



VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, APRIL 17.

[1942

Factories and Shops Acts.

DETERMINATION OF THE AGRICULTURAL IMPLEMENTS BOARD.

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

By Order in Council, dated the 13th October, 1941, the Country Agricultural Implements Board was deprived of its powers and such powers were conferred exclusively on the Agricultural Implements Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the twenty-third day of July, 1934, has had the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in—

- (1) the process, trade, or business of a maker of—
 - (a) agricultural machinery or implements;
 - (b) parts of agricultural machinery or implements;
 - (c) bag-filling machinery, bone-crushers, butter-making machinery, chaff-cutters, corn-crushing machinery, cream separators, hay presses, horse works, iron feeding troughs, lawn mowers, machinery for treating flax or hemp, maize shellers, windmills; or
 - (d) garden tools or implements or parts thereof;
- (2) assembling or putting together any parts of machinery or implements of classes or kinds (whether the same have been made inside or outside the State) same or similar to those mentioned in paragraph (a);"

has made the following Determination, namely:—

1. That on the 20th April, 1942, the adjusted Determination of this Board which came into operation as from the beginning of the first pay period to commence in February, 1942, shall be revoked and replaced by this Determination.

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Wages per Week of 44 Hours.		
Within the Metropolitan District and such portions of the City of Sandringham and the Shire of Braybrook as are not included within the said District; the Cities of Geelong, Geelong West and the Town of Newtown and Chilwell, and the City of Warrnambool.	All Other parts of Victoria where this Determination applies.	
£ s. d.	£ s. d.	
Implement smiths	5 13 0	5 10 0
Bulldozers	5 4 0	5 1 0
Blacksmiths' strikers	4 18 0	4 15 0
Blacksmiths' strikers (on double fire)	5 0 0	4 17 0
Carpenters engaged on agricultural implement making (including tool allowance)	5 13 0	5 10 0
Agricultural implement fitters and comb fitters	5 7 0	5 4 0

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Wages per Week of 44 Hours.		
Within the Metropolitan District and such portions of the City of Sandringham and the Shire of Braybrook as are not included within the said District; the Cities of Geelong, Geelong West and the Town of Newtown and Chilwell, and the City of Warrnambool.	All Other parts of Victoria where this Determination applies.	
£ s. d.	£ s. d.	
Agricultural implement fitters and comb fitters (after two years' experience)	5 10 0	5 7 0
Pattern fitters and finishers	5 10 0	5 7 0
Plough fitters	5 5 0	5 2 0
Assemblers	4 19 6	4 16 6
Assemblers (after two years' experience)	5 3 0	5 0 0
Windmill erectors	5 7 0	5 4 0
Windmill makers other than fitters	5 6 0	5 3 0
Wheel rimmers	5 7 0	5 4 0
Furnacemen on small rivet heating or bolt heating	5 0 0	4 17 0
Furnacemen's assistants	4 18 0	4 15 0
Dressers and fettlers	5 0 0	4 17 0
Grinders and emery-wheel attendants	5 0 0	4 17 0
Grinders (using portable machine)	5 2 0	4 19 0
Heaters	4 18 0	4 15 0
Picklers	4 15 0	4 12 0
Hammer drivers	5 0 0	4 17 0
Wire weavers	4 18 0	4 15 0
Painters (brush hand)	4 18 0	4 15 0
Spray painters	5 2 0	4 19 0
Paint dippers and mixers	4 15 0	4 12 0
Writers and liners	5 7 0	5 4 0
Wire drawers	4 18 0	4 15 0
Chippers	4 18 0	4 15 0
Sand and shot blast dressers	5 2 0	4 19 0
Dismantlers	4 18 0	4 15 0
Checkers	5 0 0	4 17 0
Inspectors	5 0 0	4 17 0
Storemen and packers	4 15 6	4 12 6
Process workers	4 18 0	4 15 0
Patternmakers	6 8 0	6 5 0
All others	4 12 0	4 9 0
Machinists.		
1st class	6 2 0	5 19 0
2nd class	5 10 0	5 7 0
3rd class	5 4 0	5 1 0
Drillers	5 0 0	4 17 0
Die setters and machine setters	5 2 0	4 19 0
Machinists coming within the definition of process workers	4 18 0	4 15 0

