



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 236]

THURSDAY, JUNE 13.

[1940

Factories and Shops Acts.

DETERMINATION OF THE PLATE GLASS BOARD.

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

(b) On the 18th December, 1939, the 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 fixing in position glass sheets or pieces, of surface area not exceeding 2½ square feet each, as substitute for tiles, and conferring such power exclusively on the Tilayers Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 5th November, 1924, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in the trade of—

(a) designing, bevelling, cutting, embossing, glazing, painting, silvering, or otherwise working all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(b) fixing in position all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(c) packing all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

including any labouring work in connexion with any such operations," has made the following Determination, namely:—

(1) That on the 13th June, 1940, the adjusted Determination, which came into force as from the beginning of the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2) APPRENTICES AND IMPROVERS.

Apprentices.*						Improvers.					
WAGES PER WEEK OF 44 HOURS.						WAGES PER WEEK OF 44 HOURS.					

(3)

OTHER EMPLOYEES.

		Wages per Week of 44 Hours.	
		Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
SAFETY GLASS SECTION.			
<i>Males.</i>		<i>£ s. d.</i>	<i>£ s. d.</i>
Cutters		5 4 0	5 1 0
Bevellers		5 4 0	5 1 0
Packers		4 11 0	4 8 0
Autoclave attendants		4 12 0	4 9 0
Leading hand in laminating room		4 10 0	4 7 0
Edge sealers		4 7 0	4 4 0
Furnace attendants		4 8 0	4 5 0
Operator of edge grinding machine		4 10 0	4 7 0
Person rounding corners of glass		4 12 0	4 9 0
<i>Females.</i>			
Females engaged on scratch polishing machines		2 11 6	2 10 0
Females engaged in inspecting and testing		2 8 0	2 6 6
OTHER GLASS SECTION.			
Painter and designer on glass		5 16 0	5 13 0
Brilliant cutter		5 4 0	5 1 0
Other cutters			
Glazier			
Plate glass beveller			
Silverer		5 9 0	5 6 0
Pencil hand embosser			
Persons assisting in glazing			
Persons packing or unpacking glass			
Persons assisting plate glass cutter		4 11 0	4 8 0
Rubber-out embosser		4 8 0	4 5 0
Cementor			
Persons turning out lead from mill for lead-light glazier			
All others			
		4 2 0	3 19 0

(4) **RIGHT OF ENTRY OF UNION OFFICIALS.**—A duly accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:

- That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- That he interviews employees only at the places where they are taking their meal.
- That not more than one representative in all be at any workshop at any one time.
- That no one representative visit a workshop more than once in each week.
- That if any employer alleges that a representative is unduly interfering with his workshop 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 but the representative shall have the right to bring such refusal before this Wages Board.

(5) **TERMS OF ENGAGEMENT.**—Except as herein in this Determination provided, all employees shall be employed by the week. Employees to become entitled to the weekly wage prescribed by this Determination must be available and ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employee affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wage shall not apply to any employee of such establishment or department during such periods.

Employment for the first two weeks of service at any time shall be from hour to hour at the weekly rate fixed.

(6) **TEMPORARY WORK.**—(a) Temporary employees shall be paid at the hourly rate prescribed for the particular class of work with the addition of 10 per cent.

(b) The hourly rate for any work for which a weekly rate is prescribed by this Determination is to be ascertained by dividing the weekly rate by the number of hours which constitute the employee's ordinary working week.

(7) **TIME BOOK OR RECORD.**—(a) Employers shall provide at each shop, factory or place where work is being carried on a time book or record which shall contain a correct account of the hours worked and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place. Provided that no inspection shall be demanded unless the accredited official of such Society suspects that a breach of this Determination has been or is being committed and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards, or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

(8) **OVERTIME.**—Except in the case of shift work—

(i) All time worked—

(a) before or after the usual times of beginning and ending work;

(b) in excess of nine hours per day;

(c) in excess of 44 hours in any week;

shall be paid for at the rate of time and one-half for the first four hours and double time thereafter, provided that all time worked between the hours of 9 p.m. and 7.30 a.m. shall be paid for at double time.

(ii) All work done outside the times of beginning and ending work on any holiday specified in clause (19) shall be paid for at the rate of double ordinary time.

