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No. 184]

TUESDAY, APRIL 6.

[1954]

DETERMINATION OF THE SHOPS BOARD No. 23 (ELECTRICAL AND RADIO GOODS).

1. That as from the 10th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

Apprentices and Improvers.				Other Employees.			
						Within the Metropolitan District.	Outside the Metropolitan District wherever this Determination applies.
MALES.		Percentage of Basic Wage.	s. d.	MALES.		s. d.	s. d.
Under 16 years of age	27	64 0	(a) Person in charge of a shop			
16 years of age	36	85 6	Or,			
17	46	109 0	(b) Manager in charge of one or more persons in an electrical and/or radio department of a departmental store, the business of which is not confined to the sale of radio or electrical goods	289 6	285 6	
18	64	151 6	(c) Canvassers, travellers, collectors, installers, and all others who are in any way connected with the sale of goods on a merchant's premises, but excluding those selling off such premises if they are paid exclusively by commission and have the right to sell goods for more than one merchant			
19	81	192 0				
20	99	234 6				
FEMALES.		Percentage of Female Basic Wage.		FEMALES.			
Under 16 years of age	36	64 0	Females	215 0	211 0	
16 years of age	45	80 0				
17	51	90 6				
18	59	104 6				
19	67	119 0				
20	76	135 0				
PROPORTION (WITHIN ANY SHOP).				PROPORTION (WITHIN ANY SHOP).			
Apprentices.				Apprentices.			
MALES.				MALES.			
One male apprentice to every three or fraction of three workers receiving not less than 270s. per week.				One male apprentice to every three or fraction of three workers receiving not less than 270s. per week.			
FEMALES.				FEMALES.			
One female apprentice to every three or fraction of three workers receiving not less than 211s. per week.				One female apprentice to every three or fraction of three workers receiving not less than 211s. per week.			
Improvers.				Improvers.			
MALES.				MALES.			
One male improver to every two or fraction of two workers receiving not less than 270s. per week.				One male improver to every two or fraction of two workers receiving not less than 270s. per week.			
FEMALES.				FEMALES.			
One female improver to every two or fraction of two workers receiving not less than 211s. per week.				One female improver to every two or fraction of two workers receiving not less than 211s. per week.			

PAYMENT WHERE LESS THAN A FULL WEEK IS WORKED.

3. Any person who is ready, available and willing to complete the number of hours for a week's work for which he or she was engaged, shall, if actually employed in any week for less than 40 hours, be paid for each hour up to 30 hours as follows:—

(a) in any week in which two or more public holidays occur—at the ordinary rate, with an addition of fifty per centum;

(b) in any other week—at the ordinary rate, with an addition of thirty-three and one-third per centum;

and thereafter the ordinary wage rate up to but not exceeding the appropriate wage rate prescribed for a week of 40 hours.

Provided that an employer may deduct payment for any day an employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any other cause arising out of such strike and for which the employer cannot be held responsible. Provided further that any such time lost shall be counted as time worked in computing annual holidays and sick leave under this Determination.

4. TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
Saturday	7.45 a.m.	noon
On the other working days of the week	7.45 a.m.	5.30 p.m.

MEAL INTERVAL.

5. No employer shall require any employee to take a longer interval than one hour for a meal, and such meal interval shall be taken between the hours of 11.30 a.m., and 2.30 p.m.

OVERTIME.

6. Outside the hours fixed in clause 4

Within the hours fixed in clause 4 in excess of the number of hours as fixed for an ordinary week's work .. } Time and a half.

SUNDAYS AND HOLIDAYS.

7. Double time shall be the rate for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, after 12 noon on Melbourne Show Day (Metropolitan District only), Melbourne Cup Day (Metropolitan District only), Christmas Day, and Boxing Day. If any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this rate shall be payable for work done only on the day so substituted.

All employees, provided their services are not required, shall be entitled to the above-named holidays without deduction of pay.

7A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 7 hereof.

Provided that an employee who fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

TERMINATION OF EMPLOYMENT.

8. Except in a case where an employer or an employee has been guilty of a misdemeanour, seven days' notice of termination of employment shall be given by either party or one week's wages paid or forfeited as the case may be, in lieu thereof.

GARMENT ALLOWANCE.

9. Any employee who is required to wear, when at work, a washable outer garment, dust coat, or overall shall be paid 4s per week in addition to the ordinary wage, unless the garment is both provided and laundered by the employer.

TEA MONEY.

10. Any employee, who is required to work overtime in excess of two hours on any one day, shall receive an allowance of 5s. as tea money in addition to the rates provided in clause 6.

NOTICE TO WORK OVERTIME.

11. At least 24 hours' notice shall be given when overtime is required to be worked.

NOTICE OF INTENTION TO RATION.

12. Where an employer, owing to slackness of trade, desires to ration his employees, he shall give at least 24 hours' notice to each employee of his intention to ration such employee.

ANNUAL LEAVE.

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.

(NOTE:—In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

SICK LEAVE.

14. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

(i) During the first year—3½ hours' ordinary pay for each complete month of service;

(ii) During any subsequent year of service—40 hours' ordinary pay. Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above 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. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded.

TIME AND WAGES RECORDS.

15. An employer shall keep time and wages records showing the name of each employee, and the hours worked each week by, the wages and overtime paid to each employee.

PAYMENT OF WAGES, ETC.

16. Payment of all wages, overtime, special rates, and allowances due, shall be made during working hours not later than Thursday each week.

REFERENCE.

17. An employee, on severing his or her connexion with an employer, shall be entitled to and shall receive from such employer a reference in writing, stating his or her period of service and qualifications. This provision shall only apply in the case of an employee who has been employed continuously for three months or more.

TRANSPORT ALLOWANCE.

18. (a) When an employee, by arrangement with his employer, uses his own car in the service of the employer he shall be paid an allowance of not less than 4d. per mile; provided that the total allowance payable shall not be less than 40s. per week and shall not exceed 20s. for any one day or £3 for any one week.

(b) When an employee, by arrangement with his employer, uses his own motor cycle or motor cycle and side-car in the service of the employer he shall be paid an allowance of not less than 2d. per mile; provided that the total allowance payable shall not be less than 15s. per week and shall not exceed 7s. 6d. for any one day or 30s. for any one week.

(c) Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 1s. per day in addition to the ordinary wage shall be paid to such employee.

POSTING OF DETERMINATION.

19. A copy of this Determination shall be kept posted at or near the entrance to any shop or place to which it applies.

FIRST-AID OUTFIT.

20. In each shop where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an adequate first-aid outfit.

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 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.
	£ s. d.	
Within the area to which this Determination applies	11 17 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 February, 1954, the amounts 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 a February, a May, an August or a November, 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, 10th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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No. 185]

TUESDAY, APRIL 6.

[1954

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 18 (MISCELLANEOUS SHOPS).

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder, the cities of Ballarat, Bendigo, Geelong, Geelong West, Warrnambool, and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board, which has the power to determine the lowest prices or rates which may be paid to any person (including an outside salesman) employed in or in connexion with any shop other than shops of the following classes, that is to say:—

(a) A Butcher's shop, a Bookseller's and Newsagent's shop, a Confectionery and Pastry shop, a Cooked Meat Dealer's shop, a Fish and Oyster shop, a Fruit and Vegetable shop, a Hairdresser's shop, a Tobacconist's shop;

(b) A Boot Dealer's shop, a Boot Repair shop, a Bread shop, a Chemist's shop, a Dairy Produce Dealer's shop, a Draper's shop, a Dyer's and Clothes Cleaner's shop, a Fuel and Fodder Dealer's shop, a Furniture Dealer's shop, a Grocer's shop, a Haberdasher's shop, a Hardware shop, a Hatter's shop, a Men's Clothing shop, a Mercer's shop, a Milliner's shop, an Underclothing shop, a shop for the sale of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, a shop for the sale of electrical goods or for the sale of wireless (radio) sets, parts, or accessories;

has made the following Determination, namely:—

1. That as from the 10th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a)

APPRENTICES AND IMPROVERS.

Wages per Week of 40 Hours.

Males.			Percentage of Basic Wage.	—	Females.			Percentage of Female Basic Wage.	—
				s. d.					s. d.
15 years of age or under	31	73 6	15 years of age or under	37	65 6
16 years of age	44	104 6	16 years of age	43	76 6
17 years of age	60	142 0	17 years of age	56	99 6
18 years of age	78	185 0	18 years of age	70	124 0
19 years of age	97	230 0	19 years of age	83	147 6
20 years of age	100 plus 15s.	252 0	20 years of age	97	172 0

PROPORTION (IN ANY SHOP).

Apprentices.

One apprentice to every three or fraction of three persons receiving not less than the minimum wage.

Improvers.

One male improver to every male worker receiving not less than the minimum wage.

Two female improvers to every female worker receiving not less than the minimum wage.

Provided that a female improver may be employed in lieu of a male improver, or a male improver in lieu of a female improver.

(b)

OTHER EMPLOYEES.

Employed in the business of a curio dealer, a feather dealer, a furrier, a jeweller, a pawnbroker, a seller of clocks, watches, perfumery and toilet requisites, optical goods, photographic materials, sports materials, typewriters, business systems, surgical instruments, pianos, organs, piano-players, push cycles, motor cycles and motor cars, and accessories for push cycles, a bird or dog dealer, a stamp dealer, a herbalist, a saddler, a ship chandler, a seller of cork goods, crockery, fancy goods, toys, grindery, leather goods, music, musical instruments (other than pianos, organs, or piano-players), pictures, picture frames, perambulators, paper patterns, rubber goods which are not motor cycle or motor car accessories, florists' goods, seeds, seedlings, tents, flags, umbrellas, or wicker goods, paints, colours, wall-papers, or employed in any business, other than those specially mentioned, to which this Determination applies—

Branch manager (i.e., a person entrusted with the control or superintendence of a branch shop, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to the management of the said branch shop)

Departmental manager or manageress (i.e., a person in control of three or more persons 21 years of age or over, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to the management of such department)—

Male

Female—

Where one or more adult males are under her control

In other cases

Other employees

Wages per week of 40 hours.

Males. Females.

s. d. s. d.

289 0 265 6

280 0

256 6

205 6

274 0 193 0

(c) Any person required to act as "Father Christmas" (i.e. a person required to wear the traditional clothes and act as such a person) shall receive the rate prescribed for his or her ordinary classification in sub-clause (a) or (b) hereof, plus an additional 5s. for each day or part thereof on which he or she is so required to act.

TIMES OF BEGINNING AND ENDING WORK.

3. (a) Employees in paint, colour, or wall-paper shops—

	Time of Beginning. (not earlier than)	Time of Ending. (not later than)
On the usual half-holiday	8 a.m.	noon
On all the other working days of the week	8 a.m.	5.30 p.m.

(b) Employees in any other place—

On the usual half holiday	9.5 a.m.	noon
On all the other working days of the week	9.5 a.m.	5.30 p.m.

OVERTIME.

*4. The rate of time and a half shall be paid for all time worked by persons employed in—

(a) Shops and departments of shops where paints, colour, or wall-paper is sold—

(i) Within the times fixed for beginning and ending work—

In excess of 3 hours 55 minutes on the usual half-holiday.

In excess of 8 hours 10 minutes on all other working days of the week.

Or in excess of 40 hours in any week.

(ii) Outside the times of beginning and ending work.

(b) Other shops and departments of shops—

(i) Within the times fixed for beginning and ending work in excess of 40 hours.

(ii) Outside the times of beginning and ending work.

NOTE.—Section 117 (2) of Act 3677 provides that:—Any person may, if notice in writing has previously been sent to the chief inspector, be employed in any shop or at any work in connexion with a shop for any time not exceeding three hours in any one day beyond the ordinary working hours, provided that the total number of days in any one year on which in any shop or at any work in connexion with a shop any such person is so employed shall not exceed twenty-five.

Section 105, however, makes it an offence for any employer to detain an employee later than half an hour on a half holiday.

DAY'S WORK TO BE CONTINUOUS.

5. No employee, except in a case where he has been guilty of misconduct, having commenced work, shall be required to take any time off (exclusive of intervals for meals) until he has completed the full number of hours for that day's work.

TERMS OF EMPLOYMENT.

6. (a) *Weekly Employment.*—Except as hereinafter provided employment shall be by the week and a weekly employee who is ready, willing, and available to work the number of hours prescribed herein as a week's work shall be paid the full weekly wage fixed herein irrespective of the number of hours worked not exceeding 40; provided however, that such an employee not attending for duty except as provided by clause 7 (Sick Leave) hereof shall lose his or her pay for the actual time of such non-attendance.

An employer may deduct payment for any day an employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any other cause arising out of such strike and for which the employer cannot be held responsible. Provided that any such time lost shall be counted as time worked in computing annual holidays and sick leave under this Determination.

(b) *Part Time.*—A weekly employee not ready, willing, and available to work the full number of hours normally worked by employees of similar classification with the same employer, but who is ready, willing, and available to work a specified lesser number of hours at his or her own request shall be paid *pro rata* the wages prescribed herein for 40 hours' work according to the number of hours worked: provided that the number of part time employees in any shop shall not exceed one for each three or fraction of three engaged as weekly employees.

(c) *Casual Employment.*—Where a person is ready, willing, and available to work the number of hours required by an employer, such being less than the number of hours prescribed herein as a week's work, he or she shall be paid as follows:—

For time worked up to the first 20 hours—

(i) In any week in which two or more Public Holidays occur—at the ordinary wages rate with an addition of 50 per centum;

(ii) In any other week—at the ordinary wages rate with an addition of 33½ per centum;

with a minimum payment as for two hours fifty-five minutes' work on a Saturday and for four hours' work on any other day and for time worked beyond the 20 hours aforesaid—the ordinary wages rate; provided that the total amount payable, excluding any overtime, shall not exceed the wage prescribed for a week's work.

(d) Provided always that any employee who is required to work less than 25 hours per week, but who is required to work for any period during a Friday or a Saturday shall be deemed a casual employee and any employee who is required to work less than 20 hours per week or in any week shall be deemed a casual employee and paid accordingly.

SICK LEAVE.

7 (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

- (i) During the first year—3½ hours' ordinary pay for each complete month of service;
- (ii) During any subsequent year of service—40 hours' ordinary pay. Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.
- (b) If the full period of sick leave as prescribed above 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. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded.

MEAL ALLOWANCE.

8. For each day upon which more than one hour's overtime is worked, each person who works such overtime shall be paid 5s. meal money in addition to the prescribed overtime rate.

MEAL INTERVALS.

9. All employees shall be allowed the following meal intervals with permission to leave the shop for the whole of such intervals, viz.:—From Monday to Friday, one hour for lunch between noon and 3 p.m.

REST PERIOD.

†10. All employees shall be allowed two rest intervals on each day (Monday to Friday inclusive) as follows:—(a) The first of ten minutes to be allowed between the time of commencing work and the usual meal interval; (b) the second of ten minutes to be allowed between the usual meal interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

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

CLOTHING ALLOWANCE.

11. Where any employee is required by his employer to wear any special uniform, dress or clothing, it shall be supplied, paid for, and, if necessary, laundered by the employer. Any such garment shall remain the property of the employer.

NOTICE OF INTENTION TO RATION.

12. Where an employer owing to slackness of trade desires to ration his employees, he shall give seven day's notice to each employee of his intention to ration such employee.

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.

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

TERMINATION OF EMPLOYMENT.

14. Except in a case where an employee or an employer has been guilty of misconduct, or where an employee has been engaged temporarily for a period not exceeding six weeks in duration, seven days' notice of termination of employment shall be given by either party or one week's wages paid or forfeited, as the case may be, in lieu thereof.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

15. The special rates for all work done on Sundays or the undermentioned Public Holidays shall be—

Sunday	} Double time.
New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Queen's Birthday,	
Melbourne Cup Day (Metropolitan District only) Christmas Day, Boxing Day, and after	
12.30 p.m. on Show Day in such localities mentioned in the Sixth Schedule to the	
<i>Public Service Act 1946</i> , as are within the area to which this Determination applies.	
Easter Saturday	Five times the ordinary rate.

If, by Act of Parliament or Proclamation, any other day be substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.

15A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 15 hereof.

Provided that an employee who fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

PAYMENT OF WAGES.

16. Payment of all moneys due shall be made not later than Thursday of each week, and during working hours;

REFERENCE.

