



# VICTORIA GOVERNMENT GAZETTE.

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No. 39]

FRIDAY, FEBRUARY 4.

[1955

*Labour and Industry Act 1953.*

## DETERMINATION OF THE OPTICIANS BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act*, 1953, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person employed in manufacturing or mounting optical lenses or their frames," has made the following Determination namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a) EMPLOYEES ENGAGED IN CONNEXION WITH THE MANUFACTURE AND/OR FINAL ASSEMBLY OF SPECTACLE FRAMES.

<i>Female and Unapprenticed Junior Labour.</i>				<i>Other Employees.</i>	
(i) Subject to the exception hereinafter provided, the minimum rates of wage for adult and junior females and for unapprenticed male juniors shall be as follows:—					
	Wages Per Week.				Wages Per Week.
	Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.		
		s. d.	£ s. d.		s. d.
<i>I.—Adult Females.</i>					
Under three months' experience .. ..	75	6 0	9 1 6	Foreman i.e., man in charge of two or more employees .. ..	327 0
All others .. ..	75	7 0	9 2 6	Optical mechanic or employee engaged in the final assembling and/or adjusting and/or inspecting of spectacle frames .. ..	299 6
<i>II.—Junior Females.</i>					
	Percentage of Female Basic Wage.			Press operator (heavy) .. ..	258 0
17 years of age and under .. ..	52	3 6	4 15 0	Press operator (light) .. ..	256 0
18 years of age .. ..	62	4 0	5 13 0	Process worker (as defined) .. ..	256 0
19 years of age .. ..	72	4 6	6 11 0		
20 years of age .. ..	82	5 0	7 9 0		

EMPLOYEES ENGAGED IN CONNEXION WITH THE MANUFACTURE AND/OR FINAL ASSEMBLY OF SPECTACLE FRAMES—*continued.*

	Wages Per Week.		
	Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.
		s. d.	£ s. d.
<i>III.—Junior Males.</i>			
Under 16 years of age ..	24	2 0	2 18 0
16 years of age ..	34	3 0	4 2 6
17 years of age ..	46	4 0	5 11 6
18 years of age ..	58	5 0	7 0 6
19 years of age ..	73	6 0	8 17 0
20 years of age ..	88	7 0	10 13 0
<p>The total wage shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.</p> <p>(ii) The minimum rate payable to a junior female of any age or a junior male of eighteen years or more each with less than six months' experience under this Determination shall, until he or she has had six months' experience, be 10 per cent. less than the amount represented by the percentage of the needs basic wage hereby prescribed for a junior employee of his or her age and in addition thereto the constant loading prescribed for such an employee.</p> <p><i>Note.</i>—The Board has determined that no apprentice shall be taken to this section.</p>			

(b)

## EMPLOYEES ENGAGED ON ANY OTHER WORK COVERED BY THE DETERMINATION.

Apprentices.			Improvers.			Other Employees.	
	Percentage of Journeyman's Total Wage.	Total Wage Payable.		Percentage of Journeyman's Total Wage.	Total Wage Payable.		Wages Per Week.
		Per Week. s. d.			Per Week. s. d.		s. d.
Five Year Terms:—			1st year ..	25	75 0	Foreman, i.e., man in charge of two or more employees ..	327 0
1st year ..	25	75 0	2nd year ..	35	105 0	Optical tradesman ..	309 6
2nd year ..	35	105 0	3rd year ..	45	135 0	Optical workers and repairers ..	299 6
3rd year ..	45	135 0	4th year ..	65	194 6		
4th year ..	65	194 6	5th year ..	80	239 6		
5th year ..	80	239 6					
Four Year Terms:—			PROPORTION (in any factory, shop, or place).				
1st year ..	30	90 0	One improver to every three journeymen receiving not less than 299s. 6d. per week.				
2nd year ..	45	135 0					
3rd year ..	65	194 6					
4th year ..	80	239 6					
<p>PROPORTION (in any factory, shop, or place).</p> <p>One apprentice to every two or fraction of two workers receiving not less than 299s. 6d. per week.</p> <p>An indenture of apprenticeship prescribed was approved on 15th December, 1914.</p> <p>The total wages of apprentices and improvers shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.</p>							

## APPRENTICES.

*Period of Apprenticeship.*

3. (a) If the apprentice, when indentured, is under the age of seventeen years—5 years. If seventeen years—4 years. No person 18 years or over shall be taken as an apprentice.

*Probationary Period.*

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

*Overtime.*

- (c) No apprentice under the age of 18 years shall work overtime.

## ADDITIONAL PAYMENTS.

4. An employee shall receive, in addition to the rates prescribed 6d. for each day or portion of a day he is required to handle red optical rouge.

## HOURS OF WORK.

5. The number of hours to constitute an ordinary week's work shall be 40, to be worked in five days, Monday to Friday inclusive, of 8 hours each day between 8 a.m. and 5.30 p.m.

Provided that in retail shops the spread of hours shall be between the following times :—

Saturdays .. .. .	8 a.m. to noon.
Other days .. .. .	8 a.m. to 5.30 p.m.

## OVERTIME.

6. The following rates shall be paid :—

- (a) All work done outside the ordinary working hours fixed in clause 5, at the rate of time and a half up to 3 hours per day and double time thereafter.
- (b) All work done within the hours fixed in clause 5 in excess of 8 hours per day Monday to Friday inclusive and 4 hours on Saturday in a six day shop, at the rate of time and a half.
- (c) The spread of hours may be altered by agreement between the employer and the representative of the Union.
- (d) All work done during meal hours exceeding half an hour shall be paid for at the rate of time and a half until the employee is relieved for a meal.

## CONTRACT OF EMPLOYMENT.

7. (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. A contract for weekly employment may be terminated by the employer, without liability to pay for more than time actually worked, for misconduct on the job or for incompetence.

(c) If the contract of employment is for weekly hiring and the employee is discharged other than for reasons mentioned in sub-clause (b) hereof before completing two months' employment, the employee shall be entitled to one week's notice and his pay shall be adjusted to the hourly rate which shall be 10 per cent. more than the weekly rate as from the time of his engagement.

(d) Notwithstanding any provisions elsewhere contained herein, an employer may deduct payment for any day an employee cannot usefully be employed because of any strike, breakdown of machinery, or any stoppage of work by any clause for which the employer cannot reasonably be held responsible.

## PAYMENT FOR HOLIDAYS.

8. Employees shall be entitled to the following holidays without deduction of pay :—Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Show Day, Melbourne Cup Day (within the Metropolitan District as defined in the Labour and Industry Act), Christmas Day, Boxing Day, and New Year's Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this provision shall apply only to the day so substituted. When a holiday, except Anzac Day, falls on a non-working day the next following working day shall be granted in lieu thereof.

## ANNUAL HOLIDAY.

9. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act, 1953*, and any amendments which may be made thereto from time to time.

## SICK LEAVE.

10. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows :—

(i) During the first year—3½ hours' ordinary pay for each complete month of service.

(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st November, 1950, shall be disregarded provided that any accumulated sick leave, not exceeding 40 hours of working time, standing to the credit of any employee on the 1st November, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

## SPECIAL RATES.

11. Double time shall be the special rate for all work done on Sunday, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Show Day, Melbourne Cup Day (within the Metropolitan District as defined in the Labour and Industry Act), Christmas Day, Boxing Day, and New Year's Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above named holidays, the special rate shall be payable only for work done on the day so substituted.

## TEA MONEY.

12. When an employee works more than two hours' overtime in any one day he shall be paid 5s. meal money.

## RECOGNITION OF SHOP STEWARDS.

13. 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 Amalgamated Engineering Union 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.

14. (a) For the purpose of interviewing employees on legitimate union business a paid official of the Union shall have the right to enter employers' premises during the mid-day 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 be on the premises at any one time;
- (iv) that no one representative visit the premises more than once in each week;
- (v) that if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Chief Inspector of Factories.

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

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

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

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

(Name of Organization.)

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

General Secretary.

Date.

(SEAL)

Specimen signature of holder.

Strictly not transferable.

## FIRST AID OUTFIT.

15. 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.

## PAYMENT OF WAGES.

16. Wages shall be paid in the employer's time not later than Thursday in each week.

## WASHING TIME.

17. An employee shall be allowed a washing period of 5 minutes, which shall count as time worked, immediately prior to the mid-day meal break and on ceasing work for the day.

## DEFINITIONS.

18. "Process worker" means an employee engaged on—

- (i) repetition work on any automatic, semi-automatic or single-purpose machine or any machine fitted with jigs, gauges, or other tools rendering operations mechanical (and in connexion with which he is not responsible for the setting up of the machine, nor for the dimensions of the products other than by checking with gauges, which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator); or
- (ii) in the assembling and/or buffing of parts of mechanical appliances or other articles so made, in which no fitting or adjustment requiring skill is required; or
- (iii) in specialized processes—not requiring use of hand tools except hammers, pliers, screw-drivers, spanners and files, and such tools as are necessary for deburring or removing rags or edging.

"Optical Worker" means an employee engaged on—

- (i) lens grinding, incorporating blocking up blanks, all other grinding and polishing operations, cleaning of lenses, marking axes of fused bifocal compounds; truing of tools and routine maintenance of machinery in workshops; fitting lenses to rimless mounts, shell and/or metal frames, also repairing of frames.
- (ii) Pitch polishing to test plate standard including use of test plate, cementing, cleaning; and/or
- (iii) Blocking, grinding and machine polishing; and/or
- (iv) Hand finishing of work other than work as defined in definition of "Optical Tradesman".

"Optical Tradesman" means an employee engaged on—

- (i) grinding angles on prisms using an auto collimator or similar checking instrument;
- (ii) hand finishing of highly accurate work including localizing and figuring;
- (iii) making of test plates.

## PERIODICAL ADJUSTMENT OF WAGES.

19. The wages rates for adults set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 20. Provided that (i) the wages of adult females, junior females and junior males in clause 2 (a) shall be adjusted to accord with the percentages of the basic wage and in addition thereto the loadings specified, (ii) the wages of apprentices and improvers in clause 2 (b) shall be adjusted to accord with the percentage of the journeyman's total wage.

*Basic Wage.*

Place.	Male Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State .. .. .	11 14 0	Melbourne

The female basic wage shall be 75 per cent. of the male basic wage, calculated to the nearest sixpence, half or less than half of sixpence to be disregarded.

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February 1955, the amount of the basic wage shall be as prescribed in clause 19.

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

## MARGINS.

21. In addition to the basic wage provided in clause 19, the margins set out in this clause shall be the minimum rate payable to employees therein named.

Classification.	Margin Per Week.
	s. d.
<i>Employees engaged in connexion with the manufacture and/or final assembly of Spectacle frames.</i>	
Foreman in charge of two or more employees .. .. .	93 0
Optical mechanic or employee engaged in the final assembling and/or adjusting and/or inspecting of spectacle frames	65 6
Press operator (heavy) .. .. .	24 0
Press operator (light) .. .. .	22 0
Process Worker (as defined) .. .. .	22 0
<i>Employees engaged on any other work covered by the Determination.</i>	
Foreman in charge of two or more employees .. .. .	93 0
Optical tradesman .. .. .	75 6
Optical Workers and repairers .. .. .	65 6

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

J. V. WILLOX, *Secretary.*

Melbourne, 13th December, 1954.





# VICTORIA GOVERNMENT GAZETTE.

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No. 40]

FRIDAY, FEBRUARY 4.

[1955]

*Labour and Industry Act 1953.*

## DETERMINATION OF THE ELECTRICAL TRADE BOARD.

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

b) Electrical Fitting and/or Armature Winding, Electrical Mechanics and/or Wiring were proclaimed on 17th July, 1928, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell-street, Melbourne, C.1 (price 3d.).

(c) On 16th October, 1939, the Electrical Installation Board was deprived of the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed in any business or occupation connected with the installation of electrical fittings, appliances, motors, and heaters including the laying of wires" and such power was conferred exclusively on the Electrical Trade Board.

(d) On 16th October, 1939, the Electrical Supply Board was deprived of the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in—

(i) the generation or distribution of electricity;

(ii) the manufacture, repair, or maintenance of electrical appliances when such work is done by generators, distributors, or installers,"

and such power was conferred exclusively on the Electrical Trade Board.

IN accordance with the provisions of the *Labour and Industry Act 1953*, 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 wheresoever employed :—

(1) in any process, trade, business, or occupation connected with—

(a) the generation or distribution of electricity,

(b) the manufacture, repair, maintenance, and installation of all classes of electrical appliances, including the laying or erection of cables or wires,

(c) the manufacture of electrical globes and electrical valves;

(2) in the trade of manufacturing or preparing mica products,"

has made the following Determination, namely :—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last Determination of this Board shall be revoked and replaced by this Determination.

No. 40.—13126/54.—PRICE 6D.

2.

Adults.	Wages per Week of 40 Hours.		
	Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrambol; and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
(a) General.	£ s. d.	£ s. d.	£ s. d.
Electrician in charge of electrical supply undertaking .. .. .	17 9 0	17 15 6	17 6 0
Electrical instrument maker and/or repairer (as defined) .. .. .	16 14 0	17 0 6	16 11 0
Installation inspector and/or tender .. .. .	15 16 6	16 3 0	15 13 6
Shift electrician .. .. .	15 9 0	15 15 6	15 6 0
Refrigeration mechanic or serviceman .. .. .	15 9 0	15 15 6	15 6 0
Electrician in charge of plant and/or installation .. .. .	15 9 0	15 15 6	15 6 0
Electrical fitter and/or armature winder .. .. .	15 9 0	15 15 6	15 6 0
Battery fitter .. .. .	15 9 0	15 15 6	15 6 0
Cable jointer, on high tension (over 6,600 volts) .. .. .	15 6 6	15 13 0	15 3 6
Cable jointer, on low tension (under 6,600 volts) .. .. .	15 1 6	15 8 0	14 18 6
Cable jointer's mate .. .. .	12 17 0	13 3 6	12 14 0
Coremaker (transformers) .. .. .	13 4 0	13 10 6	13 1 0
Electrical mechanic .. .. .	15 9 0	15 15 6	15 6 0
Linesman .. .. .	14 11 6	14 18 0	14 8 6
Linesman's assistant .. .. .	12 17 0	13 3 6	12 14 0
Patrolman—			
(a) Inspecting and switching circuits, or repairing live feeders or distributors of 600 volt or over, or repairing faults on consumers' premises .. .. .	14 11 6	14 18 0	14 8 6
(b) Inspecting, switching or renewing lamps or fuses on circuits, but not repairing .. .. .	13 2 6	13 9 0	12 19 6
Meter tester (1st grade) .. .. .	14 9 0	14 15 6	14 6 0
Meter tester (2nd grade) .. .. .	13 19 0	14 5 6	13 16 0
Meter fixer .. .. .	13 19 0	14 5 6	13 16 0
Switchboard attendant .. .. .	14 7 6	14 14 0	14 4 6
Battery attendant .. .. .	12 19 0	13 5 6	12 16 0
Electrical fitter's and mechanic's assistant .. .. .	12 17 0	13 3 6	12 14 0
Process worker .. .. .	12 16 0	13 2 6	12 13 0
Other employees with not less than three months' experience in the metal trades industry .. .. .	12 3 0	12 9 6	12 0 0
Employee not elsewhere classified .. .. .	11 17 0	12 3 6	11 14 0
(b) Wet Battery Manufacturing.			
Plante assembler .. .. .	13 19 0	14 5 6	13 16 0
Battery repairer (factory) .. .. .	13 11 6	13 18 0	13 8 6
Mixing and pasting by hand .. .. .	13 6 6	13 13 0	13 3 6
Charging and moulding of grids .. .. .	13 6 6	13 13 0	13 3 6
Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery) .. .. .	13 4 0	13 10 6	13 1 0
Formation process .. .. .	12 19 0	13 5 6	12 16 0
All others in this subdivision .. .. .	12 16 0	13 2 6	12 13 0

## LEADING HANDS.

Leading hands in charge of not less than three and not more than ten employees, 15s. per week extra; more than ten and not more than twenty employees, 30s. per week extra; more than twenty employees, 45s. per week extra.

## Ship Repairing.

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

	s. d.
Tradesmen .. .. .	7 6 per week.
All other labour .. .. .	5 0 .. ..

## APPRENTICESHIP.

(Other than those covered by the Apprenticeship Commission.)

## Apprenticeship Trades.

3. (a) Minors shall not be employed in the following occupations otherwise than under a contract of apprenticeship as hereinafter provided:—

Electrical fitter and/or armature winder (except the winding of armatures by specialized processes),  
Electrical mechanic,  
Refrigeration mechanic or serviceman.

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

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

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

*Instruction in Welding.*

(d) The training of apprentices to electrical fitting shall include sufficient instruction in welding to enable them to perform the work of their trade in the shop in which they are trained.

*Proportion.*

(e) (i) An employer shall not employ apprentices in excess of the proportion hereinafter prescribed.

Subject to this sub-clause the proportion of apprentices who may be taken by an employer shall not exceed one apprentice to every three or fraction of three tradesmen in the trade concerned.

In the trade of—

Electrical mechanic,

the proportion of apprentices who may be taken by an employer shall not exceed one apprentice for every two or fraction of two tradesmen in the trade concerned.

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

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

(ii) Notwithstanding anything hereinbefore provided in the trades of—

Electrical fitter,

Electrical mechanic, and

Refrigeration mechanic or serviceman,

an employer may with the consent of an apprenticeship authority and upon satisfying that authority that he has the plant, equipment and staff necessary for the proper tuition of each apprentice concerned take apprentices in excess of the proportion herein prescribed. Until further order apprentices so taken shall not be counted in future calculations of the proportion of apprentices to journeymen authorized by the Determination.

*Period of Apprenticeship.*

(f) The periods of apprenticeship shall be as follows:—

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

*Adult Apprentices.*

(g) Any apprentice who cannot complete his full term of apprenticeship before reaching his 22nd birthday may, by agreement with his master, serve as an apprentice until he reaches the age of 23 years.

*Probationary Period.*

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

*Wages.*

(i) The minimum weekly rates of wage for apprentices shall be the 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 wages of apprentices and improvers shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

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

		Percentage of Basic Wage.	Total Wage Payable—		
			Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.F.O., Geelong; at Warrnambool; and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
<i>Four and Five-year Terms.</i>			<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year ..	.. .. .	32	3 15 0	3 17 0	3 14 0
2nd year ..	.. .. .	43	5 0 6	5 3 6	4 19 6
3rd year ..	.. .. .	54	6 6 6	6 10 0	6 4 6
4th year ..	.. .. .	83	9 14 0	9 19 6	9 11 6
5th year ..	.. .. .	100 plus 6s.	12 0 0	12 6 6	11 17 0
 <i>Four-year Term.—Apprenticeship Commencing after the Age of 17 Years.</i>					
1st year ..	.. .. .	34	3 19 6	4 2 0	3 18 6
2nd year ..	.. .. .	54	6 6 6	6 10 0	6 4 6
3rd year ..	.. .. .	83	9 14 0	9 19 6	9 11 6
4th year ..	.. .. .	100 plus 6s.	12 0 0	12 6 6	11 17 0

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

*Hours.*

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

*Overtime and Shift Work.*

(l) No apprentice under the age of 18 years shall be required to work overtime or shift work unless he so desires.

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

*Payment by Results.*

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

*Lost Time.*

(n) 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 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.*

(o) 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.*

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

*Annual and Sick Leave.*

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

**FEMALES AND UNAPPRENTICED MALE JUNIORS.**

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

*Wages per Week of 40 Hours.*

	*Percentage of Basic Wage.	Margin.	Total Wage Payable—		
			Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool; and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
<i>I.—Adult Females.</i>		<i>s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>
Under one month's experience .. .. .	75		8 15 6	9 0 6	8 13 0
All others .. .. .	75	16 0	9 11 6	9 16 6	9 9 0

When employed in a classification for which the corresponding margin in clause 26 of the Determination published in *Government Gazette*, No. 309 of the 30th April, 1954, exceeded 28s. per week, but did not exceed 40s. per week—75 per centum of the margin now prescribed for that classification in clause 26 hereof in lieu of the 16s. herein prescribed.

*II.—Junior Females.*

		Additional Amounts.			
17 years of age and under .. .. .	52	3 6	4 15 0	4 17 6	4 13 6
18 years of age .. .. .	62	4 0	5 13 0	5 16 0	5 11 6
19 years of age .. .. .	72	4 6	6 11 0	6 14 6	6 9 0
20 years of age .. .. .	82	5 0	7 9 0	7 13 0	7 7 0

*III.—Junior Males.*

Under 16 years of age .. .. .	24	2 0	2 18 0	2 19 6	2 17 6
16 years of age .. .. .	34	3 0	4 2 6	4 5 0	4 1 6
17 years of age .. .. .	46	4 0	5 11 6	5 14 6	5 10 6
18 years of age .. .. .	58	5 0	7 0 6	7 4 6	6 19 0
19 years of age .. .. .	73	6 0	8 17 0	9 1 6	8 14 6
20 years of age .. .. .	88	7 0	10 13 0	10 18 6	10 10 6

\* The percentages for junior females relate to the female basic wage, but, in all other cases, 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.

(b) The minimum rate payable to a junior female of any age or a junior male of eighteen years or more each with less than six months' experience under this Determination shall, until he or she has had six months' experience, be 10 per cent. less than the amount represented by the percentage of the 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:

*Prohibited Occupations.*

(c) Junior employees shall not be employed:—

if under the age of 16 years—

on oil or gas burners or fires used for heating of small articles; or  
using electric arc or oxy acetylene blow pipe.

## 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, improvers, and unapprenticed juniors :—

*Boiling-Down Works.*

(a) Working in boiling-down works—3d. per hour extra.

*Cold Places.*

(b) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit, 4d. per hour extra. Where the work continues for more than two hours employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

*Confined Spaces.*

(c) Working in confined space (as defined), 6d. per hour extra.

*Dirty Work.*

(d) Work, other than ship repair work, which a foreman and workman shall agree is of an unusually dirty or offensive nature, 4d. per hour extra.

Ship repair work which a foreman and workman shall agree is of an unusually dirty or offensive nature—6d. 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.

*Height Money.*

(e) Employees other than riggers and spicers engaged in the construction, erection, repair and/or maintenance as the case may be, of ships, frame buildings, bridges, gasometers, and similar structures, or other structures at a height in each case of 50 feet or more above the nearest horizontal plane shall be paid at the rate of 10s. per week extra.

*Hot Places.*

(f) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 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.

*Lead Works.*

(g) Working in lead works—3d. per hour extra.

*Meat Digestors and Oil Tanks.*

(h) Working on repairs in oil tanks or meat digestors—4d. per hour extra. Provided that if any employee is so engaged for more than half of one day or shift he shall be paid the prescribed allowance for the whole day or shift.

*Sanitary Works.*

(i) Working in sanitary works—3d. per hour extra.

*Ships Loading Bulk Wheat.*

(j) An employee working aboard a ship while bulk wheat is being loaded into the ship and he is subject to the dust arising from such loading shall be paid 6d. per hour extra while so working.

*Slag Wool.*

(k) Employees handling loose slag wool, loose insulwool or other loose material of a like nature used for providing insulation against heat, cold or noise, shall when so employed on ship construction or ship repairing or on the construction, repair or demolition of furnaces, walls, floors and/or ceilings be paid 6d. per hour extra.

*Slaughtering Yards.*

(l) Working in slaughtering yards—3d. per hour extra.

*Underground Mine Work.*

(m) Electricians working underground in mines shall be paid 10 per cent. extra.

*War Damaged Ships.*

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

(i) where such damaged structural materials are covered in oil residue and/or other unusually obnoxious substances, and there is a risk of such materials falling or there are difficulties in the way of securing a safe foothold for working—4d. per hour extra;

(ii) where the work is carried out in the presence of explosives or combustible materials under conditions under which there is a risk of fire or explosion—6d. per hour extra;

(iii) where as well as working under the conditions specified in paragraph (i) hereof an employee works under those specified in paragraph (ii) hereof—8d. per hour extra.

The question of whether the conditions specified in paragraphs (i) or (ii) hereof or both of them exist in any particular case shall be settled by agreement between the foreman and the workman concerned provided that in cases of disagreement the matter shall be settled as provided in sub-clause (d) hereof in the case of dirty work, and the provisions of that sub-clause shall apply to claims under this sub-clause.

In any case in which it is agreed or decided that the specified conditions exist the extra rate prescribed shall be paid for the whole of the time the employees are engaged cutting and removing the materials mentioned.

*Wet Places.*

(o) 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.*

(p) 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.*

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

**TRAVELLING AND BOARD.**

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

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

(b) An employee—

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

(ii) sent other than at his own request, from his usual locality to another for employment which can reasonably be regarded as permanent, involving a change of residence, shall be paid travelling time whilst necessarily travelling between such localities and, for a period not exceeding three months' expenses. Provided that such expenses shall cease after he has taken up permanent residence or abode at the new location.

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

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

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

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

(i) All fares reasonably incurred.

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

(ii) Reasonable expenses incurred whilst travelling, including 5s. for each meal taken.

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

(g) A camping allowance of 8s. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents, cubicles or other temporary shelter is necessary: Provided that where cooked meals are procurable by the employee at a mess established by the employer, the amount of such country allowance shall be 9d. per day for every day, including Sunday.

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

**MOTOR ALLOWANCE REFRIGERATOR SERVICEMEN.**

7. Employees engaged on repairs to refrigeration plants outside the employer's business shall be provided with means of transport by the employer, or, in the case of employees who use their own vehicles, shall be paid the additional minimum allowance as follows:—

	Per Week.
	£ s. d.
Motor car .. .. .	5 0 0

**HOURS OF WORK.***Day Workers.*

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

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

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

*Five-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.

*Electricians.*

(c) The ordinary hours of electricians in charge of plant and/or installation shall be the same per week as the hours of the majority of the employees working with or by means of the light or heat or power in the establishment where the electrician in charge is engaged, if that number of hours is within 40 to 48 per week. If that number is below 40 or above 48 the ordinary working hours of the electrician in charge shall be 40 or 48 respectively.

## EMERGENCY PROVISIONS.

8a. (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 contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers on afternoon and night 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;
- (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.

## Definitions.

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

*Overtime.*

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

(i) if employed on continuous work be paid at the rate of double time; or

(ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter, except in each case when the time is worked—

(iii) by arrangement between the employees themselves;

(iv) for the purpose of effecting the customary rotation of shifts; or

(v) is due to the fact that the relief man does not come on duty at the proper time; or

(vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 15 (b) hereof.

Provided that when not less than 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) 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 12 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.*

10. 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.*

11. (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-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. Provided that the existence of a custom shall not operate to relieve an employer from paying a refrigeration serviceman the rate herein prescribed.

*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 such 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 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 5s., and 3s. 4d. 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.*

12. (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, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted. Any employer who has given to his employees notice under paragraph (i) of sub-clause (m) of clause 17 of this Determination of his intention to close down his plant or section or sections thereof for the purpose of allowing annual leave may alter the date of such intended closing down by substituting a date no more than two days earlier than the date of which notice was given, upon giving at least one week's notice of such alteration.

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

(b) Except as provided in sub-clause 9 (h) an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, such double time to continue until he is relieved from duty.

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

(d) Employees, other than on shift or engaged in maintaining the continuity of electric light and power, required to work on Sundays or public holidays, or day or days substituted by Act of Parliament or Proclamation in lieu of such 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.*

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

*PAYMENT OF WAGES.*

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

(b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employees of electric supply undertakings nor to employers who make a practice of allowing advances to employees approximating wages due.

