

[1357]



VICTORIA GOVERNMENT GAZETTE.

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No. 83]

FRIDAY MAY 14.

[1937

Factories and Shops Acts.

DETERMINATION OF THE COAL AND COKE BOARD.

NOTE.—This Determination on the 12th May, 1937, applied to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which now has power to “determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in any business or occupation connected with the sale or distribution of coal or coke by any—

- (a) coal importer,
- (b) coal-mine owner,
- (c) gas company,
- (d) agent or contractor who distributes coal or coke for any coal importer, coal-mine owner, or gas company”—

has made the following Determination, namely:—

- (1) That on the 12th May, 1937, the last previous Determination of this Board shall be revoked and replaced by this Determination.
- (2)

Improvers.*	Other Employees.
WAGES PER WEEK OF 48 HOURS.	WAGES.
Under 17 years of age 39s.	Persons trimming or spreading coal
17 years of age 45s.	that is heated or on fire .. 176s. per week of 44 hours
18 ” ” 51s.	Persons trimming from the “ Grab ” 108s. 2d. ” 44 ”
19 ” ” 57s. 6d.	Other coal trimmers .. 104s. 6d. ” 44 ”
20 ” ” 70s.	Persons employed shifting gear .. 104s. 6d. ” 44 ”
	Coal baggers or loaders .. 104s. 6d. ” 44 ”
	Unloaders of loose coal from box
	wagons or drays to railway trucks 132s. ” 44 ”
	Other unloaders of coal .. 104s. 6d. ” 44 ”
	Coal trolley men .. 137s. 6d. ” 44 ”
	Coke stackers at wharf coal yards .. 114s. 8d. ” 44 ”
	Coke yard employees .. 82s. 4d. ” 48 ”
	Carters driving one horse .. 83s. ” 48 ”
	Carters driving two horses .. 88s. ” 48 ”
	Carters driving three horses .. 92s. ” 48 ”
	Carters driving four or five horses .. 94s. ” 44 ”
	and 6d. extra per day for every
	additional horse
	Drivers of motor wagons having a
	carrying capacity—
	(a) under two tons .. 81s. ” 48 ”
	(b) 2 tons or over .. 85s. 6d. ” 48 ”

PROPORTION.

One improver to the first four workers, and thereafter one improver to every ten workers receiving not less than 82s. 4d. per week.

* NOTE.—The Board has determined, in accordance with Section 25 (1) of the *Factories and Shops Act 1934*, that the trade is so unskilled that no apprentices shall be taken in the trade.

(3) TIME OF BEGINNING AND ENDING WORK—

	Time of Beginning.	Time of Ending.	
		Five days in the week.	The Day the Half-holiday is Usually Observed.
Carters	7 a.m.	5.45 p.m.	1 p.m.
All others	8 a.m.	5 p.m.	12 noon

(4) OVERTIME—

(a) Outside the time of beginning and ending work as herein fixed—

- Between 12 noon and midnight on the day on which the half-holiday is usually observed .. Double time.
- Between 5 p.m. and midnight on the other working days .. Time and a half.
- Between midnight and 8 a.m. .. Double time.

(b) Within the times of beginning and ending work in excess of the hours fixed in this Determination as a week's work—

- First two hours .. Time and a half.
- Thereafter .. Double time.

(5) MINIMUM OF WORK.—Employees called on to work on any day shall be given four (4) hours' work or pay.

(6) PICKING-UP TIME.—The picking up time for engagement of labour at the South Wharf shall be from 7.45 a.m. to 12 noon Mondays to Fridays inclusive, and 7.45 a.m. to 10 a.m. on Saturdays.

(7) PLACE FOR ENGAGEMENT OF LABOUR.—The place for engagement of labour at the South Wharf coal yards shall be at the Adelaide Company's coal yard corner.

(8) SPECIAL RATES.—For all work done on Sundays and the undermentioned holidays the rates shall be—

	Coal Trade.	Coke Trade.
Sundays	Double time ..	Time and a half.
Australia Day (26th January)	Time and a half ..	"
New Year's Day	" ..	"
Labour Day (21st April)	Double time ..	"
Good Friday	" ..	Double time.
Easter Monday	Time and a half ..	Time and a half.
Christmas Day	Double time ..	Double time.
Boxing Day	Time and a half ..	Time and a half.
King'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 only be payable for work done on the day so substituted.

