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[1940

Factories and Shops Acts.

## DETERMINATION OF THE ELECTRO-PLATERS BOARD.

Adjusted pursuant to Section 21 of the *Factories and Shops Act* 1934 (No. 4275).

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.

I, FRANCIS ANTHONY MARZORINI, in pursuance of the powers contained in the Factories and Shops Acts and in consequence of the provisions contained in a Determination made on the 2nd February, 1940, and published in the *Government Gazette* on the 12th February, 1940, hereby issue an adjusted Determination showing the adjusted wages rates to be paid to—

(A) any person or persons or classes of persons employed in the process, trade, or business of—

(a) Electroplating;

(c) Enamelling or japanning metals—

(b) Metal polishing;

other than persons subject to the Determination of any one of the following Boards:—

Bedstead Makers Board,

Ovenmakers Board,

Brassworkers Board,

Tinsmiths Board—

Jewellers Board.

(B) any person employed electroplating, grinding, polishing, or finishing articles of tableware.

(1) The adjusted rates shown herein shall be paid as from the beginning of the first pay period to commence in May, 1940.

(2)

Apprentices—All Classes of Work other than First Class Electroplating.			Improvers—All Classes of Work other than First Class Electroplating.									
Experience.	Wages Per Week of 44 Hours.		Experience.	Males.						Wages Per Week, of 44 Hours.		
				Wages Per Week of 44 Hours.								
				Commencing Age—								
	Males.	Females.		15 years or under.	16 years.	17 years.	18 years.	19 years.	20 years.		Females.	
	s. d.	s. d.		s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.		
1st year—1st 6 months ..	14 9	14 9	1st year—1st 6 months ..	15 6	18 6	25 3	27 6	40 0	47 3	15 6		
2nd ..	14 9	14 9	2nd ..	18 6	25 3	27 6	40 0	47 3	63 9	18 6		
2nd year—1st ..	23 3	23 3	2nd year—1st ..	25 3	27 6	40 0	47 3	63 9	..	25 3		
2nd ..	23 3	23 3	2nd ..	27 6	40 0	47 3	63 9	74 6	..	27 6		
3rd year—1st ..	32 3	32 3	3rd year—1st ..	40 0	47 3	63 9	74 6	..	..	40 0		
2nd ..	32 3	32 3	2nd ..	47 3	63 9	74 6	80 0	..	..	45 9		
4th year ..	41 9	41 9	4th year ..	63 9	74 6	80 0	..	..	..	..		
5th year ..	49 0	..	5th year ..	74 6	80 0	..	..	..	..	..		
6th year ..	60 0	..	6th year ..	80 0	..	..	..	..	..	..		

PROPORTION (BY ANY EMPLOYER).

Males.

Three male apprentices to every three or fraction of three male workers receiving not less than 82s. per week of 44 hours.

Females.

Two female apprentices to every three or fraction of three female workers receiving not less than 46s. 6d. per week of 44 hours.

PROPORTION (BY ANY EMPLOYER).

Males.

One male improver to every three or fraction of three male workers receiving not less than 95s. 6d. per week of 44 hours.

Females.

Two female improvers to each female worker receiving not less than 46s. 6d. per week of 44 hours.

## APPRENTICESHIP—FIRST CLASS ELECTROPLATING ONLY.

- (a) Minors shall not be engaged in the occupation of First Class Electroplating except under contracts of apprenticeship.
- (b) The proportion of apprentices who may be taken by any employer shall be one apprentice for every three, or fraction of three tradesmen (i.e., male workers receiving not less than 111s. 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.
- (c) 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.
- (d) 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.
- (e) Minors may be taken on probation for three months, and if apprenticed, such three months shall count as part of their period of apprenticeship.
- (f) 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 and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon, or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.
- 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.
(g) Five-year terms—									
1st year	..	..	..	..	..	..	..	15	0
2nd year	..	..	..	..	..	..	..	20	6
3rd year	..	..	..	..	..	..	..	35	3
4th year	..	..	..	..	..	..	..	57	6
5th year	..	..	..	..	..	..	..	72	6
Four-year terms—when the apprentice enters or has entered his apprenticeship after reaching the age of 17 years—								s.	d.
1st year	..	..	..	..	..	..	..	18	0
2nd year	..	..	..	..	..	..	..	34	6
3rd year	..	..	..	..	..	..	..	57	6
4th year	..	..	..	..	..	..	..	72	6

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.

(h) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness certified as in clause (14) (a) to the number of 4 days per annum.

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

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

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

(l) 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.

(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 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.

(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.

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

(p) 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.

(q) 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.

