



VICTORIA
GOVERNMENT GAZETTE.

Published by Authority.

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

No. 264]

THURSDAY, SEPTEMBER 11.

[1941

Factories and Shops Acts.

DETERMINATION OF THE ENGINEERS AND BRASSWORKERS (SKILLED)
BOARD.

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

(b) The following trades were proclaimed as apprenticeship trades under the *Apprenticeship Act 1928*, for the Metropolitan District :—

- (1) On 5th March, 1930—
 - (i) Motor mechanics.
 - (ii) Motor cycle mechanics.
- (2) On 1st April, 1936—
 - (a) Mechanical engineering :—
 - (i) Patternmaking.
 - (ii) Fitting and/or turning.
 - (iii) Machinist.
 - (b) Brassfinishing (except the making of parts by specialized processes, and the assembling thereof).
 - (c) Smithing :—
 - (i) Blacksmithing (engineering).
 - (ii) Copper and/or brass smithing.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Gisborne-street, Melbourne, C.2. (Price 3d.)

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any skilled persons employed—

- (a) in the process, trade, or business of a brassfounder or brassfinisher, or in the process, trade or business of a brassfounder or brassfinisher of any electrical apparatus or machinery, or parts thereof;
- (b) in the process, trade or business of a mechanical engineer, including—
 - (1) a patternmaker,
 - (2) an iron or brass turner,
 - (3) a fitter,
 - (4) a blacksmith,
 - (5) a planer,
 - (6) a slotter,
 - (7) a borer,
 - (8) a milling machiner;
- (c) in the trade of a maker of scientific instruments, fire-proof safes, strongroom doors, safe locks (four or more levers), or locks of the same quality;
- (d) in performing any engineering, fitting, or engineering machining work not already under the jurisdiction of the Board
- (e) in preparing iron or steel material for reinforcing concrete for building or other purposes;
- (f) in the occupation of a coppersmith, but not including any person or classes of persons subject either to the Determination of the Tinsmiths Board or to the Determination of the Plumbers Board;
- (g) in the trade of moulding, casting, dressing, fitting, or machining any articles made of cast aluminium or from aluminium alloys;
- (h) in the trade of fitting or machining any articles made from sheet aluminium or from aluminium alloy sheets heavier in either case than 10 gauge;
- (i) in the process, trade or business of making or repairing typewriters, book-keeping machines, adding machines calculating machines, cash registers, duplicating machines and similar machines," has made the following Determination, namely :—

1. That on the 3rd September, 1941, the last previous Determination of this Board shall be revoked and replaced by this determination.

2.

Adults.	Wages per Week of 44 Hours.	
	Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria where this Determination Applies.
	£ s. d.	£ s. d.
Patternmaker	6 11 0	6 8 0
Toolmaker	6 13 0	6 10 0
Scientific instrument maker	6 13 0	6 10 0
Tradesman, the greater part of whose time is occupied in marking off	6 6 0	6 3 0
Tradesman, turbine-blade fitter	6 6 0	6 3 0
Tradesman	6 3 0	6 0 0
Motor mechanic	6 0 0	5 17 0
Motor tuner and tester	6 0 0	5 17 0
Motor cycle mechanic	6 0 0	5 17 0
Tradesman, wet-stone grinder and glazier	6 3 0	6 0 0
Tradesman, brassfinisher	6 3 0	6 0 0
First-class machinist	6 3 0	6 0 0
Second-class machinist	5 11 0	5 8 0
Third-class machinist	5 4 0	5 1 0
Process worker	4 18 0	4 15 0
Forger and/or faggoter	6 15 0	6 12 0
Toolsmith	6 6 0	6 3 0
Heat treater	6 6 0	6 3 0
Angle-iron smith	6 6 0	6 3 0
Tradesman heat treater	6 6 0	6 3 0
Annealer and/or case hardener	5 10 0	5 13 0
Coppersmith, brass-smith, and other smiths	6 4 0	6 1 0
Blacksmith's machinist	5 4 0	5 1 0
Welder—		
First-class (other than when using Cutler machine)	6 6 0	6 3 0
First-class, using Cutler machine	5 13 0	5 10 0
Second-class	5 4 0	5 1 0
Third-class	5 0 0	4 17 0
Tack welder	5 2 0	4 19 0
Moulding and brass moulding—		
Jobbing moulder	6 3 0	6 0 0
Jobbing coremaker	6 3 0	6 0 0
Plate and machine moulder and/or coremaker—		
1st six months' experience	5 2 0	4 19 0
2nd six months' experience	5 5 0	5 2 0
3rd six months' experience	5 8 0	5 5 0
Thereafter	5 13 0	5 10 0
Forge furnaceman	5 18 0	6 15 0
Cupola furnaceman	5 8 0	5 5 0
Electric furnaceman	5 7 0	5 4 0
All other furnacemen (not including man attending small rivet heating, bolt heating, or similar type of fires)	5 5 0	5 2 0
Brass polisher	5 6 0	5 3 0
Casting dresser (brass)	5 1 0	4 18 0
(b) Window-frame Making.		
Tradesman	6 3 0	6 0 0
First-class machinist	6 3 0	6 0 0
Second-class machinist	5 11 0	5 8 0
Third-class machinist	5 4 0	5 1 0
Assembler and fitter (not coming within the definition of tradesman)	5 8 0	5 5 0
Process worker	4 18 0	4 15 0
(c) Making or Repairing Typewriters, Book-keeping Machines, Adding Machines, Calculating Machines, Cash Registers, Duplicating Machines and Similar Machines.		
Adding, calculating and book-keeping machine mechanic	6 4 0	6 1 0
Cash register mechanic	6 4 0	6 1 0
Tradesman	6 3 0	6 0 0
First-class mechanic	5 16 0	5 13 0
Second-class mechanic	5 13 0	5 10 0
Process worker	4 18 0	4 15 0

NOTE.—Persons engaged on ship repairs shall be paid the following amounts in addition to the rates specified in clause 2 :—

	s. d.
Tradesmen	3 0 per week.
All other labour	2 0 ..

APPRENTICESHIP.

3. (1) Minors shall not be engaged in the following occupations except under contracts of apprenticeship :—

(a) Mechanical engineering, i.e., one or more of the following :—

- (i) Pattern-making.
- (ii) Fitting and turning.
- (iii) First and second-class machinist.
- (iv) First-class welding.

(b) Locksmithing—the making and/or repairing of locks, including those of safes and strongroom doors, but not including the making of parts by specialized processes and the assembling thereof.

(c) Motor mechanic

(d) Safe and strongroom making.

(e) Scale-making (except the making of parts by specialized processes and the assembling thereof).

(f) Brassfinishing (except the making of parts by specialized processes and the assembling thereof).

(g) Window-frame fitting.

(h) Smithing—

- (i) Blacksmithing.
- (ii) Copper and/or brass smithing.

- (i) Moulding—*one or more of the following* :—
 (i) Jobbing, moulding and core making
 (ii) Jobbing, brass moulding and core making.

(2) The proportion of apprentices who may be taken by any employer shall be as follows :—

- Mechanical engineering—*one apprentice for every three, or fraction of three, tradesmen.*
- Locksmithing—*one apprentice for every three, or fraction of three, tradesmen.*
- Motor mechanic—*one apprentice for every two, or fraction of two, tradesmen.*
- Safe and strongroom making—*one apprentice for every three, or fraction of three, tradesmen.*
- Scalemaking—*one apprentice for every three, or fraction of three, tradesmen.*
- Smithing—*one apprentice for every three, or fraction of three, tradesmen.*
- Moulding—*one apprentice for every two, or fraction of two, tradesmen.*
- Brass polishing—*one apprentice for every three, or fraction of three, tradesmen.*
- Adding machine, calculating machine, book-keeping machine, cash register, or first-class mechanic—*one apprentice to every three or fraction of three adults receiving not less than 113s. 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.

(3) The periods of apprenticeship shall be as follow :—

- For the trades included in sub-clauses (a), (b), (c), (h) and (i) of this clause : 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.
- For the trades included in sub-clauses (d), (e), (f) and (g) of this clause, 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.

