



# VICTORIA GOVERNMENT GAZETTE.

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Factories and Shops Acts.

## DETERMINATION OF THE PLATE GLASS BOARD.

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

(b) On the 18th December, 1939, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed fixing in position glass sheets or pieces, of surface area not exceeding 2½ square feet each, as substitute for tiles, and conferring such power exclusively on the Tilelayers Board.

In accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 5th November, 1924, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in the trade of—

- (a) designing, bevelling, cutting, embossing, glazing, painting, silvering, or otherwise working all kinds of plate, sheet, or stained glass, or glass lenses or prisms;
- (b) fixing in position all kinds of plate, sheet, or stained glass, or glass lenses or prisms;
- (c) packing all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

including any labouring work in connexion with any such operations," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in December, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

### WAGES.

2. (i) Until the beginning of the first pay period to commence in February, 1948.

Adults, Journeymen or Journeywomen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong, at Warrnambool and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
<b>SAFETY GLASS SECTION.</b>		
<i>Males.</i>		
Cutter .. .. .	7 16 6	7 13 6
Beveller .. .. .	7 16 6	7 13 6
Employee in charge of laminating room .. .. .	7 16 6	7 13 6
Autoclave attendant .. .. .	7 9 0	7 6 0
Furnace operator .. .. .	7 9 0	7 6 0
Edge workers excluding those employed on automatic or semi-automatic machines .. .. .	7 9 0	7 6 0
Edge workers employed on automatic or semi-automatic machines .. .. .	6 19 0	6 16 0
Edge sealer .. .. .	6 19 0	6 16 0
Employee packing, unpacking or issuing glass .. .. .	6 19 0	6 16 0
<i>Females.</i>		
Females engaged on scratch polishing machines .. .. .	3 9 0	3 7 6
Females engaged in inspecting and testing .. .. .	3 4 0	3 2 6
<b>OTHER GLASS SECTION.</b>		
Painter or Designer on glass .. .. .	8 3 6	8 0 6
Pencil hand embosser .. .. .	7 16 6	7 13 6
Tradesman, i.e., an employee who has completed Indenture of apprenticeship or an adult employee who has been trained for not less than four years as a beveller, silverer, glazier, glass cutter, glass bender, glass blocker, scratch polisher, sand blaster .. .. .	7 16 6	7 13 6
Tradesman's assistant, i.e., an adult employee other than a tradesman who assists a tradesman, but does not do tradesman's work or is employed in checking, recording, packing or unpacking glass .. .. .	6 19 0	6 16 0
Rubber out embosser .. .. .	6 19 0	6 16 0
Cementer .. .. .	6 19 0	6 16 0
Employee turning one lead from mill for leaded light glazier .. .. .	6 19 0	6 16 0
Assistant to a silverer employed lifting and/or painting and/or cleaning silvered glass .. .. .	6 7 0	6 4 0

(ii) Thereafter:—The weekly wages of adult male employees shall be increased by 4s. per week and the weekly wages of adult female employees shall be increased by 2s. per week.

APPRENTICES AND IMPROVERS—RATES OF PAY.

3. The following shall be the rates of pay for apprentices and improvers :—

Male Apprentices.	Until the Beginning of the First Pay Period to Commence in February, 1948.	Thereafter.
	<i>s. d.</i>	<i>s. d.</i>
<i>Five Year Term.</i>		
1st year's experience .. .. .	27 0	28 0
2nd year's experience .. .. .	37 0	38 6
3rd year's experience .. .. .	53 0	55 0
4th year's experience .. .. .	80 0	82 6
5th year's experience .. .. .	101 0	104 6
<i>Four Year Term.</i>		
1st year's experience .. .. .	32 0	33 0
2nd year's experience .. .. .	53 0	55 0
3rd year's experience .. .. .	80 0	82 6
4th year's experience .. .. .	101 0	104 6
<i>Improvers (Males).</i>		
Under 16 years of age .. .. .	23 6	24 6
16 and under 17 .. .. .	27 0	28 0
17 and under 18 .. .. .	37 0	38 6
18 and under 19 .. .. .	53 0	55 0
19 and under 20 .. .. .	80 0	82 6
20 and under 21 .. .. .	101 0	104 6
<i>Female Apprentices.</i>		
1st year's experience .. .. .	22 2	22 11
2nd year's experience .. .. .	33 6	34 8
3rd year's experience .. .. .	38 8	39 10
4th year's experience .. .. .	50 2	51 9
5th year's experience .. .. .	57 6	59 5
<i>Female Improvers.</i>		
Under 16 years of age .. .. .	18 6	19 2
16 years and under 17 .. .. .	22 2	22 11
17 years and under 18 .. .. .	33 6	34 8
18 years and under 19 .. .. .	38 8	39 10
19 years and under 20 .. .. .	50 2	51 9
20 years and under 21 .. .. .	57 6	59 5