17. An employee, on severing his or her connexion with an employer, shall be entitled to and shall receive from such employer a reference in writing, stating his or her period of service and duties performed. This provision shall apply only in the case of an employee who has been employed continuously for three months or more.

DETERMINATION TO BE AVAILABLE.

18. A copy of this Determination shall be kept in a conspicuous place on each floor of a building in which work covered by this Determination is done. Such Determination shall readily be available for inspection at any time. Nothing in this clause shall however, operate where a copy of the Determination is kept posted on the notice board in a staff room in the establishment.

FIRST-AID OUTFIT

19. In each shop where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees an adequate first-aid outfit.

PERIODICAL ADJUSTMENT OF WAGES.

20. 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 by the same amount and at the same time as such basic wage as prescribed by clause 21.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

20. (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 February, 1954, the amount of the basic wage shall be as prescribed in clause 19.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, 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 and 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. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 10th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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No. 186]

TUESDAY, APRIL 6.

[1954

Factories and Shops Acts.

DETERMINATION OF THE AGRICULTURAL IMPLEMENTS BOARD.

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

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which 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—

(1) the process, trade, or business of a maker of—

(a) agricultural machinery or implements;

(b) parts of agricultural machinery or implements;

(c) bag-filling machinery, bone-crushers, butter-making machinery, chaff-cutters, corn-crushing machinery, cream separators, hay presses, horse works, iron feeding troughs, lawn mowers, machinery for treating flax or hemp, maize shellers, windmills; or

(d) garden tools or implements or parts thereof;

(2) assembling or putting together any parts of machinery or implements of classes or kinds (whether the same have been made inside or outside the State) same or similar to those mentioned in paragraph (a);

has made the following Determination, namely:—

1. That as from the 9th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this determination.

2.

	Wages per Week of 40 Hours.	
	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; or at Warrnambool; and within Mildura and Gippsland Districts.	All Other Parts of Victoria.
DIVISION I.—AGRICULTURAL IMPLEMENT SECTION.		
<i>(a) Assembly, Fitting, and Process Working.</i>		
Assembler	£ s. d. 13 1 0	£ s. d. 12 18 0
Assembler after two years' experience	13 5 0	13 2 0
Carpenter on agricultural implement making (including tool allowance)	13 17 0	13 14 0
Dismantler	13 0 0	12 17 0
Implement and/or comb fitter	13 9 0	13 6 0
Implement and/or comb fitter after two years' experience	13 14 0	13 11 0
Pattern fitter and finisher	13 14 0	13 11 0
Pattern fitter and finisher required to do machining	14 9 0	14 6 0
Plough fitter	13 7 0	13 4 0
Process worker	12 19 0	12 16 0
Wheel rimmer	13 9 0	13 6 0
Windmill erector	13 9 0	13 6 0
Windmill maker other than fitter	13 8 0	13 5 0
<i>(b) Blacksmithing, &c.</i>		
Blacksmith's striker	13 0 0	12 17 0
Blacksmith's striker on double fires	13 2 0	12 19 0
Bulldozer operator	13 6 0	13 3 0
Hammer driver	13 2 0	12 19 0
Heater	13 0 0	12 17 0
Implement smith of five years' experience able to do all classes of implement work	13 17 0	13 14 0
Other smith (including iron bender)	13 14 0	13 11 0

	Wages per Week of 40 Hours.	
	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; or at Warrnambool; and within Mildura and Gippsland Districts.	All Other Parts of Victoria.
DIVISION I.—AGRICULTURAL IMPLEMENT SECTION—continued.		
(c) Dressing, Grinding, and Pickling.	£ s. d.	£ s. d.
Chipper	13 0 0	12 17 0
Dresser and fettler	13 2 0	12 19 0
Emery-wheel attendant	13 2 0	12 19 0
Grinder	13 2 0	12 19 0
Grinder using portable machine	13 4 0	13 1 0
Pickler	12 17 0	12 14 0
Shot and sand blast dresser	13 4 0	13 1 0
(d) Furnacemen.		
Cupola	13 9 0	13 6 0
Electric	13 8 0	12 5 0
All other furnaces (not including small rivet or bolt heating)	13 6 0	13 3 0
Small rivet or bolt heating	12 2 0	12 19 0
Assistant	13 0 0	12 17 0
(e) Foundry.		
Jobbing moulder and/or coremaker	14 9 0	14 6 0
Loose pattern moulder	13 19 0	13 16 0
Plate and machine moulder and/or coremaker	13 11 0	13 8 0
Cupola furnaceman	13 14 0	13 11 0
Electric furnaceman	13 13 0	13 10 0
All other furnacemen	13 11 0	13 8 0
Assistant furnacemen	13 5 0	13 2 0
Dressers and fettlers	13 7 0	13 4 0
Grinders	13 7 0	13 4 0
Grinders using portable machine	13 9 0	13 6 0
Shot and sand blast dressers	13 9 0	13 6 0
(f) Inspection, &c.		
Checker	13 2 0	12 19 0
Inspector	13 2 0	12 19 0
(g) Machinists.		
1st class	14 9 0	14 6 0
2nd class	13 14 0	13 11 0
3rd class	13 5 0	13 2 0
Driller	13 2 0	12 19 0
Process worker	12 19 0	12 16 0
(h) Painting, &c.		
Dipper	12 17 0	12 14 0
Painter (brush hand)	13 0 0	12 17 0
Paint mixer	12 17 0	12 14 0
Spray painter	13 1 0	12 18 0
Writer and liner	13 9 0	13 6 0
(i) Sheet Metal.		
Sheet Metal Workers—1st class	14 0 0	14 6 0
Sheet Metal Workers—2nd class	13 14 0	13 11 0
(j) Stores.		
Attendant at casting stores	12 17 0	12 14 0
Storeman and/or packer	13 0 0	12 17 0
(k) Welders.		
1st class	14 13 6	14 10 6
2nd class	13 5 0	13 2 0
3rd class	13 1 0	12 18 0
Tack welder	13 3 0	13 0 0
(l) Wire Workers.		
Wire drawer	13 0 0	12 17 0
Wire weaver	13 0 0	12 17 0
DIVISION II.—ELECTRICAL.		
Electrical mechanic	14 9 0	14 6 0
Shift electrician	14 9 0	14 6 0
Tradesman, electrical fitter	14 9 0	14 6 0
Tradesman's and electrical mechanic's assistant	13 0 0	12 17 0
DIVISION III.—ENGINEERING.		
Electrical fitter	14 9 0	14 6 0
Machinist—1st class	14 9 0	14 6 0
Machinist—2nd class	13 14 0	12 11 0
Machinist—3rd class	13 5 0	13 2 0
Motor mechanic	14 9 0	14 6 0
Patternmaker	15 2 0	14 19 0
Toolmaker	15 2 0	14 19 0
Tradesman	14 9 0	14 6 0
Tradesman, the greater part of whose time is occupied in marking off	14 13 6	14 10 6
Tradesman, wet stone grinder and glazier	14 9 0	14 6 0

	Wages per Week of 40 Hours.	
	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; or at Warrnambool; and within Mildura and Gippsland Districts.	All Other Parts of Victoria.
DIVISION IV.—ENGINEERING SMITHING.	£ s. d.	£ s. d.
Coppersmith	14 10 6	14 7 6
Forger and/or faggoter	15 7 6	15 4 6
Forgeman's assistant	13 2 0	12 19 0
Other smith	14 10 6	14 7 6
Toolsmith	14 13 6	14 10 6
DIVISION V.—WOOD MILL.		
Band sawyer	13 6 0	13 3 0
Bending machinist	13 3 0	13 0 0
Boring and drilling machinist	12 19 0	12 16 0
Buzzer machinist (only operating or feeding machines)	12 15 0	12 12 0
Buzzer machinist (using straight irons and setting up machines and grinding knives and cutters)	13 9 0	13 6 0
Casemaker	13 5 0	13 2 0
Casemaking sawyer	12 16 0	12 13 0
Circular sawyer	13 6 0	13 3 0
Crosscut sawyer	12 19 0	12 16 0
Morticing machinist	12 19 0	12 16 0
Moulding machinist (where the machinists set up their machines only)	13 7 0	13 4 0
Moulding machinist (where the machinists set up their machines and grind their knives and cutters)	13 16 0	13 13 0
Pulling out machinist	12 18 0	12 15 0
Sanding machinist	13 3 0	13 0 0
Saw doctor	14 15 0	14 12 0
Shaper machinist	14 1 6	13 18 6
Stacker	12 18 0	12 15 0
Tenoning machinist (only operating or feeding machines)	12 17 0	12 14 0
Tenoning machinist (using straight irons and setting up machines and grinding knives and cutters)	13 13 0	13 10 0
Thickneser machinist	13 2 0	12 19 0
Turner	14 1 6	13 18 6
DIVISION VI.—MISCELLANEOUS.		
Belt maker and cutter	13 8 0	13 5 0
Carpenter (other than agricultural implement making)	14 9 0	14 6 0
Currier	13 18 0	13 15 0
Other employees, not elsewhere classified with not less than three months' experience in the agricultural implement making industry	12 6 0	12 3 0
Employee not elsewhere classified	12 0 0	11 17 0

SPECIAL RATES.

3. In addition to the wages prescribed in clause 2 hereof the following special rates and allowances shall be paid :—

- (a) Leading hands in charge of not less than three and not more than ten employees, including apprentices, 6s. per week extra; more than ten and not more than twenty, including apprentices, 18s. per week extra; more than twenty, including apprentices, 27s. per week extra.
- (b) Working in wet places 1½d. per hour extra.
Working in confined spaces 3d. per hour extra.
- (c) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. per hour extra. When work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit employees shall also be entitled to 20 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.
- (d) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit, 1½d. per hour extra. Where the work continues for more than two hours employees shall be entitled to a rest period of 20 minutes every two hours without loss of pay.
- (e) Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.
- (f) Compensation to the extent of damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.
- (g) Except when dismissed for misconduct or when leaving of his own accord, a patternmaker employed for less than three weeks at a workshop or job shall, to the extent of 6s., be reimbursed by his employer any expense incurred in the carting of tools.
- (h) 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, viz., the highest for the disabilities so prevailing.
- (i) To cover all circumstances of employment of an employee called upon to work away from his ordinary place of employment, starting, repairing and/or servicing agricultural implements and tractors, he shall be paid an additional 5s. per day above his classification of implement fitter and/or motor mechanic for all days necessitating living away from his ordinary residence, including Saturdays and Sundays on which work is performed.

EMPLOYEE LEARNING HIGHER GRADE WORK.

4. Where an employee is engaged on higher grade work at his own request for the purpose of learning such work, he shall be paid for the time he is so engaged for a period or periods not exceeding 30 days in all at his usual rate of pay prior to his being so engaged, and thereafter at the rate prescribed.

APPRENTICESHIP.

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

Patternmaking, electrical fitting, engineering fitting and turning, first and second class engineering machining, first-class welding, engineering blacksmithing, jobbing moulding and/or coremaking, sheet metal (first-class bench work) motor mechanic.

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

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

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

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

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

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

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

(c) For the purpose of ascertaining the number of apprentices, the number of tradesmen shall be deemed to be the average number working during the immediately preceding six months, and in ascertaining such proportion, an employer actually working any workshop shall be deemed to be a tradesman.

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

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

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

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

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

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

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

Wages per Week of 40 Hours.

(v) The minimum weekly rates of wage for apprentices shall be as follows :—

	Total Wage Payable.	
	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; or at Warranboool; and within Mildura and Gippsland Districts.	All Other Parts of Victoria.
Four and five-year terms—	£ s. d.	£ s. d.
1st year	3 7 0	3 6 6
2nd year	4 13 6	4 12 6
3rd year	6 4 6	6 3 0
4th year	9 16 6	9 14 0
5th year	12 3 0	12 0 0
Four-year terms—Apprenticeship commencing after the age of 17 years—		
1st year	3 16 6	3 15 6
2nd year	6 4 6	6 3 0
3rd year	9 16 6	9 14 0
4th year	12 3 0	12 0 0

The sum of 4s. per week shall be added to the above rates in the case of apprentice patternmakers.

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

An employee who is under 21 years of age on the expiration of his apprenticeship and, thereafter works as a minor in the occupation to which he has been apprenticed shall be paid at not less than the adult rate prescribed for that classification.

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

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

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

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

(x) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in the Determination for the trade, or in which he has unlawfully absented himself without the master's consent shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

(xi) No employer shall, either directly or indirectly, or by any pretence or device, receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

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

(xiii) Apprentices shall be entitled to annual leave and sick leave in accordance with the provisions of clauses 10a and 14a of this Determination respectively.

UNAPPRENTICED MALE JUNIORS AND FEMALES.

6. (a) Subject to the exceptions hereinafter provided the minimum rates of wage for females and unapprenticed male juniors shall be as follows:—

WAGES PER WEEK OF 40 HOURS.

	Total Wage Payable.	
	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; or at Warrnambool; and within Mildura and Gippsland Districts.	All Other Parts of Victoria.
<i>I.—Adult Females.</i>		
Under one month's experience	£ s. d. 8 17 6	£ s. d. 8 15 6
All others	9 13 6	9 11 6
<i>II.—Junior Females.</i>		
17 years of age and under	4 16 0	4 15 0
18 years of age	5 14 0	5 13 0
19 years of age	6 12 6	6 11 0
20 years of age	7 10 6	7 9 6
<i>III.—Male Juniors.</i>		
Under 16 years of age	2 19 0	2 18 0
16 years of age	4 2 6	4 2 6
17 years of age	5 13 0	5 11 6
18 years of age	7 2 6	7 0 6
19 years of age	8 19 0	8 17 0
20 years of age	10 15 6	10 13 0
<i>IV.—Junior Males (Foundries).</i>		
Under 16 years of age	3 0 0	2 19 0
16 years of age	4 0 0	3 19 0
17 years of age	7 5 6	7 3 6
18 years of age	9 3 0	9 1 0
19 years of age and over	11 0 0	10 17 6

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

The rates shall be calculated to the nearest 6d., any broken part of 6d. in the result not exceeding 3d. to be disregarded

(b) Except in the case of employees in foundries, 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 in the Metal Trades industry shall, until he or she has had six months' experience, be 10 per cent. less than the amount represented by the percentage of the basic wage prescribed for a junior employee of his or her age, and, in addition thereto, the additional amounts set out in clause 25 (d).

HOURS OF WORK.

Day Workers.

7. (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. Any dispute as to whether the ordinary hours of work can in any case or cases be worked in five days without detriment, loss or reduction as aforesaid shall be determined by the Wages Board upon application made by or on behalf of the employees. Upon such an application proof that the working of a five-days week will result in such detriment, loss or reduction as aforesaid shall be upon the employer.

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.

7A. (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 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.

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 1s. 6d. 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 2s. and 1s. 3d. 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) Any employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

SHIFT WORK.*Definitions.*

9. (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; 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 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 four 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 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 8 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.

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 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 14 (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 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.

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. per shift whichever is the higher.

9A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 10 (a) hereof.

Provided that an employee who fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

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, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this provision shall apply only to the day so substituted.

Any employer who has given to his employees notice under paragraph (i) of sub-clause (m) of clause 10A of this Determination of his intention to close down his plant or section or sections thereof for the purpose of allowing annual leave may alter the date of such intended closing down by substituting a date no more than two days earlier than the date of which notice was given upon giving at least one week's notice of such alteration.

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) An employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, or day or days substituted by Act of Parliament or Proclamation in lieu of such 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, required to work on Sundays or public holidays, or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, shall be paid for a minimum of three hours' work.

*ANNUAL LEAVE.**Period of Leave.*

10A. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee on weekly hiring in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

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

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

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 10 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

(e) For the purposes of this clause service shall be deemed to be continuous notwithstanding—

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 14A shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice shall be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting to each union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. Provided however, that in respect of service before the 1st January, 1946, the annual leave shall be allowed at the rate of 3½ hours for each completed one month of continuous service and in respect of service after that date at the rate of 6½ hours for each completed one month of continuous service. Any broken part of a month served before the 1st January, 1946, shall for the purposes of this clause be deemed to be service after the 1st January, 1946. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

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

Calculation of Month.