H. J. RICHARDSON, J.P., Chairman.
 J. V. WILLOX, Secretary.

Melbourne, 26th April, 1937.

[1358]



VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper]

No. 84]

FRIDAY, MAY 14.

[1937

Factories and Shops Acts.

DETERMINATION OF THE TINSMITHS BOARD.

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder; such portions of the City of Sandringham as are not included within the said Metropolitan District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which, since the 6th July, 1936, has had the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of preparing or manufacturing articles made of tin plate or other metal, 10 gauge or lighter, including the japanning of such articles but not including persons cutting patterns of boots, shoes, and slippers, has made the following Determination, namely:—

1. That from the twenty-first day of May, 1937, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Adults.	Wages per Week of 44 Hours.		
	The Metropolitan District as defined in the Factories and Shops Acts: such portions of the City of Sandringham as are not included within the said District.	Within the Cities of Geelong, Geelong West, and Warrnambool and the Town of Newtown and Chilwell.	All other Parts of Victoria where this Determination Applies.
	£ s. d.	£ s. d.	£ s. d.
First-class bench hand	4 17 0	4 18 0	4 14 0
Second-class bench hand	4 9 0	4 10 0	4 6 0
Metal spinner setting up and making his own dies	4 11 0	4 12 0	4 8 0
Other spinners	4 1 0	4 2 0	3 18 0
Die setters	4 1 0	4 2 0	3 18 0
Press operators (heavy)	3 19 0	4 0 0	3 16 0
Press operators (light)	3 17 0	3 18 0	3 14 0
Solderers and dippers	3 19 0	4 0 0	3 16 0
Drop hammer stampers	3 19 0	4 0 0	3 16 0
Guttering machinists	3 17 0	3 18 0	3 14 0
Other power machinists	3 14 0	3 15 0	3 11 0
<i>(a) Welding Division.</i>			
Welder—			
First class, other than when using Cutler machine	5 2 0	5 3 0	4 19 0
First class, using Cutler machine	4 11 0	4 12 0	4 8 0
Second class	4 3 0	4 4 0	4 0 0
Third class	3 19 0	4 0 0	3 16 0
Tack welder	4 1 0	4 2 0	3 18 0
<i>(b) Canister-making.</i>			
Die setter and/or leading press hand	4 1 0	4 2 0	3 18 0
Canister-makers by hand and riveters by hand	4 1 0	4 2 0	3 18 0
Solderers and dippers	3 17 0	3 18 0	3 14 0
Canister vent closers and solderers working on tins containing substances with an artificial temperature of 150 degrees Fahrenheit and over	4 1 0	4 2 0	3 18 0
Operators of power capping machines or metal pots on automatic machines	3 19 0	4 0 0	3 16 0
Operators of power presses	3 14 0	3 15 0	3 11 0
Other cap solderers	3 17 0	3 18 0	3 14 0
<i>(c) Galvanizing.</i>			
Galvanizer	4 7 0	4 8 0	4 4 0
Tinners and grease tinners	4 1 0	4 2 0	3 18 0
Assistant working over metal pot	3 19 0	4 0 0	3 16 0
All other male adults	3 14 0	3 15 0	3 11 0

Adults.	Wages per Week of 44 Hours.		
	The Metropolitan District as defined in the Factories and Shops Acts; such portions of the City of Sandringham as are not included within the said District.	Within the Cities of Geelong, Geelong West, and Warrnambool and the Town of Newtown and Chilwell.	All other Parts of Victoria where this Determination Applies.
(d) <i>Painting and Enamelling.</i>	£ s. d.	£ s. d.	£ s. d.
Stencil cutter	4 8 0	4 9 0	4 5 0
Mixer	3 17 0	3 18 0	3 14 0
Fuser	3 17 0	3 18 0	3 14 0
Pickler	3 17 0	3 18 0	3 14 0
Liquidizer	3 14 0	3 15 0	3 11 0
(e) <i>Japanning.</i>			
Artistic japanners and goldworkers	4 9 0	4 10 0	4 6 0
Spray operators	4 1 0	4 2 0	3 18 0
Grainers, liners, and filliters	3 17 0	3 18 0	3 14 0
Painters and lacquerers	3 17 0	3 18 0	3 14 0
Dippers	3 10 0	3 17 0	3 13 0
All others	3 9 0	3 10 0	3 6 0

WAGES—ADULTS.

3. The minimum rates of wage to be paid to adult employees as prescribed herein are as follow :—

BASIC WAGE.