HEIGHT MONEY.

4. Any person employed on work provided for under "Other Glass Section," at a height of 50 feet or more above the nearest horizontal plane shall be paid 1s. extra per day or portion of day whilst so employed.

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

5. (a) (i) Males—One male apprentices shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.

(ii) Female—One female apprentice shall be allowed to each adult female worker.

(b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof: provided that at least three adult male workers must be employed before a male improver can be employed.

(ii) In the case of the safety glass section one male improver shall be allowed to each three adult male workers or fraction thereof employed.

(iii) Provided further that in the case of the glass section in classification for which no apprentice is provided one male improver shall be allowed to each four adult male workers or fraction thereof.

(iv) One female improver shall be allowed to each six adult female workers or fraction thereof.

(v) In the case of the safety glass section three female improvers shall be allowed to each female receiving the adult female wage.

(c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.

(d) The terms "adult male workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory.

(e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.

(f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

*Apprenticeship Trades.*

6. (a) For the purpose of indentures the following shall be apprenticed trades :—

*Glass.*—Bevelling, silvering, embossing, glazing including lead and copper glazing, painting and designing, cutting bending, blocking, scratch polishing and sand blasting.

Provided that in all types of machining instruction and practice shall be given in one of the following machines, viz.—shaper, moulder or router.

*Term of Apprenticeship.*

(b) (i) *Males*.—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years, and for those entering apprenticeship trades in their eighteenth and nineteenth years shall be four years.

(ii) *Females*.—The term of apprenticeship for females shall be four years.

*General Conditions of Apprenticeship.*

(i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include and all future contracts of apprenticeship shall include 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.

If there occurs a breakdown of power necessitating the standing down of adult employees apprentices may also be stood down over the same period.

*Technical Training.*

(d) (i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

## CONTRACT OF EMPLOYMENT.

7. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods.

Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

(ii) *Terminating Employment* :—

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

(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 seven days prior to any such holiday the re-engagement of such employee within seven days after such holiday shall be *prima facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.

(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.

## LIMITATION OF EMPLOYMENT.

8. (a) Except as hereinafter provided no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 7 hereof.

## CASUAL LABOUR.

9. (a) Casual labour at hourly rates may be engaged provided the rates are 10 per centum higher than those prescribed for weekly hands.

(b) "Casual Labour" means labour where an employer does not provide a full week's work, but does not include a weekly hand whose engagement is terminated in the middle of the week.

## DEFINITIONS.

10. (a) "A journeyman" is a person other than an apprentice who :—

(i) has served the time prescribed by this Determination as an apprentice ; or

(ii) not being an apprentice, has attained the age of 21 years ; or

(iii) at any time within three calendar months prior to this Determination coming into operation was in receipt of at least the minimum weekly wage prescribed for the class of work on which such person is engaged whether on time or piece-work.

(b) "A journeywoman" is a person other than an apprentice who :—

(i) has served the time prescribed by this Determination as an apprentice ; or

(ii) not being an apprentice, has attained the age of 21 years ; or

(iii) at any time within three calendar months prior to this Determination coming into operation was in receipt of at least the minimum weekly wage prescribed for the class of work on which such person is engaged whether on time or piece-work.

(c) "An apprentice" is a person who is bound by indentures of apprenticeship.

(d) Subject to sub-clauses (a) and (b) hereof "an improver" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

## HOURS OF WORK.

(i) *Up to the end of 1947.*

11. (a) The ordinary hours of employment per week shall be 44.