(7) *Wages per Week of 44 Hours.*

	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Five-year terms—			
1st year	18 6	0 9	19 3
2nd year	26 3	1 0	27 3
3rd year	39 0	1 6	40 6
4th year	63 3	2 3	65 6
5th year	79 3	3 0	82 3
Four-year terms—when the apprentice enters or has entered his apprenticeship after reaching the age of 17 years—			
1st year	22 3	0 9	23 0
2nd year	37 9	1 6	39 3
3rd year	63 3	2 3	65 6
4th year	79 3	3 0	82 3
The sum of 2s. 6d. shall be added to the above rates where the apprentice is in the trade of pattern making.			
Four-year terms—entered into irrespective of age in occupations set out in (d), (e), (f) and (g) of this clause—			
1st year	19 6	0 9	20 3
2nd year	26 9	1 6	28 3
3rd year	45 0	2 3	47 3
4th year	57 3	3 0	60 3

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.

(8) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness certified as in clause 15 (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 payment 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) 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.

IMPROVERS.

4. Employed at brass polishing or in the making or repairing of typewriters, book-keeping machines, adding machines, calculating machines, cash registers, duplicating machines and similar machines.

Wages per Week of 44 Hours.

	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year	18 6	0 9	19 3
2nd year	26 3	1 0	27 3
3rd year	39 0	1 6	40 6
4th year	63 3	2 3	65 6
5th year	79 3	3 0	82 3

Notwithstanding anything elsewhere in this Determination contained, where an improver is under the age of 21 years after completion of five years at the trade of making or repairing typewriters, book-keeping machines, adding machines, calculating machines, cash registers, duplicating machines and similar machines, he shall be paid four-fifths of the second-class mechanic's time wage until reaching the age of 21 years.

Proportion of Improvers.—In the making or repairing of typewriters, book-keeping machines, adding machines, calculating machines, cash registers, duplicating machines, and similar machines—One improver to every two or fraction of two workers receiving not less than 95s. per week.

Brass polishing.—One improver to every two or fraction of two brass polishers receiving not less than the minimum wage.

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

5. (a) No junior other than an apprentice or an improver shall be employed at brass polishing or in assembling, making, or repairing typewriters, book-keeping machines, adding machines, calculating machines, cash registers, duplicating machines and similar machines.

(b) Subject to the exceptions hereinafter provided the minimum rates of wage for adult female and junior female labour employed in manufacturing and assembling of small parts of electrical and other machinery and appliances, and in core making, in which females were employed on the 15th May, 1935, and for unapprenticed male juniors employed in occupations for which apprenticeship is not provided by this Determination shall be as follows:—

(i) Adult Females.

	Weekly Hiring.			Hourly Hiring.		
	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under twelve months' experience	52 0	3 0	55 0	55 0	3 0	58 0
Twelve months' experience or more	59 0	3 0	62 0	63 0	3 0	66 0

(ii) Junior Females.

	Weekly Hiring.			Hourly Hiring.		
	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	20 0	0 6	20 6	21 6	0 6	22 0
16 years of age	24 6	0 9	25 3	26 0	0 9	26 9
17 years of age	30 6	1 0	31 6	32 0	1 0	33 0
18 years of age	36 6	1 3	37 9	38 6	1 3	39 9
19 years of age	42 6	1 6	44 0	45 0	1 6	46 6
20 years of age	48 6	2 0	50 6	51 6	2 0	53 6

(iii) Male Junior Labour.

	Weekly Hiring.			Hourly Hiring.		
	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	20 0	0 6	20 6	21 6	0 6	22 0
16 years of age	28 6	0 9	29 3	30 0	0 9	30 9
17 years of age	38 6	1 0	39 6	41 0	1 0	42 0
18 years of age	48 6	1 0	49 6	51 6	1 0	52 6
19 years of age	60 6	2 0	62 6	64 6	2 0	66 6
20 years of age	73 0	2 0	75 0	77 6	2 0	79 6

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

(c) The minimum rate payable to a junior employee of 18 years or more with less than six months' experience in the industry shall until he or she has had six months' experience be 10 per cent. less than the amount hereby prescribed for a junior employee of his or her age, and in addition thereto the constant loading specified for such an employee.

(d) A junior employee who on 3rd September, 1941, in his or her case was entitled under the previous Determination to a rate higher than that hereby prescribed for an employee of his or her age and experience shall be paid at not less than the

rate prescribed by this Determination for an employee of his or her age or experience, as the case may be, until he or she completes the year of experience or of age in respect of which the last-mentioned rate is prescribed. Upon completion of such year the minimum rate of wage in his or her case shall be the rate hereby prescribed.

Juniors under the age of 16 shall not be employed on oil or gas burners or fires used for heating of small articles.

Juniors under the age of 18 shall not be employed as furnacemen or assistants to furnacemen—juniors over the age of 18 so employed shall be paid 3s. per week in addition to the junior rates of wage herein prescribed.

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.

Exceptions.

(i) The ordinary hours of employment of forgers and forge furnacemen shall be five shifts per week of 9½ hours each, including crib time, for which no deduction of pay shall be made.

(ii) 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 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 if, 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) Except as hereinafter provided 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 7½ per cent. more than ordinary rates shall be paid.

(i) On ship repair work shifts may be worked for not less than three successive nights at the rate of time and a quarter, but when five or more successive night shifts have been worked the rate shall be 10 per cent. more than ordinary rates, and after such shifts have continued for more than one month 7½ per cent. more than ordinary rates.

(j) 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.

(k) (i) Employees who, during a period of engagement, work only on night shifts shall be paid at the rate of time and a quarter.

(j) (ii) When employees are called on 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.

Where men 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.

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.

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.

SPECIAL CONDITIONS APPLICABLE TO EMPLOYMENT IN UNDERTAKINGS RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE, AND SUPPLY OF ELECTRIC LIGHT AND POWER.

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

(a) (in lieu of clause 6 ("Hours of Employment") of this Determination)—

The hours of employment, except of employees who were working 44 hours on this date shall be 48 per week to be worked (with the exception of shift workers and patrolmen) in five and a half days consecutively between 6 a.m. and 6 p.m., but this spread of hours may be altered by mutual agreement between an employer and his employees. Patrolmen, subject to continuance of existing conditions, shall work at such hours as the employer may direct.

(b) (in lieu of clause 7 ("Shift Work") of this Determination)—

(i) Employees working in continuous work shall work such shifts as may be required.

(ii) A shift shall consist of 8 hours inclusive of such time as by mutual arrangement may be taken for meal breaks. By agreement with his employees an employer may allow a fixed meal hour for each shift without payment for such break. Employees engaged on continuous work on afternoon and night shifts shall be paid 5 per cent. extra for such shifts and all employees working on any Sunday or holiday shift shall be paid time and a half for such shifts.

(iii) Employees not engaged in a continuous work working on afternoon or night shift which does not continue for more than three successive nights shall be paid for such shifts at the overtime rates prescribed in this clause.

(iv) Shift workers shall be paid at the rate of time and a half for all time worked in excess of shift hours, except when such overtime is due to arrangement between the employees themselves, or is necessary in effecting periodical rotation of shifts, or is owing to the failure of a shiftman, who should relieve, to present himself for duty at the appointed time, in which cases ordinary time only shall be paid.

(v) All prevailing customs for holidays and annual leave of absence for shift workers, shall continue.

(c) The following sub-clause is added to clause 9:—

Employees effecting repairs to and engaged in the maintenance necessary for continuity of supply of electric light and of power plant and equipment shall be paid for all such overtime at the rate of time and a half.

(d) In lieu of clause 9 (c)—

An employee recalled after leaving work to work overtime shall be paid for a minimum of one hour's work at the appropriate rate.

(e) Clause 9 (f) and 9 (i) shall not be applicable to employees mentioned in this clause.

(f) If an employee works 8 hours on a Sunday he shall be given a day off duty during the following week, but payment shall not be made for such day off duty. If, in case of emergency, the employee cannot be granted such day off he shall be paid for any such day (which would have been his rest day) at the rate of time and a half for the hours worked on that day.

HOLIDAYS AND SUNDAY WORK.

11. (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.

PIECEWORK RATES.

12. Subject to the minimum wages herein prescribed an employer may remunerate any of his employees under any system of payment by results.

EXTRA RATES NOT CUMULATIVE.

13. Extra rates in this Determination, including rates prescribed in clause 18, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

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

15. (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) Casual employees, i.e., employees for whom a full week's work is not provided shall for any such work be paid 10 per cent. in addition to the total wage prescribed for their occupations.

MISCELLANEOUS PROVISIONS.

16. (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.

(d) Patternmakers at the conclusion of their employment shall be allowed one hour for grinding tools.

(e) Suitable canvas or leather gloves shall be provided by employers for the operators of pneumatic tools and/or punch and shearing machines.