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

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

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

## CONTRACT OF EMPLOYMENT.

*Weekly Employment.*

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

(b) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages as the case may be. This shall not affect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases the wages shall be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible. 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 timekeeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

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

*SICK LEAVE.*

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

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) He shall within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer 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, etc.*

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

*ANNUAL LEAVE.**Period of Leave.*

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

*Seven-day Shift Workers.*

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

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

*Annual Leave Exclusive of Public Holidays.*

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 12 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

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

*Broken Leave.*

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

*Calculation of Continuous Service.*

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

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

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

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

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

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

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

*Calculation of Service.*

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

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

*Calculation of Month.*

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

*Leave to be Taken.*

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

*Time of Taking Leave.*

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

*Leave Allowed Before Due Date.*

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

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 12 of this Determination.

*Payment for Period of Leave.*

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

*Proportionate Leave on Dismissal.*

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

*Annual Close Down.*

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

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

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

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

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

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

#### MISCELLANEOUS.

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

18. (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.

Regulations require 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.
Manul, 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 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.

##### *Gas Masks.*

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

##### *Gloves.*

- (iii) Suitable canvas or leather gloves shall be provided by employers for employees manually hauling underground cables or ring mains and similar cables on ships and suitable gloves or pads for such other work as the foreman and employee may agree.

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

##### *Goggles.*

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

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

*Masks.*

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

*Protective Equipment—Welding.*

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

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

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

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

*Safety Gear for Live Work.*

(vii) Adequate safety gear (including insulating gloves, mats, and/or shields where necessary) shall be provided by employers for employees required to work on live electrical equipment.

*Tools.*

(viii) 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.

*Tools—Electrical Trades.*

(ix) An electrical trades employee shall not be required to carry tools and/or material exceeding 40 lb. in weight or 6 feet in length to or from the job.

If an electrical trades employee on jobs away from the workshop is unable to arrange suitable free storage accommodation for his tools, the employer shall upon request ensure the provision of same.

*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.*

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

*RIGHT OF ENTRY OF UNION OFFICIALS.*

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

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

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  
above-named organization.

is a duly accredited representative of the

General Secretary.

(SEAL.)

Date—

Specimen signature of holder.  
Strictly not transferable.

#### TIME AND WAGES BOOK.

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

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

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

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

#### NOTICE BOARD.

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

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

#### DEFINITIONS.

##### General.

23. "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, and includes such a space—

(i) in the case of a ship, inside complete tanks, chain lockers, and peaks; in bilges, under engine beds, under engine room and stokehold floors, or under or inside boilers;

(ii) in the case of a locomotive, inside the barrels of boilers, fire boxes, water spaces of tenders, side tanks, bunker tanks, saddle tanks, or smoke boxes;

(iii) in other cases, inside boilers, steam drums, mud drums, fire boxes of vertical or road vehicle boilers, furnaces, flues, combustion chambers, receivers, buoys, tanks, superheaters, or economizers.

"Process worker" means an employee engaged on—

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

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

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

(iv) in the assembling of typewriters, and/or bookkeeping, and/or adding, and/or calculating, and/or duplicating machines, for the first time in Australia, but does not include tuning, and/or testing, and/or adjustment of such machines.

"Ship repairs" means—

(i) all repair work done on ships;

(ii) all work other than the making of spare parts and stores done in a workshop used for ship repairs only;

(iii) work done in a workshop used for both ship repairing, general engineering, metal moulding, steel construction, and other heavy metal fabrication on which employees are engaged both on the ship and in the workshop.

"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.

"Electrical instrument maker and/or repairer" means an adult employee in an electric supply undertaking who is required to design, test, repair, and build electrical measuring and/or recording appliances and/or instruments (not including consumers' meters) and carry out experiments on same in a workshop or laboratory.

"Plante assembler" means an adult male employee engaged in the building of batteries with plante, kathode or train lighting type plates, who in the course of his work is required to burn groups or connectors.

"Electrical fitter" means a fitter mainly engaged in making, fitting, or repairing electrical machines, instruments, or appliances, who in the course of his work applies electrical knowledge.

"Electrical mechanic" means a tradesman mainly engaged on electrical installation, repair, and maintenance work.

"Shift electrician" means an electrician of at least five years' experience who is in charge of a generating station or rotary converter sub-station during his shift, and is not constantly under the supervision of a superior officer.

"Battery fitter" means an adult employee wholly engaged in the erection, overhauling, or repairing of storage batteries.

"Cable joiner" means an adult workman employed as a joiner of underground cables or employed fixing or repairing underground services in pipes.

"Meter tester—1st grade," means an adult employee engaged in the testing, adjustment, and replacement of standard parts of poly-phase electricity meters on consumers' premises and poly-phase meters in a workshop.

"Meter tester—2nd grade," means an adult employee engaged in the testing, adjustment, and replacement of standard parts of single-phase electricity meters, including testing of meters in batches in a workshop.

"Linesman" means an adult employee engaged in erecting, fixing, maintaining or repairing overhead conductors or electrical apparatus, or fixing service cut-out boxes or supports for meters.

"Linesman's assistant" means an adult employee engaged in assisting a linesman but who shall not work within 6 feet of any live conductor.

## SPECIAL CONDITIONS APPLICABLE TO EMPLOYMENT IN ELECTRIC SUPPLY UNDERTAKINGS.

24. The following special conditions shall apply to all employees employed in undertakings concerned with the installation, maintenance, and supply of electric light and power:—

*Leading Hands.*

(a) As a proviso to "Leading Hands" in clause 2 of this Determination.

Provided that an employee detailed to act as leading hand in charge of two other adult employees working away from power station or workshop (one of whom is of the same classification as himself) shall be paid 9s. per week extra.

(a) (In lieu of clause 8 (a) of this Determination "Hours of Work")—

*Day Workers.*

The ordinary hours of employment 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; in either case, to be worked continuously except for meal breaks at the discretion of the employer between 7 a.m. and 6 p.m. on Monday to Friday inclusive, and 7 a.m. and 12.30 p.m. on Saturday; Provided that the spread of hours or daily hours herein prescribed may be altered as to all or a section of the employees by mutual agreement between the employer and the union representative of the employees concerned.

By agreement between any employer and his employees, ordinary hours may be worked on the basis of 80 hours per fortnight with one week of not more than 48 hours.

Subject to the continuance of existing conditions, patrolmen not on shift work shall work the prescribed weekly hours or such hours as the employer may direct.

(b) (In lieu of clause 9 of this Determination "Shift Work")—

*Shift Workers Generally.*

(i) Employees working on shift work shall work such shifts as may be required not averaging more than one in each 24 hours nor averaging any number more than six for every seven days.

A shift shall consist of eight hours inclusive of such time as by mutual arrangement may be taken for meals.

The ordinary hours of shift workers shall not exceed 80 in 14 consecutive days.

For working on any Sunday or holiday shift a shift worker shall be paid time and a half for such shift.

*Continuous Shift Workers.*

(ii) Employees engaged on continuous work on afternoon or night shifts shall be paid 7½ per cent. extra for such shifts.

Subject to the provisions of paragraph (c) of this clause, shift workers on continuous work shall be paid at the rate of double time for all time worked in excess of shift hours, except when such overtime is due to arrangement between the employees themselves or is necessary in effecting periodical rotation of shifts, or is owing to the failure of a shift man, who should relieve, to present himself for duty at the appointed time, in which case ordinary time only shall be paid.

*Non-continuous Shift Workers.*

(iii) Employees engaged on non-continuous work working on afternoon or night shift which does not continue for more than three successive afternoons or nights shall be paid for such shifts at the rate of time and a half, and where such shifts continue for more than three successive afternoons or nights, at the rates prescribed by clause 9 (f) of this Determination.

Subject to the provisions of paragraph (c) of this clause, shift workers on non-continuous work shall for all time worked in excess of their ordinary hours for each shift be paid at the rate of time and a half for the first four hours and double time thereafter.

(c) The following sub-clause is added to clause 11:—

Employees working overtime on the repair or maintenance of plant or equipment necessary for the continuity of supply of electric energy, shall be paid for all such overtime at the rate of time and a half.

(d) In lieu of clause 11 (c):—

An employee recalled to work overtime after leaving his employer's business premises, and who returns to his home on completion of such overtime work, shall be paid for a minimum of one hour's work at the appropriate rate; and in such circumstances, time reasonably spent in getting to and from work shall be regarded as time worked.

(e) Clause 11 (h) shall not apply to employees covered by this clause.

(f) All prevailing customs for holidays or annual leave of absence shall continue until further order, providing they are not less favourable to employees than those prescribed by this Determination for employees of the same classes.

## PERIODICAL ADJUSTMENT OF WAGES.

25. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provision of section 33 of the *Labour and Industry Act* 1953, 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 26.

*Basic Wage.*

Place.	Adult Males Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria— Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; at Warrnambool; and within Mildura and Gippsland districts Yallourn—6s. 6d. in excess of basic wage for Melbourne Elsewhere—3s. less than the contemporaneous basic wage for Melbourne	11 14 0	Melbourne

The basic wage for adult females shall be 75 per cent. of the basic wage for adult males, calculated to the nearest 6d. half or less than half of 6d. in a result to be disregarded.

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 25.

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

The wages of adult females, junior females, and male juniors shall be the percentages of the contemporaneous basic wage prescribed for the area in which they are employed, and in addition thereto the additional amount specified in clause 4 of this Determination.

## MARGINAL RATES.

26. In addition to the adult male basic wage provided in clause 25 the margins set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margin Per Week.
(a) General.	s. d.
Electrician in charge of electrical supply undertaking .. .. .	115 0
Electrical instrument maker and/or repairer (as defined) .. .. .	100 0
Installation inspector and/or tester .. .. .	82 6
Shift electrician .. .. .	75 0
Refrigeration mechanic or serviceman .. .. .	75 0
Electrician in charge of plant and/or installation .. .. .	75 0
Electrical fitter and/or armature winder .. .. .	75 0
Battery fitter .. .. .	75 0
Cable joiner, on high tension (over 6,600 volts) .. .. .	72 6
Cable joiner, on low tension (under 6,600 volts) .. .. .	67 6
Cable joiner's mate .. .. .	23 0
Coremaker (transformer) .. .. .	30 0
Electrical mechanic .. .. .	75 0
Linesman .. .. .	57 6
Linesman's assistant .. .. .	23 0
Patrolman—	
(a) Inspecting and switching circuits, or repairing live feeders or distributors of 600 volt or over, or repairing faults on consumers' premises .. .. .	57 6
(b) Inspecting, switching or renewing lamps of fuses on circuits, but not repairing .. .. .	23 6
Meter tester (1st grade) .. .. .	55 0
Meter tester (2nd grade) .. .. .	45 0
Meter fixer .. .. .	45 0
Switchboard attendant .. .. .	53 6
Battery attendant .. .. .	25 0
Electrical fitter's mechanic's assistant .. .. .	23 0
Process worker .. .. .	22 0
Other employees with not less than three months' experience in the metal trades industry .. .. .	9 0
Employees not elsewhere classified .. .. .	3 0
(b) Wet Battery Manufacturing.	
Plant assembler .. .. .	45 0
Battery repairer (factory) .. .. .	37 6
Mixing and pasting by hand .. .. .	32 6
Charging and moulding of grids .. .. .	32 6
Group burning (placing separate chambers in batteries, burning posts to connectors on top of battery) .. .. .	30 0
Formation process .. .. .	25 0
All others in this subdivision .. .. .	22 0

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

J. W. RYAN, Secretary.

Melbourne, 1st December, 1954.



# VICTORIA

# GOVERNMENT GAZETTE

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FRIDAY, FEBRUARY 4.

[1955

*Labour and Industry Act 1953.*

## DETERMINATION OF THE GAS METER BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to “determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, business, or occupation of making or repairing gas meters” has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

### WAGES PER WEEK OF 40 HOURS.

(a) Makers and/or repairers of gas meters which are assembled by the use of screws, bolts, or rivets.

								Total Wage Payable.
(i) Adults.								£ s. d.
Tester other than sound tester	..	..	..	..	..	..	..	13 18 0
Sound tester	..	..	..	..	..	..	..	13 18 0
Spray and other painter	..	..	..	..	..	..	..	13 18 0
Valve grinder other than loose grinder	..	..	..	..	..	..	..	13 18 0
Assembler and/or repairer	..	..	..	..	..	..	..	13 18 0

### (ii) Junior Employees.

						Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.
							s. d.	£ s. d.
Under 16 years of age	..	..	..	..	..	24	2 0	2 18 0
16 years of age	..	..	..	..	..	34	3 0	4 2 6
17 years of age	..	..	..	..	..	46	4 0	5 11 6
18 years of age	..	..	..	..	..	58	5 0	7 0 6
19 years of age	..	..	..	..	..	73	6 0	8 17 0
20 years of age	..	..	..	..	..	88	7 0	10 13 0

## (b) Makers and/or repairers of other gas meters.

Apprentices or Improvers.					Other Employees.	
—	Per-centage of Basic Wage.	Weekly Rate.	War Loading.	Total Weekly Wage.	—	Weekly Wage.
		s. d.	s. d.	s. d.		£ s. d.
1st year—						
1st six months	28	65 6	0 9	66 3	Meter maker or repairer .. .. .	15 4 0
2nd six months	32	75 0	0 9	75 9	Prepayment meter attachment maker .. .. .	15 1 6
2nd year ..	40	93 6	1 0	94 6	Caster of gratings and covers .. .. .	15 1 6
3rd year ..	54	126 6	1 6	128 0	Head tester—	
4th year ..	79	185 0	2 3	187 3	(a) where eight or more other testers are employed ..	16 15 0
5th year ..	100 + 1s.	235 0	3 0	238 0	(b) where four and not more than seven other testers are employed ..	16 5 8
PROPORTION (within any place).					Other tester .. .. .	14 4 0
Apprentices.					Leading diaphragm tier (where two or more other diaphragm tiers are employed) .. .. .	15 14 6
One apprentice to every three or fraction of three workers receiving not less than 237s. per week of 40 hours.					Other diaphragm tier, including persons banding, crimping, or wiring .. .. .	13 8 5
Improvers.					Leading diaphragm cutter, where two or more cutters are employed .. .. .	15 2 7
Such number of improvers as shall not, together with apprentices, exceed in the aggregate one to every three or fraction of three workers receiving not less than 237s. per week of 40 hours.					Other diaphragm cutter .. .. .	13 15 2
					Rim, disc, or prepayment meter cash box maker .. .. .	14 1 1
					Machinist (power press) .. .. .	13 9 8
					Other Machinist .. .. .	12 15 4
					Assistant machinist .. .. .	12 6 9
					All others .. .. .	11 17 0

## LEADING HANDS.

Leading hands in charge of not less than three and not more than ten employees, 15s. per week extra; more than ten and not more than twenty employees, 30s. per week extra; more than twenty employees, 45s. per week extra.

## HOURS OF DUTY.

3. The ordinary hours of work shall be 40 per week, to be worked on five days between the hours of 7.30 a.m. and 5.15 p.m., from Monday to Friday inclusive.

## EMERGENCY PROVISIONS.

3a. (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.

(vi) 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 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.

## OVERTIME.

4. (a) All work done outside the hours fixed as the times of beginning and ending work, or within such hours in excess of 40 in any week, shall be paid for at the rate of time and a half.

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

## SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.

5. All work done on Sunday, Good Friday, Christmas Day, or Labour Day, shall be paid for at the rate of double time, and on New Year's Day, Australia Day, Easter Saturday, Easter Monday, Queen's Birthday, or Boxing Day, at the rate of time and a half; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

Where an employee is absent from his 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 this clause the expressions "double time" and "time and a half" shall mean respectively, when the employee has worked on any of the days named, double the money or half as much again of the money he would have earned had the day in question been an ordinary working day.

## ANNUAL LEAVE.

*Period of Leave.*

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

*Annual Leave Exclusive of Public Holidays.*

(b) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 5 of this Determination and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

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

*Broken Leave.*

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

*Calculation of Continuous Service.*

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

(i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;

(ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or

(iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 10 shall be accepted as a notification under this sub-clause.

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

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

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

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

*Calculation of Service.*

(e) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked.

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

*Calculation of Month.*

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

*Leave to be Taken.*

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

*Time of Taking Leave.*

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

*Leave Allowed Before Due Date.*

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

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 5 of this Determination.

*Payment for Period of Leave.*

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

*Proportionate Leave on Dismissal.*

(k) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 10 hours in respect of each completed month of continuous service in respect of which leave has not been granted hereunder.

*Annual Close Down.*

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

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for twenty-one consecutive days' leave, paid leave on a proportionate basis of one-quarter of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for twenty-one consecutive days' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (c) hereof also be paid one-quarter of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.  
Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (k) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

*PIECEWORKERS.*

(m) A pieceworker shall be entitled to the same annual leave and public holidays as a time-worker, and for such annual leave and public holidays he shall be paid at the same rate as a time-worker doing the same class of work.

*PROMOTIONS.*

7. (a) In shortening hands or making promotions the employer shall put efficiency foremost, and in the event of equal efficiency, shall prefer a senior man to a junior.

(b) "Efficiency" means special qualifications and aptitude including suitability in age for the discharge of the duties of the office to be filled, together with merit and good and diligent conduct.

*SENIORITY LISTS.*

8. Seniority lists shall be compiled by each employer showing the last date on which each employee entered the service of his employer. Each employer shall, if and when reasonably required, furnish a copy of the seniority list to the Secretary of the Union concerned.

*CONDITIONS OF ENGAGEMENT.*

9. (a) Except as otherwise hereinafter provided, all employees shall be engaged by the week the employment to be terminable only by a week's notice on either side, which notice may be given at any time during any week.

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.

(b) Provided, however, subject to clauses 7 and 8 hereof, that notwithstanding any provision elsewhere herein contained any employer may deduct payment for any day the employee cannot usefully be employed because of any strike or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(c) Provided that for misconduct or neglect of duty by an employee, his employment may be determined forthwith without notice, in which case he shall be entitled only to an amount for wages proportionate to the amount of work done before such termination, such amount for wages to be paid forthwith.

(d) From the commencement of an employee's service during a time not exceeding two weeks, the employer may engage him by the day, subject to payment of the rate of wage prescribed for other than weekly employees.

(e) Subject to any express limitation in the terms of his engagement and to his right to determine his employment by a week's notice, an employee to become entitled to the benefits of this Determination must do such kinds of work at such times as the employer may require him to do for the time being, but the employer shall in respect of such work observe any applicable provisions of this Determination as to special or extra rates.

(f) If an employee absents himself from duty or does not attend for duty, the employer, subject to the provisions for sick leave and accident leave hereinafter contained, may deduct from the employee's wages an amount proportionate to the length of the employee's absence or non-attendance.

*SICK LEAVE.*

10. (a) An employee on weekly hiring who has served his present employer for a period of three weeks or more and who is absent from his work on account of illness or on account of injury or accident shall be entitled to 80 hours' sick leave (two weeks) with pay which shall be cumulative in accordance with sub-clause (b) hereof.

(b) The sick leave prescribed in sub-clause (a) hereof shall accumulate from year to year so that any balance of the period therein specified 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 prescribed shall be allowed by the 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 three years, but for no longer from the end of the year in which it accrues.

(c) A pieceworker shall be entitled to the same sick leave as a time-worker, and for such sick leave he shall be paid at the same rate as a time-worker doing the same class of work.

(d) The payment for sick leave is subject to the employee or his representative notifying the employer promptly in the case of a single day, absence and the production of evidence satisfactory to the employer in the case of a longer absence.

## PIECEWORK PRICES.

11. The lowest piecework prices payable to any person engaged in the following kinds of work shall be:—

(a) MAKING TIN DRY ORDINARY METERS, "MET" AND "P. AND C." PATTERN, ALSO HIGH CAPACITY METERS,

## "P. AND C." PATTERN.

	H.C. 1.		H.C. 2.		
	per doz. £ s. d.		per doz. £ s. d.		
Ordinary Meters.					
Making "Met" pattern meters, i.e., doing any work necessary to complete the meter, including the putting together of all parts; preparing gratings and covers (after leaving the mould); putting on pins and wires, forming long and diaphragm chambers, throat pieces, bridges, and back plates; folding edge; breaking edges of side pipes; making valve plates; oiling, sounding, and fixing up all leaks in diaphragms; setting and grinding valves; and tinning all parts including anti-fraud boxes .. .. .	35 0 0		38 16 5		
	Lights.				
	2.	3.	5.	10.	20.
	per doz.	per doz.	per doz.	per doz.	per doz.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Making "P. and C." pattern meters, i.e., doing any work necessary to complete the meter, including the putting together of all parts, and the making of valves plates; oiling, sounding, and fixing up leaks in diaphragms; setting and grinding valves; preparing gratings and covers (after leaving moulds); putting on pins and wires, and tinning all parts; but not including forming long and diaphragm chambers, throat pieces, bridges, and back plates; punching cock plates; folding edge of same; and breaking edges of side pipes .. .. .	22 16 7	23 13 9	26 17 1	32 4 7	46 15 7
High Capacity Meters.					
Making "P. and C." high capacity meters, i.e., doing any work necessary to complete the meter, including the putting together of all parts, the making of valve plates, soldering in rims, banding on diaphragms, sounding and fixing up leaks in diaphragms, setting and grinding valves, preparing gratings and covers, putting on pins and wires, and tinning all parts, but not including forming long and diaphragm chambers, throat pieces, bridges, back plates, punching cock plates, folding edge of same, breaking edges of side pipes, making up rims or bands for diaphragms, fastening tapes to rims, crimping or fastening discs to diaphragms, and oiling diaphragms: also, bending top arms.	Capacity, 100 cubic feet per hour £25 5s. 2d. per doz. Capacity, 125 cubic feet per hour £29 0s. 1d. per doz.				

## (a) MAKING TIN DRY ORDINARY METERS, "P. AND C." PATTERN.

"P. and C." A.V. 2-200 feet per hour. Open Top Pattern Meters.	
Making up "P. and C." A.V. 2-200 feet per hour Open Top Pattern Meters, i.e., doing the following work necessary to complete the meter, including the putting together of all parts and the making of valve plates, making up case, soldering in rims, banding on diaphragms, sounding and fixing up leaks in diaphragms, setting and grinding valves, preparing gratings and covers, putting on pins and wires, and tinning all parts, but not including forming long and diaphragm chambers, throat pieces, bridges, back plates, punching cock plates, folding edge of same, breaking edges of side pipes, making up rims or bands for diaphragms, fastening tapes to rims, crimping or fastening discs to diaphragms and oiling diaphragms, assembling of bridges, making up of index complete in pan with stuffing box attached, stuffing index box or drilling, tapping or screwing arms to covers.	£25 0s. 8d. per doz.

## (b) MAKING TIN DRY PREPAYMENT METERS.

Making "P. and C." pattern high capacity prepayment meters, i.e., doing any work necessary to complete the meter, including the putting together of all parts, the making of valve plates, soldering in rims, banding on diaphragms, sounding and fixing up leaks in diaphragms, setting and grinding valves, preparing gratings and covers, putting on pins and wires, tinning all parts, soldering prepayment valve seat on bridge, soldering in prepayment valve, soldering top on prepayment valve box, soldering prepayment valve box to meter, soldering stuffing box to prepayment valve box and stuffing same, soldering on lever, soldering on circular box, soldering on prepayment movement and index, soldering on side cash box, soldering hasp to catch piece, soldering catch piece to meter, edging front of money box and attaching same to box, soldering on ring and tab to front of money box, trying coins in circular box, soldering on indicator, soldering bottom to cash box, but not including forming long and diaphragm chambers, throat pieces, bridges, back plates, punching cock plates, folding edge of same, breaking edges of side pipes, making up rims or bands for diaphragms, fastening tapes to rims, crimping or fastening discs to diaphragms, and oiling diaphragms.	Capacity, 100 cubic feet per hour £31 2s. 8d. per doz.
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## PIECEWORK PRICES—continued.

## (c) MAKING RIMS AND DISCS.

	Lights.							
	2.	3.	5.	10.	20.	30.	50.	60.
	per job of 400 rims and 200 discs.	per job of 620 rims.	per job of 580 rims.	per job of 460 rims.	per job of 240 rims.	per job of 240 rims.	per doz. discs.	per doz. discs.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Making rims and discs .. .. .	18 5 8	..	..	..	..	..	..	..
Making rims .. .. .	..	18 5 8	18 5 8	18 5 8	18 5 8	18 5 8	..	..
Making discs .. .. .	..	..	..	..	per doz. discs. 0 14 7½	per doz. discs. 1 1 5	2 11 6	3 1 3
Making rims for circular crimped-on diaphragms .. .. .	..	..	per job of 400 rims. 15 12 7	per job of 400 rims. 16 4 4	..	..	..	..

## (d) WIRING OR TYING DIAPHRAGMS.

	2, 3, or 5 Lights.	10 Lights.
	per dozen. s. d.	per dozen. s. d.
Wiring or tying diaphragms .. .. .	15 5½	88 3½

## (e) RENEWALS.

	Lights.				
	30.	50.	60.	80.	100.
<i>Ordinary Meters.</i>	per doz. £ s. d.	per job of 6. £ s. d.	per job of 6. £ s. d.	per job of 3. £ s. d.	per job of 3. £ s. d.
Renewing in the following manner ordinary condemned meters from which the top back plate, and back and front have been removed, viz.:— Dissecting and cleaning all parts fit to be re-used and making a new meter therewith by:— Forming diaphragms and long chambers, throat pieces, bridges, back plates; punching cock plate and folding edges; breaking edges of side pipes, any other necessary work .. .. .	94 15 2	73 3 5	78 7 3	52 8 10	52 8 10

## (f) REPAIRING METERS.

	H.C. 1.	H.C. 2.	Lights.			
			5.	10.	20.	30.
	each meter. s. d.	each meter. s. d.	each meter. s. d.	each meter. s. d.	each meter. s. d.	each meter. s. d.
Repairing "Met" pattern meters, i.e., doing such of the following work as may be necessary to restore the meter to good repair, viz.:— Removing back and front; removing cock plate and back plate; cleaning meter; re-grinding valves; re-stuffing centre and side stuffing boxes; re-setting valves and top arms; inserting new diaphragms; removing index; putting in new valve arms, index glass, or new tin work .. .. .	36 10	36 10	34 0½	40 7½	57 2½	66 8½
Repairing prepayment slot meters, i.e., doing such of the following work as may be necessary to restore the meter to good repair, viz.:— Cleaning meter; re-grinding valves; re-stuffing boxes; re-setting top arms and valves; removing top and back plates; taking off and replacing back and front, and inserting new diaphragms, new valve arms, and index glass; putting in a new cover to shut off valve; putting on staple and spring, and soldering wire along cash box (but not including repairs to handles) .. .. .	..	..	per job of ten meters £ s. d. 20 11 8 each meter	..	..	..
Inserting new leather on shut off valve in Parkinson pattern pre- payment meter .. .. .	..	..	s. d. 4 3	..	..	..

## PIECEWORK PRICES—continued.

## (f) REPAIRING METERS—continued.

	Lights.				
	2.	3.	5.	10.	20.
	each meter. s. d.	each meter. s. d.	each meter. s. d.	each meter. s. d.	each meter. s. d.
Repairing tin dry ordinary meters in the following manner:—					
(a) Cleaning meter; inserting diaphragms; setting or re-grinding valves; re-stuffing boxes; removing and replacing cock plates and index .. .. .	7 10	8 9	9 6	10 6	14 4
(b) Cleaning meter; cutting discs; oiling diaphragms; setting or re-grinding valves; re-stuffing boxes; removing cock plate and index; taking off and putting in back and front ..	6 6	6 6	6 6	6 8	9 11
Repairing tin dry prepayment meters, extra on above (a) and (b):—					
(i) Meters fitted with 1977 movements .. .. .	2 6	2 6	2 6	2 6	2 6
(ii) Meters fitted with 1924 and similar movements .. ..	3 0	3 0	3 0	3 0	3 0
(iii) Other meters .. .. .	2 3	2 3	2 3	2 3	2 3
NOTE:—14d. to be paid extra for all T. Glover slot repairs with the exception of Parkinson pattern meters—all Cowan H. to F. slots to be subject to this increase.					

