



# VICTORIA GOVERNMENT GAZETTE.

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[1952

Factories and Shops Acts.

## DETERMINATION OF THE NON-FERROUS METALS BOARD.

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

(b) On the 7th March, 1950, the powers of the Jewellers Board and of the Non-ferrous Metals Board were adjusted by depriving the said Non-ferrous Metals Board of the power to determine the lowest prices or rates which may be paid to any person employed in the process, trade, or business of a manufacturing jeweller at producing rods, bars, sections, angles, sheets, strips, ingots, tubes, or wire from brass, copper, or other non-ferrous metals, and conferring such power exclusively on the said Jewellers Board.

(c) Until the date of coming into operation of this Determination the wages and conditions of persons now provided for herein, were provided for in the Determination of the Engineers and Brassworkers (Unskilled) Board.

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 employed in the process, trade, or business of producing rods, bars, sections, angles, sheets, strips, ingots, tubes, or wire from brass, copper, or other non-ferrous metals;"

has made the following Determination, namely—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Adults.	Wages per Week of 40 Hours.		
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
Furnaceman—caster tilting furnace .. .. .	12 18 0	13 4 6	12 15 0
Furnaceman remelt other .. .. .	12 16 0	13 2 6	12 13 0
Assistant remelt furnaceman .. .. .	12 9 0	12 15 6	12 6 0
Leading chargemaker .. .. .	12 17 0	13 3 6	12 14 0
Chargemaker .. .. .	11 18 0	12 4 6	11 15 0
Metal sorter .. .. .	11 18 0	12 4 6	11 15 0
Bundler, baler, and/or Briquetter .. .. .	11 18 0	12 4 6	11 15 0
Press operator (Automatic with dual control) .. .. .	13 4 0	13 10 6	13 1 0
Press operator .. .. .	12 18 0	13 4 6	12 15 0
Butt handler .. .. .	11 18 0	12 4 6	11 15 0
Leader out .. .. .	11 17 0	12 3 6	11 14 0
Draw bench leading hand .. .. .	12 10 0	12 16 6	12 7 0
Draw bench operator .. .. .	11 17 0	12 3 6	11 14 0
Die attendant .. .. .	12 6 0	12 12 6	12 3 0
Pointer, Hammer, and Swager .. .. .	12 0 0	12 6 6	11 17 0
Stretcher and/or straightener .. .. .	12 0 0	12 6 6	11 17 0
Copper wire drawing machine operator .. .. .	11 18 0	12 4 6	11 15 0
Butt welder .. .. .	11 16 0	12 2 6	11 13 0
Furnaceman other .. .. .	12 12 0	12 18 6	12 9 0
Furnaceman assistant .. .. .	11 14 0	12 0 6	11 11 0
Other machine operator .. .. .	11 18 0	12 4 6	11 15 0
Machine assistant .. .. .	11 14 0	12 0 6	11 11 0
Mill assistant .. .. .	11 14 0	12 0 6	11 11 0
Examiner .. .. .	12 0 0	12 6 6	11 17 0
Pickler .. .. .	11 18 0	12 4 6	11 15 0
Weighman .. .. .	12 2 0	12 8 6	11 19 0
Sawyer .. .. .	12 2 0	12 8 6	11 19 0
Saw Sharpener .. .. .	12 4 0	12 10 6	12 1 0
Crane chaser .. .. .	11 17 0	12 3 6	11 14 0
Labourer (yard) .. .. .	11 8 0	11 14 6	11 5 0
Labourer sweeper and cleaner .. .. .	11 2 0	11 8 6	10 19 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.

**JUNIOR LABOUR.**

3. (a) Subject to the exceptions hereinafter provided, the minimum rates of wage for male juniors shall be as follows:—

**WAGES PER WEEK OF 40 HOURS.**

	Percentage of Basic Wage.	Additional Amounts.	Total Wage Payable.		
			Within 20 miles of G.P.O., Melbourne; within 10 miles of G.P.O., Geelong; at Warrambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
			Per Week.		
		<i>s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>
		<i>Foundries.</i>			
Under 16 years of age .. .. .	24	3 0	2 14 0	2 15 6	2 13 0
16 years of age .. .. .	32	4 3	3 12 0	3 14 0	3 11 0
17 years of age .. .. .	58	8 0	6 11 0	6 14 6	6 9 0
18 years of age .. .. .	73	10 0	8 5 0	8 9 6	8 2 6
19 years of age and over .. .. .	88	11 6	9 18 0	10 4 0	9 15 6
		<i>Elsewhere.</i>			
Under 16 years of age .. .. .	24	2 0	2 13 0	2 14 6	2 12 0
16 years of age .. .. .	34	3 0	3 15 0	3 17 6	3 14 0
17 years of age .. .. .	46	4 0	5 1 6	5 4 6	5 0 0
18 years of age .. .. .	58	5 0	6 8 0	6 11 6	6 6 0
19 years of age .. .. .	73	6 0	8 1 0	8 5 6	7 18 6
20 years of age .. .. .	88	7 0	9 13 6	9 19 6	9 11 0

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.

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

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

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

*Prohibited Occupations.*

(c) Junior employees 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
- (ii) if under 18 years as furnacemen or assistants to furnacemen; or
- (iii) if under 18 years as a roller or an extrusion press operator.

Clauses, other than clauses 2 and 3, of the said Determination shall remain in force.

**SPECIAL RATES.**

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

*Wet Places.*

(a) An employee working in any place where his clothing or boots become saturated, whether by water, oil, or otherwise, shall be paid 4d. 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.

*Confined Spaces.*

(b) Working in confined space (as defined)—6d. per hour extra.

*Hot Places.*

(c) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 4d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 6d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

*Dirty Work.*

(d) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature—4d. 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.

*Special Rates not Cumulative.*

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

*Rates not Subject to Penalty Additions.*

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

## HOURS OF WORK.

*Day Workers.*

5. (a) 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.

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.

## EMERGENCY PROVISIONS.

5. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Friday from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work or day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

(4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

(iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
  - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
  - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

## SHIFT WORK.

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

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

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

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

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

*Hours—Continuous Work Shifts.*

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

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any one day; nor
- (ii) 48 in any one week; nor
- (iii) 88 in 14 consecutive days; nor
- (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 8 hours, inclusive of crib time;
- (ii) except at the regular change-over of shifts an employee shall not be required to work more than one shift in each 24 hours;
- (iii) twenty minutes shall be allowed to shift workers each shift for crib, which shall be counted as time worked.

*Hours—Other Than Continuous Work.*

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

- (i) 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 14 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than 6 shifts in any week.
- (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 6 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 12 (b) hereof.

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

*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 9 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Where shifts fall partly on a holiday that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

*Junior Employees.*

(i) Juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. 6d. per shift whichever is the higher.

