



VICTORIA GOVERNMENT GAZETTE.

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[1948

Factories and Shops Acts.

DETERMINATION OF THE GLUE AND GELATINE BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person employed in the trade of manufacturing glue and gelatine" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in May, 1948, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

ADULT MALES.

	Per Week.		
	£	s.	d.
<i>Gelatine and Glue.</i>			
1. Men working in raw material stores	7	0	6
2. Men working raw materials cutting machine	7	1	6
3. Men in charge of and actually washing raw material and/or preparing limes and/or working at trotter plant ..	7	6	6
4. Men assisting at washing raw material and/or preparing limes and working at trotter plants	7	0	6
5. Men working at lime pits	7	6	6
6. Men in charge of and actually operating dollies	7	10	6
7. Men assisting in dolly shed	7	1	6
8. Men in charge of and actually working at boiling pans	7	6	6
9. Men assisting in boiling shed	7	0	6
10. Men in charge of and actually working at vacuum evaporators, bone kettles, gelatine and/or glue, filters, Sharples, centrifugals, concentrated liquor vats and coolers	7	10	6
11. Men assisting (including emptying coolers)	7	0	6
12. Men operating gelatine and/or glue cutters	7	4	6
13. Men assisting	7	0	6
14. Men in charge of and actually operating Cube Drying Plant	7	8	6
15. Men assisting	7	0	6
16. Men working at other drying plants	7	0	6
17. Men engaged at gelatine and/or glue grinding	7	1	6
18. Men engaged in treating frames	7	0	6
19. Men engaged in assembling and repairing frames	7	0	6
20. Blenders—Gelatine and/or Glue	7	6	6
21. Gelatine and/or Glue Store Hands	7	1	6
22. Men in charge of and actually working at scutching pans, hydraulic presses, grease pans, grease filters and seeding tanks and washing trotter bones	7	6	6
23. Men assisting	7	0	6
24. Men working in Roller driers and associated grinders	7	1	6
25. Men in charge of and actually working at vegetable and prepared glue vats	7	6	6
26. Men assisting and store-hands including calves feet jelly	7	1	6
27. Men operating residue driers	7	8	6
28. Men crushing and/or bagging dried residues	7	1	6
29. Men receiving and passing on bones	7	6	6
30. Men actually operating de-greasing plant	7	10	6
31. Men assisting at de-greasing plant and bone polishing	7	1	6
32. Men engaged in washing and neutralizing vats	7	4	6
33. Men engaged in crushing bone residues	7	1	6
34. Men in charge of and actually operating pearl plant	7	8	6
35. Men assisting	7	0	6
36. Men assisting in laboratory work	7	4	6
37. Men not elsewhere included	6	4	6
38. Men employed actually emptying sewers, settling pits and cleaning sewers shall be paid at the rate of 1s. per hour in addition to their ordinary or overtime rate whilst engaged on such work			
39. Men engaged skimming settling pits shall be paid at the rate of 6d. per hour in addition to their ordinary or overtime rate whilst engaged on such work			
40. Men employed cleaning or scraping the inside of booby tanks or digestors shall be paid at the rate of 6d. per hour in addition to their ordinary or overtime rate whilst engaged on such work			

ADULT MALES—*continued.*

										Per Week.			
										£	s.	d.	
<i>Agar Agar.</i>													
1.	Men in charge of and actually washing raw materials and seaweed	7	6	6
2.	Men assisting	7	0	6
3.	Men in charge of and actually working at boiling vats	7	6	6
4.	Men assisting in boiling shed	7	0	6
5.	Men in charge of and actually working at vacuum evaporators, agar agar filters, Sharples, centrifugals, concentrated liquor vats, and coolers	7	10	6
6.	Men assisting including emptying coolers	7	0	6
7.	Men operating agar agar cutters	7	4	6
8.	Men assisting	7	0	6
9.	Men engaged at agar agar freezing plant	7	4	6
10.	Men engaged sawing frozen agar agar	7	1	6
11.	Men working at Infra-red drying plant	7	10	6
12.	Men working at other drying plants	7	0	6
13.	Men engaged at spreading and stripping agar agar	7	0	6
14.	Men engaged at agar agar grinding, and milling, store hands	7	1	6
15.	Men not elsewhere included	6	4	6
16.	Men employed actually emptying sewers, settling pits and cleaning sewers shall be paid at the rate of 1s. per hour in addition to their ordinary or overtime rate whilst engaged on such work												

ADULT FEMALES.