With 242·684 per cent. added.

## (g) EXTRAS.

Article.	Lights.	Price.	Article.	Lights.	Price.
		s. d.			s. d.
Frame and door ..	2, 3, 5, 10	0 7	Pipes inside inlet ..	2, 3, 5, 10 to 20	2 0 pair
Bottom and studs ..	2, 3, 5, 10	1 4	Other pipes ..	2, 3, 5, 10	1 0 "
	20	1 8		20	2 0 "
Bridge ..	2, 3, 5, 10	1 0	Galleries ..	2, 3, 5, 10	1 3 "
	20	1 3		20	1 8 "
Red arms ..	2, 3, 5, 10	0 4 pair	Guides ..	2 to 20	0 4 set
	20	0 8 "	Feet ..	2, 3, 5, 10	0 4 "
Valve arms ..	2, 3, 5, 10	0 3 "		20	1 0 "
Valve-box covers ..	2, 3, 5, 10	0 6 "	Rod stuffing boxes ..	2, 3, 5, 10	0 5 pair
Divisions ..	2, 3, 5, 10	2 2	Clean valves and set to zero	2	2 0
Half-valve plate ..	2	2 3		3 and 5	2 4
	3	2 5		10	2 5
	5	2 7	Slot meters extra on above	20	2 11 each
	10	2 9	Taking off and putting on		1 2 each
	20	2 11	back and front only ..	2	1 3 pair
New door ..	2	0 2		3 and 5	1 6 "
Motion wires ..	2, 3, 5, 10	0 7 pair		10	1 8 "
	20	1 3 "		20	2 3 "
Throat pieces ..	2, 3, 5, 10	1 0 "	Turn-over backs and fronts	2 to 20	0 5 "
Side chambers ..	2, 3, 5, 10	0 6 each	Condemning ..	2	1 3 "
				3, 5, 10	1 5
New sides ..	2, 3, 5, 10	4 4 pair		20	1 11
Ters ..	2, 3, 5, 10	1 0	Piecing cases ..	2 to 20	0 6
	20	1 3 "	Putting in deep rim diap.	3	0 7 pair
				5	0 5 "

With 242·684 per cent. added.

NOTE.—(i) "Leaks round grating" and "All crutch leaks" shall be paid for at wages rates.

(ii) All materials for piecework, except that set out in sub-clause (d) of the piecework schedule shall be supplied to the employee in good order and condition.

## PERIODICAL ADJUSTMENT OF WAGES.

12. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and pursuant to and in accordance with the provisions of section 33 of the *Industry and Labour Act* 1953, 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 in clause 13.

## Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State .. .. .	11 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 12.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor  $\cdot 103$  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  $\cdot 5$  or more the basic wage shall be taken to the next higher shilling.

## ADJUSTMENT OF WAGES OF JUNIORS.

14. The wages of all juniors shall be adjusted at the same time as adjustments are made to the basic wage, according to the percentages prescribed in clause 2.

## ADJUSTMENT OF PIECEWORK PRICES.

15. Piecework prices are to be adjusted from time to time by the following method:—

- (i) The percentage of the increase or decrease, as the case may be, of the amount of the variation in the weekly wage rate payable to a meter maker or repairer is ascertained;
- (ii) The amounts prescribed in schedules (a), (b), (c), (d), (e), and (f) are increased or decreased by the same percentage as ascertained according to placitum (i) hereof;
- (iii) To the percentages set out in the margins to schedules (f) and (g) is added or subtracted the percentage as ascertained according to placitum (i) hereof.

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

J. W. RYAN, Secretary.

Melbourne, 8th December, 1954.



# VICTORIA GOVERNMENT GAZETTE.

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No. 42]

FRIDAY, FEBRUARY 4.

[1955

*Labour and Industry Act 1953.*

## DETERMINATION OF THE SLATERS AND TILERS BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed in the process, trade, or business of a slater, roof-tiler, ridger, shingler, or cement tiler (other than a tiler laying verandah or flooring tiles)" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st January, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

### WAGES.

Apprentices.			Improvers.			Other Employees.		
—	Percentage of Basic Wage.	Per Week of 40 Hours. s. d.	—	Percentage of Basic Wage.	Per Week of 40 Hours. s. d.	—	Per Hour. s. d.	Per Week of 40 Hours. s. d.
1st year ..	50	117 0	1st year ..	50	117 0	Slaters or Tilers ..	8 7½	345 0
2nd year ..	60	140 6	2nd year ..	60	140 6			
3rd year ..	90	210 6	3rd year ..	90	210 6			
4th year ..	100 + 32s.	266 0	4th year ..	100 + 32s.	266 0			
PROPORTION (by any employer). Two apprentices to every five or fraction of five workers receiving at wages rates or piecework prices not less than 345s. per week. An amended indenture of apprenticeship has been prescribed by the Board.			PROPORTION (by any employer). One improver to the first twenty workers and thereafter one improver to every twenty or fraction of twenty workers receiving not less than the minimum wage of 345s. per week.			Persons employed stripping or repairing roofs or recovering with second-hand materials or using battens that have been treated, painted, sprayed, or dipped in any anti-corrosive, anti-boreant, or such like solution shall be paid 1s. 6d. per day or portion of a day in addition to the rates set out above.		

NOTE.—No person under the age of 16 years shall be employed as an apprentice or improver.

### HOURS.

3. The ordinary hours shall be 40 per week to be worked in five days, the daily hours being not more than 8 hours Monday to Friday inclusive between the hours of 7.30 a.m. and 5.30 p.m. The lunch break shall not be less than 45 minutes.

### OVERTIME.

4. All work done outside the hours specified as the times of beginning and ending work, or any work done within such hours in excess of 40 hours in any week, shall be paid for:—

(a) Within a radius of 35 miles of the G.P.O., Melbourne, and within the Cities of Ballarat, Bendigo, and Geelong at the rate of time and a half.

(b) In all other places, at ordinary rates.

No. 42.—13217/54.—PRICE 6D.

## INCLEMENT WEATHER.

5. Each employee shall be paid an allowance at ordinary rates for time lost through inclement weather or conditions such as would make work on the job dangerous, subject to the following conditions :—

- (i) That such allowance shall not exceed the equivalent of eight hours' pay in any one week.
- (ii) That weather shall not be regarded as inclement or conditions dangerous for the purposes of this clause, unless the employer or his representative on the job, and a representative of the men on such job, agree that it shall be so regarded. Failing such agreement weather shall not be regarded as inclement or conditions dangerous and work shall continue.
- (iii) Any intermission of work owing to inclement weather or dangerous conditions so regarded as aforesaid shall immediately cease and work shall be immediately resumed on the employer or his representative calling for a resumption of work.
- (iv) An employee shall not be entitled to payment as provided for in this clause, unless he remains on the job until a decision to cease work for the day has been made by agreement between the employer or his representative and a representative of the men.
- (v) The intermission of work by employees who would be exposed to or working in inclement weather or dangerous conditions so regarded in accordance with this clause shall not be a ground for intermission of work in places where employees are not so exposed to or are not called upon to work in such inclement weather or dangerous conditions.

## ALLOWANCE IN RESPECT OF EXCESS FARES AND TRAVELLING TIME.

6. (a) The following payments shall be made in lieu of fares and travelling time within the radii named using G.P.O., Melbourne (or, Bourke and Elizabeth streets) or the principal post offices at Ballarat, Bendigo, and Geelong as centres :—

	s.	d.
Up to and including 12 miles .. .. .	3	3 per day
Over 12 miles and including 20 miles .. .. .	3	10 per day
Over 20 miles and including 30 miles .. .. .	4	6 per day

Provided that if the site of the job is such that an employee cannot within 60 minutes travel to same from the point of contact with a public transport service nearest to his home, he shall in addition to the allowances hereinbefore prescribed be entitled to be paid at ordinary rates for all time spent in travelling in excess of such 60 minutes each way.

These allowances shall not be payable if the employer provides or offers to provide transport free of charge, in which case 2s. 5d. per day travelling allowance shall be paid.

(b) Where fares are necessarily incurred on distant jobs, as defined in clause 7, or on work performed outside the radii named in sub-clause (a) hereof, the provisions of that sub-clause shall apply except that the local Post Office shall be the centre.

## ALLOWANCES IN RESPECT OF DISTANT JOBS.

7. (a) When distance and/or travelling facilities reasonably prevent an employee going from and returning each day to his usual place of residence, reasonable and suitable board and sleeping accommodation including stretcher and mattress for each employee shall be provided. When work is situated away from suitable accommodation, the employer shall supply tents or huts with sleeping accommodation therein including stretcher and mattress for each employee in addition to any allowance provided in this clause; the allowance to be made shall be—

	s.	d.
For less than a full week .. .. .	12	9 per day
For a full working week at the rate of .. .. .	52	6 per week

Provided that the foregoing allowances shall be increased if the employee satisfies the employer that he reasonably incurred a greater outlay than that prescribed.

(b) In lieu of the payments prescribed in clause 6 (a) an employee to whom sub-clause (a) applies shall be paid travelling time (not exceeding ordinary working hours per day) at ordinary rates of pay, and, where incurred, second-class return fare, and .6s. to cover expense of reaching his home railway station and transport of tools if any cost necessary. Provided that the return fare shall not be payable if the employee is dismissed for misconduct or is held incompetent within one week of starting work or leaves within one month of engagement. Travelling time shall be calculated as from Spencer-street, and Flinders-street Railway Stations or the home Central Railway Station (if residing in the country) to destination by rail or usual travelling facilities.

(c) If an employee elects to return to his home at the week-end after three months of continuous service and thereafter at three-monthly periods he shall be paid a second-class return fare (Victorian Railways only) on the pay day which immediately follows the date on which he returns to the job.

If the work upon which the employee is engaged will terminate in the ordinary course within a further 28 days after the expiration of three months this sub-clause shall not apply.

## ALLOWANCE IN RESPECT OF MEALS.

8. Where an employee is required to work overtime in excess of one hour and has not been given notice of same on the previous working day, he shall be allowed an amount of 2s. 6d. for a meal. When working overtime for two hours or more, employees shall be allowed to take, without deduction of pay, 20 minutes for crib immediately after the ordinary ceasing time, and thereafter 30 minutes for crib shall be allowed after each four hours of continuous work. Provided that where an employee works overtime for two hours without taking the prescribed interval of 20 minutes, he shall be deemed to have worked two and one-third hours.

## ALLOWANCE IF MATERIAL IS CARRIED MORE THAN 30 FEET.

9. If any material has to be carried by a pieceworker more than 30 feet an allowance shall be made at a rate to be agreed upon between the parties concerned.

## SPECIAL RATES.

10. Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this provision shall apply only to the day so substituted. Should the 25th December in any year occur on a Saturday or a Sunday, the following Monday and Tuesday shall, for the purposes of this Determination, be deemed to be Christmas Day and Boxing Day respectively. Likewise should the 1st January in any year occur on a Saturday or a Sunday, the following Monday shall be deemed to be New Year's Day.

## EXCESS OF HOURS.

11. An employee who has worked continuously (except for meal intervals) for 20 hours, shall have a break of at least twelve hours before again starting work.

## REST PAUSE.

12. (a) There shall be a rest period of ten minutes from the time of ceasing to the time of resuming work between the hours of 9.30 a.m. and 11 a.m. without deduction of pay.

(b) The employer shall provide facilities to enable the employees to obtain an adequate supply of boiling water at meal times and rest periods.

## ANNUAL HOLIDAY.

13. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act* 1953, and any amendments which may be made thereto from time to time.

## PAYMENT OF WAGES

14. Wages, allowances, and other moneys due shall be paid not later than the time of ceasing work on Thursday of each working week, or otherwise by mutual arrangement. On termination of employment by the employer all wages, allowances, and other moneys shall be paid at the time of dismissal.

## BOOK OR RECORD.

15. Each employer shall keep a book or record showing the name and occupation of each employee, the place of working, the hours worked, the wages rate or piecework price paid and, in respect of piecework, the number of squares and the number of feet of ridging in the roof.

Such book or record shall be filled in and signed by the employee each week and shall be kept by the employer for a period of twelve months at his place of business. During such period it may be inspected during the ordinary working hours by any official of the Slaters, Tilers, Shinglers and Roof Fixers Union of Australia duly authorized in writing by the Secretary of such Union, provided that three days' notice of intention to make such inspection has been given to the employer.

## TERMINATION OF EMPLOYMENT.

16. One hour's notice of termination of employment shall be given by either employer or employee or one hour's pay shall be paid or forfeited in lieu thereof.

Such hour shall be allowed the employee to gather, clean, pack, and transport his tools.

## RAISING MATERIAL.

17. To assist in raising roof tiling material appliances as prescribed hereunder shall be provided :—

(i) when work is being carried out on a two story building—a rope and wheel;

(ii) when work is being carried out on a three or more story building—a mechanical hoist.

## APPRENTICES AND IMPROVERS.

18. The provisions of clause 16 shall not apply to the employment of apprentices.

## PIECEWORK PRICES.

19. The lowest piecework prices payable to any person engaged in the following kinds of work shall be :—

Slatings, 20" x 10" and larger	..	..	£1 19s. 2d. per 100 square feet, slater's measurement.
Slatings, under 20" x 10"	..	..	8d. per 100 square feet, slater's measurement, more for every size smaller.
			Ridging extra.
Terra Cotta or Cement Tiling	..	..	£1 5s. 10d. per 100 square feet, tiler's measurement.
			Ridging extra.
Sarking or Undercovering	..	..	5s. per 100 square feet, tiler's measurement, with 1s. extra per 100 square feet where tiles are wired.
For buildings of more than one story	..	..	1s. 3d. per 100 square feet, tiler's measurement, extra for each story after the first.
Fixing Terra Cotta Ridging	..	..	5d. per foot.
Fixing Cement Ridging	..	..	6d. per foot.
For buildings of more than one story	..	..	2d. per foot extra for each story after the first.
Mitring on slate roofs	..	..	Nailed, 1s. 4d. per foot, screwed, 1s. 8d. per foot.

1s. per square extra shall be paid for work done on roofs where double batten is used.

The following additional amounts on all above prices shall be payable :—

For work done on roofs of a pitch over 35° and up to 40°—10 per cent.

For work done on roofs of a pitch over 40° and up to 45°—33½ per cent.

For work done on roofs of a pitch over 45°—50 per cent.

The payment for annual holidays for piece-workers shall be in accordance with the provisions of Division 3 of the Act referred to in clause 13 hereof.

## DEFINITION.

20. Slater's or tiler's measurement is the net square measurement of the roof with 1 square foot extra for every lineal foot of eaves, hips, valleys, gutters, and gables.

## PERIODICAL ADJUSTMENT OF WAGES.

21. The wages set out in clause 2 are based upon the following basic wage, and, pursuant to and in accordance with the provisions of section 33 of the *Labour and Industry Act* 1953, the Board hereby determines that such rates shall be automatically adjusted at the same time as such basic wage as prescribed in clause 22. Provided that the wages of apprentices and improvers shall be the percentages, as set out in clause 2, of the basic wage payable to "other employees" such adjustments to be to the nearest 6d., half or less than half of 6d. to be disregarded.

The piecework prices for the undermentioned operations shall be adjusted by adding or subtracting to or from the appropriate price, as the case may be, for each rise or fall of 1s. in the basic wage the amount stated beside such operation :—

Slatings, 1½d.

Terra Cotta or Cement Tiling, 1d.

*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria .. .. .	11 14 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 February, 1955, 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 a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .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.

(d) The weekly wage and hourly rate prescribed in clause 2 of this Part are ascertained as follows:—

Basic wage .. .. .	11 14 0	} Allowing two weeks for statutory holidays, one week for following the job, and one week's sick pay, the weekly wage should be £17 5s. per week = 8s. 7½d. per hour. (i.e. $\frac{£15\ 18\ 6 \times 52}{48 \times 40}$ )
Margin for skill .. .. .	3 15 0	
Tool allowance .. .. .	0 4 0	
Disabilities allowance .. .. .	0 5 6	
Total .. .. .	15 18 6	

A. V. BARNES, Chairman.

J. W. RYAN, Secretary.

Melbourne, 15th December, 1954.



# VICTORIA GOVERNMENT GAZETTE.

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No. 43]

FRIDAY, FEBRUARY 4.

[1955

*Labour and Industry Act 1953.*

## DETERMINATION OF THE BRICKLAYERS BOARD.

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

(2) On the 7th July, 1926, the power to determine the lowest prices or rates which may be paid to any persons employed laying or fixing faience or majolica on floors, walls, or ceilings, was taken from the Tilelayers Board and conferred exclusively on the Bricklayers Board.

IN accordance with the provisions of the *Labour and Industry Act 1953*, 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 labourers) wheresoever employed in the process, trade or business of a bricklayer," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 30th December, 1954, the last previous Determination of this Board as amended by the Industrial Appeals Court on the 19th May, 1954, shall be revoked and replaced by this Determination.

### \* WAGES.

2 (a)

### *Apprentices and Improvers.*

<i>Apprentices.—PER WEEK.</i>					<i>Improvers.—PER WEEK.</i>				
—	Percentage of Basic Wage.	Adjustable Wage.	Loading.	Weekly Rate.	—	Percentage of Basic Wage.	Weekly Rate.	War Time Loading.	Total Weekly Rate.
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>			<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year ..	29	68 0	2 8	70 8	1st six months ..	23	54 0	1 0	55 0
2nd year ..	38	89 0	5 4	94 4	2nd six months ..	33	77 0	1 6	78 6
3rd year ..	53	124 0	8 0	132 0	2nd year ..	48	112 6	2 0	114 6
4th year ..	76	178 0	10 8	188 8	3rd year ..	77	180 0	3 0	183 0
5th year ..	98	229 6	13 4	242 10	4th year ..	98	229 6	4 0	233 6
					5th year ..	100 plus 14s.	248 0	4 6	252 6

PROPORTION (IN ANY PLACE).

One apprentice to every three bricklayers or fraction thereof receiving not less than the minimum wage of 345s. per week.

An amended indenture of apprenticeship was approved on 7th September, 1940.

PROPORTION (IN ANY PLACE).

One improver to every four bricklayers or fraction thereof receiving not less than the minimum wage of 345s. per week.

\* NOTE.—Section 151, Act 3677, reads as follows:—"When in any Determination a Wages Board has fixed a wages rate only for wholly or partly preparing or manufacturing either inside or outside a factory, any articles or for doing any work, then it shall not be lawful for any person to pay or authorize or permit to be paid therefor any piecework prices, and the receipt or acceptance of any piecework prices shall not be deemed to be payment or part payment of any such wages."

No. 43.—13218/54.—PRICE 6D.

(b)

Other Employees.

## SECTION "A".

This Section applies only in respect of the employment of persons on the construction renovation repair alteration or demolition of buildings performed on the site thereof, and in particular it shall have no application—

- (i) to employment by an employer in any industry where the work performed by the employee is subsidiary or auxiliary to the chief and principal purpose and business of such industry; or
- (ii) to employment in workshops.

	Per Week.	Per Hour.
	<i>s. d.</i>	<i>s. d.</i>
(1) Foreman bricklayer in charge of three or more employees (see clause 21 hereof)		
(2) Bricklayers employed on sewerage work, drainage work, or underground work such as tunnelling	355 10	8 10½
(3) Bricklayers employed in the construction of, and/or repairs to gas retorts for the manufacture of gas, or retorts used in the manufacture and/or refining of oil from shale or coal—		
(a) Where the temperature does not exceed 120° Fahrenheit	375 0	9 4½
(b) Where the temperature exceeds 120° Fahrenheit	395 0	9 10½
(4) Bricklayers employed on old firework and/or repairs to boilers, bakers' ovens, furnaces, and all work pertaining thereto—		
(a) Where the temperature does not exceed 120° Fahrenheit	375 0	9 4½
(b) Where the temperature exceeds 120° Fahrenheit	395 0	9 10½
(5) Bricklayers employed on all new firework, construction of stills, towers, and acid-resisting brickwork, and all work pertaining thereto other than repairs to same	355 10	8 10½
(6) Bricklayers employed on repair work to acid furnaces, acid stills, acid towers, and all other acid-resisting brickwork	395 0	9 10½
(7) Bricklayers laying glass bricks	345 0	8 7½
(8) Bricklayers engaged below ground level (in underpinning the foundation of an adjoining building)	352 4	8 9½
(9) All other bricklayers	345 0	8 7½
(10) Persons employed laying or fixing faience or majolica on floors, walls, or ceilings..	345 0	8 7½
Bricklayers employed building chimney stacks shall be paid—		
Over 50 feet to 100 feet, at the rate of 7s. 6d. per week extra.		
And for every additional 50 feet or fraction thereof, at the rate of 7s. 6d. per week extra.		
Bricklayers employed laying cement blocks (other than cinderete blocks for plugging purposes) shall be paid the rate prescribed for the classification of the work on which they are employed plus—		
Where the blocks weigh over 12 lb. and under 20 lb., 3d. per hour;		
Where the blocks weigh 20 lb. or over and up to 40 lb., 6d. per hour;		
Where the blocks weigh over 40 lb., 9d. per hour.		

## SECTION "B".

This Section applies in respect of the employment of all persons coming within the ambit of the Determination, other than those provided for in Section "A" hereof.

	Per Week.	Per Hour.
	<i>s. d.</i>	<i>s. d.</i>
(1) Foreman bricklayer in charge of three or more employees (see clause 21 hereof)		
(2) Bricklayers employed on sewerage work, drainage work, or underground work such as tunnelling not connected with building construction	349 2	8 8½
(3) Bricklayers employed in the construction of, and/or repairs to gas retorts for the manufacture of gas, or retorts used in the manufacture and/or refining of oil from shale or coal—		
(a) Where the temperature does not exceed 120° Fahrenheit	368 6	9 2½
(b) Where the temperature exceeds 120° Fahrenheit	388 6	9 8½
(4) Bricklayers employed on old firework and/or repairs to boilers, bakers' ovens, furnaces, and all work pertaining thereto—		
(a) Where the temperature does not exceed 120° Fahrenheit	368 6	9 2½
(b) Where the temperature exceeds 120° Fahrenheit	388 6	9 8½
(5) Bricklayers employed on all new firework, construction of stills, towers, and acid-resisting brickwork, and all work pertaining thereto other than repairs to same	349 2	8 8½
(6) Bricklayers employed on repair work to acid furnaces, acid stills, acid towers, and all other acid-resisting brickwork	388 6	9 8½
(7) Bricklayers laying glass bricks	338 4	8 5½
(8) Bricklayers engaged below ground level (in underpinning the foundation of an adjoining building)	345 8	8 7½
(9) All other bricklayers	338 4	8 5½
(10) Persons employed laying or fixing faience or majolica on floors, walls, or ceilings ..	338 4	8 5½
Bricklayers employed building chimney stacks shall be paid—		
Over 50 feet to 100 feet, at the rate of 7/6 per week extra.		
And for every additional 50 feet or fraction thereof, at the rate of 7/6 per week extra.		
Bricklayers employed laying cement blocks (other than cinderete blocks for plugging purposes) shall be paid the rate prescribed for the classification of the work on which they are employed plus—		
Where the blocks weigh over 12 lb. and under 20 lb., 3d. per hour;		
Where the blocks weigh 20 lb. or over and up to 40 lb., 6d. per hour;		
Where the blocks weigh over 40 lb., 9d. per hour.		

Notwithstanding anything contained in this Section any employee, within six months of his first employment in any place whose employment is terminated by the employer for any cause, shall on such termination be entitled to be paid for such work performed by him the appropriate rate or rates prescribed in Section "A" hereof.

NOTE.—The amounts of the differences between the rates prescribed in Section "A" and Section "B" hereof are consequent on the differences in the methods of adjustment as prescribed in clause 26 hereof, due to the rates in the first mentioned Section including a loading for "following the job."

(c)

*Special Allowances.*

In addition to the rates hereinbefore prescribed in this clause the following special allowances shall be paid, provided that the provisions of paragraphs (i), (ii), and (iii) hereof shall apply only to bricklayers doing work classified under classifications (7) and (9) of Sections "A" and "B" of sub-clause (b).

(i) *Wet Places.*—An employee working in any place where his clothing or boots become saturated whether by water, concrete, or otherwise shall be paid 3d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable 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 per hour for the whole of the day or shift if he is required to work in wet clothing or boots.

(ii) *Confined Space.*—An employee required to work in a confined space (i.e., a compartment or space, access to which is through a manhole or similar opening, or a place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, and which is of a class not usually associated with the bricklaying trade) shall be paid 3d. per hour whilst so employed.

(iii) *Dirty Work.*—An employee working at dirty work, that is work concerning which the employer or his foreman agree that it is of an unusually dirty or offensive nature, shall be paid for the period of such work at the rate of 3d. per hour extra.

(iv) *Casual Labour.*—Casual employee (i.e., an employee employed during the week for not more than one-half the maximum number of hours fixed in this Determination as a week's work) shall be paid at the ordinary rate hourly with an addition of 10 per centum.

(v) *Employee Reporting for Duty.*—An employee notified to commence duty and actually attending for duty, when notified by the employer or his representative that his services are not required shall be paid for two hours as time worked.

(vi) *Waiting Time.*—An employee who is required to attend for work and is kept waiting to commence work by instructions of the employer or his representative, shall be paid at his ordinary rate of pay for the time he is so kept waiting.

(vii) Any person required to work in a place where the temperature is artificially reduced below 32° Fahrenheit shall be paid for the period of such work at the rate of 4d. per hour extra. Where work continues for more than two hours the employee shall be entitled to a rest period of twenty minutes every two hours without loss of pay. Provided that the foreman or the person in charge of the work shall determine the temperature and his determination shall be final and binding.

(viii) Where an employee is required to transfer to another job or site within ordinary working hours, he shall be paid all necessary fares and at the ordinary wages rate for the time occupied in travelling.

(ix) Where an employee is required to transfer to another site to commence work on the following working day, he shall be allowed fifteen minutes to gather, clean, pack, and transport his tools.

*DIRTY WORK.*

3. Bricklayers employed at work as described in Sections "A" and "B" of clause 2 (b) hereof, classifications (2), (3), (4), (6), and (8), which is of an unusually dirty nature shall be allowed ten minutes as washing time on completion of each day's work.

*WORKING IN EXCESSIVE HEAT.*

4. When a bricklayer in the last two hours of his day's work is working in artificial heat exceeding 120° Fah. he shall be allowed ten minutes of working time in which to cool off, in addition to any other time off elsewhere prescribed in this Determination for other causes.

*HOURS.*

5. The ordinary hours for a week's work shall be 40 to be worked in five days (Monday to Friday inclusive) of 8 hours each. The ordinary time for the beginning and ending of work shall be between the hours of 7.30 a.m. and 5.30 p.m. A meal break of not less than 42 minutes shall be allowed each day.

*INCLEMENT WEATHER.*

6. Each employee shall be paid an allowance at ordinary rates for time lost through inclement weather, subject to the following conditions:—

- (i) That such allowance shall not exceed the equivalent of eight hours' pay in any one week.
- (ii) That weather shall not be regarded as inclement for the purposes of this clause unless the employer or his representative on the job, and a representative of the men on such job, agree that it shall be so regarded. Failing such agreement weather shall not be regarded as inclement and work shall continue.
- (iii) Any intermission of work owing to inclement weather so regarded as aforesaid shall immediately cease and work shall be immediately resumed on the employer or his representative calling for a resumption of work.
- (iv) An employee shall not be entitled to payment as provided for in this clause, unless he remains on the job until a decision to cease work for the day has been made by agreement between the employer or his representative and a representative of the men.
- (v) The intermission of work by employees who would be exposed to or working in inclement weather so regarded in accordance with this clause shall not be a ground for intermission of work in places where employees are not so exposed to or are not called upon to work in such inclement weather.