**MIXED FUNCTIONS.**

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

**OVERTIME.**

8. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work; provided that in the case of an apprentice or a junior the rate for overtime shall be not less than the rate herein prescribed or 2s. 3d. 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 work 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 proscribed whenever instructed to do so for the purpose of making good breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

*Crib Time.*

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

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

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

*Tea Money.*

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 4s., and 2s. 8d. 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.

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

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

(b) Except as provided in sub-clause (h) of clause (6) 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 continuous such work, shall on being relieved from duty be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

(d) Employees, other than on shift or engaged in maintaining the continuity of electric light and power, required to work on Sundays or public holidays shall be paid for a minimum of three hours work.

(e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

## EXTRA RATES NOT CUMULATIVE.

10. Extra rates in this Determination, except rates prescribed in clause 4, are not cumulative so as to exceed the maximum of double the ordinary rates.

## PAYMENT OF WAGES.

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

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

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

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

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

## CONTRACT OF EMPLOYMENT.

*Weekly Employment.*

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

(b) Employment shall be terminated by a week's notice on either side given at any time during the week, or by the payment or forfeiture of a week's wages, as the case may be. This shall not affect the right of the employer to dismiss any 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. Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

*Casual Employment.*

(c) 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.*

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

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

## SICK LEAVE.

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

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

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

(iii) He shall prove to the satisfaction of his employer 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.

*Attendance at Hospital, &c.*

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

**ANNUAL HOLIDAY.**

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

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

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

*Drinking Water.*

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

*First-Aid Outfit.*

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

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

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

*Lockers.*

(iv) An employer shall at some reasonable convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employee's clothes.

*Showers.*

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

*Washing and Sanitary Conveniences.*

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

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

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

*Goggles.*

(ii) 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.

*Tools.*

(iii) 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.

*Dressing Castings.*

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

*Ladles.*

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

(ii) Where molten metal is carried in ladles by hand the weight of molten metal shall not exceed:—  
Single-handed ladles—80 lb., including the weight of the ladle.  
Other ladles—½ cwt. per man.

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

**Ventilation.**

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

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

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

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

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

**SHOP STEWARDS.**

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

**RIGHT OF ENTRY OF UNION OFFICIALS.**

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

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

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.

(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 or State secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

This is to certify that of the abovenamed organization.  (SEAL) Specimen signature of holder.	(Name of organization.)	is a duly accredited representative  General } State } Secretary. Date
---	-------------------------	--

Strictly not transferable.

**TIME AND WAGES BOOK.**

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

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

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

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

**NOTICE BOARD.**

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

**DEFINITIONS.**

20. "Confined Space" means a compartment, space, or place, the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation.

"Sunday" means all time between midnight Saturday and midnight Sunday.

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

"Furnace man" 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.

**PERIODICAL ADJUSTMENT OF WAGES.**

21. The wages rates set out in clause 2 are based upon the following basic wage rates and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 22.



*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Victoria— Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, at Warrnambool, and within Mildura and Gippsland Districts . . . . . Yallourn—6s. 6d. in excess of basic wage for Melbourne. Elsewhere—3s. less than the contemporaneous basic wage for Melbourne	£ s. d. 10 12 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

22. (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 August, 1952, the amount of the basic wage shall be as prescribed in clause 21.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 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.

23. In addition to the basic wage provided in clause 21, the margins set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margins Per Week.
	s. d.
Furnaceman—caster tilting furnace .. .. .	46 0
Furnaceman remelt other .. .. .	44 0
Assistant remelt furnaceman .. .. .	37 0
Leading chargemaker .. .. .	45 0
Chargemaker .. .. .	26 0
Metal sorter .. .. .	26 0
Bundler, baler, and/or briquetter .. .. .	26 0
Press operator (Automatic with dual control) .. .. .	52 0
Press operator .. .. .	46 0
Butt handler .. .. .	26 0
Leader out .. .. .	25 0
Draw bench leading hand .. .. .	38 0
Draw bench operator .. .. .	25 0
Die attendant .. .. .	34 0
Pointer, hammer, and swager .. .. .	28 0
Stretcher and/or straightener .. .. .	28 0
Copper wire drawing machine operator .. .. .	26 0
Butt welder .. .. .	24 0
Furnaceman other .. .. .	40 0
Furnaceman assistant .. .. .	22 0
Other machine operator .. .. .	26 0
Machine assistant .. .. .	22 0
Mill assistant .. .. .	22 0
Examiner .. .. .	28 0
Pickler .. .. .	26 0
Weighman .. .. .	30 0
Sawyer .. .. .	30 0
Saw sharpener .. .. .	32 0
Crane chaser .. .. .	25 0
Labourer (Yard) .. .. .	16 0
Labourer sweeper and cleaner .. .. .	10 0

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

J. W. RYAN, Secretary.

Melbourne, 8th May, 1952.





# VICTORIA GOVERNMENT GAZETTE.

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No. 513]

FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

## DETERMINATION OF THE NAIL MAKERS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which now has the power to determine the lowest prices or rates which may be paid to any person (including storemen, packers, and sorters) employed in the process, trade, or business of—

- |  |  |
|--|--|
| (a) making nails;                        | (c) galvanizing;   |
| (b) weaving wire netting or barbed wire; | (d) drawing wire (other than from brass, copper, or other non-ferrous metals); |

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

Classification.	s. d.	
	s.	d.
Nail or tack tool maker .. .. .	249	0
Nail or tack machinist .. .. .	240	0
Assistant to nail or tack machinist .. .. .	235	0
Roofing nail heading machinist .. .. .	240	0
Barbed wire tool maker or machinist .. .. .	240	0
Assistant to barbed wire machinist .. .. .	235	0
Clipper or tier-up on concertina barbed wire .. .. .	234	0
Rumbler .. .. .	234	0
Galvanizer .. .. .	245	0
Pickler—Head, or where only one pickler is employed .. .. .	239	0
Assistant pickler .. .. .	233	0
Assistant working over metal pot .. .. .	239	0
Swinger .. .. .	231	0
Wire-drawing plate setter .. .. .	238	0
Wire-drawing block operator .. .. .	234	0
Tack Inspector .. .. .	234	0
Storeman, packer, or sorter .. .. .	239	6
Other employees with not less than three months' experience in the metal trades industry .. .. .	221	0
All others .. .. .	215	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.

### APPRENTICESHIP.

#### Work to be Taught.

3. (a) An apprentice shall be taught the work of each of the following occupations:—

- (1) Tool making;
- (2) Setting-up; and
- (3) Machining.

*Contract of Apprenticeship.*

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

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

*Cancellation or Suspension of Indenture.*

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

*Proportion.*

(d) (i) The proportion of apprentices who may be taken by an employer shall be one to every three or fraction of three 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 tradesmen.