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

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

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

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued (due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 10 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a shift worker or an employee taking his leave pursuant to sub-clause (d) of this clause either of whom shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause, and sub-clause (l) hereof, wages shall be at the rate prescribed by clauses 2, 5, and 6 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 3½ hours in respect of each completed month of continuous service before the 1st January, 1946, and for 6½ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

(m) Where an employer closes down his plant, or a section or sections thereof, for the purposes of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work. Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

SHOP STEWARDS.

11. 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.

12. A duly accredited union representative shall have the right to enter employers' workshops during the midday meal hour for the purposes of interviewing employees on legitimate union business 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 the places where they are taking their meal.
- (iii) That not more than one representative in all be in any workshop at any one time.
- (iv) That no one representative visit a workshop more than once in each week.
- (v) That if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.
- (vi) The official making such inspection shall be entitled to take a copy of entries in a time and wages book relating to the suspected breach of the Determination.

TRAVELLING TIME ALLOWANCE AND BOARD.

13. (a) All fares and reasonable travelling expenses—including the cost, if any, incurred for meals—incurred by an employee during travelling shall be paid by the employer. The fares shall be first class on coastal boats, or on inter-state boats, where there is no second class distinct from steerage. On trains where the employee has to travel all night, sleeping accommodation shall be provided where available.

(b) Time occupied in travelling during the ordinary working hours of the factory in which the employee works shall be paid for at ordinary rates.

(c) If an employee has to be away from his home over night he shall be allowed reasonable cost of board and lodgings.

(d) When it is more convenient for the employee in the city or town in which his employer's factory is situated to go direct to the job from his home he shall do so, and start and cease work at the usual time customary at the shop. Provided that any extra expense incurred by him in travelling shall be borne by the employer.

*CONTRACT OF EMPLOYMENT.**Weekly Employment.*

14. (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 an employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the wages shall be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(c) An employee not attending for duty shall except as provided by clause 14A of this Determination lose his pay for the actual time for such non-attendance.

Casual Employment.

(d) 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.

(e) 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.

14A. (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.

(cc) Rights accrued under sub-clause (c) hereof prior to the 1st day of January, 1948, shall be preserved except that the total number of hours so accrued and not taken prior to the 1st day of January, 1948, shall be reduced by 1/11th of such total the result to be calculated to the nearest hour.

Attendance at Hospital, etc.

(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.

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

PAYMENT OF WAGES.

15. (a) Wages shall be paid weekly. Where the services of an employee are dispensed with, wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

(b) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid at overtime rates after that quarter of an hour with a minimum of a quarter of an hour.

TIME AND WAGES BOOK.

16. Each employer shall keep a time and wages book showing the name of each employee and his occupation, the hours worked each day and the wages and allowances paid each week.

The time occupied by an employee in filling in any time books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

The time and wages book shall be open for inspection to a duly accredited official of a union concerned during the usual office hours at the employer's office or other convenient place. Provided that no inspection shall be demanded unless the Secretary of the Union or the district secretary or organizer of any division suspects that a breach of this Determination has been or is being committed. Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The officer making such inspection shall be entitled to take a copy of the entry in the time and wages book relating to such suspected breach of this Determination.

PAYMENT BY RESULTS.

17. Subject to the minimum wages herein prescribed, an employer may remunerate any of his employees under any system of payment by results based on rates which will enable workers of average capacity to earn at least 10 per cent in excess of their prescribed hourly or weekly rates.

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

18. (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
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, 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.

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.

Goggles.

(iii) 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.

(iv) 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.

Protective Equipment—Welding.

(v) Employers shall provide a sufficient supply of the undermentioned equipment to enable each welder and his assistant when engaged on work necessitating its use to be supplied with same:—

(a) Suitable asbestos sheets.

(b) Hand screens or helmets fitted with coloured glass (or in the case of oxy-acetylene operators protective glasses with side shields),

(c) Anti-flash goggles,

(d) Aprons, leather sleeves and leggings (or coveralls of flame-proof material) and gauntlet gloves; and

(e) Gum or other insulating boots when working in places so damp that danger of electric shock exists.

An employee who is pursuant to this paragraph supplied with any of the equipment specified herein shall wear or use as the case may be such equipment in such a way as to achieve the purpose for which it is supplied.

Where electric arc operators are working screens which shall be suitable and sufficient for the purpose shall be provided by the employer for the protection of employees from flash.

Tools.

(vi) 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.

Tools—Patternmakers.

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

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

Dressing Castings.

(c) Where practicable, the dressing and rumberling 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-handled ladles—60 lb., including the weight of the ladle.

Other ladles— $\frac{1}{4}$ 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.

Females—Rest Period and Seats.

(e) 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.

(f) 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.

NOTICE BOARD.

19. Employers shall permit a notice board of reasonable dimensions to be erected in a prominent position in their establishments upon which representatives of the unions shall be permitted to post notices of union meetings.

POSTING DETERMINATION.

20. A copy of this Determination shall be kept posted in a prominent position by the employer.

MIXED FUNCTIONS.

21. (a) Except as hereinafter provided 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.

(b) An employee engaged on any day on different grades of work under a system of payment by results in accordance with clause 17 of this Determination shall as to minimum rates be paid at the rates prescribed for time actually worked in each grade.

EXTRA RATES NOT CUMULATIVE.

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

DEFINITIONS.

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

(b) "Sheet Metal Worker—1st Class" means an adult workman working to scaled prints or drawings or applying general trade experience or knowledge to the making of completed articles and/or the erection and installation thereof.

(c) "Sheet Metal Worker—2nd Class" means an adult workman working at the bench in the making and/or repairing of completed articles not calling for the use of prints or drawings or measurements.

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

(e) "Furnaceman" 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.

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

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

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

(i) "Machinist—1st Class" means a tradesman who is partly or wholly engaged in setting up and operating the following machines:—Lathe, boring machine, milling machine, planing machine, shaping machine, slotting machine, and grinding machine.

(j) "Machinist—2nd Class" means an adult not engaged as a tradesman and who is not required to work from drawings or prints required to be scaled and/or measured from drawings or prints or to make precision measurements, but who is engaged in operating or in the setting up and operating of machines enumerated in the definition of 1st class machinist; or who is engaged operating a key-seating machine, or as a pipe fitter on low pressure work.

(k) "Machinist—3rd Class" means a machinist, not being a process worker, who operates any machine set up by a tradesman or any machine, the setting up of which does not require the knowledge or skill of a 2nd class machinist.

(l) "Motor mechanic" means an adult employee engaged in making, repairing, altering, assembling (except for the first time in Australia) or testing the metal parts (including electric) of the engines of motor vehicles.

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

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

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

(p) "Process worker" means an employee engaged on—

(i) Repetition work on any automatic, semi-automatic, or single purpose machine or any machine fitted with jigs, gauges, or other tools rendering operations mechanical (and in connexion with which he is not responsible for the setting up of the machine nor for the dimensions of the products other than by checking with gauges, which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator); or

(ii) in the assembling of parts of mechanical appliances or other articles so made, in which no fitting or adjustment requiring skill is required; or

(iii) in specialized processes—not requiring use of hand tools except hammers, pliers, screwdrivers, spanners, and files, and such tools as are necessary for deburring or removing rags or edging.

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

(r) "Toolmaker" means a tradesman making and/or repairing any precision tool, gauge, die, or mould to be affixed to any machine, who designs or lays out his work and is responsible for its proper completion.

(s) "Welder—1st Class" means a tradesman using electric arc and/or acetylene blowpipe and or coal gas cutting plant or flame hardening who is required to apply general trade experience as a welder or flame hardener respectively.

(t) "Welder—2nd Class" means an adult employee using an electric arc or oxy-acetylene blowpipe who is not a welder 1st class or welder 3rd class.

(u) "Welder—3rd Class" means an adult employee using an electric spot or butt welding machine or cutting scrap with an oxy-acetylene blowpipe.

(v) "Wet place" means a place in which water is continually dripping from overhead to such an extent as to saturate the clothing of a workman, or a place where water accumulates underfoot to a depth exceeding two inches.

PERIODICAL ADJUSTMENT OF WAGES.

24. 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 25.

Basic Wage.

Place.	Adult Males.	
	Basic Wage (Adjustable).	Index Number Set Assigned.
Victoria—	£ s. d.	
Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; or at Warrnambool; and within Mildura and Gippsland districts	11 17 0	Melbourne
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne		

The basic wage for adult females shall be 75 per cent of the basic wage for adult males, calculated to the nearest 6d., half or less than half of 6d. in a result to be disregarded.

ADJUSTMENT OF BASIC WAGE.

25. (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 February, 1954, the amount of the basic wage shall be as prescribed in clause 24.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August or a November, 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 and all juniors shall, as from the beginning of the first pay period to commence in February, 1951, be the percentages of the basic wage shown hereunder plus the war loadings and additional amounts specified. The percentages for juvenile females relate to the female basic wage, but, in all other cases, relate to the male basic wage. The total wages shall be calculated to the nearest 6d., half or less than half of 6d. in a result to be disregarded.

(i) Apprentices.

	Percentage of Basic Wage.	Additional Amount.	War Loading.
		s. d.	Per Week. s. d.
Four and Five-year Terms—			
1st year	28	..	0 9
2nd year	39	..	1 0
3rd year	52	..	1 6
4th year	82	..	2 3
5th year	100 plus 3s.	..	3 0
Four-year Terms—Apprenticeship commencing after the age of 17 years—			
1st year	32	..	0 9
2nd year	52	..	1 6
3rd year	82	..	2 3
4th year	100 plus 3s.	..	3 0

(ii) *Females and Unapprenticed Males.*

The percentages for junior females relate to the female basic wage, but in all other cases, relate to the male basic wage.

	Percentage of Basic Wage.	Additional Amount.	War Loading. Per Week.
<i>I.—Adult Females.</i>		<i>s. d.</i>	<i>s. d.</i>
Under one month's experience	75		
All others	75	16 0	
<i>II.—Junior Females.</i>			
17 years of age and under	52	3 6	
18 years of age	62	4 0	
19 years of age	72	4 6	
20 years of age	82	5 0	
<i>III.—Male Juniors.</i>			
Under 16 years of age	24	2 0	
16 years of age	34	3 0	
17 years of age	40	4 0	
18 years of age	58	5 0	
19 years of age	73	6 0	
20 years of age	88	7 0	
<i>IV.—Junior Males (Foundries).</i>			
Under 16 years of age	24	2 0	1 0
16 years of age	32	2 6	1 9
17 years of age	58	5 0	3 0
18 years of age	73	6 0	4 0
19 years of age and over	88	7 0	4 6

MARGINAL RATES.

26. In addition to the basic wage provided in clause 24 of this Determination the following margins and loadings shall be the minimum rates payable to male adults engaged in the occupations named :—

	Margin per Week.	Loading per Week.
<i>DIVISION I.—AGRICULTURAL IMPLEMENT SECTION.</i>	<i>s. d.</i>	<i>s. d.</i>
<i>(a) Assembly, Fitting, and Process Working.</i>		
Assembler	21 0	3 0
Assembler after two years' experience	25 0	3 0
Carpenter on agricultural implement making (including tool allowance)	36 0	4 0
Dismantler	20 0	3 0
Implement and/or comb fitter	29 0	3 0
Implement and/or comb fitter after two years' experience	33 0	4 0
Pattern fitter and finisher	33 0	4 0
Pattern fitter and finisher required to do machining	46 0	6 0
Plough fitter	27 0	3 0
Process worker	19 0	3 0
Wheel rimmer	29 0	3 0
Windmill erector	29 0	3 0
Windmill maker other than fitter	28 0	3 0
<i>(b) Blacksmithing, &c.</i>		
Blacksmith's striker	20 0	3 0
Blacksmith's striker on double fires	22 0	3 0
Bulldozer operator	26 0	3 0
Hammer driver	22 0	3 0
Heater	20 0	3 0
Implement smith of five years' experience able to do all classes of implement work	36 0	4 0
Other smith (including iron bender)	33 0	4 0
<i>(c) Dressing, Grinding, and Pickling.</i>		
Chipper	20 0	3 0
Dresser and fettler	22 0	3 0
Emery-wheel attendant	22 0	3 0
Grinder	22 0	3 0
Grinder using portable machine	24 0	3 0
Pickler	17 0	3 0
Shot and sand blast dresser	24 0	3 0

	Margin per Week.	Loading per Week.
DIVISION I.—AGRICULTURAL IMPLEMENTS SECTION—continued.		
	s. d.	s. d.
(d) Furnacemen.		
Cupola	29 0	3 0
Electric	28 0	3 0
All other furnaces (not including small rivet or bolt heating)	26 0	3 0
Small rivet or bolt heating	22 0	3 0
Assistant	20 0	3 0
(e) Foundry.		
Jobbing moulder and/or coremaker	46 0	6 0
Loose pattern moulder	36 0	6 0
Plate and machine moulder and/or coremaker	28 0	6 0
Cupola furnaceman	31 0	6 0
Electric furnaceman	30 0	6 0
All other furnacemen	28 0	6 0
Assistant furnacemen	22 0	6 0
Dressers and fettlers	24 0	6 0
Grinders	24 0	6 0
Grinders using portable machine	26 0	6 0
Shot and sand blast dressers	26 0	6 0
(f) Inspection, &c.		
Checker	22 0	3 0
Inspector	22 0	3 0
(g) Machinists.		
1st class	46 0	6 0
2nd class	33 0	4 0
3rd class	25 0	3 0
Driller	22 0	3 0
Process worker	19 0	3 0
(h) Painting, &c.		
Dipper	17 0	3 0
Painter (brush hand)	20 0	3 0
Paint mixer	17 0	3 0
Spray painter	21 0	3 0
Writer and liner	29 0	3 0
(i) Sheet Metal.		
Sheet metal worker—1st class	46 0	6 0
Sheet metal worker—2nd class	33 0	4 0
(j) Stores.		
Attendant at casting stores	17 0	3 0
Storeman and/or packer	20 0	3 0
(k) Welders.		
1st class	50 6	6 0
2nd class	25 0	3 0
3rd class	21 0	3 0
Tack welder	23 0	3 0
(l) Wire Workers.		
Wire drawer	20 0	3 0
Wire weaver	20 0	3 0
DIVISION II.—ELECTRICAL.		
Electrical mechanic	46 0	6 0
Shift electrician	46 0	6 0
Tradesman, electrical fitter	46 0	6 0
Tradesman's and electrical mechanic's assistant	20 0	3 0
DIVISION III.—ENGINEERING.		
Electrical fitter	46 0	6 0
Machinist—1st class	46 0	6 0
Machinist—2nd class	33 0	4 0
Machinist—3rd class	25 0	3 0
Motor mechanic	46 0	6 0
Patternmaker	60 0	5 0
Toolmaker	55 0	10 0
Tradesman	46 0	6 0
Tradesman, the greater part of whose time is occupied in marking off	50 6	6 0
Tradesman, wet stone grinder, and glazier	46 0	6 0
DIVISION IV.—ENGINEERING SMITHING.		
Coppersmith	47 6	6 0
Forger and/or faggoter	64 6	6 0
Forge-man's assistant	22 0	3 0
Other smith	47 6	6 0
Toolsmith	50 6	6 0

	Margin per Week.	Loading per Week.
	<i>s. d.</i>	<i>s. d.</i>
DIVISION V.—WOOD MILL.		
Band sawyer	27 0	2 0
Bending machinist	24 0	2 0
Boring and drilling machinist	20 6	1 6
Buzzer machinist (only operating or feeding machines)	16 6	1 6
Buzzer machinist (using straight irons and setting up machines and grinding knives and cutters)	29 6	2 6
Casemaker	26 0	2 0
Casemaking sawyer	17 6	1 6
Circular sawyer	27 0	2 0
Crosscut sawyer	20 6	1 6
Morticing machinist	20 6	1 6
Moulding machinist (where the machinists set up their machines only)	28 0	2 0
Moulding machinist (where the machinists set up their machines and grind their knives and cutters)	36 6	2 6
Pulling out machinist	19 6	1 6
Sanding machinist	24 0	2 0
Saw doctor	55 0	3 0
Shaper machinist	41 6	3 0
Stackers	19 6	1 6
Tenoning machinist (only operating or feeding machines)	18 6	1 6
Tenoning machinist (using straight irons and setting up machines and grinding knives and cutters)	33 6	2 6
Thickener machinist	23 0	2 0
Turner	41 6	3 0
DIVISION VI.—MISCELLANEOUS.		
Belt maker and cutter	27 0	4 0
Carpenter (other than agricultural implement making)	46 0	6 0
The rate payable to employees working in this classification shall be increased by a tool allowance of 4s. per week.		
Carrier	37 0	4 0
Other employees not elsewhere classified, with not less than three months' experience in the agricultural implement making industry		
Employee not elsewhere classified	6 0	3 0
	Nil	3 0

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

J. W. RYAN, Secretary.

Melbourne, 9th December, 1953

[2121]



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TUESDAY, APRIL 6.