*ALLOWANCE IN RESPECT OF MEALS.*

7. Where an employee is required to work overtime for two hours or more after his ordinary hour of ceasing work for the day, he shall be allowed an amount of 3s. for a meal. When working overtime for two hours or more, an employee shall be allowed to take, without deduction of pay, 20 minutes for crib immediately after the ordinary ceasing time, and thereafter 30 minutes for crib shall be allowed after each four hours of continuous work. Provided that where an employee works overtime for two hours without taking the prescribed interval of 20 minutes, he shall be deemed to have worked two and one-third hours.

*OVERTIME.*

8. Work done outside the ordinary times of beginning and ending work as prescribed in clause 5 hereof, or in excess of eight hours on any day shall be paid for at the rate of time and a half for the first two hours and double time thereafter until the completion of such period of continuous work.

## ALLOWANCE IN RESPECT OF EXCESS FARES AND TRAVELLING TIME.

9. (a) The following payments shall be made in lieu of fares and travelling time within the radii named using G.P.O., Melbourne (or Bourke and Elizabeth streets), or the principal post offices at Ballarat, Bendigo, and Geelong as centres:—

	s.	d.
Up to and including 12 miles .. .. .	3	3 per day
Over 12 miles and including 20 miles .. .. .	3	10 per day
Over 20 miles and including 30 miles .. .. .	4	6 per day

These allowances shall not be payable if the employer provides or offers to provide transport free of charge, in which case 2s. 5d. per day travelling allowance shall be paid.

On all work performed outside a radius of 30 miles from his centre as prescribed herein, and to which the provisions of clause 10 (a) do not apply, the employee shall be returned to the centre in the employer's time and shall be paid at the ordinary appropriate rate for such time. Provided that an employee who is required to return to the centre in his own time shall be paid at the rate of time and a half for such time. Where transport is not provided by the employer the employee shall be reimbursed all reasonable fares incurred.

(b) Where fares are necessarily incurred on distant jobs, as defined in clause 10 (a) hereof or on work performed outside the radii named in sub-clause (a) hereof the provisions of that sub-clause shall apply except that the local Post Office shall be the centre.

## ALLOWANCES IN RESPECT OF DISTANT JOBS.

10. (a) When distance and/or travelling facilities reasonably prevent an employee going from and returning each day to his usual place of residence, reasonable and suitable board and sleeping accommodation, including stretcher and mattress for each employee shall be provided. When work is situated away from suitable accommodation, the employer shall supply tents or huts with sleeping accommodation therein including stretcher and mattress for each employee in addition to any allowance provided in this clause the allowance to be made shall be—

	s.	d.
For less than a full week .. .. .	12	9 per day
For a full working week at the rate of .. .. .	52	6 per week

Provided that the foregoing allowances shall be increased if the employee satisfies the employer that he reasonably incurred a greater outlay than that prescribed.

(b) In lieu of the payments prescribed in clause 9 (a) hereof an employee to whom sub-clause (a) applies shall be paid travelling time (not exceeding ordinary working hours per day) at ordinary rates of pay, and, where incurred, second class return fare, and 5s. to cover expense of reaching his home railway station and transport of tools if any cost necessary. Provided that the return fare shall not be payable if the employee is dismissed for misconduct or is held incompetent within one week of starting work or leaves within one month of engagement. Travelling time shall be calculated as from Spencer-street and Flinders-street Railway Stations or the home Central Railway Station (if residing in the country) to destination by rail or usual travelling facilities.

(c) If an employee elects to return to his home at the week end after three months of continuous service and thereafter at three-monthly periods he shall be paid a second class return fare (Victorian Railways only) on the pay day which immediately follows the date on which he returns to the job.

If the work upon which the employee is engaged will terminate in the ordinary course within a further 28 days after the expiration of three months this sub-clause shall not apply.

## SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.

11. All work done on—Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day—shall be paid for at the rate of double time; but if any other day be by Act of Parliament or proclamation substituted for any of the above-mentioned holidays, the special rate shall be payable only for the day so substituted.

## EXCESS OF HOURS.

12. An employee who has worked continuously (except for meal intervals) for twenty hours, shall have a break of at least twelve hours before again starting work.

## REST PAUSE.

13. (a) There shall be a rest period of ten minutes from the time of ceasing to the time of resuming work between the hours of 9.30 a.m. and 11 a.m. and 3 p.m. and 5.30 p.m. without deduction of pay.

(b) The employer shall provide facilities to enable the employees to obtain an adequate supply of boiling water at meal times and rest periods.

## ANNUAL HOLIDAY.

14. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, and any amendments which may be made thereto from time to time.

## FIRST-AID OUTFIT.

15. An efficient first-aid outfit shall be supplied on all jobs where building permits are necessary.

## TRANSPORT.

16. If an employee is required to work overtime or on a Sunday or holiday (mentioned in clause 11 hereof) and no regular means of conveyance is available the employer shall at the request of the employee provide suitable transport to convey him to the job or to his residence as the case may be. If the employer fails to provide such transport he shall pay to the employee such reasonable amount as has been necessarily incurred by him.

## PAYMENT OF WAGES.

17. (a) All wages due shall be paid not later than Thursday in each week.

(b) An employer shall not keep more than one day's pay in hand.

(c) If an employee leaves or is dismissed he shall be paid his wages on leaving or being dismissed, or paid by post or otherwise within 24 hours thereafter. If wages are not paid within the time prescribed in this paragraph, the employee shall be deemed to continue to be employed at ordinary rates until such wages are paid.

(d) All other wages shall be paid during ordinary working hours.

## INSPECTION OF TIME SHEETS AND BOOKS.

18. The Secretary for Labour and Industry may authorize at any time (except pay day) or place, the inspection of all wages sheets, time sheets or other wages records by a person nominated by the Victorian Operative Bricklayers Society and approved by the Secretary for Labour and Industry, provided that 24 hours' notice of such inspection is given to the employer.

## TOOLS.

19. Each employer shall provide at the works a safe and suitable place for the tools of his employees.

## SHELTER, CONVENIENCES, ETC.

20. (a) Each employer shall provide suitable dressing accommodation with a dry floor, and including seating, on all jobs unless it is impracticable to do so due to site conditions or building regulations. Where three or more men are employed, and the work is estimated to last one week or more, a shelter shed based on six square feet per person with a minimum of 50 square feet, shall be provided. Such shed shall be for the exclusive use of workmen and not used for the storage of building materials.

(b) The employer shall provide on all jobs suitable and adequate sanitary conveniences. Such conveniences shall conform to the requirements of the local health authority and where no such local health authority exists, they shall not be regarded as suitable unless enclosed on all sides, fitted with doors and roofed and shall contain appropriate seats and sufficient quantities of lime or other suitable deodorant.

## FOREMAN AND LEADING HAND.

21. (a) Where three or more journeymen bricklayers are employed on any job one shall be a foreman and entitled to the additional rate prescribed in sub-clause (c) of this clause.

(b) In addition to a foreman bricklayer, where the work under construction is performed by journeymen bricklayers working in groups, or in the form of separate units, for every ten journeymen bricklayers employed under a foreman (as defined in sub-clause (a) hereof), at least one of such bricklayers shall be classified as a leading hand, and paid the additional rate prescribed in sub-clause (c) of this clause.

(c) A foreman bricklayer or a leading hand shall be entitled to the following rate in addition to the ordinary rate prescribed for the highest class of work done under his supervision as follows:—

## Foreman bricklayer—

(i) In charge of three and not more than nine journeymen bricklayers	..	..	..	4d.	per hour
(ii) In charge of ten or more journeymen bricklayers	..	..	..	8d.	per hour
Leading hand	..	..	..	2½d.	per hour

## TERMINATION OF EMPLOYMENT.

22. One hour's notice of termination of employment shall be given by either employer or employee or one hour's pay shall be paid or forfeited in lieu thereof. A further hour at ordinary rates shall be allowed the employee to gather, clean, pack, and transport his tools.

## APPRENTICES AND IMPROVERS.

23. The provisions of clause 22 hereof shall not apply to the employment of apprentices.

## ADDITIONAL ANNUAL AND SICK LEAVE FOR SPECIAL CIRCUMSTANCES.

24. When it is a constant condition of employment that an employee in a "Mixed Industry" is required to be continuously available to work overtime on special call during week ends, or during the week at times outside his normal hours of employment, such employee shall be entitled to:—

(a) one week's additional leave with pay, and

(b) payment for a maximum of 40 hours for sickness (duly certified) in any one year, provided that in the event of an employee not claiming payment in whole or in part in any year, the number of days not claimed shall be held to his credit the following year or years, subject to a maximum of 120 hours for sickness. For the purposes of sub-clause (b) hereof service prior to the 1st July, 1945, shall be disregarded. "Mixed Industry" means an industry where the work performed by bricklayers (that is, any work to which this Determination applies) is subsidiary and auxiliary to the chief and principal purpose and business of such industry.

## ATTENDANCE AT HOSPITAL ETC.

25. 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.

## PERIODICAL ADJUSTMENT OF WAGES.

26. The wages rates set out in clause 2 (b) hereof are based upon the following basic wage and pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage. Provided that the method of adjustment shall be in accordance with the provisions of clause 27 hereof.

## Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 26 hereof.

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

(d) For the purposes of adjustment of classification (9) of Sections "A" and "B" of sub-clause (b) of clause 2 hereof in accordance with the variations from time to time in the basic wage, the following is the method to be adopted:—

(i) A weekly wage comprising the following constituents is ascertained—

	£	s.	d.
Basic Wage .. .. .	11	14	0
Margin for skill .. .. .	3	15	0
Tool allowance .. .. .	0	4	0
Disabilities loading .. .. .	0	5	6
<b>Total ..</b>	<b>15</b>	<b>18</b>	<b>6</b>

(ii) The amount payable for a year is £15 18s. 6d.  $\times$  52 = £828 2s. Allowing two weeks on account of time lost through public holidays, one week for absence through ill health, and further in respect of classification (9) of the said Section "A" only one week for following the job; the hourly wage payable in respect of classification (9) of the said Section "A" is ascertained by dividing the amount payable for a year by  $48 \times 40$  and in respect of classification (9) of the said Section "B" by dividing such amount by  $49 \times 40$ .

Future adjustments of the wages mentioned are to be made by a similar method.

(e) Classifications, other than classification (9) of Sections "A" and "B", in sub-clause (b) of clause 2 hereof shall be adjusted so as to retain their existing margins over the said classification (9).

(f) The wages rates for apprentices shall be adjusted so as to conform from time to time with those prescribed for apprentices under the jurisdiction of the Apprenticeship Commission.

(g) The wages of Improvers 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.

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

J. W. RYAN, Secretary.

Melbourne, 15th December, 1954.



# VICTORIA GOVERNMENT GAZETTE.

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[1955

*Labour and Industry Act 1953.*

## DETERMINATION OF THE CONDENSERIES BOARD.

NOTES.—(a) On 18th July, 1938, the Butter Board was deprived of the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons subject to the Butter Factories Board and the Retail Dairy Board) wheresoever employed in the process, trade, business, or occupation of manufacturing or preparing for trade or sale condensed milk, sterilized milk, dried milk, milk sugar, sterilized cream, or any other milk product," and such power was conferred exclusively on the Condenseries Board.

(b) This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the *Labour and Industry Act, 1953*, the Wages Board which has the power to determine the lowest prices or rates which may be paid to any persons other than persons subject to the jurisdiction of the Butter Factories Board and the Retail Dairy Board) wheresoever employed in the process, trade, business, or occupation of manufacturing or preparing for trade or sale condensed milk, sterilized milk, dried milk, milk sugar, sterilized cream, or any other milk product, including the treatment of bulk milk for wholesale distribution, has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st January, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES OR IMPROVERS.					JUVENILE WORKERS.				
Wages per Week.					Wages per Week.				
Shift Workers.		All Others.			Males.		Females.		
Percentage of Basic Wage.	s. d.	Percentage of Basic Wage.	s. d.		Percentage of Basic Wage.	s. d.	Percentage of Basic Wage.	s. d.	
Under 16 years ..	..	59	138 0		Under 16 years ..	49	64	112 6	
16-17 years ..	..	69	161 6		16-17 years ..	56	70	123 0	
17-18 years ..	..	78	182 6		17-18 years ..	69	78	137 0	
18-19 years ..	100 plus 3s. 6d.	89	208 6		18-19 years ..	76	93	163 0	
19-20 years ..	100 plus 10s.	99	231 6		19-20 years ..	89	100	175 6	
20-21 years ..	100 plus 23s. 6d.	100 plus 7s. 6d.	241 6		20-21 years ..	100 plus 2s.	100 plus 12s.	187 6	

PROPORTION (IN ANY PLACE).

*Males.*

One apprentice to every three or fraction of three workers receiving not less than 287s. per week.

One improver to every eight or fraction of eight workers receiving not less than 267s. per week.

*Females.*

One apprentice and one improver to every three or fraction of three workers receiving not less than 206s. 9d. per week.

Female juvenile workers operating the Majonnier tester shall be paid 9s. 3d. per week in addition to their wage.

Female juvenile workers employed in laboratories shall be paid 4s. 3d. per week in addition to their ordinary wage.

## OTHER EMPLOYEES.

	Wages per Week.	
	Shift Workers.	All Others.
	s. d.	s. d.
Milk or cream grader or tester .. .. .	286 0	285 0
Majonniere operator .. .. .	286 0	285 0
Neutralizer .. .. .	283 0	282 0
Foreman of shift or department .. .. .	293 0	282 0
Operator of any of the following machines —		
Milk drier (roller system) .. .. .	286 0	275 0
Milk drier (spray system) .. .. .	287 0	276 0
Assistant to milk drier (spray system) .. .. .	286 0	275 0
Sugar boiler .. .. .	281 0	270 0
Vacuum pan—condensary .. .. .	288 0	277 0
Vacuum pan-dried milk .. .. .	287 0	276 0
Vacuum pan-milk sugar .. .. .	287 0	276 0
Evaporator .. .. .	286 0	276 0
Homogenizer or viscolizer .. .. .	284 6	273 6
Cream retort .. .. .	282 0	271 0
Powder sifter .. .. .	280 0	269 0
Tubular heater or ejector .. .. .	281 0	270 0
Separator .. .. .	282 0	271 0
Separator operator when weighing off cream and/or skim milk for the purpose of standardization .. .. .	283 0	272 0
Cream weigher for standardization .. .. .	282 0	271 0
Pasteurizer .. .. .	282 0	271 0
Weighing machine (milk receiving) .. .. .	286 0	275 0
Wire-keepers, storeman, stackers or packers .. .. .	280 0	269 0
Washers of vacuum pan, vacuum holding vats, or evaporator .. .. .	281 0	270 0
Male adult washing or sterilizing cans or bottles .. .. .	280 0	269 0
Operator of a fork lift truck .. .. .	281 0	270 0
All other male adults .. .. .	278 0	267 0
Headwoman, i.e., a person who has charge of employees under, and takes her instructions from, the foreman .. .. .		205 9
Females operating dried milk automatic filler .. .. .		205 9
All other females .. .. .		205 9

Female workers operating the Majonniere operator shall be paid 9s. 3d. per week in addition to their ordinary wage.  
 Female workers employed in laboratories shall be paid 4s. 3d. per week in addition to their ordinary wage.  
 Persons employed clearing or cleaning horizontal drying boxes shall be paid 6s. per week for mid-clearance, or 2s. per week for morning clearance, in addition to their ordinary weekly wage.  
 Persons operating more than two vacuum pans shall be paid 4s. per pan extra.  
 Washers of vacuum pans, vacuum holding vats, or evaporators shall be allowed 3d. for each flying clean or 9d. for each full clean in addition to the ordinary weekly wage for the employee concerned.  
 Persons employed cleaning milk tankers and vacuum pan vapour pipes, when the employee enters the latter, shall receive 9d. for each clean in addition to the ordinary weekly wage for the employee concerned.  
 Persons employed on a Dennington Spray Control floor shall be paid 15s. per week additional to the rates for milk drier (spray system).  
 Persons employed stacking tinplate or unloading tinplate from trucks shall be paid 2d. per hour in addition to their ordinary wage.  
 Persons employed unloading or scooping briquettes shall be paid 3d. per hour in addition to their ordinary wage.  
 Persons (other than regular loading gang hands) transporting complete stillages of tinplate shall receive 3s. per week in addition to the rate prescribed for storemen.  
 Washers and/or cleaners of any enclosed vat or tank fitted with a man hole, the height of which compels reaching overhead, shall be paid 1½d. per clean with a maximum of 4s. per week, in addition to their ordinary wage, whilst so engaged.

## DEFINITIONS.

3. "Juvenile worker" means a person under 21 years of age (other than an apprentice or improver) employed at—  
 Weighing, filling, emptying, stacking, capping, sealing, opening, labelling, wrapping, packing, cleaning, or sterilizing tins, cartons, or bottles;  
 Stamping or branding tins, cartons, cases, bottles, or labels;  
 Stamping, branding, lining, or nailing-up boxes or shooks;  
 Handling empty tins, cans, cases, crates, jars, moulds, boxes, or cartons;  
 Feeding or assisting on machines; or  
 Feeding or taking away from automatic machines.
- "Ordinary Worker" means a person—  
 (a) who works 8 hours, between 7 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday when the ordinary week's work is performed in five days;  
 (b) who works 7 hours 12 minutes, between 7 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday, and 4 hours on Saturday when the ordinary week's work is performed in 5½ days.
- "Shift worker" means a person other than an ordinary worker. Males under 21 years of age (other than an apprentice or improver 18 years of age or over), or females of any age shall not be employed on shift work.

## HOURS FOR A WEEK'S WORK.

4. The number of hours which shall constitute an ordinary week's work shall be 40.

## OVERTIME.

5. The following rates shall be paid—

- (a) To "ordinary workers" for all time worked—

Outside the times of beginning and ending work as fixed in Clause 3 .. .. .  
 Within the times of beginning and ending work so fixed in excess of 4 hours on Saturday and 7 hours 12 minutes on the other working days where an ordinary week's work is worked in 5½ days and for all time worked on Saturday and in excess of 8 hours on Monday to Friday (inclusive) where an ordinary week's work is worked in five days .. .. .  
 Provided that double time shall be paid for all work done on Saturday after 12 noon.

- (b) To "shift workers" for all time worked in excess of 6 hours 40 minutes, on any day .. .. . Time and a half  
 (c) An employer may require any employee to work reasonable overtime at overtime rates and the employee shall work overtime in accordance with such requirement.

## MEAL INTERVAL.

6. An interval of 45 minutes shall be granted for meals between the hours of 12 noon and 1.30 p.m., provided that females and juveniles shall be granted such interval not more than  $4\frac{1}{2}$  hours after starting work. Shift workers shall be allowed 45 minutes for each meal; such meal time to be not less than  $3\frac{1}{2}$  hours or more than 5 hours from the time of beginning work.

Meal time, if worked, shall be paid for at the rate of time and a half on prevailing rates, same to continue until such time as the employee has had the full time provided for meal.

## CRIB TIME.

7. An ordinary worker who commences work at 6 a.m. or earlier shall be allowed a rest interval of 15 minutes at not more than three hours from the time of commencing work.

## MORNING TEA.

8. Tea shall be made available each morning for female employees.

## CONTINUITY OF WORK.

9. The work of each day or shift shall be continuous with the customary break for a meal.

## TIME WAGES.

10. (a) Any ordinary worker ready, available and willing to work, employed on time wages for less than the number of hours fixed for an ordinary week's work between midnight Sunday and midnight Saturday shall for each hour worked up to one half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of 33 per centum, and for each hour worked beyond the one half aforesaid the rate of wages payable shall be the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(b) Any shift worker ready, available and willing to work, employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to one half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of 33 per centum, and for each hour worked beyond the one-half aforesaid the rate of wages payable shall be the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(c) Notwithstanding anything contained in sub-clauses (a) and (b) of this clause, an employee who has not been absent without reasonable cause from work on any of the ordinary days of any week in which a holiday mentioned in clause 25 occurs shall not lose payment from his weekly wage by reason of such holiday if not required for work on such holiday.

## MEAL ALLOWANCE.

11. Any employee required to work more than 60 minutes' overtime after the usual finishing time shall be paid, in addition to the overtime payable, an allowance of 4s. for a meal.

## WAITING TIME.

12. When an employee is called to work at a certain hour, but is not put on at such hour, the time that the employee is kept waiting shall be treated as time on duty.

## ALLOWANCE.

13. (a) Where an employee is required by law or by his employer to wear a washable outer overall, two such overalls of a proved type and quality (not exceeding two each year of employment) shall be provided by the employer within two weeks of the commencement of employment; such overalls shall remain the property of the employer.

(b) Employees employed on can washing, washing up, tipping milk or cream, shall be supplied with waterproof aprons and protective footwear. Protective footwear shall be supplied to employees required to work in wet places. Articles so supplied shall remain the property of the employer. With regard to footwear, the employer alternatively may pay an allowance of 1s. 6d. per week to each employee eligible for such footwear.

## PROHIBITION OF EMPLOYMENT.

14. No person under 21 years of age shall be employed placing cans in or removing cans from a mechanical washer.

## PAYMENT OF WAGES.

15. All wages shall be paid weekly.

## TERMINATION OF EMPLOYMENT.

16. Except in a case where an employee has been guilty of a misdemeanour, seven days' notice of termination of employment shall be given by either employer or employee.

## WASHING AND DRINKING FACILITIES.

17. Adequate drinking and washing facilities shall be provided in each factory or department. All employees handling briquettes or coal shall be allowed seven minutes' washing time at the conclusion of the day's work. Where conditions of labour warrant their use, changing accommodation and showers shall be provided by the employer.

## TIME BOOK OR OTHER RECORD.

18. Every employee shall indelibly record daily his or her correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer.

## INSPECTION OF TIME BOOK.

19. The Secretary, Assistant Secretary, or Organizer of the Federated Cold Storage and Meat Preserving Employees' Union of Australia, duly authorized in writing under the seal of the said Union, shall have access to the record of times recorded by the employees and the wages paid for a period of two months prior to date of inspection, provided that such inspection shall be made during the office hours of the factory, and not more than once in any fortnight. Authority shall be produced to the employer on demand.

## IMPROVER TO RECEIVE ADULT WAGE.

20. An improver employed at any class of work for which a certificate from the Department of Agriculture is required, shall, unless he is working under the direct supervision of an employee so qualified, be paid the rates of pay prescribed for such an adult employee.

## LIFTING OF WEIGHTS.

21. (a) Male employees under 18 years of age shall not lift weights in excess of 30 lb., and male employees between the age of 18 years and 21 years shall not lift weights in excess of 45 lb.

(b) Female employees under 18 years of age shall not lift weights in excess of 25 lb., and female employees over 18 years of age shall not lift weights in excess of 35 lb.

## ANNUAL HOLIDAY.

22. (a) Subject to the provisions of sub-clauses (b) and (c) hereof the annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act, 1953*, and any amendments which may be made thereto from time to time.

(b) Any shift worker who is rostered to work six or seven shifts per week, including Saturdays, and/or Sundays and/or holidays shall be entitled for each twelve monthly qualifying period, one week's annual leave in addition to such leave as prescribed in sub-clause (a) hereof.

(c) Any person who is employed for only part of a twelve monthly qualifying period as a six or seven day shift worker shall be entitled to annual leave, or payment in lieu if the total period of service is less than the full qualifying period of twelve months, as follows:—

- (i) during the period of service as such a shift worker, on a proportionate basis based on three weeks' annual leave for a full twelve monthly qualifying period, or payment in lieu, i.e., 3/60ths of the ordinary pay received during such period of service.
- (ii) for the remainder of the period of service (if any) on a proportionate basis based on two weeks' annual leave for a full twelve monthly qualifying period, or payment in lieu, i.e., 1/25th of the ordinary pay received during such period of service.

## SICK LEAVE.

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

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st January, 1952, shall be disregarded, provided that any accumulated sick leave, not exceeding 120 hours of working time, standing to the credit of the employee on the 1st January, 1955, shall not be reduced by virtue of the provisions of this sub-clause.

(c) An employee shall not be entitled under this clause to paid leave of absence for any period in respect of which he is entitled to Worker's Compensation.

## MIXED FUNCTIONS.

24. Where an employee is engaged in any one day or shift for more than two hours at work in a higher class than he is employed to perform, he shall be paid for the full day or shift at the highest rate payable for any such work under this Determination, but if he is so engaged for less than two hours he shall be paid at the rates fixed by this Determination only for the work he actually performs.

## SPECIAL RATES FOR HOLIDAYS.

25. (a) Double time shall be the rate payable for all work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Christmas Day, Boxing Day, and a holiday to be fixed by each factory in lieu of Queen's Birthday; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.

(b) Any employee who works part of a holiday shall be paid ordinary rate for remainder of the day.

## SPECIAL RATES FOR SUNDAY WORK.

26. (a) Time and a half shall be the rate payable for all work done on Sunday, providing that an employee shall be entitled to payment at the rate of double time for such Sunday work as shall be in excess of 40 hours worked since the previous Sunday exclusive of any overtime worked by him on Monday to Saturday, both inclusive.

(b) Any employee required to work on a Sunday shall be entitled to a minimum of an ordinary day's pay or work at the special rate to enable him to earn such ordinary day's pay.

## DAY OFF FOR SHIFT WORKERS.

27. Seven day shift workers shall be entitled to one day off without pay in each week on any one of the days Monday to Sunday (both inclusive). The period of working time on such day off shall—

- (i) be taken into account for the purpose of prohibiting an employee from claiming benefits under the provisions of clause 10; and
- (ii) count as time worked for the purpose of clause 26.

## PAYMENT FOR WORK DONE ON ROSTERED DAY OFF.

28. Notwithstanding the provisions of clause 26, an employee recalled to work on his rostered day off shall be paid double time and a quarter for Sunday, time and three quarters for Saturday, and time and a half for any other days of the week.

## ROSTERING OF SHIFT WORKERS.

29. (a) Employees shall not be rostered off more than one Saturday and one Sunday in each seven consecutive weeks.

(b) Shift workers rostered to work on Sunday shall be paid in accordance with clauses 26 and 28 of this Determination.

(c) Shift workers rostered to work on Saturday between midnight on Friday and midnight on Saturday shall be paid at the minimum rate of time and a half.

## EMPLOYEES NOT TO BE DEPRIVED OF RIGHTS.

30. Employees who have been absent from work on Worker's Compensation or sick leave as provided for by clause 23 of this Determination, or who have been on annual leave, shall not be deprived of any benefit under clause 26 of this Determination.

## PERIODICAL ADJUSTMENT OF WAGES.

31. The wages rates for adult males set out in clause 2 are based upon the following basic wage and, pursuant to the provisions of Section 33 of the *Labour and Industry Act*, 1953, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 32.

*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State .. .. .	£ s. d. 11 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 31.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor  $\cdot 103$  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  $\cdot 5$  or more the basic wage shall be taken to the next higher shilling.

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices, improvers or juvenile workers 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.

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

J. V. WILLOX, Secretary.

Melbourne, 15th December, 1954.





# VICTORIA GOVERNMENT GAZETTE.

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**FRIDAY, FEBRUARY 4.**

**[1955**

*Labour and Industry Act 1953.*

## DETERMINATION OF THE SHOPS BOARD No. 3 (BUTCHERS).

**NOTES.**—1. This Determination applies to the whole of the State of Victoria.

2. Butchering and/or Small Goods Making were proclaimed on the 9th October, 1939, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Melbourne.

3. By Order in Council, dated the 13th October, 1941, the Shops Board No. 4 (Butchers, Country), and the Shops Board No. 5 (Butchers, Provincial) were each deprived of its power and such power was conferred exclusively on the Shops Board No. 3 (Butchers).