(ii) An employer specially qualified to teach apprentices may, with the consent of the Secretary for Labour, on the recommendation of the Wages Board, employ a greater proportion of apprentices to tradesmen than hereinbefore specified.

Until further order, apprentices so taken shall not be counted in future calculations of the proportion of apprentices to tradesmen authorized by this Determination.

*Period of Apprenticeship.*

If an apprentice is under the age of 16 years 6 months at the time of commencing—5 years; if 16 years and 6 months or over—4 years.

*Probationary Period.*

(e) Minors may be taken on probation for three months and if apprenticed such three months shall count as part of their period of apprenticeship.

*Wages.*

(f) The minimum weekly rates of wages for apprentices shall be the undermentioned percentages of the contemporaneous basic wage prescribed for the area in which they are employed, and in all contracts of apprenticeship hereafter made the employer shall covenant to pay wages of not less than such rates:—

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

(g) *Wages per Week of 40 Hours.*

		Percentage of Basic Wage.	Total Wage Payable
<i>Four and Five-year Terms.</i>			
		Per Week.	Per Week.
			£ s. d.
1st year	.. .. .	32	3 8 0
2nd year	.. .. .	43	4 11 0
3rd year	.. .. .	54	5 14 6
4th year	.. .. .	83	8 16 0
5th year	.. .. .	100 + 6s.	10 18 0
<i>Four-year Terms.—Apprentice commencing after the Age of 16 Years 6 Months.</i>			
1st year	.. .. .	34	3 12 0
2nd year	.. .. .	54	5 14 6
3rd year	.. .. .	83	8 16 0
4th year	.. .. .	100 + 6s.	10 18 0

Provided that subject to the sub-clause relating to lost time herein an apprentice on attaining the age of 21 years shall thereafter, until he has completed his apprenticeship, be paid the appropriate tradesman's rate as set out in clause 2.

On the expiration of his apprenticeship an employee who produces satisfactory evidence that he has satisfactorily completed the full term set out in his indentures shall, irrespective of the work on which he may be employed, receive the rate provided for a nail or tack tool maker.

*Hours.*

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

*Overtime and Shift Work.*

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

*Payment by Results.*

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

*Lost Time.*

(k) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in this Determination, or in which he has unlawfully absented himself without the master's consent shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

Provided that in calculating the extra time to be so served the apprentice shall be credited with time which he has worked during the relevant year in excess of his ordinary hours.

*Prohibition of Premiums.*

(l) 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.*

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

*Annual and Sick Leave.*

(n) Apprentices shall be entitled to sick and annual leave in accordance with the provisions of clauses 14 and 15 hereof respectively.

**FEMALES, MALE JUVENILE WORKERS, AND IMPROVERS.**

4. Female labour may be employed at sorting or packing. The minimum rates of wage for adult and junior females and for juvenile workers and improvers shall be as follows:—

*Wages per Week of 40 Hours.*

	* Percentage of Basic Wage.	Margin	Total Wage Payable.
<i>I.—Adult Females</i>			
		<i>s. d.</i>	<i>£ s. d.</i>
Under one month's experience .. .. .	75		7 19 0
All others .. .. .	75	16 0	8 15 0
When employed in a classification for which the corresponding margin in clause 23 hereof exceeds 28s. per week, but does not exceed 40s. per week—75 per centum of such margin in lieu of the 16s. herein prescribed.			
<i>II.—Junior Females.</i>			
		Additional Amount.	
17 years of age and under .. .. .	52	3 6	4 6 0
18 years of age .. .. .	62	4 0	5 2 6
19 years of age .. .. .	72	4 6	5 19 0
20 years of age .. .. .	82	5 0	6 15 6
<i>III.—Improvers and Junior Males.</i>			
Under 16 years of age .. .. .	24	2 0	2 13 0
16 years of age .. .. .	34	3 0	3 15 0
17 years of age .. .. .	46	4 0	5 1 6
18 years of age .. .. .	58	5 0	6 8 0
19 years of age .. .. .	73	6 0	8 1 0
20 years of age .. .. .	88	7 0	9 13 6

\* The percentages for junior females relate to the female Basic Wage, but in all other cases relate to the male Basic Wage.

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

The proportion of improvers who may be taken by an employer shall be one to every four or fraction of four tradesmen.

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

A female or a junior employee, who on the date of this Determination coming into force, in his or her case was entitled under the previous Determination to a rate higher than that hereby prescribed for an employee of his or her age and experience, shall be paid at not less than the rate prescribed by such previous Determination for an employee of his or her age or experience, as the case may be, until he or she completes the year or experience or of age in respect of which the last-mentioned rate is prescribed. Upon completion of such year the minimum rate of wage in his or her case shall be the rate hereby prescribed.

**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:—

*Dirty Work.*

(a) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 4d. 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.

*Wet Places.*

(b) An employee working in any place where his clothing or boots become saturated, whether by water, oil, or otherwise, shall be paid 4d. 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.*

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

*Rates not Subject to Penalty Additions.*

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

**HOURS OF WORK.**

*Day Workers.*

6. (a) 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-Day 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.

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

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

## EMERGENCY PROVISIONS.

6A. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

- (i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—
  - (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
  - (2) where an employee commences work he shall be entitled to be paid for four hours' work;
  - (3) this sub-clause shall not apply to apprentices.
- (ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—
  - (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
  - (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
  - (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

- (iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—
  - (1) for day work or day shift work—ordinary time;
  - (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
  - (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

- (4) Nothing continued in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

- (iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purposes of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power to meet the normal demands for power—
  - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
  - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

## SHIFT WORK.

*Definitions.*

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

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

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

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

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

*Hours—Continuous Work Shifts.*

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

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any one day; or
- (ii) 48 in any one week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 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 eight 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 eight consecutive hours on any shift or more than six shifts in any week.

Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.  
Except at regular change over of shifts an employee shall not be required to work more than one shift in each 24 hours.

*Rosters.*

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

*Variation by Agreement.*

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

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

*Afternoon or Night Shift Allowances.*

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

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

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

An employee who—

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

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

(f<sub>1</sub>) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

*Overtime.*

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

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter, except in each case when the time is worked—
  - (iii) by arrangement between the employees themselves;
  - (iv) for the purpose of effecting the customary rotation of shifts; or
  - (v) is due to the fact that the relief man does not come on duty at the proper time; or
  - (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 13 (b) hereof.

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

*Compulsory Overtime.*

(g<sub>1</sub>) 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 10 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Where shifts fall partly on a holiday that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

*Junior and Female Employees.*

(i) Female shift workers, apprentices or juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. 6d. per shift whichever is the higher.

**MIXED FUNCTIONS.**

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

**OVERTIME.**

9. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work. Provided that in the case of an apprentice or a junior the rate for overtime shall be not less than the rate herein prescribed or 2s. 3d. per hour, whichever is the higher.

