

[2077.]



# VICTORIA GOVERNMENT GAZETTE.

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No. 157]

FRIDAY, AUGUST, 13.

[1943

## COMMONWEALTH NATIONAL SECURITY (GENERAL) REGULATIONS.

STATE OF VICTORIA.

### PRIVATE STREET CONSTRUCTION ORDER.

ORDER No. 50.

WHEREAS by Regulation 35A of the Commonwealth National Security (General) Regulations it is provided, *inter alia*, that the Premier of any State may, after consultation with the Minister of State for Home Security or an officer of the Department of Home Security authorized by that Minister to act on his behalf and with the Commander of a Lines of Communication Area or an officer authorized by the Minister of State for the Army to act on behalf of such Commander, by Order make such provision with respect to the rights, powers, privileges, obligations or liabilities of the civil population, or any part thereof, as appears to him to be reasonably incidental to the operation of any regulation made under the *National Security Act 1939* or under that Act as subsequently amended:

Now therefore I, Albert Arthur Dunstan, Premier of the State of Victoria, having duly held such consultation, do hereby make the following Order:—

1. This Order may be cited as the Private Street Construction Order (Victoria). Citation.

2. In this Order "private street construction" means the forming levelling draining paving flagging macadamizing or otherwise making good of any street road lane yard passage or other premises under Division 10 of Part XIX. of the *Local Government Act 1928* of Victoria as in force before the commencement of the *Local Government (Street Construction) Act 1942* of Victoria. Interpretation. "Private street construction."

3. (1) Where the Commissioner of Public Works of the State of Victoria is satisfied that, as a result of the operation of any regulation made under the *National Security Act 1939* or under that Act as subsequently amended, any works of private street construction which were commenced by the council of any municipality before the making of this Order cannot be satisfactorily executed in accordance with the specifications maps plans sections and elevations under which the works were commenced, the said Commissioner may by writing authorize the council to execute the works with such variations of the said specifications maps plans sections and elevations as, in his opinion, are expedient in the circumstances and will not tend to increase the cost of the works. Power to Commissioner of Public Works in certain cases to vary specifications, &c., for works of private street construction.

Effect of  
variations of  
specifications,  
&c.

(2) The execution of the works by the council in accordance with the said specifications maps plans sections and elevations as so varied shall be deemed to be a due and proper execution of the works for the purposes of the relevant provisions of the Local Government Acts, and, except in so far as the cost of the works is altered by such variations, the rights powers privileges obligations and liabilities of the council or of any owner of premises in respect of such works shall not be affected or abated thereby.

A. A. DUNSTAN,  
Premier of the State of Victoria.

Dated the 11th day of August, 1943.

No. 162.



# VICTORIA GOVERNMENT GAZETTE.

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No. 158]

MONDAY, AUGUST 16

[1943

Factories and Shops Acts.

## DETERMINATION OF THE NICKELWARE BOARD.

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

(b) On the 25th June, 1934, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person employed electroplating, grinding, polishing, or finishing articles of table ware, and such power was conferred exclusively on the Electroplaters Board.

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 trade of making nickel-silver articles of table ware," and whose powers were, by Order in Council dated 16th November, 1920, extended so that it may "fix the lowest prices or rates which may be paid to any persons employed in the trade of making articles of table ware of any base metal," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 30th June, 1943, the last previous Determination of this Board shall be revoked and replaced by this Determination.

