



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 507]

FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

DETERMINATION OF THE PHOTOGRAPHERS BOARD.

NOTE.—This Determination since the 2nd July, 1946, has applied to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which, since the 20th February, 1940, 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 the process, trade, or business of taking, making, or doing any other work in the production of photographs, has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in June, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

APPRENTICES OR IMPROVERS.					OTHER EMPLOYEES.			
Wages per Week.					Wages per Week.			
—	Per-centage of Basic Wage.	Males.	Per-centage of Female Basic Wage.	Females.	—	Males.	Females.	
		s. d.		s. d.		s. d.	s. d.	
16 years of age or under..	35	74 0	47	74 6	Operator of a camera other than—			
17 years of age..	46	97 6	55	87 6	(i) An operator of an enlarging camera, and/or			
*18 years of age..	62	131 6	69	109 6	(ii) An operator making copy negatives from flat originals—			
*19 years of age..	78	165 6	82	130 6	*21 years of age ..	218 0	171 0	
*20 years of age..	97	205 6	94	149 6	*22 years of age ..	232 0	199 6	
					23 years of age or over ..	254 0	222 0	
					Artists colouring or working up ..	233 6	168 6	
					Retouchers ..	237 6	174 6	
					Printers or developers—			
					(a) Developing plates or films exposed by amateurs, or			
					(b) Making, developing, or toning contact prints from negatives made from plates or films exposed by amateurs, but not making, developing or toning contact prints from copy negatives ..	237 6	170 0	
					Other printers, developers, and enlargers or operators making copy negatives from flat originals ..	237 6	183 6	
					All others (including spotters) ..	231 0	160 0	

PROPORTION.

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than the minimum wage.
An indenture of apprenticeship prescribed by the Board was approved on 19th June, 1923.

Improvers.

Two improvers to the first two or fraction of two persons, and thereafter one improver to each additional person receiving not less than the minimum wage.

* Provided that a person first entering the trade between the ages of 18 years and 21 years (both inclusive) shall be deemed for the first two years of service to be one year less than his or her actual age, and may be paid accordingly.

ORDINARY WEEK'S WORK.

3. The ordinary hours for a week's work shall be 40, which may be worked at the discretion of the employer as follows:—

On five days of not more than 8 hours each and/or one day (Saturday) of not more than 3 hours.

A meal break shall be allowed each day between the hour of noon and 2 p.m. The interval to be allowed for such meal break shall be one hour when work is done on six days a week, and three-quarters of an hour when work is done on five days a week. Provided that the meal interval may be reduced to not less than thirty minutes by agreement between an employer and the majority of the employees in the establishment and working under this Determination.

TIMES OF BEGINNING AND ENDING WORK.

4. The ordinary times of beginning and ending work shall be:—

	Time of beginning.	Time of ending.
(a) Where a five-day week is worked	8 a.m.	5.30 p.m.
(b) Where a six-day week is worked—		
Saturday	8.30 a.m.	noon
On other week days	8.30 a.m.	5.30 p.m.

OVERTIME.

5. Overtime shall be paid for as follows :—

- | | |
|--|---|
| (a) Outside the times of beginning and ending work | } Time and a half for the first two hours and double time thereafter. |
| (b) Within the times of beginning and ending work in excess of— | |
| (i) Eight hours per day where a five-day week is worked | |
| (ii) Three hours on Saturday and 8 hours on other week days where a six-day week is worked | } Time and a half. |

NOTE :—Where a five-day week is worked, work done on a Saturday shall be deemed to be outside the times of beginning and ending work.

An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

REST INTERVAL.

6. Each employee shall be allowed a rest interval of ten minutes between 10 a.m. and 11 a.m. on each day. Such rest interval shall be counted as time worked.

SPECIAL RATES.

7. Double time shall be the rate payable for all work done on Sundays, Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, and Melbourne Cup Day (Metropolitan District only), 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.

EMPLOYMENT FOR LESS THAN A FULL WEEK.

8. Employees who work during any week for less than 40 hours shall be paid for the first 20 hours at the rate of time and a quarter, and for all time thereafter ordinary time, up to but not exceeding the ordinary wages rate for an ordinary week's work. Provided that if an employee voluntarily terminates his or her employment or is dismissed for misconduct or neglect of duty he or she shall be paid only the ordinary rate of wages for the number of hours worked in that week.

Provided further that if an employee who is ordinarily employed by the week at work which necessarily requires the use of electrical energy cannot be usefully employed in consequence of the restrictions imposed by the appropriate authority on the use of such electrical energy such employee shall only be entitled to be paid pro rata for the number of hours worked, based on the appropriate rate prescribed in clause 2 for a week of 40 hours.

PUBLIC HOLIDAYS.

9. Any employee who ordinarily works 22 hours or more per week shall be entitled to the holidays mentioned in clause 7, without deduction of pay. Provided that no employee shall be entitled to receive payment for any of such holidays for more than the hours he or she ordinarily works on the day on which any such holiday occurs.

ANNUAL HOLIDAY.

10. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act* 1946 No. 5111 and any amendments which may be made thereto from time to time.

SICK LEAVE.

11. (a) Any employee who has been in the service of the same employer for a period of not less than six months shall be entitled to a maximum aggregate of 40 hours of working time as sick leave of absence, with full pay, during each subsequent twelve months' service, provided that he or she produces within 48 hours after the commencement of such absence, evidence satisfactory to the employer that such absence was caused by personal ill-health.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 120 hours of working time, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

TIME AND WAGES RECORD.

12. The employer shall keep a time and wages record showing the name of each employee, the number of hours worked each week, and the wages and overtime paid each week.

PREMIUMS OR BONUSES.

13. No person shall, either directly or indirectly, request or permit any other person to pay or give or shall receive from any other person, any premium, bonus, consideration or payment for employing or teaching or purporting to employ or teach any person subject to this Determination any of the callings to which the Determination applies.

TERMINATION OF EMPLOYMENT.

14. Except in a case where an employee has been guilty of misconduct, 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, as the case may be, in lieu thereof.

PERIODICAL ADJUSTMENT OF WAGES.

15. The wages rates for adult males set out in clause 2 are based upon the following basic wage and, pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act* 1934, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such Basic Wage as prescribed in clause 16.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

16. (a) For the purposes of this Determination the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in August, 1952, amount of the Basic Wage shall be as prescribed in clause 15.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices or improvers shall be the appropriate percentages as set out in Clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 1st May, 1952.

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FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

DETERMINATION OF THE SLATERS AND TILERS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to “determine the lowest prices or rates which may be paid to any person or persons or classes of persons whosoever employed in the process, trade, or business of a slater, roof-tiler, ridger, shingler, or cement tiler (other than a tiler laying verandah or flooring tiles)” has made the following Determination, namely :—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Apprentices.			Improvers.			Other Employees.		
—	Percentage of Basic Wage.	Per Week of 40 Hours s. d.	—	Percentage of Basic Wage.	Per Week of 40 Hours. s. d.	—	Per Hour. s. d.	Per Week of 40 Hours. s. d.
1st year ..	50	106 0	1st year ..	50	106 0	Slaters or Tilers ..	7 5	296 8
2nd year ..	60	127 0	2nd year ..	60	127 0			
3rd year ..	90	191 0	3rd year ..	90	191 0			
4th year ..	100 + 32s.	244 0	4th year ..	100 + 32s.	244 0			
PROPORTION (by any employer). Two apprentices to every five or fraction of five workers receiving at wages rates or piecework prices not less than 296s. 8d. per week. An amended indenture of apprenticeship has been prescribed by the Board.			PROPORTION (by any employer). One improver to the first twenty workers and thereafter one improver to every twenty or fraction of twenty workers receiving not less than the minimum wage of 296s. 8d. per week.			Persons employed stripping or repairing roofs or recovering with second-hand materials shall be paid 1s. 6d. per day or portion of a day in addition to the rates set out above.		

NOTE.—No person under the age of 16 years shall be employed as an apprentice or improver.

HOURS.

3. The ordinary hours shall be 40 per week to be worked in five or five and a half days, the daily hours being respectively not more than 8 hours Monday to Friday inclusive or not more than 8 hours Monday to Friday inclusive and not more than 4 hours on Saturday between the hours of 7.30 a.m. and 5.30. p.m. Monday to Friday inclusive and 7.30 a.m. to noon on Saturday. The lunch break shall not be less than 45 minutes.

OVERTIME.

4. All work done outside the hours specified as the times of beginning and ending work, or any work done within such hours in excess of 40 hours in any week, shall be paid for :—

(a) Within a radius of 20 miles of the G.P.O., Melbourne, and within the Cities of Ballarat, Bendigo, and Geelong, at the rate of time and a half.

(b) In all other places, at ordinary rates.

INCLEMENT WEATHER.

5. Each employee shall be paid an allowance at ordinary rates for time lost through inclement weather or conditions such as would make work on the job dangerous, subject to the following conditions :—

- (i) That such allowance shall not exceed the equivalent of eight hours' pay in any one week.
- (ii) That weather shall not be regarded as inclement or conditions dangerous for the purposes of this clause, unless the employer or his representative on the job, and a representative of the men on such job, agree that it shall be so regarded. Failing such agreement weather shall not be regarded as inclement or conditions dangerous and work shall continue.
- (iii) Any intermission of work owing to inclement weather or dangerous conditions so regarded as aforesaid shall immediately cease and work shall be immediately resumed on the employer or his representative calling for a resumption of work.
- (iv) An employee shall not be entitled to payment as provided for in this clause, unless he remains on the job until a decision to cease work for the day has been made by agreement between the employer or his representative and a representative of the men.
- (v) The intermission of work by employees who would be exposed to or working in inclement weather or dangerous conditions so regarded in accordance with this clause shall not be a ground for intermission of work in places where employees are not so exposed to or are not called upon to work in such inclement weather or dangerous conditions.

ALLOWANCE IN RESPECT OF EXCESS FARES AND TRAVELLING TIME.

6. (a) The following payments shall be made in lieu of fares and travelling time within the radii named using G.P.O., Melbourne (cr. Bourke and Elizabeth streets) or the principal post offices at Ballarat, Bendigo, and Geelong as centres :—

	s.	d.
Up to and including 12 miles	3	3 per day
Over 12 miles and including 20 miles	3	10 per day
Over 20 miles and including 30 miles	4	6 per day

Provided that if the site of the job is such that an employee cannot within 60 minutes travel to same from the point of contact with a public transport service nearest to his home, he shall in addition to the allowances hereinbefore prescribed be entitled to be paid at ordinary rates for all time spent in travelling in excess of such 60 minutes each way.

These allowances shall not be payable if the employer provides or offers to provide transport free of charge, in which case 2s. 5d. per day travelling allowance shall be paid.

(b) Where fares are necessarily incurred on distant jobs, as defined in clause 7, or on work performed outside the radii named in sub-clause (a) hereof, the provisions of that sub-clause shall apply except that the local Post Office shall be the centre.

ALLOWANCES IN RESPECT OF DISTANT JOBS.

7. (a) When distance and/or travelling facilities reasonably prevent an employee going from and returning each day to his usual place of residence, reasonable and suitable board and sleeping accommodation including stretcher and mattress for each employee shall be provided. When work is situated away from suitable accommodation, the employer shall supply tents or huts with sleeping accommodation therein including stretcher and mattress for each employee in addition to any allowance provided in this clause; the allowance to be made shall be—

	s.	d.
For less than a full week	12	9 per day
For a full working week at the rate of	52	6 per week

Provided that the foregoing allowances shall be increased if the employee satisfies the employer that he reasonably incurred a greater outlay than that prescribed.

(b) In lieu of the payments prescribed in clause 6 (a) an employee to whom sub-clause (a) applies shall be paid travelling time (not exceeding ordinary working hours per day) at ordinary rates of pay, and, where incurred, second-class return fare, and 5s. to cover expense of reaching his home railway station and transport of tools if any cost necessary. Provided that the return fare shall not be payable if the employee is dismissed for misconduct or is held incompetent within one week of starting work or leaves within one month of engagement. Travelling time shall be calculated as from Spencer-street, and Flinders-street Railway Stations or the home Central Railway Station (if residing in the country) to destination by rail or usual travelling facilities.