										Per Week.		
										£	s.	d.
Adult female employees—												
after three months' employment in the industry									
of less than three months' employment in the industry									
										4	13	3
										4	5	9

JUNIORS.

<i>Males.</i>													
Under 16 years of age	2	9	9
16 and under 17 years of age	3	2	3
17 and under 18 years of age	3	15	0
18 and under 19 years of age	4	7	0
19 and under 20 years of age	4	19	6
20 and under 21 years of age	5	12	0
<i>Females.</i>													
Under 16 years of age	1	19	9
16 and under 17 years of age	2	11	3
17 and under 18 years of age	3	0	6
18 and under 19 years of age	3	7	6
19 and under 20 years of age	3	17	0
20 and under 21 years of age	4	4	0

Provided that a junior female after three years' experience in the industry shall be paid the full adult rate prescribed in Clause 2.

DEFINITIONS.

3. (a) "Federation" means the Australian Leather and Allied Trades Employees Federation.
- (b) "Double time rates" or "rate of double time" shall mean when applicable to ordinary or shift hours of work on a week-day, holiday or Sunday, the ordinary hour rate payable as part of the weekly wage, and in addition, a rate equal to such ordinary hour rate; when applicable to hours worked outside the ordinary or shift hours on the days mentioned or in excess of 40 hours per week or 160 hours per twenty-eight consecutive days, the terms shall mean twice such ordinary rate.
- (c) "Casual worker" means an employee (other than a regular employee) employed by the day.

CONTRACT OF EMPLOYMENT.

4. (a) Employees other than casual workers shall be employed by the week. To be entitled to the week's pay a regular day employee must be ready, willing and available to work during his ordinary working hours.
In order to terminate the employment, one week's notice shall be given to terminate on any day with payment to day of termination or in lieu of notice one week's pay shall be paid or deducted, unless such dismissal is for wilful failure to attend for duty, malingering, misconduct or neglect of duty. Provided, however, that in the event of a stoppage through breakdown of machinery or any other cause for which the employer cannot be held responsible, the employer may on any day notify any employee that his service shall not be required on the following day or days and the employee's employment shall be temporarily terminated accordingly, and he shall not be entitled to be paid for the time not worked.
- (b) To meet emergencies, any employer may engage a casual employee for a day or more on paying extra wages calculated at the rate of 10 per cent. higher than those prescribed for similar work. Such an employee shall not be paid for a holiday occurring during any week he is employed.

MIXED FUNCTIONS.

5. Where an employee is engaged on any day on mixed functions or on work carrying a higher rate of pay than his ordinary classification, he shall be paid at the higher rate for the time so worked on such higher classification. If the aggregate hours worked by an employee on such higher classification exceed 16 in the week, he shall be paid at the higher rate for the week.

JUNIOR LABOUR.

6. (a) An employer may employ juniors in any capacity except as hereunder provided that the proportion of juniors to adults employed in any department in the works, except that of laying out and packing gelatine, glue or agar agar, shall not exceed one to two, and provided that the proportion of juniors to adults employed in the whole works with the exception of the department of laying out and packing gelatine, glue or agar agar does not exceed one to three.
- (b) Where a junior is engaged he shall, if the employer requires it, furnish a certificate or statutory declaration as to his age, and the employer may rely on such certificate or declaration until, or unless, he has notice of its inaccuracy.
- (c) No juniors shall, except where it has been the custom of the employer to so employ them, be employed on any machine.

HOURS OF WORK.

7. The ordinary hours of employment shall be 40 per week. Not more than 8 hours shall be worked in any one day without payment for overtime, between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

MEAL TIMES.

