



VICTORIA GOVERNMENT GAZETTE.

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No. 41]

FRIDAY, JANUARY 27.

[1950]

Factories and Shops Acts.

DETERMINATION OF THE BREAD TRADE BOARD.

NOTES (i).—This Determination applies to the whole of the State of Victoria as follows:—

- (a) Clauses 1 to 16 inclusive apply to the Metropolitan District as defined in the Factories and Shops Acts, and the Orders in Council thereunder, and such portion of the Shires of Doncaster and Templestowe (other than the township of Warrandyte) as is not included within the said District; the cities of Ballarat, Bendigo, Chelsea, Geelong, Geelong West, Mildura, Mordialloc, and Warrnambool; the town of Newtown and Chilwell; the boroughs of Eaglehawk and Sebastopol; the township of Merbein; the township of Kangaroo Flat in the Shires of Marong and of Strathfieldsaye; the township of Spring Gully, in the Shire of Strathfieldsaye; such portion of the Shire of Broadmeadows as is south of Somerton-road; the Shire of Dandenong; the Doutta Galla Riding of the Shire of Keilor, and such portion of the Maribyrnong Riding of the said Shire as is within 3 miles of the St. Albans Post Office; the Shire of Mulgrave; such portions of the Shire of South Barwon and of the Moorpanyal Riding of the Shire of Corio as are within a radius of 5 miles of the Geelong Post Office; and portions of the Shire of Werribee as are within a radius of 3 miles of the Altona Post Office and such portions of the Shire of Mildura as are within a radius of 1 mile of the Red Cliffs Post Office and the Irymple Post Office respectively.
- (b) Clause 1 and clauses 17 to 29 inclusive apply to the whole of the State *outside and excepting* those parts enumerated in the preceding paragraph.
- (ii) On 31st May, 1938, the Bread Board, the Country Bread Board, and the Provincial Bread Board, were deprived of the power to "determine the lowest prices or rates of payment for bread making or baking," and such power was conferred exclusively on the Bread Trade Board.
- (iii) The Board has prescribed a form of apprenticeship indenture.
- (iv) Breadmaking and baking were proclaimed on 12th December, 1938, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.
- Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell-street, Melbourne. (Price 3d.)

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of bread making or baking" has made the following Determination, namely:—

1. That on the 6th January, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WITHIN THE AREA SET OUT IN NOTE (i) (a).

2 WAGES.—					
• Apprentices.		• Improvers.		Other Employees.	
	Per Week of 40 Hours. s. d.		Per Week of 40 Hours. £ s. d.		Per Hour. s. d.
1st Year—		1st six months ..	8 7 10	Doughmakers ..	4 10 ¹ / ₁₀
1st six months ..	40 11	2nd ..			
2nd ..	41 9	3rd ..			
2nd Year—		4th ..			
1st six months ..	44 11	5th ..			
2nd ..	50 4	6th ..			
3rd Year—		7th ..			
1st six months ..	57 5	8th ..			
2nd ..	67 11				
4th Year—		and thereafter the minimum wage.		Foremen or single hands ..	4 11 ¹ / ₁₀
1st six months ..	79 2				
2nd ..	92 9				
5th Year—		PROPORTION (within any factory or place).		All others engaged in the making and/or baking of bread ..	4 9 ¹ / ₁₀
1st six months ..	109 3	One improver to every eight workers receiving not less than 190s. 4d. per week of 40 hours.			
2nd ..	127 0				
and thereafter the minimum wage.					
PROPORTION (within any factory or place).					
One apprentice to every three or fraction of three workers receiving not less than 190s. 4d. per week of 40 hours.					

* Except those subject to the jurisdiction of the Apprenticeship Commission.

NOTE:—The rates shown in clause 2 herein include 1½d. per hour for "foremen or single hands" and "all others engaged in the making and/or baking of bread" required to work the hours and times prescribed in clause 16. Pro-rata of this amount has been included in the rates of apprentices and improvers.

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HOURS OF WORK. (See Clause 16. Limitation of Hours of Employment.)

3. That the number of hours to be worked on each day (including the time spent at the doughmaking necessary for such day's work) shall be:—

	Apprentices.	Other Employees.
Ordinary days	7 hours	7 hours
Double days	9 "	10 "
Treble days	9 "	10 "

OVERTIME.

4. (a) That any employee (other than an apprentice) who works either—
 (i) for any time in excess of the number of hours fixed in clause 3, or alternatively
 (ii) during any week for any time in excess of 40 hours,
 shall be paid for such extra time at the wages rate of double time.

(b) Any apprentice who works for any time in excess of seven hours on an ordinary night or nine hours on any other night shall be paid by the employer for such extra time at the rate of time and a half, calculated on the same rate of pay as the employer may for the time being be obliged to pay to journeymen employed by him in the same trade. Provided, however, that any apprentice during the last year of his apprenticeship may be required to work up to ten hours on a night other than an ordinary night at ordinary rate of pay.

WEEKLY HOURS.

5. That the number of hours to constitute an ordinary week's work shall be 40.

TIME RATE.

6. (a) That any person employed 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 20 hours, at the ordinary wages rate with an addition of 33 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, together with any overtime rate which is applicable.

(b) In addition to any other rate to which he is entitled, any person employed for not more than 20 hours in any one week shall be paid, in respect of each night he is employed, fares from the Trades Hall, Melbourne, to his place of employment and return to the Trades Hall, Melbourne, by the cheapest means of regular rail, tram, or bus service available to him at the times of beginning or ending work as the case may be.

This shall include the fare charged by any available all-night service to employees travelling outside the times of ordinary services.

Provided that this sub-clause shall apply only to work done within the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder.

SPECIAL RATES FOR PUBLIC HOLIDAYS.

7. (a) That payment for all work done on New Year's Day, Australia Day, Anzac Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, or Boxing Day, shall be at the rate of double time; but if by Act of Parliament or Proclamation any other day be substituted for any of the abovenamed holidays, the special rate shall be payable only for work done on the day so substituted.

(b) When two or more holidays as provided for in sub-clause (a) hereof occur in any one week, an employee shall be paid a full week's wages in addition to any penalty rates to which he may be entitled in such week; provided that any employee covered by this sub-clause who loses time during such week without the approval of his employer, shall be paid pro-rata for the work performed by him in such week.

UNION REPRESENTATIVE.

8. That the Secretary or the Assistant Secretary of the Operative Bakers' Union of Victoria shall have the right of entry to any bakehouse during the hours when such bakehouse is in use, shall be permitted to inspect the time-book and conditions relating to the persons employed therein and interview employees where breaches or suspected breaches of this Determination are occurring or suspected of occurring.

DEFINITIONS.

9. (a) "Foreman" shall mean a person in charge of a bakehouse. No person shall be classed as a foreman unless he is a tradesman, and is present substantially during the whole of the working hours.

(b) "Double day" shall mean a day on which bread is baked to supply all the employer's customers for two days so as to obviate the necessity for any work being done on the following day.

(c) "Treble day" shall mean a day on which bread is baked to supply all the employer's customers for three or more days so as to obviate the necessity for any work being done on the following two days.

(d) The making of bread shall be deemed to mean each of the following acts:—

- (i) the dividing of bread dough;
- (ii) the weighing of bread dough;
- (iii) the kneading or moulding of bread dough;
- (iv) the placing of bread dough in boxes or tins or on trays.

(e) The baking of bread shall be deemed to mean:—

- (i) the setting of dough in the oven;
- (ii) the withdrawal of bread from the oven.

ANNUAL HOLIDAY.

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

SICK LEAVE.

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

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

For the purposes of this sub-clause, service prior to the 23th December, 1944, shall be disregarded.

REST PERIODS.

12. That on double and treble days, employees shall be allowed two rest periods of ten minutes each which shall be counted as part of time worked. One of such rest periods shall be taken before the meal interval, and the other rest period shall be taken after the meal interval.

MEAL-INTERVAL.

13. That a meal interval of not more than thirty minutes shall be allowed after the completion of not less than 2½ hours' work and not more than 5 hours' work.

CONTINUITY OF WORK.

14. The work of each employee (except a doughmaker) on each day or shift, shall be continuous with the customary break for a meal.

CLOTHING ALLOWANCE.

15. An employee who works for more than 20 hours in any week for the same employer shall be paid an allowance of three shillings per week towards the cost of laundering and/or maintenance of working clothes; provided an employee who works for less than 20 hours in any week shall be paid sixpence for each night he is employed, with a maximum of 3s. per week.

LIMITATION OF HOURS OF EMPLOYMENT.

16. No person shall be employed at bread making or baking, as defined in clause 9 hereof, outside the hours specified hereunder, viz. :—

Type of Week.	Sunday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.
1. Ordinary week, i.e., a week in which no holiday occurs during that week or on the following Monday	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	Midnight Thursday to 2 p.m. Friday	..
2. The week previous to a week in which Monday is a holiday	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	4 a.m. to 4 p.m., 10 p.m. to midnight	Midnight Friday to noon Saturday
3. Week in which Monday is a holiday	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	Midnight Thursday to 2 p.m. Friday	..
4. Week in which Tuesday is a single holiday	..	Midnight Sunday to noon Monday	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	Midnight Thursday to 2 p.m. Friday	..
5. Week in which Wednesday is a single holiday	..	4 a.m. to 4 p.m.	Midnight Monday to noon Tuesday	..	4 a.m. to 4 p.m.	Midnight Thursday to 2 p.m. Friday	..
6. Week in which Thursday is a single holiday	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	Midnight Tuesday to noon Wednesday	..	Midnight Thursday to 2 p.m. Friday	..
7. Week in which Friday is a single holiday and is not followed by a Monday holiday	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	Midnight Wednesday to noon Thursday	..	Midnight Friday to noon Saturday
8. Week in which Good Friday occurs	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	Midnight Wednesday to noon Thursday	10 p.m. to midnight	Midnight Friday to noon Saturday
9. Week which follows Easter week-end	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	Midnight Thursday to 2 p.m. Friday	..
10. Week in which Saturday is a public holiday	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	Midnight Thursday to 2 p.m. Friday	..
11. The week previous to a week in which Monday and Tuesday are holidays	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	4 a.m. to 4 p.m., 10 p.m. to midnight	Midnight Friday to noon Saturday
12. Week in which Monday and Tuesday are holidays	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	Midnight Thursday to 2 p.m. Friday	..
13. Week in which Tuesday and Wednesday are holidays	10 p.m. to midnight	Midnight Sunday to noon Monday	4 a.m. to 4 p.m.	Midnight Thursday to 2 p.m. Friday	..
14. Week in which Wednesday and Thursday are holidays	..	4 a.m. to 4 p.m., 10 p.m. to midnight	Midnight Monday to noon Tuesday	Midnight Thursday to 2 p.m. Friday	..
15. Week in which Thursday and Friday are holidays	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m., 10 p.m. to midnight	Midnight Tuesday to noon Wednesday	Midnight Friday to noon Saturday
16. Week in which Friday and Saturday are holidays	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m., 10 p.m. to midnight	Midnight Wednesday to noon Thursday
17. Week in which Saturday and the Monday in the following week are holidays	..	4 a.m. to 4 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m.	5 a.m. to 5 p.m., 10 p.m. to Midnight	Midnight Thursday to noon Friday	..