(c) If an employee elects to return to his home at the week-end after three months of continuous service and thereafter at three-monthly periods he shall be paid a second-class return fare (Victorian Railways only) on the pay day which immediately follows the date on which he returns to the job.

If the work upon which the employee is engaged will terminate in the ordinary course within a further 28 days after the expiration of three months this sub-clause shall not apply.

ALLOWANCE IN RESPECT OF MEALS.

8. Where an employee is required to work overtime in excess of one hour and has not been given notice of same on the previous working day, he shall be allowed an amount of 2s. 6d. for a meal. When working overtime for two hours or more, employees shall be allowed to take, without deduction of pay, 20 minutes for crib immediately after the ordinary ceasing time, and thereafter 30 minutes for crib shall be allowed after each four hours of continuous work. Provided that where an employee works overtime for two hours without taking the prescribed interval of 20 minutes, he shall be deemed to have worked two and one-third hours.

ALLOWANCE IF MATERIAL IS CARRIED MORE THAN 30 FEET.

9. If any material has to be carried by a pieceworker more than 30 feet an allowance shall be made at a rate to be agreed upon between the parties concerned.

SPECIAL RATES.

10. Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day. Should the 25th December in any year occur on a Saturday or a Sunday, the following Monday and Tuesday shall, for the purposes of this Determination, be deemed to be Christmas Day and Boxing Day respectively. Likewise should the 1st January in any year occur on a Saturday or a Sunday, the following Monday shall be deemed to be New Year's Day.

EXCESS OF HOURS.

11. An employee who has worked continuously (except for meal intervals) for 20 hours, shall have a break of at least twelve hours before again starting work.

REST PAUSE.

12. (a) There shall be a rest period of ten minutes from the time of ceasing to the time of resuming work between the hours of 9.30 a.m. and 11 a.m. without deduction of pay.

(b) The employer shall provide facilities to enable the employees to obtain an adequate supply of boiling water at meal times and rest periods.

ANNUAL HOLIDAY.

13. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111, and any amendments which may be made thereto from time to time.

PAYMENT OF WAGES

14. Wages, allowances, and other moneys due shall be paid not later than the time of ceasing work on Thursday of each working week, or otherwise by mutual arrangement. On termination of employment by the employer all wages, allowances, and other moneys shall be paid at the time of dismissal.

BOOK OR RECORD

15. Each employer shall keep a book or record showing the name and occupation of each employee, the place of working, the hours worked, the wages rate or piecework price paid and, in respect of piecework, the number of squares and the number of feet of ridging in the roof.

Such book or record shall be filled in and signed by the employee each week and shall be kept by the employer for a period of twelve months at his place of business. During such period it may be inspected during the ordinary working hours by any official of the Slaters, Tilers and Shinglers' Union of Australia duly authorized in writing by the Secretary of such Union, provided that three days' notice of intention to make such inspection has been given to the employer.

TERMINATION OF EMPLOYMENT.

16. One hour's notice of termination of employment shall be given by either employer or employee or one hour's pay shall be paid or forfeited in lieu thereof.

Such hour shall be allowed the employer to gather, clean, pack, and transport his tools.

RAISING MATERIAL.

17. To assist in raising roof tiling material appliances as prescribed hereunder shall be provided:—

- (i) when work is being carried out on a two story building—a rope and wheel;
- (ii) when work is being carried out on a three or more story building—a mechanical hoist.

APPRENTICES AND IMPROVERS.

18. The provisions of clause 16 shall not apply to the employment of apprentices.

PIECEWORK PRICES.

19. The lowest piecework prices payable to any person engaged in the following kind of work shall be:—

Slating, 20" x 1", and larger	34s. 10½d. per 100 square feet, slater's measurement. (including 1s. 4d. as payment for two weeks' annual holidays.)
Slating, under 20" x 10"	8d. per 100 square feet, slater's measurement, more for every size smaller. Ridging extra.
Terra Cotta or Cement Tiling	£1 2s. 9d. per 100 square feet, tiler's measurement. (including 1s. 4d. as payment for two weeks' annual holidays.) Ridging extra.
Sarking or Undercovering	5s. per 100 square feet, tiler's measurement, with 1s. extra per 100 square feet where tiles are wired.
For buildings of more than one story	8d. per 100 square feet, tiler's measurement, extra for each story after the first.
Fixing Terra Cotta Ridging	5d. per foot.
Fixing Cement Ridging	6d. per foot.
For buildings of more than one story	1d. per foot extra for each story after the first.
Mitring on slate roofs	Nailed, 1s. 4d. per foot, screwed, 1s. 8d. per foot.

1s. per square extra shall be paid for work done on roofs where double batten is used.

The following additional amounts on all above prices shall be payable:—

- For work done on roofs of a pitch over 35° and up to 40°—10 per cent.
- For work done on roofs of a pitch over 40° and up to 45°—33½ per cent.
- For work done on roofs of a pitch over 45°—50 per cent.

DEFINITION.

20. Slater's or tiler's measurement is the net square measurement of the roof with 1 square foot extra for every lineal foot of eaves, hips, valleys, gutters, and gables.

PERIODICAL ADJUSTMENT OF WAGES.

21. The wages set out in clause 2 are based upon the following basic wage, and, pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted at the same time as such basic wage as prescribed in clause 22. Provided that the wages of apprentices and improvers shall be the percentages, as set out in clause 2, of the basic wage payable to "other employees" such adjustments to be to the nearest 6d., half or less than half of 6d. to be disregarded.

The piecework prices for the undermentioned operations shall be adjusted by adding or subtracting to or from the appropriate price, as the case may be, for each rise or fall of 1s. in the basic wage the amount stated beside such operation:—

Slating, 1½d.

Terra Cotta or Cement Tiling, 1d.

Basic Wage.

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned.
Victoria	£ s. d. 10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

22. (a) For the purposes of this Determination the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in August, 1952, the amount of the basic wage shall be as prescribed in clause 21.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method; namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The weekly wage and hourly rate prescribed in clause 2 of this Part are ascertained as follows:—

Basic wage	10 12 0	} Allowing two weeks for statutory holidays, one week for following the job, and one week's sick pay, the weekly wage should be £14 16s. 8d. per week = 7s. 5d. per hour. (i.e. $\frac{£13\ 13\ 6 \times 52}{48 \times 40}$)
Margin for skill	2 6 0	
War loading	0 6 0	
Tool allowance	0 4 0	
Disabilities allowance	0 5 6	
Total	13 13 6	

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

J. W. RYAN, Secretary.

Melbourne, 29th April, 1952.



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[1952

Factories and Shops Acts.

DETERMINATION OF THE ROOFING TILES BOARD.

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

(ii) The Pottery Board previously covered these employees, but by Orders in Council dated the 11th June, 1946, and the 26th November, 1946, it was deprived of such powers, and some were conferred upon the Roofing Tiles 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 person or persons or classes of persons, employed in—

(i) the process, trade, or business of making roofing tiles (other than roofing tiles made of cement), and all accessories for such roofing tiles; air vents, chimney pots, agricultural pipes, terra cotta lumber, and flower pots;

(ii) the digging of clay incidental to the manufacture of the above-mentioned articles".

has made the following Determination namely:—

1. That as from the 24th April, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

The rates prescribed in columns lettered "A" are payable until the beginning of the first pay period to commence in May, 1952, when the rates prescribed in Columns lettered "B" shall become payable.

2. (a)

(1) APPRENTICES OR IMPROVERS.

MALES.

Wages per Week of 40 hours.

	Employed in Clayholes Exceeding 25 ft. in Depth.	Employed in All Other Places.						
		Percentage of Basic Wage.	Adjustable Rate.		Emergency Loading (Non-adjustable).	Special Loading (Non-adjustable).	Total Wage.	
			"A."	"B."			"A."	"B."
			s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Under 15 years of age ..	At the Rates prescribed for Adults	24	50 0	51 0	1 3	2 3	53 6	54 6
15 years of age ..		28	58 6	59 6	1 6	2 9	62 9	63 9
16 years of age ..		32	67 0	68 0	1 6	3 3	71 9	72 9
17 years of age ..		38	79 6	80 6	1 9	3 9	85 0	86 0
18 years of age ..		52	108 6	110 0	2 6	5 0	116 0	117 6
19 years of age ..		61	127 6	129 6	3 0	6 0	136 6	138 6
20 years of age ..		75	156 6	159 0	3 9	7 3	167 6	170 0

FEMALES.

Wages per Week of 40 hours.

	Percentage of Female Basic Wage.	Adjustable Rate.		Emergency Loading (Non-adjustable).	Special Loading (Non-adjustable).	Total Wage.	
		"A."	"B."			"A."	"B."
		s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Under 15 years of age ..	32	50 0	51 0	1 3	2 3	53 6	54 6
15 years of age ..	37	58 0	59 0	1 3	2 9	62 0	63 0
16 years of age ..	42	65 6	67 0	1 6	3 0	70 0	71 6
17 years of age ..	45	70 6	71 6	1 9	3 3	75 6	76 6
18 years of age ..	51	80 0	81 0	1 9	3 9	85 6	86 6
19 years of age ..	58	91 0	92 0	2 0	4 3	97 3	98 3
20 years of age ..	64	100 0	102 0	2 3	4 9	107 0	109 0

(b) Notwithstanding anything contained in the schedules of rates prescribed in sub-clause (a) hereof, any junior feeding or taking off a tile press shall be paid not less than 75 per cent. of the appropriate adult rate calculated to the nearest 6d.

No. 509.—5202/52.—PRICE 6d.

Proportion (in any factory or place).

Apprentices.

- (c) One male apprentice to every three or fraction of three male workers receiving not less than the minimum wage.
One female apprentice to every three or fraction of three female workers receiving not less than the minimum wage.

Improvers.

Such number of male improvers as shall not, together with apprentices, exceed in the aggregate, two to every four, or fraction of four male adult weekly workers receiving not less than the minimum wage.

Such number of female improvers as shall not, together with apprentices, exceed in the aggregate, two to every five, or fraction of five female adult weekly workers receiving not less than the minimum wage.

(II) ALL OTHER EMPLOYEES.

MALES.

Wages Per Week of 40 Hours.

	"A."	"B."
	<i>s. d.</i>	<i>s. d.</i>
Burner	237 0	240 0
Burner's Assistant	233 0	236 0
Damperman and/or kiln cleaner	230 0	233 0
Clayhole man working underground in shaft and/or tunnel (Employer to provide tools)	242 0	245 0
Faceman or man drilling or using explosives in quarry of face 25 feet or less	244 0	247 0
All other facemen	246 0	249 0
All other clayhole men including men digging and/or wheeling raw lump clay (Employer to provide tools)	236 0	239 0
Drawer	236 0	239 0
Setter	240 0	243 0
Mouldmaker (including plaster die making)	240 0	243 0
Flower pot, or flower pot saucer throwers	240 0	243 0
Maker on press (screw or lever type)	236 0	239 0
Hand presser and moulder	240 0	243 0
Crusher or grinding pan attendant	236 0	239 0
Loftman	233 0	236 0
Man sorting roofing tiles	233 0	236 0
Packer into rail trucks	233 0	236 0
Man feeding and/or taking off tile press	236 0	239 0
Tile feeder's assistant	230 0	233 0
Man carrying or wheeling into or out of kiln or to or away from kiln	233 0	236 0
Racker or wheeler who also racks	233 0	236 0
Other tile wheeler	230 0	233 0
Dresser or trimmer (dry tiles)	230 0	233 0
Waste-man or other unskilled man	230 0	233 0
Man in charge of pug and/or mixer machine (i.e., pug and/or mixer machine attendant and/or rigger)	240 0	243 0
Wire cut attendant, column man, and/or off-bearer from a wire cut machine	233 0	236 0
Yardman order officer (i.e., an employee who attends clients and arranges deliveries for them in accordance with their selection)	246 0	249 0

FEMALES.

The wage rate for an adult female shall be 75 per cent. of the appropriate male rate for the class of work done.

TIME OF BEGINNING AND ENDING WORK.