(iii) No person under the age of seventeen years shall be permitted to work more than four hours overtime in any week.

(9) **SHIFT WORK.**—Shift work may be worked in the Safety Glass Section, and where such shift work is worked the following conditions shall apply:—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid at the rate of time and a half.
- (b) Except as hereinafter provided, for any afternoon or night shift which has been in operation for five successive shifts 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 $7\frac{1}{2}$ per cent. more than ordinary rates shall be paid.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who during a period of engagements work only on night shifts shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid 10 per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only they shall change over week and week about and shall be paid 10 per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on shift shall not exceed—
 - (i) eight in any one day or,
 - (ii) 48 in any one week, or
 - (iii) an average of 44 per week during any period of three weeks of such employment upon such shifts.

(10) **TERMINATING EMPLOYMENT.**—Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, or to deduct payment for any time 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 reasonably be held responsible.

An employer shall not terminate the employment of an employee for the purpose of evading payment for the holidays prescribed by this Determination.

Where an employee is dismissed within seven days prior to any such holiday, the re-engagement of such employee within seven days after such holiday shall be prima facie evidence that the employment was terminated for the purpose of evading payment for such holiday.

Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee has been employed by the employer for a period of at least one week prior to the termination of the employment.

Should an employee be dismissed during the course of a week any wages due to him or her shall be paid to him or her forthwith, or shall be posted to him or her within 24 hours.

(11) **PAY DAY.**—All employees shall be paid weekly on any other day than Saturday.

No employer shall hold more than two days' pay in hand.

Any employee kept waiting for his or her pay on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid overtime rates after that quarter of an hour and as for a quarter of an hour at least.

(12) **MIDDAY MEAL.**—An interval of not less than 30 minutes shall be allowed for the midday meal between the hours of 12 noon and 2 p.m.

(13) **TEA MONEY.**—All employees required to work beyond the usual time of ending work shall be allowed 2s. tea money in addition to overtime rates as prescribed for in this Determination when the usual time of ending work is exceeded by two hours.

(14) **PIECE-WORK.**—The Board determines under the provisions of the Factories and Shops Act that any employer may fix and pay piece-work prices to any person employed at any work for which the Board has a fixed minimum wage, provided that any such employer shall base such piece-work prices on the earnings of an average worker working under like conditions, and such piece-work prices shall be fixed so that an average worker can earn not less than 10 per centum in addition to the wages rates that are fixed by the Board for such work.

(15) **ALLOWANCES FOR TRAVELLING TIME AND BOARD.**—All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in the metropolitan district for employment in a country district, shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays when time and a half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the factory, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the factory.

All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost (if any) incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his or her home for a night—shall be paid to the employee.

The fares allowed shall be first class where the employee has to travel all night in connexion with his or her employer's business and in other cases the fares shall be second class.

The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time employees are working.

When it is more convenient for the employee to go direct to the job from his or her home he or she shall do so, and start and cease work at the usual times customary at the factory, provided that any extra expense incurred by him or her in travelling shall be borne by the employer.

(16) **HOLIDAYS.**—All weekly wage employees shall be granted the following holidays without deduction of pay:—The days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day.

All employees working on piece-work or task-work shall be granted the same holidays as are granted to weekly wage workers, and they shall, subject as hereinafter provided, be paid for such holidays the amount for each holiday based on the minimum weekly wage as set out in this Determination for the class of work performed.

If any of the above holidays occur on a Sunday or Saturday and are not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half-day but not otherwise.

All other weekly employees shall be paid for the above holidays an amount for each holiday based on the actual weekly wages paid to them by the employer.

Any employee absenting himself or herself from work on any portion of the working day preceding a holiday provided for herein other than Boxing Day and New Year's Day without permission from the employer or without having reasonable cause for having absented himself or herself from work shall not be entitled to payment for such holiday.

(17) **MIXED FUNCTIONS.**—Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under the Determination; but if he or she is engaged for less than half of any such week, he or she shall only be paid at the rates fixed by this Determination for the work he or she actually performs.

(18) **SICKNESS, ACCIDENTS.**—Any employee not attending duty shall lose his or her pay for the actual time of non-attendance unless he or she produces or forwards within 24 hours of the beginning of his or her absence evidence satisfactory to the management that his or her non-attendance was due to personal accident arising out of or in the course of his or her employment or to personal ill-health sufficient to incapacitate him or her for his or her usual work.