(f) All ladles of a holding capacity of 15 cwt. or more shall be fitted with safety-work gear or an equivalent safety fitting.

(g) Not more than $\frac{1}{2}$ cwt. of molten metal per man shall be placed in ladles carried by hand.

(h) Where molten metal is carried by hand a clear passageway not less than 2 feet wide shall be made.

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.

SPECIAL RATES.

18. 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) Working in wet places—1½d. per hour extra.

Working in confined spaces—3d. per hour extra.

Working in ships' bilges or in boiling-down works, lead works, sanitary works, or slaughter-yards—1d. per hour extra.

(c) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahr., 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahr., 3d. per hour extra. Where work continues for more than 2 hours in temperatures exceeding 130 degrees Fahr., employees shall also be entitled to 20 minutes rest after every 2 hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

(d) Working for more than one hour in places where the temperature is reduced by artificial means below zero, 1½d. per hour extra. Where the work continues for more than two hours employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

(e) Working on repairs to smoke-boxes or fire-boxes of locomotives or on repairs to the smoke-box, up-take, funnel, flue, furnace or combustion chamber of marine type boilers or on repairs to smoke-boxes, fire-boxes, furnace or flues of other types of boilers, 1d. per hour extra.

(f) Working on repairs in oil tanks or meat digestors, 1½d. per hour extra.

(g) Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.

(h) Patternmaker in lignum vitae outside the workshop and fitting to stern bushes, 3d. per hour extra.

(i) Tradesmen and/or welders employed in large operating power-houses, i.e., power-houses developing more than 8,000 kilowatts, other than those not on the regular staff, engaged on new construction shall be paid 6s. per week extra; such amount shall be deemed to include all special rates provided in this clause except in sub-clause (a).

(j) 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.

(k) Except when dismissed for misconduct or when leaving of his own accord, a patternmaker employed for less than three weeks at a workshop or job shall, to the extent of 6s., be reimbursed by his employer any expense incurred in the carting of tools.

(l) 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.

(m) The rate for forger and/or faggoter set out herein and the rate for forge furnacemen shall be for a 44-hour week. The hourly rate shall be ascertained by dividing the respective weekly rate as adjusted by 44.

TRAVELLING TIME, ALLOWANCE, AND BOARD.

19. (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 a capital city 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.

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.

The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage, and on trains second class, except where all night travelling is involved, when they shall be first class.

(c) On jobs of less than three months' duration a camping allowance of 3s. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents or other temporary shelters is necessary.

(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.

ANNUAL LEAVE.

20. (a) A period of seven consecutive days' leave shall be allowed annually to all employees after twelve months' continuous service (less the period of annual leave) in any one or more of the occupations to which this Determination applies.

(b) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued, and after not less than one week's notice to the employee, provided that the giving of annual leave may, with the consent of the Secretary for Labour, be postponed for a period to be specified in cases where the exigencies of the war render it impracticable to give it within the said period of six months.

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

(d) If after six months' continuous service, an employee leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid one-sixth of a week's wage in respect of each completed two months of continuous service in respect of which leave has not been granted hereunder.

(e) Each employee before going on leave shall be paid a week's wage: For the purpose of this sub-clause and sub-clause (d) hereof the week's wage shall be at the rate prescribed by clauses (2) to (5) inclusive of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be, including in the case of leading hands the additional allowance prescribed by clause (18) of the said Determination, but not including any other special rates prescribed by this Determination and including, in the case of employees whose employment is by the hour, the loading prescribed by sub-clause (b) of clause (15) of the said Determination. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

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

(g) Notwithstanding anything herein provided an employer who gives to an employee leave of absence without loss of pay throughout the interval of time—

(i) between the day observed under this Determination as the Christmas Day holiday and the day observed thereunder as the New Year's Day holiday; or

(ii) between the day immediately preceding the Good Friday holiday and the Monday next after the Easter Monday holiday,

shall be deemed thereby to fulfil all obligations to that employee under this clause in respect of the period of twelve months' service referred to in sub-clause (a) hereof. The provision of sub-clause (c) hereof shall apply to this sub-clause.

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

(i) In the case of employees in the employment of an employer on the 19th day of December, 1940, service before the date of this Determination shall be taken into consideration for the purpose of calculating annual leave, and persons in employment on the 19th day of December, 1939, shall, for the purposes of this clause, be deemed to have commenced their service on that date.

(j) For the purpose of this clause service shall be deemed to be continuous notwithstanding—

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

(ii) any absence from work on account of sickness or accident or military service, and in calculating the period of twelve months' continuous service absence on account of sickness or accident to the extent of fourteen days in any twelve months shall be deemed to be part of the period of continuous service

(iii) any termination of employment by the employee if such termination has been made merely with the intention of preventing the operation of sub-clause (g) hereof.

(k) Except as provided by sub-clause (g) hereof the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by this Determination, and if any such holiday falls within an employee's period of annual leave, there shall be added to that period one day for each such holiday falling as aforesaid.

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

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

The operation of this clause insofar as it may be read as applying to employees engaged in the servicing of motor vehicles in motor garages and service stations, including any garage or service station carried on as an ancillary to a motor distributing business, is suspended until the 31st day of March, 1941, and thereafter until further order.

This suspension shall not apply to a garage or service station in which general engineering work is carried out, or to a garage or service station carried on as an ancillary to another industry or other industries.

DEFINITIONS.

21. For the purposes of this Determination 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 machinery and mechanical apparatus and of electrical machinery and apparatus and of locks, scales, window frames, and other metallic articles.

"Process worker" means an employee engaged on—

- (1) Repetition work on any automatic, semi-automatic, or single purpose machine or any machine fitted with jigs, gauges, or other tools rendering operations mechanical (and in connexion with which he is not responsible for the setting up of the machine nor for the dimensions of the products other than by checking with gauges which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator), or
- (2) in the assembling of parts of mechanical appliances or other metallic articles so made, in which no fitting or adjustment requiring skill is required, or
- (3) in specialized processes—not requiring the use of hand tools (except hammers, screw drivers, or spanners) in or in connexion with manufacturing, or
- (4) in the assembling of typewriters, and/or book-keeping, and/or adding, and/or calculating, and/or duplicating machines, for the first time in Australia, but does not include tuning, and/or testing, and/or adjustment of such machines.

"Cash Register Mechanic" means an adult employee repairing and adjusting multiple total itemizing machines.

"First Class Mechanic" means an adult employee who fits, repairs, maintains, and/or services wholly or in part any typewriter and/or duplicating machine and/or cash registers, other than those mentioned in the preceding definition.

"Second Class Mechanic" means an adult employee who adjusts or aligns machines for the first time in Australia.

"Tradesman Heat Treater" means an adult employee who is required to apply general trade experience as a heat treater and who carries out the operation of heat treatment to produce in the materials treated such requirements as hardness, toughness, ductility, resistance to abrasion, elasticity, tensile strength, machinability, and resistance to creep, and who works to limits in size, shape, and straightness in tool work.