8. (a) The break for midday meals shall be not less than 30 minutes nor more than 45 minutes to be taken between 11.30 a.m. and 1 p.m.
- (b) The starting and finishing times for meals shall not be altered except by agreement between the employer and his employees or by the Wages Board.
- (c) An employee shall not be compelled to work for more than five and a half hours without a break for a meal.
- (d) For work done during meal hours and thereafter until a meal-hour break is allowed, double time shall be paid.

SHIFT WORK

9. (a) In this clause "first or day shift" means any shift commencing at 6 a.m. or the first shift commencing thereafter.
- (b) The ordinary hours of shift workers shall not exceed 160 hours in 28 consecutive days, provided that no more than 40 hours may be worked in any week without payment for overtime.
- (c) The time of commencing and finishing shift shall be fixed by agreement between the employer and his employees and in default of agreement, by the Wages Board.
- (d) A shift worker shall not be compelled to work for more than five hours without a crib time being allowed.
- (e) Shift workers shall have crib time of twenty minutes without deduction of pay to be taken at a time suitable to the process upon which he is engaged.
- (f) Shift workers on the first or day shift shall be paid at ordinary time rates.
Shift workers on the second and or third shift shall be paid $7\frac{1}{2}$ per centum more than the ordinary rates for such shift.
- (g) No junior male under the age of eighteen years shall work on the night shift.
- (h) No female shall be employed on shift work.
- (i) A shift worker who during a period of engagement on shift works only on the night shift and without some regular rotation with some other shift or with day work, shall be paid at the rate of time and a quarter for all time worked during his ordinary working hours.
- (j) Shift workers whilst working on holidays prescribed by clause 12 of this Determination shall be paid at the rate of ordinary time, provided that such shift workers shall be entitled to ten days' holiday per annum or ten days' pay in lieu thereof. On the termination of service during the currency of any year, payment for holidays shall be made on a *pro rata* basis.
- (k) For all time worked outside the hours of commencing and finishing shift, as agreed, and for all time in excess of 40 hours per week, shift workers shall be paid overtime at the rate of time and a half for the first two hours and double time thereafter. Provided that for all work performed on the first shift on Sunday, whether overtime or not, double rates shall be paid.
- (l) Notwithstanding anything contained in this clause shift workers working between midnight on Friday and midnight on Saturday shall be paid not less than (the rate of) time and a quarter, such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in sub-clause (f) of this clause.
- (m) Notwithstanding anything contained in this clause shift workers engaged on any overtime on Sunday shall be paid not less than the rate of double time.

OVERTIME.

10. (a) Except as provided by sub-clause (g) hereof, all work done outside the ordinary hours, shall be deemed overtime and shall be paid for at the rate of time and a half for the first 2 hours and double time thereafter.
- (b) In computing overtime, each day's work shall stand alone.
- (c) An employee required to work overtime shall be guaranteed a minimum of 15 minutes.
- (d) Any employee required to work overtime for more than two hours on any day, after the normal finishing time, without being notified the day before that he will be so required to work, shall be paid 2s. 6d. forthwith by the employer.
- (e) If an employee pursuant to sub-clause (c) hereof has provided a meal and is not required to work overtime, he shall be paid 2s. 6d. for the meal so provided.
- (f) The following overtime work including such work as may be performed on a Sunday or holiday, shall be paid for at the rate of time and a half:—
- (i) The effecting of repairs or renewals to and the cleaning of plant or machinery in order to enable work to proceed forthwith;
- (ii) Such emergency work as owing to the nature of the trade necessitates the immediate, as distinct from the normal treatment of material to save it from going bad or the removal after it has gone bad. Any question in dispute hereunder shall be decided by the Wages Board.
- (g) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

PAYMENT OF WAGES.

11. (a) Wages shall be paid at the works weekly not later than Thursday in each week. Not more than two days' pay over and above that becoming due shall be kept in hand.
- (b) Wages shall be paid in the employer's time or within 5 minutes of finishing time. If an employee be kept waiting for payments more than five minutes after finishing time, he shall be paid overtime rates for the time so kept waiting.
- (c) Should an employee be dismissed during the course of a week, he shall be paid at the usual place of payment on demand there by him, any wages which are legally due to him, within 15 minutes of dismissal.
- (d) Should an employee lawfully leave his employment during the course of a week he shall be paid all monies due upon termination of service.
- (e) On 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.