Place.	Basic Wage.	Index Number Set Assigned.
The Metropolitan District as defined in the Factories and Shops Acts; such portions of the City of Sandringham as are not included within the said District	£ s. d. 3 9 0	Melbourne
Within the Cities of Geelong, Geelong West, and Warrnambool and the Town of Newtown and Chilwell	3 10 0	Geelong
Yallourn—6s. 6d. in excess of basic wage for Melbourne.		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.		

PERIODICAL ADJUSTMENT OF WAGES AND PIECEWORK.

4. The wages rates set out in Clause (2) are based upon a basic wage rate of 69s. and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased by the same amount, and at the same time, as such basic wage rate.

The basic wage rate shall be adjusted as prescribed in Clause (5).

The piecework prices shall also be adjusted proportionately to adjustments in the basic wage.

ADJUSTMENT OF BASIC WAGE.

5. (a) For work done as from the beginning of the twenty-first day of May, 1937, the amount of the basic wage shall be as in Clause (3).

(b) For work done during each future successive period beginning with the first pay period to commence in a March, a June, a September, or a December, the amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statisticians "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statisticians 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.

(1) Adjustment is to be based upon the equating of index number 1,000 with a wage of 81s., the amount assessed upon that number of the declared ordinary basic wage per week of the Commonwealth Court of Conciliation and Arbitration.

(2) The index number to be applied to any place is that assigned thereto in Clause (3).

(3) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.

(4) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.

(5) The basic wage shall be of that assigned amount during such successive period.

Provided, however, that if that assigned amount of the basic wage be different by less than 2s. from the last current amount of the basic wage, then that last current amount of such basic wage shall continue unchanged during such period.

TABLE.

Index Numbers Divisions.	Basic Wage.	Index Numbers Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	834-845	3 8 0
747-759	3 1 0	846-858	3 9 0
760-771	3 2 0	859-870	3 10 0
772-783	3 3 0	871-882	3 11 0
784-796	3 4 0	883-895	3 12 0
797-808	3 5 0	896-907	3 13 0
809-820	3 6 0	908-919	3 14 0
821-833	3 7 0	920-932	3 15 0

The index number Divisions in this table are based upon the equating of the index number 1,000 with a basic wage of 81s. per week, and any necessary extension may be made by reference to the Table of Wages containing 1s. divisions authorized by the Commonwealth Court of Conciliation and Arbitration.

MARGINAL RATES:

6. In addition to the basic wage provided in Clause (3), the margins set out in this clause shall be the minimum rate payable to employees therein named:—

	Per Week.
	s. d.
First-class bench hand	28 0
Second-class bench hand	20 0
Metal spinner setting up and making his own dies	22 0
Other spinners	12 0
Die setters	12 0
Press operators (heavy)	10 0
Press operators (light)	8 0
Solderers and dippers	10 0
Drop hammer stampers	10 0
Guttering machinists	8 0
Other power machinists	5 0
(a) <i>Welding Division.</i>	
Welder—	
First class, other than when using Cutler machine	33 0
First class, using Cutler machine	22 0
Second class	14 0
Third class	10 0
Tack welder	12 0
(b) <i>Canister-making.</i>	
Die setter and/or leading press hand	12 0
Canister-makers by hand and riveters by hand	12 0
Solderers and dippers	8 0
Canister vent closers and solderers working on tins containing substances with an artificial temperature of 150 degrees Fahrenheit and over	12 0
Operators of power capping machines or metal pots on automatic machines	10 0
Operators of power presses	5 0
Other cap solderers	8 0
(c) <i>Galvanizing.</i>	
Galvanizer	18 0
Tinners and grease tinners	12 0
Assistant working over metal pot	10 0
All other male adults	5 0
(d) <i>Painting and Enamelling.</i>	
Stencil cutter	19 0
Mixer	8 0
Fuser	8 0
Pickler	8 0
Liquidizer	5 0
(e) <i>Japanning.</i>	
Artistic japanners and goldworkers	20 0
Spray operators	12 0
Grainers, liners, and filliters	8 0
Painters and lacquerers	8 0
Dippers	7 0

APPRENTICESHIP.

7. (1) Minors shall not be engaged in the following occupation except under contracts of apprenticeship or trainee apprenticeship framed in conformity with this Determination:—(a) Sheet-metal work—first class bench work.