[1954

Factories and Shops Acts.

DETERMINATION OF THE NICKELWARE BOARD.

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

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

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

1. That as from the 16th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Adults.						Per Week of 40 Hours.	
						s.	d.
Stamper who puts in die and makes force	284	6
Repairer	284	6
Maker-up	284	6
Spinner, 1st class	278	0
Spinner (other)	263	0
Die setter	263	0
Drop hammer stamper (other than one who puts in die and makes force)	261	0
Press operator (heavy)	261	0
Press operator (light)	259	0
Pickler	260	0
Hand blanker	259	0
Other employees with not less than three months' experience in the metal trades industry	246	0
All others	240	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.

3. (a) An employer may employ any minor as an apprentice in any work covered by the Determination provided that no minor shall be employed in the trade or occupation of a spinner—1st class otherwise than under a contract of apprenticeship as hereinafter provided.

Period of Apprenticeship.

(b) If the apprentice when indentured is under the age of seventeen years—five years; if over the age of seventeen years—four or five years, at the option of the contracting parties.

Contract of Apprenticeship.

(c) 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 Indentures.

(d) Subject to the approval of the Secretary for Labour but not otherwise, an indenture of apprenticeship may be suspended or cancelled—

- (i) by mutual consent;
- (ii) if through lack of orders or financial difficulties an employer is unable to find suitable employment for an apprentice and a transfer to another employer cannot be arranged;
- (iii) if in the opinion of the Secretary for Labour circumstances exist which render such suspension or cancellation necessary or desirable.

Any covenant in an indenture inconsistent with the provisions of this clause shall be null and void and of no force or effect while this Determination remains in force and applies to the parties to the indenture.

Proportion.

(e) An employer shall not employ apprentices in excess of the proportion hereinafter prescribed:—

- (i) In the trade of a spinner—1st class.—One apprentice for every three or fraction of three tradesmen;
- (ii) In all other cases.—Three apprentices and two improvers or two apprentices and three improvers to every three or fraction of three workers receiving not less than the rate prescribed for "all others".

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 journeymen.

Adult Apprentices.

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

Probationary Period.

(g) Minors may be taken on probation for three months, and if apprenticed such three months shall count as part of their period of apprenticeship. An employer shall within fourteen days of employing a probationer notify the apprenticeship authorities of the employment of such probationer to any of the trades mentioned herein.

Wages.

(h) The minimum weekly rates of wage for apprentices shall be the under-mentioned percentages of the contemporaneous basic wage, and in addition thereto the constant and war loadings specified, and in all contracts of apprenticeship hereafter made the employer shall covenant to pay wages of not less than such rates.

(i) *Wages per Week of 40 Hours.*

										Percentage of Basic Wage.	Total Wage Payable.
										Per Week.	£ s. d.
Four and five-year terms—											
1st year	32	3 16 0
2nd year	43	5 2 0
3rd year	54	6 8 0
4th year	83	9 16 6
5th year	100 + 6s.	12 3 0
Four-year terms—Apprentice commencing after the age of 17 years—											
1st year	34	4 0 6
2nd year	54	6 8 0
3rd year	83	9 16 6
4th year	100 + 6s.	12 3 0

The total wages of apprentices shall be calculated to the nearest 6d., any broken part of 6d. in the result not exceeding 3d. to be disregarded.

An employee who is under 21 years of age on the expiration of his apprenticeship and thereafter works as a minor in the occupation to which he has been apprenticed shall be paid at not less than the adult rate prescribed for that classification.

Hours.

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

Overtime and Shift Work.

(k) No apprentice under the age of eighteen years shall be required to work overtime or shift work unless he so desires. No apprentice shall except in an emergency work or be required to work overtime or shift work at times which would prevent his attendance at technical school as required by any statute, determination, or regulation applicable to him.

Payment by Results.

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

Lost Time.

(m) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in this Determination, or on 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.

(n) An employer shall not, either directly or indirectly, or by any pretence or device receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

Attendance at Technical Schools.

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

Annual and Sick Leave.

(p) Apprentices shall be entitled to sick and annual leave in accordance with the provisions of clauses 15 and 16 hereof respectively.

FEMALES AND UNAPPRENTICED MALE JUNIORS.

4. (a) Subject to the exception hereinafter provided, the minimum rates of wage for adult and junior females and for unapprenticed male juniors employed in occupations other than that of a spinner—1st class, shall be as follows :—

Wages per Week of 40 Hours.

	* Percentage of Basic Wage.	Margin.	Total Wage Payable.
	Per Week.	Per Week.	
		s. d.	£ s. d.
<i>I.—Adult Females.</i>			
Under one month's experience	75	..	8 17 6
All others	75	16 0	9 13 6
<i>II.—Junior Females.</i>			
17 years of age and under	52	3 6	4 16 0
18 years of age	62	4 0	5 14 0
19 years of age	72	4 6	6 12 6
20 years of age	82	5 0	7 10 6
<i>III.—Junior Males.</i>			
Under 16 years of age	24	2 0	2 19 0
16 years of age	34	3 0	4 3 6
17 years of age	46	4 0	5 13 0
18 years of age	58	5 0	7 2 6
19 years of age	73	6 0	8 19 0
20 years of age	88	7 0	10 15 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 6d., any broken part of 6d. in the result not exceeding 3d. to be disregarded.

(b) 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 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 :

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
using electric arc or oxy acetylene blow pipe, or
- (ii) if under 18 years of age—
die setting on power presses.

SPECIAL RATE.

5. In addition to the wages prescribed in clauses 2, 3 and 4 hereof, the following special rate shall be paid to employees including apprentices 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.

Rate not Subject to Penalty Additions.

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

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.

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 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 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.

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.

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 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 fourteen 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 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 8 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 $7\frac{1}{2}$ 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.

(fi) 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 14 (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 four hours on duty after he had 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 Employees.

(i) 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 of 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 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.

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. Any employer who has given to his employees notice under paragraph (i) of sub-clause (m) of clause 16 of this Determination of his intention to close down his plant or section or sections thereof for the purpose of allowing annual leave may alter the date of such intended closing down by substituting a date no more than two days earlier than the date of which notice was given upon giving at least one week's notice of such alteration.

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 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, 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.

10A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 10 hereof.

Provided that an employee who fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

PIECWORK RATES.

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

EXTRA RATES NOT CUMULATIVE.

12. 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.

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. 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.*

14. (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 effect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the wages shall be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any break-down in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible. 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.

15. (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 LEAVE.

Period of Leave.

16. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee on weekly hiring in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

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

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

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 10 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

(e) For the purposes of this clause service shall be deemed to be continuous notwithstanding—

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury or cause and the estimated duration of his absence: A notification given by an employee pursuant to clause 15 shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice shall be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting to each union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering same to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day, any broken part of a day in the result not exceeding half a day to be disregarded.

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

Calculation of Month.

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

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

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

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 10 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a shift worker or an employee taking his leave pursuant to sub-clause (d) of this clause either of whom shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause and sub-clause (l) hereof, wages shall be at the rate prescribed by clauses 2, 3 and 4 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 6½ hours at the same rate in respect of each completed month of continuous service, the service being service in respect of which leave has not been granted hereunder.

Annual Close Down.

(m) Where an employer closes down his plant, or a section or sections thereof, for the purposes of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.
Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

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

17. (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, carbolized	1 jar
Picric acid solution, made according to the following recipe or prescription:— 1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water	1 pint
Pins, safety	1 packet
Sol 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.

Masks.

(iii) Where necessary suitable masks shall be provided for employees required to use compressed air for blowing dust from electrical machinery or equipment. An employee when performing such work shall wear the mask provided for his protection. Masks containing celluloid shall not be considered suitable for the purposes of this provision.

Protective Clothing—Galvanising, &c.

(iv) Employers shall provide suitable protective aprons, rubber gloves, and rubber boots or clogs, to employees engaged in manual handling of materials over hot galvanising or tinning pots or pickling or plating baths.

Tools.

(v) 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 *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.

18. 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.

19. (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 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 above-named

General Secretary.

(Seal.)

Date—

Specimen Signature of Holder—

STRICTLY NOT TRANSFERABLE.

TIME AND WAGES BOOK.

20. (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.

21. 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.

22. "Pieceworker" means an employee required to work any job at a price fixed.

"Spinner—1st class" means an adult employee required to make his own chucks, spin up the job to drawings, measurement, or blue prints, and/or who applies general trade knowledge and experience to making of spun articles by jobbing methods.

"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

PERIODICAL ADJUSTMENT OF WAGES.

23. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount, and at the same time as such basic wage as prescribed in clause 24. The wages of male juniors and females shall be the percentages of the basic wage, and in addition thereto the additional amounts specified in clauses 3 and 4 of this Determination.

Basic Wage.

Place.	Adult Males Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 11 17 0	Melbourne

The basic wage for adult females shall be 75 per cent. of the basic wage for adult males, calculated to the nearest 6d. half or less than half of 6d. in a result to be disregarded.

ADJUSTMENT OF BASIC WAGE.

24. (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 February, 1954, the amount of the basic wage shall be as prescribed in clause 23.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, 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 23, any adult employee of a classification specified hereunder shall be paid the margin hereinafter assigned to that classification:—

Classification.	Margin.
	s. d.
Stamper who puts in die and makes force	47 6
Repairer	47 6
Maker-up	47 6
Spinner, 1st class	41 0
Spinner (other)	26 0
Die setter	26 0
Drop hammer stamper (other than one who puts in die and makes force)	24 0
Press operator (heavy)	22 0
Press operator (light)	22 0
Pickler	23 0
Hand blanker	22 0
Other employees with not less than three months' experience in the metal trades industry	9 0
All others	3 0

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

J. W. RYAN, Secretary.

Melbourne, 16th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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TUESDAY, APRIL 6.

[1954

Factories and Shops Acts.

DETERMINATION OF THE PROCESS 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 Special 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—

(a) in the process, trade, or business of a process engraver;

(b) in the process, trade, or business of making blocks or plates for photogravure or rotogravure work—

has made the following Determination, namely :—

1. That, as from the 17th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

(a) Apprentices.	Male Juniors, not being Apprentices, and Female Juniors.		
	Male.		
		Percentage of Rate Prescribed for “Any Other Adult Male”.	Total Wage Payable.
		%	£ s. d.
Under 15 years of age		22	2 15 6
Between 15 and 16 years of age		27	3 8 6
Between 16 and 17 years of age		35	4 8 6
Between 17 and 18 years of age		47	5 19 0
Between 18 and 19 years of age		50	7 9 6
Between 19 and 20 years of age		72	9 2 0
Between 20 and 21 years of age		85	10 15 0
A junior working on a night shift for a week shall be paid 12s. extra for such night shift work ; if he works less than a week, he shall be paid <i>pro rata</i> for the hours worked by him.			
	Female.		
		Percentage of an Adult Female Rate of £10 1s. 6d. (Adjustable).	Total Wage Payable.
		%	£ s. d.
First year's experience		30	3 0 6
Second year's experience		40	4 0 6
Third year's experience		50	5 0 6
Fourth year's experience		60	6 1 0
Fifth year's experience		75	7 11 0
And thereafter the minimum wage prescribed for females for the class of work which she is doing.			
A female junior entering the industry in her eighteenth year or later shall receive the foregoing rate appropriate to her experience and not less than 10s. per week extra until she reaches the age of 21 years, when she shall be paid the minimum wage prescribed for females for the class of work which she is doing.			
In the above provisions as to work performed by females, “experience” means experience in a branch of the industry, including experience in the employ of more than one employer, and any female employee mentioned in such provisions on leaving or being discharged from her employment shall be entitled to a certificate from her employer stating the date when such employment began and the date of its termination duly signed or otherwise authenticated by the employer. Such certificate shall be the property of the employee and shall be returned to her by any subsequent employer within seven days of her engagement.			

(b)		Other Employees.	
Male	Per Week.	Female.	Per Week
	£ s. d.		£ s. d.
(i) Photo Engraving—		A female employee in charge of or who supervises, directs or is responsible for the work of—	
(a) Artist and/or designer	15 1 6	(a) from 3 to 8 employees (both inclusive) ..	10 5 0
(b) Camera operator	15 1 6	(b) from 9 to 15 employees (both inclusive) ..	10 17 0
(c) Half-tone etcher	13 1 6	(c) over 15 employees ..	11 4 6
(d) Line etcher	14 17 0	Female employee not otherwise specified ..	9 10 0
(e) Photo imposer	14 17 0		
(f) Engraver	14 17 0		
(g) Router and/or moulder and/or proofer ..	14 15 0		
(ii) Photo Lithography—			
(a) Artist and/or designer	15 1 6		
(b) Camera operator	15 1 6		
(c) Photo lithographic metal plate coater and/or photo lithographic photo composer and/or contact printer-down on lithographic metal plate	14 17 0		
(d) Lithographic plate grainer and/or photo lithographic glass plate cleaner, but not including an employee processing photo lithographic glass plates	13 5 0		
(Where the plate grainer cronaxes or brunaxes zinc or aluminium plates he shall be paid the margin shown herein and 5s. in addition.)			
(iii) Photogravure—			
(a) Artist and/or designer	15 1 6		
(b) Camera operator	15 1 6		
(c) Plate and/or cylinder maker ; that is, negative and/or positive retoucher and/or sensitizer and/or planner and/or printer-down and/or transferer and/or etcher	15 1 6		
(iv) Any other adult male	12 13 0		

An employee working on a night shift for a week shall be paid 16s. extra for such night shift work ; if he works less than a week he shall be paid *pro rata* for the hours worked by him.

Female to be Paid Male Rate.

Where a female is employed to do any work specifically named or described or of the class mentioned in the classification for a male, she shall be paid the rate which is prescribed for the male ; provided that this clause shall not apply to any individual female employee in respect of work (other than the work of items (ii) (a), (ii) (b), (iii) (a), (iii) (b), and (iii) (c), which, at 31st December, 1936, was being done by her and for which no marginal rate for females is herein specifically prescribed ; provided further that this clause shall not apply to any individual employee in respect of the work of items (ii) (a), (ii) (b), (iii) (a), (iii) (b), and (iii) (c), which, at 22nd February, 1942, was being done by her.

LIMITATION OF EMPLOYMENT OF JUNIORS.

3. (a) No department shall be manned exclusively by juniors.
- (b) Not more than two male juniors shall be employed to each male adult employed as a weekly employee in each department. For the purposes of this provision an apprentice shall be deemed to be a junior.
- (c) The conditions of employment of juniors in any branch of the industry in respect of which provision is made for apprenticeship shall be as prescribed from time to time by the Apprenticeship Commission of Victoria for the industry.

WEIGHTS.

4. No female shall be required to lift or carry by hand a greater weight than :—
Females under 18 years of age—25 lb.
Females of 18 years and over—30 lb.

LITHOGRAPHIC PRINTING CONDITIONS.

5. (a) No unskilled worker shall mix solutions for washing-out, sensitizing, desensitizing, or etching, when such solutions are made on the employer's premises.
- (b) Plate graining shall be done only by apprentices or adults.

HOLIDAYS.

6. (a) An employee shall be entitled to be absent from his employment without deduction of pay on any holiday. In this Determination "holiday" means the day observed as any of the following days or any day substituted therefor : New Year's Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Christmas Day, Boxing Day, Australia Day, Queen's Birthday, and Anzac Day.