- "Tradesman in making or repairing typewriters, bookkeeping, adding, calculating, or duplicating machines," means an adult employee who makes parts.
- "Tradesman" means an adult workman who, in the course of his employment, works from drawings or prints required to be scaled, and/or measured from drawings or prints, or makes precision measurements, or applies general trade experience, and includes locksmith and first-class machinist.
- "Precision measurements" means measurements of a finer accuracy than is possible with the naked eye from caliper, measuring scale, or rule.
- "Tradesman in gun armament, instrument, and torpedo work" means a tradesman who is required to lay out and repair or make naval gun optical instrument or torpedo mechanisms, and includes a tradesman engaged dismantling, assembling, and rating torpedoes, also tradesmen engaged dismantling, assembling, and fitting in turrets of actual parts of gun mountings and guns.
- "Patternmaker" means a tradesman engaged in the making of patterns in wood.
- "Toolmaker" means a tradesman making and/or repairing any precision tool, gauge, die, or mould to be affixed to any machine, who designs or lays out his work and is responsible for its proper completion.
- "First-class machinist" means a tradesman who is partly or wholly engaged in setting up and operating the following machines:—Lathe, boring machine, milling machine, planing machine, shaping machine, slotting machine and grinding machine.
- "Second-class machinist" means an adult not engaged as a tradesman and who is not required to work from drawings or prints required to be scaled and/or measured from drawings or prints or to make precision measurements, but who is engaged in operating or in the setting up and operating of machines enumerated in the definition of "First-class machinist"; or who is engaged operating a key-seating machine, or a second-class brass finisher or as a pipe fitter on low pressure work.
- "Third-class machinist" means a machinist, not being a process worker, who operates any machine set up by a tradesman or any machine the setting up of which does not require the knowledge or skill of a second-class machinist.
- "Window-frame making" means the making in quantities of metal window frames, metal doors, and grilles, and metal ornamentalions used in buildings.
- "Motor mechanic" means an adult employee engaged in making, repairing, altering, assembling (except for the first time in Australia) or testing the metal parts (including electric) of the engines of motor cars, motor cycles, or other motor vehicles.
- "Locksmith" means a tradesman engaged in the making (except in quantities by manufacturing methods) and/or repairing of locks and the mechanism of safe and strong-room doors.
- "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 sheet 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.
- "Other smiths" includes ajax forger, blacksmith bulldozer, Bradley hammer smith, drop-hammer smith, chain smith, engine smith, general smith, motor smith, oliver smith, ship smith, spring smith, rolling-stock smith, and wheelwright smith.
- "Jobbing moulder" means a metal moulder engaged in floor moulding, loam moulding, strickle moulding, or moulding from loose patterns, and/or finishing off bath moulds made by a machine process.
- "Jobbing coremaker" means a moulder engaged in making cores for metal moulds by the use of loam or strickle boards, or by loose boxes, other than loose boxes used for repetition production of cores requiring little or no skill to produce.
- "Plate and machine moulder" means an adult employee engaged in moulding on the plate system or by machines where the pattern is either a fixture to the plate or the spray system is used.
- "Machine coremaker" means an adult employee making cores by machines where the core box is a fixture to or part of such machine, or making repetition cores requiring little or no skill to produce.
- "Furnaceman" means an employee in charge of a furnace used for smelting metals or ores, case hardening and/or annealing furnaces, and such heating furnaces where the weight of individual pieces of material is 5 cwt. or more or the area of the material exceeds 4 square feet.
- "Year" means each period of 365 consecutive days, starting from the 15th day of May, 1935.
- "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.
- "Confined place" means a working place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, or where confinement within a limited space is productive of unusual discomfort.
- "Ship repairs" means (a) all repair work done on ships, (b) all work other than the making of spare parts and stores done in a workshop used for ship repairs only, (c) work done in a workshop used for both ship repairing, general engineering metal moulding, steel construction, and other heavy metal fabrication on which employees are engaged both on the ship and in the workshop.
- "Experience" for the purpose of this Determination shall include all experience as a moulder or coremaker, jobbing or machine, as the case may be, whether as a junior or an adult.

SPECIAL EXEMPTIONS.

22. (a) *Motor Body Building*.—Employers engaged in motor body building and the assembling of motor chaases shall be exempt from this Determination as to the making of motor bodies and the assembling of chaases.

(b) *Agricultural Implements Making*—*Except as to the Wages prescribed for Tradesmen*.—Employers engaged in the making of agricultural and dairying implements shall, as to employees engaged in the making of such agricultural and dairying implements (including engines used for agricultural purposes), be exempt from this Determination.

PERIODICAL ADJUSTMENT OF WAGES.

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

The basic wage rates shown hereunder shall be adjusted as prescribed in clause 24.

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	
Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, at Warrnambool, and within Mildura, and Gippsland Districts	4 1 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.		

ADJUSTMENT OF BASIC WAGE.

24. (a) Until the beginning of the first pay period to commence in November, 1941, the amounts of the basic wage shall be as prescribed in clause 23.

(b) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amounts of the 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:—

- (i) The index number set to be applied to a place is that assigned thereto in clause 23.
- (ii) 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.
- (iii) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (iv) The basic wage shall be of that amount assigned during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	883-895	3 12 0
747-759	3 1 0	896-907	3 13 0
760-771	3 2 0	908-919	3 14 0
772-783	3 3 0	920-932	3 15 0
784-796	3 4 0	933-944	3 16 0
797-808	3 5 0	945-956	3 17 0
809-820	3 6 0	957-969	3 18 0
821-833	3 7 0	970-981	3 19 0
834-845	3 8 0	982-993	4 0 0
846-858	3 9 0	994-1006	4 1 0
859-870	3 10 0	1007-1018	4 2 0
871-882	3 11 0	1019-1030	4 3 0

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 24,—such adjustments to be to the nearest threepence, half or less than half of threepence to be disregarded.

The wages of adult females, junior females and unapprenticed male juniors shall be the undermentioned percentages of the contemporaneous needs basic wage and in addition thereto the constant loadings specified.

(i) Adult Females.

	Percentage of Needs Basic Wage.	Constant Loading Per Week.
Under twelve months' experience	64	s. d. 3 0
Twelve months' experience or more	73	3 0

(ii) Junior Females.

	Percentage of Needs Basic Wage.	Constant Loading Per Week.
Under 16 years of age	25	s. d. 0 6
16 years of age	30	0 9
17 years of age	37½	1 0
18 years of age	45	1 3
19 years of age	52½	1 6
20 years of age	60	2 0

(iii) Unapprenticed Male Juniors.

	Percentage of Needs Basic Wage.	Constant Loading Per Week.
Under 16 years of age	25	s. d. 0 6
16 years of age	35	0 9
17 years of age	47½	1 0
18 years of age	60	1 6
19 years of age	75	2 0
20 years of age	90	2 0

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

MARGINAL RATES.

In addition to the basic wage provided in clause 23 the margins and war time loadings set out in this clause plus 6s. shall be the minimum rate payable to employees therein named:—

	Margins Per Week.	Wartime Loadings Per Week.
	<i>s. d.</i>	<i>s. d.</i>
Patternmaker	39 0	5 0
Toolmaker	36 0	10 0
Scientific instrument maker	36 0	10 0
Tradesman, the greater part of whose time is occupied in marking off	33 0	6 0
Tradesman, turbine-blade fitter	33 0	6 0
Tradesman	30 0	6 0
Motor Mechanic	27 0	6 0
Motor tuner and tester	27 0	6 0
Motor cycle mechanic	27 0	6 0
Tradesman, wet-stone grinder and glazier	30 0	6 0
Tradesman, brassfinisher	30 0	6 0
First-class machinist	30 0	6 0
Second-class machinist	20 0	4 0
Third-class machinist	14 0	3 0
Process worker	8 0	3 0
Forger and/or faggoter	42 0	6 0
Toolsmith	33 0	6 0
Heat treater	33 0	6 0
Angle-ironsmith	33 0	6 0
Tradesman heat treater	33 0	6 0
Annealer and/or case hardener	25 0	4 0
Coppersmith	31 0	6 0
Brassmith	31 0	6 0
Other smiths	31 0	6 0
Blacksmith's machinist	14 0	3 0
Welder—		
First-class (other than when using Outler machine)	33 0	6 0
First-class, using Outler machine	22 0	4 0
Second-class	14 0	3 0
Third-class	10 0	3 0
Tack welder	12 0	3 0
Jobbing moulder	30 0	6 0
Jobbing coremaker	30 0	6 0
Plate and machine moulder and/or coremaker—		
1st six months' experience	9 0	6 0
2nd six months' experience	12 0	6 0
3rd six months' experience	15 0	6 0
Thereafter	20 0	6 0
Forge furnaceman	27 0	4 0
Cupola furnaceman	18 0	3 0
Electric furnaceman	17 0	3 0
All other furnacemen (not including man attending small rivet heating, bolt heating, or similar type of fires)	15 0	3 0
Brass polisher	16 0	3 0
Casting dresser (brass)	11 0	3 0
<i>(b) Window-frame Making.</i>		
Tradesman	30 0	6 0
First-class machinist	30 0	6 0
Second-class machinist	20 0	4 0
Third-class machinist	14 0	3 0
Assembler and fitter (not coming within the definition of tradesman)	18 0	3 0
Process worker	8 0	3 0
<i>(c) Making or Repairing Typewriters, Book-keeping Machines, Adding Machines, Calculating Machines, Cash Registers, Duplicating Machines and Similar Machines.</i>		
Adding, calculating and book-keeping machine mechanic	31 0	6 0
Cash register mechanic	31 0	6 0
Tradesman	30 0	6 0
First-class mechanic	25 0	4 0
Second-class mechanic	22 0	4 0
Process worker	8 0	3 0

A. C. TINGATE, P.M., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 19th August, 1941.



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 265]

THURSDAY, SEPTEMBER 11.

[1941

Factories and Shops Acts.