(2) The proportion of apprentices who may be taken by any employer shall be as follows:—One apprentice for every 3, or fraction of 3, tradesmen.

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

(3) The periods of apprenticeship shall be as follow:—If the apprentice when articulated is under the age of 17, 5 years; if over the age of 17, 4 or 5 years, at the option of the contracting parties.

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

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

(6) Until further order any contract of apprenticeship hereafter made may contain the following provision:—

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

This provision shall also be deemed to be included in contracts of apprenticeship entered into after the 25th day of March, 1930.

	Wages.	Per Week of 44 hours.
		s. d.
(7) Five-year terms—		
1st year		15 0
2nd year		20 6
3rd year		32 0
4th year		52 3
5th year		65 9
Four-year terms—when the apprentice enters or has entered his apprenticeship after reaching the age of 17 years—		
1st year		18 0
2nd year		31 3
3rd year		52 3
4th year		65 9

Notwithstanding anything elsewhere in this Determination contained, where an apprentice is under the age of 21 years on the expiry of his apprenticeship, he shall be paid four-fifths of the tradesman's time wage until reaching the age of 21 years.

The wages of apprentices in receipt of 25s. per week or more shall be adjusted proportionately to adjustments of the basic wage in terms of Clause (5) hereof.

(8) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness certified as in Clause 17 (a) to the number of 4 days per annum.

(9) The ordinary hours of employment of apprentices shall be the same in each workshop as those of journeymen.

(10) An apprentice under the age of 18 years shall not be liable to work overtime unless he so desires.

(11) An apprentice shall not work under any system of payments by results.

(12) 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.

(13) 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 the Determination for the trade, 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.

(14) 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.

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

(16) Where an Apprenticeship Commission or other body under Statutory authority has issued or may hereafter issue any regulations relating to apprentices such regulations so far as they are not inconsistent with this Determination shall operate.

(17) 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.

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

8. (a) Adult female labour may be employed in such work in the sheet-metal and canister-making industry in which females were employed at the time of the making of this Determination.

The wages of adult females shall be at the following weekly rates of wage :—

	The Metropolitan District as defined in the Factories and Shops Acts ; such portions of the City of Sandringham as are not included within the said District.		Within the Cities of Geelong, Geelong West, and Warrnambool and the Town of Newtown and Chilwell.		All other Parts of Victoria where this Determination Applies.	
	Weekly Hiring.	Hourly Hiring.	Weekly Hiring.	Hourly Hiring.	Weekly Hiring.	Hourly Hiring.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
If of less than 12 months' experience	43 6	46 8	44 0	47 2	43 6	46 10
If of 12 months' or more experience	49 9	53 4	50 6	54 1	49 9	53 6

(b) Junior females may be employed in the occupations set out in sub-clause (a) of this clause at the following weekly rates of wages :—

	The Metropolitan District as defined in the Factories and Shops Acts ; such portions of the City of Sandringham as are not included within the said District.		Within the Cities of Geelong, Geelong West, and Warrnambool and the Town of Newtown and Chilwell.		All other Parts of Victoria where this Determination Applies.	
	Weekly Hiring.	Hourly Hiring.	Weekly Hiring.	Hourly Hiring.	Weekly Hiring.	Hourly Hiring.
	<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's experience	13 6	14 6	13 6	14 6	13 6	14 6
2nd year's experience	18 0	19 4	18 0	19 4	18 0	19 4
3rd year's experience	26 3	28 2	26 6	28 5	26 3	28 3
4th year's experience	33 0	35 5	33 6	35 11	33 0	35 6
5th year's experience	37 9	40 6	38 3	41 0	37 9	40 7
Thereafter until reaching 21 years of age .. .	41 9	44 9	42 6	45 6	42 0	45 2

(c) Unapprenticed male juniors may be employed in or in connexion with manufacturing (as defined in Clause 20 of this Determination) in all occupations including as to employment upon all classes of work which before the making of this Determination could be done by female employees under this Determination for which apprenticeship is not provided by the Determination, at the following weekly rates of wages :—