### 2. APPRENTICES OR IMPROVERS.

Apprentices.	Wages per Week of 44 Hours.	Improvers.	Wages per Week of 44 Hours.
	<i>s. d.</i>		<i>s. d.</i>
1st year—1st six months' experience .. .. .	13 4	1st year—1st six months' experience .. .. .	14 0
2nd six months' experience .. .. .	14 4	2nd six months' experience .. .. .	15 0
2nd year—1st six months' experience .. .. .	17 1	2nd year—1st six months' experience .. .. .	17 11
2nd six months' experience .. .. .	18 7	2nd six months' experience .. .. .	19 7
3rd year—1st six months' experience .. .. .	30 6	3rd year—1st six months' experience .. .. .	41 6
2nd six months' experience .. .. .	42 9	2nd six months' experience .. .. .	45 0
4th year's experience .. .. .	58 0	4th year's experience .. .. .	61 3
5th year's experience .. .. .	78 9	5th year's experience .. .. .	82 9
6th year's experience .. .. .	93 6	6th year's experience .. .. .	97 9
and thereafter the minimum wage.		and thereafter the minimum wage.	

Proportion (in any place).—Three apprentices and two improvers or two apprentices and three improvers to every three or fraction of three workers receiving not less than 101s. per week of 44 hours.

### 3:(a). OTHER EMPLOYEES.

	Wages per Week of 44 Hours.
	<i>s. d.</i>
Stamper who puts in die and makes force .. .. .	131 0
Repairer .. .. .	131 0
Maker-up .. .. .	131 0
Spinner, 1st class .. .. .	126 0
Spinner (other) .. .. .	113 0
Die setter .. .. .	113 0
Drop hammer stamper (other than one who puts in die and makes force) .. .. .	111 0
Press operator (heavy) .. .. .	111 0
Press operator (light) .. .. .	109 0
Pickler .. .. .	110 0
Hand blanker .. .. .	109 0
All others .. .. .	101 0

(b) *Leading Hands*.—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 employees, 12s. per week extra; more than twenty employees, 18s. per week extra.

4. **SPECIAL RATE.**—In addition to the wages prescribed in clauses 2 and 3 hereof, the following special rate shall be paid to employees including apprentices and unapprenticed juniors :—

(a) *Wet Places.*—An employee working in any place where his clothing or boots become saturated, whether by water, oil, or otherwise, shall be paid 2d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable protective clothing and/or footwear: And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.

(b) *Rate not Subject to Penalty Additions.*—The special rate herein prescribed shall be paid irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

5. **HOURS OF EMPLOYMENT.**—*Day Workers.*—(a) Subject to the exceptions herein set out, the ordinary hours of employment shall be 44 per week, to be worked in five days of eight hours (Monday to Friday inclusive), and one day (Saturday) of four hours; or five days (Monday to Friday inclusive) of 8 hours 48 minutes each continuously, except for meal 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. and noon on Saturday: Provided that the spread of hours herein prescribed may be altered as to all or a section of the employees by mutual agreement between an employer and the representative of the union in that shop.

(b) In localities where the recognized half-holiday is on a day other than Saturday, the day so recognized may be substituted for Saturday for all purposes of this Determination.

6. **SHIFT WORK.**—(1) In this clause—

“Afternoon shift” means any shift finishing after 6 p.m. and at or before midnight.

“Continuous work” means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the employer.

“Night shift” means any shift finishing subsequent to midnight and at or before 8 a.m.

“Rostered shift” means a shift of which the employee concerned has had at least 48 hours’ notice.

(2) *Continuous Work Shifts.*—(a) This sub-clause shall apply to shift-workers on continuous work as hereinbefore defined.

(b) The ordinary hours of shift-workers shall not exceed—

- (i) 8 in any one day; or
- (ii) 48 in any one week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 176 in 28 consecutive days.

(c) Subject to the following conditions, shift-workers shall work at such times as the employer may require :—

- (i) a shift shall consist of eight hours, inclusive of crib time;
- (ii) except at the regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours;
- (iii) twenty minutes shall be allowed to shift-workers each shift for crib, which shall be counted as time worked.

(d) Shift-workers on continuous work whilst on afternoon or night shifts shall be paid 7½ per cent. more than ordinary rates for such shifts.

(e) Shift-workers for work done on a rostered shift the major portion of which is performed on a Sunday or a holiday shall be paid at the rate of time and a half.