HOLIDAYS.

12. (a) The days on which: New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Labour Day, Melbourne Cup Day, Christmas Day, Boxing Day, or the holiday, if any, substituted for any such day by or under any State Act of Parliament, are observed shall be holidays. Employees other than shift workers not required to work on holidays shall be paid the ordinary rates of pay.
- (b) If the engagement of an employee is terminated by his employer within fourteen days of any of the holidays set out in sub-clause (a) hereof, the employee shall be paid for such holiday or holidays, if and when the Federation or the employee satisfies the employer or (if the matter is disputed) the Wages Board, that the employee has not in the meantime commenced work with another employer.
- (c) Where an employee is absent from his employment on the working day or part of the working day before or after a holiday or holidays without reasonable excuse or without the employer's consent such employee shall not be entitled to payment for such holiday or holidays.

RATES FOR HOLIDAYS AND SUNDAYS.

13. (a) Except as to shift workers working on regular rostered shifts, all work performed on Sundays and the holidays set out in clause 12 of this Determination shall be paid for at the rate of double time.

(b) An employee called upon to work on a Sunday or a holiday shall be paid for a minimum of three hours' duty for a Sunday and four hours for a holiday.

ANNUAL LEAVE.*Period of Leave.*

14. (a) Except as hereinafter provided a period of fourteen consecutive days' leave with payment of ordinary wages as prescribed shall be allowed annually to an employee by his employer after a period of twelve months' continuous service with such employer.

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 one half day for each month he is continuously engaged as aforesaid.

Public Holidays Excluded.

(c) (i) Such period of annual leave shall not include any holidays as prescribed in clause 12 observed on working days, but shall include all other non-working days.

(ii) If any holiday as prescribed in clause 12 falls within an employee's period of annual leave and is observed on the day which in the case of that employee would have been an ordinary working day there shall be added to that period one day, being an ordinary working day for each holiday observed as aforesaid.

(iii) Where an employee without reasonable excuse proof whereof shall lie upon him is absent from his employment on the working day or part of the working day prior to the commencement of his annual leave or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave.

Notice of Leave to be Given.

(d) At least seven days' notice shall be given to an employee as to when he is to commence his leave, and if such notice be withdrawn by an employer, the employee, if he postpones his leave, shall be compensated by the employer for any reasonable out of pocket loss occasioned thereby; in the case of dispute to be settled by the Wages Board.

Time when Leave to be Granted.

(e) Annual leave shall be given at a time fixed by the employer within a period not exceeding three months from the date when the right to annual leave accrued and after not less than one week's notice to the employee.

Leave to be given and taken.

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

Payment of Wages.

(g) Each employee before going on leave shall be paid for the period of leave at ordinary rates for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave. Payment in case of employees employed on piece work or bonus work or any other system of payment by results shall be at time rates.

Leave in advance.

(h) (i) An employer may grant 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 the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

(ii) Where leave has been granted to an employee pursuant to sub-clause (h) (i) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may for each 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 in clause 12 of this Determination. Provided that in cases where such leave is granted at the request of the employee, the employer may when making payment under sub-clause (g) hereof, withhold from the employee a sum equal to one-twelfth for each complete month of the qualifying period not served by the employee at the time of going on such leave and retain such sum until the expiration of such qualifying period.

Proportionate Payment.

(i) Proportionate payment shall be made in respect of each completed month of continuous service in any qualifying twelve-monthly period when an employee lawfully leaves his employment or his employment is terminated by his employer through no fault of the employee.

Calculation of continuous Service.