	The Metropolitan District as defined in the Factories and Shops Acts ; such portions of the City of Sandringham as are not included within the said District.		Within the Cities of Geelong, Geelong West, and Warrnambool and the Town of Newtown and Chilwell.		All other Parts of Victoria where this Determination Applies.	
	Weekly Hiring.	Hourly Hiring.	Weekly Hiring.	Hourly Hiring.	Weekly Hiring.	Hourly Hiring.
	<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's experience	15 0	16 2	15 0	16 2	15 0	16 2
2nd year's experience	21 0	22 6	21 3	22 9	21 0	22 7
3rd year's experience	28 9	30 10	29 3	31 4	28 9	30 11
4th year's experience	39 3	42 1	39 9	42 7	39 3	42 3
5th year's experience	49 9	53 4	50 6	54 1	49 9	53 6
6th year's experience	57 6	61 8	58 3	62 5	57 6	61 10
7th year's experience	61 3	65 8	62 0	66 5	61 3	65 11

For the purpose of this and the immediately preceding sub-clause "experience" shall mean any form of employment in any branch covered by this Determination.

Juniors employed under this and the immediately preceding sub-clause shall on dismissal receive from their employer a certificate of the period of employment completed. Employers who wilfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

(d) Unapprenticed male juniors may be employed (other than in manufacturing as defined in clause 20) in all occupations covered by this Determination for which apprenticeship is not provided at the following weekly rates of wage :—

	The Metropolitan District as defined in the Factories and Shops Acts : such portions of the City of Sandringham as are not included within the said District.		Within the Cities of Geelong, Geelong West, and Warrambool and the Town of Newtown and Chilwell.		All other Parts of Victoria where this Determination Applies.	
	Weekly Hiring.	Hourly Hiring.	Weekly Hiring.	Hourly Hiring.	Weekly Hiring.	Hourly Hiring.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Under 16 years of age	16 6	17 9	16 6	17 9	16 6	17 9
16 and under 17 years of age	23 6	25 3	23 9	25 5	23 6	25 3
17 and under 18 years of age	41 9	44 9	42 6	45 6	42 0	45 2
18 and under 19 years of age	52 3	56 0	53 0	56 9	52 6	56 6
19 and under 21 years of age	62 9	67 3	63 9	68 4	62 9	67 7

Subject to the minimum payments herein, females and juniors under this clause may be employed on piecework rates.

The wages of females and juniors in receipt of 20s. per week or more shall be adjusted proportionately to adjustments of the basic wage in terms of Clause 5—such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

HOURS OF EMPLOYMENT.

9. With the exceptions herein set out the ordinary hours of employment shall be 44 per week, to be worked in five days of 8 hours and one day (Saturday) of 4 hours, or five days of 8 hours 48 minutes each, continuously except for meal hour 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. to noon on Saturday: Provided that the spread of hours herein prescribed may be altered by mutual agreement between an employer and his employees.

By agreement between any employer and his employees ordinary hours may be worked on the basis of 88 per fortnight with one week of 40 and one of 48 hours.

EXCEPTIONS.

(a) Shift workers working 8 hours per shift without any break for meals on six days in each week shall be deemed to work 44 hours per week provided that they are given one fortnight's holiday in each year on full pay as compensation for working Saturday afternoon, holiday, and/or Sunday shifts:

Further provided that such shift workers ceasing to be employed on shift before the completion of any year shall be paid on a day's pay for each month or part of a month's service in lieu of the fortnight's holiday herein mentioned.

(b) Employees working in country towns where Wednesday afternoon is recognized as the usual half working day of the week shall work the Saturday afternoon at ordinary rates: Provided that for work done after noon on a Wednesday overtime rates be paid.

SHIFT WORK.

Continuous Processes.

10. (a) Employees working in establishments carrying on continuous process shall work such shifts, up to six per week, as may be required.

(b) A shift shall consist of 8 hours inclusive of such time as by mutual arrangement may be taken for meal breaks.

(c) For all time of duty outside ordinary hours or in excess of 8 consecutive hours in 24 or of 44 in one week an employee on shift work in a continuous process shall be paid at double rates. But this shall not apply to arrangements between employees themselves or in cases due to rotation of shift or when the relief does not come on duty at the proper time: Provided that where not less than 8 hours' notice has been given to the employer by the employee that he will be absent from work and the employee whom he should relieve is not relieved, such unrelieved employee shall be paid time and a half for all time of duty after he has finished his ordinary shift.

(d) Employees working afternoon and night shifts shall be paid 5 per cent. more than ordinary rates for such shifts.

(e) Employees working any Sunday or holiday shift shall be paid at the rate of time and a half for such shift.

Shift Work in other than Continuous Processes.