Provided—

- (i) that, within fifteen miles of the General Post Office at Melbourne, Cup Day shall be substituted for Anzac Day ;
- (ii) that, where a holiday may fall on a non-working day and the State may with regard to its own employees prescribe in the following week a certain working day as an additional holiday, such working day shall be a holiday within the meaning of this clause.
- (b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.
- (c) Where an employee is dismissed within one week before any holiday (or within one week before the first day of several holidays), his re-engagement by the same employer within one week after such holiday (or, as the case may be, within one week after the last day of such several holidays), shall be *prima facie* evidence that his employment was terminated in breach of sub-clause (b) hereof.
- (d) Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.
- (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 holiday.
- (f) When an employee is absent from his or her employment for a period exceeding three consecutive working weeks through illness, or with the consent of the employer, the employee shall not be entitled to payment for any public holidays occurring during any period of absence which exceeds three consecutive working weeks.
- (g) A working week shall consist of the number of days or nights customarily worked by the employee concerned.
- (h) The provisions of this clause shall apply only to weekly employees.
- 6A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday of public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 6 hereof.

Provided that an employee who fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

ANNUAL HOLIDAY.

7. 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.

REST INTERVAL FOR FEMALES.

8. There shall be an interval of ten minutes at a time fixed by the employer between 10 a.m. and 11 a.m. for rest on each day, Monday to Friday inclusive, in each week for each female employee, such time to count as time worked. Reasonable facilities shall be provided by the employer for the employee to have refreshments during such interval if the employee so desires.

FIVE-SHIFT WEEK.

9. (a) The weekly hours of duty for day workers shall be worked in not more than five shifts on Monday to Friday inclusive of each week.

(b) The weekly hours of duty for night workers shall be worked in not more than five shifts on Monday to Friday inclusive. Work on a shift commencing before midnight on a Friday may continue on Saturday for the remaining hours of the shift.

HOURS—DAY WORK.

10. (a) The day work hours of duty of employees shall not exceed eight hours on Monday to Friday inclusive, and shall not exceed 40 hours in any week, to be worked between 8 a.m. and 6 p.m. on Monday to Friday inclusive, provided that the time of starting work of any person employed to clean the premises, or who attends to arrange the heating of machines or buildings, may be 7.30 a.m.

(b) The daily working hours of each office shall be conspicuously displayed in each workroom, and shall continue unchanged until altered by agreement between the employer and the Union or (if members of such union are not employed) his employees.

NIGHT WORK.

11. (a) Night-shift work is work other than overtime work done between the hours of 6 p.m. and 8 a.m.

(b) The hours of duty for night-shift workers shall not exceed 40 hours in any week, to be worked in five shifts within eight hours a shift on Monday to Friday inclusive. Work on a shift commencing before midnight on a Friday may continue on Saturday for the remaining hours of the shift.

(c) The hours of commencing and finishing duty on each shift, of all employees on night shift or unusual shift, shall be arranged between each particular employer and the union, or (if members of such union are not employed) his employees.

(d) A female employee or an employee under seventeen years of age shall not perform night-shift work.

(e) On any day when the hours of any night shift overlap the day-shift hours, the night-shift hours shall be observed, and the night-shift wage shall be paid for such day.

OVERTIME.

12. (a) All overtime rates earned by an employee shall be paid in full, and no deduction shall be made from such overtime rates by reason of any time not worked by such employee.

(b) All duty performed by employees in excess of or outside the hours mentioned in clauses 10 or 11 hereof, or in excess of the hours of a shift, shall be overtime, and shall be paid for at the rate of time and a half for the first three hours and double time thereafter.

(c) (i) Where an employee works on any public holiday mentioned in clause 6 hereof when he is entitled to be away from his employment, he shall be paid thereat at not less per hour than the hourly rate of his weekly wage, in addition to the weekly wage, and shall be given not less than four hours' work, or pay equivalent thereto.

(ii) Should an employee who has worked on a holiday within the hours of his ordinary working day, work on such holiday before the ordinary hour of commencing work or after the ordinary hour of finishing work, he shall be paid double the ordinary rate for the hours worked before the ordinary hour of commencing work or after the ordinary hour of finishing work.

(iii) This sub-clause (c) shall, with the necessary changes, be read to apply equally to a night worker as to a day worker.

(d) (i) Double time shall be paid for all work done on Saturday afternoon, and (with a minimum of four hours' work or pay equivalent thereto) on Sunday.

(ii) Where the hours of the ordinary working week are worked within five days any work done on the sixth day shall be paid for at time and a half for the first four hours worked before noon and at double time thereafter.

(iii) Where the hours of the ordinary working week are worked within five night shifts, any work done on the sixth night shift shall be paid for at double time.

(e) (i) An employee, if called upon to work overtime in excess of one hour after the usual finishing time of any shift shall be paid for two hours' work at overtime rates at the least.

(ii) Where notice of overtime in excess of one hour has not been given to an employee during the previous shift, or where notice of overtime has been given but overtime has not been worked, 3a. shall be paid as an allowance for tea money. The same allowance shall be made for each meal reasonably occurring during such overtime work.

(iii) Subject to the foregoing paragraph, where any junior, apprentice, or female has been given notice of overtime on the previous shift and is required to work overtime, 1a. shall be paid as an allowance for tea money. The same allowance shall be made for each meal reasonably occurring during such overtime work.

(f) (i) Any employee required to work more than five consecutive shifts without a clear interval from work of 36 hours after the fifth shift shall be paid double rates for all work performed by him after the fifth shift until he shall have had such clear interval of 36 hours between shifts. If an employee is stood off for any period during the ordinary working week in order to allow a 36-hour break, there shall be no reduction in his weekly wage.

(ii) An employee who, during the course of a week's work, is transferred from day shift to night shift, or from night shift to day shift, shall be allowed at least a ten-hours' break between the time of finishing his day shift and the time of commencing his night shift or from the time of finishing his night shift and the time of commencing his day shift, as the case may be. If such ten-hours' break is not allowed, the employee shall be paid overtime rates for the shift immediately following the change.

(g) No employee under sixteen years of age shall be employed on overtime. No employee under seventeen years of age nor any female, shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day, subject to clause 16 hereof. No employer shall require or permit an apprentice to work overtime unless at least one skilled worker in his calling is employed at the same time as the apprentice.

(h) An employer shall not require or permit any female employee to work overtime unless at least one other female person is working in close association with her.

(i) An employer shall not require or permit an employee to work overtime or on night shift in connexion with power-driven machinery unless he works in close association with at least one other person.

(j) One hour's time at the least, in addition to the actual time worked and/or the time the employee is required to stand by for work, with a minimum of four hours, shall be paid for as a "call" to any employee brought in to do any work not in his ordinary working hours, such to be paid for at the rate of time and a half, except on Saturday afternoon and on Sunday, when double time shall be paid.

(k) When an employee is required to work overtime exceeding 30 minutes but less than one hour, he shall be paid as though he had worked one hour's overtime.

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

(m) An employer shall not insist upon an employee working overtime where the employee declares he is not free to work and discloses a good reason to the employer to support his declaration. No employee shall be dismissed or in any way whatsoever prejudiced in his employment by reason of his refusal to work overtime where he has satisfactorily disclosed he is not free to work.

(n) An employee who has worked overtime shall be granted at least a break of ten hours between the time of finishing work and the time of commencing work on the next shift, and no deductions shall be made from his pay because of any time lost by reason of such break.

EMPLOYEE MISSING USUAL CONVEYANCE.

13. Whenever the finishing time of any employee working overtime or working on any temporary night shift is such as to cause him to miss the usual means of conveyance home, he shall be conveyed home in a suitable manner, without delay, at the expense of the employer.

MEAL PERIOD.

14. (a) The minimum time allowance for meals shall be three-quarters of an hour, and the maximum allowance one hour. Provided that by agreement with the Union the period may be reduced to not less than half an hour.

(b) No employee shall be compelled to break shift except for meals, and no shift shall exceed five hours without a break for meals.

(c) Where an employee is required to work during his usual meal period he shall be paid one-half extra on the hourly rate of his weekly wage for the time so worked, and he shall be allowed his usual meal period as soon as it can be arranged.

(d) The lunch period of any employee shall be between the hours of noon and 2 p.m.

TERMS OF EMPLOYMENT.

15. (a) No person shall be employed except as a weekly employee, or a casual employee.

(b) A weekly employee, to become entitled to payment of a weekly wage, shall perform such work as the employer shall from time to time require on the days and during the hours usually worked by such employee.

(c) (i) The employment of an employee may be terminated by a week's notice on either side or by the employer at his option by payment of a week's wages in lieu of notice and such notice may be given on any day of the week to take effect one week after the day on which it is given. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, and, in such case, wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot usefully be employed because of any strike of the Union, or any other Union, or through any breakdown of machinery or any stoppage of work for any cause for which the employer cannot be held responsible.

Provided always that the notice referred to in this paragraph shall not be given so as to take effect concurrently with any annual holiday to which the employee may be entitled and such notice or payment in lieu of notice shall be additional to any money payable to the employee under clause 7 of this Determination.

(ii) In the event of work being temporarily stopped by a breakdown of machinery, or by any cause for which the employer cannot be held responsible, and the employee has lost at least two days' pay, the employee may inform the employer of his intention to terminate his employment, whereupon the employment shall be terminated without the employee being required to give the week's notice mentioned in paragraph (i) hereof, and he shall be paid such moneys as are due to him under this Determination.

(d) If an employee's service be terminated during the course of the week, he shall be paid all money due to him at the termination of his service, or all money due to such employee shall be forwarded to him by post within 24 hours thereafter. Without prejudice to his liability to legal proceedings in respect of such non-observance, an employer not observing this provision shall pay such employee an extra full day's pay for each day after the employer's usual pay day upon which he applies at the employer's place of business for payment of the amount due to him, and does not receive it.

SICK LEAVE.

16. The following provisions shall apply to sick leave and sick pay:—

(a) A weekly employee not attending for duty shall lose his pay for the actual time lost unless he produces or forwards within 28 hours of the commencement of such absence evidence or a message satisfactory to the employer that his non-attendance was due to personal ill-health necessitating such absence.

(b) An employer who deems the evidence or message referred to in paragraph (a) hereof to be unsatisfactory may (within 48 hours from the receipt thereof) forward to the employee by registered post or by telegram or deliver to him a request for further evidence of the personal ill-health necessitating his absence. The employee shall reply within 48 hours from the receipt of the request. He may deliver his reply to the employer or send it by registered post or by telegram.

(c) If an employer within 48 hours after the receipt by him of the reply referred to in paragraph (b) hereof fails to despatch, in the manner provided in paragraph (b) hereof, a written notice to the employee that he does not accept the reply as satisfactory evidence of the facts alleged by it, it shall be deemed to be prima facie evidence that the absence of the employee was due to personal ill-health.

(d) If an employer within 48 hours after receipt by him of the written reply referred to in paragraph (b) hereof does not accept such as satisfactory evidence of personal ill-health, he may require further evidence and the employee must within a reasonable time furnish such further evidence. If the employer requires the employee to obtain a medical certificate or other proof of personal ill-health, he shall pay or refund any fee and incidental expenses necessarily paid or incurred by the employee. The employee shall submit to medical examination at the employer's expense if so required, and shall not obstruct or interfere with inquiries deemed to be necessary by the employer.

(e) In any case where the period of 48 hours referred to in paragraph (c) and (d) hereof expires after the finish of the last working day in the calendar week, or on a public holiday, the period shall be deemed to extend to noon of the next ordinary working day, and in any case where illness commences after the finish of such last working day the said period of 48 hours shall be deemed to commence at the starting hour of the next ordinary working day.

(f) A weekly employee shall not be entitled to the sick pay benefits of this clause until he has worked in the employment of his employer for a period of three working weeks.

(g) Notwithstanding that he may be employed by different employers he shall not be entitled to payment for non-attendance on the ground of personal ill-health for more than 40 hours in each year. Such year shall begin on the first day of January of each year.

(h) Any requirement in "writing" shall be deemed to be complied with where a telegram is received or dispatched.

CUMULATIVE SICK LEAVE.

17. (a) Sick leave shall accumulate from year to year so that the period of 40 hours in each year (or any balance of the period) specified in clause 16 hereof 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 prescribed in clause 16, 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 hereto 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.

(b) An employee's rights under this clause shall begin to accrue from the first day of January, 1949.

(c) Notwithstanding anything to the contrary contained herein, any employee who at the commencement date of this Determination has acquired rights under the Determination hereby revoked shall have such rights preserved to him as though they were prescribed in this Determination and his employer shall grant them to the employee on application. The provisions of this sub-section shall lapse on the 31st day of December, 1950; any employee affected will then be deemed to be subject to this clause.

CASUAL EMPLOYEES.

18. (a) An employer when engaging a person for casual employment shall inform him then and there that he is to be employed as a casual. Except where this is done the employee shall be a weekly employee. A casual employee, after two weeks of continuous employment as a casual employee, shall become a weekly employee.

(b) A casual employee has been continuously employed when he or she has worked the same days and hours as a weekly employee.

(c) If a casual employee commences duty on any day, or is directed to attend for duty and actually attends on any day, such employee shall in respect of such day be paid at the rate herein provided and for six hours (either day or night) at the least.

(d) A casual employee, whether working on day or night shift, shall be paid for such work the hourly rate prescribed for such work, with the addition of 15 per cent.

(e) A casual employee, when working on a holiday or on overtime or at a time for which a weekly employee is paid above his ordinary rate of pay shall have his rate of pay as a casual employee increased by the same proportion (e.g., one-half or double, as the case may be) as the weekly worker's rate applicable to the class of work done by the casual employee is directed to be increased under this Determination for work done on such holiday, overtime, or other time, with the addition of 15 per cent.

OVERALLS, UNIFORMS, ETC.

19. (a) An employer who requires any employee to wear at his or her work a uniform or overall shall provide same and keep it clean and in repair without expense to the employee.

(b) Where a change of dress of employees is rendered necessary by the work to be done, the employer shall provide suitable dressing rooms, and allow each employee dressing time each day.

MIXED FUNCTIONS.

20. Where, during any day, an employee is employed on work requiring the performance of functions involving different rates of wages prescribed by this Determination, the minimum rate of wage to be paid to the employee for that day shall be calculated as if the employee performed such only of the said functions as involved the highest rate of wage.

WAGES AND PAY DAY.

21. (a) Subject to clause 15 (c) hereof, an employee shall be paid his wages on Wednesday, Thursday, or Friday in each week, and not more than two days' pay shall be kept in hand by the employer.

(b) Notwithstanding anything to the contrary contained herein, an employer shall not be required to pay to an employee any amount which is in dispute as sick pay (should the employee become entitled to the sick pay claimed) until the pay day of the pay week following the pay week in which the claim for sick pay was made to the employer.

RESTRICTIONS ON TAKING WORK OFF AN EMPLOYER'S PREMISES.

22. (a) No work covered by this Determination shall be taken off an employer's premises to be executed by any employee of that employer.

(b) No such work shall be taken off an employer's premises to be executed by any other person, except the employer himself; provided that this sub-clause shall not affect the right of an employer to have work done in a trade supply house.

TIME BOOK.

23. (a) Each employer shall keep a time and wages book, correctly and fully written in ink, showing the name of each employee, and his occupation, the hours worked (including overtime) each day or night, and the wages, overtime, and allowance paid each week; provided that the employer may at his option use a mechanical clock in lieu of a time book for the purpose of recording the time of each employee. The book, or, when a clock is installed, the time cards, shall be open for inspection by a duly accredited official of the Union, or of employees not members of any Union, during the usual office hours at the office or other convenient place. The inspecting official shall be entitled to take and carry away a copy of any entry in such book or time card, and may in any relevant proceeding tender such copies in evidence. Every book or time card kept or made under this clause shall for at least twelve months after the making of any record thereon be kept by the employer at his place of business and shall be there open for inspection under this clause.

(b) The employer shall also keep for inspection a record of the age of each male junior and the age and experience of each female junior.

(c) Twenty-four hours' notice of the intention to inspect the time book shall be given to the employer whose book is to be inspected.

(d) An employer, in showing the hours worked on each day shift or night shift, shall set out the commencing and finishing time of each such shift, together with the commencing and finishing time of the meal period in each such shift. When the hours of overtime are shown the commencing and finishing time of such overtime shall be set out.

AUTHORIZED PERSONS MAY ENTER FACTORY.

24. (a)—

(i) The secretary-treasurer or assistant secretary of the Union;

(ii) The secretary of the appropriate branch or sub-branch thereof of the Union; or

(iii) An officer of the appropriate branch or sub-branch thereof of the Union accredited in writing by the secretary of the branch—

shall have power to enter and inspect during working hours any part of a factory or workshop where work covered by this Determination is done and to interview the employees in regard to their wages, rates, and conditions of employment.