(3) *Shift Work in other than Continuous Work.*—(a) This sub-clause shall apply to shift-workers not upon continuous work as hereinbefore defined. The ordinary hours of such shift-workers shall not exceed—

- (i) 44 in any week to be worked in five shifts of 8 hours 48 minutes, on Monday to Friday inclusive, or five shifts of 8 hours and one shift (Saturday) of 4 hours, or
- (ii) 88 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week, or
- (iii) 132 in 21 consecutive days, in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

(b) Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.

(c) Except at regular change over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

(d) Shift-workers whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

(e) Subject to this sub-clause, shift-workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 9 of this Determination. Where shifts commence between 11 p.m. and midnight on Sundays and/or holidays, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate: Provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending in to a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

(4) *Shift Work Generally.*—(a) Shift-workers for all time worked in excess of or outside the ordinary working hours prescribed by this Determination or on a shift other than a rostered shift shall—

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter—except in each case when the time is worked—
- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time.

Provided that when not less than eight hours’ notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift, and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off, when he shall be paid double time.

(b) Shift-workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop or for at least six successive afternoons or nights in a six-day workshop shall be paid at the rate of time and a half.

(c) A shift-worker who, during a period of engagement on shift, works only on night shift and without some regular rotation with some other shift or with day work, shall be paid at the rate of time and a quarter for all time worked during ordinary working hours.

(d) The method of working shifts may in any case be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment.

7. **MIXED FUNCTIONS.**—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.

8. **OVERTIME.**—(a) For all work done outside ordinary hours, the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work. Provided that in the case of an apprentice or a junior, the rate for overtime shall be not less than the rate herein prescribed or 1s. 6d. per hour, whichever is the higher.

(b) An employee, other than a casual employee, after the completion of overtime work performed after his usual ceasing time, shall be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

If, on the instructions of his employer, any employee resumes work without having had such eight hours off duty, he shall be paid at double rates until he is relieved from duty to take such rest period, and he shall then be entitled to be absent until he has had eight consecutive hours off duty without deduction of pay for ordinary time of duty occurring during such absence.

(c) Except as otherwise provided in paragraphs (a) and (b) hereof in computing overtime each day's work shall stand alone.

(d) An employee recalled to work overtime after leaving his employer's business premises, shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled: Provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee 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.

(f) 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.

(g) An employee working overtime shall be allowed a crib-time of twenty minutes without deduction of pay after each four hours of overtime work, if the employee continues work after such crib-time.

(h) Unless the period of overtime is less than one and a half hours, an employee before starting overtime after working ordinary hours, shall be allowed a meal break of twenty minutes, which shall be paid for at ordinary rates. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of twenty minutes.

(i) 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 2s. and 1s. 3d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshop 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 as above prescribed for meals so provided.

(j) Subject to the provisions of the second part of sub-clause (f) of this clause, an employee employed as a regular maintenance man shall work during meal breaks at the ordinary rates herein prescribed whenever instructed to do so 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 works overtime, or a shift for which he has not been regularly rostered 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.

9. HOLIDAYS AND SUNDAY WORK.—(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) *Exceptions.*—An employee not engaged on continuous work, shall be paid at the rate of double time for work done on Sundays and public holidays, such double time to continue until he is relieved from duty:

Provided that where employees are necessarily engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day, work done on Sundays and holidays shall be paid for at the rate of time and a half for the first eight hours and double time thereafter.

(c) An employee, other than a casual employee, not engaged in continuous work who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work shall, on being relieved from duty, be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

(d) Employees, other than on shift, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

10. PIECE-WORK RATES.—Subject to the minimum wages herein prescribed, an employer may remunerate any of his employees under any system of payment by results.

11. EXTRA RATES NOT CUMULATIVE.—Extra rates in this Determination, except the rate prescribed in clause 4, are not cumulative so as to exceed the maximum of double the ordinary rates.

12. PAYMENT OF WAGES.—(a) Wages shall be paid weekly or fortnightly.

(b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employers who make a practice of allowing advances to employees approximating wages due.

