



VICTORIA  
GOVERNMENT GAZETTE.

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No. 69]

MONDAY, FEBRUARY 7.

[1949

Factories and Shops Acts.

DETERMINATION OF THE ENGRAVERS BOARD.

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

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

1. That on the 23rd December, 1948, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

Apprentices or Improvers.					PROPORTION (IN ANY PLACE).	
Apprentices.				Improvers.		<i>Apprentices.</i> One apprentice to every three or fraction of three workers engaged in any one of the following trades or occupations:— Die sinking by hand, engraver by hand, engraver-copper-plate, steel stamp cutter, badge tool maker.
Commencing Age.			Improvers.			
Under 16 Years.	16 or 17 Years.	Over 17 Years.		Improvers.		
s. d.	s. d.	s. d.	s. d.			
1st year's experience ..	30 9	41 0	51 3	35 6		
2nd " " ..	46 3	56 6	72 0	53 3		
3rd " " ..	61 6	77 0	97 6	67 9		
4th " " ..	82 3	102 9	133 0	90 6		
5th " " ..	102 9	133 0	..	107 9		
6th " " ..	133 0	..	..	139 6		

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

Juvenile Workers, i.e., persons under 21 years of age (other than apprentices or improvers) cleaning, cutting out blanks, dipping, numbering, saw piercing, polishing, sand blasting, waxing, pinning up, soldering, or press working.		Other Employees.	
	s. d.		s. d.
Under 16 years of age .. .. .	30 9	Die Sinker, by hand and/or by machine .. .. .	185 0
16 years of age .. .. .	39 0	Badge Toolmaker .. .. .	163 0
17 years of age .. .. .	49 3	Steel Stamp Cutter .. .. .	173 0
18 years of age .. .. .	66 9	Engravers by hand .. .. .	168 0
19 years of age .. .. .	82 3	Engravers, copper plate .. .. .	168 0
20 years of age .. .. .	102 9	Pantagraph Operator (other than die sinking or steel stamp cutting) .. .. .	157 0
		Stencil Plate Cutter .. .. .	147 0
		Drop Hammer Stamper who sets dies and makes force .. .. .	144 0
		Press Operator .. .. .	142 0
		Other Employees with not less than three months' experience in the Industry .. .. .	128 0
		All Others .. .. .	122 0

## TIME OF BEGINNING AND ENDING WORK.

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

## OVERTIME.

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

(b) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 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.

## Compulsory Overtime.

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

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

## HOLIDAYS AND SUNDAY WORK.

5. Employees shall be entitled to the following public holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively. Provided that Christmas Day and Boxing Day shall for the year, 1948, be deemed to fall on the 27th and 28th days of December, 1948, respectively, and that New Year's Day for the year, 1949, shall be deemed to fall on the 3rd day of January, 1949.

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

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

## EMPLOYMENT FOR LESS THAN FULL WEEK.

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

## SICK LEAVE.

7. (a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of injury by accident arising out of and in the course of his employment, shall be entitled to leave of absence without deduction of pay, subject to the following conditions and limitations:—

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer (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.
- (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 one-eleventh of such total the result to be calculated to the nearest hour.

*Attendance at Hospital, &c.*

(d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist, or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

**ANNUAL HOLIDAY.**

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

**DEFINITION.**

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

**PERIODICAL ADJUSTMENT OF WAGES.**

10. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 11. Provided that the wages of apprentices, improvers, and juveniles shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

*Basic Wage.*

Place.	Needs Basic Wage	Loading	Total Basic Wage.	Index Number
	(Adjustable).	(Constant).		Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Victoria .. .. .	5 14 0	6 0	6 0 0	Melbourne

**ADJUSTMENT OF BASIC WAGE.**

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

(b) Until the beginning of the first pay period to commence in February, 1949, the amounts of the basic wage shall be as prescribed in clause 10.

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

In addition to the basic wage prescribed by clause 10, any adult employee of a classification specified hereunder shall be paid the margin and loading hereinafter assigned to that classification, and such loading shall be deemed to be part of his ordinary rate of wage for all purposes of this Determination:—

Classification.	Margin.	Special Loading.
	s. d.	s. d.
Die Sinker, by hand and/or by machine .. .. .	59 0	6 0
Badge Toolmaker .. .. .	40 0	3 0
Steel Stamp Cutter .. .. .	49 0	4 0
Engravers by hand .. .. .	44 0	4 0
Engravers, copper plate .. .. .	44 0	4 0
Pantagraph Operator (other than die sinking or steel stamp cutting) .. .. .	34 0	3 0
Stencil Plate Cutter .. .. .	24 0	3 0
Drop Hammer Stamper who sets dies and makes force .. .. .	21 0	3 0
Press Operator .. .. .	19 0	3 0
Other Employees with not less than three months' experience in the industry .. .. .	6 0	2 0
All Others .. .. .	Nil.	2 0

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

J. W. RYAN, Secretary.

Melbourne, 8th December, 1948.

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# VICTORIA GOVERNMENT GAZETTE.

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No. 70]

MONDAY, FEBRUARY 7.

[1949

Factories and Shops Acts.

## DETERMINATION OF THE WHARFS AND JETTIES BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board, which since the 10th November, 1927, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in the trade of constructing or demolishing wooden or concrete wharfs, piers, or jetties," has made the following Determination, namely:—

1. That as from the 14th December, 1948, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a)

### APPRENTICES AND IMPROVERS.

	Wages.			PROPORTION (in any place).
	Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.	
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
Under 16 years of age .. .. .	41 0	2 0	43 0	<p><i>Apprentices.</i> One apprentice to every three or fraction of three workers receiving not less than 143s. per week.</p> <p><i>Improvers.</i> Three improvers to every four or fraction of four workers receiving not less than 143s. per week.</p>
" 17 " " .. .. .	53 3	2 6	55 9	
" 18 " " .. .. .	64 9	3 0	67 9	
" 19 " " .. .. .	81 3	3 9	85 0	
" 20 " " .. .. .	94 0	4 6	98 6	
" 21 " " .. .. .	109 3	5 3	114 6	

(b)

### OTHER EMPLOYEES.

	WAGES.		
	Day Work.		
	Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.
	<i>£ s. d.</i>	<i>s. d.</i>	<i>£ s. d.</i>
Foreman .. .. .	8 16 3	6 0	9 2 3
Leading hand, i.e., a person in charge of not less than—			
(a) three nor more than ten employees .. .. .	8 10 3	6 0	8 16 3
(b) eleven nor more than fifteen employees .. .. .	8 13 3	6 0	8 19 3
Pile-driver .. .. .	8 7 3	6 0	8 13 3
Pile-driver's offsider .. .. .	7 5 0	6 0	7 11 0
Wharf carpenters, employed on cross heads, beams, walings, transoms, kerbings, capping and bollards, braces or lower walings, decking, marginal or stepping decking, fenders, tie beams, trimmers, ladders and steps, platforms for points and approaches thereto, boat landings, ring bolts, mooring hooks, mooring piles, beacons, fencing, pile-pointing, pile-ringing, form work for concrete construction, or fitting and fastening all angle iron for waterways .. .. .	8 4 3	6 0	8 10 3

OTHER EMPLOYEES—continued.

	WAGES.		
	Day Work		
	Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.
	£ s. d.	s. d.	£ s. d.
Oxy acetylene burner on demolition work .. .. .	8 4 3	6 0	8 10 3
Saw sharpener .. .. .	8 3 6	6 0	8 9 6
Machine borer .. .. .	7 5 0	6 0	7 11 0
Cleater .. .. .	7 2 0	6 0	7 8 0
Cradler or squarer .. .. .			
Hand borer .. .. .	7 0 0	6 0	7 6 0
Wharf carpenter's assistant .. .. .			
Diver's Assistant .. .. .			
Dumper .. .. .	7 0 0	6 0	7 6 0
Other demolition workers .. .. .	6 17 6	6 0	7 3 6
Barge hand on shore plant .. .. .	6 17 6	6 0	7 3 6
All others .. .. .	6 17 0	6 0	7 3 0
<b>CONCRETE WORK.</b>			
Pneumatic pick user or jack hammer-man .. .. .	7 3 0	6 0	7 9 0
Concrete floater .. .. .	7 2 0	6 0	7 8 0
Mixer operator .. .. .	7 2 0	6 0	7 8 0
Men filling moulds .. .. .	7 0 0	6 0	7 6 0
Gaugers, i.e., persons filling gauged barrows or boxes .. .. .			
Other mixers .. .. .			
Men employed on reinforcements .. .. .	6 17 0	6 0	7 3 0
Barrowmen or general labourers .. .. .			

(c) When work is performed in two shifts per day the rates prescribed in clause 2 (b) hereof for day work shall be increased by 7½ per cent. in respect of all work done in the second or night shift.

**HOURS.**

3. The number of hours to constitute an ordinary week's work shall be 40.

**TERMS OF ENGAGEMENT.**

4. (a) Engagement may be by the week or by the hour. If by the week it shall be terminable on either side by a week's notice, which may be made to expire at any time during a week of the employment.

Provided that this clause shall not affect the employer's right to dismiss forthwith at any time an employee because of the latter's incompetence or misconduct, in which case the employee shall be entitled to payment in respect of wages only up to such time of dismissal.

(b) If engagement is by the hour, the rates of wages shall be increased by 10 per cent. per week to cover payment for holidays and sick leave, but such amount shall not be taken into consideration when computing overtime, Sunday and holiday rates.

**TIME OF BEGINNING AND ENDING WORK.**

5. (a) The spread of hours shall be as follows:—

Day work—

	Time of Beginning.	Time of Ending.
Monday to Friday .. .. .	8 a.m.	5 p.m.
Where two shifts are worked—		
Monday to Friday (day shift) .. .. .	6.30 a.m.	2.30 p.m.
Monday to Friday (afternoon shift) .. .. .	2.30 p.m.	10.30 p.m.

Any of the above times of beginning and ending may be varied on any job by mutual consent of the employer and the majority of the employees, but in no case shall the total length of any shift be increased.

(b) The higher rate to be paid for each hour or fraction of an hour worked by any employee before or after his shift, or on Saturday, shall be time and a half for the first two hours, and thereafter double time: An employee recalled to work after having ceased for the day shall be paid for a minimum of two hours work at the appropriate rate.

**FARE ALLOWANCE.**

6. In addition to the amounts otherwise prescribed, an employee shall be paid an amount of 2s. 6d. per week as a fare allowance.

**HOLIDAYS.**

7. (a) An hourly employee shall be entitled to receive the following holidays without pay:—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays, the day so substituted shall be observed. Provided that Christmas Day and Boxing Day shall for the year, 1948, be deemed to fall on the 27th and 28th days of December, 1948, respectively, and that New Year's Day for the Year, 1949, shall be deemed to fall on the 3rd day of January, 1949.

(b) An employee on weekly engagement shall be entitled to the abovementioned holidays without deduction of pay.

**HOLIDAYS AND SUNDAY WORK.**

8. All time worked on Sundays or on any of the holidays prescribed herein shall be paid for at the rate of double time. An employee required to work on a Sunday or holiday shall be paid for a minimum of two hours' work at the overtime rate.

"Rate of double time" for weekly employees shall mean as to the holidays set out an extra payment at the ordinary rate in addition to the rate ordinarily receivable.

**SPECIAL RATES.**

*Confined Spaces.*

9. (a) Working in confined space (as defined), 3d. per hour extra.