WITHIN THE AREA SET OUT IN NOTE (I) (b).

17. WAGES.—

Apprentices.		Improvers.		Other Employees.	
	Per Week of 40 Hours.		Per Week of 40 Hours.		
	s. d.		£ s. d.		
1st Year—		1st year ..	7 18 1	Foremen or single hands ..	4s. 8 ¹⁷ / ₁₀ d. per hour, or 189s. 6d. per week of 40 hours.
1st six months ..	38 11	2nd " ..		Makers or bakers of rye bread, Vienna bread, or rolls	4s. 6 ¹ / ₁₀ d. per hour, or 180s. 4d. per week of 40 hours.
2nd " ..	39 11	3rd " ..		Doughmakers ..	
2nd Year—		4th " ..		Persons not provided for elsewhere in this Determination	
1st six months ..	42 3	PROPORTION (within any factory or place). One improver to every eight workers receiving not less than 180s. 4d. per week of 40 hours.			
2nd " ..	47 11				
3rd Year—					
1st six months ..	54 7				
2nd " ..	64 1				
4th Year—					
1st six months ..	75 3				
2nd " ..	87 9				
5th Year—					
1st six months ..	103 6				
2nd " ..	121 0				
and thereafter the minimum wage.					
PROPORTION.					
One apprentice to every three or fraction of three workers receiving not less than 180s. 4d. per week of 40 hours.					

OVERTIME.

18. (a) That any employee (other than an apprentice) who works in any week for any time in excess of 40 hours shall be paid for such extra time at the rate of time and a half.

(b) That any apprentice who works in any week for any time in excess of 40 hours shall be paid for such extra time at the rate of time and a half for the first four hours, and thereafter at the rate of double time.

WEEKLY HOURS.

19. That the number of hours to constitute an ordinary week's work shall be 40.

TIME RATE.

20. That any person employed 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 20 hours, at the ordinary wages rate with an addition of 33 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.

UNION REPRESENTATIVE.

21. That the Secretary or the Assistant Secretary of the Operative Bakers' Union of Victoria shall have the right of entry to any bakehouse during the hours when such bakehouse is in use, shall be permitted to inspect the time-book and conditions relating to the persons employed therein, and interview employees where breaches or suspected breaches of this Determination are occurring or suspected of occurring.

SUNDAY WORK.

22. The Board determines, pursuant to the provisions of section 9, Act 4461, that, where a public holiday occurs upon a Tuesday bread may be made or baked on the preceding Sunday after the hour of 8 p.m.

SPECIAL RATES FOR PUBLIC HOLIDAYS.

23. (a) That double time shall be the rate payable for all work done on New Year's Day, Australia Day, Anzac Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, or Boxing Day; but if by Act of Parliament or Proclamation any other day be substituted for any of the abovesaid holidays, the special rate shall be payable only for work done on the day so substituted.

(b) When two or more holidays as provided for in sub-clause (a) hereof occur in any one week, an employee shall be paid a full week's wages in addition to any penalty rates to which he may be entitled in such week; provided that any employee covered by this sub-clause who loses time during such week without the approval of his employer, shall be paid pro rata for the work performed by him in such week.

ANNUAL HOLIDAY.

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

SICK LEAVE.

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

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

For the purposes of this sub-clause service prior to the 28th December, 1944, shall be disregarded.

LIMITATION OF HOURS.

26. No bread of any kind shall be made or baked for trade or sale, whether in the form of loaves, rolls or any other form in any area to which Parts 2 and 3 of the Determination of the Bread Carters Board apply between the hour of twelve noon on the day immediately preceding any holiday prescribed by the said Determination in the said areas and the hour of six o'clock in the evening on such holiday.

MEAL INTERVAL.

27. That a meal interval of not more than thirty minutes shall be allowed after the completion of not less than 2½ hours' work, and not more than 5 hours' work.

CONTINUITY OF WORK.

28. The work of each employee (except a doughmaker) on each day or shift, shall be continuous with the customary break for a meal.

CLOTHING ALLOWANCE.

29. An employee who works for more than 20 hours in any week for the same employer, shall be paid an allowance of three shillings per week towards the cost of laundering and/or maintenance of working clothes, provided an employee who works for less than 20 hours in any week shall be paid sixpence for each night he is employed, with a maximum of 3s. per week.

DEFINITION.

30. "Foreman" shall mean a person in charge of a bakehouse. No person shall be classed as a foreman unless he is a tradesman, and is present substantially during the whole of the working hours.

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

J. W. RYAN, Acting Secretary.

Melbourne, 22nd December, 1949



VICTORIA GOVERNMENT GAZETTE.

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No. 42]

FRIDAY, JANUARY 27.

[1950

Factories and Shops Acts.

DETERMINATION OF THE HOTEL AND RESTAURANT BOARD.

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

NOTE.—On the 6th May, 1940, the following trade was proclaimed an Apprenticeship Trade as carried on in the Metropolitan District.

Cooking in hotels, clubs, restaurants, eating houses, coffee palaces in which three or more adults are permanently employed in the kitchen.

Full particulars of the Apprenticeship Regulations for this trade may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell Street, Melbourne.

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

- (a) employed in a restaurant, coffee palace, hotel, eating-house, or any premises for which an Australian wine licence or billiard table licence is in force or which are occupied as a club, but not including persons subject to the jurisdiction of any other Board heretofore appointed;
- (b) employed in the business of a caterer;
- (c) employed in connexion with the sale of aerated waters, fruit juice drinks, cordials, coffee, chocolate, cocoa, milk, or any other non-intoxicating beverage whatsoever consumed on the premises;
- (d) employed whole or part time selling confectionery, or pastry in any place in which the business of a restaurant is carried on—

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st December, 1949, the last previous Determination of this Board shall be revoked and replaced by this Determination.

HOTELS AND WINE SALOONS.

2.

APPRENTICES AND IMPROVERS.

		Wages (see below for Deductions where Board or Lodging is Provided).				
		Within a radius of 25 miles of the General Post Office, Melbourne, within a radius of 5 miles of the principal Post Office at Geelong, and in the City of Mildura.		In all other parts of Victoria.		
		Males.	Females.	Males.	Females.	
		Per Week of 40 hours.		Per Week of 40 hours.		PROPORTION (IN ANY PLACE). MALES OR FEMALES. <i>Apprentices.</i> One apprentice to every three or fraction of three workers receiving not less than the minimum wage. <i>Improvers.</i> Such number of improvers as shall not, together with apprentices, exceed, in the aggregate, one to every three or fraction of three adult weekly workers receiving not less than the minimum wage.
		s. d.	s. d.	s. d.	s. d.	
17 years of age	..	64	0	62	6	
18 years of age	..	80	6	78	6	
19 years of age	..	101	0	98	6	
20 years of age	..	120	6	118	0	

Junior employees 18 years of age and over shall be subject to a deduction of 15s. per week for board.

Junior males over the age of 19 years may be employed in the bar and the maximum number shall be one to every three adults of the bar staff receiving the minimum weekly rate prescribed by clause 2 hereof.

HOTELS AND WINE SALOONS—continued.

OTHER EMPLOYERS.

	Wages (see below for Deductions where Board or Lodging is Provided).			
	Within a radius of 25 miles of the General Post Office, Melbourne, within a radius of 5 miles of the principal Post Office at Geelong, and in the City of Mildura.		In all other parts of Victoria.	
	Males.	Females	Males.	Females.
	Per Week of 40 Hours.	Per Week of 40 Hours.	Per Week of 40 Hours.	Per Week of 40 Hours.
PART I.				
Barman	s. d. 160 0	s. d.	s. d. 157 0	s. d.
Cellarman	172 0	169 0
Assistant Cellarman	160 0	157 0
Bermaids	160 0	157 0
PART II.				
First cook where number of persons employed in kitchen is—				
Eight or more	200 0	147 9	197 0	146 0
Five, six, or seven	190 0	137 9	187 0	136 0
Three or four	172 0	119 9	169 0	118 0
Other first cooks, or cook employed alone	166 0	113 9	163 0	112 0
Second cook where number of persons employed in kitchen is—				
Eight or more	182 6	130 3	179 6	128 6
Five, six, or seven	172 6	120 3	169 6	118 6
Other second cooks	160 0	111 9	157 0	110 0
Night or relieving cook where number of persons employed in kitchen is—				
Eight or more	182 6	130 3	179 6	128 6
Five, six, or seven	172 6	120 3	169 6	118 6
Other night or relieving cooks	160 0	107 9	157 0	106 0
Larder cook	163 0	110 9	160 0	109 0
Pastrycook	166 0	113 9	163 0	112 0
Stove, grill, fish, third or breakfast cook	160 0	107 9	157 0	106 0
Vegetable or assistant cook	157 0	104 9	154 0	103 0
Oysterman	150 0	147 0
Pantryman or kitchenman	150 0	147 0
Storeman	157 0	154 0
Head waiter	160 0	157 0
Other waiters (Drink and/or food)	150 0	147 0
Night porter	150 0	147 0
Day porter	150 0	147 0
Billiard-room attendant	150 0	147 0
Commissionaire or messenger	150 0	91 9	147 0	90 0
Housekeeper, stewardess, or managersess	107 9	106 0
Laundress	95 9	94 0
Head waitress	97 9	96 0
Other waitresses	91 9	90 0
Pantrymaid or kitchenmaid	91 9	90 0
Housemaid	91 9	90 0
Persons not otherwise provided for	150 0	91 9	147 0	90 0
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.)	Per week of 20 hours 57 0	Per week of 20 hours 56 0

NOTE.—A copy of this Determination shall be displayed at or near the entrance of every establishment where the Determination of this Wages Board applies.