DETERMINATION OF THE IRONMOULDERS BOARD.

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

B. (a) Section 168 of the *Factories and Shops Act* 1928 (No. 3677) extends the powers of this Board to "steel moulding."

(b) The following trades were proclaimed on 13th January, 1932, as apprenticeship trades under the *Apprenticeship Act* 1928 for the Metropolitan Districts:—Jobbing Moulding and Coremaking, Jobbing Brass Moulding and Coremaking.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Gisborne-street, Melbourne, C.2. (Price 3d.)

IN accordance with the provisions of the *Factories and Shops Acts*, the Wages Board appointed to "determine the lowest prices or rates of payment which may be paid to any person or persons or classes of persons (other than moulders employed in moulding metal bedsteads) employed in the process, trade, or business of an ironmoulder," has made the following Determination, namely:—

(1) That on the 3rd September, 1941, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

Adults.	Per Week of 44 Hours.	
	Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	All other Parts of Victoria where this Determination Applies.
WAGES.	£ s. d.	£ s. d.
<i>Pipe Moulders making Pipes (other than Steam and Hydraulic Pipes) on a Bank or Cast Vertically.</i>		
Bank pipe moulders—		
5 and 6 inch, headmen	5 18 0	5 15 0
5 and 6 inch, footmen	5 7 0	5 4 0
4 inch and under, headmen	5 11 0	5 8 0
4 inch and under, footmen	5 3 0	5 0 0
Vertical pipe moulders—		
Rammers, coremakers, corers, or casters	5 1 0	4 18 0
Dressers of pipes, including dressers on emery wheels	5 1 0	4 18 0
Furnacemen	5 5 0	5 2 0
Furnacemen's assistant (i.e., any person assisting in daubing ladles, charging, mixing, daubing, and breaking pig iron)	5 0 0	4 17 0
<i>Persons Employed in making Pipes by machinery.</i>		
Coremakers—		
5 and 6 inch, faucet	5 18 0	5 15 0
5 and 6 inch, spigot	5 7 0	5 4 0
4 inch and under, faucet	5 11 0	5 8 0
4 inch and under, spigot	5 3 0	5 0 0
Finishers and Casters—		
5 and 6 inch	5 18 0	5 15 0
4 inch and under	5 11 0	5 8 0

Adults.	Per Week of 44 Hours.	
	Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	All other Parts of Victoria where this Determination Applies.
WAGES.		
<i>Metal Moulding.</i>		
Jobbing moulders or coremakers	£ 3 0	£ 0 0
Agricultural stove dairying implement moulders or core makers.	5 13 0	5 10 0
Machine or plate moulders or coremakers—		
1st six months' experience	5 2 0	4 19 0
2nd six months' experience	5 5 0	5 2 0
3rd six months' experience	5 8 0	5 5 0
Thereafter	5 13 0	5 10 0
Dressers using portable machine	5 6 0	5 3 0
Dressers (including dressers on emery wheels)	5 4 0	5 1 0
Furnacemen	5 8 0	5 5 0
Cupola furnacemen	5 11 0	5 8 0
Crucible furnacemen	5 8 0	5 5 0
Converter furnacemen (i.e., persons in charge of a converter)	5 11 0	5 8 0
Electric furnacemen	5 10 0	5 7 0
Furnacemen's assistant (including any person assisting in daubing ladles, charging, mixing, daubing, and breaking pig iron)	5 2 0	4 19 0
Loader and unloader of annealing furnace	5 2 0	4 19 0
Shot-blast and sand-blast dressers who are not protected from flying shot and sand by a properly enclosed cabin	5 12 0	5 9 0
Shot-blast and sand-blast dressers who are protected from flying shot and sand by a properly enclosed cabin	5 2 0	4 19 0
<i>Labourers.</i>		
Moulder's Assistant	5 2 0	4 19 0
Labourers	4 13 0	4 10 0

APPRENTICESHIP.

- (3) (a) Minors shall not be engaged in the following occupations except under contracts of apprenticeship:—
Jobbing, moulding, and core making.
- (b) The proportion of apprentices who may be taken by any employer shall be as follows:—
One apprentice to every two or fraction of two 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.
- (c) The periods of apprenticeship shall be as follows:—
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 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.

	Weekly Rate.	Constant Loading Non-adjustable.	Total Weekly Wage.
<i>(g) Five-year terms—</i>			
1st year	s. d. 18 6	s. d. 0 9	s. d. 19 3
2nd year	26 3	1 0	27 3
3rd year	39 0	1 6	40 6
4th year	63 3	2 3	65 6
5th year	79 3	3 0	82 3
<i>Four-year terms—when the apprentice enters or has entered his apprenticeship after reaching the age of 17 years—</i>			
1st year	s. d. 22 3	s. d. 0 9	s. d. 23 0
2nd year	37 9	1 6	39 3
3rd year	63 3	2 3	65 6
4th year	79 3	3 0	82 3

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 (13) (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.

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

(r) 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.

UNAPPRENTICED JUNIOR LABOUR.

(4) (a) Unapprenticed male juniors may be employed in or in connexion with manufacturing (as defined in clause 21 of this Determination) in all occupations for which apprenticeship is not provided by the Determination at the following weekly rates of wages:—

	Weekly Hiring.	Hourly Hiring.
	<i>s. d.</i>	<i>s. d.</i>
1st year's experience	16 6	18 8
2nd year's experience	26 9	28 3
3rd year's experience	36 9	38 10
4th year's experience	49 9	53 7
5th year's experience	63 3	66 10
6th year's experience	73 6	77 8
7th year's experience	78 0	82 5

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.

(b) Unapprenticed male juniors may be employed (other than in manufacturing as defined in clause 21) in all occupations covered by this Determination for which apprenticeship is not provided at the following weekly rates of wages:—

	Weekly Hiring.	Hourly Hiring.
	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	18 0	19 3
16 and under 17 years of age	30 0	31 8
17 and under 18 years of age	53 0	56 0
18 and under 19 years of age	67 0	70 9
19 and under 21 years of age	80 6	85 0

Juniors under the age of 18 shall not be employed as furnacemen or assistants to furnacemen—juniors over the age of 18 so employed shall be paid 3s. per week in addition to the junior rates of wage herein prescribed.

HOURS OF EMPLOYMENT.

(5) 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.

Exception.

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

SHIFT WORK.

Continuous Work Shifts.

(6) (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 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 if, 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) Except as hereinafter provided 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 7½ per cent. more than ordinary rates shall be paid.

(i) On ship repair work shifts may be worked for not less than three successive nights at the rate of time and a quarter, but when five or more successive night shifts have been worked the rate shall be 10 per cent. more than ordinary rates, and after such shifts have continued for more than one month 7½ per cent. more than ordinary rates.

(j) 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.

(i) Employees who, during a period of engagement, work only on night shifts shall be paid at the rate of time and a quarter.

(ii) When employees are called on 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.

Where men 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.

MIXED FUNCTIONS.

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

OVERTIME.

(8) (a) For all work done outside ordinary hours the rates of 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.

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.

(9) (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.

PIECEWORK RATES.

(10) 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.

(11) Extra rates in this Determination, including rates prescribed in clause (16) are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

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

(13) (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) Casual employees, i.e., employees for whom a full week's work is not provided shall for any such week be paid 10 per cent. in addition to the total wage prescribed for their occupations.

MISCELLANEOUS PROVISIONS.

(14) (a) 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.

(b) Suitable canvas or leather gloves shall be provided by employers for the operators of pneumatic tools.

(c) All ladders of a holding capacity of 15 cwt. or more shall be fitted with safety-worm gear or an equivalent safety fitting.

(d) Not more than $\frac{1}{2}$ cwt. of molten metal per man shall be placed in ladders carried by hand.

(e) Where molten metal is carried by hand a clear passageway not less than 2 feet wide shall be made.

TIME AND WAGES BOOK.

(15) 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.

SPECIAL RATES.

(16) 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) Working in wet places—1½d. per hour extra.

Working in confined spaces—3d. per hour extra.

(c) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahr., 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahr., per hour extra. Where work continues for more than 2 hours in temperatures exceeding 130 degrees Fahr., employees shall also be entitled to 20 minutes' rest after every 2 hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

(d) Working for more than one hour in places where the temperature is reduced by artificial means below zero, 1½d. per hour extra. Where the work continues for more than two hours employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

(e) Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.

(f) 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.

(g) 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.

(17) (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 a capital city 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.

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.