(b) At least three hours' notice shall be given to the employer or his representative by any such person or persons prior to his or their actual going on the premises, and the employer shall be notified of his or their arrival, and he or his representative shall be entitled to accompany any such person or persons, and shall provide access to the wages book and time sheet and records of any employee. Upon request of the said person or persons the employer or his representative shall produce or shall permit to be seen any work or part of any work done or in the course of being done by an employee. The work and duties of the employee shall be interfered with as little as possible by any such person or persons.

UNION OFFICIAL VISITING FACTORY.

25. (a) An employer shall permit any authorized person referred to in clause 24 sub-clause (a) hereof, to enter his factory for the purpose of—

(i) Collecting members' contributions;

(ii) Posting Union notices and/or interviewing employees on matters relating to this industry and/or this Determination.

(b) Such authorized person shall inform the person in charge of his arrival before entering the factory. Such person shall have reasonable ingress into the factory and access to employees. The employer or his representative shall be entitled to accompany such person or persons while they are in the factory.

(c) Not more than two authorized persons shall at any one time visit or be in any one working establishment, and not more than two visits shall be made in any week to any employer's factory by authorized persons.

(d) If any employer alleges that an authorized person is unduly interfering with his working establishment, or is creating disaffection amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.

UNION DELEGATE.

26. Not more than two delegates, chosen by and from the employees of an employer, shall be allowed the necessary time in working hours to interview the employer or his representative for the purpose of submitting grievances.

SEATING PROVISION.

27. (a) Any male employee whose work requires him to be seated shall be provided with a reasonably comfortable seat.
 (b) Any female employee whose work permits of her being seated or requires her to be seated shall be provided with a reasonably comfortable seat.
 (c) The use of metal seating accommodation shall not be permitted unless effectively covered with felt or similar material.

HEALTH NOTICES.

28. Notices containing advice for the preservation of the health and protection of workmen, if provided by the Union, shall be kept prominently posted and displayed in all workrooms by the employer.

HEALTH PROVISIONS.

29. (a) Dry sweeping shall not be permitted or carried out in any factory, workshop, or place. All establishments and workshops shall be efficiently ventilated.
 (b) The employer shall provide a suitable place for male employees and a separate suitable place for female employees to wash their hands, and a sufficient number of wash basins for their use. As early as possible, but within a period of two years from the operative date of this Determination, each employer shall provide an adequate supply of hot water for the use of his employees.
 (c) Proper facilities shall be provided by the employer so that the clothing of employees taken off during working hours may be protected from the dust of the work-room.
 (d) Each workroom, lavatory, and convenience of any factory or workshop shall be thoroughly swept and cleaned at least once each day, and at least once each week each lavatory or convenience shall be thoroughly scrubbed out with phenyle or other disinfectant.
 (e) In each factory or workshop where the floors are composed of materials known as granolithic, or concrete, or combinations of cement, stone, or asphalt, employers shall provide some suitable covering material, to eliminate cold and damp, upon which the worker may stand whilst at work.
 (f) All saws shall, so far as possible, be so enclosed as to minimize noise and prevent the spraying of particles of metal and wood.
 (g) An employee whose work entails the use of solutions or acids which injure his hands or any part of his body shall be provided with gloves in good condition by his employer.

LIGHTING OF WORKROOMS.

30. (a) Each employer shall make provision in his factory or workshop for adequate light for employees to perform their work, and as far as possible artificial light shall be avoided.
 (b) Where artificial light is in use, effective shades shall be provided by the employer to prevent eye strain. Artificial light shall be so situated as to enable the employee to work without unnecessary strain to the eyes.
 (c) Light shades shall be kept clean.
 (d) All external windows of each workroom shall be kept clean on both the inner and outer surfaces.

FIRST-AID CHEST.

31. The employer shall provide a first-aid chest, which shall be a suitable dust-proof receptacle, made of either metal or wood, for the use of the employees, in some accessible place in the factory. Such chest shall be equipped and supplied with the following articles, namely:—

Article.	Quantities to be Kept in Ambulance Chest in—	
	Factories and Workshops in which not more than 30 Persons are Employed.	Factories or Workshops in which more than 30 Persons are Employed.
Olive oil	2 oz.	4 oz.
Proflavine or Dettol	2 oz.	4 oz.
Sal Volatile	4 oz.	8 oz.
Cotton wool	4 oz.	8 oz.
Burn dressings	1 packet	2 packets
Gauze	1 packet	1 packet
Lint	1 packet	1 packet
Sterilized dressings	1 packet	2 packets
Bandages, including four triangular bandages	Assorted sizes	Assorted sizes
Adhesive plaster	Assorted sizes	Assorted sizes
Safety pins	Assorted sizes	Assorted sizes
Scissors	1 pair	1 pair
Forceps, removing	1 pair	1 pair
Eye dropper	1	1
Eye bath	1	1
Kidney bowl	1	1
Magnifying glass	1	1
Basin	1	1
Medicine measure, graduated to 2 tablespoons	1	1
Torniquet	1	1
First-aid Manual	1	1

An employer shall endeavour to have at least one employee on day staff or night shift trained to render first aid.

DEFINITIONS AND INTERPRETATIONS.

32. (a) The hourly rate for any work for which a weekly rate is prescribed by this Determination shall be ascertained by dividing the weekly rate by the number of hours which constitute the employee's ordinary working week.
 (b) The word "factory" or the words "factory or workshop" shall include every room or place where work in respect of which a wage is prescribed by this Determination is carried out by employees.
 (c) A day's work shall mean work done between the usual hours of commencing and finishing work on any day or night shift, or any mixed day and night shift.
 (d) A duly accredited or authorized official or person, member of the Union shall mean any officer or member of such a Union or of the appropriate branch or sub-branch thereof who may be accredited in writing by its secretary-treasurer, assistant secretary, or appropriate branch secretary, and shall include its secretary-treasurer, assistant secretary, and branch secretary.
 (e) Photo-lithographic camera operating shall mean and refer to the work of an employee in or in connexion with lithography when done with the use of a camera.
 (f) Photo-lithographic art work shall mean and refer to the work of an employee in or in connexion with lithography when engaged in designing, sketching, or drawing, or in such other operations as may be determined by the Apprenticeship Commission.

(g) "Photo-gravure art work" shall mean and refer to the work of an employee in or in connexion with gravure processes, when engaged in designing, sketching, or drawing, or in such other operations as may be determined by the Apprenticeship Commission.

(h) "Photo-gravure retouching work" shall mean and refer to the work of an employee in or in connexion with gravure processes, when engaged in retouching or in such other operations as may be determined by the Apprenticeship Commission.

(i) "Photo-gravure planning" shall mean and refer to the work of an employee in or in connexion with making-up or laying-out negatives or positives or in the processes of registering, making margins, and positioning, and all things incidental thereto.

(j) "Photo-gravure plate or cylinder making" shall mean and refer to that group of operations or any of them applied in the processing, preparation, and production of gravure metal printing plates and/or cylinders (other than the operations of gravure art work, gravure camera operating, and gravure printing or machining), and shall include sensitizing carbon tissue, printing down carbon tissue on plates and/or cylinders, developing, painting out, mixing and preparing etching solutions, etching, finishing-off (i.e., hand engraving faults), charcoaling tones and re-polishing and proofing or in such other operations as may be determined by the Apprenticeship Commission.

(k) "Photo-Engraving" shall mean and refer, without limiting the meaning of such words, to that group of operations or any of them for printing or other purposes applied in the processing, preparation, and production of photo-engraved plates of metal or other material, including the operations of photo-engraving art work, photo-engraving camera work, the preparation and coating of metal plates and other materials, stripping, imposing, opaquin, retouching, photo imposing, developing, dyeing, burning-in, staging, line and/or half-tone etching, engraving, proofing, routing, mounting and finishing, or in such other operations as may be determined by the Apprenticeship Commission.

(l) "Union" shall mean the Federated Process Engravers, Photo-Lithographers, and Photo-Gravure Employees' Association of Australia.

PERIODICAL ADJUSTMENT OF WAGES.

33. The wages rates for adults 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 34.

The basic wage for adult females shall approximate from time to time to 75 per cent. of the total basic wage assigned to males, calculated to the nearest 6d.

The wage rates for juniors (other than apprentices) shall be adjusted at the same time as the said basic wage in accordance with the schedule of percentages prescribed in clause 2, such adjustments shall be to the nearest 6d.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

34. (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 February, 1954, the amount of the basic wage shall be as prescribed in clause 33.

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

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

J. W. RYAN, Secretary.

Melbourne, 17th December, 1953.

[2141]



VICTORIA GOVERNMENT GAZETTE.

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[1954

Factories and Shops Acts.

DETERMINATION OF THE WATCHMAKERS BOARD.

NOTE (i).—By proclamation issued by the Governor in Council on the 26th October, 1948, the trade of 'watch and clock making' was proclaimed an apprenticeship trade under the Apprenticeship Acts throughout the metropolitan district. By a further proclamation dated the 22nd March, 1949, such proclamation was varied by the substitution of the words:—'Clock making, watch making, watch and clock making' for the words 'watch and clock making.'

NOTE (ii).—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, business, or occupation of a watch or clock maker (including repairers)" has made the following Determination, namely:—

1. That as from the 16th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

Apprentices. (Other than those covered by the Apprenticeship Commission).			Improvers.			Other Employees.		
Watchmaking or Watch- making and Clock- making.	Percentage of Basic Wage.	£ s. d.		Percentage of Basic Wage.	£ s. d.		£ s. d.	
1st year's experience	26	3 1 6	1st year's experience	26	3 1 6	Watchmaker 14 11 0*	
2nd year's experience	35	4 3 0	2nd year's experience	45	5 6 6	Clockmaker 13 6 0	
3rd year's experience	48	5 14 0	3rd year's experience	49	5 16 0			
4th year's experience	65	7 14 0	4th year's experience	62	7 7 0			
5th year's experience	86	10 4 0	5th year's experience	78	9 5 0			
6th year's experience	100 % + 13s.	12 10 0	6th year's experience	95	11 5 0			
Clockmaking only.								
1st year's experience	26	3 1 6						
2nd year's experience	35	4 3 0						
3rd year's experience	48	5 14 0						
4th year's experience	67	7 19 0						
5th year's experience	95	11 5 0						

An amended form of Indenture has been prescribed by the Board.

* Includes a sum of 2s. as a tool allowance.

APPRENTICESHIP.

(Other than for apprentices covered by the Apprenticeship Commission.)

3. (a) An employer shall not employ any minor in watch or clockmaking and/or repairing unless under a contract of apprenticeship, provided that any person who, on the 1st August, 1947, was employed as an improver may continue to be so employed and paid at the rate prescribed in clause 2 for an improver of like experience.

As from the 1st August, 1947, no person may be bound as an apprentice to the trade except with the permission of the Chairman of the Wages Board.

Proportion.

(b) One apprentice to every two or fraction of two workers, other than apprentices, receiving not less than the minimum wage for a tradesman as fixed from time to time, provided that an employer may, on application to and with the consent of the Wages Board, after satisfying such Board that he has the plant, equipment, and staff necessary for the proper tuition of each apprentice, take apprentices in excess of the proportion herein prescribed.

Contract of Apprenticeship.

(c) 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.

(d) Subject to the approval of the Secretary for Labour, but not otherwise, an indenture of apprenticeship may be suspended or cancelled—

- (i) by mutual consent;
- (ii) if through lack of orders or financial difficulties an employer is unable to find suitable employment for an apprentice and a transfer to another employer cannot be arranged;
- (iii) if, in the opinion of the Secretary for Labour, circumstances exist which render such suspension or cancellation necessary or desirable.

Any covenant in an indenture inconsistent with the provisions of this clause shall be null and void and of no force or effect while this Determination remains in force and applies to the parties to the indenture.

Adult Apprentices.

(e) Any apprentice who cannot complete his full term of apprenticeship before reaching his twenty-first birthday may, by consent of the Secretary for Labour, serve as an apprentice until he completes his indenture.

Annual Leave, Sick Leave &c.

(f) The conditions as to hours of work, holidays, annual leave, and sick leave herein prescribed for adult employees shall apply to apprentices.

Lost Time.

(g) 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.

(h) 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.

Probationary Period.

(i) Minors shall be apprenticed as from the date of commencing work with an employer, but notwithstanding anything contained elsewhere in this Determination the first six months of service shall be deemed to be a probationary period, and the indenture may be terminated by any party thereto during such period of probation without any obligation to any other party or parties.

Tools.

(j) The employer shall supply all necessary tools in the first year of apprenticeship, and the apprentice shall supply all tools excepting a lathe in the second and succeeding years, provided that the apprentice shall supply his own lathe by the beginning of the fifth year.

HOURS OF WORK.

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 7.30 a.m. and 6 p.m. on Monday to Friday inclusive, and 8 a.m. and 1 p.m. 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 his employees.

OVERTIME.

5. (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 an improver the rate for overtime shall be not less than the rate herein prescribed or 1s. 6d. per hour, whichever is the higher.

In computing overtime each day's work shall stand alone.

(b) An employee required to work overtime in excess of one hour after the usual time of ceasing work and who was not notified on the previous day of the intention to work such overtime shall be paid 2s. 6d. as tea money in addition to overtime rates for work done.

HOLIDAYS.

6. (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. Should the 25th December, in any year occur on 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 Sunday the following Monday shall be deemed to be New Year's Day.

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) An employee engaged on piece-work shall be paid for such holidays at the appropriate time rate of pay.

6A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 6 hereof.

SPECIAL RATES.

7. Double time shall be paid for all work done on Sundays and any of the holidays prescribed in clause 6 hereof.

PAYMENT OF WAGES.

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

(b) 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.

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 employee without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases the wages shall be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(c) An employee not attending for duty shall lose his pay for the actual time of such non-attendance.

Casual Employment.

(d) 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 ten per cent, together with any payment to which he is entitled pursuant to the provisions of the Act referred to in clause 10 hereof.

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, having had at least three months' service with the same employer, is absent from duty as a result of personal ill-health or accident shall be entitled to sick pay as follows:—

(i) During the first year—3½ hours' ordinary pay for each complete month of service;

(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above 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. For the purposes of this sub-clause service prior to the 1st July, 1948, shall be disregarded.

Provided further that no employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

RIGHT OF ENTRY OF UNION OFFICIAL.

12. A duly accredited representative of the Jewellers, Watchmakers' Union of Australia shall have the right to enter employers' establishments during the midday meal hour for the purposes of interviewing employees on legitimate Union business on the following conditions:—

(a) That he produces his authority to the employer or his representative.

(b) That he interviews employees only at the place where they are taking their meal.

(c) That not more than one representative in all be in any establishment at any one time.

(d) That no one representative visit an establishment more than once a fortnight.

(e) That if an employer alleges that a representative is unduly interfering with his establishment or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse right of entry.

WORK GIVEN OUT.

13. Any person or body of persons covered by this Determination who issues, gives out, or authorizes or permits to be issued or given out any watches and/or clocks whatsoever for the purpose of being cleaned or repaired by any process subject to the jurisdiction of this Board shall, notwithstanding the fact that the person to whom the work is issued or given out supplies additional material, keep a record book which shall contain a correct description of such work and the price paid for same. A similar record shall be kept by the person to whom such work is issued or given out.

The records herein prescribed shall be available for inspection by an official of the Department of Labour on demand.

PIECEWORK.