Under the provisions of Section 7 of the Factories and Shops Act 1936 (No. 4461) every employer of any employee in any hotel is required to keep a time-book in the prescribed form wherein each employee shall enter daily a record of the hours worked.

BOARD AND LODGING.

3. (a) No employee in an hotel shall be compelled to board on the premises where he or she is employed. If the employer desires that the employee shall reside on the premises where he or she is employed then meals and accommodation shall be provided by the employer without any deduction in wages. If the employer and the employee mutually agree that meals and accommodation shall be provided for the employee, the same shall be supplied at the following cost: 6s. per week for lodging and 17s. 6d. per week for board of three meals per day per week.

(b) Where an employee in any hotel does not lodge on the premises and is not provided with meals on his weekly day off then, in such cases, the amount to be deducted shall be 15s. instead of 17s. 6d. per week.

(c) Notwithstanding the provisions of sub-clauses (a) and (b) of this clause an employee who is supplied with a less quantity of meals than set out above shall be liable to a deduction of tenpence for each meal supplied.

TERMS OF ENGAGEMENT.

4. All employees (other than casual employees), shall be engaged by the week, and shall be paid weekly. Two days' notice shall be given by the employer or employee to terminate employment, or in lieu of such notice two days' wages shall be paid by the employer or forfeited by the employee, except in the case of misconduct by an employer. If an employer dismisses an employee without notice for any cause other than misconduct, he shall pay the employee two days' wages in lieu of notice. Provided that no employee shall be dismissed without notice for sickness, accident or other reasonable cause, if he informs his employer by 9 a.m. on any day, of his inability to take up his duty on that day, and also before that hour informs his employer of his whereabouts, and the reason for his absence. When notice of termination of service has been given, employees shall be paid within 24 hours from the expiry of such notice.

CASUAL WORK.

5. (a) "Casual employee" in this industry shall mean and be deemed to be any employee engaged for a less period than a working week of 40 hours on the class of employment for which the casual is employed. Casual work shall be paid for at the rate of 50 per cent. in advance of one-fortieth of the weekly rate prescribed in clause 2 hereof in respect of the position for which the worker is casually employed with a minimum of ten shillings for males and females in Part 1 and ten shillings for males and seven shillings for females in Part 2 for each engagement.

(b) All fares in excess of 3d. reasonably incurred in travelling to the place of work for the purpose of doing the work or in travelling from such place after doing the work in due course shall be paid by the employer.

(c) "Engagement" for the purposes of this clause shall be deemed to mean the period or periods for which the employer notifies the employee that he or she is so required to attend on any one day.

HOURS OF WORK.

6. (a) The hours of work of all employees engaged on weekly hiring in Part 1 shall be 40 per week to be worked within a spread of 9 hours per day from starting time, inclusive of meal breaks. Each employee shall be entitled to a full day off each week between Monday to Saturday inclusive in addition to Sunday.

(b) The hours of work of all employees engaged on weekly hiring in Part 2 shall be 40 per week to be worked within a spread of 12 hours per day from starting time inclusive of meal breaks. Each employee shall be entitled to a full day off each week.

(c) Two weeks' notice of such rostered day off shall be given but the day may be changed by mutual consent at any time or by absence through sickness or other circumstances over which the employer has no control.

(d) An employee shall not be required to take his rostered day-off on a holiday prescribed by this Determination.

(e) An employee in Part 1 who is required to work between the hours of 6.30 p.m. and 10 p.m. on any day Monday to Friday inclusive shall be paid an extra rate of 1s. 6d. per day.

DEFINITIONS.

7. "Barman" or "barmaid" shall mean any person usually employed for more than two hours in any one day or night in the sale of liquor over the public bar; the saloon, private or parlour bar; the lounge bar; the bar used to service a beer garden; and the bottle department of any hotel or wine saloon.

"Cellarman" shall mean in an hotel any person employed in charge of, responsible for, and/or substantially engaged in looking after the contents of a cellar.

"Assistant Cellarman" shall mean in an hotel any employee who is substantially engaged as an assistant to the cellarman in looking after the contents of a cellar.

"Spread of Hours" means the period of time elapsing from the time an employee commences duty to the time he ceases duty.

TRAVELLING FACILITIES.

8. Where an employee is detained at work until it is too late to travel by the last train, tram, vessel or other regular conveyance to his or her usual place of residence, the employer shall either provide proper conveyance or private accommodation for the night free of charge.

MIXED FUNCTIONS.

9. (a) Where an employee is put to work at a classification higher in respect of remuneration than that under which such employee was engaged or was deemed to have been working such employee shall be paid for the whole of the time during which such employee is employed at such work at the rate of remuneration prescribed for such higher classification. Provided that such employee shall be paid at the rate prescribed for such higher classification for the whole of the day if such work is performed continuously for over half of the day and for the whole of the week if such work is performed continuously for over half of the week.

(b) A higher paid employee, shall, when necessary, temporarily relieve a lower paid employee without loss of pay.

TIME BOOK.

10. The time book or other record shall be in the form prescribed under Section 7 of the *Factories and Shops Act No. 4461*, and shall be accessible to the Secretary of the Union at reasonable times.

PAYMENT OF WAGES.

11. All wages, including overtime, shall be paid by Thursday in each week or such other day as may be mutually agreed upon by an employer and his employees. Employees whose weekly holiday falls on pay day shall be paid their wages if they so desire prior to going off duty on the day prior to their day off. Employees who are paid their wages at any time other than during their working time, shall, if kept waiting more than fifteen minutes, be paid at overtime rates for all such waiting time.

EMPLOYEES ASSISTING IN BAR.

12. In any hotel where there are more than two persons regularly employed in the sale of liquor over the bar a male employee assisting in such sale for any period shall be paid the rate of wages prescribed for a barman.

HOLIDAYS.

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

ANNUAL HOLIDAYS.

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.

OVERTIME, HOLIDAY AND PENALTY RATES.

15. *Overtime*.—All time worked in excess of 8 hours per day Monday to Friday inclusive or 40 hours per week or outside the spread of hours prescribed by clause 6 of this Determination shall be paid for at the rate of time and a half.

Saturday.—All time worked on a Saturday shall be paid for at the rate of time and a half.

Sunday.—All time worked on a Sunday by employees in Part 1 shall be paid for at the rate of double time and all time worked on a Sunday by employees in Part 2 shall be paid for at the rate of time and a half.

Holiday.—All time worked on a holiday shall be paid for at the rate of double time.

Employee's Day-off.—An employee required to work on his or her rostered day off shall be paid at the rate of double ordinary time.

Compulsory Overtime.—An employer may require an employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirements.

SICK LEAVE.

16. (a) Any employee, other than a casual, who has been in the service of the same employer continuously, shall be allowed one week's sick leave on full pay annually. Such sick leave shall be inoperative for the first three months of employment. On completion of three months and up to six months of employment, three days' sick leave on full pay shall be allowed. After six months' service the full period of one week on full pay shall be operative; provided that not more than one week shall be allowed for each year of service.

(b) Provided further that any claim made for sick leave shall be supported by evidence satisfactory to the employer that the employee is unable to work because of personal ill-health; but in the event of a continuous period of six days' sick leave being required a medical certificate shall be furnished, the cost of such certificate to be borne by the employer.

(c) Any employer taking over a business shall be responsible for all sick leave covered by the period of employment of each employee who was employed by an immediate predecessor in the business.

(d) Sick leave shall accumulate for a period of three years.

BREAKAGES.

17 An employer shall not charge a sum against nor deduct any sum from the wages of an employee in respect of breakages of crockery or other utensils except in the case of wilful misconduct.

UNION OFFICIALS.

18. The Secretary and accredited officers of the Federated Liquor and Allied Trades Employees' Union of Australasia shall have the right to enter the premises of an employer at a convenient time for the purposes of interviewing members of the Union.

ACCOMMODATION AND MISCELLANEOUS PROVISIONS.

19. An employer shall provide a dressing-room adequately lighted and ventilated with suitable floor covering and floor space to be sufficiently roomy to accommodate all employees likely to use it at the one time; sufficient seating accommodation and lounge or settee and steel or vermin-proof lockers; adjacent thereto wash basins with hot and cold water and toilets for staff use. The provisions of this clause shall not apply to wine saloons.

(Note.—Any employer who is unable to provide the facilities herein stated may make application to the Chief Inspector of Factories for exemption from this clause of the Determination.)

FIRST-AID KIT.

20. A first-aid kit shall be provided and maintained by the employer for use on the premises.

UNIFORMS.

21. (i) Where special uniforms, including white coats and/or other uniform types of dress are required to be worn, they shall be supplied and laundered at the employer's expense and shall be and remain the property of the employer.

(ii) Ordinary white aprons, cuffs, collars, caps or facings usually worn by female employees shall either be laundered at the employer's expense or at the option of the employer, the employee shall be paid 3s. per week in addition to her weekly wage.

NOTE.—Attention is drawn to the employment of females as barmaids in hotels pursuant to National Security (Employment of Women) Regulations.

The Women's Employment Board on 8th September, 1942, on the application of the United Licensed Victuallers Association (Victorian Branch) approved and laid down the conditions in respect to the employment of females not under 35 years of age as barmaids in hotels.