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

*Rest Period After Overtime.*

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

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

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

*Call Back.*

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

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

*Saturday Work—Five-Days' Week.*

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

*Standing By.*

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

*Meal Hours—General.*

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

*Meal Hours—Maintenance Employees.*

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

*Crib Time.*

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

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

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

*Tea Money.*

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 4s., and 2s. 8d. 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.**

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

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

(b) Except as provided in sub-clause (h) of clause 7 an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sunday and public holidays, such double time to continue until he is relieved from duty:

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

(c) An employee, other than a casual employee, not engaged in continuous work who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work shall, on being relieved from duty be entitled to be absent until he has 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.

(e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

**EXTRA RATES NOT CUMULATIVE.**

11. 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.

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

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

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

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

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

## CONTRACT OF EMPLOYMENT.

*Weekly Employment.*

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

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

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

*Casual Employment.*

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

*Late Comers.*

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

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

## SICK LEAVE.

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

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

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

(iii) He shall prove to the satisfaction of his employer 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.

*Attendance at Hospital, &c.*

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

## ANNUAL HOLIDAY.

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

## MISCELLANEOUS.

*Accommodation and Conveniences.**Boiling Water.*

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

*Drinking Water*

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

*First-Aid Outfit.*

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

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

Articles.	Quantities to be kept in Ambulance Chest.
Antiseptic solution .. .. .	1 bottle
Bandages, cotton and gauze .. .. .	1 dozen assorted sizes
Castor oil .. .. .	2 oz.
Iodine, tincture of .. .. .	2' oz.
Manual, first-aid .. .. .	1
Petroleum, carbolized .. .. .	1 jar
Picric acid solution, made according to the following recipe or prescription:— 1½ teaspoonful of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water ..	1 pint
Pins, safety .. .. .	1 packet
Sal volatile .. .. .	6 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.

*Washing and Sanitary Conveniences.*

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

*Clothing, Equipment, and Tools.*

*Damage to Clothing and Tools.*

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

*Goggles.*

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

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

*Protective Clothing—Galvanizing, &c.*

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

*Tools.*

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

*Females—Rest Period and Seats.*

(c) Female employees shall be allowed a rest period of not less than ten minutes during each day or shift, to be taken during the first or second half of the day or shift as may be decided by a majority of the female employees in a shop.

When requested by employees and where practicable suitable seats shall be provided by the employer for female employees.

*Ventilation.*

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

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

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

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

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

**SHOP STEWARDS.**

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

## RIGHT OF ENTRY OF UNION OFFICIALS.

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

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

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.

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

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

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

(Name of organization.)

This is to certify that \_\_\_\_\_ is a duly accredited representative of the abovenamed organization.

General Secretary.

(SEAL)

Date—

Specimen signature of holder—

Strictly not transferable.

## TIME AND WAGES BOOK.

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

(b) The time occupied by an employee in filling in any time record or cards or in 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.

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

## GENERAL DEFINITIONS.

21. For the purposes of this Determination the following definitions shall apply:—

"Sunday" means all time between midnight Saturday and midnight Sunday.

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

"Nail or tack tool maker" means an employee who makes and fits all tools used in nail, staple, or tack making machines.

"Nail or tack machinist" means an adult employee who is in charge of and sets up machines to produce the various types of nails and/or tacks. He is also responsible for the quality of the product.

"Assistant to nail or tack machinist" is one who brings up wire to machines, and assists machinist in feeding machines and removing finished products.

"Barbed wire tool maker or machinist" means an employee who makes, grinds, and fits tools used in, and is in charge of barbed wire making machines. He is also responsible for the quality of the product.

"Assistant to barbed wire machinist" is one who feeds material and spools into barbed wire machines, stands by, adjusts tension, cuts off and removes finished products.

"Tradesman" is a person employed as a toolmaker and/or a setter-up and/or a machinist, receiving not less than the appropriate rate set out in clause 2.

"Improver" is any junior employee other than an apprentice or a juvenile worker as defined.

"Juvenile worker" means a male person under 21 years of age (other than an apprentice or an improver) employed in assisting rumbler, sawdusting, filling ladles, washing, scrubbing, drying, brushing off, sorting, packing, watching nail machines or barbed wire machines, wiring nail machines or barbed wire machines, watching and feeding tack machines, attending nail-rolling machines, attending horseshoe nail-heading machines, attending horseshoe nail-pointing machines, attending roofing nail-heading machines.

PERIODICAL ADJUSTMENT OF WAGES.

22. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 23.

*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria .. .. .	10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in August, 1952, the amount of the basic wage shall be as prescribed in clause 22.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach '5 or more the basic wage shall be taken to the next higher shilling.

*Marginal Rates.*

In addition to the basic wage provided in clause 22 the margins set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margin per Week.
	s. d.
Nail or tack tool maker .. .. .	37 0
Nail or tack machinist .. .. .	28 0
Assistant to nail or tack machinist .. .. .	23 0
Roofing nail heading machinist .. .. .	28 0
Barbed wire tool maker or machinist .. .. .	28 0
Assistant to barbed wire machinist .. .. .	23 0
Clipper or tier-up on concertina barbed wire .. .. .	22 0
Rumbler .. .. .	22 0
Galvanizer .. .. .	33 0
Pickler—Head, or where only one pickler is employed .. .. .	27 0
Assistant pickler .. .. .	21 0
Assistant working over metal pot .. .. .	27 0
Swinger .. .. .	19 0
Wire drawing plate setter .. .. .	26 0
Wire drawing block operator .. .. .	22 0
Tack Inspector .. .. .	22 0
Storeman, packer, or sorter .. .. .	27 6
Other employees with not less than three months' experience in the metal trades industry .. .. .	9 0
All others .. .. .	3 0

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

J. W. RYAN, Secretary.

Melbourne, 7th May, 1952.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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No. 514]

FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

## DETERMINATION OF THE ENGRAVERS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of an engraver or die-sinker, or the process, trade, business, or occupation of making (but not enamelling) metal badges", has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