3. For all persons except burners and other shift-workers :—

Time of Beginning.	Time of Ending.
7.15 a.m.	noon on Saturday or the day on which the half holiday is locally observed.
7.15 a.m.	5 p.m. on the other five working days of the week.

OVERTIME.

4. (a) By persons employed as burners in excess of 8 hours on any one shift and 40 hours in any one week Time and a half.

*(b) By any other person :—

- (i) Within the hours fixed as the time of beginning and ending work in excess of the maximum number of hours fixed as a week's work Time and a half.
(ii) Outside the hours fixed as the time of beginning and ending work Time and a half.

For the purpose of calculating overtime in placitum (b) (i) all overtime shall be on a weekly basis, and time lost because of :—

- (i) sick leave prescribed in clause 11 hereof.
(ii) any of the holidays prescribed in clause 9 hereof.
(iii) absence, for any reason, with the approval of the employer, or
(iv) being stood down by the employer for any reason other than misconduct,

shall be regarded as having been worked.

* Provided that where a burner is required within eight hours of commencing or finishing a shift as a burner to do any work for which a rate other than that prescribed for a burner is fixed, he shall be paid for such shift work as a burner and for such other work as follows :—(i) For the first eight hours worked, whether at burning or such other work, ordinary pro-rata payment according to the class of work done; (ii) For the hours worked in excess of the first eight hours referred to in (i) hereof whether at burning or otherwise, payment for such excess at the overtime rate prescribed for such work.

A burner shall be paid for the full number of hours of the shift worked.

AMENDMENT OF HOURS AND CONDITIONS DURING POWER RESTRICTIONS.

4A. This clause shall operate as from the date of coming into operation of this Determination, and shall remain in force until the 30th day of September, 1952.

(a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restrictions in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority :—

- (i) If by reason of such restrictions or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

(1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work ;

- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this clause shall not apply to apprentices;
- (4) the rate payable for any work done outside the ordinary hours prescribed in clause 3 hereof shall be the appropriate ordinary rate plus 15 per cent., provided that any work done in excess of 40 hours in any week shall be paid for at the rate of time and a half.

EXTRA RATES FOR SHIFT WORKERS (INCLUDING BURNERS).

5. An addition of ten per cent. to the ordinary rates prescribed in clause 2 hereof for the occupation concerned shall be payable to shift workers for any work, including overtime, performed by them between 6 p.m. and 6 a.m.; and any extra payment, as prescribed in clause 4 hereof, for overtime performed by such workers between the said hours, shall be calculated on the aforesaid ordinary rates.

ALLOWANCES, ETC.

6. (a) Any burner or burner's assistant using coal or mixed fuel, not including oil, gas, or briquettes solely, shall be paid an allowance of 7s. 6d. per week. Such allowance shall not be taken into account in computing overtime, or the extra rates for shift workers prescribed in clause 5 hereof.

(b) Burners, drawers, wheelers from kiln, clayhole men, and damper men shall receive an allowance of 3d. per day or part thereof for wear and tear of boots.

(c) Men sorting tiles, or loading tiles into railway trucks shall, upon request, be supplied with leather aprons.

SPECIAL RATES.

7. Double time shall be the rate payable to all employees for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall be payable for work done only on the day so substituted.

HOLIDAYS.

8. (a) All employees shall be entitled to the holidays hereinafter mentioned without deduction of pay:—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this condition shall apply only to the day so substituted.

Provided that an employee shall not be entitled to pay for any of the above holidays if absent from employment without leave on the working day immediately preceding and/or following a holiday or group of holidays unless he or she produces to the employer a certificate of a legally qualified medical practitioner, or failing the production of such certificate, such other evidence as shall be satisfactory to the employer.

TERMINATING EMPLOYMENT IN RELATION TO A HOLIDAY.

(b) Where the employer terminates the employment of an employee within fourteen days of a day on which a holiday occurs, and such employee is re-employed by the same employer within a period of fourteen days after such holiday, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee has been employed by the same employer for a period of at least one month immediately prior to the termination of employment.

MIXED FUNCTIONS.

9. On any day or shift any employee (other than a burner) required to perform work of a higher grade, shall be paid, whilst so employed, the wages attaching to such higher grade, provided that in the case of any such employee being required to perform the work of a higher grade for more than one half the number of hours fixed for a week's work he shall be paid at the higher rate for the whole of the week. In the case of any employee being required to perform the work of a lower grade than that to which he is classed, he shall not suffer any reduction of pay by reason only of his working temporarily out of his grade. Such work shall not be considered temporary if it continues for more than one week.

ANNUAL HOLIDAY.

10. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111, and any amendments which may be made thereto from time to time.

SICK LEAVE.

11. (a) Where an employee has been in the industry for a period of not less than three months immediately prior to his or her becoming disabled by personal ill health, proof of which sickness is given to the employer by the production of a certificate from a legally qualified Medical Practitioner, statutory declaration, or other satisfactory evidence, within 48 hours of the employee's consequential absence, he or she shall, on account thereof, be entitled without deduction of pay at ordinary rates, to absent himself or herself from work for a period not exceeding in the aggregate four days in any year of employment in the industry.

(b) For the purpose of administering sub-clause (a) hereof an employer may, within two weeks of the employee entering his employment, require such employee to make a sworn declaration or provide other satisfactory evidence as to what paid sick leave of absence he or she has had from any employer within the industry during the previous twelve months.

(c) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave as prescribed therein is not taken in any year, such portion as is not taken shall, provided an employee remains in the service of the one employer or any successor of such employer, be cumulative from year to year up to a period not exceeding twenty days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

(d) For the purpose of administering sub-clause (c) hereof, service prior to the 1st July, 1943, shall be disregarded.

MORNING TEA INTERVAL.

12. A morning tea interval of seven minutes shall be allowed employees each morning during ordinary working hours without deduction of pay, and such interval shall be arranged by the employer so as to avoid the necessity of a stoppage of operations in the establishment.

TEA MONEY.

13. An allowance of 2s. for tea money, shall be made where work extends for more than two hours beyond the usual time of ending work.

Provided that during the period that clause 4A operates tea money shall not be payable to an employee until after nine hours' work has been done by him on any day.

WET PLACES.

14. An employee who is required to work in water and/or slurry of two inches or more in depth shall be paid an additional 3d. per hour whilst so required to work.

CRIB TIME.

15. A crib time not exceeding 30 minutes in a working shift of 8 hours shall be allowed clay hole men working underground in shaft or tunnel at a depth of 100 feet or over from the surface. Such crib time shall be counted as time worked.

PAYMENT OF WAGES.

16. Except where otherwise mutually agreed between an employer and an employee wages due shall be paid before the usual finishing hour for the day, and not later than Friday in each week.

DIRTY WORK.

17. Where an employee is engaged on work which the employer, or in his absence his accredited representative, agrees is of an unusually dirty or offensive nature, he shall be allowed reasonable time off during working hours to enable him to cleanse himself by means of a shower, or other washing facilities reasonably sufficient to accomplish such purpose.

DEFINITION.

18. Burner's assistant is an employee (exclusive of a regular burner) who works with and assists a burner in the operation of burning a kiln.

PIECEWORK WHICH MAY BE FIXED BY AN EMPLOYER.

19. The Board determines, under the provisions of Section 150 of the *Factories and Shops Act* 1928 (No. 3677), that any employer may fix and pay piecework prices to any person provided that any such employer shall base such piecework prices on the earnings of an average worker working under like conditions, and such piecework prices shall be fixed so that an average worker can earn not less than the wages rates that are fixed by the Board for such work.

FIRST-AID ROOM.

20. In any establishment with more than five employees the employer shall provide a cubicle or room for the sole purposes of treating injuries. Such cubicle or room shall be equipped with adequate first-aid facilities, and a stretcher.

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, carbolyzed	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	

PERIODICAL ADJUSTMENT OF WAGES.

21. The wages rates for adult males set out in clause 2 are based upon the following basic wage, 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 adjusted as prescribed by clause 22.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria	10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

22. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in August, 1952, the amount of the basic wage shall be as prescribed in clause 25.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying last published Commonwealth Statistician's "all items" retail price index number by the factor 103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The adjustable wages of apprentices or improvers shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 16th April, 1952.



VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

DETERMINATION OF THE WIREWORKERS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed either inside or outside a factory or work-room in the process, trade, or business of—

A wire-worker, using six gauge or smaller wire, but not including persons employed in making wire netting, barbed wire, wire nails, or wire mattresses,"

has made the following Determination, viz.:

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. Wages per week of 40 hours.

Apprentices or Improvers.		Juvenile Workers, i.e., persons under 21 years of age (other than apprentices or improvers).		Other Employees.	
Wages Per Week, Apprentices and Improvers.		(a) Engaged in the manufacture of fly wire or mosquito gauze, or employed minding swifts, blacking, painting, or oiling, carrying or moving material, packing, cleaning up factory or going messengers—		WAGES.	
£ s. d.		Wages Per Week.		Per Hour. Per Week.	
Under 16 years		£ s. d.		s. d.	
16 to 17 years		2 19 6		241 0	
17 to 18 years		4 0 6		245 6	
18 to 19 years		4 19 6		241 0	
19 to 20 years		6 5 0		241 0	
20 to 21 years		7 15 0		241 0	
Thereafter, Minimum Wage		9 15 0		241 0	
Proportion.		Proportion.		Wire-workers or Weavers ..	
(In any factory or place.)		One juvenile worker to every six workers receiving not less than 241s. per week.		6 0 ³ / ₁₀	
Apprentices.		(b) Engaged in power loom weaving, in winding bobbins, operating looms, packing, wrapping, or assisting in any work in connexion with the production of commercial power woven wire—		6 11 ³ / ₁₀	
One apprentice to every three or fraction of three workers receiving not less than 241s. per week.		Wages Per Week		6 0 ³ / ₁₀	
An indenture of apprenticeship prescribed has been approved.		£ s. d.		6 0 ³ / ₁₀	
Improvers.		Under 16 years		Paint spraying operators ..	
One improver to every two workers receiving not less than 241s. per week.		2 19 6		6 0 ³ / ₁₀	
		16 to 17 years			
		4 0 6			
		17 to 18 years			
		4 19 6			
		18 to 19 years			
		6 5 0			
		19 to 20 years			
		7 15 0			
		20 to 21 years			
		9 15 0			
		Proportion.			
		One juvenile worker to every adult weaver receiving not less than 241s. per week.			

3. TIME OF BEGINNING AND ENDING WORK.

Time of Beginning.	Time of Ending.
7.45 a.m.	5.30 p.m. on each of five days of the week.
7.45 a.m.	12.15 p.m. on the other working day of the week on which the half-holiday is usually observed.

EMERGENCY PROVISIONS.

3A. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

- (i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

- (ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

- (iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work or day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 6s. more than the amount he would receive if paid at ordinary rates.

- (4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

- (iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

OVERTIME.

4. (a) For work done within the times of beginning and ending work in excess of 40 hours in any week, time and a half.

(b) For all work done outside the times of beginning and ending work the wages rates shall be time and a half for the first four hours and double time thereafter. In computing overtime each day's work shall stand alone.

4A. An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

MEAL ALLOWANCE.

5. Any 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 reasonable meal by the employer or paid an allowance of four shillings.

SPECIAL RATES.

6. Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Christmas Day, Boxing Day and Queen's Birthday, 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.

PAYMENT FOR HOLIDAYS.

7. Ordinary rates shall be paid, if not worked, for the days observed as:—New Year's Day, Christmas Day, Boxing Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, and Queen's Birthday.

Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse, or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

ANNUAL HOLIDAY.

8. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946 No. 5111* and any amendments which may be made thereto from time to time.

SICK LEAVE.

9. (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 paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) 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.
- (iii) He shall prove to the satisfaction of his employer 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.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) 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.

Single Day Absences.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioner's, opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospital, &c.

(d) 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.

Definition.

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

ALLOWANCES.

10. Any employee engaged on work away from the workshop shall be—

- (a) conveyed to and from work free or allowed the fares necessarily expended in going to and from;
- (b) paid the ordinary rate of wages for time occupied in travelling.

PROHIBITION OF EMPLOYMENT.

