which the employee is employed.

Words importing the masculine gender only shall include the feminine gender.

Word importing the singular number only shall include the plural number and vice versa.

PUBLIC HOLIDAYS.

16. Employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, the first Tuesday in November (within a radius of 20 miles of the General Post Office, Melbourne), Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays employees shall be entitled to the days so substituted.

Provided that employees rostered to work on public holidays and fail to do so shall not be entitled to holiday pay for the said holiday.

Provided further that if an employee works on any of such holidays or such holiday occurs on his or her rostered day off or during his or her period of annual leave he or she shall be given—

(a) within four weeks following the date on which such holiday occurred—

- (1) one extra day's pay, or
- (2) equal time off in lieu thereof, or

(b) one day shall be added to his or her annual leave.

SICK LEAVE.

17. (a) In the event of an employee becoming sick and certified as such by the Medical Superintendent or by a Medical Practitioner approved by the institution or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, he or she shall be entitled to sick leave on full pay as follows:—

(i) During the first year of service in an institution—one working day for each month of service.

(ii) During the second, third, and fourth years of service in an institution—fourteen working days in each year.

(iii) Thereafter—twenty-one working days in each year.

Sick leave shall be in addition to the annual leave provided in clause 14.

Provided that an employee may be absent through sickness for one day without furnishing evidence of such sickness as provided in sub-clause (a) hereof on not more than three occasions in any one year of service. An employee shall not be entitled to this benefit should he fail to notify the employer two hours before the time rostered to commence duty on the day of such absence: Provided that employees rostered for duty prior to 11 a.m. on the day of such absence shall not be required to give such notice before 9 a.m.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year to a period not exceeding sixty-three working 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 28th June, 1943, shall be disregarded.

(c) Notwithstanding any other provision in this clause an employee who contracts an infectious disease in the course of his or her duties and same having been certified to by the Medical Superintendent or by a Medical Practitioner approved by the institution shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(d) For the purposes of this clause a working day shall be one of 8 hours.

EMPLOYEES ENGAGED ON NIGHT DUTY.

18. For any period of not less than 3 hours worked by females between the hours of 8 p.m. and 8 a.m. and by males between the hours of 6 p.m. and 8 a.m. an amount of 1s. for each such period shall be paid in addition to the rates prescribed in clauses 2 or 3 of this Determination.

EARLY MORNING DUTY.

19. Employees (other than employees referred to in clause 18) who commence duty on any day between the hours of 5 a.m. and 6.30 a.m. shall be paid an amount of 9d. for each of such days in addition to the rates prescribed in clauses 2 or 3 of this Determination.

TIME BOOK.

20. Every employer shall provide and cause to be kept a time book or other record in which each employee shall daily enter his or her starting and finishing times.

Such time book or other record shall be available for inspection to the General Secretary of The Hospital Employees' Federation of Australasia.

ROSTER.

21. A weekly roster setting out employees' weekly and daily working hours, times of commencing duty, meal intervals, time off duty and time of ending duty shall be kept posted or affixed in some conspicuous part of the premises in which persons subject to this Determination are employed where it may be readily seen by such employees and the Secretary of the Hospital Employees' Federation of Australasia.

DRESSING ROOMS, ETC.

22. Dressing rooms, rest rooms, bathrooms or shower rooms, and lunch rooms, shall be provided for non-resident employees and suitable healthy accommodation for resident employees.

REST INTERVAL.

23. At a time suitable to the employer two rest intervals of ten minutes each shall be given to all employees during each day or rostered shift, and shall be counted as time worked.

UNIFORMS, ETC.

24. (i) Male employees (other than clerks, gardeners, laboratory assistants, recording attendants, splint makers, splint makers assistants, telephone attendants, X-ray attendants, or X-ray technicians) with not less than six months' service with the same employer shall be supplied with uniforms or overalls free of cost to employees. Provided that employees classified as "all others" shall be supplied with uniforms or overalls free of cost to employees if and when they are performing tasks for which uniforms or overalls are deemed to be necessary as herein provided.

(ii) Female employees (other than clerks, stenographers, and typists, telephone attendants, X-ray technicians, laboratory assistants or seamstresses) with not less than six months' service with the same employer shall be supplied with uniforms, overalls, caps or aprons, appropriate to the occupation, free of cost to employees.

(iii) Uniforms, overalls, caps or aprons shall remain the property of the employer, and be laundered by such employer free of cost to the employee.

(iv) Provided that where uniforms, overalls, caps or aprons were already issued prior to the 1st January, 1947, to employees who appear in the excepted list herein they shall continue to be entitled to same.

WITHHOLDING OF PAYMENT.

25. Not more than three days' pay shall be kept in hand by the employer, except when a public holiday as prescribed in clause 16 occurs on a Monday prior to the pay day, when an extra day's pay may be kept in hand.

RUBBER GLOVES, ETC.

26. Rubber gloves and all necessary safety appliances shall be provided free of cost for the use of employees and an adequate supply of same shall be maintained.

TERMINATION OF EMPLOYMENT.

27. 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 paid or forfeited as the case may be in lieu of such notice.

UNION INTERVIEWS.

28. During working hours employees of any establishment subject to this Determination may, with the consent of the person in charge of such establishment (which consent shall not be unreasonably withheld) be interviewed by the Secretary or Organizer of the Hospital Employees' Federation of Australasia, or have their Union contributions collected by the steward of the said organization.

DEFINITION.

29. For the purpose of this Determination "experience" referred to in clauses 3 and 4 means experience at such work in any hospital or institution subject to this Determination.

NOTE.—Section 174 of the Factories and Shops Acts provides: Where any person is employed to perform two or more classes of work to which a rate fixed by a Wages Board is applicable then such person shall be paid in respect of the time occupied in each class of work at the rate fixed by the Board for such work.

PERIODICAL ADJUSTMENT OF WAGES.

30. The wages rates set out in clauses 2, 3, and 4 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 has determined that such rates shall be automatically adjusted as prescribed by clause 31. Provided that for every increase or decrease of 1s. per week in the basic wage for adult males, the wages of adult females shall be increased or decreased by 9d. per week and male and female junior employees shall be increased or decreased by 6d. per week.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. £ s. d. Adult Males.	Per week. £ s. d.	
Throughout the State	6 8 0	0 6 0	6 14 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

31. (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 May, 1950, the amounts of the basic wage shall be as prescribed in clause 30.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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, 24th February, 1950.