(b) The hours of employment may be worked at any time between 7 a.m. and 6 p.m. on Monday to Friday inclusive and between 7 a.m. and 1 p.m. on Saturday.

(c) An employer may at his option work the prescribed weekly hours in five days or five and a half days, but the option having once been exercised the ordinary daily hours shall not be altered without one week's notice to the employees.

(ii) *From the 1st January, 1948.*

(a) As from the commencement of the first pay period after the first day of January, 1948, clause 11 (i) shall be deleted and the following new clause inserted in lieu thereof:—

“(a) The ordinary hours of employment per week shall be 40 to be worked in five days of 8 hours per day.”

(b) The hours of employment may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

#### SHIFT WORK.

12. Shift work may be worked, and where such shift work is worked the following conditions shall apply:—

(a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.

(b) Except as hereinafter provided, for any afternoon or night shift which has been in operation for five successive shifts or more and less than one month, ten per cent. more than ordinary rates shall be paid and after such shifts have continued for more than one month, seven and one half per cent. more than ordinary rates shall be paid.

(c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.

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

(e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid ten per cent. above ordinary rates for both shifts.

(f) When employees work day and afternoon shifts only they shall change over week and week about and shall be paid ten per cent. extra for afternoon shifts.

(g) The ordinary hours of actual work on duty exclusive of meal breaks off duty (if any) of employees working on shift shall not, until the 31st day of December, 1947, exceed:—

(i) 8 in any one day; or

(ii) 48 in any one week; or

(iii) an average of 44 per week during any period of three weeks of such employment upon such shifts.

(h) As from the commencement of the first pay period after the first day of January, 1948, clause (g) hereof shall be deleted and the following conditions shall apply in lieu thereof:—

“The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on shift shall not exceed:—

(i) 8 in any one day; or

(ii) 44 in any one week; or

(iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.”

(i) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

#### OVERTIME.

*Prior to 31st December, 1947.*

13. (a) Except in the case of shift work all time worked:—

(i) before or after the usual time of beginning and ending work;

(ii) in excess of 9 hours per day;

(iii) in excess of 44 hours in any week;

shall be paid for at the rate of time and one half for the first four hours and double time thereafter: provided that all time worked between the hours of 9 p.m. and 7.30 a.m. shall be paid for at double time.

(b) All work done outside the times of beginning and ending work on any holiday specified in clauses 20 and 21 of this Determination shall be paid for at the rate of double ordinary time.

(c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.

*Subsequent to 1st January, 1948.*

(d) Except in the case of shift work all time worked:—

(i) before or after the usual times of beginning and ending work;

(ii) in excess of 8 hours per day;

(iii) in excess of 40 hours in any week;

shall be paid for at the rate of time and one half for the first two hours and double time thereafter: provided that all time worked between the hours of 9 p.m. and 7.30 a.m. shall be paid for at double time.

(e) All work done outside the times of beginning and ending work on any holiday specified in clauses 20 and 21 of this Determination shall be paid for at the rate of double ordinary time.

(f) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.

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

(h) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.

(i) On and after the 1st day of January, 1948:—

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

#### MID-DAY MEAL.

14. An interval of 45 minutes shall be allowed for the midday meal between the hours of noon and 2 p.m. but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30 minutes break.

#### MEAL MONEY.

15. All employees required to work beyond the usual finishing time shall be allowed 2s. 6d. tea money in addition to overtime rates as prescribed for in this Determination, when the usual finishing time is exceeded by two hours.

## TRAVELLING TIME ALLOWANCE AND BOARD.

16. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the shop, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the shop.

(b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.

(c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.

(d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.

(e) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

## REST PERIOD.

17. When any spell of duty is for more than four hours, an interval of ten minutes, to be selected by the employer, shall be allowed in the third hour to females for refreshment. The interval shall be as part of the time of duty, without deduction of time work pay. During such rest period the employees may leave their seats, but not the premises.

Provided that after the 1st day of January, 1948, an interval of five minutes to be selected by the employer shall be allowed to male employees on the same conditions as the allowance to females herein.

## SEATING ACCOMMODATION.

18. (a) All chairs provided for employees shall be reasonably comfortable.

(b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

## PAY DAY.

19. (a) All employees shall be paid weekly not later than Thursday.