*Confined space* means a place the dimensions or nature of which necessitate working in a cramped position or without sufficient ventilation.

*Dirty Work.*

(b) Work which the engineer or inspector in charge of the job shall approve as being of an unusually dirty or offensive nature—1½d. per hour extra.

A decision shall be given on the workman's claim within 48 hours of its being asked for (unless the 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.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it shall have the right to bring such case before the Wages Board.

(c) An employee spreading or floating metalcote shall be paid 1s. per day or any portion of a day in addition to his ordinary rate.

*Special Rates not Cumulative.*

(d) 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.

(e) An employee when engaged in diving shall receive the sum of £1 6s. 6d. per dive, in lieu of his ordinary rate. A dive shall cover all time up to half a day including preparation before and after the dive.

*SICK LEAVE.*

10. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health for more than 40 hours of working time in each year of service.

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

*ANNUAL HOLIDAY.*

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

*WET WORK RATE.*

12. Men who in the ordinary course of their work are—

- |  |  |
|--|--|
| (i) Wetted from feet to knees .. .. .            | } shall be paid 1s. per day or portion of a day extra, irrespective of whether rubber boots are worn or not. |
| (ii) Working on rafting or staging awash .. .. . |  |

*CRIB TIME.*

13. A period of 25 minutes shall be allowed to shift workers for crib time, without deduction of pay.

*MEAL ALLOWANCE.*

14. An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work shall either be supplied with a meal by the employer or paid 2s. 6d., or if the work extends into a second meal hour 5s. for the two meals, but such payment need not be made to employees living in the same locality as their work and who can reasonably return home for meals.

*LIVING ALLOWANCE, ETC.*

15. (a) Where an employee is sent from one place to another, and cannot reasonably return to his home each night, he shall be paid an allowance of 10s. per day or part thereof for the first seven days, and 42s. per week thereafter, except where camping facilities are provided by the employer.

(b) An employee who has been directed by his employer to proceed to construction work on a distant job may after three months' continuous service thereon, and thereafter at three-monthly periods of continuous service thereon, return to his home at a week-end. If he does so, he shall be paid the amount of a second-class return railway fare on the pay-day which immediately follows the date on which he returns to the job, provided no delay not agreed to by the employer takes place in connexion with the employee's commencing of work on the morning of the working day following the week-end.

Provided, however, that if the work upon which the employee is engaged will terminate in the ordinary course within a further twenty-eight days after the expiration of any such period of three months as is hereinbefore mentioned then the provisions of this sub-clause shall not be applicable.

*TEA BREAK.*

16. A tea break of ten minutes' duration on each day or shift to be counted as time worked shall be allowed employees without deduction of pay. The employer shall fix the time of the tea break and shall provide the necessary labour to brew the tea at the commencement of the tea break.

*HOT WATER.*

17. The employer shall make provision where practicable for the supply of hot water during meal hours.

*CHANGING TIME.*

18. When an employee, in the course of his work, falls or is knocked into water, not more than one hour without deduction of pay shall be allowed to enable him to change into dry clothing.

*MIXED FUNCTIONS.*

19. Where an employee is required to do, and does on any one day for a time exceeding four hours in the aggregate, work for which a higher rate is prescribed than for other work done by him on that day, he shall be paid at not less than such higher rate for all work done by him on that day.

*TOOL ALLOWANCE.*

20. A wharf carpenter shall be paid a tool allowance of 2s. per week in addition to his ordinary wage.

*TRANSPORT OF INJURED OR SICK EMPLOYEES.*

21. An employer shall take immediate action to provide for an employee, if required, the necessary transport in the case of sickness or injury arising out of the normal duties of such employee.

*SHELTER, ETC.*

22. Where operations are continuously carried on each employer shall provide suitable dressing accommodation with a concrete or timber floor, and including seating and clothes hanging facilities on all jobs. Where three or more men are employed, and the work is estimated to last one week or more, a shelter shed based on six square feet per person with a minimum of 50 square feet, shall be provided. Such shed shall be for the exclusive use of workmen and not used for the storage of tools or other materials.

*First Aid Outfit.*

23. At all 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 .. .. .	

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage and pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 25. Provided that the wages of apprentices and improvers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

*Basic Wage.*

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State .. .. .	5 14 0	6 0	6 0 0	Melbourne

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, 1949, the amounts 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 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.

MARGINAL RATES.

26. In addition to the basic wage provided in clause 24, the margins set out in this clause shall be the minimum rate payable to employees therein named :—

Classification.	Margins per Week.
	s. d.
Foreman .. .. .	56 3
Leading hand <sup>2</sup> i.e., a person in charge of not less than— (a) three nor more than ten employees .. .. .	50 3
(b) eleven nor more than fifteen employees .. .. .	53 3
Pile-driver .. .. .	47 3
Pile-driver's offsider .. .. .	25 0
Wharf carpenters, employed on cross heads, beams, walings, transoms, kerbings, capping and bollards, braces or lower walings, decking, marginal or stepping decking, fenders, tie beams, trimmers, ladders and steps, platforms for points and approaches thereto, boat landings, ring bolts, mooring hooks, mooring piles, beacons, fencing, pile-pointing, pile-ringing, form work for concrete construction, or fitting and fastening all angle iron for waterways .. .. .	44 3
Oxy acetylene burner on demolition work .. .. .	44 3
Saw sharpener .. .. .	43 6
Machine borer .. .. .	25 0
Cleater .. .. .	22 0
Cradle or squarer .. .. .	22 0
Hand borer .. .. .	20 0
Wharf carpenter's assistant .. .. .	20 0
Diver's assistant .. .. .	14 0
Dumper .. .. .	30 0
Other demolition workers .. .. .	17 6
Barge hand on shore plant .. .. .	17 6
All others .. .. .	17 0



Classification.	Margins per Week.
<b>CONCRETE WORK.</b>	
	<i>s. d.</i>
Pneumatic pick user or jack hammer-man .. .. .	23 0
Concrete floater .. .. .	22 0
Mixer operator .. .. .	22 0
Men filling moulds .. .. .	20 0
Gaugers, i.e., persons filling gauged barrows or boxes .. .. .	20 0
Other mixers .. .. .	20 0
Men employed on reinforcements .. .. .	20 0
Barrowmen or general labourers .. .. .	17 0

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

J. W. RYAN, Secretary.

Melbourne, 14th December, 1948.

Item	1	2	3	4	5	6	7	8	9	10
1	1	1	1	1	1	1	1	1	1	1
2	1	1	1	1	1	1	1	1	1	1
3	1	1	1	1	1	1	1	1	1	1
4	1	1	1	1	1	1	1	1	1	1
5	1	1	1	1	1	1	1	1	1	1
6	1	1	1	1	1	1	1	1	1	1
7	1	1	1	1	1	1	1	1	1	1
8	1	1	1	1	1	1	1	1	1	1
9	1	1	1	1	1	1	1	1	1	1
10	1	1	1	1	1	1	1	1	1	1



# VICTORIA GOVERNMENT GAZETTE.

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No. 71]

MONDAY, FEBRUARY 7.

[1949

Factories and Shops Acts.

## DETERMINATION OF THE COUNTRY PRINTERS BOARD.

NOTE.—This Determination applies to the whole of the State outside and excepting 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, Mildura, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

The following Printing Trades were proclaimed on the 5th day of May, 1942, as Apprenticeship Trades under the Apprenticeship Acts for the whole of the State of Victoria outside and excepting the Metropolitan District:—

- (a) Hand Composition;
- (b) Hand and Machine Composition;
- (c) Hand Composition and General Printing.

classes of persons (other than persons subject to the Determinations of the Printers Board or the Provincial Printers Board) employed in the process, trade, or business of—

- (a) Printing;
- (b) Bookbinding (including making loose sheet covers of any kind);
- (c) Paper ruling;
- (d) Stereotyping or electrotyping;
- (e) Preparing printed matter for sale or distribution;
- (f) Carbonizing, Varnishing, Gumming, or Waxing, } Paper, cardboard, or similar materials;
- (g) Preparing lithographic work by drawing or lettering on a lithographic plate or on any other material; but not including any process subject to the jurisdiction of the Stationery Board"—

has made the following Determination, namely:—

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

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

2.

TABLE A.—ADULT MALES.

Number of Rate.	Description of Employment.	Weekly Wage—Grades.	
		A*.	B*.
		£ s. d.	£ s. d.
A1	Machine compositor; that is, a person operating any class of composing and/or slug-casting machine keyboard (including time occupied in cleaning the machine and/or remedying defective working of machine) .. .. .	8 17 0	8 14 0
A2	Probationary machine compositor—		
	(a) For a first period of six months' probation .. .. .	8 6 6	8 3 6
	(b) For a second period of six months' probation .. .. .	8 10 0	8 7 0
	(c) Thereafter the rate for a machine compositor .. .. .	8 17 0	8 14 0
A3	Provided that any probationary machine compositor who during the second six months of his period of probation attains an efficiency of 7,000 ems per hour over a maximum period of four hours on plain matter corrected of not less than 13 ems measure in six-point type, and who also has ability to do tabulated and other matter in workmanlike manner, shall be paid .. .. .	8 17 0	8 14 0
A4	Proof reader and/or reviser—		
	(a) In newspaper and commercial printing offices .. .. .	8 10 0	8 7 0
	(b) Commercial printing only .. .. .	8 10 0	8 7 0
A5	Working mechanic in charge of a slug-casting and/or type-casting machine .. .. .		
A6	Hand compositor .. .. .		
A7	Sluggier .. .. .		
A8	Bulk hand .. .. .		
A9	Stonehand .. .. .		
A10	Electrotyper .. .. .		
A11	Stereotyper .. .. .		
A12	Letterpress Machinist .. .. .		
A13	Machinist working a flat-bed machine printing from a reel .. .. .	8 6 6	8 3 6

\* See Clause 3 for definition of grades.

TABLE A.—ADULT MALES—continued.

Number of Rate.	Description of Employment.	Weekly Wage—Grades.	
		A*.	B*.
		£ s. d.	£ s. d.
A14	Lithographic machinist, including lithographic tin printer, lithographic transferrer and/or pressman .. .. .	8 6 6	8 3 6
A15	Stone and/or plate preparer .. .. .	6 18 0	6 15 0
A16	Ink grinder and/or varnisher .. .. .	6 13 0	6 10 0
A17	Bookbinder (an employee engaged in the work of folding, numbering, perforating, and/or sewing and/or binding all cut flush work not turned in and/or binding quarter bound work cut flush turned in paper sides only is not by reason only of the fact that he is doing such work entitled to this rate)	8 6 6	8 3 6
A18	Marbler .. .. .	8 6 6	8 3 6
A19	Hand Indexer .. .. .	8 6 6	..
A20	Finisher .. .. .	8 6 6	..
A21	Pocket-book maker .. .. .	8 6 6	..
A22	Loose-sheet cover maker .. .. .	8 6 6	..
A23	Ticket maker, turned in work .. .. .	8 6 6	..
A24	Blotting-pad maker .. .. .	8 6 6	..
A25	Portfolio maker .. .. .	8 6 6	..
A26	Map and plan mounter and/or varnisher .. .. .	8 6 6	..
A27	Paper ruler—that is, a person in charge of any ruling machine or who makes ready, sets pens or discs on the machine, mixes inks, rules proofs or regulates the supply of ink to the machine .. .. .	8 6 6	8 3 6
A28	Guillotine machine operator .. .. .	..	..
A29	Operator of a writer-press, multigraph machine, roneo type machine, or a similar machine printing from movable type, stereotypes, electros, zincos, or the like when employed on work other than circular letters that are wholly composed in the one face and size of type and of a typewriter character, in imitation of a typewritten letter or circular .. .. .	8 17 0	8 14 0
A30	Feeder of any kind of machine .. .. .	6 12 0	..
A31	Storeman, packer and/or despatcher .. .. .	6 18 0	..
A32	Male employee not otherwise specified .. .. .	6 6 0	6 3 0

\* See Clause 3 for definition of grades.