(j) (i) Continuity of service shall be deemed to be continuous notwithstanding—

(a) any interruption or termination of the employment by the employer if such interruption or termination has been made with the intention of avoiding obligations hereunder in respect of annual leave;

(b) any absence from work of not more than fourteen days in the twelve months on account of sickness or accident (proof whereof shall be on the employee);

(c) any absence on account of leave granted imposed or agreed to by the employer;

(d) any absence due to reasonable cause (including absences on account of sickness or accident of more than fourteen days) (proof whereof shall be on the employee).

Provided that 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 if practicable inform the employer in writing within 24 hours after 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.

(ii) In calculating a period of twelve months' continuous service:—

(a) (1) any annual leave taken therein;

(2) any absences of the kind mentioned in (a) and (b) of paragraph (i) above shall be counted as part of such period;

(b) in respect of absences of the kind mentioned in (c) and (d) of paragraph (i) above the employee shall serve such additional period as part of his qualification for annual leave as will equal the period of such absences;

- (c) (1) where an employee is absent from work for any cause whatsoever the employer shall if so requested by the employee notify the employee within fourteen days of the receipt of such request whether the employer regards such absence as breaking either conditionally or unconditionally the continuity of service of such employee. If the employee does not make such request within seven days of his return to work after any such absence such absence shall be deemed to have broken such continuity. If the employer does not give such notice within the said fourteen days such absence shall not be deemed to be such a break.

The employee shall make such request in writing and shall deliver same to the employer's office at the factory where he is employed or if there be no such office to the manager of such factory or in his absence to the employee's foreman.

The employer shall give the notification to the employee by having the same delivered to such employee personally in writing;

- (2) where an employee has been absent from his employment, and the employer has notified him that such absence is regarded as a break in the continuity of service, the employee may within fourteen days of such notification from the employer, appeal to the Wages Board against such notification of the employer.

Calculation of Month.

(k) 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.

Successor or Assignee or Transmittee.

(l) Where the employer is a successor or assignee or transmittée 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 transmittée 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.

Annual close down

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

- (i) He may by giving to the employees concerned 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 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.
- (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 (i) of this clause, subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

Disputes.

(n) Any dispute as to the rights of an employee to or with respect to annual leave shall be dealt with by the Wages Board.

Operation.

(o) Service before the date on which this Determination comes into force 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 any Determination hereby revoked. Provided, however, that, in respect of services before the 1st of January, 1948, the annual leave shall be allowed at the rate of 7½ hours for each completed one month of continuous 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, 1948, shall for the purpose of this clause be deemed to be service after the 1st January, 1948.

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.

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 unless he has been in the service of the employer concerned for at least two months immediately prior to such absence;
- (ii) he shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation;
- (iii) 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;
- (iv) he shall prove to the satisfaction of his employer (or in the event of dispute the Wages Board) 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;
- (v) 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.

(b) Provided further that where under any scheme of insurance or of an accident, relief or provident fund to secure the benefit of which the employer has paid the necessary premium or contribution, compensation becomes payable for absences through sickness the employer shall not be bound to pay more of such wage than is sufficient with such compensation to make up the full amount for any such days.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (v) 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 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.

TOOLS OF TRADE.

16. (a) The employer shall provide tools and implements of trade, leggings, aprons (rubber, leather or cloth where suitable), gloves, respirators, thigh boots and goggles where either are necessarily required by the employee in the performance of his duties, and oilskin coats or capes for employees working outdoors in wet weather.

Such aforementioned articles to remain the property of the employer, and any wilful loss or damage or damage due to neglect must be paid for by the employee.

(b) Hand cream shall be supplied to females engaged spreading gelatine and/or glue.

DAMAGE TO CLOTHING.

17. In the event of boots or clothing belonging to an employee being damaged or destroyed by fire or corrosive substance outside the normal course of usage of such boots or clothing, compensation to the extent of the damage sustained shall be made by the employer.

ACCOMMODATION.

18. (a) Boiling water shall be supplied by the employer for the employees at lunch time.

(b) Dining room and dressing accommodation and facilities for drying working clothes shall be provided by the employer who shall be held responsible for the place being kept clean. Dressing rooms shall contain suitable provisions (hanging facilities) for the clothes of each employee.