Apprentices or Improvers.					Improvers.	PROPORTION (IN ANY PLACE).
Apprentices.				Improvers.		
Commencing Age.			Improvers.			
Under 16 Years.	16 or 17 Years.	Over 17 Years.				
<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		
1st year's experience ..	55 0	72 0	91 0	63 6	<p>One apprentice to every three or fraction of three workers engaged in any one of the following trades or occupations:— Die sinking by hand, engraver by hand, engraver-copper-plate, steel stamp cutter, badge tool maker.</p>	
2nd year's experience ..	82 6	102 0	127 0	95 6		
3rd year's experience ..	110 0	138 0	174 0	121 0		
4th year's experience ..	146 6	182 6	225 0	161 0		
5th year's experience ..	182 6	225 0	..	193 0		
6th year's experience ..	225 0	..	..	231 6		
An employee who has completed his indenture shall be entitled to be paid the adult rate prescribed for the appropriate classification.					<p>One improver to every four workers receiving not less than the rate prescribed for the classification "Engravers by hand".</p>	
<p>Juvenile Workers, i.e., persons under 21 years of age (other than apprentices or improvers); cleaning, cutting out blanks, dipping, numbering, saw piercing, polishing, sand blasting, waxing, pinning up, soldering, or press working.</p>					<p>Other Employees.</p>	
				<i>s. d.</i>		<i>s. d.</i>
Under 16 years of age ..	..	..	..	55 0	Die Sinker, by hand and/or by machine ..	277 0
16 years of age ..	..	..	..	70 0	Badge Toolmaker ..	255 0
17 years of age ..	..	..	..	87 0	Steel Stamp Cutter ..	265 0
18 years of age ..	..	..	..	118 0	Engravers by hand ..	260 0
19 years of age ..	..	..	..	146 6	Engravers, copperplate ..	260 0
20 years of age ..	..	..	..	182 6	Pantagraph Operator (other than die sinking or steel stamp cutting) ..	249 0
					Stencil Plate Cutter ..	239 0
					Drop Hammer Stamper who sets dies and makes force ..	236 0
					Press Operator ..	224 0
					Other Employees with not less than three months' experience in the industry ..	220 0
					All Others ..	214 0

## TIME OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
3. On the day on which the half-holiday is usually observed .. .. .	7.45 a.m.	12.30 p.m.
On the other working days of the week .. .. .	7.45 a.m.	6 p.m.

## OVERTIME.

4. (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 2s. 3d. per hour whichever is the higher.

(b) 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 4s., and 2s. 8d. 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.

*Compulsory Overtime.*

4A. An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

An employee shall not be allowed to work more than six hours continuously without a break for a meal.

## HOLIDAYS AND SUNDAY WORK.

5. Employees shall be entitled to the following public holidays without deduction of pay :—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen'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.

Where an employer is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

In any year prior to Queen's Birthday where a majority of the employees in any establishment so decides, Melbourne Cup Day may be substituted for Queen's Birthday.

Work done on Sunday or on any of the above-mentioned holidays shall be paid for at the rate of double time.

## EMPLOYMENT FOR LESS THAN FULL WEEK

6. Subject to clause 5 persons who are employed for less than 40 hours during any week shall be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

## SICK LEAVE.

7. (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 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.

*Attendance at Hospital, &c.*

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

## ANNUAL HOLIDAY.

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

DEFINITION.

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

PERIODICAL ADJUSTMENT OF WAGES.

10. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 11.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria .. .. .	10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

11. (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 August, 1952, the amount of the basic wage shall be as prescribed in clause 10.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach '5 or more the basic wage shall be taken to the next higher shilling.

In addition to the basic wage prescribed by clause 10, any adult employee of a classification specified hereunder shall be paid the margin hereinafter assigned to that classification :—

Classification.	Margin.
Die Sinker, by hand and/or by machine .. .. .	s. d. 65 0
Badge Toolmaker .. .. .	43 0
Steel Stamp Cutter .. .. .	53 0
Engravers by hand .. .. .	48 0
Engravers, copperplate .. .. .	48 0
Pantagraph Operator (other than die sinking or steel stamp cutting) .. .. .	37 0
Stencil Plate Cutter .. .. .	27 0
Drop Hammer Stamper who sets dies and makes force .. .. .	24 0
Press Operator .. .. .	22 0
Other Employees with not less than three months' experience in the industry .. .. .	8 0
All Others .. .. .	2 0

ADJUSTMENT OF JUNIOR RATES.

12. The wage rates for junior employees shall be the under-mentioned percentages of the basic wage. Such rates shall be calculated to the nearest 6d. half or less than half of 6d. to be disregarded.

Apprentices or Improvers.				Improvers.	%	
Apprentices.			%			
Commencing Age.						
Under 16 Years.	16 or 17 Years.	Over 17 Years.				
	%	%	%	%	Under 16 years of age .. .. .	26
1st year's experience ..	26	34	43	30	16 years of age .. .. .	33
2nd year's experience ..	39	48	60	45	17 years of age .. .. .	41
3rd year's experience ..	52	65	82	57	18 years of age .. .. .	56
4th year's experience ..	69	86	100 + 13s.	76	19 years of age .. .. .	69
5th year's experience ..	86	100 + 13s.	..	91	20 years of age .. .. .	86
6th year's experience ..	100 + 13s.	..	..	100 + 19s. 6d.		

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

Melbourne, 6th May, 1952.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author provides a detailed breakdown of the company's revenue for the quarter. It includes a table showing sales from different regions and product lines. The data indicates a steady increase in sales, particularly in the electronics department.

The third section focuses on the company's financial health. It analyzes the profit margins and identifies areas where costs can be reduced. The author suggests implementing a new inventory management system to minimize waste and improve efficiency.

Finally, the document concludes with a summary of the key findings and recommendations. It stresses the need for continuous monitoring and reporting to ensure the company remains on track with its financial goals.

The following table provides a summary of the quarterly financial performance:

Category	Q1 Revenue	Q1 Expenses	Q1 Profit
Total Revenue	\$1,200,000	\$800,000	\$400,000
Total Expenses	\$800,000	\$600,000	\$200,000
Net Profit	\$400,000	\$200,000	\$200,000

The data shows that while revenue has increased, expenses have also risen significantly. This highlights the need for more stringent cost control measures, particularly in the areas of marketing and R&D.

In conclusion, the company's financial performance is mixed. While there is potential for growth, it is essential to address the rising costs and improve operational efficiency. The recommendations provided are intended to guide the management team in making informed decisions for the future.





# VICTORIA GOVERNMENT GAZETTE:

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No. 515]

FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

## DETERMINATION OF THE SCIENTIFIC AND TECHNICAL WORKERS' BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board, appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons subject to the jurisdiction of any Wages Board heretofore appointed or persons employed in hospitals, and in health and educational institutions) employed:—

(1) in the conducting of—

(a) analytical, investigational, developmental, experimental, or research work of a technical nature in connexion with chemical, bio-chemical, physical chemical, bacteriological, physics, physical testing, or metallurgical processes;

(b) investigational, developmental, experimental, research, or technical control work in manufacturing or pilot plants;

but not including:—

(a) persons engaged in—

(i) the planning or designing of chemical, bio-chemical, physical chemical, bacteriological, physics, physical testing, or metallurgical processes;

(ii) the administration of the control of chemical, bio-chemical, physical chemical, bacteriological, physics, physical testing, or metallurgical processes used in the course of manufacture;

(iii) the planning of research or investigational work.

(b) persons employed as foremen, charge hands, leading hands, and process workers on a manufacturing plant.