Adult Females.  
TABLE B.

	Per week. £ s. d.
B1 Female employee of more than five years' experience employed in connexion with bookbinding, systems' work, stationery and/or printing on work not allotted a marginal difference in Table A, or as copyholder, embosser and/or numberer, or as a feeder on letterpress and/or lithographic printing machine, ruling machine, varnishing machine, waxing machine, folding machine .. .. .	4 3 6
B2 Female employee not otherwise specified .. .. .	3 7 6
<i>Female Supervisors.</i>	
	Per week. £ s. d.
B3 Female employee in charge of or who supervises, directs, or is responsible for the work of—	
(a) Up to 8 employees .. .. .	4 5 6
(b) From 9 to 15 employees (both inclusive) .. .. .	4 14 6
(c) Over 15 employees .. .. .	5 0 6

TABLE C.  
Male Juniors in all Sections.

Where the work is performed by a male employee under the age of 21 years other than an apprentice:—

	Percentage of Needs Basic Wage.	Constant Loading.	Additional Amounts.	Total Wage.	
				Per week. £ s. d.	Per week. £ s. d.
C1 Under 15 years of age .. .. .	22	0 6	2 6	1 8 0	1 8 0
C2 Between 15 and 16 years of age .. .. .	28	0 6	2 6	1 14 6	1 14 6
C3 Between 16 and 17 years of age .. .. .	35	1 0	4 6	2 5 0	2 5 0
C4 Between 17 and 18 years of age .. .. .	48	1 0	4 6	2 19 6	2 19 6
C5 Between 18 and 19 years of age .. .. .	60	1 6	6 6	3 16 0	3 16 0
C6 Between 19 and 20 years of age .. .. .	72	2 0	8 6	4 12 0	4 12 0
C7 Between 20 and 21 years of age .. .. .	85	2 0	10 6	5 8 6	5 8 6

TABLE D.  
Apprentices.

Where the work is performed by a male apprentice:—

	Percentage of Needs Basic Wage.	Constant Loading.	Additional Amounts.	Total Wage.	
				Per week. £ s. d.	Per week. £ s. d.
D1 First year .. .. .	22	0 6	3 0	1 8 6	1 8 6
D2 Second year .. .. .	28	0 6	6 6	1 18 6	1 18 6
D3 Third year .. .. .	35	1 0	9 6	2 10 0	2 10 0
D4 Fourth year .. .. .	48	1 0	12 6	3 7 6	3 7 6
D5 Fifth year .. .. .	60	1 6	16 0	4 5 6	4 5 6
D6 Sixth year .. .. .	85	2 0	19 0	5 17 0	5 17 0

Provided that any apprentice who has passed Grade III. (Trade Theory and Practice) examination referred to in the regulations of the Apprenticeship Commission of Victoria and has also become entitled under the said regulations to an increased rate of pay for proficiency for such examination, shall have the amount of such increase paid to him each week beyond any period provided for in the said regulations until the completion of his apprenticeship together with the rate herein prescribed appropriate for the year of his apprenticeship.

TABLE E.  
Female Juniors in all Sections.

Where the work is performed by a female employee under the age of 21 years:—

	Percentage of Needs Basic Wage.	Constant Loading.	Additional Amounts.	Total Wage.	
				Per week. £ s. d.	Per week. £ s. d.
E1 First year's experience .. .. .	22	0 6	2 6	1 8 0	1 8 0
E2 Second year's experience .. .. .	26	0 6	4 6	1 14 6	1 14 6
E3 Third year's experience .. .. .	32	1 0	6 6	2 3 6	2 3 6
E4 Fourth year's experience .. .. .	38	1 0	8 6	2 12 6	2 12 6
E5 Fifth year's experience .. .. .	50	1 6	10 6	3 8 6	3 8 6
E6 And thereafter the minimum wage prescribed for females for the class of work which she is doing.					

In the above provisions E1 to E6 "experience" means experience in 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 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.

#### DEFINITION OF GRADES.

3. For the purposes of this Determination—

Grade "A" means—

Ararat	Maryborough
Castlemaine	Ringwood
Colac	Sale
Echuca	Shepparton
Hamilton	Swan Hill
Horsham	Wangaratta
Kyneton	

Grade "B" means—

All other places within the area to which this Determination applies but not specified in Grade "A" of this Determination.

#### DEFINITIONS.

4. Commercial printing (without limiting the generality of the words) means—Printing (except of newspapers). A "mixed newspaper and commercial printing office" means a place of business in which operations of commercial printing are carried on in connexion with or in addition to the work of printing a newspaper (other than a daily newspaper), and "a commercial printing office" means any place of business (other than a mixed newspaper and commercial printing office), in which any operation of commercial printing is carried on. A "daily newspaper office" includes every office in which a daily newspaper is printed and/or published.

#### NIGHT WORK ALLOWANCE.

5. (a) An adult male weekly time work employee employed on night shift shall be entitled to receive the rate of wages prescribed by Table "A" of clause 2 of this Determination, together with an allowance as follows:—

- (i) If he be employed in a commercial printing office or in a Daily Newspaper Office: 12s. extra if so employed for one week; if he works less than one week he shall be paid *pro rata* for the hours worked by him.
- (ii) If he be employed otherwise than in a commercial printing office or in a Daily Newspaper Office: 9s. extra if so employed for one week; if he works less than one week he shall be paid *pro rata* for the hours worked by him.

(b) A male junior employed on night shift shall be entitled to receive the rate of wages prescribed by Table "C" of clause 2 of this Determination, together with an allowance as follows:—

- (i) If he be employed in a Commercial Printing Office for one week on night shift, 9s. extra; if so employed in a Daily Newspaper Office, 6s.; if so employed in any other office than the aforementioned, 4s. 6d.
- (ii) If he be employed for less than one week he shall be paid *pro rata* for the hours worked by him.

(c) An apprentice employed on night shift shall be entitled to receive the rate of wages prescribed by Table "D" of clause 2 of this Determination, together with the same allowance as by sub-clause (b) hereof is prescribed for a male junior.

#### FOREMAN OR LEADING HAND.

6. In any office where three adult employees are permanently employed and one of their number, in addition to his ordinary work, has added responsibility, he shall be paid not less than 5s. per week above the minimum rate prescribed in this determination for the work ordinarily done by him, but if four or more adult employees are permanently employed, such an employee shall be paid not less than 10s. per week above the minimum rate prescribed in this determination for the work ordinarily done by him.

#### REST INTERVAL FOR FEMALES.

7. There shall be an interval of 10 minutes at a time fixed by the employer between 10 a.m. and 11 a.m. for rest on each day, Monday to Saturday inclusive, in each week for a 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.

#### WORK NOT TO BE TAKEN OFF EMPLOYER'S PREMISES.

8. No work shall be taken off the employer's premises to be executed by any employee.

#### FEMALE TO BE PAID MALE RATE.

9. Where a female is employed to do any work specifically named or described or of the class mentioned in Table "A" of clause 2 hereof, which is not specifically named or described in Table "B" of clause 2 hereof, she shall be paid the rate which is prescribed for the male.

#### LIMITATION OF EMPLOYMENT OF FEMALES.

10. A female employee shall not be employed in the mechanical departments of any office, except as a feeder on a letter-press, lithographic, or ruling machine, or as a copy-holder, or on an addressograph machine, or on such work as is now usually done by a female in a bookbinding department.

#### FEMALES NOT TO OPERATE GUILLOTINE MACHINES.

11. A female shall not operate any guillotine machine.

#### FEMALES NOT TO WASH-UP OR FEED MACHINES, ETC.

12. A female shall not be required or permitted to wash-up or clean a printing machine; or feed a platen printing machine if under the age of 18 years.

#### JUNIORS.

13. (a) No department shall be manned exclusively by juniors.

(b) The proportion of juniors shall, subject to clause 27 (a) (vi) hereof, be as follows:—

- (i) Not more than one junior of not less than 17 years of age (other than a junior carrying papers from a machine to the publishing room) in any crew of a rotary machine or of a flat-bed rotary machine, where the crew comprises three or less than three adults permanently employed; and
- (ii) Not more than one additional junior of not less than 20 years of age, where any crew of a rotary machine is comprised of four or more adults permanently employed.
- (iii) Not more than one junior of not less than 16 years of age shall be employed for every three or part of three adults employed permanently as publishing employees.
- (iv) Not more than one junior galley puller shall be employed in any office.
- (v) Not more than one junior of not less than 17 years of age shall be employed in the stereotyping department of any daily newspaper office.
- (vi) In commercial printing offices, not more than two male juniors shall be employed to each adult in any department.

(c) A male under the age of 17 years shall not be employed as a stereotyper's assistant, or rotary machinist's assistant or flat-bed machinist's assistant working from a reel, and a male under the age of 16 years shall not be employed as a publishing assistant.

(d) Juniors shall be given opportunities to become proficient in different classes of work, and where the variety of work permits, shall be taught higher-grade work as they progress in the knowledge of their work.

#### NUMBER AND PROPORTION OF STEREOTYPER'S ASSISTANTS.

14. Not more than one adult stereotyper's assistant shall be employed in any newspaper office for each stereotyper permanently employed. For the purpose of this clause "permanently employed" means continuously employed for a period of not less than six calendar months.

#### MEAL PERIOD.

15. (a) In daily newspaper offices, the commencing time for meals shall be such as may be mutually arranged between each employer and the employees, and in default of such agreement as fixed by an amendment of this determination. The meal period shall be fixed by the printer, and may vary from night to night, but shall not be less than thirty minutes nor more than one hour.

(b) In other than daily newspaper offices, 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 Printing Industry Employees Union of Australia, the period may be reduced to not less than half an hour.

(c) No employee shall be compelled to break shift except for meals, and a shift shall not exceed 5 hours without a break for meals.

(d) 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 be allowed his usual meal period as soon as it can be arranged.

## HOURS AND OVERTIME.

## 16. (a) In any commercial printing office—

*Day Work.*

- (i) The hours of duty of employees on day work shall not exceed 40 a week to be worked within 8 hours a day on Monday to Friday inclusive, between the hours of 8 a.m. and 6 p.m. and within four hours on Saturday, to be worked between 8 a.m. and noon. Provided that, by agreement made with the Printing Industry Employees Union of Australia, the finishing time on Saturday may be extended to not later than 1 p.m. within a week of 40 hours.