11. No person under the age of 16 years shall be engaged in the operation of paint-spraying

PIEDWORK.

12. The lowest piecework prices for wholly manufacturing articles specified in the following Schedule shall be the prices set forth in such Schedule. (NOTE.—Any person employed on work not mentioned in the Schedule must be paid the wages rate for such work.)

SCHEDULE.

	s.	d.	
Baskets—			
Fry-baskets, 2 inches deep, long or drop handles	0	3½	per inch.
Vegetable baskets, 4½ inches deep, long or drop handles	0	4½	"
(To be made in not less than one dozen lots, assorted sizes.)			
Cages, cockatoo—	s.	d.	
18-in.	6	0	each
20 "	6	7	"
22 "	9	8	"
24 "	11	9	"
(To be made in lots of not less than half-a-dozen of each size.)			
Cages, canary (common)—	s.	d.	
9-in., with bell-tops	12	0	per dozen.
9 " without bell tops	11	2	"
(To be made in three (3) dozen lots.)			
Cages, parrot (common)—	s.	d.	
12-in.	14	9	per dozen.
14 "	16	9	"
16 "	19	6	"
18 "	22	3	"
20 "	29	9	"
(To be made in not less than four (4) dozen lots, assorted or otherwise.)			
Cages, parrot (galvanized)—	s.	d.	
12-in.	14	9	per dozen.
14 "	16	9	"
16 "	19	6	"
18 "	22	3	"
20 "	29	9	"
(To be galvanized after made, and in not less than three (3) dozen assorted lots. Grates or false bottoms to be paid for at the rate of 1¼d. each extra.)			
Cage fronts—	s.	d.	
Wiring fronts, wood frames provided	7	10	per dozen.
Wire fronts (all wire)	15	5	"
Diamond Work—	s.	d.	
4-in. mesh, 9 gauge wire	23	3	per 100 square ft.
3 " 9 "	23	3	" "
2½ " 10 "	31	0	" "
1½ " 10 "	38	8	" "
1½ " 12 "	35	0	" "
1 " 13 and 14 gauge wire	58	0	" "
1½ sq. crimped mesh, 12 gauge wire	23	3	" "
and if made stronger, 3s. 9½d. per 100 square feet for every gauge extra.			
(To be made in quantities of not less than 100 square feet.)			
Dog muzzles, complete, with binding and straps	s.	d.	
(To be made in quantities of not less than one gross, assorted.)	12	0	per dozen.
Door mats	s.	d.	
Fender sheets—	0	7½	per square foot
½-in. mesh	0	4½	per square foot.
1 "	0	5½	"
(To be made in not less than one (1) dozen lots.)			
Fixing sheets on frames	1	4½	each.
Making frames, brass tops and plates, all sizes	5	6	"
" " without brass top and plates, all sizes	4	7	"
Fern baskets—	s.	d.	
8-in.	5	6	per dozen.
10 "	6	7	"
12 "	8	4	"
(To be made in lots of not less than one (1) gross.)			
Floral designs—	s.	d.	
8-in.	4	7	per dozen.
10 "	4	7	"
12 "	4	7	"
14 "	7	5	"
16 "	7	5	"
Flowerstands—	s.	d.	
½ round, 3 steps	16	9	each
" 4 "	25	11	"
Oblong Gothic	9	4	"
Flat back, 3 steps	16	9	"
" 4 "	25	11	"
Gridirons—	s.	d.	
Light, made of 12 and 14 gauge wire, 8, 10, and 12 inch size	70	0	per gross.
Medium, made of 10 and 12 gauge wire, 8, 10, and 12 inch size	78	7	"
(To be made in lots of not less than one (1) gross.)			
Rat traps, patent, ½-in. mesh, finished	s.	d.	
" " " " flat bottomed	78	2	per dozen.
(To be made in not less than one (1) dozen lots.)	85	6	"
Rat traps (square)—	s.	d.	
12-in. finished	22	3	per dozen.
14 "	27	10	"
16 "	31	9	"
(To be made in three (3) dozen lots, assorted.)			

With an addition of 7½ per cent.

PIECEWORK PRICES—continued.

Riddles—						s.	d.	
20-in.,	1-in. mesh,	17 gauge wire or one gauge heavier	2	2½	each
"	"	16 "	1	10½	"
"	"	15 "	1	10½	"
"	"	14 "	1	8½	"
"	"	13 "	1	8½	"
22-in.,	"	17 "	2	2½	"
"	"	16 "	1	10½	"
"	"	15 "	1	10½	"
"	"	14 "	1	8½	"
"	"	13 "	1	8½	"
(To be made in not less than four (4) dozen lots, assorted meshes.)								
Screens—						s.	d.	
5 feet x 2 ft. 6 in.	15	11	each for all meshes.
6 " x feet	18	8	" "
(To be made in not less than six lots, assorted meshes.)								
Sewer vent pipe covers—						s.	d.	
1½-in.	7	0	per dozen.
2 "	7	5	"
2½ "	8	4	"
3 "	9	2	"
3½ "	10	1	"
4½ "	12	0	"
Sieves—						s.	d.	
18-in.	8	4	per dozen.
20 "	8	4	"
22 "	8	4	"
(To be made in not less than six (6) dozen lots, all meshes; assorted sizes.)								
Straight work—						s.	d.	
½-in. mesh,	16 and 12 gauge wire laced with 22 gauge	0	4½	per square foot.
"	14 " 10 " 20 "	0	4½	" "
"	12 " 8 " 18 "	0	6½	" "
Wall ties—						s.	d.	
6-gauge wire	7	5	per cwt.
8-gauge wire	9	4	"
Wall ties (dimple)—						s.	d.	
6-gauge wire	10	2	per cwt.
8-gauge wire	12	0	"
Wall ties (simplex), 10-gauge wire						s.	d.	
..	15	11	per gross.
Weaving (sieve cloth)—						s.	d.	
½-in. mesh,	17 and 18 gauge wire	13	8	per 100 square feet.
¾-in. "	17 " 18 "	13	8	"
3 mesh,	3 holes to inch, 18 gauge wire	13	8	"
4 "	20 gauge wire	13	8	"
5 "	21 " "	13	8	"
6 "	22 " "	13	8	"
7 "	23 " "	13	8	"
8 "	24 " "	15	6	"
9 "	25 " "	15	6	"
10 "	25 and 26 gauge wire	15	6	"
12 "	26 " 27 " "	19	6	"
14 "	27 " 28 " "	23	3	"
16 "	28 " 29 " "	23	3	"
18 "	29 " 30 " "	31	0	"
20 "	30 to 32 " "	31	0	"
24 "	32 and 33 " "	38	8	"
Weaving (medium cloth)—						s.	d.	
½-in. mesh,	15 and 16 gauge wire	23	3	per 100 square feet.
3 "	15 " 16 " "	23	3	"
4 "	16 to 18 " "	23	3	"
5 "	17 and 18 " "	23	3	"
6 "	18 " 19 " "	23	3	"
7 "	19 " 20 " "	23	3	"
8 "	19 " 20 " "	23	3	"
9 "	19 " 20 " "	23	3	"
10 "	19 to 21 " "	27	0	"
12 "	23 and 24 " "	31	0	"
14 "	25 " 26 " "	31	0	"
16 "	26 " 27 " "	38	8	"
18 "	27 " 28 " "	38	8	"
20 "	28 " 29 " "	42	6	"
24 "	28 " 29 " "	46	6	"
(To be made in lengths of not less than fifty (50) yards.)								
Weaving (stick work)—						s.	d.	
7 and 8 mesh,	17 and 18 gauge wire	31	0	per 100 square feet.
9 " 10 " "	18 " "	31	0	"
12 to 14 " "	20 to 22 " "	46	6	"
16 " 18 " "	23 and 24 " "	46	6	"
20 " "	23 " 24 " "	46	6	"
24 " "	25 " 26 " "	54	0	"
(To be made in lengths of not less than thirty (30) yards.)								

With an addition of 7½ per cent.

PERIODICAL ADJUSTMENT OF WAGES.

13. The wages rates set out in clause 2 are based upon the following basic wage rates for adult males, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased as prescribed in clause 14.

Basic Wage.

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

14. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in August, 1952, the amount of the basic wage shall be as prescribed in clause 13.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The wages of all junior employees shall be adjusted at the same time as adjustments are made to the basic wage. Such wages shall be the under-mentioned percentages of the basic wage calculated to the nearest 6d., half or less than half of 6d., in a result, to be disregarded.

	Percentage Per Week.
Under 16 years	28
16 to 17 years	38
17 to 18 years	47
18 to 19 years	59
19 to 20 years	73
20 to 21 years	92
Thereafter, Minimum Wage	

15. In addition to the basic wage provided in clause 13, the margins set out in this clause shall be the minimum rate payable to employees therein named.

Classification.	Margin Per Week
	s. d.
Wire-workers or Weavers	29 0
Tinners	33 6
Oxy-Welders	29 0
Storemen	29 0
Paint spraying operators	29 0

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

J. W. RYAN, Secretary.

Melbourne, 6th May, 1952.



VICTORIA GOVERNMENT GAZETTE.

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No. 511]

FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

DETERMINATION OF THE IRON AND STEEL ROLLING BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of iron or steel rolling," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Improvers.	Percentage of Basic Wage.	Wages per Week of 40 Hours.	Other Employees.	Day Shift Wages per Week of 40 Hours.
		£ s. d.		£ s. d.
17 to 19 years of age ..	85	9 0 0	Roller	15 13 3
19 to 21 years of age ..	100 plus 1s. 6d.	10 13 6	Furnaceman	15 1 6
			Rougher	14 14 0
			Catcher (three high roughing Rolls) ..	14 14 0
			Catcher who is responsible for adjusting guards	12 10 0
			Other catchers	12 9 0
			Annealer or heat treatment hand ..	12 16 6
			Roller's assistant	12 15 0
			Charger	12 8 0
			Shearsman of scrap Crocodile Shears) ..	12 8 0
			Yard shearsman	12 8 0
			Billet shearsman	12 8 0
			Scrap bar and/or scrap shearsman ..	12 5 0
			Shearsman (small mill Brooklyn) ..	12 5 0
			Other shearsmen	12 1 6
			Setter up	12 5 6
			Carrier up (large mill)	11 18 0
			Carrier up (small mill)	11 18 0
			Underhand, second, handling up to 300-lb. blooms	12 4 10
			Underhand who also assists to feed furnace	12 4 0
			Underhand	12 1 6
			Hookman	12 4 0
			Middleman	12 7 0
			Straightener	12 4 0
			Straightener's assistant	12 1 6
			Chipper	12 4 0
			Heater	12 7 6
			Assistant furnaceman	11 18 0
			Plate hand	12 1 6
			Furnaceman at electric furnace ..	12 19 6
			Pitman at electric furnace	12 10 0
			Ladleman at electric furnace	12 10 0
			Assistant at electric furnace	12 2 0
			Assistant to shearsman	12 1 6
			Other employees with not less than three months' experience in this industry ..	11 4 0
			All others	10 18 0

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 unskilled that no person shall be taken as an apprentice.

No. 511.—5206/52.—PRICE 6d.

PROHIBITION OF EMPLOYMENT.

3. The employment of any improver under the age of seventeen years is prohibited.

HOURS OF EMPLOYMENT.

4. The ordinary hours of work shall be 40 per week to be worked in five days of not more than 8 hours (Monday to Friday inclusive) and one day (Saturday) of not more than 4 hours; or five days (Monday to Friday inclusive) of 8 hours 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 or daily hours 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.

EMERGENCY PROVISIONS.

4A. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Friday from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 12½ per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work on day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 12½ per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

(4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

(iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purposes of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

(i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in plant through no fault of his own; or

(ii) because of the inability of the auxiliary power plant to meet the normal demands for power—

- (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
- (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

SHIFT WORK.

5. The following percentage shall be added to the rates fixed for the day shift for persons employed on the afternoon or night shift:—12½ per cent.

MIXED FUNCTIONS.

6. 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.

7. (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 a junior the rate for overtime shall be not less than the rate herein prescribed or 2s. 3d. per hour, whichever is the higher. Except as provided in this sub-clause or sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period After Overtime.