(2) in assisting in the operations set out in paragraph (1) hereof by—

(a) the preparation or care of apparatus or materials;

(b) the recording or tabulating of results;

(c) any other means",

has made the following determination, viz.:—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

### WAGES PER WEEK OF 40 HOURS.

2. (a)

#### Trainees.

Age.	* Percentage of Basic Wage.	Weekly Wage.	
		Male.	Female.
16 years .. .. .	45	£ s. d. 4 14 6	£ s. d. 3 11 6
17 years .. .. .	60	6 7 0	4 15 6
18 years .. .. .	75	7 19 0	5 19 0
19 years .. .. .	90	9 11 0	7 3 0
20 years .. .. .	100 plus 5s.	10 17 0	8 4 0
21 years .. .. .	100 plus 27s. 6d.	11 19 6	9 6 6
22 years .. .. .	100 plus 42s. 6d.	12 14 6	10 1 6
23 years or over ..	100 plus 57s. 6d.	13 9 6	10 16 6

\* The percentages set out in the case of male trainees are related to the male basic wage, and in the case of female trainees to the female basic wage.

Proportion.—The proportion of trainees in any establishment shall not exceed one trainee to every three or fraction of three chemists who are at least graduate chemists.

Notwithstanding anything contained in this Determination, any person who on the 1st November, 1951 was employed and whose engagement or continued employment as a trainee, is by this Determination forbidden, shall be entitled to be employed, and shall be paid the scale of wages prescribed for a trainee of like age.

No. 515.—5320/52.—PRICE 6D.

## WAGES PER WEEK OF 40 HOURS.

(b) *Female Technical Assistants.*

Age.	Percentage of Female Basic Wage.	Weekly Wage.
		£ s. d.
16 years .. .. .	45	3 11 6
17 years .. .. .	60	4 15 6
18 years .. .. .	75	5 19 0
19 years .. .. .	90	7 3 0
20 years .. .. .	100 plus 5s.	8 4 0
21 years or over .. .. .	100 plus 27s. 6d.	9 6 6

(c) *Other Employees.*

	Weekly Wage.	
	Male.	Female.
	£ s. d.	£ s. d.
(i) Graduate chemist (as defined)—		
1st year of experience as such .. .. .	14 2 0	11 9 0
Thereafter .. .. .	14 17 0	12 4 0
(ii) Qualified chemist (as defined)—		
1st year of experience as such .. .. .	15 12 0	12 19 0
Thereafter .. .. .	16 7 0	13 14 0
(iii) Adult male technical assistant (as defined) .. .. .	12 15 0	

## HOURS OF WORK.

*Day Workers.*

3. (a) 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 four hours; or five days (Monday to Friday inclusive) of eight 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.

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

(b) *Five Day Week.*—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.

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

(d) Provided that where at the date of coming into operation of this Determination the starting time of an employee is later than that generally observed in the industry, such starting time shall continue until such time as a fortnight's notice is given by the employer for an alteration in such starting time.

## SHIFT WORK.

*Definitions.*

4. (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 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 day; nor
- (ii) 48 in any one week; nor
- (iii) 88 in 14 consecutive days; nor
- (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 eight hours on Monday to Friday inclusive or five shifts of not more than eight hours and one shift (Saturday) of not more than four hours, or
- (ii) 80 in 14 consecutive days in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

- (iii) 120 in 21 consecutive days in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer.

An employee shall not be required to work for more than six hours without a break for a meal.

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

*Rosters.*

- (d) Shift rosters shall specify the commencing and finishing time 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 employees' representative in that establishment 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 rate 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 rate 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 establishment or for at least six successive afternoons or nights in a six day establishment 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.

(g) 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 shall be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

*Overtime.*

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

- (i) if employed on continuous work to 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 5 (b) hereof.

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

*Sundays and Holidays.*

(i) Shift workers on continuous 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 7 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.

*Compulsory Overtime.*

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

**CONTRACT OF EMPLOYMENT.**

*Fortnightly Employment.*

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

(b) Employment shall be terminated by a fortnight's notice on either side given at any time during the fortnight or by payment or forfeiture of a fortnight'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 be reasonably held responsible.

(c) An employee not attending for duty shall, except as provided by clause 8 hereof, lose his pay for the actual time for such non-attendance.

*Casual Employment.*

(d) A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs, plus 12½ 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.

*OVERTIME.*

6. (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.

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 times occurring during such absence.

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

*Call Back.*

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

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

*Saturday Work—Five Day Week.*

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

*Standing By.*

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

*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.

*Crib Time.*

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

Provided that where a day worker on a five day week is required to work overtime on a Saturday the first prescribed crib time shall if occurring between 10 a.m. and 2 p.m. be paid at ordinary rates.

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

*Tea Money.*

(h) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 3s. 6d. and 2s. 6d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their work places who can reasonably return home for meals.

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

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

*Transport of Employees.*

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

*Compulsory Overtime.*

(j) 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.*

7. (a) Employees shall be entitled to the following public holidays without loss of pay as regards employees on fortnightly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Labour Day, Anzac Day, Christmas Day, Boxing Day, and 13th November, 1951, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

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

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

(c) An employee, other than a casual employee, not engaged on 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.

#### SICK LEAVE.

8. (a) An employee on fortnightly 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 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 the following:—
  - (a) during the first year 3½ hours of working time for each completed month of service;
  - (b) 40 hours for each subsequent year.

#### 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 practitioners', opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

#### Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year.

#### 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 worker's 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.

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

In addition to the above, Chemists, Adult Trainees (that is, Trainees 21 years of age or over), and seven-day shift workers (that is, shift workers who are rostered to work regularly on Sundays and holidays) shall be allowed for each twelve-monthly qualifying period one week's leave, including non-working days.

Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a Chemist, Adult Trainee or seven-day shift worker, he shall be entitled to have the period of two weeks' annual leave prescribed by the said Act increased by 3½ hours for each completed month he is continuously engaged as aforesaid.

If in any twelve-monthly qualifying period a Chemist, Adult Trainee or seven-day shift worker lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be paid in addition to all other amounts (including any payment in lieu of annual leave as prescribed above) due to him an amount equal to 1/50th of his ordinary pay for the period of employment as a Chemist, Adult Trainee or seven-day shift worker.

#### FARES, TRAVELLING EXPENSES AND TRAVELLING TIME.

10. (a) If an employee be directed to work at a place other than his usual place of employment, all fares necessarily incurred by him each day in excess of the normal fares of travelling from his home to his usual place of employment and return shall be paid by the employer.

(b) If an employee be directed to work at a place other than his usual place of employment the fares which shall be payable under this clause shall be such as to enable him to travel first class, where available.