Extracts of the decisions of the Board are given herein :—

That females may be employed on the said work.

That the hours during which females may be employed on such work shall be 10 a.m. to 6 p.m. six days per week but in no event shall the total hours per week exceed 40.

That there shall be no period of probation.

That this decision shall bind the applicant and the Federated Liquor and Allied Trades Employees' Union and its members.

That the period of employment of extra females in bars (excluding those at present employed and registered with the State Government) shall be for the duration of the war.

That these employees shall be paid the same rate of wage as men, and this condition shall apply to present registered barmaids as it would be impracticable to differentiate.

That in order to prevent any replacement of existing bar personnel, whether male or female, by the prospective new female employees, there shall be established a Committee comprising an equal number of representatives of employers and employees. The decision of this Committee as to whether an employer may be permitted to engage new female labour shall be final, so far as this Order is made.

All female personnel to be engaged, whether permanently or for casual work, shall before commencing employment become members of the Federated Liquor and Allied Trades Employees' Union.

CASUAL BAR ATTENDANTS ON RACECOURSES, RECREATION GROUNDS, SPORTS GROUNDS, SHOWGROUNDS, PICNIC GROUNDS AND ANY OTHER GROUNDS WHERE LIQUOR IS PERMITTED TO BE SOLD UNDER THE LICENSING LAWS OF THE STATE.

WAGE RATES.

Saturdays and Week Days.

22. (a) Casual barmen employed on racecourses, showgrounds, football grounds, cricket grounds, sports grounds, picnic grounds, recreation grounds and all social functions shall be paid at the rate of 6s. per hour with a minimum payment of 30s. for work done on any one day.

(b) Full day men shall be paid at the rate of 48s. per day for 8 hours work or less, exclusive of the meal hour. If lunch is not provided 2s. 6d. shall be paid in lieu thereof.

Public Holidays and Sundays.

(c) Casual barmen employed on racecourses, showgrounds, football grounds, cricket grounds, sports grounds, picnic grounds, recreation grounds and all social functions shall be paid at the rate of 8s. per hour with a minimum payment of 40s. for work done on any one day.

(d) Full day men shall be paid at the rate of 64s. per day of 8 hours work or less, exclusive of the meal hour. If lunch is not provided 2s. 6d. shall be paid in lieu thereof.

PUBLIC HOLIDAYS.

23. Holidays for the purpose of this section of the Determination shall mean and be deemed to be Australia Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Labour Day, Anzac Day, Christmas Day, Boxing Day, Melbourne Cup Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

MEN IN CHARGE.

24. Men in charge of bar shall be paid 5s. per day extra.

POSTPONEMENT.

25. Where a man who is engaged to attend a function and so attends and the function is postponed he shall be paid one half of the minimum rate provided for a casual barman in clause 22 (a) hereof. Provided that no employee shall attend at the place of employment if public notice of the postponement has been given either by the Press or Radio or both, not less than two hours prior to the advertised starting time of the function.

SHOP DAYS.

26. Persons employed on a shop day, that is persons preparing for a function on the day before such function or cleaning up on the day after such function shall be paid at the rate of 6s. per hour on Saturdays or week days and 8s. per hour on Sundays and Public Holidays as prescribed in Clause 23 hereof. Lunch shall be provided by the employer.

FARES.

27. All fares from and to the principal post office at the centre of engagement shall be paid by the employer.

PERMANENT EMPLOYEES.

28. No man in permanent employment shall be engaged on casual work unless casual labour is unavailable.

PAYMENT OF WAGES.

29. Wages shall be paid at the end of each day except at showgrounds and cricket grounds where they shall be paid at the end of each engagement.

TRAVELLING TIME.

30. Casual employees engaged to work outside a radius of ten miles from the principal post office in the locality where they are to be employed shall be paid 48s. per day of 8 hours exclusive of meal hours. Meals, fares and accommodation where necessary shall be provided by the employer. Travelling time before 9 a.m. on the forward journey shall be paid for at the rate of ordinary time, that is 4s. per hour and travelling time after 6 p.m. shall be paid for at the same rate. Where an employee travels on a day other than the day on which a function occurs he shall be paid at ordinary rates for all such travelling time.

EXHIBITION OF DETERMINATION.

31. This Determination shall be exhibited by each employer on his premises in a place accessible to all employees.

PICKING UP GLASSES.

32. Men picking up glasses shall be paid 30s. per day. Youths picking up glasses shall be paid 20s. per day.

GRATINGS.

33. Where a booth is erected without flooring, on a recreation ground, race-course, showground, or picnic ground, gratings shall be provided by the employer, and shall be placed on the ground where the men are working.

UNIFORMS.

34. Where special uniforms including white coats or other types of dress are required to be worn they shall be supplied and laundered at the employer's expense and shall be and remain the property of the employer.

RIGHT OF ENTRY OF UNION OFFICIALS.

35. The Secretary or an accredited officer of the Federated Liquor and Allied Trades Employees' Union of Australasia shall have the right to enter the employer's premises at a convenient time for the purpose of interviewing members of the Union.

CLUBS.

36

APPRENTICES OR IMPROVERS.

WAGES PER WEEK OF 40 HOURS.							PROPORTION (IN ANY PLACE).	
	Males.			Females.				
	Ordinary Wage.	War Loading.	Total Wage.	Ordinary Wage.	War Loading.	Total Wage.		
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	MALES OR FEMALES.	
Under 16 years of age	40 0	1 0	41 0	40 0	1 0	41 0	<i>Apprentices.</i>	
16 years of age ..	53 6	1 6	55 0	42 0	1 0	43 0	One apprentice to every three or fraction of three workers receiving not less than the minimum wage.	
17 ..	62 0	1 6	63 6	49 0	1 3	50 3	<i>Improvers.</i>	
18 ..	70 0	1 9	71 9	52 0	1 6	53 6	One improver to every four or fraction of four workers receiving not less than the minimum wage.	
19 ..	85 6	2 3	87 9	56 6	1 6	58 0		
20 ..	110 6	3 0	113 6	63 6	1 9	65 3		

OTHER EMPLOYEES.

	† WAGES.			
	Within a radius of 25 miles of the General Post Office, Melbourne, the Cities of Bendigo, Ballarat, Geelong, and Warrnambool, and the City of Mildura.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per Week of 40 Hours.	Per Week of 40 Hours.	Per Week of 40 Hours.	Per Week of 40 Hours.
	s. d.	s. d.	s. d.	s. d.
Steward	156 0	..	156 0	..
First cook where the number of persons employed in the kitchen is—				
Eight or more	196 0	145 6	196 0	145 6
Five, six, or seven	186 0	135 6	186 0	135 6
Three or four	168 0	117 6	168 0	117 6
Other first cooks or cook employed alone ..	162 0	111 6	160 3	111 6
Second, or night or relieving cook, when the number of persons employed in the kitchen is—				
Eight or more	178 6	128 0	178 6	128 0
Five, six, or seven	168 6	118 0	168 6	118 0
Less than five	156 0	105 6	154 6	105 6
Larder cook	159 0	108 6	158 6	108 6
Pastrycook shall be paid the rates fixed by the Pastrycooks Board				
Sweets cook	158 0	106 6	157 6	106 6
Third, stove, grill, fish, or breakfast cook ..	156 0	105 6	154 6	105 6
Vegetable or assistant cook	153 0	102 6	153 0	102 6
Oysterman	146 0	..	145 6	..
Pantryman or kitchenman	146 0	..	144 6	..
Storeman	153 0	..	153 0	..
Head waiter	156 0	..	156 0	..
Other waiters	146 0	..	144 6	..
Night porter	146 0	..	144 6	..
Day porter	146 0	..	144 6	..
Billiard-room attendant	146 0	..	144 6	..
Commissionaire or messenger	146 0	..	144 6	..
Housekeeper, stewardess, or managersess	100 6	..	100 6
Laundress	90 6	..	90 6
Head waitress or supervisor	90 6	..	90 6
Other waitresses	86 6	..	86 6
Pantrymaid or kitchenmaid	86 6	..	86 6
Counterhand	86 6	..	86 6
Housemaid	86 6	..	86 6
Linen maid or seamstress	91 0	..	91 0
Persons not otherwise provided for	146 0	86 6	144 6	86 6
		Per week of 20 hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.		Per week of 20 hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.)	56 9	..	56 0

NOTE.—War Loading.—For convenience War Loadings as follows:—

Males	4s. per week
Midday waitresses, midday kitchen maids, or pantrymaids	1s. 6d. „
Other females	2s. 6d. „

have been included in wages for employees classified under heading of other employees.

NOTE.—A copy of this Determination shall be displayed at or near the entrance of every establishment where the Determination of this Wages Board applies.

† SUBJECT TO:—(a) A maximum deduction as for two meals a day being made where an employee commences work at 9 a.m. or later and finishes at 4 p.m. or earlier on the same day or where he or she commences for the day between 1 p.m. and 4 p.m.; and (b) a maximum deduction as for one meal a day being made where an employee commences work at or after 4 p.m., the minimum wage shall (except in the case of an apprentice, an improver, a midday waitress, a midday kitchenmaid or pantrymaid, or a casual employee) be, where the employer—

- (i) boards the employee and provides three meals per day, one of which shall be a substantial meal, 13s. 6d. per week less;
- (ii) boards the employee and provides three meals per day, where substantial meals are not provided 9s. 0d. per week less;
- (iii) provides only two meals per day for an employee who is employed between 6 a.m. and 3 p.m. or between 11.30 a.m. and 11.45 p.m., 9s. 0d. per week less; or
- (iv) boards and lodges the employee, 21s. 0d. per week less.

Notwithstanding any condition in this clause no deduction for meals shall be made for a public holiday when the employee is not required to work on such public holiday.

In computing the amount to be deducted for meals where an employee works for less than six days a week or who is provided with less meals than those provided for in (i), (ii), and (iii) hereof the amount to be allowed as a deduction for each meal shall be one-seventeenth of the amount herein provided for a weekly deduction.