	Wages per Week of 44 Hours.	
	Within the Metropolitan District and such portions of the City of Sandringham and the Shire of Braybrook as are not included within the said District; the Cities of Geelong, Geelong West and the Town of Newtown and Chilwell, and the City of Warrnambool.	All Other parts of Victoria where this Determination applies.
	£ s. d.	£ s. d.
Welders.		
1st class	6 5 0	6 2 0
2nd class	5 4 0	5 1 0
3rd class	5 0 0	4 17 0
Tack welders	5 2 0	4 19 0
Sheet Metal Workers.		
1st class bench hand	5 18 0	5 15 0
2nd class bench hand	5 10 0	5 7 0
Wood Mill Section.		
Saw docters	6 5 0	6 2 0
Casemakers	5 4 0	5 1 0
Shaper machinists (wood)	5 14 0	5 11 0
Turners	5 14 0	5 11 0
Moulding machinists (where the machinists set up their machines and grind their knives or cutters)	5 10 0	5 7 0
Moulder machinists (where the machinists set up their machines only)	5 4 0	5 1 0
Buzzer machinists (using straight irons and setting up machines and grinding knives and cutters)	5 7 0	5 4 0
Buzzer machinists (only operating or feeding machines)	4 18 0	4 15 0
Thicknesser machinists	4 18 0	4 15 0
Tenoning machinists (only operating or feeding machines)	4 18 0	4 15 0
Tenoning machinists (using straight irons and setting up machines and grinding knives and cutters)	5 7 0	5 4 0
Boring and drilling machinists	4 18 0	4 15 0
Bending machinists	5 2 0	4 19 0
Mortising machinists	4 18 0	4 15 0
Sanding machinists	5 2 0	4 19 0
Timber markers	4 18 0	4 15 0
Pulling-out machinists	4 18 0	4 15 0
Band sawyers	5 4 0	5 1 0
Circular sawyers	5 2 0	4 19 0
Crosscut sawyers	4 18 0	4 15 0
Casemaking sawyers	4 18 0	4 15 0
Stackers	4 18 0	4 15 0
Engineering Section.		
Patternmakers	6 11 0	6 8 0
Toolmakers	6 8 0	6 5 0
Tradesmen the greater part of whose time is occupied in marking off	6 5 0	6 2 0
Tradesmen	6 2 0	5 19 0
Electrical Fitters	6 2 0	5 19 0
Motor Mechanics	5 17 0	5 14 0
Tradesmen, wet stone grinders and glaziers	6 2 0	5 19 0
First class machinist	6 2 0	5 19 0
Second class machinist	5 10 0	5 7 0
Third class machinist	5 4 0	5 1 0
Electrical Section.		
Shift electrician	6 2 0	5 19 0
Tradesmen, electrical fitters	6 2 0	5 19 0
Electrical mechanics	5 17 0	5 14 0
Tradesmen's and electrical mechanic's assistants	4 18 0	4 15 0
Engineering Smithing Section.		
Forgers and/or faggoters	6 14 0	6 11 0
Forgemen's assistants	5 0 0	4 17 0
Toolsmiths	6 5 0	6 2 0
Coppersmiths	6 3 0	6 0 0
Other smiths	6 3 0	6 0 0

APPRENTICESHIP.

3. (a) Youths shall not be engaged in the following occupations except under indentures of apprenticeship for the periods and subject to the conditions hereinafter prescribed:—

Patternmaking, electrical fitting, engineering fitting and turning, first and second class engineering machining, first class welding, engineering blacksmithing, sheet metal (first class bench work), and motor mechanic.

(b) In the trades immediately hereinafter mentioned the proportion of apprentices which may be taken by any employer shall be as follows:—

Mechanical engineering—one apprentice for every 3, or fraction of 3, tradesmen.

Electrical fitting—one apprentice for every 3, or fraction of 3, tradesmen.

Electrical mechanic—one apprentice for every 2, or fraction of 2, tradesmen.

Patternmaking—one apprentice for every 3, or fraction of 3, tradesmen.

Smithing—one apprentice for every 3, or fraction of 3, tradesmen.

(c) 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.

(i) The period of apprenticeship shall be as follows:—

If the apprentice when articulated is under the age of 17 years, five years; if over the age of 17 years, four or five years, at the option of the contracting parties.

(ii) An employer especially qualified to teach apprentices may, with the consent of the Secretary for Labour, or of the State Apprenticeship Commission, employ a greater proportion of apprentices to tradesmen than hereinbefore specified.

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

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

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

This clause shall not apply to apprenticeship controlled by the State Apprenticeship Commission which shall be free to adopt such schemes for suspension or cancellation of indentures as it may deem reasonable.

Wages.

(v) In all contracts of apprenticeship hereafter made, the minimum rates of wages shall be as follows:—

	Per week.
Five-year terms—	
1st year	19 3
2nd year	27 3
3rd year	41 3
4th year	67 3
5th year	84 3

Four-year terms (when the apprentice enters or has entered his apprenticeship after reaching the age of 17 years)—

1st year	23 0
2nd year	40 3
3rd year	67 3
4th year	84 3

Apprentices to patternmaking shall be paid 2s. 6d. per week extra.