*Night Work.*

- (ii) Night-shift work is work other than overtime work done between the hours of 6 p.m. and 8 a.m.
- (iii) The hours of duty for night-shift workers shall not exceed 40 a week, to be worked within nine hours a day on Monday to Friday inclusive, provided that for machine compositors on night shift the hours of duty shall not exceed 40 per week.
- (iv) The hours of commencing and finishing duty on each shift of all employees on night shift or unusual shift shall be arranged from time to time between each particular employer and the said union, and in case they are unable to agree, by the Wages Board.
- (v) A female employee shall not perform night-shift work.
- (vi) A male employee under seventeen years of age shall not perform night-shift work.
- (vii) 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.*

- (viii) 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.
- (ix) All duty performed by time workers in excess of or outside the hours mentioned above in this sub-clause, 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 on any one shift, and double time thereafter.
- (x) All duty performed by piece workers in excess of or outside the hours mentioned above in this sub-clause, or in excess of the hours of a shift, shall be overtime, and shall be paid for at the rate of rate and a half for the first three hours on any one shift, and double rate thereafter.
- (xi) Double time or double rate shall be paid for all work done on Saturday afternoon and on Sunday. Where the hours of the ordinary working week are worked within five days or five nights, any work done on the sixth day or night shall be paid for at double time or double rate.
- (xii) Where notice of overtime in excess of one hour has not been given during the previous shift, and where the tea interval is insufficient to enable an employee to visit his home, 2s. shall be paid as an allowance for tea money, and the same allowance shall be made for each meal reasonably occurring during such overtime work.
- (xiii) Any employee required to work more than six consecutive shifts without a clear interval of 36 hours after the sixth shift, shall be paid double time or double rates for all work performed by him after the sixth shift until he shall have had such clear interval of 36 hours between shifts.
- (xiv) No junior worker under seventeen years of age, nor any female or apprentice, shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day.
- (xv) An employer shall not require or permit any female employee to work overtime after 6 p.m., unless at least one other female person is working with her.
- (xvi) No employee under sixteen years of age shall be employed on overtime.
- (b) In any daily newspaper office or mixed newspaper and commercial printing office:—

*Day Work.*

- (i) The hours of duty of time-work employees on day work shall not exceed 40 hours per week, to be worked within 7 hours 20 minutes a day on Monday to Saturday inclusive between the hours of 8 a.m. and 6 p.m.; provided that on daily evening newspapers the hours of duty on Saturday may be worked between 8 a.m. and 6.45 p.m.; and provided further that when work finishes not later than 12.30 p.m. on Saturday, up to 8 hours a day may be worked on Monday to Friday inclusive, and 4 hours on Saturday, or up to 7 hours 54 minutes a day may be worked on Monday to Friday inclusive, and 4 hours 30 minutes on Saturday.

*Night Work.*

- (ii) Night-shift work is work other than overtime work done between the hours of 6 p.m. and 8 a.m.
- (iii) The hours of duty for night-shift time-workers shall not exceed 40 per week for machine compositors, and 40 per week for all other employees, to be worked within 8 hours per night on Sunday to Friday inclusive.
- (iv) The hours of commencing and finishing duty on each shift of all employees on night shift or unusual shift shall be arranged from time to time between each particular employer and the union, and in case they are unable to agree, by the Wages Board.
- (v) 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 shift.
- (vi) No employee under the age of 16 years shall be employed as a copyholder on night shift, and no employee under the age of 17 years shall perform any other class of work on night shift.
- (vii) Except as provided in paragraph (vi) hereof, or in clause 18 of this Determination, no junior worker under the age of 17 years shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day.

*Overtime.*

- (viii) 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.
- (ix) All work done by a time worker in excess of or outside the weekly hours mentioned above in this sub-clause, or in excess of the hours of the prescribed shift, shall be overtime, and shall be paid for at the rate of time and a half for the first three hours on any one shift, and double time thereafter; provided that—
- (a) Work on a daily newspaper may continue for up to 10 hours on one shift in any week without incurring overtime charges.
- (b) Work on a newspaper other than a daily newspaper done on publication day, or the preceding day, may continue for up to 10 hours without incurring overtime charges.
- (c) Any day shift on newspaper work and working as provided in paragraphs (a) and (b) hereof, may extend the finishing time of the day shift on publication day to not later than 10 p.m.
- (x) All work done by a piece-worker after he has been working for a stretch of 9 hours, shall be paid for at rate and a half for the first three hours, and double rate thereafter, and all work done by a piece-worker in excess of 40 hours in any week shall be paid for at rate and a half.
- (xi) Where notice of overtime in excess of one hour has not been given to any day-worker during the previous shift, and where the tea interval is insufficient to enable the employee to visit his home, 2s. shall be paid as an allowance for tea money, and the same allowance shall be made for each meal reasonably occurring during such overtime work.
- (xii) Any employee required to work more than six consecutive shifts without a clear interval of 36 hours after the sixth shift, shall be paid double time or double rate for all work performed by him after the sixth shift until he shall have had such clear interval of 36 hours between shifts, with a minimum of three hours' work, or payment therefor: Provided that this clause shall not apply where shifts are being changed, or to a case where it is necessary for an employee to work in the place of an employee who is absent through sickness. In any case where conditions satisfactory to the Printing Industry Employees Union of Australia (Victorian Branch) are arranged in writing with an employer, with respect to the minimum of three hours' work, or payment therefor, a shorter interval than 36 hours after the sixth shift may be adopted.
- (xiii) Double time or double rate shall be paid for all work done on Saturday after the finishing time of an employee or in excess of the weekly hours prescribed above in this sub-clause, and on Sunday, provided that work for a morning daily newspaper done after 6 p.m. on Sunday shall be classed as ordinary work, and included in the employee's usual weekly hours.
- (xiv) Notwithstanding anything contained in paragraph (xiii) hereof where at the commencement date of this determination work for a newspaper is done regularly on Sunday in lieu of Saturday, such Sunday work may continue to be performed at ordinary rates of pay, and as part of an employee's usual working week, and any work done on Saturdays shall be overtime, and be paid for at double time or double rate.
- (xv) No employee under sixteen years of age shall be employed on overtime.

*Special Conditions.*

(xvi) Notwithstanding anything hereinbefore contained in sub-clause (b) hereof, the conditions prescribed for a commercial printing office shall apply in all respects to an employee employed for the whole of his time, or substantially the whole of his time, upon commercial printing work in a mixed newspaper and commercial printing office.

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

*HOURS TO BE POSTED.*

17. (a) The commencing and finishing times of any shift (other than an emergency shift or a shift for a daily newspaper) of any office shall be conspicuously displayed in each work-room, and shall continue unchanged until altered by agreement between the employer and the said union and in default of such agreement by an amendment of this determination.

(b) The commencement time of any day or night shift (other than an emergency shift) for a daily newspaper shall be conspicuously displayed in each work-room at least one hour prior to the finish of the preceding day or night shift, as the case may be, but such time shall be within the appropriate spread of hours prescribed for daily newspaper shifts in this determination.

*DUTIES AT UNUSUAL HOURS.*

18. A junior or apprentice employed in any printing office may, subject to the written approval of the said union, agree with his employer to attend the place of employment outside the usual working hours to arrange the heating of linotype metal-pots, and for such attendance shall be given such allowance in time or money as is reasonable for the time so occupied by him. Any agreement made in accordance with this clause shall not be deemed to contravene any prescribed condition in the determination relating to wages or the starting or finishing times of any shift or weekly hours of employment. In the event of the said union withholding its approval, the proposed agreement may be dealt with by the Wages Board.

*TERMS OF EMPLOYMENT.*

19. (a) No employee shall be employed other than as a weekly time-work employee or a weekly piece-work employee, or a casual time-work employee or a casual piece-work employee.

(b) A weekly time-work 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; but such work shall be of a similar class to the work usually performed by such employee.

(c) Any weekly time-work employee not attending for duty will lose his pay for the actual time lost unless he produces, or forwards within 28 hours of the commencement of such absence, evidence satisfactory to the employer or the Secretary for Labour that his non-attendance was due to personal ill-health necessitating such absence, but he shall not be entitled to payment for non-attendance on the ground of personal ill-health for more than six days in each year. Such year begins on the 1st day of June of each year. An employee is to be entitled to not more than six days' payment in any year under this clause of the determination, notwithstanding that he may be employed by different employers.

(d) A weekly piece-worker is a piece-worker engaged as a weekly employee. The following conditions apply to the employment of a weekly piece-worker:—

(i) On each working day or night of the week, the weekly piece-worker shall present himself for employment at the usual time for beginning work at the place of business of the employer, unless informed by the employer that his attendance on any day or on any night is not required, but in any case where an employer has no work for a piece-worker to do on the next following shift, he shall so inform the employee prior to his terminating work, and in any such case the employee shall not be obliged to present himself for work on the following shift.

(ii) If the weekly piece-worker begins work on any such day or any night, he shall (subject to the provisions of sub-clause (e) hereof) receive not less than four hours' continuous employment, or be paid for such four hours at the rate prescribed for a machine compositor on time work.

(iii) Subject to the provisions of sub-clause (e) hereof, a weekly piece-worker shall be guaranteed at least 30 hours' employment in any working week. If such employment is not provided for him in any week, and in such week he complies with the provisions of paragraph (i) hereof, and faithfully performs all work provided for him during that week, he shall be paid for any hours short of this guarantee at the rate prescribed for a machine compositor on time work, and this notwithstanding that any public holiday or holidays occur in such week.

(iv) For six days in any year, such weekly piece-worker will be excused for not presenting himself for employment at the proper time and place, and such non-attendance shall not disentitle such piece-worker to payment for such absence if within 28 hours of the commencement of any such absence he produces or forwards to the employer evidence satisfactory to the employer, or to the Secretary for Labour, that his non-attendance was due to personal ill health necessitating such absence. The year begins on the first day of June of each year. A weekly piece-worker shall be entitled to the benefits of this sub-clause in respect of not more than six days during any such year, notwithstanding that he may be employed by different employers.

(v) A piece-worker shall be paid for five hours for each of the six absences provided for in this sub-clause at the rate prescribed for a machine compositor on time work. An employer shall be entitled to count such five hours in any week in which a piece-worker has been sick to make up the weekly guarantee of hours in any week in which a piece-worker has worked less than 30 hours.

(vi) In respect of each public holiday referred to in clause 20 hereof, which occurs in any week, and on which the weekly piece-worker is not required to work by the employer, he shall be paid for five hours at the rate prescribed for a machine compositor on time work.

(e) The employment of a weekly time-work or piece-work employee may be terminated by one week's notice on either side, and such notice may be given at any time during any 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 said union, or any other union, or through the breakdown of machinery or any stoppage of work for any cause for which the employer cannot be held responsible.

(f) Where a weekly piece-work employee gives or receives one week's notice of the termination of his employment, he shall, during the week that such notice runs, be given the same amount of piecework as it has been customary for him to perform during the period of his employment.

(g) If an employee's services be terminated during the course of a 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.

*LEAVE OF ABSENCE.*

20. (a) Nothing in this clause has reference to absence occasioned by ill-health.

(b) In any daily newspaper office—

Every employee shall be entitled to and be allowed twenty working days' (excluding Christmas Day and Good Friday) leave on full pay in respect of each completed period of twelve calendar months' service, of which twenty working days, twelve such days at least shall be consecutive, during the continuance of this determination.

(c) In other than a daily newspaper office (including a commercial printing office)—

Every employee shall be entitled to and be allowed twelve working days' leave, and eight public holidays on full pay, in respect of each completed period of twelve calendar months' service during the continuance of this Determination, such twelve working days' leave to be twelve consecutive working days, provided that by agreement between the Union and the employer the number of consecutive working days' leave may be reduced to meet special circumstances in the case of weekly newspapers, and provided further that the eight public holidays may be either public or local holidays as the employer and the employee may agree upon.