(c) Upon determination of the employment wages due to an employee shall be paid to him on the day of such determination, or forwarded to him by post on the next working day.

(d) 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.

(e) On or prior to pay day, the employer shall state to each employee, in writing, the amount of wages to which he is entitled, the amount of deductions made therefrom, and the net amount being paid to him.

13. CONTRACT OF EMPLOYMENT.—*Weekly Employment.*—(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 break-down 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 14 hereof lose his pay for the actual time for such non-attendance.

*Casual Employment.*—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 performs.

14. SICK LEAVE.—(a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of 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 be paid leave of absence for any period in respect of which he is entitled to Workers' Compensation.

(ii) (a) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(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 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.

15. ANNUAL LEAVE.—(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) In addition to the leave hereinbefore 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: Provided that in the case of shift-workers whose hours have been reduced or whose wages have been increased in accordance with clause 6 of the Determination, service before the 1st January, 1942, shall not be taken into consideration for the purpose of calculating annual leave.

(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 wage 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 wage 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 wage shall be at the rate prescribed by clauses 2 and 3 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 employees 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 before the date of this Determination 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 Determination hereby rescinded.

(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.

#### 16. MISCELLANEOUS PROVISIONS.—GENERAL :—

(a) *Tools*.—Until further order the employer shall provide for each employee such tools as were customarily provided at the time of the making of this Determination. The employee shall replace or pay for any tools so provided if lost through his negligence.

(b) *Washing and Sanitary Conveniences*.—Employers shall provide proper and sufficient washing and sanitary conveniences.

(c) *Lockers*.—An employer shall provide a suitable locker or suitable hanging facilities for each employee in a workshop: Provided that this sub-clause shall not for such period or periods as the Wages Board may fix apply to any employer who proves to the satisfaction of the Secretary for Labour that he is unable by reason of lack of space, shortage of material or labour, or any other difficulties to provide lockers or hanging facilities as aforesaid.

(d) *Boiling Water*.—Employers shall provide boiling water for employees in workshops at meal times.

(e) *Goggles*.—Employers shall provide suitable mica or other goggles for emery-wheel operators.

(f) *Protective Clothing*.—Employers shall provide suitable protective aprons, rubber gloves, and rubber boots or clogs to employees engaged in the manual handling of materials over hot galvanizing or tinning pots or pickling or plating baths.

(g) *First-Aid Outfit*.—In each workshop, and at other places where employees are regularly employed, the employer shall provide and continuously maintain at a place or places reasonably accessible to all employees an efficient First-Aid Outfit.

Clause 8 of Chapter 9 of the Regulations under the *Factories and Shops Act 1928* requires that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles:—

Articles.	Quantities to be Kept in Ambulance Chest—
Antiseptic solution	1 bottle
Bandages, cotton, and gauze	1 dozen assorted sizes
Castor oil	2 oz.
Iodine, tincture of	2 oz.
Manual, first-aid	1
Petrolatum, carbolized	1 jar
Picric acid solution, made according to the following recipe or prescription:— 1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water	1 pint
Pins, safety	1 packet
Sal volatile	6 oz.
Scissors	1 pair
Tourniquet	1
Tweezers	1 pair
Cotton, absorbent	An adequate assortment
Gauze, sterilized, plain	
Lint, absorbent	
Plaster, adhesive	

(A) *Damage to Clothing and Tools.*—Compensation to the extent of the damage sustained shall be made where, in the course of the work, clothing or tools are damaged or destroyed by fire or through the use of corrosive substances: Provided that the employer's liability in respect of tools shall be limited to such tools of trade as are ordinarily required for the performance of the employee's duties.

17. **SHOP STEWARDS.**—An employee appointed shop steward in the shop or department in which he is employed shall, upon notification thereof to his employer, be recognized as the accredited representative of the union to which he belongs, and he shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom he represents.