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.

All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness certified as in clause 16 (a) hereof to the extent of 44 hours per annum.

(vi) The ordinary hours of employment of apprentices shall be the same in each workshop as those of journeymen in the trade the apprentice is learning.

(vii) No apprentice under the age of 18 years shall be liable to work overtime unless he so desires.

(viii) No apprentice shall work under any system of payment by results.

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

(x) 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.

(xi) No employer shall, 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.

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

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

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

	Wages per Week of 44 Hours.	
	Within the Metropolitan District and such portions of the City of Sandringham and the Shire of Braybrook as are not included within the said District: the Cities of Geelong, Geelong West and the Town of Newtown and Chelwell, and the City of Warrnambool.	All Other parts of Victoria where this Determination applies.
(i) <i>Adult Females.</i>	<i>s. d.</i>	<i>s. d.</i>
Under twelve months' experience	56 0	54 0
Twelve months' experience or more	63 6	61 6
(ii) <i>Junior Females.</i>		
Under 16 years of age	21 0	20 6
16 years of age	25 9	24 9
17 years of age	32 0	31 0
18 years of age	38 9	37 3
19 years of age	45 0	43 6
20 years of age	52 0	50 0
(iii) <i>Male Junior Labour.</i>		
Under 16 years of age	21 0	20 6
16 years of age	29 9	28 9
17 years of age	40 6	39 0
18 years of age	51 0	49 0
19 years of age	64 0	62 0
20 years of age	76 6	74 0

A Junior employee of 18 years or more shall be paid 3s. per week, in addition to the rates prescribed herein while he is employed as a furnaceman or assistant to a furnaceman.

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

HOURS OF EMPLOYMENT.

5. The ordinary hours of employment shall be 44 per week, to be worked, except as to shift workers, between the hours of 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, and also that the weekly hours may be worked in five days.

SHIFT WORK.

6. For any afternoon or night shift which has been in operation for five nights consecutively and for less than one month 10 per cent. more than ordinary rates shall be paid, and after such shifts have continued for more than one month 5 per cent. more than the ordinary rates shall be paid. Shifts which do not continue for five consecutive nights shall be regarded as overtime.

OVERTIME.

7. (a) For all work done outside ordinary hours the rate of wage shall be time and a half for the first four hours and double time thereafter.

(b) 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 to hold himself in readiness. But any custom now prevailing under which an employee is required to regularly 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) For all work done during meal hours and thereafter until a meal hour break is allowed time and a half rate shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

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

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

(i) An employee being required to work overtime for more than two hours without being notified the day before that he will be required so 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 who live in the same locality as their workshop, and 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.

(j) Subject to the provisions of the second part of sub-clause (f) 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 breakdowns of plant, or upon routine maintenance of plant which can only be done while such plant is idle.

(k) 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 ordinary wage rates for the time occupied in reaching his home.

MIXED FUNCTIONS.

8. An employee engaged on any day on different grades of work shall be paid at the rates prescribed for time actually worked in each grade.

HOLIDAYS AND SUNDAY WORK.

9. (a) Employees shall be entitled to the following public holidays without loss of pay as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter 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.

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

(b) Employees 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 at least eight hours. Provided that the employee shall not be paid for the time he is resting.

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

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 based on rates which will enable workers of average capacity to earn at least 10 per cent. in excess of their prescribed hourly or weekly rates.

EXTRA RATES NOT CUMULATIVE.

11. Extra rates prescribed in this Determination are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

12. (a) Wages shall be paid weekly. 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 following day.

(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 of an hour, with a minimum of a quarter of an hour.

CONTRACT OF EMPLOYMENT.**Weekly Employment.**

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

(b) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages, as the case may be. This shall not affect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(c) An employee not attending for duty shall, except as provided by clause 16 hereof, lose his pay for the actual time of such non-attendance.

ANNUAL LEAVE.

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

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

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

(d) 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.

(e) 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.

(f) If after six months' continuous service in any qualifying twelve-monthly period 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 wages in respect of each completed two months of continuous service in respect of which leave has not been granted hereunder.

(g) Each employee before going on leave shall be paid a week's wages except a seven-day shift worker, who shall also be paid for the period of additional leave allowed in his case the amount of wages he would have received for that period if he had not been on such leave. For the purpose of this sub-clause and sub-clause (f) hereof the week's wages shall be at the rate prescribed by clauses 2, 3, and 4 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of the employee employed on piece or bonus work or any other system of payment by results shall be at time rates.