(f) In establishments not coming within the definition of continuous processes, any afternoon or night shift which does not continue for five successive working nights or more in a five day workshop, or six successive working nights or more in a six day workshop, shall be paid for at the rate of time and a half.

(g) For any afternoon or night shift which has been in operation for five nights or more and less than one month 25 per cent. more than ordinary rates shall be paid and after such shifts have continued for more than one month 5 per cent. more than ordinary rates shall be paid.

(h) Shift workers shall be paid overtime at the rate of time and a half for the first 4 hours and double time thereafter for all time worked in excess of shift hours.

MIXED FUNCTIONS.

11. 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.

12. (a) For all work done outside ordinary hours the rates of wage shall be time and a half for the first 4 hours and double time thereafter, such double time to continue to be paid until an employee has been relieved from work for at least 8 hours. Provided that an employee shall not be entitled to payment for such rest period.

(b) Except as provided above in computing overtime each day's work shall stand alone.

(c) An employee recalled after leaving his workshop to work overtime shall be paid for a minimum of three hours' work at the appropriate rate.

(d) An employee occasionally 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. But any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back shall continue.

(e) An employee (other than on shift) who has worked up to or beyond midnight shall not be bound to continue work on the following day.

(f) As far as practicable employees shall not work overtime while competent labour is available.

(g) 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.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each 4 hours of work, but this provision shall not prevent any arrangement being made for the taking of a longer meal period without pay.

(i) Before starting overtime after working ordinary hours a meal break of at least 45 minutes shall be allowed, unless the period of overtime is less than one and a half hours.

An employer and his employee may mutually agree to any variation of this sub-clause to meet the circumstances of the work in hand.

(j) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 1s. 6d., or if work extends into a second meal hour 2s. 6d. for the two meals, but such payment need not be made to employees living in the same locality as their work-shop or can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid for each meal so provided.

(k) Subject to the provisions of the second part of sub-clause (g) of this clause an employee shall work during meal breaks at the ordinary rates herein prescribed whenever instructed so to do 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.

(l) When an employee working overtime finishes work at a time when reasonable means of transport is not available, the employer shall provide him with a conveyance or pay him his current wage for the time occupied in reaching his home.

HOLIDAYS AND SUNDAY WORK.

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

Exceptions.

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

(b) Employees not engaged in continuous processes shall be paid at the rate of double ordinary time for work done on Sundays and public holidays, such double time to continue until the employee has been relieved from duty for at least 8 hours. Provided that the employee shall not be paid for the time he is resting.

PIECE-WORK RATES.

14. 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.

15. Extra rates in this Determination, including rates prescribed in Clause 21, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

16. (a) Wages shall be paid weekly or fortnightly. Where the services of an employee are dispensed with, wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

(b) 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.

CONTRACT OF EMPLOYMENT.

17. (a) With the exceptions hereinafter stated, employment may be by the week or by the hour. If by the week it shall be terminable on either side by one week's notice given on any day or (if the employer terminate it without such notice), by payment of one week's wages.

A contract for weekly employment may be terminated by any employer, without liability to pay for more than time actually worked, for misconduct or for absence from work without reasonable excuse.

If an employee engaged by the week absents himself from duty, except on public holidays or for days for which he produces a certificate from a medical practitioner or other proof satisfactory to his employer of sickness (aggregating 4 days' sickness in each year), a sum proportionate to his time of absence may be deducted from his pay, i.e., one-sixth of the weekly wage for each day of absence, including Saturday in shops working six days and one-fifth in shops working five days per week: Provided that only time actually lost shall be deducted when an employee is absent with leave on a Saturday.

(b) If the contract of employment is for hourly hiring, the total amount of the rates prescribed in Clause 2 hereof shall be increased by 5s. per week (with a proportionate amount added to the wages of females and juniors), but such amount shall not be taken into account in computing overtime, Sunday and holiday rates.

(c) An employee starting work on hourly hiring shall be entitled to a minimum of four consecutive hours' work or to four hours' pay for the job—such hours may be deemed to be consecutive if worked in ordinary hours at the end of a day and the beginning of the next succeeding day.

MISCELLANEOUS PROVISIONS.

18. (a) Tools.—The employer shall provide for each employee all necessary tools, including micrometer, where used, but excluding other measuring or precision tools less than 13s. The employee shall replace or pay for any tools so provided if lost through his negligence.

(b) Employers shall provide proper washing and sanitary conveniences.