(b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the 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. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) of this clause where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-days Week.

(d) A day worker on a five-days week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

Standing By.

(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.

Meal Hours—General.

(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.

Meal Hours—Maintenance Employees.

(g) 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 break-downs of plant or upon routine maintenance of plant which can only be done while such plant is idle.

Crib Time.

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

Provided that where a day worker on a five-days week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

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.

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 4s. and 2s. 8d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

(j) When an employee, after having worked overtime, or a shift for which he has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably occupied in reaching his home.

Compulsory Overtime.

(k) An employer may require any employee to work reasonable overtime at overtime rates, and such employee shall work overtime in accordance with such requirement.

HOLIDAYS AND SUNDAY WORK.

8. (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, Queen'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 holidays may be substituted for the said days or any of them as to such employer's undertaking.

(b) 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.

(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 work, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

(e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

CONTRACT OF EMPLOYMENT.

Weekly Employment.

9. (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.

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

Casual Employment.

(c) 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 plus 10 per cent.

SICK LEAVE.

10. (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 paid leave of absence for any period in respect of which he is entitled to workers' compensation
- (ii) 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.
- (iii) He shall prove to the satisfaction of his employer 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.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) 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.

Single day absence.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only, such employee, if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioner's opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year.

Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer, from the end of the year in which it accrues.

Attendance at Hospitals, &c.

(d) 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.

ANNUAL HOLIDAY.

11. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111, and any amendments which may be made thereto from time to time.

RIGHT OF ENTRY OF UNION OFFICIALS.

12. A duly accredited official of the Federated Ironworkers Association of Australia shall have the right to enter employers' workshops for the purpose of conducting union business during the midday meal hour or immediately prior to the starting of work by the night shift provided he notifies the management of his intention to visit the works.

PAYMENT OF WAGES.

13. (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.

(c) Upon termination of the employment wages due to an employee shall be paid to him on the day of such termination, 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.

*MISCELLANEOUS.**Accommodation and Conveniences.**Boiling Water.*

14. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First-Aid Outfit.

(iii) 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.
Mannal, first-aid	1
Petrolatum, carbolyzed	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	

Lockers.

(iv) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes.

Showers.

(v) Employers shall provide for all workmen employed in foundries hot and cold shower baths, which shall be situated away from lavatories.

Washing and Sanitary Conveniences.

(vi) Employers shall provide proper and sufficient washing and sanitary conveniences.

*Clothing and Equipment.**Damage to Clothing.*

(b) (i) Compensation to the extent of the damage sustained shall be made where in the course of the work clothing is damaged or destroyed by fire, molten metal, red hot bars, or through the use of corrosive substances.

Gloves.

(ii) Suitable canvas or leather gloves shall be provided by employers for operators of pneumatic tools and/or punch and shearing machines and suitable gloves or pads for such other work as the foreman and employee may agree.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one) or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day), or else the said equipment shall be provided.

DEFINITIONS.

15. "Roller" means an employee who is responsible for the operation of a mill. This responsibility includes the supervision of the men, the setting up of the mill, and the rolling to exact dimensions the sections required.

"Furnaceman" means an employee responsible for the operation of a furnace, heating and discharging material into a mill.

"Assistant furnaceman" means an employee who assists the furnaceman, and who is responsible in the absence of the furnaceman for the heating of the material in the furnace.

"Heater" means an employee who is responsible for the heating of material in one, two or three furnaces prior to the furnaceman taking charge or between the shifts of furnacemen, and who assists the furnaceman generally when the latter is present.

"Roller's assistant" means an employee who assists the roller, is responsible under the roller for the setting up and maintenance of the mill and, when material is being rolled, works at any rolls directed by the roller; provided that when employed on roughing rolls he shall be paid the rougher's rate.

"Rougher" means an employee who works with tongs, back or front, on the first set of rolls receiving material from the furnace. Only three high roughing rolls carry two roughers.

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

PERIODICAL ADJUSTMENT OF WAGES.

16.—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 adjusted by the same amount and at the same time as such basic wage, as prescribed by clause 17.

Provided that the rates for improvers shall be adjusted according to the percentages set out in clause 2, such adjustments to be to the nearest 6d., half or less than half of 6d. to be disregarded.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria	10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

17. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in August, 1952, the amount of the basic wage shall be as prescribed in clause 16.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but, should the decimal number reach .5 or more, the basic wage shall be taken to the next higher shilling.

PIECEWORK.

18.—The lowest piecework price payable to any person employed shall be the price mentioned in the following Schedule, which Schedule shall form part of this Determination:—

Such piecework prices shall be adjusted from time to time to conform as far as practicable, and to the nearest farthing, with the wage rate adjustments as set out in clauses 16 and 17, and the following method shall be used for the purpose of such adjustments:—

The piecework prices for the respective classifications shall each be multiplied by the number of shillings (and fraction of a shilling, if any) in the appropriate weekly wage rate as adjusted, and the resultant amount divided by the number of shillings (and fraction of a shilling, if any) in the appropriate weekly wage rate shown in the Determination of the Board which came into operation as from the beginning of the first pay period to commence in May, 1951.

The Board has also determined that where any person employed on tonnage rates set out in such Schedule fails to earn during any day on which he is so employed an amount equal to one-fifth of the prescribed weekly rate he shall be paid for such day not less than one-fifth of the prescribed weekly rate. Provided that if such employee elects to work for a shorter period than the number of hours fixed for an ordinary day's work he shall be paid a sum proportionate to the time worked.

	<i>s. d.</i>	<i>* Four Roll—18-in. Mill.</i>
Roller ..	7 6½	Per ton of finished bars of iron and steel
	7 1	Per ton of scrap iron bars
Rougher ..	5 7½	Per ton of finished bars of iron and steel
	10 1½	Per ton of scrap iron bars
Catcher ..	4 2½	Per ton of finished bars of iron and steel
	6 3½	Per ton of scrap iron bars
Middleman ..	4 0½	Per ton of finished bars of iron and steel
	3 11½	Per ton of finished bars of iron and steel
Large Hook ..	5 8½	Per ton of scrap iron bars
Small Hook ..	3 11½	Per ton of finished bars of iron and steel
Plateland ..	4 0½	Per ton of finished bars of iron and steel
	4 1	Per ton of finished bars of iron and steel
Leading Plateland ..	6 0	Per ton of scrap iron bars
	12 0½	Per ton of finished bars of iron and steel
Furnaceman ..	17 5½	Per ton of scrap iron bars
	8 1½	Per ton of finished bars of iron and steel
Underhand ..	11 9½	Per ton of scrap iron bars
Carrier Up ..	4 1½	Per ton of finished bars of iron and steel
Carrier up (assistant)	4 0½	Per ton of finished bars of iron and steel
		<i>* Ten Roll—10-in. Mill.</i>
Roller ..	11 11½	Per ton of finished bars of iron and steel billets and iron piles up to 30 lb. each
	9 5½	Per ton of finished bars of iron and steel billets and iron piles over 30 and up to 40 lb. each
	7 11½	Per ton of finished bars of iron and steel billets and iron piles over 40 lb. each
	10 5½	Per ton of finished bars of iron and steel billets and iron piles up to 30 lb. each
Rougher ..	8 1	Per ton of finished bars of iron and steel billets and iron piles over 30 and up to 40 lb. each
	7 2	Per ton of finished bars of iron and steel billets and iron piles over 40 and up to 60 lb. each
	6 11½	Per ton of finished bars of iron and steel billets and iron piles over 60 lb. each
	6 11½	Per ton of finished bars of iron and steel billets and iron piles up to 30 lb. each
Catcher ..	5 5½	Per ton of finished bars of iron and steel billets and iron piles over 30 and up to 40 lb. each
	5 0½	Per ton of finished bars of iron and steel billets and iron piles over 40 and up to 60 lb. each
	4 9	Per ton of finished bars of iron and steel billets and iron piles over 60 lb. each
	6 2½	Per ton of finished bars of iron and steel billets and iron piles up to 30 lb. each
Middleman ..	5 1½	Per ton of finished bars of iron and steel billets and iron piles over 30 and up to 40 lb. each
	4 10	Per ton of finished bars of iron and steel billets and iron piles over 40 and up to 60 lb. each
	4 7½	Per ton of finished bars of iron and steel billets and iron piles over 60 lb. each
	19 2½	Per ton of finished bars of iron and steel billets and iron piles up to 30 lb. each
Furnaceman ..	16 8½	Per ton of finished bars of iron and steel billets and iron piles over 30 and up to 40 lb. each
	15 0½	Per ton of finished bars of iron and steel billets and iron piles over 40 and up to 60 lb. each
	12 0½	Per ton of finished bars of iron and steel billets and iron piles over 60 lb. each
	12 6½	Per ton of finished bars of iron and steel billets and iron piles up to 30 lb. each
Underhand ..	10 8½	Per ton of finished bars of iron and steel billets and iron piles over 30 and up to 40 lb. each
	9 8½	Per ton of finished bars of iron and steel billets and iron piles over 40 and up to 60 lb. each
	9 4	Per ton of finished bars of iron and steel billets and iron piles over 60 lb. each
	7 1½	Per ton of finished bars of iron and steel billets and iron piles up to 30 lb. each
Plateman ..	5 3½	Per ton of finished bars of iron and steel billets and iron piles over 30 and up to 40 lb. each
	5 0	Per ton of finished bars of iron and steel billets and iron piles over 40 and up to 60 lb. each
	4 7½	Per ton of finished bars of iron and steel billets and iron piles over 60 lb. each

NOTE.—The furnaceman and underhand are paid for the output of one furnace.

MARGINAL RATES.

19. In addition to the basic wage provided in clause 16 the margin set out in this clause shall be the minimum rate payable to employees therein named :—

Classification.	Margin Per Week.
	s. d.
Roller	101 3
Furnaceman	89 6
Rougher	82 0
Catcher (three high roughing rolls)	82 0
Catcher who is responsible for adjusting guards	38 0
Other Catchers	37 0
Annealer or Heat Treatment Hand	44 6
Roller's Assistant	43 0
Charger	36 0
Shearsman of scrap (Crocodile Shears)	36 0
Yard Shearsman	36 0
Billet Shearsman	36 0
Scrap Bar and/or Scrap Shearsman	33 0
Shearsman (small mill Brooklyn)	33 0
Other Shearsmen	29 6
Setter Up	33 6
Carrier Up (large mill)	26 0
Carrier Up (small mill)	26 0
Underhand, second, handling up to 300-lb blooms	32 10
Underhand who also assists to feed furnace	32 0
Underhand	29 6
Hookman	32 0
Middleman	35 0
Straightener	32 0
Straightener's Assistant	29 6
Chipper	32 0
Heater	35 6
Assistant Furnaceman	26 0
Plate Hand	29 6
Furnaceman at electric furnace	47 6
Pitman at electric furnace	38 0
Ladleman at electric furnace	38 0
Assistant at electric furnace	30 0
Assistant to Shearsman	29 6
Other employees with not less than three months' experience in this industry	12 0
All others	6 0

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

J. W. RYAN, Secretary.

Melbourne, 7th May, 1952.



VICTORIA GOVERNMENT GAZETTE.

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[1952

Factories and Shops Acts.

DETERMINATION OF THE NON-FERROUS METALS BOARD.

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

(b) On the 7th March, 1950, the powers of the Jewellers Board and of the Non-ferrous Metals Board were adjusted by depriving the said Non-ferrous Metals Board of the power to determine the lowest prices or rates which may be paid to any person employed in the process, trade, or business of a manufacturing jeweller at producing rods, bars, sections, angles, sheets, strips, ingots, tubes, or wire from brass, copper, or other non-ferrous metals, and conferring such power exclusively on the said Jewellers Board.

(c) Until the date of coming into operation of this Determination the wages and conditions of persons now provided for herein, were provided for in the Determination of the Engineers and Brassworkers (Unskilled) Board.