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

(i) Where leave has been granted to an employee pursuant to sub-clause (e) 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 clause 9 of this Determination.

(j) Service since the 26th day of April, 1941, shall be taken into consideration for the purpose of calculating annual leave provided that an employee shall not be entitled to leave or to payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the previous Determination.

(k) For the purposes 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, 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.

(l) The annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 9 of 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.

(m) 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.

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

CASUAL EMPLOYMENT.

15. A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs.

SICK LEAVE.

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

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

(ii) He shall prove to the satisfaction of his employer (or in the event of dispute, the Secretary for Labour) that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iii) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 44 hours of working time.

For the purpose of administering paragraph (iii) of this sub-clause an employer may within one month of this Determination coming into operation or within two weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

(b) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not

exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

(c) For the purposes of this clause "year" means the period between the 1st day of March in each year and the next 28th or 29th day of February, as the case may be.

MISCELLANEOUS PROVISIONS.

17. (a) *Tools*.—The employer shall provide for each employee such tools as were customarily provided at the time of the making of this Determination, and for sheet metal workers snips used in the cutting of stainless steel, Monel metal, and similar hard metal. The employee shall replace or pay for any tools so provided if lost through his negligence.

(b) (1) Suitable asbestos sheet and coloured glasses or suitable hoods 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.

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

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

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

TIME AND WAGES BOOK.

18. 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 the 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.

19. 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 three and not more than ten employees, 6s. per week extra; more than ten and not more than twenty, 12s. per week extra; more than twenty, 18s. per week extra.

(b) Except where 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.

(c) Where more than one of the disabilities entitling a workman to extra rates exists on the same job the employer shall be bound to pay only one rate, viz., the highest for the disabilities so prevailing.

DEFINITIONS.

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

(a) "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.

(b) "Assembler" means any adult person employed in putting together parts of any agricultural machinery covered by this determination which have been previously fitted. The removal of burrs or rags shall not be deemed to be fitting.

(c) "Process Worker" means an employee engaged on—

(i) Repetition work in manufacture 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 up by the operator); or

(ii) The assembling of parts of mechanical appliances or other metallic articles so made, in which no fitting or adjustment calling for the use of tools other than hammers, screw-drivers, spanners, and files necessary for the removal of burrs is required; or

(iii) Any specialized manufacturing process not requiring the use of hand tools (except hammers, screw-drivers, spanners).

(d) "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.

(e) "Sunday" means all time between midnight Saturday and midnight Sunday.

(f) "Patternmaker" means a tradesman engaged in the making of patterns in wood.

(g) "First class machinist" means a tradesman who is partly or wholly engaged in setting up or operating the following machines:—Lathe, boring machine, milling machine, planing machine (metal), shaping machine (metal), slotting machine, and grinding machine.

(h) "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 and 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.

(i) "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.

(j) "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 welders, and includes re-welding by hand processes.

(k) "Second class welder" means an adult employee not required to do first class welding but engaged in filling castings, or in manufacturing 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.

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

(m) "Sheet metal—First class bench hand" means an adult workman working to scaled prints or drawings or applying general trade knowledge or experience to the making of completed articles and/or the erection and installation thereof.

(n) "Sheet metal—second class bench hand" means an adult workman working at the bench in the making and/or repairing of completed articles not calling for the use of prints or drawings or measurements.

(o) "Plough fitter" means an employee engaged in fitting harrows, scarifiers, drag harrows, disk ploughs, mould board ploughs, disk cultivators, rollers, or stump extractors.

PERIODICAL ADJUSTMENT OF WAGES.

21. 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 22.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

22. (a) Until the beginning of the first pay period to commence in May, 1942, the amounts of the basic wage shall be as prescribed in clause 21.

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

- (1) The index number set to be applied to a place is that assigned thereto in clause 21.
- (2) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount 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

Any extension of this table must be of the same construction as the table.

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 21—such adjustments to be to the nearest three pence, half or less than half of three pence to be disregarded.

The wages for adult and junior females and for unapprenticed male juniors shall be the under-mentioned percentages of the contemporaneous needs basic wage prescribed for the area in which they are employed and in addition thereto the constant loadings specified.

(i) Adult Females.

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

(ii) Junior Females.

	Percentage of Needs Basic Wage per Week.	Constant Loading per Week.
		s. d.
Under 16 years of age ..	25 ..	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) Male Junior Labour.

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

The total wage shall be calculated to the nearest six pence, any broken part of six pence in the result not exceeding three pence to be disregarded.

C. TURNBULL, Chairman.

J. B. McINDOE, Secretary.

Melbourne, 30th March, 1942.