(d) In this determination, "public holiday" means the day observed in the State as any of the following days:—New Year's Day, Good Friday, Easter Saturday, Easter Monday, Eight Hours Day (or Labour Day), Christmas Day, Boxing Day, Australia Day, King's Birthday, Anzac Day, together with such district or local holidays as may be observed in the district or place in which an employee works.

(e) An employee, for his own purposes, and with the consent of the employer, may elect to take off an equivalent number of days in lieu of and substitution for one or more of the public holidays to which this clause entitles him.

(f) The period of twelve or six (as the case may be) consecutive working days prescribed in sub-clauses (b) and (c) herein shall include public holidays occurring within the period, but shall not include Sunday occurring within the period, or Good Friday or Christmas Day.

(g) Leave shall be taken at such time as the employer deems convenient, but within three months of such holidays becoming due. The employer may, at his option, allow an employee to

take such annual leave before the completion of such twelve calendar months' service. An employee shall be given at least two weeks' notice of the commencing date on which he will be required to take his leave.

(h) If the employment shall be terminated after any annual leave shall become due, and the annual leave not have been taken, the employee shall be entitled to the payment of two weeks' wages in lieu thereof, the wages to be calculated as of the date when the leave accrued due.

(i) If during any twelve months of his service the employment of an employee who has been employed for more than three calendar months is terminated, such employee shall be paid the proportion of fourteen days wages which the period of employment bears to twelve calendar months. For the purpose of this clause, "the period of employment" shall mean the period commencing with his first employment, or upon the expiration of any twelve months of his employment. Any employee, other than a casual employee, whose period of employment when terminated is less than thirteen weeks, shall have a day's pay granted to him for any holiday, worked by him falling within the period of employment unless a day's leave in lieu thereof has been given.

(j) The wages payable to a piece-worker under this clause shall be the wages fixed for a machine compositor on time-work.

(k) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this determination.

(l) If during any twelve months of his service an employee entitled under this clause to eight public holidays on full pay has not been allowed at least eight public holidays, he shall be paid, if a time-worker, an ordinary day's pay, or if a piece-worker, an ordinary day's pay for a time-work machine compositor, in respect of each public holiday (not exceeding in all the number of eight) on which he has been required to work, notwithstanding that for the week including such public holiday he has been paid his full weekly wage or piecework rate, as the case may be, and such amount may be claimed within nine months after the expiration of such twelve months.

(m) If in any twelve months of his service an employee entitled under this clause to leave on full pay as prescribed in sub-clauses (b) and (c) hereof, has not been allowed such leave, he shall be paid for each of the days mentioned, if a time-worker, at the full rate of payment, or if a piece-worker at the rate for a time-work machine compositor, notwithstanding that in respect of each of such days he has already received his wages or piecework payment, as the case may be, without deduction, and such amount may be claimed within nine months after the expiration of such twelve months.

(n) Payment under either of the above sub-clauses (l) and (m) hereof shall not excuse an employer for failure to allow an employee to take a holiday or leave to which he is entitled under this clause, and such failure shall be a breach of this determination, notwithstanding any agreement whereby the employee purports to waive the holiday or leave to which he is entitled.

#### TIME BOOK.

21. (a) Each employer shall keep a time and wages book, correctly and fully written up 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 allowances 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 during the usual office hours at the office or other convenient place.

(b) A duly accredited official of the union shall mean any officer of such organization, or of the Victorian branch thereof who may be accredited in writing by the general secretary, or by the Victorian branch secretary, and shall include such branch secretary.

#### POWER TO ENTER.

22. The secretary of the Victorian branch of the Printing Industry Employees Union of Australia, or an officer of that branch accredited in writing by the general secretary, or the Victorian branch secretary, of the said union, shall, by arrangement with the employer or his representative in charge, have the right to enter and inspect during working hours any part of a printing factory or workshop and to interview the employees in working hours. The officials shall exercise this right reasonably, and shall interfere with the work and duties of an employee as little as possible.

#### CASUAL EMPLOYEES.

23. (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 time-worker or weekly piece-worker. A casual employee after two weeks of continuous employment as a casual employee shall become a weekly time-worker or weekly piece-worker.

(b) Where a casual employee commences duty, or where the employer expressly agrees to employ a casual employee on any employment, and the casual employee, in pursuance of such agreement, actually attends for duty, such employee—

(i) If a time-worker engaged in the publishing department, shall be paid for three hours of employment at the least;

(ii) If a time-worker engaged as a machine compositor, shall be paid for four hours at the least;

(iii) If a time-worker engaged in any other work, shall be paid for four hours at the least;

(iv) If a piece-worker, shall be given four hours' work at the least or paid for four hours at the appropriate rate for a time-worker.

(c) The hourly rate for any work for which a weekly rate is prescribed by this determination is to be ascertained by dividing the weekly rate by the number of hours which constitute the employee's prescribed working week.

(d) A casual employee, other than a casual publishing employee, whether working at piecework or time-work and working on day shift, shall be paid for such work the piecework rate or the hourly rate prescribed for such work, with the addition of 10 per cent.

(e) A casual employee, other than a casual publishing employee, whether working at piecework or time-work, and whether working mixed day and night shift, or night shift, or on work extending to not later than 6 o'clock Sunday morning, shall be paid for such work the piecework rate or the hourly rate prescribed for night work, with the addition of 10 per cent.

(f) A casual publishing employee, working on day shift, shall be paid for such work the hourly rate of 3s. 1d.

(g) A casual publishing employee, whether working mixed day and night shift, or night shift, shall be paid for such work the hourly rate of 3s. 4d.

(h) A casual employee, when working overtime 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 overtime with the addition of 10 per cent.

#### PROBATIONERS ON TYPE-CASTING OR SLUG-CASTING MACHINES.

24. An employer shall not employ an employee as a probationer on the keyboard of a type-casting or slug-casting machine unless such employee is a compositor who has served a full term of apprenticeship or is an apprentice who has served three years' apprenticeship as a compositor.

#### PIECEWORK.

25. (a) No work shall be performed by any employee by contract or sub-contract or other similar system.

(b) No piecework shall be performed by an employee other than in respect of work done in connexion with machine composition in a newspaper office in Hamilton, and in any other newspaper office where four or more slug-casting machines are in use, as may be agreed upon between the union and an employer or, failing agreement, as fixed by an amendment of this determination.

(c) (i) Subject to adjustments pursuant to clause 42 of this Determination, in conformity with increases or decreases in the needs basic wage, the minimum piecework rates payable to an employee by an employer shall be the rates prescribed in Schedule A of this Determination.

(ii) The said Schedule A is hereby incorporated in this Determination.

(d) At the end of each working week the aggregate earnings of a pieceworker employed upon work covered by Schedule A shall be ascertained for such week according to the provisions of this Determination, and where such pieceworker (when employed in Grade A as defined in clause 3 of this Determination) has worked on each and every day ordinarily worked in such week, such aggregate earnings shall be increased by the sum of 6s. (representing an increase of 6s. per week allowed by this Determination to time work employees in the said Grade A); but where such pieceworker has not worked in such week, then the aggregate earnings of such pieceworker shall be increased by a part of such 6s. proportionate to the number of days worked, calculated to the nearest penny.

#### CALL CLAUSE.

26. (a) In respect to newspaper work, two hours shall be paid for as a call to any employee brought in on any week-day to issue any special edition or do any work not in his ordinary working hours for that week. Such call, together with the time worked, shall be paid for at the rate of time and a half or rate and a half, except on Sundays. On Sundays, double time or double rate shall be paid for the call, and for the time worked, with a minimum of two hours. This clause shall only apply when an employee is not notified before he leaves work that he will be required for special duty. In any case where an employee is brought in without notice because



of another employee having unexpectedly absented himself from his work, the provisions of this clause shall not apply, but the employee so brought in to work shall be paid double time or double rate for the hours worked by him should such hours be outside his ordinary working hours for that week.

(b) In respect to commercial printing work, 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, shall be paid for as a call to any employee brought in to do any work not in the ordinary working hours, such to be paid for at the rate of time and a half or rate and a half except on Saturday afternoon and Sunday, when double time or double rates shall be paid.

#### APPRENTICES.

(Other than apprentices covered by the Printing Trade Regulations under the Apprenticeship Acts.)

#### SECTION 1.

##### 27. (a) General conditions.

- (i) An apprentice shall be indentured for a period of six years: Provided that when a boy is more than sixteen years of age at the date of the indenture, the period shall be five years, but such apprentice shall, for the purposes of calculating his wages be deemed to have already served a period of one year.
- (ii) An apprentice indentured to hand composition or hand and machine composition and attending and adjusting slug-casting and/or type-casting machines, shall be indentured only to an employer employing both hand and machine compositors actually engaged in hand and machine composition.
- (iii) A boy above the age of eighteen years shall not be employed as a probationer for apprenticeship, and shall not be apprenticed unless the Secretary for Labour has consented to such apprenticeship.
- (iv) If an employer is unable to fulfil his obligation to any apprentice, it shall be lawful for such apprentice to complete his term with another employer who may, with the consent of the said union or the Secretary for Labour, take and employ him as such apprentice.
- (v) The duties of an apprentice shall be so arranged by the employer that as he progresses in his knowledge and skill in his apprenticeship, his duties shall be varied accordingly, and he shall be placed on higher or more skillful work from time to time.
- (vi) An employer shall not employ any person under the age of 21 years other than a copy-holder, in connexion with any branch of the industry in respect of which provision is made for apprentices unless as an apprentice indentured in accordance with the provisions of this determination: Provided that any such person may be employed as a probationer for apprenticeship for a period not exceeding six months, and should such person afterwards become indentured, such period shall be reckoned as portion of his apprenticeship: And provided further that this clause does not exclude the employment of boys for such classes of work as going messages, sweeping-up, cleaning machines, or feeding printing machines, &c.
- (vii) No apprentice under the age of seventeen years shall be employed on night work.
- (viii) A copy of each indenture shall be delivered by the employer to the apprentice and to the Secretary for Labour.
- (ix) The wages and conditions prescribed in this determination for apprentices shall apply to all apprentices, whether indentured before or after the commencement date of this determination.

#### SECTION 2.

(b) Special conditions applicable to newspaper and/or commercial printing offices, other than daily newspaper offices—

- (i) A beginner shall be apprenticed to learn, and shall be fully and thoroughly taught and instructed by the employer in one of the following branches of the printing industry:—
  - (a) Hand composition.
  - (b) Hand composition and general printing.
  - (c) Hand and machine composition, and attending and adjusting slug-casting and type-casting machines.
  - (d) Stereotyping and/or electrotyping.
  - (e) Bookbinding and/or paper ruling. (No boy shall be indentured to bookbinding in any office unless the bookbinding usually done in the office is superior in class to quarter-binding.)
  - (f) Letterpress printing.
  - (g) Lithographic printing.