CLUBS—*continued*.

HOURS OF WORK.

37. The hours of work shall be 40 per week to be worked within a spread of 12 hours per day, including meal intervals and not more than two other breaks, which, in the aggregate, shall not exceed 3 hours each day.

TERMS OF EMPLOYMENT.

38. (a) Employees (other than casual employees, midday waitresses and midday kitchenmaids or pantrymaids) shall be engaged by the week and paid by the week.

(b) Employees (other than casual employees, midday waitresses and midday kitchenmaids or pantrymaids) ready, willing, and available 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 employee affected, shall have no deduction made from the weekly wages prescribed except for time lost through sickness (*vide* clause 40, Sick Leave) or absence from work without permission of the employer.

(c) The provisions of sub-clauses (a) and (b) hereof shall not apply if there is a stoppage of work for which the employer cannot reasonably be held responsible through any strike, breakdown of machinery, or other cause, proof of which shall be on the employer.

OVERTIME.

39. Time and a half calculated on the rates fixed without any deductions for board and/or lodging shall be paid for all time worked in excess of 40 hours per week or in excess of 10 hours per day and/or outside a spread of 12 hours each day.

CASUAL LABOUR.

40. Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work) shall be paid at the rate of time and a third on week days and time and a half on Sundays, with a minimum payment of three hours for work done on any one day: Provided that any employee who is employed within a club located on a football ground or a cricket ground shall be paid the rate prescribed by clause 55 (b) of the Restaurant Section.

SUNDAYS.

41. The special rate to be paid to employees, other than casuals, for work done on a Sunday shall be time and a half.

SPECIAL RATES.

42. Employees, other than casual employees, required to work on 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, or any other day which may be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays, shall be paid a minimum of 7 hours at ordinary rates plus ordinary rates for the actual time worked up to 7 hours and double time for all time worked in excess of 7 hours.

HOLIDAYS.

43. Employees, other than casual employees, not required to work, shall be entitled to be absent on the holidays prescribed in clause 42 without deduction of pay, provided that the employee does not absent himself or herself from work without the employer's permission or reasonable cause on the working day preceding or succeeding any such holiday.

For the purposes of this clause a holiday shall be deemed to be of 7 hours.

UNIFORMS.

44. Where any female employee is required by the employer to wear a uniform (other than a black uniform) such uniform shall be provided and laundered by the employer free of cost to the employee.

ANNUAL HOLIDAYS.

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

SICK LEAVE.

46. (a) Any employee who has been in the employment of the same employer for a period of not less than six months and who does not attend for duty shall lose his or her pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than 40 hours of working time in each year of service or a proportionately less time during any shorter period of employment.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 120 hours of working time, which shall be the maximum amount of leave to which an employee shall be entitled in any year of service without deduction of pay.

For the purposes of this sub-clause, service prior to the 4th July, 1946, shall be disregarded.

DEFINITIONS.

47. (a) "Sweets Cook" shall include any person manufacturing cakes or pastry for meals supplied by the employer.

(b) "Substantial Meal."—A substantial meal shall consist of food comprising soup, entrée, or joint, vegetables and sweets, and on Fridays, a choice of fish.

(c) "Full Pay" shall mean the rate prescribed in the Determination for the class of work performed, without any deductions whatever.

(d) Storeman shall mean an employee continuously engaged in storing, checking, tallying, or handling stores.

(e) Linen maid or seamstress shall mean a female employee who makes and/or repairs linen, uniforms, or furnishings for use in the club concerned.

RIGHT OF ENTRY.

48. Any official of the Federated Liquor and Allied Trades Employees Union of Australasia or the Victorian Chamber of Catering Industries authorized in writing by the Secretary for Labour shall have the right to enter any establishments or premises covered by this Determination in order to inspect time sheets and to interview employees on any matter connected with their employment. Such accredited official before entering such establishment or premises shall produce the authority in writing mentioned on a demand by an employer or his representative for such production.

TERMINATION OF EMPLOYMENT.

49. Employees (other than Casual Employees) shall, except in a case of misconduct by either employer or employee, give or receive two days' notice of termination of employment, or in lieu of such two days' notice one third of the weekly rate fixed for the class of work performed by the employee shall be paid by the employer or forfeited by the employee, but such notice shall not be required from an employee who terminates employment because of his or her illness or injury.

RESTAURANTS, COFFEE PALACES, EATING-HOUSES, AND ALL OTHER PLACES EXCEPT HOTELS, WINE SALOONS, CLUBS, AND CASUAL BAR ATTENDANTS ON RACECOURSES, RECREATION GROUNDS, SPORTS GROUNDS, SHOWGROUNDS, PICNIC GROUNDS AND ANY OTHER GROUNDS WHERE LIQUOR IS PERMITTED TO BE SOLD UNDER THE LICENSING LAWS OF THE STATE.

50. (a)

APPRENTICES OR IMPROVERS.

Wages per week of 40 hours.							PROPORTION (IN ANY PLACE).
	Males.			Females.			
	Ordinary Wage.	War Loading.	Total Wage.	Ordinary Wage.	War Loading.	Total Wage.	
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
Under 16 years of age	40 0	1 0	41 0	40 0	1 0	41 0	One apprentice to every three or fraction of three workers receiving not less than the minimum wage.
16 years of age ..	53 6	1 6	55 0	42 0	1 0	43 0	
17 ..	62 0	1 6	63 6	49 0	1 0	50 3	One improver to every four or fraction of four workers receiving not less than the minimum wage.
18 ..	70 0	1 9	71 9	52 0	1 0	53 6	
19 ..	85 6	2 3	87 9	56 6	1 6	58 0	
20 ..	110 6	3 0	113 6	63 6	1 6	65 3	

(b)

OTHER EMPLOYEES.

	† Wages.			
	Within a radius of 25 miles of the General Post Office, Melbourne.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per week of 40 hours.	Per week of 40 hours.	Per week of 40 hours.	Per week of 40 hours.
	s. d.	s. d.	s. d.	s. d.
First cook where the number of persons employed in the kitchen is—				
Eight or more	193 0	145 6	193 0	145 6
Five, six, or seven	183 0	135 6	183 0	135 6
Three or four	165 0	117 6	165 0	117 6
Other first cooks or cook employed alone	159 0	111 6	167 3	111 6
Second cook where the number of persons employed in the kitchen is—				
Eight or more	175 6	128 0	175 6	128 0
Five, six, or seven	165 6	118 0	165 6	118 0
Other second cooks	153 0	105 6	151 6	105 6
Night or relieving cook	153 0	105 6	151 6	105 6
Larder cook	156 0	108 6	155 6	108 6
Pastrycook shall be paid the rates fixed by the Pastrycooks Board				
Sweets cook	155 0	106 6	154 6	106 6
Third, stove, grill, fish, or breakfast cook	153 0	105 6	151 6	105 6
Vegetable or assistant cook	150 0	102 6	150 0	102 6
Oysterman	143 0	..	142 6	..
Pantryman or kitchenman	143 0	..	141 6	..
Storeman or storewoman	150 0	90 6	150 0	90 6
Head waiter	153 0	..	153 0	..
Other waiters	143 0	..	141 6	..
Night porter	143 0	..	141 6	..
Day porter	143 0	..	141 6	..
Billiard-room attendant	143 0	..	141 6	..
Commissionaire or messenger	143 0	..	141 6	..
Housekeeper or stewardess	..	100 6	..	100 6
Laundress	..	90 6	..	90 6
Head waitress or supervisor	..	90 6	..	90 6
Other waitresses	..	86 6	..	86 6
Pantrymaid or kitchenmaid	..	86 6	..	86 6
Fruit juice, flavour, or soda fountain hand	..	89 6	..	89 6
Counterhand (other than a soda fountain hand as defined)	..	86 6	..	86 6
Housemaid	..	86 6	..	86 6
Linen maid or seamstress	..	91 0	..	91 0
Persons not otherwise provided for	143 0	86 6	141 6	86 6
		Per week of 20 Hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.		Per week of 20 Hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.)	..	56 0	..	56 0

NOTE.—WAR LOADINGS: For convenience War Loadings as follows:—

Males	4s. 0d. per week
Midday waitresses, midday kitchenmaids or pantrymaids	1s. 6d. "
Other females	2s. 6d. "

have been included in wages for employees classified under heading of other employees.

NOTE.—A copy of this Determination shall be displayed at or near the entrance of every establishment where the Determination of this Wages Board applies.

Under the provisions of Section 7 of the Factories and Shops Act 1936 (No. 4461) every employer of any employee in any restaurant is required to keep a time-book in the prescribed form wherein each employee shall enter daily a correct record of the hours worked. Any employer or employee who commits a breach of this section is liable to a penalty not exceeding £2.

†SUBJECT TO—(a) A maximum deduction as for two meals a day being made where an employee commences work at 9 a.m. or later and finishes at 4 p.m. or earlier on the same day, or he or she commences work for the day between 1 p.m. and 4 p.m.; and (b) A maximum deduction as for one meal a day being made where an employee commences work for the day at or after 4 p.m., the minimum wage shall (except in the cases of barmaids or of employees working for an employer who carries on the business of a Restaurant, Dining Room, Eating House, or Cafeteria in connexion with a Departmental Store or Emporium, and of an apprentice, an improver, a midday waitress, a midday kitchenmaid or pantrymaid, or a casual employee, working in other places) be, where the employer—

- (i) boards the employee and provides three meals per day, one of which shall be a substantial meal, 13s. 6d. per week less;
- (ii) boards the employee and provides three meals per day, where substantial meals are not provided, 9s. per week less;
- (iii) provides only two meals per day for an employee who is employed between 6 a.m. and 3 p.m. or between 11.30 a.m. and 11.45 p.m., 9s. per week less; or
- (iv) boards and lodges the employee, 21s. per week less.

Notwithstanding any condition in this clause no deduction for meals shall be made for a public holiday when the employee is not required to work on such public holiday.