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

Any person or persons or classes of persons employed in the process, trade, or business of producing rods, bars, sections, angles, sheets, strips, ingots, tubes, or wire from brass, copper, or other non-ferrous metals;"

has made the following Determination, namely—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Adults.	Wages per Week of 40 Hours.		
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong: at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
Furnaceman—caster tilting furnace	12 18 0	13 4 6	12 15 0
Furnaceman remelt other	12 16 0	13 2 6	12 13 0
Assistant remelt furnaceman	12 9 0	12 15 6	12 6 0
Leading chargemaker	12 17 0	13 3 6	12 14 0
Chargemaker	11 18 0	12 4 6	11 15 0
Metal sorter	11 18 0	12 4 6	11 15 0
Bundler, baler, and/or Briquetter	11 18 0	12 4 6	11 15 0
Press operator (Automatic with dual control)	13 4 0	13 10 6	13 1 0
Press operator	12 18 0	13 4 6	12 15 0
Butt handler	11 18 0	12 4 6	11 15 0
Leader out	11 17 0	12 3 6	11 14 0
Draw bench leading hand	12 10 0	12 16 6	12 7 0
Draw bench operator	11 17 0	12 3 6	11 14 0
Die attendant	12 6 0	12 12 6	12 3 0
Pointer, Hammer, and Swager	12 0 0	12 6 6	11 17 0
Stretcher and/or straightener	12 0 0	12 6 6	11 17 0
Copper wire drawing machine operator	11 18 0	12 4 6	11 15 0
Butt welder	11 16 0	12 2 6	11 13 0
Furnaceman other	12 12 0	12 18 6	12 9 0
Furnaceman assistant	11 14 0	12 0 6	11 11 0
Other machine operator	11 18 0	12 4 6	11 15 0
Machine assistant	11 14 0	12 0 6	11 11 0
Mill assistant	11 14 0	12 0 6	11 11 0
Examiner	12 0 0	12 6 6	11 17 0
Pickler	11 18 0	12 4 6	11 15 0
Weighman	12 2 0	12 8 6	11 19 0
Sawyer	12 2 0	12 8 6	11 19 0
Saw Sharpener	12 4 0	12 10 6	12 1 0
Crane chaser	11 17 0	12 3 6	11 14 0
Labourer (yard)	11 8 0	11 14 6	11 5 0
Labourer sweeper and cleaner	11 2 0	11 8 6	10 19 0

Leading Hands.

Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.

JUNIOR LABOUR.

3. (a) Subject to the exceptions hereinafter provided, the minimum rates of wage for male juniors shall be as follows:—

WAGES PER WEEK OF 40 HOURS.

	Percentage of Basic Wage.	Additional Amounts.	Total Wage Payable.		
			Within 20 miles of G.P.O., Melbourne; within 10 miles of G.P.O., Geelong; at Warranboole and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	Per Week.				
		<i>s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>
		<i>Foundries.</i>			
Under 16 years of age	24	3 0	2 14 0	2 15 6	2 13 0
16 years of age	32	4 3	3 12 0	3 14 0	3 11 0
17 years of age	58	8 0	6 11 0	6 14 6	6 9 0
18 years of age	73	10 0	8 5 0	8 9 6	8 2 6
19 years of age and over	88	11 6	9 18 0	10 4 0	9 15 6
		<i>Elsewhere.</i>			
Under 16 years of age	24	2 0	2 13 0	2 14 6	2 12 0
16 years of age	34	3 0	3 15 0	3 17 6	3 14 0
17 years of age	46	4 0	5 1 6	5 4 6	5 0 0
18 years of age	58	5 0	6 8 0	6 11 6	6 6 0
19 years of age	73	6 0	8 1 0	8 5 6	7 18 6
20 years of age	88	7 0	9 13 6	9 19 6	9 11 0

A junior employee of eighteen 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.

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

(b) Except in the case of employees in foundries, the minimum rate payable to a junior male of eighteen years or more with less than six months' experience under this Determination shall, until he has had six months' experience, be 10 per cent. less than the amount represented by the percentage of the basic wage hereby prescribed for a junior employee of his age and in addition thereto the constant loading prescribed for such an employee.

Prohibited Occupations.

(c) Junior employees shall not be employed—

- (i) if under the age of 16 years on oil or gas burners or fires used for heating of small articles; or
- (ii) if under 18 years as furnacemen or assistants to furnacemen; or
- (iii) if under 18 years as a roller or an extrusion press operator.

Clauses, other than clauses 2 and 3, of the said Determination shall remain in force.

SPECIAL RATES.

4. In addition to the wages prescribed in clauses 2 and 3 hereof, the following special rates and allowances shall be paid to employees, and unapprenticed juniors:—

Wet Places.

(a) An employee working in any place where his clothing or boots become saturated, whether by water, oil, or otherwise, shall be paid 4d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective 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.

Confined Spaces.

(b) Working in confined space (as defined)—6d. per hour extra.

Hot Places.

(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 Fahrenheit, 4d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 6d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two 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.

Dirty Work.

(d) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature—4d. per hour extra.

In case of disagreement between the foreman and workman, the workman, or a shop steward on his behalf, shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day), or else the said allowance shall be paid.

Special Rates not Cumulative.

(e) 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.

Rates not Subject to Penalty Additions.

(f) The special rates 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.

HOURS OF WORK.

Day Workers.

5. (a) The ordinary hours of work shall be 40 per week to be worked in five days of not more than 8 hours (Monday to Friday inclusive) and one day (Saturday) of not more than 4 hours; or five days (Monday to Friday inclusive) of 8 hours 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.

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 the purposes of this Determination.

Provided that the spread of hours or the daily hours 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.

Five-Days' Week.

(b) In any case in which the ordinary week's work of 40 hours can be performed in five days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled;
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service—

the employer shall allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant.

It is a condition of the allowing of a five-days' week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the working of overtime on Saturday.

EMERGENCY PROVISIONS.

5. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Friday from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work or day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

(4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

(iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

SHIFT WORK.

6. (a) For the purposes of 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 twenty-four 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.

Hours—Continuous Work Shifts.

(b) This sub-clause shall apply to shift workers on continuous work as hereinbefore defined.

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any one day; nor
- (ii) 48 in any one week; nor
- (iii) 88 in 14 consecutive days; nor
- (iv) 160 in 28 consecutive days.

Subject to the following conditions such shift workers shall work at such times as the employer may require—

- (i) a shift shall consist of not more than 8 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.

Hours—Other Than Continuous Work.

(c) 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) 40 in any week to be worked in five shifts of 8 hours on Monday to Friday inclusive, or five shifts of not more than 8 hours and one shift (Saturday) of not more than 4 hours; or
- (ii) 80 in 14 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than 6 shifts in any week.
- (iii) 120 in 21 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than 6 shifts in any week.

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.

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

Rosters.

(d) Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

Variation by Agreement.

(e) 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.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment, or in the absence of agreement by seven days' notice of alteration given by the employer to the employees.

Afternoon or Night Shift Allowances.

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

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

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.

An employee who—

- (i) during a period of engagement on shift works night shift only; or
 - (ii) remains on night shift for a longer period than four consecutive weeks; or
 - (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle,
- shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

(f.i) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

Overtime.

(g) 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; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 12 (b) hereof.

Provided that when not less than 8 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 4 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.

Compulsory Overtime.

(gi) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

Sundays and Holidays.

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

Shift workers on other than continuous work 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 a Sunday or holiday 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 into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Where shifts fall partly on a holiday that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

Junior Employees.

(i) Juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. 6d. per shift whichever is the higher.

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 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 2s. 3d. per hour whichever is the higher.

Except as provided in this sub-clause or sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period After Overtime.

(b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the 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. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime work in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) of this clause where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-Days' Week.

(d) A day worker on a five-days' week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

Standing By.

(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.

Meal Hours—General.

(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.

Meal Hours—Maintenance Employees.

(g) 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 proscribed 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.

Crib Time.

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

Provided that where a day worker on a five-days' week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

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.

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 4s., and 2s. 8d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

(j) When an employee, after having worked overtime, or a shift for which he has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably occupied in reaching his home.

Compulsory Overtime.

(k) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

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, Queen'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) Except as provided in sub-clause (h) of clause (6) 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.

(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 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.

(e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

EXTRA RATES NOT CUMULATIVE.

10. Extra rates in this Determination, except rates prescribed in clause 4, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

11. (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 termination of the employment, wages due to an employee shall be paid to him on the day of such termination, 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.

CONTRACT OF EMPLOYMENT.

Weekly Employment.

12. (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. Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

Casual Employment.

(c) 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, plus 10 per cent.

Late Comers.

(d) Notwithstanding anything elsewhere contained in this Determination an employer may select and utilize for time-keeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purpose shall apply the same proportion for the calculation of overtime.

SICK LEAVE.

13. (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 paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) 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.
- (iii) He shall prove to the satisfaction of his employer 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.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) 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.

Single Day Absences.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only, such employee, if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly-qualified medical practitioner that in his, the medical practitioner's, opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospital, &c.

(d) 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.

ANNUAL HOLIDAY.

14. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act* 1946, No. 5111, and any amendments which may be made thereto from time to time.

*MISCELLANEOUS.**Accommodation and Conveniences—Boiling Water.*

15. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First-Aid Outfit.

(iii) 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, carbolyzed	1 jar
Pieric acid solution, made according to the following recipe or prescription:— 1½ teaspoonfuls of powdered pieric 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	

Lockers.

(iv) An employer shall at some reasonable convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employee's clothes.

Showers.

(v) Employers shall provide for all workmen employed in foundries hot and cold shower baths, which shall be situated away from lavatories.

Washing and Sanitary Conveniences.

(vi) Employers shall provide proper and sufficient washing and sanitary conveniences.

Clothing, Equipment, and Tools—Damage to Clothing and Tools.

(b) (i) 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 molten metal 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.

Goggles.

(ii) Suitable mica or other goggles shall be provided by the employer for each employee using emery wheels or where used by more than one employee such goggles shall be sterilized before being used by another employee. An employee when working on emery wheels shall wear the goggles provided for his protection.

Goggles containing celluloid shall not be considered suitable for the purposes of this provision.

Tools.

(iii) 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.

Dressing Castings.

(c) Where practicable, the dressing of castings shall not be carried out in close proximity to employees not doing that work.

Ladles.

(d) (i) All ladles of a holding capacity of 15 cwt. or more in use at the time of the making of this Determination shall be fitted with safety-worm gear or an equivalent safety fitting; and all ladles of a holding capacity of 10 cwt. or more hereafter brought into operation shall be fitted with safety-worm gear.

(ii) Where molten metal is carried in ladles by hand the weight of molten metal shall not exceed:—
Single-handed ladles—60 lb., including the weight of the ladle.
Other ladles—½ cwt. per man.

(iii) Where molten metal is carried by hand, a clear passageway not less than 2 ft. 6 in. wide shall be made.

Ventilation.

(e) While any work is being carried on in any confined or enclosed space in which—

- (i) fumes, gases, dust, or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work or
- (ii) the atmosphere may otherwise become vitiated,

the employer shall install a suction exhaust apparatus, through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed.

Where it is impracticable to install such suction exhaust apparatus the employer shall take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes and Dust Regulations 1945 (published in the Victorian Government Gazette No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

SHOP STEWARDS.

16. 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 of 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.

RIGHT OF ENTRY OF UNION OFFICIALS.

17. (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.

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.

(b) For the purpose of investigating complaints concerning the application of this Determination, 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 or State secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

<p>This is to certify that of the abovenamed organization.</p> <p style="text-align: right;">(SEAL)</p> <p>Specimen signature of holder.</p>	<p>(Name of organization.)</p>	<p>is a duly accredited representative</p> <table border="0" style="margin-left: auto;"> <tr> <td>General</td> <td rowspan="3" style="font-size: 2em; vertical-align: middle;">}</td> <td rowspan="3">Secretary.</td> </tr> <tr> <td>State</td> </tr> <tr> <td>Date</td> </tr> </table>	General	}	Secretary.	State	Date
General	}	Secretary.					
State							
Date							

Strictly not transferable.

TIME AND WAGES BOOK.

18. (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.

NOTICE BOARD.

19. 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.

20. "Confined Space" means a compartment, space, or place, the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation.

"Sunday" means all time between midnight Saturday and midnight Sunday.