An employee shall not be entitled to payment for non-attendance on the ground of accident or ill-health for more than six days in each year.

For the purpose of this clause a year shall mean a period of twelve months commencing on the 17th day of August in each year.

(19) SPECIAL RATES.—Double time shall be the rate for all work done on Sundays, New Year's Day, Australia Day (26th January), Good Friday, Labour Day (21st April), Easter Monday, Anzac Day, King's Birthday, Boxing Day, or Christmas 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 only be payable for work done on the day so substituted.

(20) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates for adults set out in clause (3) are based upon the following basic wage for adult males and minimum wage for adult females, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934* the Board hereby determines that such wages rates shall be automatically increased or decreased by the same amount and at the same time as such basic wage and minimum wage.

The basic wage rates and minimum wage rates shown hereunder shall be adjusted as prescribed in clause (21).

Place.	Needs Basic Wage for Adult Males and Minimum Wage for Adult Females (adjustable).	Loading (constant).	Total Basic Wage for Adult Males and Minimum Wage for Adult Females.	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne—				
Males	3 16 0	0 6 0	4 2 0	Melbourne.
Females	2 1 0	0 3 0	2 4 0	
Within 10 miles of G.P.O., Geelong—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Warrnambool—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Mildura and Gippsland Districts—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week.				
Elsewhere—3s. and 1s. 6d. respectively less than the contemporaneous basic wage and minimum wage for Melbourne.				

(21) ADJUSTMENT OF BASIC WAGE FOR ADULT MALES AND MINIMUM WAGE FOR ADULT FEMALES.—(a) Until the beginning of the first pay period to commence in August, 1940, the amounts of the basic wage for adult males and minimum wage for adult females shall be as prescribed in clause (20).

(b) During each future period of or near a quarter beginning with the first pay period to commence in an August, a November, a February or a May, the amounts of the needs basic wage for adult males and minimum wage for adult females shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" Retail Price Index Numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's 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) The Index Number set to be applied to a place is that assigned thereto in clause (20).

(2) The Index Number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.

(3) The amounts assigned in the following table (or any extension thereof) to the Index Number Division comprising that Number are to be ascertained.

(4) The needs basic wage for adult males and minimum wage for adult females shall be of those assigned amounts during such period of or near a quarter.

TABLE.

Index Number Divisions.	Needs Basic Wage.	Minimum Wage for Females.	Index Number Divisions.	Needs Basic Wage.	Minimum Wage for Females.
	£ s. d.	£ s. d.		£ s. d.	£ s. d.
735-746	3 0 0	1 13 0	871-882	3 11 0	1 18 6
747-759	3 1 0	1 13 6	883-895	3 12 0	1 19 0
760-771	3 2 0	1 14 0	896-907	3 13 0	1 19 6
772-783	3 3 0	1 14 6	908-919	3 14 0	2 0 0
784-796	3 4 0	1 15 0	920-932	3 15 0	2 0 6
797-808	3 5 0	1 15 6	933-944	3 16 0	2 1 0
809-820	3 6 0	1 16 0	945-956	3 17 0	2 1 6
821-833	3 7 0	1 16 6	957-969	3 18 0	2 2 0
834-845	3 8 0	1 17 0	970-981	3 19 0	2 2 6
846-858	3 9 0	1 17 6	982-993	4 0 0	2 3 0
859-870	3 10 0	1 18 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 extension of the table must be of the same construction as the table.

(c) The amounts of the weekly rates for Apprentices and Improvers shall be adjusted proportionately to adjustments of the basic wage, and shall accord with the rates payable from time to time under the appropriate Award of the Commonwealth Court of Conciliation and Arbitration.

(d) Piece-work prices shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

D. F. GERITY, Chairman.

J. V. WILLOX, Secretary.

Melbourne, 27th May, 1940.



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Published by Authority.

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

No. 237]

THURSDAY, JUNE 13.

[1940

Factories and Shops Acts.

DETERMINATION OF THE FURNITURE BOARD.

(GENERAL FURNITURE SECTION).