(c) If an employee be directed to work at a place other than his usual place of employment, all time occupied by him on any day in travelling which is in excess of the time normally occupied by him in travelling when working at his usual place of employment, shall be deemed to be working time and shall be paid for at the appropriate rate prescribed by this Determination for the day on which, and the hour at which, he travels for a period up to four weeks.

(d) Except as provided in sub-clause (e) hereof, an employee directed to work at a place away from his usual place of work which involves sleeping away from his usual place of residence shall be paid all reasonable expenses incurred.

(e) If an employee be directed by his employer to an altered permanent locality of work which necessitates the employee changing his place of residence, the employer shall pay for all first class travelling, temporary lodging and the transporting of the employee's family and effects from his then place of residence to his new place of residence. If the employee be not dismissed for misconduct or does not resign within twelve months of reaching such work, the employer shall pay first class travelling expenses for the employee's family and the expenses of transporting his effects back to his former place of residence.

(f) When an employee with the agreement of his employer uses his own motor car in the course of his employment the employer shall reimburse him at the rate of ninepence per mile travelled for the first three thousand miles in any one calendar year, and for mileage in excess of this at the rate of sixpence per mile. In the case of a motor cycle the payments shall be fivepence and threepence respectively.

#### MISCELLANEOUS.

11. (a) Every laboratory shall be equipped with adequate fume cupboards where necessary, fire-fighting equipment, and any special equipment or rooms essential to the safe handling of any chemical or process.

(b) Where an employee is required to work in abnormal conditions, the employer shall take all reasonable precautions to ensure that the employee will work under conditions of the maximum possible comfort and safety, and shall provide suitable protective clothing (e.g., overalls, boots gloves, &c.) and shall be responsible for its laundering at satisfactory regular intervals.

(c) Oilskins or other protective clothing shall be supplied to employees required to work in the open in wet weather.

## EMPLOYMENT OF FEMALES.

12. (a) A female employee shall not be prejudiced in her employment by reason of her being married or about to be married.

(b) The employer shall provide a rest room for the use of female employees, and such room shall contain at least two articles of furniture on which employees may lie down, and an adequate supply of blankets. This rest room shall be comfortable, quiet and clean, and adequately lit. In cold weather adequate heating shall be provided.

(c) No female employee shall be required to work overtime without adequate protection satisfactory to such employee being provided by the employer except in a case where another female is present during such overtime.

## EQUIPMENT AND ACCOMMODATION.

13. (a) The employer shall provide his employees with all the necessary scientific apparatus, equipment, tools, instruments, stationery and furniture necessary for the carrying out of their work.

(b) The employer, where practicable, shall provide employees with an adequate lunch room in which food warmers and boiling water for the brewing of tea shall be available when hot meals are not provided.

(c) The employer shall provide in easily available locations first-aid equipment adequate for the nature of the employees' work, and shall maintain it in a satisfactory condition.

(d) Laboratory coats or smocks, laundered at the employer's expense, shall be provided to all employees who request them, and uniforms shall be provided to all employees required to wear them. These garments shall remain the property of the employer.

## REST PAUSE.

14. A rest pause of ten minutes either forenoon or afternoon, Monday to Friday inclusive, shall be allowed each employee at a time mutually arranged between the employer and his employees. Such rest pause shall be counted as time worked and shall be paid as such.

## TRAINEES.

15. The conditions of employment of trainees shall be the same as those for other employees except—

(a) The course of study for each year shall be mutually agreed between the employer and trainee so that the maximum attendance at the approved educational institution (as defined) shall not exceed three nights per week of two hours' lecture or three hours' practical work each. All other time necessary for attendance at the approved educational institution to permit compliance with the syllabus thereat shall be allowed off during the day without loss of pay. In the event of disagreement between the employer and trainee regarding the course of study for any year, the recommendation of the educational institution shall be accepted.

(b) A trainee who in accordance with the foregoing sub-clause attends not less than 80 per cent. of the maximum possible attendances in the above course in any one year and passes the annual examinations in that year or if there is no examination receives a satisfactory report, shall be reimbursed by his employer all fees paid by him in accordance with the above course during that year.

(c) The employer shall endeavour to see that any trainee shall not be obliged to work overtime when it interferes with his studies.

(d) No trainee shall be employed on shift work except at his own request during academic vacations.

(e) Any trainee shall be allowed reasonable leave of absence without loss of pay for the purpose of sitting for examination in any subject or subjects being studied for the year.

## SHOP STEWARDS.

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

## RIGHT OF ENTRY OF UNION OFFICIALS.

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

(i) that he produces his authority to the gatekeeper or such other person as may be appointed by the employer;

(ii) that he interviews employees only at places where they are taking their meal;

(iii) that not more than one representative of each of not more than three unions be on the premises at any one time;

(iv) that no one representative visit the premises more than once in each week;

(v) that if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.

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.

(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 establishment 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 establishment;

(iv) that he conducts himself properly.

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

(Name of organization.)

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

(SEAL).

General Secretary.

Specimen signature of holder

Strictly not transferable.

Date.

## TIME AND WAGES BOOK.

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

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

(c) The time and wages record shall be open for inspection to a duly accredited union official during the usual office hours at the employer's office or other convenient place. Provided that an inspection shall not be demanded unless the secretary of the union or the district secretary or organiser 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.

#### MEAL INTERVAL.

19. No employee on day work shall be required to work for a longer period than five hours without an interval of at least half an hour for a meal.

#### PAYMENT OF WAGES.

20. (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 the pay period.

(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 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.

#### DEFINITIONS.

21. "Trainees".—A trainee shall be any employee who is undertaking an approved course of study relevant to the employer's business at an approved educational institution as set out in clause 22.

"Technical Assistant".—Technical assistant shall mean and include an adult employee who does not possess adequate academic qualifications engaged in the carrying out in a laboratory of routine simple testing, and/or in routine technical work (not requiring such qualifications for its proper execution) as prescribed in Section (2) of the powers of the Board as set out in the preamble to this Determination.

"Graduate Chemist".—Graduate chemist shall mean and include an employee engaged under supervision and without supervisory responsibilities (other than over three technical assistants) in conducting routine chemical work as defined in Section 1, (a) and/or (b) of the powers of the Board as set out in the preamble to this Determination, requiring adequate academic qualification for its proper execution, and who has satisfactorily completed an approved course of study at one of the approved training institutions as set out in clause 22.