**I**N accordance with the provisions of the Labour and Industry Act the Wages Board appointed "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of a butcher, or seller of meat, or maker or seller of small goods" has made the following Determination, namely:—

1. That on the 17th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this determination.

2. (A)

**EMPLOYEES (OTHER THAN APPRENTICES AND IMPROVERS).**

*Division A.—Abattoirs or Meat Markets.*

										Weekly Wage.
										£ s. d.
Tacklemen .. .. .	..	..	..	..	..	..	..	..	..	19 6 3
Slaughterman .. .. .	..	..	..	..	..	..	..	..	..	18 12 6
Cold calf skinners .. .. .	..	..	..	..	..	..	..	..	..	18 12 6
Head and Feet Boners .. .. .	..	..	..	..	..	..	..	..	..	15 11 0
Scalders .. .. .	..	..	..	..	..	..	..	..	..	15 11 0
Meat Lumpers .. .. .	..	..	..	..	..	..	..	..	..	15 7 6
Offal labourers (including persons handling, or breaking out crown fats from offals sent to boiling down)	..	..	..	..	..	..	..	..	..	15 3 6
General labourers .. .. .	..	..	..	..	..	..	..	..	..	15 0 6

## 2. (A)—continued.

	Weekly Wage.		
	(a) Within 20 Miles of G.P.O., Melbourne (other than those specified in Division A). (b) Within 10 Miles of G.P.O. at Geelong and Warrnambool.	At Yallourn.	All other Parts of Victoria.
	Per Week. £ s. d.	Per Week. £ s. d.	Per Week. £ s. d.
<i>Division B.—Retail Shops.</i>			
(a) Employees in country butchers' shops required to do any slaughtering as herein defined in the slaughter-house associated with such shop for more than 20 hours per week .. .. .	14 16 6	15 3 0	14 16 6
(b) Employees who do slaughtering for 20 hours or less in a slaughter-house associated with a butcher's shop— Whilst employed on such work .. .. .	14 16 6	15 3 0	14 16 6
Whilst employed on other work .. .. .	At the rates prescribed for such work.		
(c) Slaughtermen employed in abattoirs outside the metropolitan area of Melbourne .. .. .	15 3 0	15 9 6	15 3 0
(d) General butcher in charge of branch shop is one whose duties consist of responsibilities with respect to the management or carrying on of the business of such branch shop over and above the duties of a general butcher for 20 hours or more per week .. .. .	14 15 0	15 1 6	14 15 0
(e) General butchers who in the course of their duties act as shopmen or who are engaged principally cutting for window displays .. .. .	14 9 0	14 15 6	14 9 0
(f) Other general butchers not called on to serve in shops and including men who cut and deliver meat to customers outside the shop .. .. .	14 6 0	14 12 6	14 6 0
(g) Salesmen and/or saleswomen .. .. .	14 3 0	14 9 6	14 3 0
(h) Small goods makers in butchers' shops, boners, salters, scalders, and cookers .. .. .	14 8 6	14 15 0	14 8 6
(i) Ordermen who deliver but do not cut meat and who are not carters and drivers .. .. .	13 11 0	13 17 6	13 11 0
(j) All others .. .. .	13 8 0	13 14 6	13 8 0
Proportion of Salesmen and/or Saleswomen.  The number of salesmen and/or saleswomen employed in any one shop shall not exceed one to every three or fraction of three employees employed as general butchers under classifications (d) (e) and (f) above.			
<i>Division C.—Small Goods Section.</i>			
(a) Employees in the country required to do any slaughtering as defined in Division B in the slaughter-house associated with a butcher's shop or small goods factory for more than 20 hours per week .. .. .	14 16 6	15 3 0	14 16 6
(b) Employees who do slaughtering 20 hours or less per week in a slaughter-house associated with a butcher's shop or small goods factory— Whilst employed on such work .. .. .	14 16 6	15 3 0	14 16 6
Whilst employed on other work .. .. .	At the rates prescribed for such work.		
(c) Men employed principally on mixing machines and/or responsible for making of small goods .. .. .	14 14 0	15 0 6	14 14 0
(d) Fillermen .. .. .	14 4 6	14 11 0	14 4 6
(e) Small goods makers, butchers, small goods sellers from vehicle who collect cash, boners, salters, scalders, and cookers .. .. .	14 8 6	14 15 0	14 8 6
(f) Packing-room hands .. .. .	13 16 6	14 3 0	13 16 6
(g) Linkers and table hands .. .. .	13 15 6	14 2 0	13 15 6
(h) All others .. .. .	13 8 0	13 14 6	13 8 0
<i>Division D.—Carters and Drivers and Meat Lumpers Employed in or in Connection with Abattoirs or Meat Markets.</i>			
Meat Lumpers .. .. .	15 7 6	15 14 0	15 4 6
Drivers of Motor Vehicles— Not exceeding 25 cwt. capacity .. .. .	15 0 0	15 8 0	14 16 6
Exceeding 25 cwt. but not exceeding 3 tons capacity .. .. .	15 5 0	15 13 0	15 1 6
Exceeding 3 tons capacity .. .. .	15 10 0	15 18 0	15 6 0
Horse Drivers— One horse .. .. .	14 17 0	15 5 0	14 13 6
Two horses .. .. .	15 0 0	15 8 0	14 16 6
Three horses .. .. .	15 3 0	15 10 6	14 19 0
Head stableman (if more than one employed) .. .. .	14 14 6	15 2 6	14 12 0
Other stablemen or grooms .. .. .	14 9 6	14 17 6	14 5 6
Drivers of loaded motor vehicles, except tractors, drawing a loaded trailer .. .. .	1/- per day in addition to the rate specified	1/- per day in addition to the rate specified	1/- per day in addition to the rate specified
Drivers who, during the day, are engaged in carting blood manure or offensive offal .. .. .	1/- per day in addition to the rate specified	1/- per day in addition to the rate specified	1/- per day in addition to the rate specified
Drivers who are required to cart meat before 7 a.m. shall be paid as follows :— From 1st May to 31st October .. .. .	1s.8d. per hour in addition to the rate specified	1s.8d. per hour in addition to the rate specified	1s.8d. per hour in addition to the rate specified
From 1st November to 30th April .. .. .	1s.2d. per hour in addition to the rate specified	1s.2d. per hour in addition to the rate specified	1s.2d. per hour in addition to the rate specified

2. (A)—*continued.**Division E.—Carters and Drivers (Not Elsewhere Included).*

	Weekly Wage.		
	(a) Within 20 Miles of G.P.O., Melbourne (other than those specified in Division A). (b) Within 10 Miles of G.P.O. at Geelong and Warrnambool.	At Yallourn.	All other Parts of Victoria.
	Per Week. £ s. d.	Per Week. £ s. d.	Per Week. £ s. d.
(1) Drivers of motor vehicles—			
(i) not exceeding 25 cwt. capacity .. .. .	13 14 0	14 0 6	13 14 0
(ii) exceeding 25 cwt. capacity but not exceeding 3 tons capacity ..	13 18 0	14 4 6	13 18 0
(iii) exceeding 3 tons capacity but under 6 tons capacity ..	14 1 0	14 7 6	14 1 0
(iv) for each complete ton over 5 tons an extra 1s. per week			
(v) motor (not being a tractor) drawing trailer 1s. per day extra for each trailer			
(2) Horse drivers—			
(i) one horse .. .. .	13 9 0	13 15 6	13 9 0
(ii) two horses .. .. .	13 14 0	14 0 6	13 14 0
(iii) three horses .. .. .	13 17 0	14 3 6	13 17 0
(iv) four horses .. .. .	13 19 0	14 5 6	13 19 0

*Division F.—Employees on Gas Producer Units.*

In addition to the rates prescribed employees shall be paid the following additional rates and granted the following conditions:—

- (1) Driver of motor vehicle fitted and operated with a charcoal gas producer unit—for each day or portion thereof upon which he is called upon to drive such vehicle—an extra 1s. 3d.

Such driver for each day or portion thereof upon which he is called upon to clean the hopper and/or final filter of such unit—an extra 1s. 3d.

Cleaner of gas producer unit who is not a driver, for each day or part thereof upon which he is called upon to clean—an extra 1s. 3d.

- (2) Suitable overalls and gloves shall be provided by employers for the employees mentioned in paragraph (1) hereof.

- (3) Employers shall provide proper washing conveniences for such employees and also hot water or some other efficient cleansing material.

2. (B)

## APPRENTICES AND IMPROVERS.

Apprentices and Improvers (other than Carters and Drivers) employed in Abattoirs or Meat Markets.			Improvers employed as Carters and Drivers in or in connexion with Abattoirs or Meat Markets in all Areas to which this Determination applies.		
Weekly Wage.			Weekly Wage.		
—	Percentage of Basic Wage.	—	—	Percentage of Basic Wage.	—
		£ s. d.			£ s. d.
1st year's experience .. .. .	68	7 19 0	Under 18 years .. .. .	88	10 6 0
2nd year's experience .. .. .	81	9 9 6	18 years and under 19 years ..	100 +	12 3 6
3rd year's experience .. .. .	93	10 17 6	19 years and under 20 years ..	9s. 6d.	
4th year's experience .. .. .	100 +	13 9 0	20 years .. .. .	100 +	12 15 6
5th year's experience .. .. .	35s.			21s. 6d.	
		Minimum Wage			Minimum Wage

## PROPORTION (BY ANY EMPLOYER).

*Apprentices.*

One apprentice to every three or fraction of three workers receiving not less than the minimum wage prescribed by this Determination.

*Improvers.*

Such number of improvers as shall not, together with apprentices, exceed, in the aggregate, one to every three or fraction of three adult weekly workers receiving not less than the minimum wage.

No carter or driver under 19 years of age shall be allowed to drive or be in charge of more than one horse in the Metropolitan District.

No carter or driver under 18 years of age shall be allowed to have sole charge of a motor vehicle.

## PROPORTION (BY ANY EMPLOYER).

One improver to every five drivers receiving not less than the minimum wage.

## 2. (C) (i)

## APPRENTICES NOT ELSEWHERE INCLUDED.

(Other than those covered by the Apprenticeship Commission.)

Retail Butchers Shops.	Percentage of Classification (e) of Division B. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O. at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
<i>Five-year Term—</i>				
First year .. .. .	30	4 6 6	4 8 6	4 6 6
Second year .. .. .	40	5 15 6	5 18 0	5 15 6
Third year .. .. .	55	7 19 0	8 2 6	7 19 0
Fourth year .. .. .	75	10 16 6	11 1 6	10 16 6
Fifth year .. .. .	95	13 14 6	14 0 6	13 14 6
<i>Four-year Term—</i>				
First year .. .. .	40	5 15 6	5 18 0	5 15 6
Second year .. .. .	50	7 4 6	7 7 6	7 4 6
Third year .. .. .	75	10 16 6	11 1 6	10 16 6
Fourth year .. .. .	95	13 14 6	14 0 6	13 14 6

and thereafter not less than the minimum rate for tradesmen in the section of the trade to which the apprentice was indentured. Provided, however, that no apprentice on reaching 21 years of age shall receive less than the basic wage and loadings for the area or place in which he is employed.

Small Goods Factories.	Percentage of Classification (e) of Division C. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O. at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
<i>Five-year Term—</i>				
First year .. .. .	30	4 6 6	4 8 6	4 6 6
Second year .. .. .	40	5 15 6	5 18 0	5 15 6
Third year .. .. .	50	7 4 0	7 7 6	7 4 0
Fourth year .. .. .	75	10 16 6	11 1 0	10 16 6
Fifth year .. .. .	95	13 14 0	14 0 0	13 14 0
<i>Four-year Term—</i>				
First year .. .. .	40	5 15 6	5 18 0	5 15 6
Second year .. .. .	50	7 4 0	7 7 6	7 4 0
Third year .. .. .	75	10 16 6	11 1 0	10 16 6
Fourth year .. .. .	95	13 14 0	14 0 0	13 14 0

and thereafter not less than the minimum rate for tradesmen in the section of the trade to which the apprentice was indentured. Provided, however, that no apprentice on reaching 21 years of age shall receive less than the basic wage and loadings for the area or place in which he is employed.

(ii) Except as hereinafter provided in those portions of the State of Victoria not covered by the Apprenticeship Commission male juniors coming into the retail butchering (including Country Slaughtering) division of the industry shall only be employed as apprentices. The terms of such apprenticeship shall be as follows:—

*Contract of Apprenticeship.*

- (a) Every contract of apprenticeship hereinafter made shall be in the terms of the indenture as prescribed by the Wages Board.

*Probationary Period.*

- (b) Male juniors may be taken on probation for a period of four months and if apprenticed such four months shall count as part of their period of apprenticeship.

*Tuition During Apprenticeship.*

- (c) (1) An apprentice butcher shall not be deemed to have been taught his trade by the employer unless during the period of apprenticeship he is taught the following work and brought to reasonable proficiency on such work:—

*During the first year:* Breaking up forequarters of beef and hanging same and naming the different cuts of beef, mutton, pork and veal.

*During the second year:* Breaking up hindquarter of beef and hanging same and boning.

*During the third year:* Cutting down sheep, pork and veal; arranging meat in chiller; making dripping; rolling spice beef.

*During the fourth and fifth years:* Making pickle; pumping meat; general shop work; serving and cutting meat; making of beef and pork sausages and smallgoods work usually done in a retail butchering establishment.

- (2) An apprentice slaughterman shall not be deemed to have been taught his trade by the employer, unless, during the period of apprenticeship he is taught the following work and brought to reasonable proficiency on such work:—

*During the first year:* Gut running; skinning feet; fronting out; cleaning of tripe or calves' heads and feet.

*During the second year:* Pelting and legging sheep and necking off; dressing pigs and calves.

*During the third year:* Grounding; backing off; sawing down.

*During the fourth and fifth years:* Quartering; making tallow; caring for hides; care of yards generally.

- (3) An apprentice small goods maker shall not be deemed to have been taught his trade by the employer unless during the period of apprenticeship he is taught the following work and brought to reasonable proficiency on such work:—

First year: Learning qualities, quantities and grades of meat; grading and mixing; use of and care of knife.

Second year: Mixing meat and using silent cutters; learning ingredients; arranging meat in chiller.

Third year: Cooking and dyeing meats; linking sausages of all types; using filling and linking machines.

Fourth year: Making pickle; pumping meat; and to be thoroughly competent in all trades.

*Period of Apprenticeship.*

- (d) The period of apprenticeship shall be 5 years, but, if the apprentice has reached the age of 17 years, the period shall be four years.

*Wages.*

- (e) The minimum weekly rates of wage for apprentices shall be as set out in sub-clause (C) of this clause.

*Conditions of Employment.*

- (f) The hours and conditions of employment, shall, except as otherwise provided by this Determination, be the same as the journeyman covered by this Determination.

*Unapprenticed Juniors.*

- (iii) Except as provided in sub-clauses (i) and (ii) of this clause unapprenticed juniors in employment at the time of the making of this Determination may be employed on the following terms:—

- (a) No such junior shall leave or resign except in pursuance of a written agreement signed by him, his parents or guardian and his employer.

- (b) The wage rates of unapprenticed junior labour in retail butchers' shops shall be as follows:—

Age.	Percentage of Classification (e) of Division B. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O., at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
Under 20 years of age .. .. .	75	10 16 6	11 1 6	10 16 6
20 to 21 years of age .. .. .	95	13 14 6	14 0 6	13 14 6

and thereafter not less than the minimum rate for tradesmen in the section of the trade in which the employee is employed.

- (c) The wage rates of unapprenticed junior labour in small goods factories shall be as follows:—

Age.	Percentage of Classification (e) of Division C. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O., at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
Under 17 years of age .. .. .	30	4 6 6	4 8 6	4 6 6
17 to 18 years of age .. .. .	40	5 15 6	5 18 0	5 15 6
18 to 19 years of age .. .. .	50	7 4 0	7 7 6	7 4 0
19 to 20 years of age .. .. .	75	10 16 6	11 1 0	10 16 6
20 to 21 years of age .. .. .	95	13 14 0	14 0 0	13 14 0

and thereafter not less than the minimum rate for tradesmen in the section of the trade in which the employee is employed.

- (d) Juniors 16 years of age and over may be employed as assistants to small goods sellers from carts at the following rates of pay:—

Age.	Percentage of Classification (e) of Division C. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O., at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
Under 18 years of age .. .. .	50	7 4 0	7 7 6	7 4 0
18 to 19 years of age .. .. .	75	10 16 6	11 1 0	10 16 6
19 to 20 years of age .. .. .	85	12 5 0	12 10 6	12 5 0
20 to 21 years of age .. .. .	95	13 14 0	14 0 0	13 14 0

and thereafter not less than the minimum rate for small goods sellers from carts.

*Proportion of Apprentices and Improvers.*

The number of apprentices and improvers employed in any shop, slaughterhouse or smallgoods factory or of a shop, abattoirs, slaughterhouse and factory combined shall not exceed one to every three or fraction of three adult weekly employees. An employer actually working in the shop, abattoirs, slaughterhouse or factory for the whole or at least a substantial part of his time shall be treated as an adult for the purpose of this clause.

**PROVISIONS APPLICABLE TO PERSONS (OTHER THAN MEAT LUMPERS AND CARTERS AND DRIVERS) EMPLOYED IN ABATTOIRS OR MEAT MARKETS WITHIN THE METROPOLITAN DISTRICT.**

**WEEK'S WORK FOR SLAUGHTERMEN.**

3. The maximum amount of work to be done by slaughtermen in any week shall be—

Sheep and/or Lambs.	Beef.
Sheep and/or Lambs (excluding Ram Lambs).	Carcasses.
315 with a maximum of 68 per day on Monday to Friday inclusive and 24 on Saturday	49 with a maximum of 11 per day on Monday to Friday inclusive and 4 on Saturday Provided that the daily quota of beef carcasses where men work in a team shall be ascertained by dividing the number of carcasses slaughtered by the number of men in the team

The rates of pay of a slaughterman, an apprentice, or an improver treating sheep and/or lambs shall, during the months of June, July, August, September, and October, be increased by 5 per cent. calculated to the nearest sixpence, half or less than half of sixpence to be disregarded, as compensation for the treatment of woolly sheep.

Where on any day a slaughterman is engaged in mixed killing, he shall not exceed the equivalent of eleven beef carcasses on the basis that one beef carcass equals six woolly sheep or six and one third other sheep and/or lambs (excluding ram lambs).

A slaughterman's work shall consist of sticking down, taking out neck sweetbreads (if any), taking off the skin, taking out offal, wiping up the carcass, and hanging, all in a workmanlike manner.

Time taken off for collecting pay shall not affect the day's tally.

**EXTRA RATES.**

For the purposes of computing the payment for stock treated:—

- (i) Rams under 84-lb. shall count as two, 84-lb. or over shall count as three.
- (ii) Daggy and/or maggoty sheep and lambs shall be treated after being stuck and before being legged provided that if they are not treated each one shall count as two.
- (iii) Diseased cattle, sheep and/or lambs which are condemned by the Veterinary Officer or Chief Meat Inspector for diseases contagious to human beings shall count as two.
- (iv) Heavy sheep, woolly or shorn, over 64-lb graded weight, shall count as one and a half.
- (v) Downer cattle, sheep or lambs, i.e., cattle, sheep or lambs which cannot walk into the sticking pen and are treated by regular full-time slaughtermen, shall count as two.
- (vi) Bulls, 300-lb. or over freezer weight, shall count as two.
- (vii) Cattle, sheep or lambs treated for kosher purposes shall count as one and a third.

The above penalty rates shall be paid without any reduction in tallies. Extra rates prescribed in this clause shall not be cumulative.

**HOURS.**

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

The hours of work on any day shall be continuous except for a meal interval of one hour which shall be allowed between the hours of 12 noon and 1.30 p.m. on Monday to Friday inclusive.

**TERMS OF ENGAGEMENT.**

6. All employees (other than casuals) shall be paid the full weekly wage fixed herein irrespective of the hours worked not exceeding the weekly hours fixed.

**EMPLOYER'S WEEK.**

7. When any employee is engaged for a week's work, each week shall commence from the day on which he is engaged.

**TIMES OF BEGINNING AND ENDING WORK.**

	Time of beginning.	Time of ending.
Slaughtermen—	{ 7.30 a.m. .. .. .	4.40 p.m., Monday to Friday inclusive.
	{ 7.30 a.m. .. .. .	10.40 a.m., Saturday.
All other persons—	{ 7.30 a.m. .. .. .	5 p.m., Monday to Friday inclusive.
	{ 7.30 a.m. .. .. .	11 a.m., Saturday.

**OVERTIME.**

9. The following rate shall be paid for overtime:—

Within the hours fixed as the times of beginning and ending work in excess of the number of }  
hours fixed for a week's work .. .. . } Time and a half.  
Outside the hours fixed as the times of beginning and ending work .. .. . }

Any employee called upon to work overtime on Saturday shall receive a minimum of 4 hours' work at time and a half: provided that this provision shall not apply to slaughtermen treating downer stock.

**TEA MONEY.**

10. Any employee required to work overtime for more than one and a half hours on any day without having been notified on the preceding day that he would be required so to work shall be paid the amount of four shillings in addition to any overtime payment to which he may be entitled.

**CASUAL LABOUR.**

11. Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work) shall be paid one fifth of the weekly wage for the class of work they perform plus 20 per cent for each day or part of a day on which they are employed.

## PAYMENT FOR HOLIDAYS.

12. Employees (other than casual employees) shall be entitled to the following holidays without deduction of pay :—

Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Melbourne Cup Day and Butchers' Picnic Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

## SPECIAL RATE FOR SUNDAY AND HOLIDAYS.

13. Double time shall be the special rate payable for all work done on Sunday and the holidays mentioned in clause 12, but if any other day be by Act of Parliament or Proclamation substituted for any of such holidays, the special rate shall be payable only for work done on the day so substituted.

Any employee called upon to work on any such days shall receive a minimum of four hours' work or shall be paid for four hours at double time: provided that this provision shall not apply to slaughtermen treating downer stock.

## NOTICE TO WORK ON HOLIDAYS.

14. Except in the case of unavoidable accident or emergency, three days' notice shall be given to an employee who is required to work on a holiday prescribed in this Determination.

## SICK LEAVE.

15. (a) Any employee who is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:

(i) During the first year—3½ hours' ordinary pay for each complete month of service.

(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that, in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st January, 1952, shall be disregarded.

(c) No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

## ANNUAL HOLIDAYS.

16. The annual holiday shall be as prescribed by the provisions of the Labour and Industry Act and any amendments which may be made thereto from time to time.

## SMOKO INTERVAL.

17. All employees shall be allowed twenty minutes smoko each forenoon and afternoon without deduction of pay.

## PAYMENT OF WAGES.

18. Wages shall be paid not later than Friday in each week, and must be paid during working hours.

## TERMINATION OF EMPLOYMENT.

19. Except in a case where an employee is inefficient or has been guilty of a misdemeanour seven days' notice of termination of employment shall be given by either employer or employee.

Provided that this clause shall not apply to tacklemen, slaughtermen, or labourers.

## STOP WORK MEETINGS.

20. No stop work meetings shall be held by employees during working hours. If, in contravention of this clause, a stop work meeting should be held, the pay for the time lost may be deducted.

## STOPPAGES OF WORK.

21. An employer shall not be required to pay for any time the employee cannot usefully be employed because of any strike or other stoppages of work by any cause for which the employer cannot reasonably be held responsible.

## TIME BOOK FOR SLAUGHTERMEN.

22. Every slaughterman shall indelibly record daily his correct time of beginning and ending work, also the daily tally of work performed by him in a book which shall be furnished by the employer. Such time book shall be produced for inspection during reasonable hours to the Secretary of the Australasian Meat Industry Employees Union or any official thereof duly authorized in writing by the President and Secretary of the local branch or sub-branch of the Union.

## WORKING SPACE FOR SLAUGHTERMEN.

23. Slaughtermen slaughtering sheep or lambs shall not be required to work at a distance less than 4 feet apart, measured from centre to centre.

## TREATMENT OF INJURED STOCK.

24. (a) The employer shall have power to call on slaughtermen during the following periods to kill stock that require immediate treatment, viz. :—During smoko intervals, between 12 and 1 p.m., and after 5 p.m. on week days, and after 11 a.m. on Saturdays. Stock killed during such periods are to be considered extra to the day's tally, and shall be paid for at one and a half times the ordinary rates.

(b) Where a watchman is employed, he shall be able during his period of watch, but not during the hours when slaughtering operations are being carried on, to kill and dress any injured or crippled sheep or lambs that may require attention.

## HANDLING OF CONDEMNED CARCASSES.

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

When an employee is called upon to cut up diseased stock condemned by the Veterinary Officer or Chief Meat Inspector for diseases contagious to human beings, he shall be paid 6d. per carcass of mutton, 6d. per carcass of pork, or 2s. per body of beef in addition to his ordinary wage.

## GRINDSTONE.

26. An employer shall provide grindstones in the proportion of one grindstone to every 20 slaughtermen employed by him.

## PROTECTIVE CLOTHING.

27. The employer shall supply daily free of charge to each employee engaged in slaughtering animals, the dressing of carcasses and the handling of meat and offal, a clean singlet and a pair of khaki trousers which shall both remain the property of the employer and of which the employee shall take all reasonable care. Such singlet and trousers shall be collected by the employee from a person or place specified by the employer in the employee's own time prior to commencing work and shall be returned to the employer in the employee's own time on cessation of work each day and also on demand at any time to such person or place as is specified by the employer. If the employee wilfully damages or fails to return them or either of them, the employer may recover from the employee concerned the cost of replacing such singlet and or trousers so damaged or not so returned, or may deduct such cost from any monies payable to such employee.

## WATERPROOF CLOTHING.

28. The employer shall provide to the employee the following articles, which shall remain the property of the employer:—

- (i) Rubber boots or other protective footwear to employees doing the following kind of work:—  
 Sheep or lambs:—Employees engaged scalding and picking tripe; labourers trimming and washing carcasses, trimming plucks, handling paunches and fats.  
 Cattle:—Employees engaged scalding and picking tripe; labourers handling tripe, paunches, runners and fats, employed on beef-killing floor, washing and trimming feet, washing down beef carcasses.  
 Pigs:—Employees engaged cleaning up.
- (ii) Waterproof aprons to employees engaged scalding and picking tripe and treating offal.
- (iii) Canvas aprons to head boners.

## KNIVES TO BE SUPPLIED.

29. Knives which shall remain the property of the employer shall be supplied under the following conditions to labourers when necessary for the performance of their duties:—

- (i) They shall be returned to the employer on termination of the employment or at the end of the season.
- (ii) If such knives are not returned the employer shall be entitled to deduct their cost from any money owing to the employee.

## MIXED FUNCTIONS.

30. When a slaughterman performs on any day functions of a mixed nature he shall be paid for that day at the rate applicable to a slaughterman.

## PROVISIONS APPLICABLE TO MEAT LUMPERS.

## HOURS.

31. (a) The market trading hours at the Meat Market are as follows:—

Monday	..	..	..	..	..	..	..	..	..	5 a.m. to 1 p.m.
Tuesday	..	..	..	..	..	..	..	..	..	5 a.m. to 1 p.m.
Wednesday	..	..	..	..	..	..	..	..	..	5 a.m. to 12 noon.
Thursday	..	..	..	..	..	..	..	..	..	5 a.m. to 1 p.m.
Friday	..	..	..	..	..	..	..	..	..	4.30 a.m. to 4 p.m.
Saturday	..	..	..	..	..	..	..	..	..	6 a.m. to 10 a.m.

(b) When an employee is available for work during the meat trading hours, such hours shall be counted as hours worked by him.

All work done in excess of nine hours on Monday to Thursday inclusive, and in excess of nine and a half hours on Friday, and in excess of four hours on Saturday, and in excess of 40 hours in any one week, shall be paid for at overtime rates, provided that a meat lumpner who starts work at or after 8 a.m. and is employed during the afternoon shall not come under the provisions of the first and second paragraphs of this clause, and he shall be paid at overtime rates for all work done in excess of nine hours on Monday to Friday inclusive or in excess of four hours on Saturday or in excess of 40 hours in any one week.