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

"Furnace man" means an employee in charge of a furnace used for smelting metals or ores, boiler plate furnaces, 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.

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 adjusted by the same amount and at the same time as such basic wage as prescribed by clause 22.

Basic Wage.

Place.	Basic Wage (Adjustable).	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 Yallourn—6s. 6d. in excess of basic wage for Melbourne. Elsewhere—3s. less than the contemporaneous basic wage for Melbourne	£ s. d. 10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

22. (a) For the purposes of this Determination the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in August, 1952, the amount of the basic wage shall be as prescribed in clause 21.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach '5 or more the basic wage shall be taken to the next higher shilling.

MARGINAL RATES.

23. In addition to the basic wage provided in clause 21, the margins set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margins Per Week.
	s. d.
Furnaceman—caster tilting furnace	46 0
Furnaceman remelt other	44 0
Assistant remelt furnaceman	37 0
Leading chargemaker	45 0
Chargemaker	26 0
Metal sorter	26 0
Bundler, baler, and/or briquetter	26 0
Press operator (Automatic with dual control)	52 0
Press operator	46 0
Butt handler	26 0
Leader out	25 0
Draw bench leading hand	38 0
Draw bench operator	25 0
Die attendant	34 0
Pointer, hammer, and swager	28 0
Stretcher and/or straightener	28 0
Copper wire drawing machine operator	26 0
Butt welder	24 0
Furnaceman other	40 0
Furnaceman assistant	22 0
Other machine operator	26 0
Machine assistant	22 0
Mill assistant	22 0
Examiner	28 0
Pickler	26 0
Weightman	30 0
Sawyer	30 0
Saw sharpener	32 0
Crane chaser	25 0
Labourer (Yard)	16 0
Labourer sweeper and cleaner	10 0

A. V. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 8th May, 1952.



VICTORIA GOVERNMENT GAZETTE.

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No. 513]

FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

DETERMINATION OF THE NAIL MAKERS BOARD.

NOTE.—Since the 2nd July, 1946, this Determination has applied to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which now has the power to determine the lowest prices or rates which may be paid to any person (including storemen, packers, and sorters) employed in the process, trade, or business of—

- | | |
|--|--|
| (a) making nails; | (c) galvanizing; |
| (b) weaving wire netting or barbed wire; | (d) drawing wire (other than from brass, copper, or other non-ferrous metals); |

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

Classification.											
										s.	d.
Nail or tack tool maker	249	0
Nail or tack machinist	240	0
Assistant to nail or tack machinist	235	0
Roofing nail heading machinist	240	0
Barbed wire tool maker or machinist	240	0
Assistant to barbed wire machinist	235	0
Clipper or tier-up on concertina barbed wire	234	0
Rumbler	234	0
Galvanizer	245	0
Pickler—Head, or where only one pickler is employed	239	0
Assistant pickler	233	0
Assistant working over metal pot	239	0
Swinger	231	0
Wire-drawing plate setter	238	0
Wire-drawing block operator	234	0
Tack Inspector	234	0
Storeman, packer, or sorter	239	6
Other employees with not less than three months' experience in the metal trades industry	221	0
All others	215	0

Leading Hands.

Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.

APPRENTICESHIP.

Work to be Taught.

3. (a) An apprentice shall be taught the work of each of the following occupations:—

- (1) Tool making;
- (2) Setting-up; and
- (3) Machining.

Contract of Apprenticeship.

(b) Every contract of apprenticeship hereinafter made shall contain—

- (i) the names of the parties;
- (ii) the date of birth of the apprentice;
- (iii) a statement of the trade or trades to which the apprentice is to be bound and which he is to be taught during the course and for the purpose of the apprenticeship;
- (iv) a covenant by the master to teach and instruct or cause the apprentice to be taught or instructed in the trade to which the apprentice is bound;
- (v) the date at which the apprenticeship is to commence or from which it is to be calculated;
- (vi) all other conditions of apprenticeship.

Cancellation or Suspension of Indenture.

(c) If through lack of orders or through financial difficulties an 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 the indenture may with the approval of the Secretary for Labour be determined by the employer. The onus of proving circumstances justifying such determination shall be on the employer.

Proportion.

(d) (i) The proportion of apprentices who may be taken by an employer shall be one to every three or fraction of three 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.

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 tradesmen.

(ii) An employer specially 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.

Until further order, apprentices so taken shall not be counted in future calculations of the proportion of apprentices to tradesmen authorized by this Determination.

Period of Apprenticeship.

If an apprentice is under the age of 16 years 6 months at the time of commencing—5 years; if 16 years and 6 months or over—4 years.

Probationary Period.

(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.

Wages.

(f) The minimum weekly rates of wages for apprentices shall be the undermentioned percentages of the contemporaneous basic wage prescribed for the area in which they are employed, and in all contracts of apprenticeship hereafter made the employer shall covenant to pay wages of not less than such rates:—

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

(g) Wages per Week of 40 Hours.

	Percentage of Basic Wage.	Total Wage Payable
<i>Four and Five-year Terms.</i>		
	Per Week.	Per Week.
1st year	32	£ s. d. 3 8 0
2nd year	43	4 11 0
3rd year	54	5 14 6
4th year	83	8 16 0
5th year	100 + 6s.	10 18 0
<i>Four-year Terms.—Apprentice commencing after the Age of 16 Years 6 Months.</i>		
1st year	34	3 12 0
2nd year	54	5 14 6
3rd year	83	8 16 0
4th year	100 + 6s.	10 18 0

Provided that subject to the sub-clause relating to lost time herein an apprentice on attaining the age of 21 years shall thereafter, until he has completed his apprenticeship, be paid the appropriate tradesman's rate as set out in clause 2.

On the expiration of his apprenticeship an employee who produces satisfactory evidence that he has satisfactorily completed the full term set out in his indentures shall, irrespective of the work on which he may be employed, receive the rate provided for a nail or tack tool maker.

Hours.

(A) The ordinary hours of employment of apprentices shall not in each workshop exceed those of the tradesmen.

Overtime and Shift Work.

(i) No apprentice under the age of eighteen years shall be required to work overtime or shift work unless he so desires.

Payment by Results.

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

Lost Time.

(k) 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 this Determination, 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.

Provided that in calculating the extra time to be so served the apprentice shall be credited with time which he has worked during the relevant year in excess of his ordinary hours.

Prohibition of Premiums.

(l) 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.

Attendance at Technical Schools.

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

Annual and Sick Leave.

(n) Apprentices shall be entitled to sick and annual leave in accordance with the provisions of clauses 14 and 15 hereof respectively.

FEMALES, MALE JUVENILE WORKERS, AND IMPROVERS.

4. Female labour may be employed at sorting or packing. The minimum rates of wage for adult and junior females and for juvenile workers and improvers shall be as follows:—

Wages per Week of 40 Hours.

	* Percentage of Basic Wage.	Margin	Total Wage Payable.
<i>I.—Adult Females</i>			
Under one month's experience	75	s. d.	£ s. d. 7 19 0
All others	75	16 0	8 15 0
When employed in a classification for which the corresponding margin in clause 23 hereof exceeds 28s. per week, but does not exceed 40s. per week—75 per centum of such margin in lieu of the 16s. herein prescribed.			
<i>II.—Junior Females.</i>			
17 years of age and under	52	3 6	4 6 0
18 years of age	62	4 0	5 2 6
19 years of age	72	4 6	5 19 0
20 years of age	82	5 0	6 15 6
<i>III.—Improvers and Junior Males.</i>			
Under 16 years of age	24	2 0	2 13 0
16 years of age	34	3 0	3 15 0
17 years of age	46	4 0	5 1 6
18 years of age	58	5 0	6 8 0
19 years of age	73	6 0	8 1 0
20 years of age	88	7 0	9 13 6

* The percentages for junior females relate to the female Basic Wage, but in all other cases relate to the male Basic Wage.

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

The proportion of improvers who may be taken by an employer shall be one to every four or fraction of four tradesmen.

The minimum rate payable to a junior female of any age or a junior male of eighteen years or more each with less than six months' experience under this Determination shall, until he or she has had such six months' experience, be 10 per cent. less than the amount represented by the percentage of the basic wage hereby prescribed for a junior employee of his or her age and in addition thereto the additional amount prescribed for such an employee.

A female or a junior employee, who on the date of this Determination coming into force, 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 such previous Determination for an employee of his or her age or experience, as the case may be, until he or she completes the year or 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.

SPECIAL RATES.

5. In addition to the wages prescribed in clauses 2, 3, and 4 hereof, the following special rates and allowances shall be paid to employees including apprentices and unapprenticed juniors:—

Dirty Work.

(a) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 4d. per hour extra.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day), or else the said allowance shall be paid.

Wet Places.

(b) An employee working in any place where his clothing or boots become saturated, whether by water, oil, or otherwise, shall be paid 4d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective 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.

Special Rates not Cumulative.

(c) 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.

Rates not Subject to Penalty Additions.

(d) The special rates 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.

*HOURS OF WORK.**Day Workers.*

6. (a) The ordinary hours of work shall be 40 per week to be worked in five days of not more than 8 hours (Monday to Friday inclusive) and one day (Saturday) of not more than 4 hours; or five days (Monday to Friday inclusive) of 8 hours 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.

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 the purposes of this Determination.

Provided that the spread of hours or the daily hours 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.

Five-Day Week.

(b) In any case in which the ordinary week's work of 40 hours can be performed in five days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service,

the employer shall allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant.

It is a condition of the allowing of a five-day week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the working of overtime on Saturday.

EMERGENCY PROVISIONS.

6A. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work or day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

(4) Nothing continued in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

(iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purposes of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

*SHIFT WORK.**Definitions.*

7. (a) For the purposes of 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.

Hours—Continuous Work Shifts.

(b) This sub-clause shall apply to shift workers on continuous work as hereinbefore defined.

The ordinary hours of such 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) 160 in 28 consecutive days.

Subject to the following conditions such shift workers shall work at such times as the employer may require:—

- (i) a shift shall consist of not more than 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.

Hours—Other than Continuous Work.

(c) 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) 40 in any week to be worked in five shifts of 8 hours on Monday to Friday inclusive, or five shifts of not more than 8 hours and one shift (Saturday) of not more than 4 hours, or

- (ii) 80 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) 120 in 21 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.

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.

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

Rosters.

- (d) Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

Variation by Agreement.

- (e) 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.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment, or in the absence of agreement by seven days' notice of alteration given by the employer to the employees.

Afternoon or Night Shift Allowances.

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

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

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.

An employee who—

- (i) during a period of engagement on shift works night shift only; or
- (ii) remains on night shift for a longer period than four consecutive weeks; or
- (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle,

shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

(f) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

Overtime.

- (g) 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; or

- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 13 (h) hereof.

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.

Compulsory Overtime.

- (gi) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

Sundays and Holidays.

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

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 10 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday 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 into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Where shifts fall partly on a holiday that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

Junior and Female Employees.

- (i) Female shift workers, apprentices or juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. 6d. per shift whichever is the higher.

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 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 2s. 3d. per hour, whichever is the higher.

Except as provided in this sub-clause or sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period After Overtime.

- (b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the 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. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) of this clause where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-Days' Week.

(d) A day worker on a five-days' week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

Standing By.

(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.

Meal Hours—General.

(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.

Meal Hours—Maintenance Employees.

(g) 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.

Crib Time.

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

Provided that where a day worker on a five-days' week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

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.

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 4s., and 2s. 8d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

(j) When an employee, after having worked overtime, or a shift for which he has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably occupied in reaching his home.

Compulsory Overtime.

(k) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

HOLIDAYS AND SUNDAY WORK.

10. (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, Queen'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) Except as provided in sub-clause (h) of clause 7 an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sunday 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 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 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.

(e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

EXTRA RATES NOT CUMULATIVE.

11. Extra rates in this Determination, except rates prescribed in clause 5, 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.

(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.

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.

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

Casual Employment.

(c) 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, plus 10 per cent.

Late Comers.

(d) Notwithstanding anything elsewhere contained in this Determination an employer may select and utilize for time-keeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purpose shall apply the same proportion for the calculation of overtime.