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

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

- (1) Any person employed in wholly or partly preparing or manufacturing any article of furniture or in repairing any new or second-hand article of furniture, usually made or partly prepared by cabinetmakers, chair and couch makers, upholsters, wood carvers, frenchpolishers, and wood turners;
- (2) Any person or persons or classes of persons employed in—
 - (a) fixing or repairing new or second-hand furniture or seating in buildings; or
 - (b) french, wax, or lacquer polishing new or second-hand furniture or fittings in or in connexion with buildings.
- (3) Any person or persons, or classes of persons, employed in the trade of designing, making, painting, or decorating—
 - (a) furnishing accessories or novelties, wholly or partly made of wood, such as nut bowls, smokers' or ornamental stands, or fancy boxes;
 - (b) domestic woodware, such as bread boards or salt boxes;
 - (c) walking sticks;
- (4) Any person employed in wholly or partly preparing or manufacturing furniture timbers cut to size, veneers, veneered panels, plywood or coreboard, but not including persons subject to the Determination of any other Wages Board heretofore appointed, has made the following Determination, namely:—

(1) That on the 11th June, 1940, the adjusted Determination which came into force on the first pay period to commence in December, 1939, shall be revoked and replaced by this Determination.

(2)

APPRENTICES AND IMPROVERS.

Weekly Wages.				Proportion (in any place).	
APPRENTICES.				APPRENTICES.	
		Males. s. d.	Females. s. d.	Males.	
First year	16 6	16 6	One male apprentice to every three or fraction of three male workers receiving not less than the minimum wage.	
Second year	25 0	25 0	Females.	
Third year	33 7	28 8	One female apprentice to every female worker receiving not less than the minimum wage.	
Fourth year	50 2	37 2	IMPROVERS.	
Fifth year	66 3	42 6	Males.	
And thereafter the minimum wage.				One male improver to every six or fraction of six male workers receiving not less than the minimum wage. Provided that at least three male workers receiving not less than the minimum wage must be employed before a male improver can be employed.	
IMPROVERS.				Females.	
		Males. s. d.	Females. s. d.	One female improver to every six or fraction of six female workers receiving not less than the minimum wage.	
Under 16 years of age	14 11	13 10		
16 and under 17	16 6	16 6		
17 and under 18	25 0	25 0		
18 and under 19	33 7	28 8		
19 and under 20	50 2	37 2		
20 and under 21	66 3	42 6		

(3)

OTHER EMPLOYEES.

	WEEKLY WAGES.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warramboul, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
Operator of Boulton's carver or shaping machine	£ s. d. 5 9 0	£ s. d. 5 6 0
Moulding machinist—		
(a) who grinds his own cutters	5 9 0	5 6 0
(b) who does not grind his own cutters	5 0 0	4 17 0
Cabinetmaker, wood carver, chair-frame maker (other than stuffover chair-frame maker)	5 9 0	5 6 0
Stuffover chair or couch frame maker	4 17 0	4 14 0
Polishers required to spirit off or acid off	5 9 0	5 6 0
Other polishers	5 0 0	4 17 0
Upholsterer	5 4 0	5 1 0
Wood turner, painter, assembler	5 0 0	4 17 0
Operator of band saw, jig saw, circular saw, buzzer, planer, thicknesser, dovetailer, tenoner, morticer, or glue jointer	4 17 0	4 14 0
Persons setting up or operating copying or automatic lathe	4 17 0	4 14 0
Persons cramping furniture or chairs	4 17 0	4 14 0
Persons rubbing down, filling, varnishing, or staining	4 14 0	4 11 0
Sprayhands, staining or lacquering	4 17 0	4 14 0
Veneer cutters, matchers, layers or gluers engaged in the preparing or making of veneered panels, or plywood, or corboard, or partly prepared timber, or parts of furniture timbers cut to size	4 17 0	4 14 0
Persons cramping, or glueing, or cementing or fastening together partly prepared timber or furniture timbers cut to size	4 17 0	4 14 0
Timber bender, operator of sander, boring, or any other machine not provided for above	4 11 0	4 8 0
Stackers, yardmen	4 2 0	3 19 0
Female employed as upholsteress	2 13 0	2 11 6
Female employed as veneer matcher	2 13 0	2 11 6
Female employed in designing, making, painting or decorating—		
(a) furnishing accessories or novelties	2 13 0	2 11 6
(b) domestic woodware	2 13 0	2 11 6
(c) walking sticks	2 13 0	2 11 6
All others	4 2 0	3 19 0

(4) DEFINITIONS.—A chairmaker is an employee who makes any class of chairs other than those in which the woodwork is wholly prepared by machines and set up by assemblers.