In computing the amount to be deducted for meals where an employee works for less than six days a week or who is provided with less meals than those provided for in sub-clauses (i), (ii), and (iii) hereof the amount to be allowed as a deduction for each meal shall be one-seventeenth of the amount herein provided for a weekly deduction.

HOURS OF WORK.

51. The hours of work shall be 40 per week to be worked within a spread of 12 hours per day, including meal intervals and not more than two other breaks, which, in the aggregate, shall not exceed three hours each day.

TERMS OF EMPLOYMENT.

52. (a) Employees (other than casual employees, midday waitresses and midday kitchenmaids or pantrymaids) shall be engaged by the week and paid by the week.

(b) Employees (other than casual employees, midday waitresses and midday kitchenmaids or pantrymaids) ready, willing and available 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 employee affected, shall have no deduction made from the weekly wages prescribed except for time lost through sickness (*vide* clause 62, Sick Leave) or absence from work without permission of the employer.

(c) The provisions of sub-clauses (a) and (b) hereof shall not apply if there is a stoppage of work for which the employer cannot reasonably be held responsible through any strike, breakdown of machinery, or other cause, proof of which shall be on the employer.

OVERTIME.

53. Time and a half calculated on the rates fixed without any deductions for board and/or lodging shall be paid for all time worked in excess of 40 hours per week or in excess of 10 hours per day and/or outside a spread of 12 hours each day.

FEMALES EMPLOYED AFTER MIDNIGHT.

54. Females (other than casuals) required to do any work between midnight and 3 a.m. shall be paid for such work at the rate of double time.

CASUAL LABOUR.

55. Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work) shall be paid—

(a) All casual workers other than those employed by caterers—time and a third on week days and time and a half on Sundays, with a minimum payment of three hours for work done on any one day.

(b) Casual workers employed in the business of a caterer—

Persons employed on racecourses—

Persons employed on show grounds, picnic grounds, or recreation grounds—						} With a minimum of 4 hours' pay for work done on any one day.
Males	5s. 0d. per hour	
Females	3s. 1d. per hour	
Males	5s. 0d. per hour	
Females	3s. 1d. per hour	

Persons employed on a shop day (i.e., persons employed preparing for a function on the day before such function or cleaning up on the day after such function)—

(i) For a function held on a racecourse, showground, picnic ground, or a recreation ground—

Males	37s. 10d. per day of 8 hours.
Females	25s. 6d. per day of 8 hours.

(ii) For a function other than a function provided for in sub-clause (i)—

Males	4s. 6d. per hour with a minimum payment for 5 hours on any day.
Females	2s. 9d. per hour with a minimum payment for 5 hours on any day.

Where the employer does not provide a midday meal for a casual worker employed on a shop day such worker shall be paid 1s. per day extra.

All others—		Per hour	} With a minimum payment of three hours for work done on any one day.
Males	4s. 6d.	
Females	2s. 9d.	

(c) Notwithstanding any provision in sub-clauses (a) and (b) hereof the minimum payment for employees who work during a theatre interval only, viz., between 8.45 p.m. and 10.15 p.m. for a period not exceeding one hour shall be 4s. 6d. for each day.

(d) The special rate to be paid to casual workers employed in the business of a caterer for work done on Sunday, Good Friday, and Christmas Day shall be double time.

TRAVELLING.

56. The special rate to be paid to employees who work away from their employer's place of business for time occupied in travelling between the employer's place of business and work, or between the employee's residence and work, shall be at ordinary rates.

SUNDAYS.

57. The special rate to be paid to employees, other than casuals, for work done on a Sunday, shall be time and a half.

SPECIAL RATES.

58. Employees, other than casual employees, required to work on 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, or any other day which may be by Act of Parliament or Proclamation substituted for any of the above-named holidays, shall be paid a minimum of seven hours at ordinary rates plus ordinary rates for the actual time worked up to seven hours and double time for all time worked in excess of seven hours.

HOLIDAYS.

59. Employees, other than casual employees, not required to work, shall be entitled to be absent on the holidays prescribed in clause 58 without deduction of pay, provided that the employee does not absent himself or herself from work without the employer's permission or reasonable cause on the working day preceding or succeeding any such holiday.

For the purposes of this clause a holiday shall be deemed to be of seven hours.

UNIFORMS.

60. Where any female employee is required by the employer to wear a uniform (other than a black uniform) such uniform shall be provided and laundered by the employer free of cost to the employee.

ANNUAL HOLIDAYS.

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

SICK LEAVE.

62. (a) Any employee who has been in the employment of the same employer for a period of not less than six months and who does not attend for duty shall lose his or her pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than 40 hours of working time in each year of service or a proportionately less time during any shorter period of employment.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 120 hours of working time, which shall be the maximum amount of leave to which an employee shall be entitled in any year of service without deduction of pay.

For the purposes of this sub-clause, service prior to the 4th July, 1946, shall be disregarded.

DEFINITIONS.

63. (a) "Sweets cook" shall include any person manufacturing cakes or pastry for meals supplied by the employer.

(b) "Substantial meal" shall consist of food comprising soup, entrée, or joint, vegetables and sweets, and on Fridays, a choice of fish.

(c) Full pay shall mean the rate prescribed in the Determination for the class of work performed without any deductions whatever.

(d) Departmental store or emporium shall mean an establishment where more than one class of business is carried on, and where under section 83 of the *Factories and Shops Acts* such establishment is required to close at the hours prescribed by such section.

(e) Linen maid or seamstress shall mean a female employee who makes and/or repairs linen, uniforms, or furnishings for use in connexion with a business covered by this Determination.

(f) Fruit juice, flavour, or soda fountain hand shall mean a female employee who as required prepares fruit juices and/or flavours.

(g) Storeman or storewoman shall mean an employee continuously engaged in storing, checking, tallying, or handling stores.

TERMINATION OF EMPLOYMENT.

64. Employees (other than casual employees) shall except in a case of misconduct by either employer or employee, give or receive two days' notice of termination of employment, or in lieu of such two days' notice one third of the weekly rate fixed for the class of work performed by the employee shall be paid by the employer or forfeited by the employee, but such notice shall not be required from an employee who terminates employment because of his or her illness or injury.

RIGHT OF ENTRY.

65. Any official of the Federated Liquor and Allied Trades Employees Union of Australasia or the Victorian Chamber of Catering Industries authorized in writing by the Secretary for Labour shall have the right to enter any establishments or premises covered by this Determination in order to inspect time-sheets and to interview employees on any matter connected with their employment. Such accredited official before entering such establishment or premises shall produce the authority in writing mentioned on a demand by the employer or his representative for such production.

ACCOMMODATION.

66. Adequate accommodation apart from rooms to which the public have access shall be provided for dressing, and reasonable accommodation shall be provided for employees to have their meals.

PERIODICAL ADJUSTMENT OF WAGES.

67. (a) The wages rates for adult males and barmaids set out in clause 2, and for adult males set out in clauses 36 and 50 (b) are based upon the following basic wage rates and pursuant to the provisions of section 21 of the *Factories and Shops Act 1934* shall be automatically adjusted as prescribed by clause 68.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Within a radius of 25 miles of the G.P.O., Melbourne, 5 miles of the G.P.O., Geelong, and in Mildura	6 4 0	6 0	6 10 0	Melbourne
Elsewhere 3s. less than the contemporaneous basic wage for Melbourne				

(b) The rates for adult female employees shall be adjusted on a needs basic wage of 119s. in the same manner and at the same time as the rates for adult male employees, but on a sixty per centum basis, such rates to be calculated to the nearest sixpence any amount of threepence or less being disregarded.

JUNIOR RATES.

(c) (i) The minimum rates of wage for juniors in clause 2 shall be the undermentioned percentages of the contemporaneous needs basic wage prescribed for the area in which they are employed and in addition thereto the constant and additional amounts specified.

Males.

Age.	Percentage of Needs Basic Wage.	Constant Loading.	Additional Amount.
		<i>s. d.</i>	<i>s. d.</i>
17 years of age	47½	1 0	4 0
18 years of age	60	1 0	5 0
19 years of age	75	2 0	6 0
20 years of age	90.	2 0	7 0

Females.

Age.	Percentage of Needs Basic Wage.	Constant Loading.	Additional Amount.
		<i>s. d.</i>	<i>s. d.</i>
18 years of age	47½	1 3	4 0
19 years of age	55	1 6	4 6
20 years of age	62½	2 0	5 0

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

(ii) The amounts of the wage rates for all juniors in clauses 36 and 50 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 sixpence, half or less than half of sixpence to be disregarded.

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1950, the amounts of the Basic Wage shall be as prescribed in clause 67.

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

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

J. W. RYAN, Secretary.

Melbourne, 21st November, 1949.



VICTORIA GOVERNMENT GAZETTE.

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[1950

Factories and Shops Acts.

DETERMINATION OF THE BOILERMAKERS BOARD.

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

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

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

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

(a) Boilermaking;

(b) Iron or steel working in connexion with—

- (1) Ship or bridge building,
- (2) Girder, tank, wagon, or truck making,
- (3) Wrought iron or steel pipe making,
- (4) Structural iron or steel work"—

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 19th December, 1949, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Adults.	Day Shift.		
	Wages Per Week of 40 Hours.		
	Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
Boilermaking and steel/construction section—			
Assembler window-frame making (non-tradesman) ..	8 2 0	8 8 6	7 19 0
Attendants at small rivet heating, bolt heating or similar types of fires or furnaces	7 15 0	8 1 6	7 12 0
Blacksmith's striker	7 13 0	7 19 6	7 10 0
Blacksmith's striker on double fires and other assistant ..	7 15 0	8 1 6	7 12 0
Boiler (inside) chipper and cleaner	7 19 0	8 5 6	7 16 0
Boilermaker and/or structural steel tradesman	9 2 0	9 8 6	8 19 0
Boilersmith and/or angle iron smith	9 6 6	9 13 0	9 3 6
Cold saw operator	7 15 0	8 1 6	7 12 0
Dogman	7 15 0	8 1 6	7 12 0
Driller using portable machines	8 17 6	9 4 0	8 14 6
Driller using stationary machines	7 14 0	8 0 6	7 11 0
Employee assisting a ship plate bender or plate setter ..	7 15 0	8 1 6	7 12 0
Employee directly assisting an employee whose margin above the basic wage is 25s. or more	7 13 0	7 19 6	7 10 0
Friction saw operator	7 13 0	7 19 6	7 10 0
Furnaceman on heavy angle iron or heavy plate	8 1 0	8 7 6	7 18 0
Furnaceman's assistant	7 13 0	7 19 6	7 10 0
Holder-up	7 15 0	8 1 6	7 12 0
Machinist—			
1st class	9 2 0	9 8 6	8 19 0
2nd class	8 7 0	8 13 6	8 4 0
3rd class	7 18 0	8 4 6	7 15 0

WAGES—continued.