14. (a) The lowest piecework prices payable for the following kinds of work shall be :—

	s. d.	
<i>Overhaul and Regulate—</i>		
10½ Ligne and over	9	0
9½ Ligne and under	10	6
Sweep centre second all sizes	11	0
Shock proof watches all sizes	11	0
Stop watches 1/5, 1/10, 1/100 all sizes	11	6
Calander watches date-o-graph interval timers	as per quote	
Automatic watches all sizes	as per quote	
Chronographs	as per quote	
Chronographs with split second	as per quote	
19 Jewel watches and above all sizes	12	6
Complicated watches	as per quote	
	Without Overhaul.	With Overhaul.
	s. d.	s. d.
<i>Staff (Fitting only)—</i>		
10½ Ligne and over	8	6
9½ Ligne and under	10	0
Shock proof watches all sizes	10	6
Calander watches, date-o-graph, interval timers	as per quote	
Automatic watches all sizes	as per quote	
Lever Pallet (push and screw all sizes)	10	6
<i>Stem and button (Fitting only)—</i>		
10½ Ligne and over	5	0
9½ Ligne and under	6	0
Calander watches, date-o-graph, interval timers	as per quote	
Automatic watches all sizes	as per quote	
Two piece snap in type (male and female)	12	6
Button only	1	6
<i>Mainspring (Fitting only)—</i>		
10½ Ligne and over	4	6
9½ Ligne and under	5	0
Calander watches, date-o-graph, interval timers	as per quote	
Automatic watches all sizes	as per quote	
Chronographs	as per quote	
<i>Jewels (Fitting only)—</i>		
Pallet stone	7	6
Impulse pin	6	6
Balance jewel or endstone	5	6
Wheel jewel (friction or setting)	5	6
<i>Wheels (Fitting only)—</i>		
Crown or castle (all sizes)	5	0
Hour or minute (all sizes)	5	0
Train wheel (all sizes)	5	0
Intermediate wheel (all sizes)	5	0
<i>Clicks and keyless springs (Fitting only)</i>		
Clicks all sizes	4	0
Click springs all sizes	4	0
Return bar spring all sizes	4	0
Shipper spring all sizes	4	0
<i>Pinions (Fitting only)—</i>		
Centre wheel—solid type (all sizes)	5	0
Centre wheel—hollow type (all sizes)	5	0
3rd, 4th escape wheel (all sizes)	5	0
Cannon pinion (all sizes)	5	0
Repeating per pivot (all sizes)	as per quote	
Watch hole closing (all sizes per bearing)	as per quote	
Watch hole bushing (all sizes per bouchon)	as per quote	
<i>Hairsprings (Fitting only)—</i>		
Flat all sizes	7	6
Breguet all sizes	12	6
Recoiling—10s. per hour all sizes or as per arrangements	as per quote	
<i>Pins (Fitting only)—</i>		
Index—Breguet or flat all sizes	as per quote	
Regulator boot all sizes	as per quote	
<i>Screws (Fitting only)—</i>		
Bolt	4	6
Shoulder	as per quote	
Case	as per quote	
Jewel, plate, dial	as per quote	
Transmission (arbor screw)	as per quote	
<i>Hands (Fitting only)—</i>		
Plain each all sizes	0	9
Luminous each all sizes	1	0
Sweep centre second all sizes	1	6
Second all sizes	1	0
Repaint luminous per hand all sizes	0	9
<i>Winding Mechanisms—</i>		
Bolt piece 10s. per hour or as per arrangement		
Cover piece 10s. per hour or as per arrangement		
Return bar 10s. per hour or as per arrangement		
Sleeve (Inverted or screw) as per arrangement		

(b) To the Piecework Prices prescribed in sub-clause (a) hereof shall be added the sum of 120s. where a week of 40 hours has been worked, and a proportionate sum shall be added where less than a week of 40 hours has been worked. This added amount represents the sum by which the Basic Wage has been varied since the said Piecework Prices were determined.

PERIODICAL ADJUSTMENT OF WAGES.

15. The wages rates for adults 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 by the same amount and at the same time as such basic wage as prescribed by clause 16.

Provided that the weekly earnings of pieceworkers shall be increased or decreased by the same amount and at the same time as the basic wage.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 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 February, 1954, the 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 a February, a May, an August, or a November, 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 apprentices and 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 December, 1953.

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VICTORIA GOVERNMENT GAZETTE.

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No. 190]

TUESDAY, APRIL 6.

[1954

Factories and Shops Acts.

DETERMINATION OF THE PLASTERERS BOARD.

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

(B) Plastering was proclaimed on 28th November, 1928, as an apprenticeship trade under the *Apprenticeship Act* 1928 for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell-street, Melbourne. (Price 3d.)

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which, since the 1st April, 1952, has had power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons—

- (1) whosoever employed in the process, trade, or business of plastering or cementing;
- (2) employed in the process, trade, or business of fixing all laths used in connexion with the erection or repair of buildings, whether such laths are of wood or of a substitute therefor;
- (3) employed in the finishing of all plastering work in sewers, tunnels, or channels;
- (4) employed in finishing all kinds of plastic acoustic work, waterproofing work, and texture work formed in cement plaster or patent material;
- (5) employed in the making or laying of marble mosaic, granolithic, terrazzo, or flooring of which cement forms a part or the laying of magnesite flooring;
- (6) employed in the making or fixing of all pre-cast or moulded work (except such work as is subject to the Determination of the Fibrous Plasterers Board);
- (7) employed in the laying or fixing of tiles, tablets, or slabs of plaster or substitute material on a prepared surface of bituminous adhesive

has made the following Determination, namely:—

NOTE.—On the 1st April, 1952, the Tilelayers Board was deprived of the powers set out in paragraph (7) hereto and such powers were conferred on this Board.

1. That as from the 16th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

PART I.

1. This Part applies only in respect of the employment of persons on the construction renovation alteration repair or demolition of buildings performed on the site thereof, and in particular it shall have no application—

- (i) to employment by an employer in any industry where the work performed by the employee is subsidiary or auxiliary to the chief and principal purpose and business of such industry; or
- (ii) to employment in workshops.

2.

WAGES.

Apprentices.					Improvers.				
Per Week.					Per Week.				
—	Percentage of Basic Wage.	Adjustable Wage.	Loading.	Total Wage.	—	Percentage of Basic Wage.	Adjustable Wage.	Loading.	Total Wage
		s. d.	s. d.	s. d.			s. d.	s. d.	s. d.
1st year ..	29	68 6	2 8	71 2	15 years of age	29	68 6	2 8	71 2
2nd year ..	38	90 0	5 4	95 4	16 years of age	38	90 0	5 4	95 4
3rd year ..	53	125 6	8 0	133 6	17 years of age	53	125 6	8 0	133 6
4th year ..	76	180 0	10 8	190 8	18 years of age	76	180 0	10 8	190 8
5th year ..	98	232 6	13 4	245 10	19 years of age	98	232 6	13 4	245 10
6th year ..	100 plus 27s.	264 0	16 0	280 0	20 years of age	100 plus 27s.	264 0	16 0	280 0

PROPORTION (by any employer).

One apprentice to every three or fraction of three workers receiving not less than 323s. 4d. per week of 40 hours.

PROPORTION (by any employer).

One improver to the first five workers, and thereafter one to every seven additional workers receiving not less than 323s. 4d per week of 40 hours.

OTHER EMPLOYEES.

	Per Hour.	Per Week.
	s. d.	s. d.
Men employed on swings, bosun's chairs, lifts, or any other suspended platform ..	8 4½	335 0
All other plasterers ..	8 1	323 4

Foreman, i.e., a plasterer in charge of two others, but not exceeding ten men, 2s. a day extra; where the number exceeds ten he shall be paid 4s. a day extra. On each job where there are three or more plasterers employed one shall be deemed to be and shall be paid as a foreman.

ORDINARY HOURS OF WORK.

3. The ordinary hours of work shall be 40 per week, to be worked in five days, the daily hours being not more than 8 hours on Monday to Friday inclusive between 7.45 a.m. and 5.15 p.m. The lunch break shall be not less than 45 minutes.

OVERTIME.

4. The following rates shall be paid :—

- | | |
|---|--|
| (a) For work done within the times of beginning and ending work and in excess of 8 hours on any day (Monday to Friday inclusive). | } Time and a half for the first two hours, and double time thereafter. |
| (b) For work done outside the times of beginning and ending work on any day (Monday to Friday inclusive). | |
| (c) For work done on a Saturday. | |

Provided that for any work done between the hours of 10.15 p.m. on one day and 7.45 a.m. on the following day, or after noon on a Saturday, double time shall be paid.

CASUAL LABOUR.

5. Casual employees (i.e., persons employed during the week for not more than one-half the maximum number of hours fixed in this Determination as a week's work) shall be paid at the rate of 2d. per hour extra.

INCLEMENT WEATHER.

6. Each employee shall be paid an allowance at ordinary rates for time lost through inclement weather, 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 for the purpose 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 and work shall continue.
- (iii) Any intermission of work owing to inclement weather 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 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.

ALLOWANCE IN RESPECT OF EXCESS FARES AND TRAVELLING TIME.

7. (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.

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 9 (a) of this Part, 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.

TRANSFER FROM JOB TO JOB.

8. An employee transferred by the employer from one job to another job on the same day shall be paid for the time occupied in travelling as for time worked and the cost of such transfer shall be borne by the employer.

ALLOWANCES IN RESPECT OF DISTANT JOBS.

9. (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 7 (a) of this Part 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.

10. 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.

EMPLOYEE REQUIRED TO ATTEND FOR WORK.

11. An employee who is required to attend for work and is kept waiting to commence work, shall be paid at his ordinary rate of pay for the time he is so kept waiting.

SPECIAL RATES.

12. 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, Anzac Day, Queen's Birthday, Melbourne Cup Day, and Boxing Day.

12A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such Municipality or part thereof, or such defined area is concerned, be included as a holiday in this Determination. An employee not required to work during the period of such public holiday or public half-holiday as so proclaimed provided same is an ordinary working day, shall receive payment at ordinary rates of pay for such period. Provided further that if he fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse he shall not be entitled to be paid for such public holiday or public half-holiday. Double time shall be paid for all work done during the period of such public holiday or public half-holiday as so proclaimed.

EMPLOYEE NOTIFIED TO COMMENCE WORK.

13. An employee notified to commence work and actually attending for work and not allowed to start shall be paid an amount of 5s. and the fares necessarily incurred.

EXCESS OF HOURS.

14. 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.

15. (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.

16. 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.

TRANSPORT AT NIGHT.

17. Any employee who completes his work during the night after trams and other public conveyances have ceased to run shall, unless provided with means of transport by the employer, be reimbursed for any expense necessarily incurred in reaching his home.

INJURY TO EMPLOYEE.

18. In the event of an employee being injured during his employment, his employer shall provide suitable means for his conveyance to the nearest available medical attention.

PAYMENT OF WAGES.

19. 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.

INSPECTION OF TIME SHEETS AND BOOKS.

20. The Secretary for Labour may authorize at any time (except pay day) or place, the inspection of all wages sheets, time sheets or other wages records by a person nominated by the Victorian Plasterers' Society and approved by the Secretary for Labour, provided that 24 hours' notice of such inspection is given to the employer.

STORING OF TOOLS.

21. Where six or more plasterers are engaged on a job, adequate provision shall be made for the storing of tools. No cement, lime, or building materials shall be stored in such place.

FIRST-AID OUTFIT.

22. An efficient first-aid outfit shall be supplied on all jobs where building permits are necessary.

SANITARY CONVENIENCE.

23. Suitable and adequate sanitary conveniences shall be provided by the employer.

TERMINATION OF EMPLOYMENT.

24. 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 employee to gather, clean, pack, and transport his tools.

APPRENTICES.

25. The provision of clause 24 of this Part shall not apply to the employment of apprentices.

PART II.

1. This Part applies in respect of the employment of all persons coming within the ambit of the Determination; other than those provided for in Part I. hereof.

2. WAGES.									
Apprentices.					Improvers.				
Per Week.					Per Week.				
—	Percentage of Basic Wage.	Adjustable Wage.	Loading.	Total Wage.	—	Percentage of Basic Wage.	Adjustable Wage.	Loading.	Total Wage.
		s. d.	s. d.	s. d.			s. d.	s. d.	s. d.
1st year ..	29	68 6	2 8	71 2	15 years of age	29	68 6	2 8	71 2
2nd year ..	38	90 0	5 4	95 4	16 years of age	38	90 0	5 4	95 4
3rd year ..	53	125 6	8 0	133 6	17 years of age	53	125 6	8 0	133 6
4th year ..	76	180 0	10 8	190 8	18 years of age	76	180 0	10 8	190 8
5th year ..	98	232 6	13 4	245 10	19 years of age	98	232 6	13 4	245 10
6th year ..	100 plus 27s.	264 0	16 0	280 0	20 years of age	100 plus 27s.	264 0	16 0	280 0
PROPORTION (by any employer).					PROPORTION (by any employer).				
One apprentice to every three or fraction of three workers receiving not less than 316s. 8d. per week.					One improver to the first five workers, and thereafter one to every seven additional workers receiving not less than 316s. 8d. per week.				

OTHER EMPLOYEES.

	Per Hour.	Per Week.
	s. d.	s. d.
Men employed on under-ground sewer or tunnel plastering	8 0½	320 6*
All other plasterers	7 11	316 8*

Foreman, i.e., a plasterer in charge of two others, but not exceeding ten men, 2s. a day extra; where the number exceeds ten he shall be paid 4s. a day extra. On each job where there are three or more plasterers employed one shall be deemed to be and shall be paid as a foreman.

* Rates include 6s. war loading.

ORDINARY HOURS OF WORK.

3. The ordinary hours of work shall be 40 per week, to be worked in five days, the daily hours being not more than 8 hours on Monday to Friday inclusive between 7.45 a.m. and 5.15 p.m. The lunch break shall be not less than 45 minutes.

OVERTIME.

4. The following rates shall be paid :—

- | | |
|---|--|
| (a) For work done within the times of beginning and ending work and in excess of 8 hours on any day (Monday to Friday inclusive). | } Time and a half for the first two hours, and double time thereafter. |
| (b) For work done outside the times of beginning and ending work on any day (Monday to Friday inclusive). | |
| (c) For work done on a Saturday. | |

Provided that for any work done between the hours of 10.15 p.m. on one day and 7.45 a.m. on the following day, or after noon on a Saturday, double time shall be paid.

CASUAL LABOUR.

5. Casual employees (i.e., persons employed during the week for not more than one-half the maximum number of hours fixed in this determination as a week's work) shall be paid at the rate of 2d. per hour extra.

WET WEATHER.

6. When work is stopped by wet weather an employee who is instructed to wait on the job shall be paid for all time lost in waiting in excess of one hour in any one day.

ALLOWANCE IN RESPECT OF EXCESS FARES AND TRAVELLING TIME, FARES, AND TRAVELLING TIME.

7. (a) At the time of his engagement an employee may notify his employer that in relation to fares and travelling time he chooses to be paid under either Part A, or Part B of this clause as provided hereunder, and he shall be paid accordingly.

(b) If the employee expresses no such choice, Part A shall apply and he shall be paid accordingly.

PART A.

(i) *Allowance in Respect of Excess Fares and Travelling Time.*—The following payments shall be made in lieu of fares and travelling time within the radii named using G.P.O. Melbourne (corner Bourke and Elizabeth-streets), or the principal post office of any City, Town, Borough, or Township (other than a City, Town, Borough, or Township within the Metropolitan District) whichever is nearer to the employer's principal place of business :—

	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.

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.

(ii) Where fares are necessarily incurred on distant jobs, as defined in sub-clause (iii) hereof the provisions of clause 8 hereof shall apply.

(iii) A distant job is one where the distance and/or travelling facilities reasonably prevent an employee going from and returning each day to his usual place of residence.

PART B.

(i) *Fares.*—(a) Where an employee is engaged on a job up to 10 miles from the "centre" he shall be paid an amount of 3s. 6d. per week for fares.

(b) Where an employee is engaged on a job more than 10 miles from the "centre" and is able to return to his home each day, he shall be paid the daily fares, not exceeding 6s., actually and necessarily incurred in travelling to and from the job.

(ii) *Travelling Time.*—Where an employee is engaged on a job more than 12 miles and up to 24 miles from the "centre" he shall be paid in respect of time lost in travelling a daily sum of 1s. 6d.; where the distance travelled from the "centre" exceeds 24 miles a daily sum of 2s. 6d. shall be paid.

ALLOWANCES.

8. An employee when engaged to proceed to work in such a locality as to necessitate his sleeping elsewhere than at his usual place of residence shall receive :—

- (a) When the time occupied on the job is less than a working week 10s. per day with a maximum of 60s. per week ;
 (b) When the time occupied on the job is in excess of a working week 7s. per day with a maximum of 42s. in any week.

The employer shall convey the worker to and from the job free of charge or pay his fare. Ordinary rates shall be paid for such travelling time. An employee shall not suffer any loss in regard to the above allowances where work is stopped by wet weather, or by reason of a Public Holiday.

TRANSFER FROM JOB TO JOB.