A stuffover chair and couch frame maker is a person who makes frames on which the upholsterers cover all the woodwork except the legs or feet and of which the woodwork is prepared by machines.

A varnisher is a person employed solely coating with a brush or dipping parts of or completed articles of furniture of any class covered by this Determination with any oil or spirit varnish, lacquer, or substitute for such oil or spirit varnish or lacquer.

(5) ORDINARY WEEK'S WORK.—The number of hours to constitute a week's work shall be as follows:—

Males	44 hours	} To be worked between the times of beginning and ending work shown below.
Females	44 hours	
Times of beginning.	Times of ending.	
7.30 a.m.	5 p.m. Mondays to Fridays.	
7.30 a.m.	12 noon Saturdays.	

(6) OVERTIME.—Except in the case of shift work all time worked—

- (a) Before or after the usual times of beginning and ending work;
- (b) In excess of nine hours per day;
- (c) In excess of 44 hours in any week;

shall be paid for at the rate of time and one half for the first four hours and double time thereafter, provided that all time worked between the hours of 9 p.m. and 7.30 a.m. shall be paid for at double time.

All work done outside the times of beginning and ending work on any holiday specified in clause (18) shall be paid for at the rate of double ordinary time.

No person under the age of seventeen years shall be permitted to work more than four hours overtime in any week.

(7) SHIFT WORK.—Shift work may be worked on the making of refrigerators and/or on the making and polishing of shop and office fittings and where such shift work is worked the following conditions shall apply:—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid at the rate of time and a half.
- (b) Except as hereinafter provided, for any afternoon or night shift which has been in operation for five successive shifts or more and less than one month ten per cent. more than ordinary rates shall be paid and after such shifts have continued for more than one month seven and one-half per cent. more than ordinary rates shall be paid.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who during a period of engagements work only on night shifts shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid ten per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only they shall change over week and week about and shall be paid ten per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employee working on shift shall not exceed—
 - (i) Eight in any one day; or
 - (ii) 48 in any one week; or
 - (iii) an average of 44 per week during any period of three weeks of such employment upon such shifts.

(8) **TEA MONEY.**—All employees required to work beyond the usual time of ending work shall be allowed 2s. tea money in addition to overtime rates as prescribed for in this Determination when the usual time of ending work is exceeded by two hours:

(9) **TERMS OF ENGAGEMENT.**—Except as herein in this Determination provided, all employees shall be employed by the week. Employees to become entitled to the weekly wage prescribed by this Determination must be available and ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wage shall not apply to any employee of such establishment or department during such periods.

Employment for the first two weeks of service at any time shall be from hour to hour at the weekly rate fixed.

Notwithstanding anything herein contained employees engaged on the making of refrigerators may be employed on hourly hiring provided that they are paid at the rate of 5s. per week extra (with a proportionate amount added to the wages of juveniles) when so employed, such payment to be compensation for sick pay and public holiday pay, but such amount shall not be taken into account in computing overtime, Sunday, and holiday rates.

(10) **CASUAL LABOUR.**—Casual labour at hourly rates may be engaged, provided the rates are 10 per cent. higher than those prescribed for weekly hands.

Casual labour means labour where an employer does not provide a full week's work, but does not include a weekly hand whose engagement is terminated in the middle of a week.

(11) **TERMINATING EMPLOYMENT.**—Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, or to deduct payment for any time 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 reasonably be held responsible.

An employer shall not terminate the employment of an employee for the purpose of evading payment for the holidays prescribed by this Determination.

Where an employee is dismissed within seven days prior to any such holiday the re-engagement of such employee within seven days after such holiday shall be prima facie evidence that the employment was terminated for the purpose of evading payment for such holiday.

Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.

Should an employee be dismissed during the course of a week, any wages due to him or her shall be paid to him or her forthwith or shall be posted to him or her within 24 hours.

(12) **SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.**—Any employee who is employed on any holiday specified in clause (18) shall be paid at the rate of the ordinary time in addition to the usual rate.

All work done on Sundays shall be paid for at the rate of double time.