Adults.	Day Shift.		
	Wages Per Week of 40 Hours.		
	Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other parts of Victoria.
Machinist, steel construction—	£ s. d.	£ s. d.	£ s. d.
1st class	8 0 0	8 6 6	7 17 0
2nd class	7 14 0	8 0 6	7 11 0
Marker off (a tradesman the greater part of whose time is occupied in marking off and/or template making) ..	9 8 0	9 14 6	9 5 0
Painter of ironwork using spray	7 14 0	8 0 6	7 11 0
Painter of ironwork (other than ship painter) using brush ..	7 13 0	7 19 6	7 10 0
Plate setter and frame bender	9 5 0	9 11 6	9 2 0
Press and block hand assisting a boiler or angle ironsmith ..	7 15 0	8 1 6	7 12 0
Process worker	7 12 0	7 18 6	7 9 0
Rigger and/or splicer	7 19 0	8 5 6	7 16 0
Rivet heater	7 15 0	8 1 6	7 12 0
Welder—			
1st class (other than when using Cutler machine) ..	9 6 6	9 13 0	9 3 6
1st class (using Cutler machine)	8 9 0	8 15 6	8 8 0
2nd class	7 18 0	8 4 6	7 15 0
3rd class	7 14 0	8 0 6	7 11 0
Welder-tack	7 16 0	8 2 6	7 13 0
Other employees with not less than three months' experience in the metal trade industry	6 19 0	7 5 6	6 16 0
Employee not elsewhere classified	6 13 0	6 19 6	6 10 0
A tradesman employed as such in this Section who, in the course of his work, is called upon to operate any machine shall be paid the rate prescribed for a tradesman for all work done.			
Steel pipe making section—			
Assistant at ring making machines	7 15 0	8 1 6	7 12 0
Cement mixer	7 16 0	8 2 6	7 13 0
Cement liner	7 19 0	8 5 6	7 16 0
Cement liner operator	8 7 0	8 13 6	8 4 0
Employee in charge of ring making machines	7 19 0	8 5 6	7 16 0
Employee rounding and straightening steel pipes	7 18 0	8 4 6	7 15 0
Employee on tar dip and sand rolling	7 15 0	8 1 6	7 12 0
Faucet maker in charge of furnace	8 2 0	8 8 6	7 19 0
Faucet maker's assistant	7 15 0	8 1 6	7 12 0
Machine operator (in charge of machines)	7 19 0	8 5 6	7 16 0
Pipe builder	7 19 0	8 5 6	7 16 0

Leading Hands.

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

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

Tradesmen in Large Power Houses.

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

Ship Repairing.

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

	s. d.
Tradesmen	4 6 per week.
All other labour	3 0 „ „

3.

APPRENTICESHIP.

(Other than those covered by the Apprenticeship Commission.)

Apprenticeship Trades.

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

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

Period of Apprenticeship.

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

Contract of Apprenticeship.

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

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

Cancellation or Suspension of Indentures.

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

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

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

Instruction in Welding.

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

Proportion.

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

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

A person who is, for a term not exceeding two years, taking practical training in a workshop in continuance of a course of training for professional work shall not be taken into account in calculating the proportion of apprentices to journeymen.

(ii) Notwithstanding anything hereinbefore provided in the trade of boilermaker, an employer may with the consent of the Apprenticeship Commission and upon satisfying that authority that he has the plant, equipment and staff necessary for the proper tuition of each apprentice concerned take apprentices in excess of the proportion herein prescribed. Until further order apprentices so taken shall not be counted in future calculations of the proportion of apprentices to journeymen authorized by this Determination.

Adult Apprentices.

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

Probationary Period.

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

Wages.

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

Wages per Week of 40 hours.

	Percentage of Needs Basic Wage.	Constant Loading.	War Loading.	Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
<i>Four and Five-year Terms.</i>						
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year	29	..	0 9	36 6	38 6	36 0
2nd year	40	1 0	1 0	51 6	54 0	50 6
3rd year	53	1 6	1 6	68 6	72 0	67 0
4th year	84	2 0	2 3	108 6	114 0	106 0
5th year	100 plus 7s.	2 0	3 0	136 0	142 6	133 0
<i>Four-year Terms.—Apprentices commencing after the Age of 17 Years.</i>						
1st year	33	..	0 9	41 6	44 0	41 0
2nd year	53	1 0	1 6	68 0	71 6	66 6
3rd year	84	2 0	2 3	108 6	114 0	106 0
4th year	100 plus 7s.	2 0	3 0	136 0	142 6	133 0

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

Hours.

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

Overtime and Shift Work.

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

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

Payment by Results.

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

Lost Time.

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

Prohibition of Premiums.

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

Attendance at Technical Schools.

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

Annual and Sick Leave.

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

UNAPPRENTICED MALE JUNIORS.

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

Wages per Week of 40 hours.

—	Percentage of Needs Basic Wage.	Constant Loading.	Further Additional Loading.	Total Wage Payable.		
				Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
<i>Junior Males.</i>						
Under 16 years of age	25	s. d. 0 6	s. d. 2 0	s. d. 33 6	s. d. 35 0	s. d. 32 6
16 years of age	35	0 9	3 0	47 0	49 6	46 0
17 years of age	47½	1 0	4 0	64 0	67 0	62 6
18 years of age	60	1 0	5 0	80 6	84 6	78 6
19 years of age	75	2 0	6 0	101 0	106 0	98 6
20 years of age	90	2 0	7 0	120 6	126 6	118 0

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

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

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

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

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

- (i) Angle-iron cropping where the material weighs more than 3½ lb. per foot and is not clamped.
- (ii) Assisting steel furnace ladleman other than in daubing or repairing ladles.
- (iii) Assisting storemen racking and/or loading and/or unloading off vehicles of heavy steel plates, bars or sections.
- (iv) Breaking up pig iron.
- (v) Carry material to or from cupola forge or electric steel furnace or using the slicer or hanging on to end of a bloom. This shall not apply in the case of junior moulders.
- (vi) Cutting out and punching rivets on plates.
- (vii) Cutting plates by means of hammer and cold set.
- (viii) Holding up rivets over ½ in. diameter.
- (ix) Passing hot rivets in confined spaces.
- (x) Plate edge planers in structural steel or shipbuilding yards where the operator travels on the machine.
- (xi) Punching machines handling plates weighing more than 84 lb.
- (xii) Shearing machines other than guillotine plate shearers, handling plates weighing more than 84 lb.

(d) Junior employee shall not be employed—

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

SPECIAL RATES.

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

Boiling-down Works.

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

Cold Places.

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

Confined Spaces.

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

Dirty Work.

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

Ship repair work which a foreman and workman shall agree is of an unusually dirty or offensive nature—3d. per hour extra.

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

Any dispute arising under this sub-clause as to whether the work is of an unusually dirty or offensive nature shall be determined by the Wages Board.

Height Money.

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

Hot Places.

(f) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes rest after two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

Lead Works.

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

Meat Digestors and Oil Tanks.

(h) Working on repairs in oil tanks or meat digestors—1½d. per hour extra. Provided that if any employee is so engaged for more than half of one day or shift he shall be paid the prescribed allowance for the whole day or shift.

Sanitary Works.

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

Slag Wool.

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

Slaughtering Yards.

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

Smoke-boxes, &c.

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

War-damaged Ships.

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

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

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

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

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

Wet Places.

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

Special Rates not Cumulative.

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

Rates not Subject to Penalty Additions.

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

TRAVELLING AND BOARD.

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

An employee who with the approval of his employer uses his own means of transport for travelling to or from outside jobs shall be paid the amount of excess fares which he would have incurred in using public transport unless he has an arrangement with his employer for a regular allowance.

(b) An employee—

(i) engaged in one locality to work in another; or

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

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

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

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

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

(i) All fares reasonably incurred.

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

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

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

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

(h) Until further order an employer shall be free to engage labour on the site of a job carried on away from the workshop, without payment of any travelling time or fares, unless such employee is sent from the workshop; Provided that if any employee engaged for the erection of a job had previously been engaged by the same employer in the fabrication of the job in a workshop he shall be paid fares in excess of those incurred in travelling to and from the workshop.

HOURS OF WORK.

Day Workers.

7. (a) Subject to the exception hereinafter provided the ordinary hours of work shall be 40 per week to be worked in five days of not more than 8 hours (Monday to Friday inclusive) and one day (Saturday) of not more than 4 hours; or five days (Monday to Friday inclusive) of 8 hours each continuously except for meal breaks at the discretion of the employer, between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday.

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

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

Five-Days Week.

(b) In any case in which the ordinary week's work of 40 hours, can be performed in five days as aforesaid without—

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

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

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

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

Forgers, &c.

(c) The ordinary weekly hours of employment of forgers, forge furnacemen and their assistants, shall consist of five days of 8 hours 42 minutes each, including crib time, for which no deduction of pay shall be made. The rates in this Determination shall be for a 40 hours' week, and hourly rates shall be ascertained by dividing the weekly rates by 40.

SHIFT WORK.

Definitions.

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

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

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

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

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

Hours—Continuous Work Shifts.

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

- (i) 8 in any one day; or
- (ii) 48 in any one week; or
- (iii) 88 in 14 consecutive days, or
- (iv) 160 in 28 consecutive days.

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

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

Hours—Other than Continuous Work.