The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage, and on trains second class, except where all night travelling is involved, when they shall be first class.

(c) On jobs of less than three months' duration a camping allowance of 3s. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents or other temporary shelters is necessary.

(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.

ANNUAL LEAVE.

(18) (a) A period of seven consecutive days' leave shall be allowed annually to all employees after twelve months' continuous service (less the period of annual leave) in any one or more of the occupations to which this Determination applies.

(b) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued, and after not less than one week's notice to the employee, provided that the giving of annual leave may, with the consent of the Secretary for Labour, be postponed for a period to be specified in cases where the exigencies of the war render it impracticable to give it within the said period of six months.

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

(d) If after six months' continuous service, an employee leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid one-sixth of a week's wage in respect of each completed two months of continuous service in respect of which leave has not been granted hereunder.

(e) Each employee before going on leave shall be paid a week's wage: For the purpose of this sub-clause and sub-clause (d) hereof the week's wage shall be at the rate prescribed by clauses (2) to (4) inclusive of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be, including in the case of leading hands the additional allowance prescribed by clause (16) of the

said Determination, but not including any other special rates prescribed by this Determination and including, in the case of employees whose employment is by the hour, the loading prescribed by sub-clause (b) of clause (13) of the said Determination. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

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

(g) Notwithstanding anything herein provided an employer who gives to an employee leave of absence without loss of pay throughout the interval of time—

(i) between the day observed under this Determination as the Christmas Day holiday and the day observed thereunder as the New Year's Day holiday; or

(ii) between the day immediately preceding the Good Friday holiday and the Monday next after the Easter Monday holiday,

shall be deemed thereby to fulfil all obligations to that employee under this clause in respect of the period of twelve months' service referred to in sub-clause (a) hereof. The provision of sub-clause (c) hereof shall apply to this sub-clause.

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

(i) In the case of the employees in the employment of an employer on the 19th day of December, 1940, service before the date of this Determination shall be taken into consideration for the purpose of calculating annual leave, and persons in employment on the 19th day of December, 1939, shall, for the purposes of this clause be deemed to have commenced their service on that date.

(j) For the purpose of this clause service shall be deemed to be continuous notwithstanding—

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

(ii) any absence from work on account of sickness or accident or military service, and in calculating the period of twelve months' continuous service absence on account of sickness or accident to the extent of fourteen days in any twelve months shall be deemed to be part of the period of continuous service;

(iii) any termination of employment by the employee if such termination has been made merely with the intention of preventing the operation of sub-clause (g) hereof.

(k) Except as provided by sub-clause (g) hereof the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by this Determination, and if any such holiday falls within an employee's period of annual leave, there shall be added to that period one day for each such holiday falling as aforesaid.

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

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

RIGHT OF ENTRY OF UNION OFFICIALS.

(19) A duly accredited representative of the Federated Moulders (Metals) Union of Australia and The Iron Foundry Employees Union not more than once a week shall have the right to enter the portion of any employer's establishment in which any of the classes of labour covered by this Determination are employed during the midday meal hour for the purpose of interviewing employees on legitimate union business.

If any representative is unduly interfering or is creating disaffection amongst his employees or is offensive in his methods, such employer may refuse the right of entry.

SHOP STEWARDS.

(20) 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.

DEFINITIONS.

(21) For the purposes of this Determination 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 machinery and mechanical apparatus and of electrical machinery and apparatus and of locks, scales, window frames, and other metallic articles.

"Jobbing moulder" means a metal moulder engaged in floor moulding, loam moulding, strickle moulding, or moulding from loose patterns, and/or finishing off bath moulds made by a machine process.

"Jobbing coremaker" means a moulder engaged in making cores for metal moulds by the use of loam or strickle boards, or by loose boxes, other than loose boxes used for repetition production of cores requiring little or no skill to produce.

"Plate and machine moulder" means an adult employee engaged in moulding on the plate system or by machines where the pattern is either a fixture to the plate or the spray system is used.

"Machine coremaker" means an adult employee making cores by machines where the core box is a fixture to or part of such machine, or making repetition cores requiring little or no skill to produce.

"Furnaceman" means an employee in charge of a furnace used for smelting metals or ores, case hardening and/or annealing furnaces, and such heating furnaces where the weight of individual pieces of material is 5 cwt. or more or the area of the material exceeds 4 square feet.

"Moulders' assistant" means a labourer fully occupied in assisting a tradesman in the making of moulds by mixing sand and helping on large boxes, pouring metal into moulds or chills, making (not moulding) tackle for coremaking or moulding purposes, and digging holes in preparation for placing pattern in ready for moulding.

"Year" means each period of 365 consecutive days, starting from the 15th day of May, 1935.

"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 clothing of a workman, or a place where water accumulates underfoot to a depth exceeding two inches.

"Confined place" means a working place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, or where confinement within a limited space is productive of unusual discomfort.

"Experience" for the purpose of this Determination shall include all experience as a moulder or coremaker, jobbing or machine, as the case may be, whether as a junior or an adult.

SPECIAL EXEMPTIONS.

(22) *Agricultural Implement Making—Except as to the Wages prescribed for Tradesmen.*—Employers engaged in the making of agricultural and dairying implements shall, as to employees engaged in the making of such agricultural and dairying implements (including engines used for agricultural purposes), be exempt from this Determination.

PERIODICAL ADJUSTMENT OF WAGES.

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

The basic wage rates shown hereunder shall be adjusted as prescribed in clause (24).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
Victoria— Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.	£ s. d. 4 1 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

(24) (a) Until the beginning of the first pay period to commence in November, 1941, the amounts of the basic wage shall be as prescribed in clause (23).

(b) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amounts of the basic wages 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:—

- (i) The index number set to be applied to a place is that assigned thereto in clause (23).
- (ii) 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.
- (iii) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (iv) The basic wage shall be of that amount assigned during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	883-895	3 12 0
747-759	3 1 0	896-907	3 13 0
760-771	3 2 0	908-919	3 14 0
772-783	3 3 0	920-932	3 15 0
784-796	3 4 0	933-944	3 16 0
797-808	3 5 0	945-956	3 17 0
809-820	3 6 0	957-969	3 18 0
821-833	3 7 0	970-981	3 19 0
834-845	3 8 0	982-993	4 0 0
846-858	3 9 0	994-1006	4 1 0
859-870	3 10 0	1007-1018	4 2 0
871-882	3 11 0	1019-1030	4 3 0

The wages of apprentices in receipt of 25s. per week or more and unapprenticed juniors in receipt of 20s. per week or more shall be adjusted proportionately to adjustments of the basic wage in terms of clause (24)—such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

MARGINAL RATES.

In addition to the basic wage provided in clause (23) the margins and wartime loadings set out in this clause plus 6s. shall be the minimum rate payable to employees therein named:—

	Margins per Week.	War Time Loadings per Week.
	s. d.	s. d.
<i>Pipe Moulders making Pipes (other than Steam and Hydraulic Pipes) on a Bank or Cast Vertically.</i>		
Bank pipe moulders—		
5 and 6 inch, headmen	25 0	6 0
5 and 6 inch, footman	14 0	6 0
4 inch and under, headmen	18 0	6 0
4 inch and under, footmen	10 0	6 0
Vertical pipe moulders—		
Rammers, coromakers, corers, or casters	8 0	6 0
Dressers of pipes, including dressers on emery wheels	8 0	6 0
Furnacemen	12 0	6 0
Furnacemen's assistant (i.e., any person assisting in daubing ladles, charging, mixing, daubing, and breaking pig iron)	7 0	6 0

	Margins per Week.	War Time Loadings per Week.
<i>Persons Employed in making Pipes by machinery.</i>		
<i>s. d.</i>		
Coremakers—		
5 and 6 inch, faucet	25 0	6 0
5 and 6 inch, spigot	14 0	6 0
4 inch and under, faucet	18 0	6 0
4 inch and under, spigot	10 0	6 0
Finishers and Casters—		
5 and 6 inch	25 0	6 0
4 inch and under	18 0	6 0
Metal Moulding.		
Jobbing moulders or coremakers	30 0	6 0
Agricultural stove dairying implement moulders or coremakers	20 0	6 0
Machine or plate moulders or coremakers—		
1st six months' experience	9 0	6 0
2nd six months' experience	12 0	6 0
3rd six months' experience	15 0	6 0
Thereafter	20 0	6 0
Dressers using portable machine	13 0	6 0
Dressers (including dressers on emery wheels)	11 0	6 0
Cupola Furnacemen	18 0	6 0
Crucible furnacemen	15 0	6 0
Converter furnacemen (i.e., persons in charge of a converter)	18 0	6 0
Electric furnacemen	17 0	6 0
Furnacemen	15 0	6 0
Furnacemen's assistant (including any person assisting in daubing ladles, charging, mixing, daubing, and breaking pig iron)	9 0	6 0
Loader and Unloader of annealing furnace	9 0	6 0
Shot-blast and sand-blast dressers who are not protected from flying shot and sand by a properly enclosed cabin	19 0	6 0
Shot-blast and sand-blast dressers who are protected from flying shot and sand by a properly enclosed cabin	9 0	6 0
Labourers.		
Moulders' Assistant	9 0	6 0
Labourers	Nil	6 0

A. C. TINGATE, P.M., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 19th August, 1941.

[3201]



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 266]

FRIDAY, SEPTEMBER 12.