SICK LEAVE.

14. (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 paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) 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.
- (iii) He shall prove to the satisfaction of his employer 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.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) 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.

Single Day Absences.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioner's, opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospital, &c.

(d) 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.

ANNUAL HOLIDAY.

15. The annual holiday shall be as prescribed by the provisions of the Factories and Shops (Annual Holidays) Act 1946 No. 5111, and any amendments which may be made thereto from time to time.

MISCELLANEOUS.

*Accommodation and Conveniences.**Boiling Water.*

16. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First-Aid Outfit.

(iii) 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
Petroleum, carbolized	1 jar
Picric acid solution, made according to the following recipe or prescription:— 1½ teaspoonful 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	

Lockers.

(iv) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes.

Washing and Sanitary Conveniences.

(v) Employers shall provide proper and sufficient washing and sanitary conveniences.

*Clothing, Equipment, and Tools.**Damage to Clothing and Tools.*

(b) (i) 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 molten metal 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.

Goggles.

(ii) Suitable mica or other goggles shall be provided by the employer for each employee using emery wheels or where used by more than one employee such goggles shall be sterilized before being used by another employee. An employee when working on emery wheels shall wear the goggles provided for his protection.

Goggles containing celluloid shall not be considered suitable for the purposes of this provision.

Protective Clothing—Galvanizing, &c.

(iii) 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.

Tools.

(iv) 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.

Females—Rest Period and Seats.

(c) Female employees shall be allowed a rest period of not less than ten minutes during each day or shift, to be taken during the first or second half of the day or shift as may be decided by a majority of the female employees in a shop.

When requested by employees and where practicable suitable seats shall be provided by the employer for female employees.

Ventilation.

(d) While any work is being carried on in any confined or enclosed space in which—

(i) fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(ii) the atmosphere may otherwise become vitiated,

the employer shall install a suction exhaust apparatus, through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed.

Where it is impracticable to install such suction exhaust apparatus the employer shall take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes and Dust Regulations 1945 (published in the *Victoria Government Gazette* No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

SHOP STEWARDS.

17. 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.

RIGHT OF ENTRY OF UNION OFFICIALS.

18. (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

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.

(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
organization.

is a duly accredited representative of the abovenamed

General Secretary.

(SEAL)

Date—

Specimen signature of holder—

Strictly not transferable.

TIME AND WAGES BOOK.

19. (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.

NOTICE BOARD.

20. 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 counter-signed by the representative posting same.

GENERAL DEFINITIONS.

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

"Sunday" means all time between midnight Saturday and midnight Sunday.

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

"Nail or tack tool maker" means an employee who makes and fits all tools used in nail, staple, or tack making machines.

"Nail or tack machinist" means an adult employee who is in charge of and sets up machines to produce the various types of nails and/or tacks. He is also responsible for the quality of the product.

"Assistant to nail or tack machinist" is one who brings up wire to machines, and assists machinist in feeding machines and removing finished products.

"Barbed wire tool maker or machinist" means an employee who makes, grinds, and fits tools used in, and is in charge of barbed wire making machines. He is also responsible for the quality of the product.

"Assistant to barbed wire machinist" is one who feeds material and spools into barbed wire machines, stands by, adjusts tension, cuts off and removes finished products.

"Tradesman" is a person employed as a toolmaker and/or a setter-up and/or a machinist, receiving not less than the appropriate rate set out in clause 2.

"Improver" is any junior employee other than an apprentice or a juvenile worker as defined.

"Juvenile worker" means a male person under 21 years of age (other than an apprentice or an improver) employed in assisting rumblers, sawdusting, filling ladles, washing, scrubbing, drying, brushing off, sorting, packing, watching nail machines or barbed wire machines, wiring nail machines or barbed wire machines, watching and feeding tack machines, attending nail-rolling machines, attending horseshoe nail-heading machines, attending horseshoe nail-pointing machines, attending roofing nail-heading machines.

PERIODICAL ADJUSTMENT OF WAGES.

22. 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 adjusted by the same amount and at the same time as such basic wage as prescribed by clause 23.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria	10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

23. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in August, 1952, the amount of the basic wage shall be as prescribed in clause 22.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach '5 or more the basic wage shall be taken to the next higher shilling.

Marginal Rates.

In addition to the basic wage provided in clause 22 the margins set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Marginal per Week.
	s. d.
Nail or tack tool maker	37 0
Nail or tack machinist	28 0
Assistant to nail or tack machinist	23 0
Roofing nail heading machinist	28 0
Barbed wire tool maker or machinist	28 0
Assistant to barbed wire machinist	23 0
Clipper or tier-up on concertina barbed wire	22 0
Rumbler	22 0
Galvanizer	33 0
Pickler—Head, or where only one pickler is employed	27 0
Assistant pickler	21 0
Assistant working over metal pot	27 0
Swinger	19 0
Wire drawing plate setter	26 0
Wire drawing block operator	22 0
Tack Inspector	22 0
Storeman, packer, or sorter	27 6
Other employees with not less than three months' experience in the metal trades industry	9 0
All others	3 0

A. V. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 7th May, 1952.



VICTORIA GOVERNMENT GAZETTE.

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No. 514]

FRIDAY, JUNE 20.

[1952

Factories and Shops Acts.

DETERMINATION OF THE ENGRAVERS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of an engraver or die-sinker, or the process, trade, business, or occupation of making (but not enamelling) metal badges", has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in May, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

Apprentices or Improvers.				
Apprentices.				Improvers.
	Commencing Age.			
	Under 16 Years.	16 or 17 Years.	Over 17 Years.	
	s. d.	s. d.	s. d.	s. d.
1st year's experience ..	55 0	72 0	91 0	63 6
2nd year's experience ..	82 6	102 0	127 0	95 6
3rd year's experience ..	110 0	138 0	174 0	121 0
4th year's experience ..	146 6	182 6	225 0	161 0
5th year's experience ..	182 6	225 0	..	193 0
6th year's experience ..	225 0	231 6

An employee who has completed his indenture shall be entitled to be paid the adult rate prescribed for the appropriate classification.

Juvenile Workers, i.e., persons under 21 years of age (other than apprentices or improvers); cleaning, cutting out blanks, dipping, numbering, saw piercing, polishing, sand blasting, waxing, pinning up, soldering, or press working.

	s. d.		s. d.
Under 16 years of age ..	55 0	Die Sinker, by hand and/or by machine ..	277 0
16 years of age ..	70 0	Badge Toolmaker ..	255 0
17 years of age ..	87 0	Steel Stamp Cutter ..	265 0
18 years of age ..	118 0	Engravers by hand ..	260 0
19 years of age ..	146 6	Engravers, copperplate ..	260 0
20 years of age ..	182 6	Pantagraph Operator (other than die sinking or steel stamp cutting) ..	249 0
		Stencil Plate Cutter ..	239 0
		Drop Hammer Stamper who sets dies and makes force ..	236 0
		Press Operator ..	224 0
		Other Employees with not less than three months' experience in the industry ..	220 0
		All Others ..	214 0

PROPORTION (IN ANY PLACE).

Apprentices.

One apprentice to every three or fraction of three workers engaged in any one of the following trades or occupations:—
Die sinking by hand, engraver by hand, engraver-copper-plate, steel stamp cutter, badge tool maker.

Improvers.

One improver to every four workers receiving not less than the rate prescribed for the classification "Engravers by hand".

Other Employees.

TIME OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
3. On the day on which the half-holiday is usually observed	7.45 a.m.	12.30 p.m.
On the other working days of the week	7.45 a.m.	6 p.m.

OVERTIME.

4. (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 2s. 3d. per hour whichever is the higher.

(b) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 4s., and 2s. 8d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

Compulsory Overtime.

4A. An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

An employee shall not be allowed to work more than six hours continuously without a break for a meal.

HOLIDAYS AND SUNDAY WORK.

5. Employees shall be entitled to the following public holidays without deduction of pay :—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen'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.

Where an employer is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

In any year prior to Queen's Birthday where a majority of the employees in any establishment so decides, Melbourne Cup Day may be substituted for Queen's Birthday.

Work done on Sunday or on any of the above-mentioned holidays shall be paid for at the rate of double time.

EMPLOYMENT FOR LESS THAN FULL WEEK

6. Subject to clause 5 persons who are employed for less than 40 hours during any week shall be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

SICK LEAVE.

7. (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 paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) 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.
- (iii) He shall prove to the satisfaction of his employer 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.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) 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.

Single Day Absences.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly-qualified medical practitioner that in his, the medical practitioner's, opinion, the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospital, &c.

(d) 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.

ANNUAL HOLIDAY.

8. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, (No. 5111), and any amendments which may be made thereto from time to time.

DEFINITION.

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

PERIODICAL ADJUSTMENT OF WAGES.

10. 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 adjusted by the same amount and at the same time as such basic wage as prescribed by clause 11.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria	10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

11. (a) For the purposes of this Determination the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in August, 1952, the amount of the basic wage shall be as prescribed in clause 10.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach '5 or more the basic wage shall be taken to the next higher shilling.

In addition to the basic wage prescribed by clause 10, any adult employee of a classification specified hereunder shall be paid the margin hereinafter assigned to that classification:—

Classification.	Margin.
	s. d.
Die Sinker, by hand and/or by machine	65 0
Badge Toolmaker	43 0
Steel Stamp Cutter	53 0
Engravers by hand	48 0
Engravers, copperplate	48 0
Pantagraph Operator (other than die sinking or steel stamp cutting)	37 0
Stencil Plate Cutter	27 0
Drop Hammer Stamper who sets dies and makes force	24 0
Press Operator	22 0
Other Employees with not less than three months' experience in the industry	8 0
All Others	2 0

ADJUSTMENT OF JUNIOR RATES.

12. The wage rates for junior employees shall be the under-mentioned percentages of the basic wage. Such rates shall be calculated to the nearest 6d. half or less than half of 6d. to be disregarded.

Apprentices or Improvers.				Juvenile Workers, i.e., persons under 21 years of age (other than apprentices or improvers) cleaning, cutting out blanks, dipping, numbering, saw piercing, polishing, sand blasting, waxing, pinning up, soldering, or press working.				
Apprentices.				Improvers.				
Commencing Age.								
	Under 16 Years.	16 or 17 Years.	Over 17 Years.					
					%			
					Under 16 years of age 26			
					16 years of age 33			
					17 years of age 41			
					18 years of age 56			
					19 years of age 69			
					20 years of age 86			
	%	%	%	%				
1st year's experience ..	26	34	43	30				
2nd year's experience ..	39	48	60	45				
3rd year's experience ..	52	65	82	57				
4th year's experience ..	69	86	100 + 13s.	76				
5th year's experience ..	86	100 + 13s.	..	91				
6th year's experience ..	100 + 13s.	100 + 19s. 6d.				

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

J. W. RYAN, Secretary.

Melbourne, 6th May, 1952.

By Authority: J. J. GOURLEY, Government Printer, Melbourne.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting department in ensuring the integrity of the financial statements. It also highlights the need for transparency and accountability in the reporting process.

2. The second part of the document outlines the various methods used to collect and analyze data, including interviews, surveys, and focus groups. It also discusses the challenges associated with data collection and the importance of ensuring the reliability and validity of the data.

3. The third part of the document presents the results of the data analysis, showing the trends and patterns in the data. It also discusses the implications of the findings for the organization and the need for further research.

4. The fourth part of the document provides a summary of the findings and conclusions, highlighting the key points and the overall message of the study. It also includes a list of references and a bibliography.

5. The fifth part of the document is a conclusion, summarizing the main findings and the overall message of the study. It also includes a list of references and a bibliography.

6. The sixth part of the document is a conclusion, summarizing the main findings and the overall message of the study. It also includes a list of references and a bibliography.

7. The seventh part of the document is a conclusion, summarizing the main findings and the overall message of the study. It also includes a list of references and a bibliography.

8. The eighth part of the document is a conclusion, summarizing the main findings and the overall message of the study. It also includes a list of references and a bibliography.

9. The ninth part of the document is a conclusion, summarizing the main findings and the overall message of the study. It also includes a list of references and a bibliography.