9. An employee transferred by the employer from one job to another job on the same day shall be paid for the time occupied in travelling as for time worked and the cost of such transfer shall be borne by the employer.

TEA MONEY.

10. Any employee who is required to work overtime for more than two hours on any day and who has not been notified on the previous day that he would be required to work such overtime shall be paid an allowance of two shillings.

EMPLOYEE REQUIRED TO ATTEND FOR WORK.

11. An employee who is required to attend for work and is kept waiting to commence work, shall be paid at his ordinary rate of pay for the time he is so kept waiting.

EMPLOYEE NOTIFIED TO COMMENCE WORK.

12. An employee notified to commence work and actually attending for work and not allowed to start shall be paid an amount of 5s. and the fares necessarily incurred.

SPECIAL RATES.

13. Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, Anzac 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 only be payable for work done on the day so substituted.

13A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such Municipality or part thereof, or such defined area is concerned, be included as a holiday in this Determination. An employee not required to work during the period of such public holiday or public half-holiday as so proclaimed provided same is an ordinary working day, shall receive payment at ordinary rates of pay for such period. Provided further that if he fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse he shall not be entitled to be paid for such public holiday or public half-holiday. Double time shall be paid for all work done during the period of such public holiday or public half-holiday as so proclaimed.

REST INTERVAL.

14. There shall be an interval of ten minutes at a time fixed by the employer between 9.30 a.m. and 10.30 a.m. for rest on each day Monday to Friday inclusive in each week for each employee, such time to count as time worked. Boiling water for tea shall be provided by the employer for the employee during such interval if the employee so desires.

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.

TRANSPORT AT NIGHT.

16. Any employee who completes his work during the night after trams and other public conveyances have ceased to run shall, unless provided with means of transport by the employer, be reimbursed for any expense necessarily incurred in reaching his home.

INJURY TO EMPLOYEE.

17. In the event of an employee being injured during his employment his employer shall provide suitable means for his conveyance to the nearest available medical attention.

PAYMENT OF WAGES.

18. All employees shall be paid not later than Friday in each week within five minutes of ceasing time, except where otherwise mutually agreed. An employee whose service ends before pay time shall be paid at or before the time of its ending, or shall be paid by post or otherwise within 24 hours thereafter. If wages be not paid within the periods prescribed the employee shall be paid at ordinary rates for all times in excess of fifteen minutes beyond such time until the wages are paid or posted to his last known place of address.

STORING OF TOOLS.

19. Where six or more plasterers are engaged on a job, adequate provision shall be made for the storing of tools. No cement, lime, or building materials shall be stored in such place.

FIRST-AID OUTFIT.

20. An efficient first-aid outfit shall be supplied on all jobs where building permits are necessary.

SANITARY CONVENIENCE.

21. Suitable and adequate sanitary conveniences shall be provided by the employer.

TERMINATION OF EMPLOYMENT.

22. Except where the conduct of an employee justifies instant dismissal, 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. Half an hour shall be allowed the employee to gather, clean, pack, and transport his tools, and in such case wages shall be paid at the commencement of such half hour.

PART III.

This Part applies in respect of all persons covered by this Determination.

PERIODICAL ADJUSTMENT OF WAGES.

1. The adult wages rates set out in clause 2 of Parts I. and II. are based upon the following basic wage for adult males, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Wages Board hereby determines that such rates shall be automatically adjusted as prescribed in clause 2 of this Part.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

2. (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 February, 1954, the amount of the basic wage shall be as prescribed in clause 1 of this Part.

(c) During each future successive period beginning with the first pay period to commence in a February, a May an August or a November, 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 for "All other plasterers" are ascertained as follows:—

	£	s.	d.	
Basic wage,	11	17	0	} <div> Allowing two weeks for statutory holidays, one week's sick pay, and in respect of Part I. only one week for following the job, the weekly wage should be in respect of the said employees in Part I. £16 3s. 4d. per week = 8s. 1d. per hour. (i.e. $\frac{£14\ 18\ 6 \times 52}{48 \times 40}$) and in respect of the said employees in Part II. should be £15 16s. 8d. per week = 7s. 11d. per hour. (i.e. $\frac{£14\ 18\ 6 \times 52}{49 \times 40}$) </div>
Margin for skill	2	6	0	
War loading	0	6	0	
Tool allowance	0	4	0	
Disabilities allowance	0	5	6	
Total	14	18	6	

The weekly rates for other adult employees shall be increased or decreased by the same amount as the increase or decrease in the rates prescribed for "All other plasterers" in the respective Parts and the hourly rates shall be 1/40th of the said weekly rates as so adjusted.

ADJUSTMENT OF WAGES OF APPRENTICES AND IMPROVERS.

3. The wages rates of apprentices and Improvers shall be automatically adjusted to accord with the wages rates, as adjusted from time to time, for apprentices who are under the jurisdiction of the Apprenticeship Commission.

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

J. W. RYAN, Secretary.

Melbourne, 16th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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TUESDAY, APRIL 6.

[1954

Factories and Shops Acts.

DETERMINATION OF THE RADIO BOARD.

NOTE.—This Determination now 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 trade of manufacturing, assembling or maintaining radio appliances, parts or accessories (other than batteries), but not including persons subject to the jurisdiction of any Wages Board heretofore appointed," has made the following Determination, namely:—

1. That as from the 3rd December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

Adults.	Wages per Week of 40 Hours.		
	Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
Radio serviceman	14 5 6	14 12 0	14 2 6
Radio repairer (Factory)	13 6 0	13 12 6	13 3 0
Radio wiper, i.e., employee wiring a complete set from a circuit diagram or model other than on production line	13 1 0	13 7 6	12 18 0
Power tube operative—			
1st six months' experience	13 1 0	13 7 6	12 18 0
Thereafter	13 5 0	13 11 6	13 2 0
Tradesmen (radio)	14 9 0	14 15 6	14 6 0
Radio tester	13 16 0	14 2 6	13 13 0
Final tester and fault finder	14 5 6	14 12 0	14 2 6
Process worker	12 19 0	13 5 6	12 16 0
Other employees with not less than three months' experience in this Industry	12 6 0	12 12 6	12 3 0
All others	12 0 0	12 6 6	11 17 0

Radio servicemen who in the service of their employers use their own motor vehicles shall be paid an additional allowance as follows:—

	Per Week
	£ s. d.
Motor car	5 0 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 20 employees, 27s. per week extra.

FEMALE AND UNAPPRENTICED JUNIOR LABOUR.

3. (a) Subject to the exceptions hereinafter provided, the minimum rates of wages for adult and junior females and for unapprenticed male juniors shall be as follows:—

WAGES PER WEEK OF 40 HOURS.

	*Percentage of Basic Wage.	Margin.	Total Wage Payable—		
			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.	£ s. d.
<i>I.—Adult Females.</i>					
Under one month's experience ..	75	..	8 17 6	9 2 6	8 15 6
All others	75	16 0	9 13 6	9 18 6	9 11 6
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>Additional Amount.</i>					
<i>II.—Junior Females.</i>					
17 years of age and under ..	52	3 6	4 16 0	4 18 6	4 15 0
18 years of age	62	4 0	5 14 0	5 17 0	5 13 0
19 years of age	72	4 6	6 12 6	6 18 0	6 11 0
20 years of age	82	5 0	7 10 6	7 14 6	7 9 0
<i>III.—Junior Males.</i>					
Under 16 years of age ..	24	2 0	2 19 0	3 0 6	2 18 0
16 years of age	34	3 0	4 3 6	4 6 0	4 2 6
17 years of age	46	4 0	5 13 0	5 16 0	5 11 6
18 years of age	58	5 0	7 2 6	7 6 0	7 0 6
19 years of age	73	6 0	8 19 0	9 4 0	8 17 0
20 years of age	88	7 0	10 15 6	11 1 6	10 13 0

* 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.

(b) 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 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.

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, including unapprenticed juniors:—

Cold Places.

(a) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit, 4d. per hour extra. Where the work continues for more than two hours employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

Dirty Work.

(b) 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 in 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.

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.

Ships Loading Bulk Wheat.

(d) An employee working aboard a ship while bulk wheat is being loaded into the ship and he is subject to the dust arising from such loading shall be paid 6d. per hour extra while so working.

Wet Places.

(e) 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.

(f) 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.

(g) 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.

TRAVELLING AND BOARD.

5. (a) An employee who on any day or from day to day is required to work at a job away from his accustomed workshop or depot shall at the direction of his employer present himself for work at such job at the usual starting time; but for all time reasonably spent in reaching and returning from such job (in excess of the time normally spent in travelling from his home to such workshop or depot and returning) he shall be paid travelling time, and also any fares reasonably incurred in excess of those normally incurred in travelling between his home and such workshop or depot.

An employee who with the approval of his employer uses his own means of transport for travelling to or from outside jobs shall be paid the amount of excess fares which he would have incurred in using public transport unless he has an arrangement with his employer for a regular allowance.

(b) An employee—

(i) engaged in one locality to work in another; or

(ii) sent, *other than at his own request*, from his usual locality to another for employment which can reasonably be regarded as permanent, involving a change of residence, shall be paid travelling time whilst necessarily travelling between such localities and, for a period not exceeding three months, expenses. *Provided that such expenses shall cease after he has taken up permanent residence or abode at the new location.*

(c) An employee sent from his usual locality to another (in circumstances other than those prescribed in sub-clause (b) hereof) and required to remain away from his usual place of abode shall be paid travelling time whilst necessarily travelling between such localities, and expenses whilst so absent from his usual locality.

(d) The rate of pay for travelling time shall be ordinary rates, except on Sundays and holidays, when it shall be time and a half.

(e) The maximum travelling time to be paid for shall be twelve hours out of every twenty-four hours, or when sleeping berth is provided by the employer for all-night travel, eight hours out of every twenty-four.

(f) "Expenses" for the purpose of this clause means:—

(i) All fares reasonably incurred.

For boat travel the fares allowed shall be first-class on coastal boats, and on interstate boats where there is no second-class as distinct from steerage; and for rail travel, second-class, except where all-night travelling is involved, when they shall be first-class, with sleeping berth where available.

(ii) Reasonable expenses incurred whilst travelling, including 4s. for each meal taken.

(iii) A reasonable allowance to cover the cost incurred for board and lodging.

(g) A camping allowance of 6s. 6d. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents, cubicles or other temporary shelter is necessary; *Provided that where cooked meals are procurable by the employee at a mess established by the employer, the amount of such country allowance shall be 9d. per day for every day, including Sunday.*

(h) Until further order an employer shall be free to engage labour on the site of a job carried on away from the workshop without payment of any travelling time or fares, unless such employee is sent from the workshop; *Provided that if any employee engaged for the erection of a job had previously been engaged by the same employer in the fabrication of the job in a workshop he shall be paid fares in excess of those incurred in travelling to and from the workshop.*

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 herein prescribed may be altered as to all or a section of the employees by mutual agreement between an employer and the representative of the union in that shop.

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.

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. 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 usefully 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 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.

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 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; 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 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 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 8 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 $7\frac{1}{2}$ 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.

(fi) 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 paragraph 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 such 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 (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.

(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 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. Provided that the existence of a custom shall not operate to relieve an employer from paying a refrigeration serviceman the rate herein prescribed.

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.

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, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted. Any employer who has given to his employees notice under paragraph (i) of sub-clause (m) of clause 15 of this Determination of his intention to close down his plant or section or sections thereof for the purpose of allowing annual leave may alter the date of such intended closing down by substituting a date no more than two days earlier than the date of which notice was given upon giving at least one week's notice of such alteration.

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, or day or days substituted by Act of Parliament or Proclamation in lieu of such 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 (not including the installation of new machinery) 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 had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

(d) Employees required to work on Sundays or public holidays, or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, shall be paid for a minimum of three hours' work.

(e) 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.

10A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined areas is concerned, be deemed to be included in the list of holidays prescribed in clause 10 hereof.

Provided that an employee who fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

EXTRA RATES NOT CUMULATIVE.

11. 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.

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 employees of electric supply undertakings nor 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.

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 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 and 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 LEAVE.**Period of Leave.**

15. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee on weekly hiring in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

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

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

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 10 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

(e) For the purposes of this clause service shall be deemed to be continuous notwithstanding—

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 14 shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice shall be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting to each union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering same to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

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

Calculation of Month.

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

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

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

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 10 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a shift worker or an employee taking his leave pursuant to sub-clause (d) of this clause either of whom shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause and sub-clause (l) hereof, wages shall be at the rate prescribed by clauses 2 and 3, of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 6½ hours at the same rate in respect of each completed month of continuous service, the service being service in respect of which leave has not been granted hereunder.

Annual Close Down.

(m) Where an employer closes down his plant, or a section or sections thereof, for the purposes of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.
Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

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 work shop and 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
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.

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 employees' duties.

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 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 employers 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.

Goggles.

(iii) 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.

Masks.

(iv) Where necessary suitable masks shall be provided for employees required to use compressed air for blowing dust from electrical machinery or equipment. An employee when performing such work shall wear the mask provided for his protection. Masks containing celluloid shall not be considered suitable for the purposes of this provision.

Protective Equipment—Welding.

(v) Employers shall provide a sufficient supply of the under-mentioned equipment to enable each welder and his assistant when engaged on work necessitating its use to be supplied with same :—

- Suitable asbestos sheets.
- Hand screens or helmets fitted with coloured glass (or, in the case of oxy-acetylene operators, protective glasses with side shields).
- Anti-flash goggles.
- Aprons, leather sleeves and leggings (or coveralls of flame-proof material) and gauntlet gloves; and
- Gum or other insulating boots when working in places so damp that danger of electric shock exists.

An employee who is pursuant to this paragraph supplied with any of the equipment specified herein shall wear or use, as the case may be, such equipment in such a way as to achieve the purpose for which it is supplied.

Where electric arc operators are working screens which shall be suitable and sufficient for the purpose shall be provided by the employer for the protection of employees from flash.

Tools.

(vi) 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 the 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 disaffection amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.

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

above-named organization.

is a duly accredited representative of the

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 countersigned by the representative posting same.

Any notice posted on such board not so signed or countersigned may be removed by an accredited Union representative or by the employer.

*DEFINITIONS.**General.*

21. "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.

"Process worker" means an employee engaged on—

- (i) repetition work on any automatic, semi-automatic or single-purpose machine or any machine fitted with jigs, gauges, or other tools rendering operations mechanical (and in connexion with which he is not responsible for the setting up of the machine, nor for the dimensions of the products other than by checking with gauges, which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator); or

(ii) in the assembling of parts of mechanical appliances or other articles so made, in which no fitting or adjustment requiring skill is required; or

(iii) in specialized process—not requiring use of hand tools except hammers, pliers, screw-drivers, spanners and files, and such tools as are necessary for deburring or removing rags or edging.

"Power tube operative" means an adult male employee engaged in assembling or glass operations in the making of electronic or thermionic power tubes, where the work is not reduced to process operations.

"Tradesman (radio)" means an adult male employee engaged on radio work which requires the application of general trade experience gained through apprenticeship or equivalent training in that work, but does not include an employee engaged solely as a radio tester or final tester and fault finder.

"Radio tester" means an employee other than a process worker engaged on the alignment of circuits and testing in the mass production of domestic radio including the locating and rectifying of faults not requiring the skill of a final tester and fault finder or tradesman.

"Final tester and fault finder" means an employee who in addition to the work of a radio tester is called upon to final test (other than a listening test) and/or find and specify the remedy of faults in the production of domestic radio.

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

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

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 Acts 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 23.

Basic Wage.

Place.	Adult Males. 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. 11 17 0	Melbourne

The Basic Wage for adult females shall be 75 per cent. of the Basic Wage for adult males calculated to the nearest 6d., half or less than half of 6d. in a result to be disregarded.

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 February, 1954, 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 a February, a May, an August, or a November, 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:—

	Margin Per Week.
	s. d.
Radio serviceman	48 6
Radio repairer	29 0
Radio wirer	24 0
Power tube operative—	
First six months' experience	24 0
Thereafter	28 0
Tradesman (radio)	52 0
Radio tester	39 0
Final tester and fault finder	48 6
Process worker	22 0
Other employees with not less than three months' experience in this industry	9 0
All others	3 0

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

J. W. RYAN, Secretary.

Melbourne, 3rd December, 1953.