[1941

PROCLAMATION.

By His Excellency the Honorable Sir Frederick Wollaston Mann, Knight Commander of the Most Distinguished Order of Saint Michael and Saint George; Lieutenant-Governor of the State of Victoria and its Dependencies in the Commonwealth of Australia, &c., &c., &c.

WHEREAS by a Commission under the Royal Sign Manual and Signet, bearing date the Thirtieth day of March, One thousand nine hundred and thirty-six, His former Majesty King Edward VIII. was graciously pleased to appoint me to be the Lieutenant-Governor of the State of Victoria and its Dependencies in the Commonwealth of Australia, with all the powers, rights, privileges, and advantages to the said Office belonging or appertaining; and further, in case of the death, incapacity, or removal of the Governor of the said State, or of his departure from the said State, or of his assuming the Government of the Commonwealth of Australia, to authorize and require me to administer the Government of the said State, with all and singular the powers and authorities contained in certain Letters Patent under the Great Seal of the United Kingdom of Great Britain and Ireland, bearing date at Westminster the Twenty-ninth day of October, One thousand nine hundred, constituting the office of Governor in and over the said State of Victoria and its Dependencies as amended by Letters Patent under the Great Seal of the United Kingdom of Great Britain and Ireland, bearing date at Westminster the Thirtieth day of April, One thousand nine hundred and thirteen, making further provision for the administration of the Government of the State of Victoria and its Dependencies in certain events: And whereas the said Governor, owing to illness, is incapacitated: Now therefore I, Sir Frederick Wollaston Mann, the Lieutenant-Governor of the said State, do hereby proclaim that all the powers and authorities by the said Letters Patent granted to the Governor of the said State of Victoria and its Dependencies have become and are now vested in me as Lieutenant-Governor of the said State now residing therein, to be by me exercised and enjoyed in accordance with the terms of the said Commission.

Given under my Hand and the Seal of the State of Victoria aforesaid, at Melbourne, this twelfth day of September, in the year of our Lord One thousand nine hundred and forty-one and in the fifth year of reign of His Majesty King George VI.

(L.S.)

F. W. MANN.

By His Excellency's Command,

A. A. DUNSTAN,
Premier.

GOD SAVE THE KING!

By Authority: H. E. DAW, Government Printer, Melbourne.





VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 267]

FRIDAY, SEPTEMBER 12.

[1941

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 16 (HARDWARE).

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, and such portions of the City of Sandringham as are not included in the said 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 appointed to "determine the lowest prices or rates which may be paid to any persons employed in the business of a seller of hardware—wholesale or retail"—but not including:—

- (a) persons employed in assembling ordered goods kept in a bulk store or iron yard;
- (b) persons employed as storemen, packers, or sorters—

has made the following Determination, namely:—

(1) That on the 12th September, 1941, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2).

Apprentices or Improvers. (The Masculine to include the Feminine.)	Other Employees. (The Masculine to include the Feminine.)	Metropolitan District.	Outside Metropolitan District where Determination Applies.
WAGES.	WAGES.	Per week of 46 hours.	Per week of 46 hours.
£ s. d.	£ s. d.	£ s. d.	£ s. d.
Under 16 years of age	Departmental managers, or branch managers, having under their control—		
16 years of age	5 or more salesmen, 23 years of age or over	6 16 0	6 11 9
17 "	4 salesmen " "	6 9 3	6 5 6
18 "	3 salesmen " "	6 1 6	5 17 9
19 "	2 salesmen " "	5 15 6	5 11 3
20 "	1 salesman " "	5 12 3	5 8 3
	Other Branch Managers	5 12 3	5 8 3
	Outside salesmen—		
	21 years of age	3 15 0	3 13 0
	22 "	4 8 3	4 5 9
	23 " and over	5 11 3	5 7 9
	Salesmen or Buyers:—		
	21 years of age	3 15 0	3 13 0
	22 "	4 8 0	4 5 9
	23 " and over	5 6 0	5 3 0
	Assemblers of Ordered Goods:—		
	21 years of age	3 13 0	3 13 0
	22 "	4 3 9	4 3 9
	23 " and over	4 18 3	4 18 3
	NOTE.—See Clause 19 re Definitions.		

Provided that, if any apprentice or improver 19 years of age or over is employed as an outside salesman, he shall be paid an addition of ten per centum.

PROPORTION (in any shop or place).

One apprentice to every three workers or fraction of three workers employed, and receiving not less than the minimum wage of £3 13s. 0d. per week of 46 hours.

- One improver to one worker
- Two improvers to two, three or four workers
- Three improvers to five, six or seven workers
- Four improvers to eight workers
- Five improvers to nine or ten workers and thereafter one improver to every two or fraction of two workers

Receiving not less than the rates fixed for assemblers of ordered goods 23 years of age and over.

(3) TIMES OF BEGINNING AND ENDING WORK:—

- On the usual Half Holiday
- On the usual Late Trading Night or the night previous to a Public Holiday
- On all the other working days of the week

Time of Beginning.	Time of Ending.
8 a.m.	12.45 p.m.
8 a.m.	9 p.m.
8 a.m.	6 p.m.

(4) OVERTIME :—

Within the times fixed for beginning and ending work in excess of 46 hours } Time and a half.
 Outside the times of beginning and ending work }

(5) MEAL MONEY.—Where overtime, as in the preceding clause, is performed on any day in the week, an allowance of 1s. 6d. shall be made for meal money, and shall be paid on the day when such work is performed.

(6) SPECIAL RATES.—Double time shall be the rate payable for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Christmas Day, Boxing Day and on Cup Day (Metropolitan District only), or after 12.30 p.m. on Show Day (in localities mentioned in the Twelfth Schedule to the *Public Service Act 1928*), but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the special rate shall be payable only for work done on the day so substituted.

(7) TIME RATE.—Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to 23 hours be paid—

(a) In any week in which two or more Public Holidays occur .. At the ordinary wages rate with an addition of fifty per centum.

(b) In any other week At the ordinary wages rate with an addition of thirty three and one-third per centum.

and for each hour worked beyond the 23 hours aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(8) TERMINATION OF EMPLOYMENT.—Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof. This provision shall only apply in the case of an employee who has been employed continuously for three months or more.

(9) PAY DAY.—All wages, overtime, &c., shall be paid not later than Thursday of each week.

(10) NOTICE TO WORK OVERTIME.—At least 24 hours' notice shall be given when overtime is required to be worked.

(11) NOTICE OF INTENTION TO RATION.—Where an employer owing to slackness of trade desires to ration his employees, he shall give seven days' notice to each employee of his intention to ration such employee.

(12) ANNUAL HOLIDAYS.—Any employee who has been in the service of an employer for a period of not less than twelve months shall be granted one week's holiday (exclusive of the holidays mentioned in clause 4) in respect of each year on full pay.

Provided that after the expiration of six months, but before the completion of twelve months' service, an employee on leaving or being dismissed from his employment shall be paid one day's pay for each two months' service.

(13) SICK PAY.—Any employee not attending for duty who has had not less than twelve months' service with the same employer shall not lose his pay for the actual time lost if such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than six days in each year commencing from the 1st December.

(14) MEAL INTERVALS.—Not less than one hour shall be given for each meal, between the hours of 12 noon and 3 p.m. for lunch, and between the hours of 5 p.m. and 7 p.m. for the evening meal.

NOTE.—Section 117 (3) of the *Factories and Shops Act 1928* (No. 3677) provides that no person shall be employed in any shop more than five hours without an interval for a meal.

(15) BICYCLE ALLOWANCE.—Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 2s. 6d. per week in addition to the ordinary wage shall be paid by the employer.