(c) One hour shall be allowed each day for a meal between 8 a.m. and 10 a.m., and on Friday one hour also between noon and 2 p.m., but for the meat lumpner who commences work at 8 a.m. the hour shall be between 12 noon and 2 p.m.

(d) Hours of duty shall be continuous except for meals.

(e) No employee shall be required to work for a longer period than five hours without a suitable interval for a meal.

## CASUAL EMPLOYEE.

32. A casual employee is one who is employed from day to day and shall be paid at ordinary rates plus 10 per cent.

## WEEKLY ENGAGEMENT.

33. Except in the case of casual employees all employment shall be by the week. Employees to become entitled to payment on a weekly basis shall perform such work as the management shall from time to time require on the days and during the hours usually worked by the class of employees affected.

Employment shall be terminated only by a week's notice on either side, such notice to be given at any time during the week. This shall not affect the right of the management to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, in which case 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 of machinery or any stoppage of work by any cause for which the employer cannot be reasonably held responsible.

## SICK LEAVE.

34. (a) Any employee who is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

- (i) During the first year—3½ hours' ordinary pay for each complete month of service.
- (ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that, in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st January, 1952, shall be disregarded.

(c) No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

## OVERTIME.

35. (a) If required for duty on any holiday, half-holiday, Saturday afternoon or Sunday, all employees shall be entitled to pay at double the ordinary rate per day.

(b) If required for duty on other days beyond the hours per day prescribed, all employees shall be entitled to pay at the rate of time and a half for the first three hours and double time thereafter. For the purposes of calculating overtime each day's work shall stand alone.

(c) Where overtime has been earned by an employee for working after the number of hours prescribed as a day's work, such overtime shall be paid to him in addition to his weekly wage, but the hours on which overtime has been earned shall not be counted in computing the working hours of the week.

## ANNUAL HOLIDAYS.

36. The annual holiday shall be as prescribed by the provisions of the Labour and Industry Act and any amendments which may be made thereto from time to time.

## PAYMENT FOR HOLIDAYS.

37. Employees (other than casual employees) shall be entitled to the following holidays without deduction of pay:—Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Melbourne Cup Day and Butchers' Picnic Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

## STOPPAGES OF WORK.

38. An employer shall not be required to pay for any time the employee cannot usefully be employed because of any strike or other stoppages of work by any cause for which the employer cannot reasonably be held responsible.

## PROTECTIVE CLOTHING.

39. The employer shall supply daily free of charge to each employee engaged in the handling of meat and offal, clean suitable clothing which shall remain the property of the employer and of which the employee shall take all reasonable care. Such clothing shall be collected by the employer from a person or place specified by the employer in the employee's own time prior to commencing work and shall be returned to the employer in the employee's own time on cessation of work each day and also on demand at any time to such person or place as is specified by the employer. If the employee wilfully damages or fails to return them, the employer may recover from the employee concerned the cost of replacing such clothing so damaged or not so returned, or may deduct such cost from any monies payable to such employee.

## SMOKO.

40. Employees shall be given two smokos of ten minutes' duration on each day Monday to Friday and one of ten minutes duration on Saturday at times fixed by the employer.

## PAY DAY.

41. Wages shall be paid not later than Friday in each week in the employer's time.

## GENERAL CONDITIONS OF EMPLOYMENT.

42. All employers shall keep a time and wages book in which shall be entered the names of all employees, the hours worked and the wages received. Such book shall be opened for inspection during reasonable hours by the Secretary of the Australasian Meat Industry Employees Union.

## PROVISIONS APPLICABLE TO CARTERS AND DRIVERS EMPLOYED IN CONNEXION WITH ABATTOIRS AND MEAT MARKETS IN ALL AREAS TO WHICH THIS DETERMINATION APPLIES.

## HOURS OF WORK.

43. The hours of duty of employees shall not (without payment for overtime) exceed 40 hours per week, and the daily hours shall not (without payment for overtime) exceed 9 hours 40 minutes on Monday to Friday, and 8 hours on Saturday.

Except as provided by Clause 2 (A) and except in the case of stablemen and grooms, such daily hours shall be worked between 7 a.m. and 6 p.m. on Monday to Friday, and 7 a.m. and 1 p.m. on Saturday.

The hours of duty on any day shall be continuous except for meal intervals.

No employee shall be required to work for a longer period than five hours without a suitable interval for a meal.

Drivers who start work at 2 a.m. or earlier on not less than 3 days per week shall finish their week's work at 2 p.m. on Friday. All work performed after 2 p.m. on Friday shall be paid for at the rate of time and a half.

## OVERTIME.

44. All time worked in excess of 9 hours 40 minutes on Monday to Friday, and in excess of 8 hours on Saturday, or in excess of 40 hours per week, shall be paid for at the rate of time and a half for the first three hours and double time thereafter.

## WEEKLY ENGAGEMENT.

45. Except in the case of casual employees, all employment shall be by the week. Employees to become entitled to payment on a weekly basis shall perform such work as the management shall from time to time require on the days and during the hours specified.

Employment shall be terminated only by a week's notice on either side such notice to be given at any time during the week. This shall not affect the right of the management to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, in which case 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 of machinery or any stoppage of work by any cause for which the employer cannot be reasonably held responsible.

## CASUAL EMPLOYEES.

46. Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed as a week's work) shall be paid one-fifth of the weekly wage for the class of work they perform, plus 15 per cent. for each day or part of a day on which they are employed.

Where a casual employee is required to perform more than one kind of function on any one day, he shall be paid for the whole day at the highest rate prescribed for any of the functions.

## SICK LEAVE.

47. (a) Any employee who is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

(i) During the first year—3½ hours' ordinary pay for each complete month of service.

(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that, in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st January, 1952, shall be disregarded.

(c) No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

## HOLIDAYS.

48. Employees, other than casuals, shall be entitled to the following holidays without deduction of pay :—

Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday and Butchers' Picnic Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

Provided that within the Metropolitan District, Melbourne Cup Day shall be observed as a holiday in lieu of Queen's Birthday.

## SUNDAY AND HOLIDAY RATES.

49. (a) Except as hereinafter provided, all time of duty on Sunday and Public Holidays herein prescribed shall be paid for at the rate of double time, that is two days' pay on Sunday, and one day's pay on public holidays in addition to the weekly wage.

(b) Stablemen and grooms, part of whose duties are to feed and attend to horses every day, shall not be entitled to any extra pay for working on Sunday if they are allowed one clear day's rest in seven. If they work on seven days in one week they shall be entitled to Sunday rates for work done on Sunday.

Stablemen and grooms shall not be entitled to any extra pay for work done on public holidays if engaged in the performance of their ordinary duties.

Stablemen and grooms who are required to work continuously seven days in the week shall be allowed one week's holiday on full pay at the expiration of each twelve months' service.

(c) Drivers who are required to be on duty on Sunday to feed and attend to horses where the employer does not employ any stablemen, shall be paid for such Sunday work at double rates.

## MINIMUM OF WORK ON A SUNDAY OR A HOLIDAY.

50. Any employee required to work on a Sunday or a holiday as prescribed in clause 48 shall be entitled to four hours' pay at double rates provided that he is available for work during such four hours.

## NOTICE TO WORK ON HOLIDAYS.

51. Except in the case of unavoidable accident or emergency, three days' notice shall be given to an employee required to work on a public holiday prescribed in this Determination.

## STOPPAGES OF WORK.

52. An employer shall not be required to pay for any time the employee cannot usefully be employed because of any strike or other stoppages of work by any cause for which the employer cannot reasonably be held responsible.

## PROTECTIVE CLOTHING.

53. The employer shall supply daily free of charge to each employee engaged in the handling of meat and offal, clean suitable clothing which shall remain the property of the employer and of which the employee shall take all reasonable care. Such clothing shall be collected by the employer from a person or place specified by the employer in the employee's own time prior to commencing work and shall be returned to the employer in the employee's own time on cessation of work each day and also on demand at any time to such person or place as is specified by the employer. If the employee wilfully damages or fails to return them, the employer may recover from the employee concerned the cost of replacing such clothing so damaged or not so returned, or may deduct such cost from any monies payable to such employee.

## MIXED FUNCTIONS.

54. Where an employee performs on any day functions of a mixed character, he shall be paid for that day at the rate applicable to the function for which the highest rate is payable.

## PAYMENT OF WAGES.

55. Wages shall be paid not later than Thursday in each week in the employer's time.

## PROVISIONS APPLICABLE TO ALL OTHER PERSONS.

## CASUAL EMPLOYEES.

56. (a) A casual employee, that is, an employee who is not employed for a full week, shall be paid one fifth of a five day week or two-elevenths of a five and half day week prescribed in this Determination for the class of work he performs plus 15 per cent. of such rate for each day or part of a day on which he is employed. For time worked in excess of 8 hours in a five day week or 7½ hours in a five and half day week, time and a half rates shall be paid.

(b) Where a casual employee is required to perform more than one class of work on any one day, he shall be paid for the whole of that day at the highest wage prescribed in this Determination for any of the work which he performs.

(c) In addition to the rate payable under sub-clause (a) hereof casual employees shall be paid all fares reasonably and necessarily incurred.

## LIMITATION OF FEMALE LABOUR IN RETAIL BUTCHERS SHOPS.

57. (a) Except as provided in this clause no female shall be engaged to work or be employed in a retail butcher's shop : Provided that an employer may engage one or more females to act as a cashier or cashiers and to perform general clerical work in any shop the number so engaged not to exceed that necessarily required to perform such work in such shop : Provided further that a female having been so engaged may perform the following work in addition to her duties as cashier or clerk :—

- (i) wrap meat or small goods in either paper or cartons ;
- (ii) divide sausages, frankfurts or other small goods and for this purpose may use a knife for cutting purposes ;
- (iii) sell goods already prepared but not fresh uncooked meat ; and
- (iv) sell fresh uncooked meat at any time in which all male employees in such shop are necessarily absent therefrom because of the lunch period or other good reason and only during any such time but not otherwise may use a knife for the purpose of cutting fresh uncooked meat.

(b) Notwithstanding the provisions of sub-clause (a) above an employer may engage females to do the work of meat saleswomen. Such females may at any time perform the work of selling fresh uncooked meat including cutting for weight in addition to the work set out in paragraph (i), (ii), (iii), and (iv) of sub-clause (a) above.

## CONTRACT OF EMPLOYMENT.

58. (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. Except as may hereinafter be provided an employee, to become entitled to payment on a weekly basis, shall perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employee affected.

(b) Employment other than casual shall be terminated only by a week's notice on either side, and such notice may be given at any time during the week. In lieu of such 40 working hours' notice, the employer may pay 40 hours' wages and vice versa, the employee leaving his or her employment without notice shall forfeit 40 hours' wages which may be deducted from any wages (other than wages for pro rata annual leave or annual leave accrued due but not taken) due. This shall not affect the right of an employer to dismiss an employee without notice for malingering, inefficiency, neglect of duty or misconduct, in which case wages shall be paid up to the time of dismissal only, or to deduct payment for any day on which an employee cannot be usefully employed, because of any strike or through any breakdown of machinery or any stoppage of work in the meat industry by any cause for which the employer cannot reasonably be held responsible.

## MIXED FUNCTIONS.

59. Where an employee performs on any day functions of a mixed character, he shall be paid for that day the wage rate applicable to the function for which the highest rate is payable.

## SPECIAL RATES.

60. In addition to the rates otherwise set out in this Determination the following rates shall be paid:—

Leading hand, i.e., an employee not being a general butcher in charge of a shop as defined who is entrusted by his employer with the supervision of other employees shall be paid the following additional rates viz., 9s. per week, where the number of employees (including improvers and apprentices) is three but does not exceed ten, and 12s. 6d. per week, where the number of such employees exceeds ten.

## HOURS.

61. (a) In retail butchers' shops and small goods factories and in abattoirs outside the metropolitan area of Melbourne the ordinary working hours shall not exceed in number 40 per week.

(b) The hours shall be worked on five days of the week, Monday to Friday inclusive, during the months of April, May, June, July, August, September, and October, in each year and in five and a half days, Monday to Saturday inclusive, during the months of November, December, January, February and March in each year. Provided that any work done on Easter Saturday shall be paid for at double ordinary rates of pay.

(c) No time worked on a Sunday shall be reckoned as part of such ordinary hours.

(d) (i) Each daily period of work comprised in such ordinary working hours shall be unbroken except by prescribed meal intervals.

(ii) No such daily period of work shall exceed in duration nine hours exclusive of prescribed meal intervals.

(iii) Such daily periods of work shall be so arranged that on at least one day in each week in the month of November, December, January, February and March, of each year, the employees concerned shall finish their ordinary hours of work not later than 11.30 a.m.

(e) No time worked before 7.15 a.m. or after 5.15 p.m. until the 31st January, 1955, thereafter 5 p.m. on Mondays to Fridays inclusive or before 6.30 a.m. or after 11 a.m. on Saturdays in retail butchers' shops or before 6 a.m. or after 8 p.m. in small goods factories, and in country slaughterhouses shall be reckoned as part of such ordinary hours.

(f) (i) Subject to compliance with the foregoing provisions and with those hereinafter contained the employer shall for any of his employees fix each day's starting and finishing times of ordinary hours of work (inclusive of special starting and finishing times for any day next preceding a public holiday) observed by him for the employee concerned.

(ii) The employer shall state such times in advance in a notice which shall be permanently posted in his establishment so as to be at all times accessible and visible to the employee concerned.

(iii) The employer may from time to time substitute other starting and finishing times if, not less than a week in advance of the substituted times, he states such times in a notice posted so as to be visible at all times to the employees concerned together with the next previous notice concerning such times.

(iv) Every fixation of starting and finishing times shall be made in respect of a period which shall not be less than a week in length.

## HOURS DURING WHICH EMPLOYEES IN BUTCHERS' SHOPS MAY WORK.

61A. Notwithstanding the provisions of clause 61 hereof, the hours during which employees in butchers' shops may work shall be 7.15 a.m. to 5.15 p.m. until the 31st January, 1955, thereafter 5 p.m. Monday to Friday inclusive and 6.30 a.m. to 11 a.m. on Saturday.

## MEAL INTERVALS.

62. (a) Each employee shall be granted a meal interval of one hour for lunch on a full working day between noon and 2 p.m.

(b) Except in the case of emergency the time for meal intervals shall not be altered except on 24 hours' notice to the employees concerned.

(c) Employees called upon to start work on any day other than Saturday or the half holiday observed in lieu thereof before 7 a.m. shall be allowed one hour for breakfast to commence before 10 a.m.

(d) Employees called upon to start work before 7 a.m. on a Saturday or the half holiday observed in lieu thereof shall be allowed one half-hour for crib time before 9 a.m. such time to be counted as working time.

(e) Any employee called upon to work during a meal interval shall be paid at overtime rates for the period so employed and such overtime rates shall continue until a meal break is allowed.

(f) No employee shall be called upon to work for more than 5 hours without a break for a meal.

(g) Meal intervals where allowed shall not except as otherwise prescribed be counted as part of the daily or weekly hours worked.

## OVERTIME.

63. (a) All time worked outside the ordinary working hours on any one day shall be deemed to be overtime and shall be paid for at time and a half for the first three hours and double time thereafter.

(b) Any employee who is notified that he will be called upon to work overtime and is not so worked shall be paid the meal money above prescribed.

(c) Any time worked between 8 p.m. on Friday and 4 a.m. on Saturday shall be paid for at double time.

(d) All time worked after a quarter of an hour beyond the closing time as fixed on Saturday or the day observed in lieu of Saturday (except attention to horses and livestock) shall be paid for at double rate with a minimum of 15 minutes.

No employee shall be called upon to work overtime in retail butchers' shops after 6 p.m. or after 7 p.m. elsewhere on Mondays to Fridays inclusive without a break of one hour and payment of 3s. 6d. meal money.

(e) An apprentice under the age of 19 years shall not be called upon to work overtime for more than four hours in any one week.

(f) Apprentices over 19 years of age, but under 21 years, shall not be called upon to work more than six hours overtime in any one week.

## PUBLIC HOLIDAYS.

64. (a) The following days or the days observed in lieu thereof, except for the unavoidable delivery of small goods shall be holidays and shall be paid for as 8 hours worked :—

New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Picnic Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, or some other day mutually agreed upon between the employer and his employees in lieu thereof, Christmas Day, and Boxing Day, but if any day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

(b) For work done in the delivery of small goods on these days, time and a half rates shall be paid up to 9.30 a.m. and on Good Friday up to 11.30 a.m.

(c) On any such holidays, except Christmas Day, Anzac Day and Union Picnic Day, employees, if required, shall work for not more than two hours and on Good Friday for not more than four hours at time and a half rates. On Christmas Day, Anzac Day and Union Picnic Day, employees may be required to work on essential work only. This sub-clause shall not override the provisions of any Act of Parliament or Regulation dealing with the observance of Anzac Day, and in case of inconsistency between this sub-clause and such provisions the latter shall prevail.

(d) Any employee absent without leave on the working day before or the working day after any holiday shall be liable to forfeit wages for the holiday as well as for the day of absence except where an employer is satisfied that the employee's absence was due to illness or other reasonable cause in which case wages shall not be forfeited.

(e) If an employee is dismissed within 14 days before any of the holidays abovementioned and is re-engaged within 14 days after any of the holidays abovementioned he shall be deemed to have been dismissed for the purpose of evading payment for such holidays and any payment so evaded shall be due and payable to the employee.

(f) For any work done on holidays except as provided in the preceding sub-clauses of this clause double time shall be paid.

(g) Time and a half and double time shall mean time and a half or double time respectively in addition to the ordinary weekly rate for the time so worked.

## PUBLIC HOLIDAYS.

64A. New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Queen's Birthday, Christmas Day and Boxing Day or any other day by Act of Parliament or Proclamation substituted for any of the said days shall be observed as public holidays.

## SUNDAYS.

65. (a) All work except attention to horses and other live stock performed on Sundays shall be paid for at double rates with a minimum payment as for four hours.

(b) Employees called upon to attend to horses and other live stock on Sundays shall be paid at double rates with a minimum payment as for two hours.

## ANNUAL HOLIDAY.

66. The annual holiday shall be as prescribed by the provisions of the Labour and Industry Act and any amendments which may be made thereto from time to time.

## SICK LEAVE.

67. (a) An employee other than a casual employee who is absent from his work on account of personal illness, or on account of injury by accident 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 one 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.

(b) 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, such cost not to exceed 10s. 6d., unless an ambulance is used when the maximum rate shall be the rate charged.

(c) An employer may by agreement with any employee grant such employee a clear week's holiday on full pay in lieu of payment for absence through sickness or, if such additional week's holiday cannot be granted, give one week's pay in lieu thereof.

(d) For the purpose of this clause "year" shall commence on the 1st day of July.

(e) Sick leave if not taken during any year may accumulate so as to provide for sick leave up to 2 weeks after a period of two years and may then be taken at any time during the employee's future employment under the conditions set out in sub-clause (a) (i), (ii) and (iii) above.

## TRAVELLING EXPENSES.

68. Where an employee is temporarily transferred during working hours from one shop or factory to another the employer shall pay such employee all costs of transit and travelling time.

## PROTECTIVE CLOTHING, &amp;c.

69. (a) Each employer shall provide protective clothing, including waterproof aprons or boots to employees working under dirty, greasy or wet conditions.

Provided that an amount of 1s. 6d. per week in lieu of the supply of protective clothing shall be made to the following classifications :—Employees in country slaughteryards, slaughtermen in abattoirs outside the Metropolitan area of Melbourne, meat carters from abattoirs and/or country slaughteryards to shops; and, in small goods factories, to table hands, fillerman (including hands employed in beef loaf department), cookers (including brawn maker and fat renderer), machinememen, labourers (washing down) salters, smoke house attendants and employees in press shoulder department.

Provided further that the amount of 1s. 6d. per week prescribed herein shall only become payable where an employee is required to wear and provides for himself and wears such protective clothing. Provided further that where such protective clothing is at present supplied by the employer this provision as to payment of 1s. 6d. per week shall not apply.

(b) Employees on objectionable work shall be supplied with antiseptic soap.

### ACCOMMODATION.

70. Each employer shall supply :—

- (i) Boiling water in sufficient quantities to make an adequate supply of tea for each employee immediately each meal time or rest period commences;
- (ii) Wash hand basins each with an adequate supply of running water;
- (iii) In small goods factories where females are employed under the terms of the Determination separate lavatory, dining and change rooms shall be provided.
- (iv) In shops where saleswomen are employed under the terms of this Determination, a separate lavatory and changing facilities shall be provided by the employer.
- (v) Where it is possible for female employees to sit at their work chairs shall be provided by the employer. Such chairs shall be reasonably comfortable and have backs to them.
- (vi) In places where five or more employees are employed suitable dining accommodation and changing facilities shall be provided.

71. (a) Every shop, slaughterhouse, abattoirs, or factory shall have a first aid chest upon the premises.

(b) Employers shall supply when required reasonable transport to any injured employee without cost to the employee.

### MISCELLANEOUS PROVISIONS.

72. (a) Nothing in this Determination shall relieve any employer of his obligation to comply with all relevant requirements of State Acts and Regulations relating to the guarding of machinery and the installation of dust extracting appliances and other Acts relating to industrial hygiene.

(b) In all cases where an employee's clothing, lunch bags or receptacles used for lunches are damaged by fire, or through the use of any corrosive material, compensation shall be granted by the employer.

(c) In cases where an employer requires an employee to wear any special uniform, coat dress or clothing the employer shall provide such uniform, dress, clothing or hats.

TIME BOOKS.

73. (a) Each employer at each place at which he carries on business under this Determination shall provide a time book or time sheet in which each day's starting and finishing times, and the times allowed for meals, and each day's hours of work of each employee shall be entered (including overtime, if any), and the wages received each week: such entries shall at least once a week, be vouched for by the signature of the employer or his representative or manager.

(b) The time book or time sheet shall conform to the following specimen.

## ATTENDANCE, TIME AND WAGES BOOK.

Date.	Employee's Name.	Starting Time.	Finishing Time.	Time allowed for Meals.	Ordinary Hours Worked.	Overtime Hours Worked.	Time Worked during Meal Hours.	Payment Ordinary Time. R _____	Payment Overtime. R _____	Tea Money, etc.	Payments. £ s. d.
		Weekly Totals .. .. .								..	

I, the above named employee, a \* member of the Australasian Meat Industry Employees' Union, employed as a non-member hereby certify that this is a true record of the time worked and the amounts paid to me for week ending 19 . . . . .

\*The employee must strike out the words not required and initial same.

Less Wages Tax (if any) .. ..

(Employee's Signature)

Total payment .. .. £

Tax Stamps, &c.

Vouched for as correct by the employer.  
(Signature)

(d) An inspection shall not be demanded unless the Secretary of the Union or Federation or the District Secretary or Organizer of any division of the Union or Federation suspects that a breach of this Determination is being or has been committed.

(e) Only one demand for such inspection shall be made in any one fortnight at the same establishment and no inspection shall be demanded on a Saturday.

" Provided that one further demand may be made within a fortnight of a previous demand if the secretary, district secretary or organizer certifies in writing that the reason for such further demand is that he suspects that a breach of this Determination is being or has been committed and that such certificate is produced to and a copy thereof handed to the employer or his responsible officer at the time of demanding said further inspection."

(g) Time books shall be kept for at least 12 months after they have been completed.

## PAYMENT OF WAGES.

74. (a) Wages shall be paid in cash in the employer's time between the hours of noon and 5 p.m. on the usual pay day of the employer (which shall not be later than Thursday in each week).

(b) When an employee is dismissed or his employment terminated he shall be paid all monies due to him within one hour of ceasing work.

(c) On each pay day each employee shall receive wages in an envelope or accompanied by a docket showing the total amount of ordinary wages and overtime and all deduction therefrom.

(d) An employer shall not keep more than two days' pay in hand.

(e) Wages due to casual employees shall be paid immediately on the termination of work on each day on which he is engaged.

## RIGHT OF ENTRY.

75. A duly accredited representative of the Australasian Meat Industry Employees Union shall have the right to enter employers' premises during the meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions :—

(a) That they produce their authority to the manager or such other person as may be appointed by the employer;

(b) That they interview employees only at the place they are taking their meal;

(c) That not more than two representatives visit the premises at any one time;

(d) That not more than two representatives visit the same premises more than once in a week; and

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

## NOTICE BOARDS AND POSTING DETERMINATION.

76. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings or other business of the Union. Such notice boards shall be in a prominent position. All such notices shall be signed by the Branch or District Secretary or Organizer of the Union.

(b) A copy of this Determination shall be posted within 28 days of the printing thereof and kept continuously posted in a prominent and accessible place to all employees in each department of the shop, slaughterhouse, abattoirs and factory.

## LEAVE TO ATTEND UNION BUSINESS.

77. Leave of absence from work to attend any Union business shall be allowed by the employer to any employee member of the Union named by such Union, provided fair and reasonable notice is given to the employer.

Provided that such leave shall be restricted to one employee at a time in the employment of any one employer and such employee shall not be entitled to payment for the time he is so absent from work.

## DEFINITION.

78. (a) "Slaughtering" means and includes taking charge of slaughter yard, penning up, knocking down, pithing, sticking, bleeding, dressing, skinning, necking off, cutting down, hanging back, and washing.

(b) "General butcher" means an adult who has served an apprenticeship or has had at least four years' general experience in general butchery and is not exclusively employed in the making of small goods, or in such other cases where an employer engages or calls upon an employee to perform the functions of a general butcher.

(c) "Butcher's Shop" means any shop, tent, stall, vehicle, or place other than abattoirs where uncooked meat, or preparation thereof, are offered for sale, i.e., beef, mutton, lamb, pork, and/or veal.

(d) "Salesman" means an adult male employee, who, not being a general butcher, is employed in a butcher's shop in selling fresh uncooked meat including cutting for weight and who may also perform the following work :—

(i) wrap meat or small goods either in paper or cartons;

(ii) divide sausages, frankfurts or other small goods and for this purposes use a knife for cutting purposes; and

(iii) sell goods already prepared.

## DELIVERY OF MEAT.

79. (a) Deliveries of meat to places other than hospitals, cream or milk wagons, boats, trains, airport or air depots, country service cars, bulk meat into shops, hotels, cafés and restaurants in the city of Melbourne shall not be made outside the opening and closing hours of retail shops as the case may be.

(b) An apprentice or juvenile worker shall not be employed on the delivery of meat to householders until he has had three years' experience in the trade.

## PERIODICAL ADJUSTMENT OF WAGES.

80. (i) The wages rates set out in clause 2 (A) are based on the following basic wage rates, and pursuant to the provisions of Section 33 of the Labour and Industry Act, the Board hereby determines that such rates shall be automatically adjusted as prescribed in clause 81.

## Basic Wage.

Place.	Basic Wage (Adjustable).	Industry Loading (Constant).	Total Wage.	Index Number Assigned.
	£ s. d.	s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne .. .. .	11 14 0	6 0	12 0 0	Melbourne
Within 10 miles of G.P.O., Geelong; and at Warrnambool—same as contemporaneous basic wage for Melbourne				
Yallourn—The same amount in excess of Melbourne as at present, viz. :—6s. 6d. per week				
Elsewhere—(except in Division D which shall be adjusted on the contemporaneous basic wage for Melbourne) .. .. .	11 14 0	6 0	12 0 0	Five Towns Victoria

(ii) The wages rates of apprentices and improvers in clause 2 (B) and (C) shall be the appropriate percentages as set out, such adjustments to be to the nearest 6d. half or less than half of 6d. to be disregarded.

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amounts of the basic wage shall be as prescribed in clause 80.