(13) **MIDDAY MEAL.**—An interval of not less than 30 minutes shall be allowed for the midday meal between the hours of 12 noon and 2 p.m.

(14) **REST PERIOD.**—When any spell of duty is for more than four hours, an interval of ten minutes, to be selected by the employer, shall be allowed in the third hour to females for refreshment. The interval shall be as part of the time of duty, without deduction of time-work pay. During such rest period the employees may leave their seats, but not the premises.

(15) **MIXED FUNCTIONS.**—(a) Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but if he or she is engaged for less than half of any such week, he or she shall only be paid at the rates fixed by this Determination for the work he or she actually performs.

(b) An assembler engaged up to twenty-five per cent. of his time in trimming straight square edges and making minor adjustments shall be paid the rate prescribed for an assembler. If so engaged more than twenty-five per cent., and not more than fifty per cent. of his time he shall be paid cabinet makers' rates for the time so engaged. If more than fifty per cent. of his time is so occupied he shall be paid cabinet makers' rates for the full time worked.

(16) **MATERIALS TO BE PROVIDED.**—Any person employed in wholly or partly preparing or manufacturing any article of furniture or in preparing any new or second-hand article of furniture shall be paid 6d. per hour in addition to the lowest rate fixed by this Determination, unless the following are provided by the employer if required in the performance of the work:—Benches, wood or iron clamps over 2 ft. 6 in., hand screws (in excess of four), glue pots, and glue brushes and varnish brushes. Any employee engaged at frenchpolishing shall be supplied with all materials, including rags, brushes, and kit-box.

(17) **ALLOWANCES FOR TRAVELLING TIME AND BOARD.**—All time reasonably occupied by an employee in travelling to or from work outside the factory and outside ordinary hours and in travelling to and from work in a country district if engaged in the metropolitan district for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and a half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the factory, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the factory.

All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost (if any) incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his or her home for a night—shall be paid to the employee.

The fares allowed shall be first class where the employee has to travel all night in connexion with his or her employer's business, and in other cases the fares shall be second class.

The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time employees are working.

When it is more convenient for the employee to go direct to the job from his or her home, he or she shall do so, and start and cease work at the usual times customary at the factory, provided that any extra expense incurred by him or her in travelling shall be borne by the employer.

(18) **HOLIDAYS.**—All weekly wage employees shall be granted the following holidays without deduction of pay:—The days observed as New Year's Day, Australia Day (26th January), Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day.

All employees working on piecework or task-work shall be granted the same holidays as are granted to weekly wage workers, and they shall, subject as hereinafter provided, be paid for such holidays the amount for each holiday based on the minimum weekly wage as set out in this Determination for the class of work performed.

If any of the above holidays occur on a Sunday or Saturday and are not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half-day, but not otherwise.

All other weekly employees shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

Any employee absenting himself or herself from work on any portion of the working day preceding a holiday provided for herein other than Boxing Day and New Year's Day without permission from the employer or without having reasonable cause for having absented himself or herself from work shall not be entitled to payment for such holiday.

(19) **SICKNESS, ACCIDENTS.**—Any employee not attending duty shall lose his or her pay for the actual time of non-attendance unless he or she produces or forwards within 24 hours of the beginning of his or her absence evidence satisfactory to the management that his or her non-attendance was due to personal accident arising out of or in the course of his or her employment or to personal ill-health sufficient to incapacitate him or her for his or her usual work.

An employee shall not be entitled to payment for non-attendance on the ground of accident or ill-health for more than six days in each year.

For the purpose of this clause a year shall mean a period of twelve months, commencing on the 17th day of August in each year.

(20) **PAY DAY.**—All employees shall be paid weekly on any other day than Saturday.

No employer shall hold more than two days' pay in hand.

Any employee kept waiting for his or her pay on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid overtime rates after that quarter of an hour and as for a quarter of an hour at least.

(21) **TIME BOOK OR RECORD.**—(a) Employers shall provide at each shop, factory or place where work is being carried on a time book or record which shall contain a correct account of the hours worked and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the said Society suspects that a breach of this Determination has been or is being committed and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards, or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

(22) **RIGHT OF ENTRY OF UNION OFFICIAL.**—A duly accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:—

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

(b) That he interview employees only at the places where they are taking their meal;

(c) That not more than one representative in all be in any workshop at any one time;

(d) That no one representative visit a workshop more than once in each week;

(e) That if any employer alleges that a representative is unduly interfering with his workshop 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, but the representative shall have the right to bring such refusal before this Wages Board.