(16) GARMENT ALLOWANCE.—Any employee who is required to wear, when at work, a washable outer garment, dust coat, or overall, shall be paid 2s. 6d. per week in addition to the ordinary wage, unless the garment is both provided and laundered by the employer.

(17) REFERENCE.—On an employee being dismissed or leaving his employment he shall be entitled to a reference showing his period of service and qualifications.

(18) TIME AND WAGES RECORDS.—Time and wages records showing the name of each employee, the hours worked each week by, and the wages and overtime paid to each employee, shall be kept by an employer and completed weekly.

DEFINITIONS.

(19) "Departmental manager" shall mean a person having the control of one or more salesmen, 23 years of age or over, notwithstanding he may be under the orders of a general manager.

"Branch manager" shall mean and include a person for the time being entrusted with the control or superintendence of a shop or of a branch shop (the proprietor of which is trading under his own or a different name), notwithstanding such manager may be under the orders of a superior who does not devote the whole of his time to the management of the said shop or branch shop.

"Outside salesman" shall mean an employee who regularly solicits or receives orders for goods while absent from the shop where he is employed, whether such goods are kept in stock or have to be procured in order to fulfil such orders.

"Assembler" shall mean an employee 21 years of age or over who is engaged in assembling goods for order and despatch from salesmen's and/or travellers' lists or invoices.

C. McLEAN, P.M., Chairman.

GEO. E. PARR, Secretary.

Melbourne, 25th August, 1941.



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 268]

FRIDAY, SEPTEMBER 12.

[1941

Factories and Shops Acts.

DETERMINATION OF THE CHAR WORKERS BOARD.

NOTE.—This Determination on the 12th September, 1941, applied to the following parts of Victoria, namely:—The Metropolitan District and the Geelong District as defined in the Factories and Shops Acts and the Order in Council thereunder; such portion of the City of Sandringham as is not included within the Metropolitan District; the cities of Ballarat, Bendigo, and Warrnambool; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board, which since the 18th June, 1929, has had the power "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons subject to the jurisdiction of the Boarding Houses Board, of the Hospital and Benevolent Asylum Attendants Board, or of the Hotel and Restaurant Board) employed at office cleaning or general cleaning work of a like character in or about any building in which any process, trade, business, or occupation is carried on for profit," has made the following Determination, namely:—

(1) That on the 12th September, 1941, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

Improvers.	Per week of 44 hours.	Other Employees.	Per week of 44 hours.
MALES.	WAGES.	WAGES.*	WAGES.*
	<i>s. d.</i>	<i>Males.</i>	<i>s. d.</i>
Under 19 years of age	33 6	Office cleaners or general cleaners in charge of—	
19 and under 20 years of age	42 0	4 or more office cleaners or general cleaners	114 6
20 years of age	49 0	2, or 3 office cleaners or general cleaners	103 0
		Other office cleaners or general cleaners	95 6
PROPORTION.		<i>Females.</i>	<i>s. d.</i>
<i>Improvers.</i>		Office cleaners or general cleaners in charge of—	
One male improver to every five male workers receiving not less than 9s. 6d. per week of 44 hours.		4 or more office cleaners or general cleaners	100 7
		2, or 3 office cleaners or general cleaners	89 7
FEMALES.	WAGES.	Other office cleaners or general cleaners	86 11
	<i>s. d.</i>		
Under 19 years of age	27 0		
19 and under 20 years of age	34 6		
20 years of age	42 0		
PROPORTION.			
<i>Improvers.</i>			
One female improver to every ten female workers receiving not less than 8s. 11d. per week of 44 hours.			

* Where the employer requires the employee to reside on the premises, no deduction shall be made from the wages of such employee for rent, fuel or light.

NOTE.—The employer shall supply all necessary tools and materials free.

NOTE.—The Board has determined in accordance with section 25 (1) of the amended *Factories and Shops Act 1934*, that the process, trade, business or occupation is so unskilful that no person shall be taken as an apprentice.

(3) TIMES OF BEGINNING AND ENDING WORK—

Times of Beginning.	Times of Ending.
(a) For Males—	
6 a.m.	1 p.m. on Saturday.
6 a.m.	6 p.m. on the other working days of the week.
(b) For Females—	
6 a.m.	12 noon on Saturday.
6 a.m.	9 p.m. on the other working days of the week.

(4) OVERTIME.—That the following rates shall be paid for overtime :—

Outside the hours fixed in clause 3 Time and a quarter except that males shall be paid at the rate of time and a half for all work performed by them on Saturday after 1 p.m. and females double time for all work performed by them on Saturday after 12 noon.

Within the hours fixed in clause 3 in excess of the number of hours as fixed for a week's work 3s. per hour.

(5) EMPLOYMENT FOR LESS THAN FULL WEEK.—(a) MALES.—Male employees who are employed during any week for less than the working week of 44 hours, shall be paid for the first 22 hours at the rate of time and a quarter, and for every hour thereafter ordinary time up to but not exceeding the ordinary wages rates for an ordinary week's work.

Provided that any male person who is not engaged for a week who earns a sum in wages equal to the wages of an ordinary week's work may be required by the employer to complete the week's work without further pay, and if such person refuses to do so he shall forfeit his right to any payment for that week unless his refusal is caused by his illness inability or some other sufficient cause beyond his control.

(b) (i) FEMALES.—Female employees, who are employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work, shall be paid at the rate of time and a quarter.

(ii) Female persons who are employed during any week for more than one-half the maximum number of hours fixed in this Determination as a week's work, but for less than 44 hours shall be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

(6) ALLOWANCES.—(i) If a cleaner is required to clean windows and it is necessary to go wholly outside the window, or climb around an outside column to do such cleaning, and if such cleaning is at a height of more than 10 feet from the ground or verandah, he shall be paid 1½d. extra for every such window cleaned unless the outside window or column ledge is more than 24 inches wide. Provided that nothing in this sub-clause shall apply to cleaning from a ladder resting on the ground.

(ii) Where cleaning is done from a ladder, and the height of any portion of the window to be cleaned exceeds 25 feet from the ground, the employee shall be paid 1½d. extra for each window so cleaned.

(iii) The amount payable under this clause shall not exceed 1s. per day.

(7) RESTRICTION AS TO CLEANING OF SANITARY CONVENIENCES.—No female employee shall be required to clean or attend to any sanitary convenience provided for persons of the male sex.

(8) ANNUAL LEAVE.—Any employee who has been in the service of an employer for a period of not less than twelve months, shall be granted with pay, nine working days' holiday in each year (exclusive of the holidays mentioned in clause 10) and such holidays shall be given within three months of the completion of twelve months' service. Payment for such holidays shall be calculated on an average of the four weeks immediately preceding such holiday.

Provided that any employee who leaves or is dismissed before the expiration of twelve months shall be given or paid for holidays *pro rata* in accordance with the length of service, viz., one and a half days for each complete two months of service.

For the purposes of this clause, service prior to the 7th August, 1941, shall be disregarded provided that the rights of any employee, under the last previous Determination of this Board, shall not be affected.

(9) SICK LEAVE.—An employee, who has been in the service of an employer for not less than twelve months, shall be entitled to a maximum aggregate of six days' sick leave of absence with full pay during each subsequent twelve months' service, provided he produces, within 24 hours, satisfactory evidence to his employer that such absence was caused by ill-health or by accident.

Provided further, that, for the purposes of this clause, any service prior to the 12th September, 1941, shall not be taken into account.

(10) PAYMENT FOR HOLIDAYS.—Except as hereinafter provided, all employees shall be entitled to the following holidays without deduction of pay :—New Year's Day, Australia Day, Anzac Day, Labour Day, Good Friday, Easter Monday, King's Birthday, Christmas Day, and Boxing Day.

Provided that the following employees shall not be entitled to payment for such holidays :—

(a) In any week in which one of such holidays occur—any male employee who has been employed for less than 30½ hours.

(b) In any week in which two of such holidays occur—any male employee who has been employed for less than 22½ hours.

(11) SPECIAL RATES.—Double-time shall be the rate for all work done on Sunday, Good Friday, 21st April (Labour Day), Anzac Day, or Christmas Day; and time and a half shall be the rate for all work done on New Year's Day, 26th January (Australia Day), King's Birthday, Boxing Day, or Easter Monday; 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.

RAY H. BEERS, P.M., Chairman.

C. W. TREVETHAN, Secretary.

Melbourne, 26th August, 1941.