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

## MARGINS.

82. In addition to the basic wage and loadings prescribed in clause 80 the following marginal rates shall be paid to adult male employees under divisions B., C., and E., of this Determination :—

	Margin Per Week.
<i>Division B.—Retail Shops.</i>	
Employees in country butchers' shops required to do any slaughtering as herein defined in the slaughter-house associated with such shop for more than 20 hours per week .. .. .	£ s. d. 2 16 6
Employees who do slaughtering for 20 hours or less in a slaughter-house associated with a butcher's shop— Whilst employed on such work .. .. .	2 16 6
Whilst employed on other work the margin prescribed for such work .. .. .	3 3 0
Slaughtermen employed in abattoirs outside the metropolitan area of Melbourne .. .. .	3 3 0
General butcher in charge of branch shop, i.e., one whose duties consist of responsibilities with respect to the management or carrying on of the business of such branch shop over and above the duties of a general butcher for 20 hours or more .. .. .	2 15 0
General butchers who in the course of their duties act as shopmen or who are engaged principally cutting for window displays .. .. .	2 9 0
Other general butchers not called on to serve in shops and including men who cut and deliver meat to customers outside the shop .. .. .	2 6 0
Salesmen and/or Saleswomen .. .. .	2 3 0
Small goods makers in butchers' shops, boners, salters, scalders, and cooks .. .. .	2 8 6
Ordermen who deliver but do not cut meat and who are not carters and drivers .. .. .	1 11 0
All others .. .. .	1 8 0
<i>Division C.—Small Goods Section.</i>	
Employees in the country required to do any slaughtering as defined in Division B in the slaughter-house associated with a butcher's shop or small goods factory for more than 20 hours per week .. .. .	2 16 6
Employees who do slaughtering for 20 hours or less per week in a slaughter-house associated with a butcher's shop or small goods factory— Whilst employed on such work .. .. .	2 16 6
Whilst employed on other work—The margin prescribed for such work .. .. .	2 14 0
Men employed principally on mixing machines and/or responsible for making of small goods .. .. .	2 4 6
Fillermen .. .. .	2 8 6
Small goods makers, butchers, small goods sellers from cart who collect cash, boners, salters, scalders, and cooks .. .. .	1 16 6
Packing-room hands .. .. .	1 15 6
Linkers and table hands .. .. .	1 8 0
All others .. .. .	1 8 0
<i>Division E.—Carters and Drivers (Not Elsewhere Included).</i>	
<i>Drivers of Motor Vehicles—</i>	
(i) Not exceeding 25 cwt. capacity .. .. .	1 14 0
(ii) Exceeding 25 cwt. capacity, but not exceeding 3 tons capacity .. .. .	1 18 0
(iii) Exceeding 3 tons capacity, but under 6 tons capacity .. .. .	2 1 0
(iv) For each complete ton over 5 tons an extra 1s. per week .. .. .	
(v) Motor (not being a tractor) drawing trailer 1s. per day extra for each trailer .. .. .	
<i>Horse Drivers—</i>	
(i) One horse .. .. .	1 9 0
(ii) Two horses .. .. .	1 14 0
(iii) Three horses .. .. .	1 17 0
(iv) Four horses .. .. .	1 19 0

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

J. V. WILLOX, Secretary.

Melbourne, 17th December, 1954.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems. It also mentions the need for regular audits and reviews to ensure the integrity and accuracy of the information.

2. The second section focuses on the role of communication in the organization. It highlights the importance of clear and concise communication channels, both internally and externally. The text discusses the benefits of regular meetings, reports, and newsletters in keeping everyone informed and engaged. It also touches upon the importance of listening to feedback and addressing concerns promptly to foster a positive work environment.

3. The third part of the document addresses the issue of resource management. It discusses how to effectively allocate and utilize the organization's resources, including human capital, financial assets, and physical infrastructure. The text provides strategies for identifying areas of inefficiency and implementing measures to optimize resource use. It also mentions the importance of staying updated on industry trends and technologies to remain competitive.

4. The final section discusses the importance of compliance and legal considerations. It outlines the various regulations and standards that the organization must adhere to, such as data protection laws, labor regulations, and industry-specific requirements. The text emphasizes the need for a strong legal framework and the role of legal counsel in ensuring compliance. It also mentions the importance of documenting all policies and procedures to avoid any ambiguity or misinterpretation.

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# VICTORIA GOVERNMENT GAZETTE.

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[1955

*Labour and Industry Act 1953.*

## DETERMINATION OF THE IRONMOULDERS BOARD.

NOTES.—A. This Determination applies to the whole of the State of Victoria.

B. The following trades were proclaimed on 13th January, 1932, as apprenticeship trades under the *Apprenticeship Act 1928* for the Metropolitan Districts:—Jobbing Moulding and Coremaking, Jobbing Brass Moulding and Coremaking.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Russell-street, Melbourne, C.1. (Price 3d.)

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to "determine the lowest prices or rates of payment which may be paid to any person or persons or classes of persons (other than moulders employed in moulding metal bedsteads) employed in the process, trade, or business of an ironmoulder," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Adults.	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.	All other Parts of Victoria.
WAGES.	£ s. d.	£ s. d.	£ s. d.
<i>Pipe Moulders making Pipes (other than Steam and Hydraulic Pipes) on a Bank or Cast Vertically—</i>			
Bank pipe moulder—			
5 and 6 inch, headman .. .. .	14 16 6	15 3 0	14 13 6
5 and 6 inch, footman .. .. .	14 6 6	14 13 0	14 3 6
4 inch and under, headman .. .. .	14 10 0	14 16 6	14 7 0
4 inch and under, footman .. .. .	13 9 0	13 15 6	13 6 0
Vertical pipe moulders—			
Rammer, coremaker, corer, or easter .. .. .	13 4 6	13 11 0	13 1 6
Dresser of pipes, including dresser on emery wheels .. .. .	13 4 0	13 10 6	13 1 0

Adults.	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.
<i>Persons Employed in making Pipes by Machinery—</i>	£ s. d.	£ s. d.	£ s. d.
Coremakers—			
5 and 6 inch, faucet .. .. .	14 12 6	14 19 0	14 9 6
5 and 6 inch, spigot .. .. .	13 9 0	13 15 6	13 6 0
4 inch and under, faucet .. .. .	13 19 0	14 5 6	13 16 0
4 inch and under, spigot .. .. .	13 3 0	13 9 6	13 0 0
Finishers and casters—			
5 and 6 inch .. .. .	14 12 6	14 19 0	14 9 6
4 inch and under .. .. .	13 19 0	14 5 6	13 16 0
<i>Metal Moulding.</i>			
Jobbing moulder and/or coremaker .. .. .	15 9 0	15 15 6	15 6 0
Plate and machine moulder and/or coremaker—			
1st six months' experience .. .. .	13 2 0	13 8 6	12 19 0
2nd six months' experience .. .. .	13 5 0	13 11 6	13 2 0
3rd six months' experience .. .. .	13 11 6	13 18 0	13 8 6
Thereafter .. .. .	14 4 0	14 10 6	14 1 0
Dresser and grinder (when using portable machine) .. .. .	13 6 6	13 13 0	13 3 6
Dresser and grinder (other) .. .. .	13 4 0	13 10 6	13 1 0
Furnaceman—cupola .. .. .	13 19 0	14 5 6	13 16 0
Furnaceman—electric .. .. .	13 16 6	14 3 0	13 13 6
Furnaceman—other .. .. .	13 11 6	13 18 0	13 8 6
Assistant furnaceman .. .. .	13 2 0	13 8 6	12 19 0
Loader and unloader of annealing furnace .. .. .	13 2 0	13 8 6	12 19 0
Dresser, shot blast and sand blast—			
(a) who operates from outside a properly enclosed cabin .. .. .	13 2 0	13 8 6	12 19 0
(b) other .. .. .	14 1 6	14 8 0	13 18 6
*Employee directly assisting an employee whose margin above the basic wage is 27s. 6d. or more .. .. .	13 2 0	13 8 6	12 19 0

(Experience for the purpose of calculating the rates payable to plate and machine moulders and/or coremakers shall include all experience as a moulder or coremaker, jobbing or machine, as the case may be, whether as a junior or an adult.)

\*Upon its true construction this classification applies to employees in foundries employed:—

- (i) mixing of facing or core sand in sand mills or mixing machines and all riddling of sand except as provided under the heading of "Moulders' Assistants";
- (ii) wheeling sand to moulders or core shop;
- (iii) conveying metal either by hand runway or wheel bogie to moulders;
- (iv) removing castings, runners, risers, scrap or pig;
- (v) knocking out boxes and castings;
- (vi) knocking off runners;
- (vii) returning sand to moulders; and
- (viii) cleaning up.

#### Leading Hands.

Leading hands in charge of not less than three and not more than ten employees, 15s. per week extra; more than ten and not more than twenty employees, 30s. per week extra; more than twenty employees, 45s. per week, extra.

3.

#### APPRENTICESHIP.

(other than those covered by the Apprenticeship Commission).

#### Apprenticeship Trades.

(a) An employer shall not employ minors in the following trade or occupation otherwise than under a contract of apprenticeship as hereunder provided:—Moulder and/or coremaker—Jobbing.

#### Period of Apprenticeship.

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

#### Contract of Apprenticeship.

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

- (i) the names of the parties;
- (ii) the date of birth of the apprentice;
- (iii) 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.

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

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

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

*Proportion.*

(e) The proportion of apprentices who may be taken by an employer shall, except as hereinafter prescribed, be one apprentice to every three, or fraction of three, tradesmen in the trade concerned.

The exceptions are: Jobbing moulder and/or coremaker—one apprentice for every two, or fraction of two, tradesmen in the trade concerned.

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

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

*Adult Apprentices.*

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

*Probationary Period.*

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

*Wages.*

(h) The minimum weekly rates of wage for apprentices shall be the under-mentioned 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.

**WAGES PER WEEK OF 40 HOURS.**

					Total Wage Payable—		
					Percentage of Basic Wage.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrambool; and within Mildura and Gippsland Districts.	All Other Parts of Victoria.
<i>Four and Five-year Terms.</i>							
1st year	..	..	..	..	32	£ s. d. 3 15 0	£ s. d. 3 17 0
2nd year	..	..	..	..	43	5 0 6	5 3 6
3rd year	..	..	..	..	54	6 6 6	6 10 0
4th year	..	..	..	..	83	9 14 0	9 19 6
5th year	..	..	..	..	100 plus 6s.	12 0 0	12 6 6
<i>Four-year Terms—Apprentices Commencing after the Age of 17 Years.</i>							
1st year	..	..	..	..	34	3 19 6	4 2 0
2nd year	..	..	..	..	54	6 6 6	6 10 0
3rd year	..	..	..	..	83	9 14 0	9 19 6
4th year	..	..	..	..	100 plus 6s.	12 0 0	12 6 6

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

*Hours.*

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

*Overtime and Shift Work.*

(j) No apprentice under the age of 18 years shall be required to work overtime or shift work unless he so desires.

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

*Payment by Results.*

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

*Lost Time.*

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

*Prohibition of Premiums.*

(m) 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.*

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

*Annual and Sick Leave.*

(o) Apprentices shall be entitled to sick and annual leave in accordance with the provisions of clauses 15 and 16 hereof respectively.

## FEMALES AND UNAPPRENTICED MALE JUNIORS.

4. (a) Subject to the exceptions hereinafter provided, the minimum rates of wages for adult and junior females and for unapprenticed male juniors employed in occupations for which apprenticeship is not provided by this Determination shall be the under-mentioned :—

## WAGES PER WEEK OF 40 HOURS.

—	*Percentage of Basic Wage.	Margin.	Additional Amount.	Total Wage Payable—		
				Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool; and within Mildura and Gippsland Districts.	At Yallourn.	All Other Parts of Victoria.
<i>I.—Adult Females.</i>						
		<i>s. d.</i>	<i>s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>
Under one month's experience .. ..	75	..	..	8 15 6	9 0 6	8 13 0
All others .. .. .	75	16 0	..	9 11 6	9 16 6	9 9 0
When employed in a classification for which the corresponding margin in clause 25 of the Determination published in <i>Government Gazette</i> No. 153 of the 2nd April, 1954, exceeded 28/- per week, but did not exceed 40/- per week—75 per centum of the margin now prescribed for that classification in clause 25 hereof in lieu of the 16s. herein prescribed.						
<i>II.—Junior Females.</i>						
17 years of age and under .. ..	52	..	3 6	4 15 0	4 17 6	4 13 6
18 years of age .. ..	62	..	4 0	5 13 0	5 16 0	5 11 6
19 years of age .. ..	72	..	4 6	6 11 0	6 14 6	6 9 0
20 years of age .. ..	82	..	5 0	7 9 0	7 13 0	7 7 0
<i>III.—Junior Males.</i>						
Under 16 years of age .. ..	24	..	3 0	2 19 0	3 0 6	2 18 6
16 years of age .. ..	32	..	4 3	3 19 0	4 1 0	3 18 0
17 years of age .. ..	58	..	8 0	7 3 6	7 7 6	7 2 0
18 years of age .. ..	73	..	10 0	9 1 0	9 5 6	8 18 6
19 years of age and over .. ..	88	..	11 6	10 17 6	11 3 0	10 15 0

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

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

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

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

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

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

- (i) Assisting steel furnace ladleman, other than in daubing or repairing ladles.
- (ii) Breaking up pig iron.

(d) Junior employees shall not be employed—  
if under 18 years as furnacemen or assistants to furnacemen.

## 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 :—

*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.

*Hot Places.*

(b) 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 temperature 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.

*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.

## TRAVELLING AND BOARD.

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

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

(b) An employee—

- (i) engaged in one locality to work in another: or
- (ii) sent, other than at his own request, from his usual locality to another for employment which can reasonably be regarded as permanent, involving a change of residence, shall be paid travelling time whilst necessarily travelling between such localities and, for a period not exceeding three months, expenses. Provided that such expenses shall cease after he has taken up permanent residence or abode at the new location.

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

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

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

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

(i) All fares reasonably incurred.

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

(ii) Reasonable expenses incurred whilst travelling, including 5s. for each meal taken.

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

(g) A camping allowance of 8s. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents, cubicles or other temporary shelter is necessary; Provided that where cooked meals are procurable by the employee at a mess established by the employer, the amount of such country allowance shall be 9d. per day for every day, including Sunday.

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

#### HOURS OF WORK.

##### Day Workers.

7. (a) 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.

7A. (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 contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers on afternoon and night 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 usefully 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 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.***Definitions.*

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

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

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

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

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

*Hours—Continuous Work Shifts.*

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

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any 1 day; or
- (ii) 48 in any 1 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 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 six shifts in any week; or
- (iii) 120 in 21 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift, or more than six shifts in any week.

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

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

*Rosters.*

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

*Variation by Agreement.*

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

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

*Afternoon or Night Shift Allowances.*

(f) Shift workers on continuous work whilst on afternoon or night shifts shall be paid  $7\frac{1}{2}$  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 14 (b) hereof.

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

*Compulsory Overtime.*

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

*Sundays and Holidays.*

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

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

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.*

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

10. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work: Provided that in the case of an apprentice or a junior the rate for overtime shall be not less than the rate herein prescribed or 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-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. An employee shall not be compelled to work for more than six hours without a break for a meal.

*Meal Hours—Maintenance Employees.*

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

*Crib Time.*

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

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

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

*Tea Money.*

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 5s. and 3s. 4d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

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

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

*Transport of Employees.*

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

*Compulsory Overtime.*

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

*HOLIDAYS AND SUNDAY WORK.*

11. (a) Employees shall be entitled to the following public holidays without loss of pay as regards employees on weekly hiring—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

Any employer who has given to his employees notice under paragraph (i) of sub-clause (m) of clause 16 of this Determination of his intention to close down his plant or section or sections thereof for the purpose of allowing annual leave may alter the date of such intended closing down by substituting a date no more than two days earlier than the date of which notice was given upon giving at least one week's notice of such alteration.

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

(b) Except as provided in sub-clause (h) of clause 8, an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, such double time to continue until he is relieved from duty.

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

(d) Employees, other than on shift, required to work on Sundays or public holidays or day or days substituted by Act of Parliament or Proclamation in lieu of such 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.

12. 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.

13. (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.

14. (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.

15. (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 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 LEAVE.***Period of Leave.*

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

*Seven-day Shift Workers.*

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

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

*Annual Leave Exclusive of Public Holidays.*

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

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

*Broken Leave.*

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

*Calculation of Continuous Service.*

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

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

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 15 shall be accepted as a notification under this sub-clause.

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

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

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

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

*Calculation of Service.*

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day, any broken part of a day in the result not exceeding half a day to be disregarded.

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

*Calculation of Month.*

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

*Leave to be Taken.*

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

*Time of Taking Leave.*

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

*Leave Allowed Before Due Date.*

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

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

*Payment for Period of Leave.*

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

*Proportionate Leave on Dismissal.*

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

*Annual Close Down.*

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

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.  
Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (1) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

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

17. (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.

Regulations require that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles:—

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

*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 and rumberling 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—60 lb., including the weight of the ladle.

Other ladles— $\frac{1}{2}$  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.

*Females—Rest Period and Seats.*

(e) 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.*

(f) 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.*

18. 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 OFFICIAL.*

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

(Name of Organization.)

THIS IS TO CERTIFY THAT  
organization.

is a duly accredited representative of the above-named

(SEAL)

General Secretary.  
Date

Specimen signature of holder

Strictly not transferable.

*TIME AND WAGES BOOK.*

20. (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.*

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

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

## DEFINITIONS.

22. "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.  
 "Jobbing coremaker" means a moulder engaged in making cores for metal moulds by the use of loam or strickle boards, or by loose boxes, other than loose boxes used for repetition production of cores requiring little or no skill to produce.  
 "Jobbing moulder" means a metal moulder engaged in floor moulding, loam moulding, strickle moulding, or moulding from loose patterns, and/or finishing off bath moulds made by a machine process.  
 "Machine coremaker" means an adult employee making cores by machines where the core box is a fixture to or part of such machine, or making repetition cores requiring little or no skill to produce.  
 "Plate and machine moulder" means an adult employee engaged in moulding on the plate system or by machines where the pattern is either a fixture to the plate or the spray system is used.

## PERIODICAL ADJUSTMENT OF WAGES.

23. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of section 33 of the *Labour and Industry Act* 1953, 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 in clause 24.

## Basic Wage.

Place.	Adult Males Basic Wage. (Adjustable.)	Index Number Set Assigned.
	£ s. d.	
Victoria— Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; at Warrnambool; and within Mildura and Gippsland districts .. .. . Yallourn—6s. 6d. in excess of basic wage for Melbourne Elsewhere—3s. less than the contemporaneous basic wage for Melbourne	11 14 0	Melbourne

The Basic Wage for adult females shall be 75 per cent. of the Basic Wage for adult males, calculated to the nearest 6d. half or less than half of 6d. in a result to be disregarded.

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 23.

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

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

Classification.	Margin Per Week.
	s. d.
<i>Pipe Moulders making Pipes (other than Steam and Hydraulic Pipes) on a Bank or Cast Vertically.</i>	
Bank pipe moulders—	
5 and 6 inch, headman .. .. .	62 6
5 and 6 inch, footman .. .. .	52 6
4 inch and under, headman .. .. .	56 0
4 inch and under, footman .. .. .	35 0
Vertical pipe moulders—	
Rammer, coremaker, corer, or caster .. .. .	30 6
Dresser of pipes, including dresser on emery wheels .. .. .	30 0
<i>Persons Employed in making Pipes by Machinery.</i>	
Coremakers—	
5 and 6 inch faucet .. .. .	58 6
5 and 6 inch, spigot .. .. .	35 0
4 inch and under faucet .. .. .	45 0
4 inch and under, spigot .. .. .	29 0
Finishers and casters—	
5 and 6 inch .. .. .	58 6
4 inch and under .. .. .	45 0
<i>Metal Moulding.</i>	
Jobbing moulder and/or coremaker .. .. .	75 0
Plate and machine moulder and/or coremaker—	
1st six months' experience .. .. .	28 0
2nd six months' experience .. .. .	31 0
3rd six months' experience .. .. .	37 6
Thereafter .. .. .	50 0
Dresser, and grinder (when using portable machine) .. .. .	32 6
Dresser and grinder (other) .. .. .	30 0
Furnaceman—cupola .. .. .	45 0
Furnaceman—electric .. .. .	42 0
Furnaceman—other .. .. .	37 6
Assistant furnaceman .. .. .	28 0
Loader and unloader of annealing furnace .. .. .	28 0
Dresser, shot blast and sand blast—	
(a) who operates from outside a properly enclosed cabin .. .. .	28 0
(b) other .. .. .	47 6
Employee directly assisting an employee whose margin above the basic wage is 27s. 6d. or more. .. .. .	28 0

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

J. W. RYAN, Secretary.

Melbourne, 90th December, 1954.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.



# VICTORIA GOVERNMENT GAZETTE.

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**No. 47]**

**FRIDAY, FEBRUARY 4.**

**[1955**

*Labour and Industry Act 1953.*

## DETERMINATION OF THE ELECTRO-PLATERS BOARD.

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

(b) On the 7th day of February, 1938, the Tinsmiths Board was deprived of the power to determine the lowest prices or rates which may be paid to any persons employed in the process, trade, or business of metal polishing, and such power was conferred exclusively on the Electro-platers Board.

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board which now has power to "determine the lowest prices or rates which may be paid to—

(i) any person or persons or classes of persons employed in the process, trade, or business of—

- (a) Electro plating ;
- (b) Metal polishing ;
- (c) Metal grinding in electroplating establishments ;
- (d) Enamelling or japanning metals—

other than persons subject to the Determination of any one of the following Boards :—

Bedstead Makers Board,  
Engineers and Brassworkers (Skilled) Board,  
Engineers and Brassworkers (Unskilled) Board,  
Jewellers Board,  
Ovenmakers Board,  
Tinsmiths Board ;

(ii) any person employed electro plating, grinding, polishing, or finishing articles of tableware or table cutlery"—  
has made the following Determination, viz. :—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES.

Adults.	Per Week of 40 Hours.
<i>Males.</i>	<i>s. d.</i>
Grinder or polisher .. .. .	287 6
Electro-plater—	
1st Class .. .. .	309 0
2nd Class .. .. .	284 0
3rd Class .. .. .	256 0
Liner or hand decorator .. .. .	287 6
Coater .. .. .	267 6
Spray operator .. .. .	259 0
Other employees with not less than three months' experience in the metal trades industry .. .. .	243 0
All others .. .. .	234 0
<i>Females.</i>	
Females employed at—	
(a) hand burnishing, hand finishing, or lacquering .. .. .	198 0
(b) polishing .. .. .	287 6
All others { under one month's experience in the industry .. .. .	175 6
thereafter .. .. .	191 6

*Leading Hands.*

Leading hands in charge of not less than three and not more than ten employees, 15s. per week extra; more than ten and not more than twenty employees, 30s. per week extra; more than twenty employees, 45s. per week extra.

*APPRENTICESHIP.*

3. (a) An employer may employ any minor as an apprentice in any work covered by this Determination provided that no minor shall be employed in the trade or occupation of an Electroplater—1st class otherwise than under a contract of apprenticeship as hereinafter provided.

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

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

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

*Proportion.*

(d) An employer shall not employ apprentices in excess of the proportion hereinafter prescribed:—

- (i) In the trade of an electroplater 1st class—One apprentice to every three or fraction of three electroplaters—1st class.
- (ii) In all other cases—Three male apprentices to every three or fraction of three male workers receiving not less than 234s. per week, and two female apprentices to every three female workers receiving not less than 175s. 6d. per week.

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

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

*Period of Apprenticeship.*

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

*Adult Apprentices.*

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

*Probationary Period.*

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

*Wages.*

(h) The minimum weekly rates of wages for apprentices shall be the undermentioned percentages of the contemporaneous basic wage, and in all contracts of apprenticeship hereafter made the employer shall covenant of 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.

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

										Percentage of Basic Wage.	Total Wage Payable.
										Per Week.	£ s. d.
<i>Four and Five-year Terms.</i>											
1st year	..	..	..	..	..	..	..	..	..	32	3 15 0
2nd year	..	..	..	..	..	..	..	..	..	43	5 0 6
3rd year	..	..	..	..	..	..	..	..	..	54	6 6 6
4th year	..	..	..	..	..	..	..	..	..	83	9 14 0
5th year	..	..	..	..	..	..	..	..	..	100 + 6s.	12 0 0
<i>Four-year Terms—Apprentices Commencing after the Age of 17 Years.</i>											
1st year	..	..	..	..	..	..	..	..	..	34	3 19 6
2nd year	..	..	..	..	..	..	..	..	..	54	6 6 6
3rd year	..	..	..	..	..	..	..	..	..	83	9 14 0
4th year	..	..	..	..	..	..	..	..	..	100 + 6s.	12 0 0

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

*Hours.*

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

*Overtime and Shift Work.*

(k) No apprentice under the age of 18 years shall be required to work overtime or shift work unless he so desires.

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

*Payment by Results.*

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

*Lost Time.*

(m) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in this Determination, or 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.*

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

*Attendance at Technical Schools.*

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

*Annual and Sick Leave.*

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

**FEMALES AND UNAPPRENTICED MALE JUNIORS.**

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

*Wages per Week of 40 Hours.*

	*Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.
	Per Week.	Per Week.	Per Week.
<i>I.—Junior Females.</i>			
		<i>s. d.</i>	<i>£ s. d.</i>
17 years of age and under .. .. .	52	3 6	4 15 0
18 years of age .. .. .	62	4 0	5 13 0
19 years of age .. .. .	72	4 6	6 11 0
20 years of age .. .. .	82	5 0	7 9 0
<i>II.—Junior Males.</i>			
Under 16 years of age .. .. .	24	2 0	2 18 0
16 years of age .. .. .	34	3 0	4 2 6
17 years of age .. .. .	46	4 0	5 11 6
18 years of age .. .. .	58	5 0	7 0 6
19 years of age .. .. .	73	6 0	8 17 0
20 years of age .. .. .	88	7 0	10 13 0

\* The percentages in the case of junior females are related to the female basic wage, and for junior males to the male basic wage. The total wage is calculated to the nearest 6d., half or less than half of 6d. in a result is disregarded.

The numbers of juniors employed at polishing or grinding, line or hand decorating or coating shall not exceed the numbers of male adults employed on any of these classifications.

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) Junior employees shall not be employed:—

If under the age of 16 years—

on oil or gas burners or fires used for heating or small articles; or  
using electric arc or oxy-acetylene blow pipe.

**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:—

*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.

*Cleaning Out Plating Tanks.*

- (b) An employee engaged at cleaning out plating tanks shall be paid 4d. per hour extra whilst so engaged.

*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.

**SPECIAL RATES FOR GRINDERS AND POLISHERS.**

6. (a) When a person is continuously engaged grinding or polishing any article the size or shape of which does not permit of the hood required by Regulations being kept close up to the wheel in the manner prescribed by the said Regulations, he shall be paid for each week whilst so engaged an additional sum of five shillings.

(b) A person shall be deemed to be continuously engaged within the meaning of this provision if he is so occupied for not less than eight hours in any week, and shall be entitled to receive the full sum of five shillings aforementioned.

**HOURS OF WORK.***Day Workers.*

7. (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 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.**

7a. (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 6s. 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 6s. 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.

##### Definitions.

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

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

"Continuous work" means work carried on with consecutive shifts of men throughout the 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; 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 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 fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week; or
- (iii) 120 in 21 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week.

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

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

##### Rosters.

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

##### Variation by Agreement.

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

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

##### Afternoon or Night Shift Allowances.

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

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

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

An employee who—

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

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

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

*Overtime.*

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

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter,

except in each case when the time is worked—

- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 15 (b) hereof.

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

*Compulsory Overtime.*

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

*Sundays and Holidays.*

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

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

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.*

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

10. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work. Provided that in the case of an apprentice or a junior the rate for overtime shall be not less than the rate herein prescribed or 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 break-downs of plant or upon routine maintenance of plant which can only be done while such plant is idle.