(23) **PIECWORK.**—The employer may fix his own piecework prices or task rates, provided such prices or rates enable an employee of average capacity working under like conditions to earn at least 10 per cent. more than the minimum weekly wage prescribed for the class of work performed. The same piecework prices shall be paid to all pieceworkers doing the same operation in the factory, whether they be apprentices or improvers on piece work, or otherwise.

All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week, in the case of males not less than 82s., and in the case of females not less than 53s. 6d.

(24) **PERIODICAL ADJUSTMENT OF WAGES.**—The wages rates set out in clause (3) are based upon the following basic wage for adult males and minimum wage for adult females, 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 and minimum wage.

The basic wage rates and minimum wage rates shown hereunder shall be adjusted as prescribed in clause (25).

Place.	Needs Basic Wage for Adult Males and Minimum Wage for Adult Females (Adjustable).	Loading (Constant).	Total Basic Wage for Adult Males and Minimum Wage for Adult Females.	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Within 20 miles of G.P.O., Melbourne—				
Males	3 16 0	0 6 0	4 2 0	Melbourne
Females	2 1 0	0 3 0	2 4 0	
Within 10 miles of G.P.O., Geelong, same as the contemporaneous basic wage and minimum wage for Melbourne				
Warrnambool, same as the contemporaneous basic wage and minimum wage for Melbourne				
Mildura and Gippsland districts, same as the contemporaneous basic wage and minimum wage for Melbourne				
Yallourn, until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week				
Elsewhere, 3s. and 1s. 6d. respectively less than the contemporaneous basic wage and minimum wage for Melbourne				

(25) **ADJUSTMENT OF BASIC WAGE FOR ADULT MALES AND MINIMUM WAGE FOR ADULT FEMALES.**—(a) Until the beginning of the first pay period to commence in August, 1940, the amounts of the basic wage and the minimum wage for females shall be as prescribed in clause (24).

(b) During each future period of or near a quarter beginning with the first pay period to commence in an August, a November, a February, or a May, the amounts of the needs basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" Retail Price Index Numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's 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) The Index Number set to be applied to a place is that assigned thereto in Clause (24).

(2) The Index Number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.

(3) The amounts assigned in the following table (or any extension thereof) to the Index Number Division comprising that Number are to be ascertained.

(4) The needs basic wage and minimum wage for adult females shall be those assigned amounts during such period of or near a quarter.

Index Number Divisions.	Needs Basic Wage.	Minimum Wage for Adult Females.	Index Number Divisions.	Needs Basic Wage.	Minimum Wage for Adult Females.
	£ s. d.	£ s. d.		£ s. d.	£ s. d.
735-746	3 0 0	1 13 0	871-882	3 11 0	1 18 6
747-759	3 1 0	1 13 6	883-895	3 12 0	1 19 0
760-771	3 2 0	1 14 0	896-907	3 13 0	1 19 6
772-783	3 3 0	1 14 6	908-919	3 14 0	2 0 0
784-796	3 4 0	1 15 0	920-932	3 15 0	2 0 6
797-808	3 5 0	1 15 6	933-944	3 16 0	2 1 0
809-820	3 6 0	1 16 0	945-956	3 17 0	2 1 6
821-833	3 7 0	1 16 6	957-969	3 18 0	2 2 0
834-845	3 8 0	1 17 0	970-981	3 19 0	2 2 6
846-858	3 9 0	1 17 6	982-993	4 0 0	2 3 0
859-870	3 10 0	1 18 0			

The Index Number Divisions in this table are based upon the equating of the Index Number 1,000 with a basic wage of 8s. per week, and any extension of the table must be of the same construction as the table.

(c) The amounts of the weekly rates for apprentices and improvers shall be adjusted proportionately to the basic wage, and shall accord with the rates payable from time to time under the appropriate Award of the Commonwealth Court of Conciliation and Arbitration.

(d) The rates for piece-workers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

J. W. CLARKE, Chairman.

H. N. JONES, Secretary.

Melbourne, 27th May, 1940.