- (ii) An apprentice to hand composition shall be taught and instructed in all phases of hand composition, and all things incidental thereto, including the setting of advertisements, tabular and jobbing work (the latter to cover, so far as is practicable, the principles of design), bookwork, the casting-off of copy, the making-up of pages, the allotting of margins, the lay-out of pages, the locking-up and registering of formes, proof-reading and revising.
- (iii) An apprentice to hand composition and general printing shall be taught and instructed in hand composition and allied crafts in printing, but shall not be specialized upon the platen or cylinder printing machines to the detriment of his general training.
- (iv) An apprentice to hand and machine composition and attending and adjusting slug-casting and/or type-casting machines shall be taught and instructed in hand composition for the first three years, and in addition shall be taught and instructed in machine composing and attending and adjusting slug-casting and/or type-casting machines during the last three years of his apprenticeship, when the period of apprenticeship is six years, and during the last two years when the period is five years.
- (v) An apprentice to stereotyping shall be taught and instructed in all phases of the trade of a stereotyper, and all things incidental thereto, including making of metal and flog, moulding, packing and repairing moulds, casting, trimming, cutting, routing, sweating, anchoring, mounting and planing (metal and/or wood) and all bench work; and an apprentice to electrotyping shall be taught and instructed in all phases of the trade of an electrotyper and all things incidental thereto, including preparing wax, moulding, building up, blackleading, stopping-out, oxidizing, attending bath, lifting shells, backing-up, slabbing-up, sweating, anchoring, mounting and planing (wood and/or metal) and all bench work, and the care and control and use of all electrical apparatus and plant used in the processes of coppering, nickelling and the depositing of any other metal or alloy in use in the employer's business.
- (vi) An apprentice to bookbinding shall be taught and instructed in all phases of bookbinding and all things incidental thereto, and one at least of the following branches and all things incidental thereto: Finish-ing, marbling, blocking, stamping, indexing and guillotine machine operating.
- (vii) An apprentice to paper ruling shall be taught and instructed in all phases of paper ruling, and all things incidental thereto, including making-ready, setting pens or discs on machines, mixing inks, ruling proofs, and the care of ruling machines, including instruction in the mechanism of such machines and guillotine machine operating when the latter is included in the indentures of apprenticeship.
- (viii) An apprentice to letterpress printing shall be taught and instructed in all phases of letterpress printing available in the office and which must include cylinder machine printing, and all things incidental thereto, including making-ready, the mixing and use of inks, black and colour printing and the care of cylinder and platen letterpress printing machines, including instruction in the mechanism of such machines.
- (ix) An apprentice to lithographic printing shall be taught and instructed in all phases of lithographic printing available in the office, and all things incidental thereto, including the preparation of transfers, transferring, the mixing and use of inks, and the care of lithographic printing machines, including instruction in the mechanism of such machines.

#### SECTION 3.

- (c) Special conditions applicable to daily newspaper offices—
  - (i) A beginner shall be apprenticed to learn, and shall be fully and thoroughly taught and instructed by the employer in one of the following branches of the printing industry:—
    - (a) Hand composition.
    - (b) Hand and machine composition and attending and adjusting slug-casting machines.
    - (c) Slug-casting machine attending and adjusting.
  - (ii) An apprentice to hand composition shall be taught and instructed in all phases of newspaper hand composition and all things incidental thereto, including galley-pulling, copy-holding, proof-reading, floor, bulk and stone work (including the classification of advertisements).
  - (iii) An apprentice to hand and machine composition and attending and adjusting slug-casting machines shall be taught and instructed in hand composition for the

first three years, and, in addition, shall be taught and instructed in machine composition and attending and adjusting slug-casting machines during the last three years of his apprenticeship, when the period of apprenticeship is six years and during the last two years when the period is five years.

- (iv) An apprentice to slug-casting machine attending and adjusting shall be taught and instructed in the mechanism of such machines, how to attend and adjust them and make such repairs to them as the mechanical equipment of the employer's business will permit.

#### SECTION 4.

##### *Proportion of Apprentices.*

(d) In daily newspaper offices to which there are no commercial printing offices attached, the maximum proportion of apprentices shall be as follows:—In the composing department or in the slug-casting machine attending and adjusting department where one skilled adult is permanently employed at full rates as provided in this determination, one apprentice or boy working on probation as hereinbefore provided may be employed, and, in addition, one apprentice to each succeeding five skilled adults permanently employed in each of such departments. The maximum number of apprentices in any department shall not exceed three where fewer than twenty skilled adults are employed or four where twenty or more skilled adults are employed. For the purpose of this sub-clause, permanently employed means continuously employed for a period of not less than six calendar months. Indentures entered into under this sub-clause shall be so arranged that there shall be at least six months between the commencing dates of each indenture in the different departments.

(e) In any other office—

- (i) The maximum proportion of apprentices shall be as follows:—One apprentice or boy working on probation as hereinbefore provided, may be employed to each establishment where one skilled adult employee is permanently employed on full rates as provided in this determination, two apprentices to three such adults, three apprentices to five such adults and one additional apprentice to every additional three such adults. For the purpose of this sub-clause, permanently employed means continuously employed for a period of not less than six calendar months.
- (ii) In any case where a proprietor has an unindentured member of his family working for him, such member shall, for the purposes of this sub-clause, be regarded as an apprentice.
- (iii) In computing the number of skilled adults employed for the purpose of the proportion, the staffs employed upon commercial work and newspaper work in any office may be combined.
- (iv) The total number of apprentices employed on commercial work shall not at any time exceed the total number of skilled adults employed thereon.
- (v) One apprentice from a commercial printing office connected with a daily newspaper office may work on the day staff of the daily newspaper for a continuous period of not more than six months and apprentices shall rotate and continue to rotate on this work.

#### SECTION 5.

##### *Technical Education.*

(f) In any place—

- (i) Each apprentice shall, after the completion of his first year of apprenticeship, attend and be permitted by his employer to absent himself during ordinary working hours for the purpose of attending for four hours every week a suitable technical school or other school for study and instruction in the branch of the industry to which he is apprenticed, for the period of three years or for the period of any prescribed course approved by the union or by the Wages Board, if such school is available. Wherever a State Technical School provides instruction in an apprenticeship trade such State Technical School shall be accepted as a suitable school for the purpose of this determination.
- (ii) If there be no such technical or other school as aforesaid, then the employer shall permit the apprentice for four hours in any week during ordinary working hours to perform on the employer's premises the theoretical or practical work of or incidental to a correspondence course with such technical or other school until the course is completed, provided that the said course is approved by the union or the Wages Board.
- (iii) If the apprentice produce a certificate from such technical or other school showing that he has given satisfactory attention, by attendance, correspondence or otherwise, to the work of the school for a quarter or other term, then for that term there shall be no deduction from his pay for the time of absence, or for the time occupied, as provided in paragraph (ii) hereof, and the school fees shall be paid by the employer (unless paid by the State Government).

- (iv) Should the apprentice attain a standard approved by such technical or other school, he shall for the first annual examination he passes receive the sum of 2s. 6d. per week in addition to the prescribed weekly wage; for the second annual examination he passes he shall receive an additional sum of 2s. 6d. per week, or 5s. in addition to the prescribed weekly wage; for the third annual examination he passes he shall receive a further sum of 2s. 6d. per week, or 7s. 6d. in addition to the prescribed weekly wage. He shall receive such additional amounts from the date on which the employer is notified of such pass.

- (v) Where no annual examination is held—(1) the teacher in charge of such technical or other school, or of the correspondence course of such technical or other school, together with two representatives (one from the employers' representative organization and one from the Printing Industry Employees Union of Australia) or where such for any reason is not practicable—(2) a committee consisting of one representative from the employers' representative organization and one from the union, together with a chairman to be mutually agreed upon, shall, in December of each year, review the students' work. If such work is deemed satisfactory it shall be recognized by the issue of an interim report. Should the apprentice attain a standard of not less than 60 per cent. of the possible points, he shall for the first report receive the sum of 2s. 6d. per week in addition to the prescribed weekly wage; for the second report he shall receive an additional sum of 2s. 6d. per week, or 5s. in addition to the prescribed weekly wage; for the third report he shall receive a further sum of 2s. 6d. per week, or 7s. 6d. in addition to the prescribed weekly wage. He shall receive such additional amounts from the date upon which the employer is notified of such report.

- (vi) The time during working hours occupied by an apprentice in attending a technical or other school (including the time occupied by him going from his work to such school or class and returning to his work), or occupied in connexion with correspondence school instruction, shall be reckoned as part of the time served under his indenture of apprenticeship and shall not delay the completion of his indenture or interfere with the periodical increase of his wages.

#### PAY DAY.

28. An employee shall be paid his wages weekly, provided that where at the commencement date of this determination an employer pays fortnightly such practice may continue. Not more than two days' pay may be kept in hand by any employer.

#### MIXED FUNCTIONS.

29. Where an employee is employed on work which involves the payment of a higher rate of wage than the rate prescribed in this determination for the work usually performed by such employee, the employee shall be paid such higher rate of wage for the time occupied by him in the performance of such work provided that if he be employed for four hours or more on any day on such work the employee shall be paid for the full day at the higher rate of wage. This clause shall not apply to rotary machine workers who for brief periods during the running time of the machine perform mixed functions.

#### HEALTH PROVISIONS.

30. (a) Type metal or type metal shavings shall not be permitted to accumulate on the floor or in the vicinity of slug-casting or type-casting machines or on the floor of the stereotyping and/or electrotyping department.

(b) Dry cleaning shall not be permitted or carried out in any printing factory, workshop or place. All establishments and workshops shall be efficiently ventilated.

(c) The employer shall provide a suitable place for employees to wash their hands.

(d) 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 workroom.

(e) All metal pots, except those electrically heated, shall be provided with proper and suitable hoods, which shall be so fitted that all fumes and heavy gases are sucked off and conducted into the open air.

(f) If 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.

(g) In connexion with stereotype and/or electrotype installations proper and adequate provision shall be made for carrying off the fumes arising from the melting down of old stereotype plates or linotype slugs and from the refining of dross.

(h) The cleaning of linotype plungers shall be done in such a manner as to cause the fumes or dust to be carried away from the workroom into the open air.

## BRONZING OR DUSTING OFF.

31. (a) Bronzing or dusting-off by machine shall not be done except under such conditions as to prevent as far as practicable the escape of dust into the air of any occupied room.
- (b) Bronzing or dusting-off by hand shall not be done except in connexion with—
- (i) An efficient exhaust draught which effectively carries away bronze dust in the atmosphere; or
  - (ii) An appliance or within a structure of canvas, wood or other suitable material so constructed as to prevent as far as possible the escape of dust into any occupied room.
  - (iii) The foregoing conditions shall not be enforced where bronzing or dusting-off is not done in any workroom for more than two hours in any one day.
- (c) There shall be provided—
- (i) Suitable overalls and head coverings for all persons engaged in bronzing or dusting-off, which shall be washed or otherwise effectively cleansed at least once every week when in use.
  - (ii) For all persons engaged in bronzing or dusting-off a suitable place or places for clothing put off during working hours.
- (d) Every person employed in bronzing or dusting-off shall—
- (i) Wash the face and hands before partaking of any food or leaving the premises.
  - (ii) Wear the overalls and head coverings supplied as provided herein.
  - (iii) Deposit clothing put off during working hours in the place or places provided in pursuance of this clause.
- (e) Where bronzing or dusting-off is regularly done, there shall be provided and maintained in a clean state and in good repair for the use of all persons employed in bronzing or dusting-off a sufficient supply of clean towels and soap and nail brushes and a supply of hot and cold water.
- (f) Where bronzing or dusting-off is not done regularly, a reasonable supply of hot water shall be available for each person engaged in bronzing or dusting-off.
- (g) Any person employed in bronzing by hand or dusting-off by hand shall be paid 6d. an hour in addition to any other money payable under this determination.
- (h) Where the bronzing surface does not exceed in size large post octavo, females may be employed at bronzing or dusting-off for a period not exceeding two hours in any one day, but except under such conditions an employer shall not require or permit any female employee to do bronzing or dusting-off work.
- (i) Upon request being made each person shall be supplied free of charge by the employer with milk each morning and each afternoon where employed in bronzing or dusting-off by hand for two hours or more in any morning or afternoon period.