(3)

Juvenile Workers, i.e.							Other Employees.			
Persons under 21 years of age (other than apprentices or improvers) employed at stinging and unslinging, hanging, cleaning, scouring, scratch-brushing, drying-out, or cleaning old enamel off cycle wheels or frames or other old iron or tinware, filling up, rubbing down and firing in connexion with glass enamels for badges or medallions; or polishing legging clips, clips and plugs for rugs, nuts, screws, bolts, washers, or caps, all builders' brass and ironware, up to 1½-in. diameter, and knitting needles—							Wages Per Week.		Hours Per Week.	
							s.	d.		
Wages Per Week of 44 Hours.										
Commencing Age—										
Experience.										
15 years or under.										
16 years.										
17 years.										
18 years.										
19 years.										
20 years.										
1st year—1st six months							s.	d.		
1st	..	..	..	..	..	..	15	6	18	6
2nd	..	..	..	..	..	..	18	6	25	3
2nd year—1st	..	..	..	..	..	..	25	3	27	6
2nd	..	..	..	..	..	..	27	6	40	0
3rd year—1st	..	..	..	..	..	..	40	0	47	3
2nd	..	..	..	..	..	..	47	3	63	9
4th year	..	..	..	..	..	..	63	9	74	6
5th year	..	..	..	..	..	..	74	6	80	0
6th year	..	..	..	..	..	..	80	0	..	..

## SPECIAL RATES.

- (4) In addition to the wages prescribed in clauses (2) or (3) 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) Working in wet places—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) Persons engaged at cleaning out plating tanks—1½d. per hour extra whilst so engaged.
- (e) Where more than one of the disabilities mentioned in this clause, 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.

#### SPECIAL RATES FOR GRINDERS AND POLISHERS.

(5) (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 Regulation No. 25, of Chapter IX. of the Regulations made under the Factories and Shops Acts on the 4th day of March, 1930, being kept close up to the wheel in the manner prescribed by the said Regulation, he shall be paid for each week whilst so engaged an additional sum of 3s.

(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 fifteen hours in any week, and shall be entitled to receive the full sum of three shillings aforementioned.

#### HOURS OF EMPLOYMENT.

(6) 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.

#### SHIFT WORK.

##### Continuous Work Shifts.

(7) (a) For the purposes of this clause, the expression "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 (if any).

(b) Employees working on continuous work shifts shall work thereon such number of shifts up to six per week as may be required; no such shift to exceed 8 hours inclusive of meal breaks (if any) nor to be discontinuous except for meal breaks (if any).

(c) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on continuous work shifts shall not exceed—

- (i) 8 in any one day; nor
- (ii) 48 in any one week; nor
- (iii) an average of 44 per week during the period of employment upon such shifts; nor
- (iv) such average reduced to 43 hours 5 minutes if such shifts include Sunday shifts; nor
- (v) a total of 176 hours during any four weeks of the period of employment upon such shifts; nor
- (vi) such total reduced to 172 hours 20 minutes during any such four weeks if such shifts include Sunday shifts.

Provided that such average and total shall not be so reduced to 43 hours 5 minutes and 172 hours 20 minutes if the employees on such shifts are for each ordinary hour worked thereon by them paid in the case of weekly employees at the rate of one forty-third (1/43) of the prescribed weekly wage, and in the case of hourly employees, at the rate of forty-four forty-thirds (44/43) of the prescribed rate for such employees which payments the employer shall have the option of making; nor shall they be so reduced it, in addition to other holidays (if any) to be given under this Determination to such employees, such employees are given in each year, one week's holiday on full pay, which week's holiday the employer shall have the option of giving.

(d) For all time of duty outside the limits of the ordinary hours prescribed in sub-clause (c) hereof, an employee on continuous work shift 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 eight 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.

(e) Employees on continuous work shifts, working afternoon and night shifts, shall be paid 5 per cent. more than ordinary rates for such shifts.

(f) Employees on continuous work shifts, 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 Work.

(g) In shift work, not upon continuous work as herein defined, 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.

(h) For any afternoon or night shift which has been in operation for five nights or more and less than one month 10 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.

(i) 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.

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

#### OVERTIME.

(9) (a) For all work done outside ordinary hours the rates of 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 who can reasonably return home for meals.

(k) 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 the 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.

(10) (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 work 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.

Provided that employees engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day or for maintaining the continuity of electric light and power (not including the installation of new machinery) shall on holidays or Sundays be paid at the rate of time and a half.

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

#### PIECE-WORK RATES.

(11) 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.

(12) Extra rates in this Determination, including rates prescribed in clause 4, 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. 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.

(14) (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 (3) 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.

(15) (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 13". 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. In any workshop in which employees through a shop-steward or committee ask for the provision of lockers and shower baths and an undertaking is given that the baths provided will be used by the majority of the workmen and that the baths and lockers will be properly cared for, a locker shall be installed by the employer for each workman, and hot and cold shower baths (away from lavatories) for all workmen employed in foundries.

(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.

#### SHOP STEWARDS.

(16) Shop stewards appointed by employees in each workshop shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom they represent.

#### TIME AND WAGES BOOK.

(17) 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.

(18) "First Class Electroplater" means an adult employee who maintains the solutions used and is responsible for the electroplating of ware.

"Second Class Electroplater" means an adult employee not responsible for the solutions used and engaged mainly on nickel plating.

"Third Class Electroplater" means an adult employee engaged in electroplating on the barrel-plating system.

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

"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.

"Wet place" means a place in which water is continually dripping from overhead to such an extent as to saturate the clothing of a workman, or a place where water accumulates underfoot to a depth exceeding two inches.

F. A. MARZORINI,

Secretary for Labour.

Melbourne, 18th April, 1940.

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