*Crib Time.*

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

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

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

*Tea Money.*

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 5s. and 3s. 4d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

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

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

*Transport of Employees.*

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

*Compulsory Overtime.*

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

**HOLIDAYS AND SUNDAY WORK.**

11. (a) Employees shall be entitled to the following public holidays without loss of pay as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, 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.

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

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

(b) Except as provided in sub-clause (h) of clause 8 an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, such double time to continue until he is relieved from duty.

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

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

(e) 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.

**PIECE-WORK RATES.**

12. Subject to the minimum wages herein prescribed, an employer may remunerate any of his employees under any system of payment by results.

**EXTRA RATES NOT CUMULATIVE.**

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

**PAYMENT OF WAGES.**

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

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

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

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

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

**CONTRACT OF EMPLOYMENT.***Weekly Employment.*

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

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

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

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer 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 Hospitals, &c.*

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

*ANNUAL LEAVE.**Period of Leave.*

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

*Seven day Shift Workers.*

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

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

*Annual Leave Exclusive of Public Holidays.*

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

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

*Broken Leave.*

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

*Calculation of Continuous Service.*

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

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

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

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

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

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

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

#### *Calculation of Service.*

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

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

#### *Calculation of Month.*

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

#### *Leave to be Taken.*

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

#### *Time of Taking Leave.*

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

#### *Leave Allowed Before Due Date.*

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

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

#### *Payment for Period of Leave.*

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

#### *Proportionate Leave on Dismissal.*

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

#### *Annual Close Down.*

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

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

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

- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work. Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (i) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

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

18. (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.

Regulations require 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
Pieric acid solution, made according to the following recipe or prescription :—	
1½ teaspoonfuls of powdered pieric 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 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.

*Masks.*

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

*Protective Clothing.*

- (iv) 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. Employees engaged in polishing shall be provided with suitable gloves, and in all cases where it is agreed between the employer and the representative of the union in the shop, suitable aprons shall be supplied to grinders or polishers.

*Tools.*

- (v) 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 Victorian Government Gazette No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

*SHOP STEWARDS.*

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

*RIGHT OF ENTRY OF UNION OFFICIALS.*

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

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

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:—

This is to certify that	(Name of Organization.)	is a duly accredited representative of above-named organization.
(SEAL)		General Secretary.
Specimen signature of holder—		Date—

Strictly not transferable.

*TIME AND WAGES BOOK.*

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

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

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

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

*NOTICE BOARD.*

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

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

*DEFINITIONS.*

23. "Electroplater 1st Class" means an adult employee who maintains the solutions used and is responsible for the electroplating of ware.

"Electroplater 2nd Class" means an adult employee not responsible for the solutions used and engaged mainly on electroplating.

"Electroplater 3rd Class" means an adult employee engaged in electroplating on the barrel-plating system.

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

"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.

## PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates of amounts in excess of the basic wage set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of Section 33 of the *Labour and Industry Act* 1953, 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, wages rates of less than the basic wage shall be adjusted in proportion to the nearest 6d.

The basic wage for adult females shall be 75 per cent. of the basic wage for adult males, as adjusted from time to time, calculated to the nearest 6d., half or less than half of 6d. in a result to be disregarded.

*Basic Wage.*

Place.	Adult Males Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State .. .. .	11 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 25.

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

25. In addition to the basic wage any male adult employee of a classification specified hereunder shall be paid the margin hereinafter assigned to that classification.

Classification.	Margin.
	s. d.
Grinder or polisher .. .. .	53 6
Electroplater—	
1st class .. .. .	75 0
2nd class .. .. .	50 0
3rd class .. .. .	22 0
Liner or hand decorator .. .. .	53 6
Coater .. .. .	33 6
Spray operator .. .. .	25 0
Other employees with not less than three months' experience in the metal trades industry .. .. .	9 0
All others .. .. .	Nil

In addition to the basic wage for females, any female adult employee shall be paid the margin and additional amount specified in the under-mentioned Schedule:—

Classification.	Margin.	Additional Amount.
	s. d.	s. d.
Females employed at—		
(a) Hand burnishing, hand finishing, or lacquering .. .. .	22 6	..
(b) Polishing .. .. .	53 6	25 per cent. of the current male basic wage
All others { under one month's experience in the industry .. .. .	Nil	..
thereafter .. .. .	16 0	..

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

J. W. RYAN, Secretary.

Melbourne, 17th December, 1954.



VICTORIA

## GOVERNMENT GAZETTE

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No. 48]

FRIDAY, FEBRUARY 4.

[1955

Labour and Industry Act 1953.

## DETERMINATION OF THE ROAD PATROLMENS BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act, 1953* 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), employed by a club or association of users of motor vehicles which renders free roadside service to its members, and engaged at testing, replacing, repairing, or adjusting parts of motor vehicles," has made the following Determination namely :—

1. That as from the beginning of the first pay period to commence in December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

## 2. WAGES PER WEEK OF 40 HOURS.

	£	s.	d.
All employees covered by this Determination .. .. .	15	9	0

## DISABILITY ALLOWANCE.

3. In addition to the weekly rate as prescribed in clause 2 hereof, as adjusted from time to time in accordance with clause 25 hereof, an allowance of  $7\frac{1}{2}$  per cent. shall be paid. Such allowance shall be deemed to cover all disabilities associated with the work including the working of shifts and shall be regarded as in addition to the wages for all purposes of this Determination. Provided that in the case of a shift commencing at or after 10 p.m. and before 8 a.m. an allowance of 10 per cent. shall be paid in substitution for and not cumulative upon the  $7\frac{1}{2}$  per cent. hereinbefore prescribed.

Provided further that an employee who during a period of engagement works a shift between 10 p.m. and 8 a.m. only, shall, during such engagement, receive an allowance of 25 per cent. in substitution for and not cumulative upon the  $7\frac{1}{2}$  per cent. or 10 per cent. hereinbefore prescribed.

## HOURS OF EMPLOYMENT.

4. The ordinary hours of employment shall be an average of 40 per week based on a roster mutually agreed upon provided that such ordinary hours shall not exceed :—

- (a) Eight (8) in any one day, or
- (b) Fifty-six (56) in any seven consecutive days, or
- (c) One hundred and four (104) in any fourteen consecutive days, or
- (d) One hundred and sixty-eight (168) in any twenty-eight consecutive days.

Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. Except at regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

## SPREAD OF WORK.

5. Not more than thirteen shifts are to be worked in any fourteen consecutive days, inclusive of Sundays and holidays, and the principle of a five-day week is to be adhered to as far as is possible without reducing the efficiency of the service.

## ROSTERS.

6. The present system of displaying a continuous roster shall be adhered to.

## VARIATION BY AGREEMENT.

7. The hours of employment as set out in clause 4 and the spread of work as set out in clause 5 may be varied by mutual consent between the employer and the employees' representative.

## OVERTIME.

## 8. (a) For all work done :—

- (i) Outside the ordinary rostered hours for a day's shift, time and a half shall be paid for the first four hours, and double time thereafter; such double time shall continue to be paid until the employee is relieved from work for at least eight consecutive hours.
- (ii) Within the ordinary rostered hours for a day's shift in excess of the ordinary hours prescribed in clause 4 sub-clauses (b), (c), and (d) time and a half shall be paid for the first four hours and double time thereafter.
- (b) When an employee works so much overtime between the termination of his ordinary finishing time on one day and the ordinary commencing time on the next day that he has not at least eight consecutive hours off duty between these times, he shall be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for the ordinary working time occurring during such absence.
- If, on the instructions of the employer, such an employee resumes on continuous 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 the ordinary working time occurring during such absence.
- (c) An employee recalled to work overtime after having ceased work (whether notified before or after leaving the Patrol Station) shall be paid for a minimum of three hours' work at the rate of time and one half for each time he is so recalled. Provided that the time occupied in travelling to and from the Patrol Station shall be regarded as time worked.
- (d) An employee required to work overtime for more than four hours without being notified the day before or earlier that he will be so required to work shall either be supplied by the employer with a meal or paid 4s. 0d. in lieu thereof.
- If an employee pursuant to notice has provided a meal and is not required to work overtime for at least four hours he shall be paid as above prescribed for the meal he has provided.
- (e) The employer may require any employee to work reasonable overtime and such employee shall work in accordance with such requirement.

## SUNDAYS, HOLIDAYS, AND WEEK END WORK.

- 9. (a) Employees on weekly engagement shall be entitled to the following Public Holidays without loss of pay :—  
New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Labour Day, Queen's Birthday, 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.
- (b) Any employee required to work on any of the Public Holidays enumerated in sub-clause (a) hereof shall be paid at the rate of time and one half. Such time and one half shall continue to be paid until he is relieved from duty.
- (c) Employees required to work on Sundays or Public Holidays shall be paid for a minimum of three hours' work at the appropriate rate.
- (d) The minimum rate to be paid for work done on Sundays shall be time and one half, and for work done between midnight on Friday and midnight on Saturday time and one quarter.

## MEAL BREAK.

- 10. A meal break of 40 minutes shall be allowed and taken at the discretion of the employer, but not later than five hours after the commencement of the employee's shift.
- Twenty minutes of this meal break shall be regarded as time worked.

## CONTRACT OF EMPLOYMENT.

- 11. (a) An 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 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 an employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the wages shall be paid only up to the time of dismissal.
- (c) A casual employee is one who is engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate as prescribed by clauses 2 and 3 hereof, plus 10 per cent.
- (d) Except as otherwise provided herein an employee not attending for duty shall lose his pay for the actual time of such non-attendance.

## ANNUAL LEAVE.

- 12. (a) A period of twenty-one consecutive days shall be allowed annually to all employees who have completed twelve months' continuous service (less the period of annual leave). Such leave shall be taken at the discretion of the employer within a period not exceeding six months from the date when it accrued and after not less than two weeks' notice to the employee.
- (b) If, after one month's continuous service in any twelve-monthly qualifying period, an employee lawfully leaves his employment or his employment is terminated by the employer, the annual leave prescribed herein shall be granted to such employee on a pro-rata basis.
- (c) The annual leave provided by this clause shall be allowed and shall be taken and, except as provided by sub-clause (b) hereof payment shall not be made or accepted in lieu of such leave.
- (d) The leave prescribed by this clause shall be exclusive of any of the public holidays prescribed in clause 9 (a) hereof and if any such holiday falls within an employee's period of annual leave there shall be added to the period of annual leave an additional day for each such holiday.
- (e) Each employee, before going on annual leave, shall be paid three weeks' wages or pro-rata if leave is taken under sub-clause (b) hereof.

## SICK LEAVE.

- 13. (a) An employee on weekly engagement who is absent from work on account of personal illness or on account of injury by accident arising out of, or in the course of, his employment, shall be entitled to leave of absence without deduction of pay, subject to the following conditions :—
- (1) He shall not be entitled to be paid sick leave for any period in respect of which he is entitled to worker's compensation.
- (2) An employee unable to attend for duty through illness or injury shall advise the employer with a minimum of delay stating the reason for and the estimated duration of the absence.
- (3) In the case of absence through illness or injury extending over two consecutive working days the employee shall produce a medical certificate or other satisfactory proof of his inability to attend for duty on such days.
- (4) In the case of single day absences where an employee has within the current year already been paid for two single day absences due to illness or injuries, he shall produce a medical certificate for the third and all subsequent single day absences for which paid sick leave is claimed.
- (5) He shall not, except as hereinafter provided, be entitled in any year to paid sick leave in excess of 40 hours of working time.

(b) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (5) of his clause which has not been availed of in any year shall, subject to the conditions hereinbefore prescribed, be allowed 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 one year, but for no longer from the end of the year in which it accrues.

(c) "Year" for the purpose of this clause means the period between the first day of employment with the employer to the day preceding the day having the same date in the succeeding year. Both the commencing and the finishing days in this period are inclusive.

(d) Notwithstanding anything contained in sub-clause (a) hereof, an employee suffering 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) occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

#### EMPLOYEES' REPRESENTATIVE.

14. One member of the Patrol Staff who has had at least eighteen months' continuous service with the employer shall be nominated and elected by the employees concerned as their representative to act as liaison between the employer and Patrol Staff. Such representative shall be allowed the necessary time during working hours to discuss with the employer any matters affecting the employees whom he represents.

#### TOOLS.

15. Provision by the employer of tools as listed below is to continue in accordance with present practice.

1 large jack	} Either or both, according to type	2 battery cables
1 small jack		1 street directory
2 tyre levers		1 wheel spanner
1 heat unit clamp		1 tyre pump
1 two-gallon can		1 service battery

An employee shall replace or pay for any such tools lost or damaged through his negligence.

#### OVERALLS AND UNIFORMS.

16. Each employee is to be supplied by the employer with overalls as required. Where an employee is required to wear a uniform, such uniform shall be provided by and at the expense of the employer. Clothing ration coupons, where necessary, are to be provided by the employees.

#### TRANSPORT OF EMPLOYEES.

17. (a) Subject to the availability of vehicles and to the condition that the vehicle must be housed in a properly constructed and securely locked garage overnight, a patrol working after 11.30 p.m. shall be permitted to use his patrol vehicle for transport to his home providing that his house is within reasonable distance from the Patrol Station and provided that the patrol concerned is rostered to report for duty on the day following. This provision shall not apply to tow-trucks or to tow-truck drivers.

(b) In the case of an employee, for whom transport is not otherwise provided by sub-clause (a) hereof, who, in consequence of working overtime or on 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.

#### FIRST-AID KIT.

18. An adequate supply of First-aid material as contained in the schedule hereunder shall be provided and constantly maintained by the employer at a place reasonably accessible to all employees requiring to use such material.

#### Schedule.

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

#### PAYMENT OF WAGES.

19. (a) Wages shall be paid weekly.

(b) On the first pay day occurring during his employment, an employer shall be paid whatever wages are due to him up to the completion of his work on the previous day.

(c) Upon termination of the employment, wages due to an employee shall be paid to him on the day of such termination.

(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.

#### WET PLACES.

20. Each employee shall be provided with suitable protective clothing and/or footwear for use in wet places.

## RIGHT OF ENTRY OF UNION OFFICIALS.

21. (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 no one representative visit the premises more than once in each week
- (iii) that if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Wages Board.

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

(Name of organization.)

THIS IS TO CERTIFY THAT  
organization.

is a duly accredited representative of the above-named

General Secretary..

(Seal.)

Date—

Specimen Signature of Holder—

STRICTLY NOT TRANSFERABLE.

## TIME AND WAGES BOOK.

22. (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 organization 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.

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

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

## MISCELLANEOUS PROVISIONS.

24. (a) The employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee or hanging facilities which afford reasonable protection against theft or soiling of employees' clothes.

(b) The employer shall provide :—

- (1) Boiling water for employees at meal times.
- (2) A sufficient supply of cool drinking water from bubble taps or other suitable drinking fountains.
- (3) Hot water for washing and hot and cold showers.
- (4) Adequate sanitary conveniences.

(c) 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 through the use of corrosive substances unless such damage is caused by negligence on the part of the employee.

## PERIODICAL ADJUSTMENT OF WAGES.

25. The wage rate set out in clause 2 is based upon the following basic wage, and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, the Board hereby determines that such rate shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 26.

## Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State .. .. .	£ s. d. 11 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amounts of the basic wage shall be as prescribed in clause 25.

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

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

J. W. RYAN, Secretary.

Melbourne, 16th December, 1954.



# VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, FEBRUARY 4.

[1955

*Labour and Industry Act 1953.*

## DETERMINATION OF THE FILEMAKERS BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to "determine the lowest rates which may be paid to any person or persons or classes of persons, excluding smiths (iron, brass, or copper), electrical fitters, electrical mechanics, machinist (1st and 2nd class), toolmakers, tradesmen, engineers, welders (1st and 2nd class), and patternmakers employed in the process, trade, or business of manufacturing or preparing files or rasps of any description for use as tools of trade," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. *Wages per Week of 40 hours.*

Adults.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
File chisel whetter .. .. .	14 6 6	14 13 0	14 3 6
File inspector—First class .. .. .	14 1 6	14 8 0	13 18 6
File inspector (other)—			
(a) First three months' experience as such..	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	13 6 6	13 13 0	13 3 6
Automatic file blanking machine operator—			
(a) First three months' experience as such	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	14 1 6	14 8 0	13 18 6
File cutter—			
(a) First three months' experience as such..	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	14 1 6	14 8 0	13 18 6
Hand hammer file forger—			
(a) First three months' experience as such..	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	14 1 6	14 8 0	13 18 6
File tang roller—			
(a) First three months' experience as such..	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	14 1 6	14 8 0	13 18 6
File compound controller .. .. .	13 17 6	14 4 0	13 14 6
File edge grinder—			
(a) First three months' experience as such..	13 1 6	13 8 0	12 18 6
(b) Thereafter .. .. .	13 16 6	14 3 0	13 13 6
File side grinder—			
(a) First three months' experience as such..	13 1 6	13 8 0	12 18 6
(b) Thereafter .. .. .	13 16 6	14 3 0	13 13 6
File hardener—			
(a) First three months' experience as such..	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	13 16 6	14 3 0	13 13 6
File point roller—			
(a) First three months' experience as such..	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	13 16 6	14 3 0	13 13 6
File bar clipper—			
(a) First three months' experience as such..	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	13 9 0	13 15 6	13 6 0
File roll flattener—			
(a) First three months' experience as such..	12 16 0	13 2 6	12 13 0
(b) Thereafter .. .. .	13 9 0	13 15 6	13 6 0

## Wages per Week of 40 hours.

Adults.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
File brander	£ s. d. 12 16 0	£ s. d. 13 2 6	£ s. d. 12 13 0
(a) First three months' experience as such	13 9 0	13 15 6	13 6 0
(b) Thereafter			
Half round or round file grinder—			
(a) First three months' experience as such	13 1 6	13 8 0	12 18 6
(a) Thereafter	13 16 6	14 3 0	13 13 6
File tang and point trimmer—			
(a) First three months' experience as such	12 16 0	13 2 6	12 13 0
(b) Thereafter	13 1 6	13 8 0	12 18 6
File miller—			
(a) First three months' experience as such	12 16 0	13 2 6	12 13 0
(b) Thereafter	13 6 6	13 13 0	13 3 6
File acider	13 6 6	13 13 0	13 3 6
File sand blaster	13 2 6	13 9 0	12 19 6
Semi-automatic hammer file forger	13 1 6	13 8 0	12 18 6
File straightener (hand)	13 1 6	13 8 0	12 18 6
File grinder (other)	13 1 6	13 8 0	12 18 6
File edge setter (machine or hand)	13 1 6	13 8 0	12 18 6
File stripper (machine or hand)	13 1 6	13 8 0	12 18 6
File chisel grinder	13 1 6	13 8 0	12 18 6
File cropper	13 1 6	13 8 0	12 18 6
File point grinder	13 1 6	13 8 0	12 18 6
File safe edger	13 1 6	13 8 0	12 18 6
File tang bluer	13 1 6	13 8 0	12 18 6
File anneal loader	12 17 0	13 3 6	12 14 0
File straightener (machine)	12 16 0	13 2 6	12 13 0
File counter	12 16 0	13 2 6	12 13 0
File drier	12 16 0	13 2 6	12 13 0
File oiler	12 16 0	13 2 6	12 13 0
File paster	12 16 0	13 2 6	12 13 0
File ringer	12 16 0	13 2 6	12 13 0
Other employees with not less than three months' experience in this industry	12 3 0	12 9 6	12 0 0
All others	11 17 0	12 3 6	11 14 0

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

Automatic file blanking machine operator  
File bar clipper;  
File brander;  
File cutter;  
File edge grinder;  
File hardener (where a fixture is used);

File point roller;  
File roll flattener;  
File side grinder;  
File tang and point trimmer;  
File tang roller;  
Hand hammer file forger.

## LEADING HANDS.

Leading hands in charge of not less than three and not more than ten employees, 15s. per week extra; more than ten and not more than twenty employees, 30s. per week extra; more than twenty employees, 45s. per week extra.

## FEMALES AND UNAPPRENTICED MALE JUNIORS.

3. (a) The minimum rates of wage for adult and junior females and for unapprenticed male juniors shall be as follows:—

## Wages per Week of 40 Hours.

	* Percentage of Basic Wage.	Margin.	Total Wage Payable—			
			Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.	
			£ s. d.	£ s. d.	£ s. d.	£ s. d.
		Per Week.				
		s. d.				
Under one month's experience	75	I.—Adult Females.	8 15 6	9 0 6	8 13 0	
All others	75		9 11 6	9 16 6	9 9 0	

When employed in a classification for which the corresponding margin in clause 24 of the Determination published in Government Gazette No. 180 of the 2nd April, 1954, exceeded 28s. per week but did not exceed 40s. per week—75 per centum of the margin now prescribed for that classification in clause 24 hereof in lieu of the 16s. herein prescribed.

## Additional Amount.

## II.—Junior Females.

17 years of age and under	52	3 6	4 15 0	4 17 6	4 13 6
18 years of age	62	4 0	5 13 0	5 16 0	5 11 6
19 years of age	72	4 6	6 11 0	6 14 6	6 9 0
20 years of age	82	5 0	7 9 0	7 13 0	7 7 0

## III.—Junior Males.

Under 16 years of age	24	2 0	2 18 0	2 19 6	2 17 6
16 years of age	34	3 0	4 2 6	4 5 0	4 1 6
17 years of age	40	4 0	5 11 6	5 14 6	5 10 6
18 years of age	58	5 0	7 0 6	7 4 6	6 19 0
19 years of age	73	6 0	8 17 0	9 1 6	8 14 6
20 years of age	88	7 0	10 13 0	10 18 6	10 10 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.

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

*Prohibited Occupations.*

- (c) Junior employees shall not be employed :—  
 if under the age of 16 years—  
 on oil or gas burners or fires used for heating of small articles.  
 using electric arc or oxy acetylene blow pipe.

*SPECIAL RATES.*

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

*Confined Spaces.*

- (a) Working in confined space (as defined), 6d. per hour extra.

*Dirty Work.*

(b) 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.

*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.

*Wet Places.*

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

(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 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.

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.*

5A. (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 contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers on afternoon and night 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 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.

##### Definitions.

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

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

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

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

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

##### Hours—Continuous Work Shifts.

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

The ordinary hours of such shift workers shall not exceed—

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

(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 proceeding 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, 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.*

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

#### *OVERTIME.*

8. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work. Provided that in the case of a junior, the rate for overtime shall be not less than the rate herein prescribed or 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.

#### *Crib Time.*

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

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

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

#### *Tea Money.*

(h) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 5s., and 3s. 4d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

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

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

*Transport of Employees.*

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

*HOLIDAYS AND SUNDAY WORK.*

9. (a) Employees shall be entitled to the following public holidays without loss of pay as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Sunday, Easter Monday, Queen's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

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 (A) 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, or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, such double time to continue until he is relieved from duty.

Provided that where employees are necessarily engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day (not including the installation of new machinery) work done on holidays shall be paid for at the rate of time and a half for the first eight hours and double time thereafter.

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

(d) Employees, other than on shift, required to work on Sundays or public holidays or day or days substituted by Act of Parliament or Proclamation in lieu of such 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 employee without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases the wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible. 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.*

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 Absence.*

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

*Cumulative Sick Leave.*

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

*Attendance at Hospital, &c.*

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

*ANNUAL HOLIDAY.*

14. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act* 1953, 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.

Regulations require that a first-aid ambulance chest shall be kept in some accessible place upon the premises and that such chest shall be equipped and supplied with the following articles:—

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

*Lockers.*

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

*Washing and Sanitary Conveniences.*

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

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

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

*Gloves.*

(ii) Such suitable canvas or leather gloves shall be provided by employers for employees as the foreman and employee may agree.

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

*Goggles.*

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

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

*Females—Rest Period and Seats.*

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

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

*SHOP STEWARDS.*

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

## RIGHT OF ENTRY OF UNION OFFICIALS.

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

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

General Secretary.

(SEAL.) \_\_\_\_\_

Date—

Specimen signature of holder.  
Strictly not transferable.

## TIME AND WAGES BOOK.

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

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

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

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

## NOTICE BOARD.

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

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

## DEFINITIONS.

20. "Confined space" means a compartment, space, or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position.

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

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

"File anneal loader" means an adult employee who performs the manual operations incidental to annealing.

"File bar clipper" means an adult employee who shears bars to multiple lengths in a shearing machine.

"File chisel whetter" means an adult employee, with not less than one year's experience in the trade, who whets file cutting chisels by hand.

"File cropper" means an adult employee who crops tangs and points on a cropping machine.

"File edge grinder" means an adult employee who operates a file edge grinding machine.

"File grinder—other" means an adult employee who operates a centreless type grinding machine for grinding files.

"File hardener" means an adult employee who hardens files from a lead pot with or without the aid of a hardening fixture.

"File inspector—first class" means an adult employee with not less than one year's experience as inspector or cutter engaged on the inspection of cut files.

"File inspector—other" means an adult employee engaged on the inspection of files or blanks.

"File point roller" means an adult employee who forges file points on a forging rolls.

"Hand hammer file forger" means an adult employee who forges tangs and points under a power hammer.

"Half round or round file grinder" means an adult employee who operates a half round or round double plate grinder.

## PAYMENT BY RESULTS.

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

## PERIODICAL ADJUSTMENT OF WAGES.

22. The wages rates set out in clause 2 are based upon the following basic wage rates and, pursuant to the provisions of Section [33 of the *Labour and Industry Act* 1953, 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.
Victoria—	£ s. d.	
Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; at Warrnambool; and within Mildura and Gippsland Districts .. .. .	11 14 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne		

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 35.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor 1.03 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The wages of adult females, junior females, and male juniors shall be the percentages of the contemporaneous needs basic wage prescribed for the area in which they are employed, and in addition thereto the additional amount specified in clause 3 of this Determination.

## MARGINAL RATES.

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

Classification.	Margin Per Week.
File chisel whetter .. .. .	52 6
File inspector—First class .. .. .	47 6
File inspector (other)—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	32 6
Automatic file blanking machine operator—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	47 6
File cutter—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	47 6
Hand hammer file forger—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	47 6
File tang roller—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	47 6
File compound controller .. .. .	43 6
File edge grinder—	
(a) First three months' experience as such .. .. .	27 6
(b) Thereafter .. .. .	42 6
File side grinder—	
(a) First three months' experience as such .. .. .	27 6
(b) Thereafter .. .. .	42 6
File hardener—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	42 6
File point roller—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	42 6
File bar clipper—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	35 0
File roll flattener—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	35 0
File brander—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	35 0
Half round or round file grinder—	
(a) First three months' experience as such .. .. .	27 6
(b) Thereafter .. .. .	42 6
File tang and point trimmer—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	27 6
File miller—	
(a) First three months' experience as such .. .. .	22 0
(b) Thereafter .. .. .	32 6
File acider .. .. .	32 6
File sand blaster .. .. .	28 6
Semi automatic hammer file forger .. .. .	27 6
File straightener (hand) .. .. .	27 6
File grinder (other) .. .. .	27 6
File edge setter (machine or hand) .. .. .	27 6
File stripper (machine or hand) .. .. .	27 6
File chisel grinder .. .. .	27 6
File cropper .. .. .	27 6
File point grinder .. .. .	27 6
File safe edger .. .. .	27 6
File tang bluer .. .. .	27 6
File anneal loader .. .. .	23 0
File straightener (machine) .. .. .	22 0
File counter .. .. .	22 0
File drier .. .. .	22 0
File oiler .. .. .	22 0
File pasteur .. .. .	22 0
File ringer .. .. .	22 0
Other employees with not less than three months' experience in this industry .. .. .	9 0
All others .. .. .	3 0

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

J. W. RYAN, Secretary.

Melbourne, 21st December, 1954.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.