(c) Suitable asbestos sheet and coloured glasses shall be provided by employers for the protection of electric arc and oxy-acetylene operators and their assistants, and suitable mica or other goggles for emery-wheel operators.

TIME AND WAGES BOOK.

19. Each employer shall keep a time and wages book showing the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

The time occupied by an employee in filling in any time books 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 at the beginning or end of duty.

DEFINITIONS.

20. For the purposes of this award the following definitions shall apply:—

"Manufacture and/or manufacturing" means the making and assembling in quantities of interchangeable or standardized parts used in or in connexion with the manufacturing of heating and cooking appliances, tin and aluminium ware, other metallic articles by specialized processes.

"Continuous process" means a process in which work is carried on, except for break-downs, with successive shifts of men throughout the days and nights for at least six days in each week.

"Year" means 365 consecutive days, starting from the day of commencement of operation of this award: i.

"Shift work"—afternoon shift means any shift finishing after 6 p.m. and at or before midnight. Night shift means any shift finishing subsequent to midnight and at or before 8 a.m.

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

"First-class welder" means an adult employee using electric arc or acetylene blowpipe or coal gas cutting plant on work other than filling castings, cutting scrap metal, using jigs or doing work covered by definitions of second and third-class welder, and includes re-welding by hand processes.

"Second-class welder" means an adult employee not required to do first-class welding, but engaged in filling castings or in manufacturing of metal goods or welding with the aid of jigs, or re-welding (except by hand processes, or operating automatic welding machines for the setting up of which he is not responsible).

"Third-class welder" means an adult employee using electric spot or butt welding machine, or cutting scrap with oxy-acetylene blowpipe.

"Tradesman—first-class bench hand" means an adult workman working to scaled prints or drawings, or applying general trade experience or knowledge to the making of completed articles and/or the erection and installation thereof.

"Second-class bench hand" means an adult workman working at the bench in the making and/or repairing of completed articles not calling for the use of prints or drawings or measurements.

"Canister making" means the making of canisters, tin boxes and other tin containers in quantities by specialized processes.

SPECIAL RATES.

21. In addition to the wages prescribed in Clause 2 hereof the following special rates and allowances shall be paid :—
- (a) Leading hands in charge of not less than 3 and not more than 10 employees, including apprentices, 6s. per week extra ; more than 10 and not more than 20, including apprentices, 12s. per week extra ; more than 20, including apprentices, 18s. per week extra.
 - (b) Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.
 - (c) Compensation to the extent of damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.
 - (d) 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.

TRAVELLING TIME, ALLOWANCE AND BOARD.

22. (a) When an employee is required to work away from his workshop or depot, all time reasonably spent in excess of time usually spent in travelling to or from his home to the workshop, depot or district centre shall be paid for at ordinary rates up to a maximum of twelve hours out of every twenty-four (except on Sunday when payment shall be at the rate of time and a half, or a maximum of eight hours out of each twenty-four). An employee required to work at a job away from his workshop, depot or district centre shall, at the direction of his employer, present himself for work at such job at the usual time for starting work.

(b) An employee engaged in Melbourne to work in the country or sent from one country centre to work in another, shall be entitled to travelling time, and, for a period not exceeding three months, to expenses.

(c) All excess fares and reasonable travelling expenses including board and lodging and 2s. for each meal (if any) incurred in such travelling time shall be paid by the employer.

(d) 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.

A. S. HAUSER, P.M., Chairman.

J. B. McINDOE, Secretary.

Melbourne, 6th day of May, 1937.

1. The first part of the document discusses the importance of maintaining accurate records and the role of the auditor in ensuring the integrity of the financial statements. It highlights the need for transparency and accountability in the reporting process.

2. The second part of the document focuses on the specific requirements for the audit, including the selection of the audit firm, the scope of the audit, and the timing of the audit. It also discusses the responsibilities of the management and the board of directors in providing access to the necessary information and resources.

3. The third part of the document details the audit procedures and the methods used to gather evidence and assess the risk of material misstatement. It includes a discussion of the audit plan, the audit program, and the audit working papers.

4. The fourth part of the document discusses the audit conclusions and the preparation of the audit report. It covers the requirements for the audit report, including the disclosure of the audit opinion, the scope of the audit, and the limitations of the audit.

5. The fifth part of the document discusses the follow-up actions and the communication of the audit findings to the management and the board of directors. It also discusses the role of the auditor in providing advice and assistance to the management in improving the internal control system.