## UNION DELEGATE.

32. Delegates chosen from the members of the union (but not more than two) shall be allowed the necessary time in working hours to interview their employer or his representative for the purpose of submitting grievances. If such delegates be pieceworkers they shall be paid for such time at the time rate for machine compositors. The time of any interview shall be so fixed as not to delay the publication of a newspaper.

## DETERMINATION TO BE POSTED.

33. (a) A copy of this determination shall be kept posted in a prominent place in each workroom where it may be read by employees. The Printing Industry Employees, Union of Australia, shall be permitted to post notices as to union meetings on a board at each establishment in a reasonable manner.

(b) Notices containing advice for the preservation of the health and protection of workmen, if provided by the Printing Industry Employees, Union of Australia, shall be kept prominently posted and displayed in all workrooms by the employer.

## INTERPRETATION OF THE DETERMINATION.

34. (a) A time-worker's 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 as prescribed by this determination.
- (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) "Adult male" shall mean (i) any male employee over 21 years of age other than an apprentice, or (ii) any employee who has completed his period of apprenticeship but is under 21 years of age; and "adult female" shall mean (i) any female employee over 21 years of age, or (ii) any female employee of any age who has had five years' experience in any of the branches of the industry described in Table "B" of this determination.
- (e) A duly accredited or authorized official or person, member of the Printing Industry Employees, Union of Australia, shall mean any officer or member of the said union or of the Victorian branch or sub-branch thereof who may be accredited in writing by the secretary-treasurer of the said union or by the Victorian branch secretary, and shall include the said secretary-treasurer and branch secretary.
- (f) The "said union" or "union" shall mean the Printing Industry Employees, Union of Australia.
- (g) A copy-holder, unless an apprentice to hand composition or hand and machine composition, shall not be entitled to do the work of reading, revising, checking or correcting proofs.

## Schedule A.

## PIECEWORK RATES FOR MACHINE COMPOSITION.

1. The piecework rate for machine composition shall be 5½d. per thousand ens, but where such work is done on a night shift, the rate shall be 5 5-12d. per thousand ens, and such piecework shall be done subject to the provisions of this determination and of this schedule.

Provided that in addition to the piecework rates set out in this schedule a pieceworker shall be paid 5s. if a day worker or 60s. if a night worker for each full week worked or a *pro rata* amount according to the time actually worked if less than a full week is worked.

Provided further that in addition to the amount ascertained in accordance with the two preceding paragraphs, there shall be added to the earnings of the pieceworker one-tenth of the amount so ascertained in the case of a day worker, or one-twentieth of the amount so ascertained in the case of a night worker.

## CAST-UP AND MINIMUM MULTIPLIER.

2. (a) The cast-up shall be according to the point system, but the minimum multiplier for any line shall be 40, and the table of multipliers appended to this schedule shall be observed. A fraction of an en if more than decimal five shall count an en for the machine compositor, and if less shall not be counted. If it is decimal five it shall count alternately for the house and the machine compositor.

(b) All matter set for advertisements in type larger than 8-point shall carry a minimum multiplier of 45, and where the type used in the advertisements is larger than the predominant body matter type of the newspaper it shall also be measured in depth by such predominant body matter type.

(c) The multipliers for newspapers having columns of 11½ ems measure shall be as follows:—7-point type, 45; 6-point type, 48; 5½-point type, 50.

## PIECEWORK AND TIME-WORK MATTER.

3. Matter set in type up to and including 8-point shall be reserved to the piecework machine compositors. Should such be set on time by the house, it shall be charged by the piece-

workers as plain matter. Matter set in type larger than 8-point may be set on time by the house. Provided that in any morning daily newspaper office display advertisements (that is, advertisements in which there are three or more different sizes of type other than public and Government notices) may be set in their entirety by time-workers.

## 10-POINT AND LARGER TYPE.

4. Matter (other than multiple-bar matter, headlines, display lines or body matter in advertisements) of 13 ems measure and under composed in 10-point type shall be charged one farthing extra per thousand ens; all types above 10-point in size shall be charged three farthings extra per thousand ens.

## HEADLINES AND DISPLAY LINES.

5. (a) Headlines to articles when set by the piecework machine compositor shall be charged according to the depth and multiplier of the type used in the article to which they belong, with one-third extra for types up to and including 14-point.

(b) Display lines in advertisements larger than body type when set by the piecework machine compositor shall be charged in accordance with clause 2 (b) hereof, with one-third extra for all types up to and including 14-point.

## LEAVING MACHINE.

6. When a machine compositor has to leave his machine to work on another machine in connexion with his "take," he shall be entitled to charge twelve lines of body matter of the "take" in addition to the value of the matter set.

## BORDERED MATTER.

7. Matter having a machine set border attached to the slug, whether such border is formed of rules, letters, or otherwise, shall be paid for at double rate.

## DIALECTS, ETC.

8. Matter set in dialectic English or in illiterate spelling, where such matter is of four lines or more, or where the dialectic English or illiterate spelling is recurrent through the matter, shall be paid for at rate and a half. An unintentional error in spelling is not illiterate spelling within the meaning of this clause.

## FOREIGN LANGUAGES.

9. Matter set in any language other than English shall be paid for at double rate.

## "TAKE" OF COPY.

10. Twelve lines of 13 ems measure or their equivalent shall constitute a machine "take" of copy. Provided that the matter given out at any one time, whether referring to the same or different articles shall constitute one "take," and provided further that during the last fifteen minutes of the work done by the machine compositor when finishing prior to the last forme leaving the composing room, the "take" may be reduced to six lines.

## TOP AND BOTTOM RULES.

11. The top and bottom rules of tables shall be paid for as distinct lines when set or required to be inserted by the machine compositor, but cross rules in the body of a table when set or required to be inserted by the machine compositor are to be reckoned in the depth.

## INTRODUCTORY LINES IN TABULAR MATTER.

12. Introductory lines or footnotes or lines between tabular matter in any case not exceeding six lines shall be paid for as part of the table.

## COLUMN OR TABULAR MATTER.

13. Column or tabular matter cast on one bar shall be charged: Two columns (two justifications or arrangements), rate and a third; three columns, rate and a half; four or more columns, double rate. The above rates shall be paid whether the matter is with or without headings or rules. Where there are more than four columns, the machine compositor shall have the option to set the matter at a time rate to be calculated on the weekly machine compositor's rate, with the addition of 12½ per cent.

## HEADINGS.

14. Column or tabular matter with headings in smaller type than the body shall be cast-up at the value of each body.

## RUN-OUT LISTS, ETC.

15. Matter consisting of subscribers' names with the sums of money run out to the end of the lines, names of horses with "st." and "lb." run out, measurements of land with acres, roods and perches run out, and similar matter, shall carry no extra charge, but where there are two columns of figures in the measure such matter shall be paid for at rate and a half; and where there are three columns of figures, at double rates. In other matter which requires to be cast-off to ascertain the proper widths of columns, or to be ranged, whether such matter consists of words or figures, each column and each group of ranged matter shall be considered a column, whether with or without rules or headings, and shall be paid for accordingly.

## RUN-ON LISTS AND SIMILAR MATTER.

16. Run-on matter consisting of mixed figures and words, such as subscription lists, share lists, land sales, wool sales, show prize lists, cargo lists, mixed names and figures, tennis results, egg-laying competition results, pawnbrokers' advertisements, balance-sheets, University or other school lists (other than those which consist of figures), cricket scores, rifle scores, quill scores, mining and market reports, racing weights, racing results and similar matter, and also passenger lists, shall be paid for at rate and a third, but lines not containing such run-on matter shall be charged plain. University and other school lists and examination results (consisting of figures), lottery results (consisting of figures) and other run-on figure matter (consisting of figures), shall be paid for at double rate.

## LEADERED MATTER.

17. All leadered matter, if leaders are ranged, shall be paid for at rate and a third.

## SMALL CAPITALS, ITALICS, OR SORTS.

18. (a) For small capitals, italics, clarendon or other faces and sorts of type not on the principal keyboard, but fed in by hand or (except in the cases provided for in sub-clauses (d) and (e) of this clause) fed in from an auxiliary keyboard, one line extra shall be allowed for each word of six letters or less and two lines extra for each word of more than six letters.

(b) Where single lines or intermittent words are set on the keyboard in such faces and sorts, one line extra shall be paid for each line containing such words, except small capitals, which shall be paid one line extra for each word.

(c) One line extra shall be allowed for every two (or fraction of two) two-line initial letters inserted by hand.

(d) One line extra shall be allowed for every three (or fraction of three) two-line initial letters set from an auxiliary keyboard.

(e) One line extra shall be allowed for every five (or fraction of five) two-line letters set from an auxiliary keyboard as display words.

(f) When double-letter matrices are used and matter is set on the upper tier or by the two-letter or leaf attachment for-elevator head elevation, such matter (excluding head lines and display lines) up to 25 continuous lines shall be paid at rate and a half.

## CORRECTIONS.

19. (a) Alterations from copy to the first proof shall be paid for at double rate. House marks or authors' proofs shall be paid for at double rate, but six lines shall be the minimum charge where corrections to single proofs are requested and the machine compositor has not to leave his machine. New matter or additions to copy shall be paid for at the ordinary rate if exceeding twelve consecutive lines. The house shall be entitled to correct all authors' proofs or revises on time.

(b) A machine compositor shall have a reasonable opportunity to correct his own proofs. Should the exigencies of the work require it, proofs may be corrected on time at the discretion of the printer, and the house shall have the right to correct and deduct from the machine compositor the number of lines requiring correction. The machine compositor shall have the opportunity of seeing the proofs containing any corrections charged against him.

(c) When a reader is not employed on any shift or is employed for a part of a shift only, and proofs as a consequence are not available to a machine compositor for correction, the house shall correct such proofs and make no charge against the machine compositor.

(d) It shall be permissible for a machine compositor to arrange with another machine compositor for the correction of his proofs where such arrangement will not cause delay.

## SLUGGING, ETC.

20. The insertion of all display or corrected slugs, cutting, fitting or whiting shall be done by the house.

## WHITE LINES, ETC., INSERTED BY THE HOUSE.

21. (a) The machine compositor shall not be paid for white-lines, leads, rules or other matter inserted by the house, except where the same are set or required by the house to be inserted as part of a "take."

(b) Matter set on a larger body than the face size shall be charged the face multiple and body size for number of lines.

## MULTIPLE BAR MATTER TO BE LAID OUT BY HOUSE.

22. Where matter is set on two or more bars it shall be laid out by the house, but the machine compositor shall be responsible for any mistakes made by him.

## EXTRA CHARGE FOR MULTIPLE BAR MATTER.

23. Matter requiring two bars to complete one measure (not being tabular matter) shall be paid for at rate and a third; three bars, rate and a half; four or more bars, double rate.

## FULL LINES.

24. Each line cast by the machine shall be paid for as a full line of the width of the standard column of the paper concerned, provided that each line of wider measure than such standard width shall be charged as a full line of the measure to which the vice-jaw is set.

## COPY TOO BIG FOR TRAY.

25. All matter set from copy (including books) that will not go on or cannot be folded or arranged to suit the copy tray shall be paid for at rate and one-third.