(c) Suitable showers shall be available for all employees, and both hot and cold water shall be laid on and shall be readily accessible to employees.

(d) The employer shall provide a suitable covered bicycle stand.

FIRST-AID OUTFIT.

19. The employer shall provide and continuously maintain an efficient first-aid outfit in each factory controlled by him.

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:—

Article.	Quantities to be kept in ambulance chest—	
	Factories and workshops in which not more than thirty persons are employed.	Factories and workshops in which more than thirty persons are employed.
Antiseptic solution	1 bottle	1 bottle
Bandages, cotton and gauze	$\frac{1}{2}$ doz. assorted sizes	1 doz. assorted sizes
Iodine, tincture of	1 oz.	2 oz.
Castor oil	$\frac{1}{2}$ oz.	2 oz.
Manual first-aid	1
Petrolatum, carbolized	1 jar	1 jar
Picric acid solution, made according to the following recipe or prescription—		
$\frac{1}{2}$ teaspoonful of powdered picric acid;		
3-oz. absolute alcohol;		
2 pints distilled water		
Pins, safety	1 packet	1 packet
Sal volatile	1 oz.	6 oz.
Scissors	1 pair	1 pair
Tweezers	1 pair	1 pair
Tourniquet	1	1
Cotton, absorbent		
Gauze, sterilized and plain		
Lint, absorbent		
Plaster, adhesive		
	} An adequate assortment	

TIME AND WAGES BOOK.

20. (a) Each employer shall keep in each factory, workshop or place where work is carried on by him, some card or check used in connexion with a mechanical clock or a time and wages book showing the name of each employee and his or her 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 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.

(c) The time and wages book shall be open for inspection to not more than two officers of the Federation duly accredited in writing by the Federation during the midday meal hour at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the secretary of the Federation 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: And provided further that if the meal hour shall not be a convenient time for any employer he may fix some other time of at least one hour for any such inspection.

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

UNION BUSINESS.

21. (a) Shop stewards appointed by employees in each work-shop shall be allowed the necessary time during working hours to interview the employer or his representative in matters affecting employees whom they represent.

(b) Any members of the Federal Council of the Federation or any member of the Committee of Management of any State Branch or section thereof may leave work to attend to the business of the Federation provided that reasonable notice has been given to the employer. Employees shall not be paid for the period of such absence.

RESIGNATION FROM FEDERATION.

22. An employer shall not compel an employee to resign his membership of the Federation through the fact of such member being made a foreman or placed on the staff.

RIGHT OF ENTRY OF UNION OFFICIALS.

23. A duly accredited representative of the Federation shall have the right to enter an employer's workshop during the midday meal hour for the purpose of interviewing employees on legitimate Federation 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 place 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; and
- (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, but the representative shall have the right of bringing such refusal before the Wages Board.

POSTING OF NOTICES.

24. (a) The employer shall erect notice-boards in a prominent position in his establishment for the purpose of posting any notices thereon in connexion with the legitimate business of the Federation. All such notices shall be signed by the branch secretary of the Federation.

(b) Every employer shall post and keep posted a copy of this Determination in a place accessible to all employees.

PERIODICAL ADJUSTMENT OF WAGES.

25. The wages rates set out for adults in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 26.

Total Base Rate.—Males.

Place.	Needs Basic Wage (adjustable in accordance with clause 26 of this Determination).	Loading (constant).	Industry Loading (constant).	War Loading (constant).	Total Base Rate.	Index Number Set Assigned.
Throughout the State	5 9 0	6 0	5 0	4 6	6 4 6	Melbourne

Adult Females.

The minimum rate of wage per week to be paid to adult female employees shall be not less than 75 per centum of the Total Base Rate—Males as prescribed in clause 25. Provided however an adult female employee who has not had three months' experience in the industry shall be paid the amount referred to in this clause, less the sum of 7s. 6d. per week.

ADJUSTMENT OF BASIC WAGE.

26. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in August, 1948, the amounts of the basic wage shall be as prescribed in clause 25.

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

Juniors.