"Qualified Chemist".—Qualified chemist shall mean and include an employee engaged under supervision and without supervisory responsibilities (other than over three technical assistants) in conducting routine chemical work as defined in Section 1, (a) and/or (b) of the powers of the Board as set out in the preamble to this Determination, requiring adequate academic qualifications for its proper execution and who—

- (a) (i) holds or is qualified to hold a Master's degree in the School of Chemistry of a University as set out in clause 22. Provided that the course has included at least five years' systematic study of chemistry, including inorganic, organic and physical; or
- (ii) holds or is qualified to hold a Master's or Bachelor's degree with first or second class honours in Chemistry in the School of Chemistry of a University as set out in clause 22. Provided that the course has included at least 4 years' systematic study of chemistry, including inorganic, organic and physical, and the employee has had not less than one year's practical experience in a laboratory or works; or
- (b) (i) holds or is qualified to hold a Bachelor's degree in the School of Chemistry of a University as set out in clause 22. Provided that the course has included at least three years' systematic study of chemistry, including inorganic, organic and physical, and the employee has had not less than two years' practical experience in a laboratory or works; or
- (ii) holds or is qualified to hold a Diploma from a recognized Technical College or Education Department and who has had not less than two years' practical experience in a laboratory or works. Provided that the Diploma shall be in one of the approved courses of study as set out in clause 22.
- (c) is an associate or fellow of the Royal Australian Chemical Institute; or

"Practical Experience" shall mean work of any kind which involves application of theoretical chemistry training of an approved course of study as set out in clause 22. Such experience may be obtained either concurrently with or after completion of the last two years of study for such course, subject to the provision that one year of such experience shall be obtained after the employee's 21st birthday.

"Adequate Academic Qualifications" means those set out in clause 22.

"Union" means—The Amalgamated Engineering Union, The Australasian Society of Engineers, and The Federation of Scientific and Technical Workers.

#### APPROVED TRAINING INSTITUTIONS AND COURSES OF STUDY.

##### VICTORIA.

##### *University of Melbourne.*

Bachelor of Science (in the School of Chemistry).  
 Diploma of Analytical Chemistry, plus Pure Mathematics I. and the reading courses in German as for Science students.  
 Bachelor of Agricultural Science, plus Chemistry III. of the University of Melbourne, or Organic Chemistry II., Physical Chemistry and Practical Chemistry III. of the Melbourne Technical College.  
 Bachelor of Metallurgical Engineering, plus additional subjects as for Bachelor of Agricultural Science.

##### *Melbourne Technical College.*

Fellowship Diploma of Applied Chemistry.  
 Associateship Diploma of Applied Chemistry.  
 Fellowship Diploma of Chemical Engineering.

##### *Education Department.*

Diploma of Applied Chemistry.

##### *Gordon Institute of Technology, Geelong.*

Diploma of Industrial Chemistry.  
 Diploma of Textile Chemistry.

##### *School of Mines and Industries, Bendigo.*

Diploma of Applied Chemistry, plus Chemistry III. and the reading course in German as for Science students of the University of Melbourne, or Organic Chemistry II., Physical Chemistry and Scientific German of the Melbourne Technical College.

*School of Mines and Industries, Ballarat.*

Diploma of Applied Chemistry, provided candidates pass Victorian Education Department's examination in Organic Chemistry II.

*Footscray Technical School.  
Swinburne Technical College.*

Diploma of Applied Chemistry.

NEW SOUTH WALES.  
*University of Sydney.*

- 22. Bachelor of Science (in the School of Chemistry).
- Bachelor of Science in Pharmaceutical Science and Analysis of Foods and Drugs, provided Chemistry I and II, together with the compulsory modified Organic Chemistry, are taken.
- Bachelor of Science in Bio-chemistry, provided Chemistry I. and II., together with the compulsory Chemistry III. (or Organic Chemistry Pure and Applied), are taken.
- Bachelor of Science in Agriculture, provided Agricultural Chemistry is taken as the special subject in the fourth year.
- Bachelor of Arts of Chemistry, provided the graduate has also passed examinations in Physics or Mathematics and one other science subject equivalent in standing to that of the first year in the Faculty of Science.

*Sydney Technical College.*

- Diploma in Chemistry.
- Diploma in Chemical Engineering.
- Diploma in Metallurgy.
- Diploma for Leather Chemists.
- Diploma in Science (Biology-Chemistry), plus Chemistry 27A and 27B.
- Diploma of Food Technology.

QUEENSLAND.  
*University of Queensland.*

- Bachelor of Science (in the School of Chemistry).
- Bachelor of Applied Science in Industrial Chemistry—also in Medical Science.
- Bachelor of Agricultural Science (including Dairy Chemistry and Technology).

*Department of Public Instruction.*

"Endorsed" Diploma in Industrial Chemistry; or ordinary Diploma in Industrial Chemistry, issued by Technical Colleges, plus Chemistry III. of the University of Queensland, English and one other language.

SOUTH AUSTRALIA.  
*University of Adelaide.*

- Bachelor of Science (in the School of Chemistry).
- Bachelor of Agricultural Science with honours (Agricultural Chemistry as major subject, including Organic Chemistry second year, theory and practical).
- Bachelor of Engineering in Metallurgy and Chemical Engineering.

*South Australian School of Mines and Industries.*

- Fellowship Diploma in Metallurgy.
- Fellowship and Associateship Diploma of Industrial Chemistry.
- Associate Diploma in Mining and Metallurgy, plus Organic Chemistry II. of the University of Adelaide and Metallurgy III. of the School of Mines.
- Associate Diploma in Primary Metallurgy.

TASMANIA.  
*University of Tasmania.*

- Bachelor of Science (in the School of Chemistry).
- Bachelor of Applied Science (Industrial Chemistry).

*Education Department.*

Diploma of Applied Chemistry.

WESTERN AUSTRALIA.  
*University of Western Australia.*

Bachelor of Science (in the School of Chemistry).

*Perth Technical College.*

Diploma in Pure Chemistry.

EXISTING PRIVILEGES.

23. Except so far as altered expressly or by necessary implication this Determination is made on the understanding that all existing privileges and conditions shall continue. No salary or wage existing at the date of coming into operation of this Determination shall be reduced merely as a consequence of this Determination.

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage, and, pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, 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.	Male Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State .. .. .	10 12 0	Melbourne

The Female Basic Wage shall be 75 per cent. of the contemporaneous Male Basic Wage calculated to the nearest 6d. half or less than half of 6d. in a result to be disregarded.



## 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 August, 1952, the amount 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 an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 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 of more the basic wage shall be taken to the next higher shilling.

(d) The wages of Trainees, and Female Technical Assistants shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

## MARGINS.

26. In addition to the basic wage, male or female, as the case may be the wage rates in clause 2 (c) contain margins as follows:—

		Margin.
		£ s. d.
(i) Graduate Chemist (as defined)—		
1st year of experience as such	.. .. .	3 10 0
Thereafter	.. .. .	4 5 0
(ii) Qualified Chemist (as defined)		
1st year of experience as such	.. .. .	5 0 0
Thereafter	.. .. .	5 15 0
(iii) Adult male technical assistant (as defined)	.. .. .	2 3 0

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

J. W. RYAN, Secretary.

Melbourne, 28th April, 1952.

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