(b) No employer shall hold more than two days' pay in hand except under the provisions of clause 22—Loaded Rate.

(c) Any employee kept waiting for his pay on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid overtime rates for that quarter of an hour and as for a quarter of an hour at the least.

(d) Any employee dismissed during the course of a week shall have any wages due to him paid to him forthwith or posted to him within 24 hours of his dismissal.

(e) Should an employee leave his employment without giving a week's notice as required by this Determination any moneys, due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.

## HOLIDAYS.

20. The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day. All work done on the said holidays shall be paid for at ordinary rates in addition to the provisions of sub-clause (b) of clause 22.

## PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

21. (a) Any time-work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.

(b) All work done on Sundays shall be paid for at the rate of double time.

## LOADED RATE TO COVER HOLIDAYS SICK LEAVE AND ANNUAL LEAVE.

22. (a) All weekly wage employees shall be granted their annual leave at Christmas time such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 20 hereof and if any of such holidays fall within the period of annual leave and is observed on a day which would have been an ordinary working day there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas—New Year holidays.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned:—

- (i) In the Glass Section for emergency replacements of glass;
- (ii) In all Sections where employers are under contract to service ships in port;
- (iii) In Retail Shops for the purpose of servicing furniture;
- (iv) In any other Section where the said representatives of the parties consider special provision necessary.

(b) Loaded rate shall provide credits from which payment for holidays annual leave and sick pay shall be made under the following conditions:—

- (i) Each weekly wage employee shall be credited by the employer with a sum equal to  $4\frac{1}{2}$  hours pay for each week of continuous service.
- (ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the wage equivalent of such time shall be ascertained.
- (iii) If on the pay day following the holiday there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent the employer shall on that pay day pay to the employee an amount equal to that wage equivalent and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas—New Year holidays any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If on the pay day following the holiday the amount standing to such credit is less than such wage equivalent the employer shall on that pay day pay to the employee the amount then standing to such credit and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas—New Year holidays any payment due under this paragraph will be made on the pay day preceding such holidays.
- (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week pay to him such amount and if there be not sufficient for this purpose then the employer shall pay to the employee such amount as is standing to his credit and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated the employee may at his own request be paid the difference when he has accumulated sufficient credit to cover the necessary amount.

- (vi) On the pay day preceding the Christmas holidays the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-second week in the year.
- (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year the employer may reduce the amount to be credited to such employee by an amount pro rata to such absence.
- (c) Provided that on and after the 8th day of January, 1948, the loaded rate to be credited under sub-clause (b) (i) above to each weekly wage employee shall be 4 hours pay for each week of continuous service and shall be continued each year from the beginning of the second week in each year until the end of the fifty-first week in each year.

#### BOILING WATER.

23. Employers shall make available an adequate and proper supply of boiling water at rest periods and at meal hours.

#### FIRST-AID OUTFIT.

24. Every factory, shop, or work-shop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

Antiseptic solution 1 bottle; Bandages, cotton and gauze 1 dozen assorted sizes; Castor oil 2 ozs; Iodine, tincture of 2 ozs; Manual, first-aid 1; Petrolatum carbolized 1 jar; Picric acid solution made according to the following recipe or prescription:— $\frac{1}{2}$  teaspoonful of powdered picric acid, 3 ozs of absolute alcohol, and 2 pints of distilled water; 1 pint; Pins, safety 1 packet; sal volatile 6 ozs; Scissors 1 pair; Tourniquet 1; Tweezers 1 pair; Gauze, sterilized plain, Cotton absorbent, Lint absorbent, Plaster, adhesive, an adequate assortment.

#### TIME AND WAGES BOOK OR RECORD.

25. (a) Employers shall provide at each shop, factory or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the hours worked and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

- (b) The time occupied by an employee in filling in any time book or cards or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

#### MIXED FUNCTIONS.

26. (a) Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under the Determination; but if he or she is engaged for more than half of any one day he or she shall be so paid for the whole day. If the period on the higher class of work is less than half a week or half a day then he or she shall be paid at the rates fixed for the work he or she actually performs.