The minimum rates of payment to be paid to junior employees shall be as follows:—

Males.

Age of employee.	A total payment per week at the equivalent of the below stated percentage of the total base rate for adult male employees calculated to the nearest 6d.
	Per cent.
Under 16 years of age	40
16 and under 17 years of age	50
17 and under 18 years of age	60
18 and under 19 years of age	70
19 and under 20 years of age	80
20 and under 21 years of age	90

Females.

Age of employee.	A total payment per week at the equivalent of the below stated percentage of the total base rate for adult female employees calculated to the nearest 3d.
	Per cent.
Under 16 years of age	42½
16 and under 17 years of age	55
17 and under 18 years of age	65
18 and under 19 years of age	72½
19 and under 20 years of age	82½
20 and under 21 years of age	90

27. In addition to the total base rate provided in clause 25, the margins set out in this clause shall be the minimum rate payable to employees therein named :—

Classifications.	Margins.
	Per Week. <i>s. d.</i>
<i>Gelatine and Glue.</i>	
1. Men working in raw material stores	16 0
2. Men working raw materials cutting machine	17 0
3. Men in charge of and actually washing raw material and/or preparing limes and/or working at trotter plant	22 0
4. Men assisting at washing raw material and/or preparing limes and working at trotter plants	16 0
5. Men working at lime pits	22 0
6. Men in charge of and actually operating dollies	26 0
7. Men assisting in dolly shed	17 0
8. Men in charge of and actually working at boiling pans	22 0
9. Men assisting in boiling shed	16 0
10. Men in charge of and actually working at vacuum evaporators, bone kettles, gelatine and/or glue, filters, Sharples, centrifugals, concentrated liquor vats and coolers	26 0
11. Men assisting (including emptying coolers)	16 0
12. Men operating gelatine and/or glue cutters	20 0
13. Men assisting	16 0
14. Men in charge of and actually operating Cube Drying Plant	24 0
15. Men assisting	16 0
16. Men working at other drying plants	16 0
17. Men engaged at gelatine and/or glue grinding	17 0
18. Men engaged in treating frames	16 0
19. Men engaged in assembling and repairing frames	16 0
20. Blenders—Gelatine and/or glue	22 0
21. Gelatine and/or glue store hands	17 0
22. Men in charge of and actually working at scutching pans, hydraulic presses, grease pans, grease filters and seeding tanks and washing trotter bones	22 0
23. Men assisting	16 0
24. Men working in roller driers and associated grinders	17 0
25. Men in charge of and actually working at vegetable and prepared glue vats	22 0
26. Men assisting and store-hands including calves feet jelly	17 0
27. Men operating residue driers	24 0
28. Men crushing and/or bagging dried residues	17 0
29. Men receiving and passing on bones	22 0
30. Men actually operating de-greasing plant	26 0
31. Men assisting at de-greasing plant and bone polishing	17 0
32. Men engaged in washing and neutralizing vats	20 0
33. Men engaged in crushing bone residues	17 0
34. Men in charge of and actually operating pearl plant	24 0
35. Men assisting	16 0
36. Men assisting in laboratory work	20 0
37. Men not elsewhere included	Nil
<i>Agar Agar.</i>	
1. Men in charge of and actually washing raw materials and seaweed	22 0
2. Men assisting	16 0
3. Men in charge of and actually working at boiling vats	22 0
4. Men assisting in boiling shed	16 0
5. Men in charge of and actually working at vacuum evaporators, agar agar filters, Sharples, centrifugals, concentrated liquor vats, and coolers	26 0
6. Men assisting, including emptying coolers	16 0
7. Men operating agar agar cutters	20 0
8. Men assisting	16 0
9. Men engaged at agar agar freezing plant	20 0
10. Men engaged sawing frozen agar agar	17 0
11. Men working at Infra-red drying plant	26 0
12. Men working at other drying plants	16 0
13. Men engaged at spreading and stripping agar agar	16 0
14. Men engaged at agar agar grinding, and milling, store hands	17 0
15. Men not elsewhere included	Nil

P. A. RANDES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 22nd April, 1948.