18. **RIGHT OF ENTRY OF UNION OFFICIALS.**—(a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employers' premises during the midday meal break on the following conditions:—

- (i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (ii) That he interviews employees only at places where they are taking their meal.
- (iii) That not more than one representative of each of not more than three unions be on the premises at any one time.
- (iv) That no one representative visit the premises more than once in each week.
- (v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Secretary for Labour.

Provided that where certain employees are working under a system of shift work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement, at such times and under such conditions as the Secretary for Labour may decide.

(b) For the purpose of investigating complaints concerning the application of this Determination, or the employment of females upon work which is alleged to be unsuitable for females, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

- (i) That he discloses to the employer or his representative the complaint which he desires to investigate.
- (ii) That he makes his investigations in the presence of the employer or his representative (if the employer so desires).
- (iii) That he does not interfere with work proceeding in the workshop or plant.
- (iv) That he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization concerned if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

(Name of organization.)

This is to certify that \_\_\_\_\_ is a duly accredited representative of the above-named organization.

General Secretary

Date—

(SEAL)

Specimen signature of holder—

Strictly not transferable.

19. **TIME AND WAGES BOOK.**—(a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in any time record 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 when entering or leaving the employer's premises.

(c) The time and wages record shall be open for inspection to a duly accredited union official during the usual office hours at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the secretary of the union or the district secretary or organizer of any division suspects that a breach of the Determination has been committed: Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.

(d) The official making such inspection shall be entitled to take a copy of entries in a time and wages record relating to the suspected breach of the Determination.

20. **NOTICE BOARD.**—The employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, upon which accredited Union representatives shall be permitted to post formal Union notices, signed or countersigned by the representative posting same.

**DEFINITIONS.**—(1) "Sunday" means all time between midnight Saturday and midnight Sunday.

(2) "Year" means the period between the 1st day of June in each year and the next 31st day of May.

21. **PERIODICAL ADJUSTMENT OF WAGES.**—The wages rates set out in clauses 2 and 3 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. Provided that the wages of apprentices and improvers in receipt of 20s. per week or more shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

The basic wage rates shown hereunder shall be adjusted as prescribed in clause 22.

*Basic Wage.*

Place.	Needs Basic Wage (Adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Throughout the State	£ s. d. 4 12 0	s. d. 6 0	£ s. d. 4 18 0	Melbourne

22. ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in August, 1943, 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 an August, a November, a February, or a May, 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 21.
- (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 assigned amount during such successive period.

*Table.*

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
994-1006	4 1 0	1118-1129	4 11 0
1007-1018	4 2 0	1130-1141	4 12 0
1019-1030	4 3 0	1142-1154	4 13 0
1031-1043	4 4 0	1155-1166	4 14 0
1044-1055	4 5 0	1167-1179	4 15 0
1056-1067	4 6 0	1180-1191	4 16 0
1068-1080	4 7 0	1192-1203	4 17 0
1081-1092	4 8 0	1204-1216	4 18 0
1093-1104	4 9 0	1217-1228	4 19 0
1105-1117	4 10 0	1229-1240	5 0 0

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

In addition to the basic wage prescribed by clause 21, any adult employee of a classification specified hereunder shall be paid the margin and loading hereinafter assigned to that classification, and such loading shall be deemed to be part of his ordinary rate of wage for all purposes of this Determination:—

Classification.	Margin.	War-Time Loading.
	s. d.	s. d.
Stamper who puts in die and makes force	27 0	6 0
Repairer	27 0	6 0
Maker-up	27 0	6 0
Spinner, 1st class	24 0	4 0
Spinner (other)	12 0	3 0
Die setter	12 0	3 0
Drop hammer stamper (other than one who puts in die and makes force)	10 0	3 0
Press operator (heavy)	10 0	3 0
Press operator (light)	8 0	3 0
Pickler	9 0	3 0
Hand blanker	8 0	3 0
All others	Nil	3 0

A. V. BARNES, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne. 5th August, 1943.