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

- (i) 40 in any week to be worked in five shifts of 8 hours on Monday to Friday inclusive or five shifts of not more than 8 hours and one shift (Saturday) of not more than 4 hours; or
- (ii) 80 in fourteen consecutive days in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week; or
- (iii) 120 in 21 consecutive days in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week.

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

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

Rosters.

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

Variation by Agreement.

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

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

Afternoon or Night Shift Allowances.

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

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

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

An employee who—

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

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

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

Overtime.

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

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter, except in each case when the time is worked—
- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 15 (b) hereof.

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

Compulsory Overtime.

(gi) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

Sundays and Holidays.

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

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

Junior Employees.

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

MIXED FUNCTIONS.

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

OVERTIME.

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

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

Rest Period After Overtime.

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

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

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

Call Back.

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

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

Saturday Work—Five-days Week.

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

Standing By.

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

Meal Hours—General.

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

Meal Hours—Maintenance Employees.

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

Crib Time.

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

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

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

Tea Money.

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

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

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

Transport of Employees.

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

Compulsory Overtime.

(k) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

HOLIDAYS AND SUNDAY WORK.

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

Provided that Christmas Day and Boxing Day shall for the year, 1949, be deemed to fall on the 26th and 27th days of December, 1949, respectively, and that New Year's Day for the year, 1950, shall be deemed to fall on the 2nd day of January, 1950.

Any employer who has given to his employees notice under paragraph (1) of sub-clause (m) of clause 17 of this Determination of his intention to close down his plant or section or sections thereof for the purpose of allowing annual leave may alter the date of such intended closing down by substituting a date no more than two days earlier than the date of which notice was given upon giving at least one week's notice of such alteration.

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

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

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

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

PIECEWORK.

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

EXTRA RATES NOT CUMULATIVE.

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

PAYMENT OF WAGES.

14. (a) Wages shall be paid weekly or fortnightly.

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

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

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

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

CONTRACT OF EMPLOYMENT.**Weekly Employment.**

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

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

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

Casual Employment.

(d) A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he performs, plus 10 per cent.

Late Comers.

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

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

SICK LEAVE.

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

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to Workers' Compensation.

(ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(iii) He shall prove to the satisfaction of his employer (or in the event of dispute, the Wages Board) that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

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

Single Day Absences.

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

Cumulative Sick Leave.

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

(cc) Rights accrued under sub-clause (c) hereof prior to the 1st day of January, 1948, shall be preserved, except that the total number of hours so accrued and not taken prior to the 1st day of January, 1948, shall be reduced by 1/11th of such total, the result to be calculated to the nearest hour.

Attendance at Hospital, &c.

(d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

ANNUAL LEAVE.*Period of Leave.*

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

Seven-day Shift Workers.

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

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

Annual Leave Exclusive of Public Holidays.

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

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

Broken Leave.

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

Calculation of Continuous Service.

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

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

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 16 shall be accepted as a notification under this sub-clause.

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

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

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

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

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. Provided however, that in respect of service before the 1st January, 1946, the annual leave shall be allowed at the rate of 3½ hours for each completed one month of continuous service and in respect of service after that date at the rate of 3¼ hours for each completed one month of continuous service. Any broken part of a month served before the 1st January, 1946, shall for the purposes of this clause be deemed to be service after the 1st January, 1946. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

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

Calculation of Month.

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

Leave to be Taken.

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

Time of Taking Leave.

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

Leave Allowed Before Due Date.

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

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

Payment for Period of Leave.

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

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 3½ hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 6½ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

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

(i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.

(ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.

(iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.

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

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

18.

MISCELLANEOUS.

(a)

ACCOMMODATION AND CONVENIENCES.

Boiling Water.

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

Drinking Water.

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

First Aid Outfit.

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

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

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

Lockers.

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

Showers.

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

Washing and Sanitary Conveniences.

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

(b)

*CLOTHING, EQUIPMENT, AND TOOLS.**Damage to Clothing and Tools.*

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

Gas Masks.

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

Gloves.

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

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

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

Goggles.

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

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

Masks.

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

Protective Equipment—Welding.

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

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

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

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

Tools.

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

Hand-rivetting.

(e) Hand-rivetting on rivets $\frac{1}{2}$ inch diameter and upwards shall be performed double handed.

(d)

Ventilation.

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

- (i) fumes, gases, dust or vapours which may be divergent or injurious are liable to be present or to be generated in the course of the work; or
- (ii) the atmosphere may otherwise become vitiated,

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

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

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

SHOP STEWARDS.

19. An employee appointed shop steward in the shop or department in which he is employed shall, upon notification thereof to his employer, be recognized as the accredited representative of the union to which he belongs, and he shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom he represents.

RIGHT OF ENTRY OF UNION OFFICIALS.

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

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

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

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

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

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

(Name of organization.)

THIS IS TO CERTIFY THAT
organization.

is a duly accredited representative of the above-named

General Secretary.

(Seal.)

Date—

Specimen Signature of Holder—

STRICTLY NOT TRANSFERABLE.

TIME AND WAGES BOOK.

21. (a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in any time record or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out when entering or leaving the employer's premises.

(c) The time and wages record shall be open for inspection to a duly accredited union official during the usual office hours at the employer's office or other convenient place. Provided that an inspection shall not be demanded unless the secretary of the union or the district secretary or organizer of any division suspects that a breach of the Determination has been committed. Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.

(d) The official making such inspection shall be entitled to take a copy of entries in a time and wages record relating to the suspected breach of the Determination.

NOTICE BOARD.

22. The employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment upon which accredited union representatives shall be permitted to post formal union notices, signed or countersigned by the representative posting same.

Any notice posted on such board not so signed or countersigned may be removed by an accredited union representative or by the employer.

DEFINITIONS.

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

- (a) in the case of a ship, inside complete tanks, chain lockers, and peaks; in bilges, under engine beds, under engine-room and stokehold floors, or under or inside boilers;
- (b) in the case of a locomotive, inside the barrels of boilers, fire-boxes, water spaces, tenders, side tanks, bunker tanks, saddle tanks, or smoke boxes;
- (c) in other cases, inside boilers, steam drums, mud drums, fire-boxes of vertical or road vehicle boilers, furnaces, flues, combustion chambers, receivers, buoys, tanks, superheaters, or economizers.

(2) "Ship repairs" means—

- (a) All repair work done on ships.
- (b) All work, other than the making of spare parts and stores, done in a workshop used for ship repairs only.
- (c) Work done in a workshop used for both ship repairing, general engineering, metal moulding, steel construction and other heavy metal fabrication on which employees are engaged both on the ship and in the workshop.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) Repetition work on any automatic, semi-automatic, or single purpose machine or any machine fitted with jigs, gauges, or other tools rendering operations mechanical (and in connexion with which he is not responsible for the setting up of the machine nor for the dimensions of the products other than by checking with gauges, which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator); or

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

(c) in specialized processes—not requiring use of hand tools except hammers, pliers, screw drivers, spanners, and files, and such tools as are necessary for deburring or removing rags or edging.

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

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage rates and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1931*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 25.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, or at Warrnambool, and within Mildura and Gippsland Districts ..	6 4 0	6 0	6 10 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne				
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne				

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1950, the amounts of the Basic Wage shall be as prescribed in clause 24.

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

MARGINAL RATES.

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

Classification.	Margins Per Week.	Wartime Loadings Per Week.
Boilermaking and steel construction section—	s. d.	s. d.
Assembler window-frame making (non-tradesman)	29 0	3 0
Attendant at small rivet heating, bolt heating or similar types of fires or furnaces	22 0	3 0
Blacksmith's striker	20 0	3 0
Blacksmith's striker on double fires and other assistant	22 0	3 0
Boiler (inside) chipper and cleaner	26 0	3 0
Boilermaker and/or structural steel tradesman	46 0	6 0
Boilersmith and/or angle iron smith	50 6	6 0
Cold saw operator	22 0	3 0
Dogman	22 0	3 0
Driller using portable machines	41 6	6 0
Driller using stationary machines	21 0	3 0
Employee assisting a ship plate bender or plate setter	22 0	3 0
Employee directly assisting an employee whose margin above the basic wage is 25s. or more	20 0	3 0
Friction saw operator	20 0	3 0
Furnaceman on heavy angle iron or heavy plate	28 0	3 0
Furnaceman's assistant	20 0	3 0
Holder-up	22 0	3 0
Machinist—		
1st class	46 0	6 0
2nd class	33 0	4 0
3rd class	25 0	3 0
Machinist, steel construction—		
1st class	27 0	3 0
2nd class	21 0	3 0
Marker-off (a tradesman the greater part of whose time is occupied in marking off and/or template making)	52 0	6 0
Painter of ironwork using spray	21 0	3 0
Painter of ironwork (other than ship painter) using brush	20 0	3 0
Plate setter and frame bender	49 0	6 0
Press and block hand assisting a boiler or angle ironsmith	22 0	3 0
Process worker	19 0	3 0
Rigger and/or splicer	26 0	3 0
Rivet heater	22 0	3 0
Welder—		
1st class (other than when using Cutler machine)	50 6	6 0
1st class (using Cutler machine)	35 0	4 0
2nd class	25 0	3 0
3rd class	21 0	3 0
Welder—tack	23 0	3 0
Other employees with not less than three months' experience in the metal trades industry	6 0	3 0
Employee not elsewhere classified	Nil	3 0
Steel pipe making section—		
Assistant at ring making machines	22 0	3 0
Cement mixer	23 0	3 0
Cement liner	26 0	3 0
Cement liner operator	34 0	3 0
Employee in charge of ring making machines	26 0	3 0
Employee rounding and straightening steel pipes	25 0	3 0
Employee on tar dip and sand rolling	22 0	3 0
Faucet maker in charge of furnace	20 0	3 0
Faucet maker's assistant	22 0	3 0
Machine operator (in charge of machines)	26 0	3 0
Pipe builder	26 0	3 0

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

J. W. RYAN, Secretary.

Melbourne, 6th December, 1949.