#### RIGHT OF ENTRY OF UNION OFFICIAL.

27. A duly accredited representative of the Federated Furnishing Trade Society of Australasia 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:—

- (a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (b) That he interviews employees only at the places where they are taking their meal.
- (c) That not more than one representative in all be in any workshop at any one time.
- (d) That no one representative visit a workshop more than once in each week.
- (e) 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 in committing a breach of any of the previous conditions such employer may refuse the right of entry but the representative shall have the right to bring such refusal before the Wages Board.

#### SHOP STEWARDS.

28. In cases where shop stewards have been appointed and recognized by the employers the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

#### UNION DELEGATES.

29. Where the appointment of a shop steward is not approved of or recognized by the employer a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

#### NOTICE BOARDS.

30. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings of the Federated Furnishing Trade Society of Australasia.
- (b) The notice boards shall be in a prominent position.
- (c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

#### DETERMINATION TO BE POSTED.

31. A copy of this Determination shall be posted in a prominent place in the workroom factory, store or shop.

#### WORK TO BE DONE IN FACTORY SHOP OR PLACE.

32. (a) All work shall be done in a factory, shop or place duly registered under State laws; but this shall not prevent an employer sending employees from his factory, shop or place to any building or ship for the purpose of repairing, completing, fitting or fixing any work covered by this Determination.
- (b) For the purposes of this Determination "factory, shop or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired prepared or manufactured.
- (c) No persons shall use allow or permit to be used as a sleeping place any part of a factory shop or place.

PIECE-WORK.

33. (a) The employer in conjunction with his employees may fix his own piece-work or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piece-work rates shall be paid to all piece-workers doing the same operation in the factory or workshop whether they be apprentices or improvers on piece-work or otherwise.

(b) All piece-workers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and in the case of females, not less than 75 per centum of the base rate.

(c) In the event of a dispute with reference to piece-work rates the matter shall be referred to the Wages Board.

CONTRACT WORK.

34. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piece-work in clause 33) by contracting, sub-contracting, sub-letting or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

35. The wages rates set out in clause 2 are based upon the following basic wage for adult males and minimum wage for adult females, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically adjusted as prescribed by clause 36.

Place.	Needs Basic Wage for Adult Males and Minimum Wage for Adult Females (Adjustable).	Loading (constant).	Total Basic Wage for Adult Males and Minimum Wage for Adult Females.	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne—				Melbourne
Males .. .. .	5 7 0	0 6 0	5 13 0	
Females .. .. .	2 16 6	0 3 0	2 19 6	
Within 10 miles of G.P.O., Geelong—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Warrnambool—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Mildura and Gippsland Districts—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week.				
Elsewhere—3s. and 1s. 6d. respectively less than the contemporaneous basic wage and minimum wage for Melbourne.				

ADJUSTMENT OF BASIC WAGE.

36. (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 May, 1948, the amounts of the Basic Wage shall be as prescribed in clause 35.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the needs 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 .087 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 amounts of the weekly rates for female apprentices and improvers shall be adjusted proportionately to the basic wage, and shall accord with the rates payable from time to time under the appropriate Award of the Commonwealth Court of Conciliation and Arbitration.

(e) The rates for piece-workers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

(f) The wages of male apprentices and improvers shall be the undermentioned percentages of the needs basic wage and in addition thereto the loadings specified.

Male Apprentices.	Percentage of Needs Basic Wage.	Loading.
	%	s. d.
<i>Five Year Term.</i>		
1st year's experience .. .. .	25	1 0
2nd year's experience .. .. .	35	1 0
3rd year's experience .. .. .	50	1 6
4th year's experience .. .. .	75	2 6
5th year's experience .. .. .	95	3 0
<i>Four Year Term.</i>		
1st year's experience .. .. .	30	1 0
2nd year's experience .. .. .	50	1 6
3rd year's experience .. .. .	75	2 6
4th year's experience .. .. .	95	3 0
<i>Male Improvers.</i>		
Under 16 years of age .. .. .	22½	0 6
16 and under 17 years of age .. .. .	25	1 0
17 and under 18 years of age .. .. .	35	1 0
18 and under 19 years of age .. .. .	50	1 6
19 and under 20 years of age .. .. .	75	2 6
20 and under 21 years of age .. .. .	95	3 0

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 8th February, 1948.

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