## BAD OR INDISTINCT COPY.

26. Bad or indistinct copy classed as such by the printer and the Father of the Chapel, or copy written with an indelible pencil, or matter having to be transposed by the machine compositor (that is, matter which is not to be set up in the order in which it appears in the copy), shall be paid for at rate and one-third.

## CONTRACTIONS—EXTRA CHARGE.

27. Where the machine compositor has to make contractions, he shall be paid rate and a half for each line affected. This provision does not apply to ordinary recognized contractions such as "st." for street, "rd." for road, "Co." for company, "Ltd." for limited, "lb." for pound, "oz." for ounces, &c. No extra charge shall be made where occasional contractions appear in the copy and are required to be followed by the machine compositor.

## DEFECTIVE MACHINES.

28. The correction of errors resulting from the defective working of the machine, and sunken letters, shall be paid for at double rates, provided that where a mechanic is employed on the shift or some responsible person is present, his attention is called to the defect, and he has failed to remedy the matter, but a machine compositor shall be entitled to this charge for all matter set up to the time when the defect was or should reasonably have been observed by him.

**LOWER MAGAZINE.**

29. The piecework rate for machine composition from any lower magazine from which the matrices assemble down a chute (as in the Mergenthaler Model No. 4), shall be such as may be agreed upon between the printer and the Father of the Chapel in the establishment concerned; and in default of such agreement the machine compositor may, at his option work such machine at the time rate for machine compositors.

**TIME WORK.**

30. A machine compositor who may be temporarily required to do hand work shall be paid therefor not less than the time rate for a machine compositor.

**WAITING TIME.**

31. All stoppages of five minutes or more at any one time shall be charged as waiting time, and be paid for at the time rate for a machine compositor, provided that such stoppages have not been caused by the fault of the machine compositor.

**CHANGING MAGAZINES.**

32. The machine compositor shall be entitled to charge—
- (a) Each time he has to remove the mould from the machine and replace it by another, or insert a fresh mould, or change the measure of the mould, 4d.
  - (b) Each time he changes the magazine of a machine where such change is not accomplished by the manipulation of handle or lever, 4d.
  - (c) Each time he changes and returns the magazine of a multi-magazine machine or a machine of similar design where such change and return of the magazine are made by the manipulation of a handle or lever, 1d.
  - (d) Each time he empties or refills a magazine, 9d.
  - (e) Each time he empties and refills a magazine, 1s. 3d.

The machine compositor shall be entitled to make any of the foregoing charges where the work is done by a mechanic while the machine compositor is waiting or assisting.

**SUPPLIED MATTER.**

33. Linotype composition supplied to a newspaper office, whether supplied in the form of type, slug, stereotypes, electrotypes or slongs, shall be charged by the piecework machine compositors at the prescribed piecework rates for such class of composition, excepting linotype composition for advertisements supplied to a daily newspaper office, from any office outside the area in which this determination operates.

**LONG MEASURE.**

34. Slugs of 26 ems pica measure and over set in 6-point or smaller type shall be paid 4d. per 1,000 ems in addition to the rate.

**ALTERATIONS IN STANDING ADVERTISEMENTS.**

35. Alterations made in standing advertisements shall be charged as "house marks," provided that more than six consecutive lines shall be charged plain with a minimum charge of twelve lines.

**INSTRUCTIONS.**

36. Instructions shall be given to the machine compositor with the first "take" of copy of each article.

**CATCHLINES.**

37. All catchlines shall be charged for by the machine compositor when set by him.

**FULL FOUNT OF MATRICES.**

38. Each machine shall be provided with at least 25 spacebands and such a fount of matrices as will enable the machine compositor to do his work without delay.

**REPEAT LINES OF EXTRA CHARGE MATTER.**

39. The fifth and subsequent repeat lines of extra charge matter shall be charged plain and repeated by re-casting.

**CUMULATIVE CHARGES.**

40. Each extra charge under this schedule shall be computed independently of any other extra charge which the same matter may carry, and on the basis of the same being plain matter. In no case shall extra charges accumulate beyond the plain rate plus rate and one-half.

**ATTENDING AND ADJUSTING.**

41. On any shift a machine compositor on piecework attending or adjusting one machine shall be paid 10s. per week extra, and for two or more machines 20s. per week extra. If the 10s. per week be not paid to a pieceworker, all mechanical troubles shall be rectified for him without delay, and he shall be paid for all time he is kept waiting at the time rate for a machine compositor.

**TABLE OF MULTIPLIERS.**

Measure— Pica Ems.	Pica or 5-pt.	Agate or 6-pt.	Nonpareil or 6-pt.	Minion or 7-pt.	Bravley or 8-pt.	Bougeois or 8-pt.	Long Primer or 10-pt.	Small Pica or 11-pt.	Pica or 12-pt.	English or 14-pt.
6	40	40	40	40	40	40	40	40	40	40
7	40	40	40	40	40	40	40	40	40	40
8	40	40	40	40	40	40	40	40	40	40
9	43	40	40	40	40	40	40	40	40	40
10	48	44	40	40	40	40	40	40	40	40
11	53	48	44	40	40	40	40	40	40	40
12	58	52	48	41	40	40	40	40	40	40
13	62	57	52	45	40	40	40	40	40	40
14	67	61	56	48	42	40	40	40	40	40
15	72	65	60	51	45	40	40	40	40	40
16	77	70	64	55	48	43	40	40	40	40
17	82	74	68	58	51	45	41	40	40	40
18	86	78	72	62	54	48	43	40	40	40
19	91	83	76	65	57	51	46	41	40	40
20	96	87	80	69	60	53	48	44	40	40
21	101	92	84	72	63	56	50	46	42	40
22	106	96	88	75	66	59	53	48	44	40
23	110	100	92	79	69	61	55	50	46	40
24	115	105	96	82	72	64	58	52	48	41
25	120	109	100	86	75	67	60	55	50	43
26	125	113	104	89	78	69	62	57	52	45
27	130	118	108	93	81	72	65	59	54	46
28	134	122	112	96	84	75	67	61	56	48
29	139	127	116	99	87	77	70	63	58	50
30	144	131	120	103	90	80	72	65	60	51

**PERIODICAL ADJUSTMENT OF WAGES.**

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, each half-year, be automatically adjusted as prescribed hereunder:—

**Basic Wage.**

Place.	Needs Basic Wage (Adjustable).	Index Number Set Assigned.
Victoria	£ s. d. 5 13 0	Sydney, Melbourne, Adelaide, Perth, and Hobart

**Adjustment of Basic Wage.**

(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, 1949, the amounts of the basic wage shall be as prescribed herein.

(c) During each future successive half-year period, beginning with the first pay period to commence in a May or a November, 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 for the six months ending March or September next preceding the half-year for which the adjustment is made, 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 weekly earnings of a pieceworker shall be increased or decreased in the following manner:—At the end of each working week, the aggregate earnings of the pieceworker for such week shall be ascertained according to the piece-work provisions of this Determination, and where the pieceworker has worked for such hours as shall be demanded of him on each and every day ordinarily worked in such week, such aggregate earnings shall be increased or decreased by the sum by which the corresponding timeworker's wage has been increased or decreased in accordance with the foregoing provisions of this clause, but where the pieceworker has not worked for such hours as shall be demanded of him on each and every day ordinarily worked in such week, then the aggregate earnings shall be increased or decreased by a part of such sum proportionate to the number of days worked calculated to the nearest penny.

Melbourne, 15th December, 1948.

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

J. W. RYAN, Secretary.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 72]

MONDAY, FEBRUARY 7.

[1949

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 24th December, 1948, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

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 Warrnambool, and within Mikura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
Radio serviceman .. .. .	8 8 6	8 15 0	8 5 6
Radio repairer .. .. .	7 9 0	7 15 6	7 6 0
Radio wirer, i.e., employee wiring a complete set from a circuit diagram or model other than on production line .. .. .	7 4 0	7 10 6	7 1 0
Power tube operative—			
1st six months' experience .. .. .	7 4 0	7 10 6	7 1 0
Thereafter .. .. .	7 8 0	7 14 6	7 5 0
Tradesmen (radio) .. .. .	8 12 0	8 18 6	8 9 0
Radio tester .. .. .	7 19 0	8 5 6	7 16 0
Final tester and fault finder .. .. .	8 8 6	8 15 0	8 5 6
Process worker .. .. .	7 2 0	7 8 6	6 19 0
Other employees with not less than three months experience in the Metal			
Trades Industry .. .. .	6 9 0	6 15 6	6 6 0
All others .. .. .	6 3 0	6 9 6	6 0 0

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

	Per Week.
	£ s. d.
Motor car .. .. .	3 0 0
Motor cycle and side car .. .. .	1 15 0
Motor cycle .. .. .	1 5 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.

No. 72.—13103/48.—PRICE 6D.

## 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 Needs Basic Wage.	Constant Loading.	Additional Amount.	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.
		<i>s. d.</i>	<i>s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>
<i>I.—Adult Females.</i>						
Under three months' experience ..	65	3 0	6 0	4 3 0	4 7 6	4 1 0
All others .. .. .	75	3 0	7 0	4 15 6	5 0 6	4 13 0
<i>II.—Junior Females.</i>						
17 years of age and under ..	40	1 0	3 6	2 10 0	2 12 6	2 9 0
18 years of age .. .. .	47½	1 3	4 0	2 19 6	3 2 6	2 18 0
19 years of age .. .. .	55	1 6	4 6	3 8 6	3 12 6	3 7 0
20 years of age .. .. .	62½	2 0	5 0	3 18 0	4 2 6	3 16 6
<i>III.—Junior Males.</i>						
Under 16 years of age .. .. .	25	0 6	2 0	1 11 0	1 12 6	1 10 0
16 years of age .. .. .	35	0 9	3 0	2 3 6	2 6 0	2 2 6
17 years of age .. .. .	47½	1 0	4 0	2 19 0	3 2 0	2 17 6
18 years of age .. .. .	60	1 0	5 0	3 14 6	3 18 6	3 12 6
19 years of age .. .. .	75	2 0	6 0	4 13 6	4 18 6	4 11 0
20 years of age .. .. .	90	2 0	7 0	5 11 6	5 17 6	5 9 0

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

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

(b) 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 needs basic wage hereby prescribed for a junior employee of his or her age and in addition thereto the constant loading prescribed for such an employee:

Provided that this sub-clause shall not operate to reduce the rates paid to any female employee as from the beginning of the first pay period to commence in August, 1942.

## 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, 1½d. 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, 1½d. 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.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it shall have the right to bring such case before the Wages Board.

*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, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. 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.

*Wet Places.*

(d) An employee working in any place where his clothing or boots become saturated, whether by water, oil or otherwise, shall be paid 2d. per hour extra: provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable 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.*

(e) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest for the disabilities so prevailing.

*Rates not Subject to Penalty Additions.*

(f) The special rates herein proscribed 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 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.

(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 2s. 6d. for each meal taken.

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

(g) A camping allowance of 3s. 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. 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.

## 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 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.

(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 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.

*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.

*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 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 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 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) 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, King's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively. Provided that Christmas Day and Boxing Day shall for the year, 1948, be deemed to fall on the 27th and 28th days of December, 1948, respectively, and that New Year's Day for the year, 1949, shall be deemed to fall on the 3rd day of January, 1949. 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) An employee not engaged on continuous work shall be paid at the rate of double time for work done on Sunday and public holidays, such double time to continue until he is relieved from duty :

Provided that where employees are necessarily engaged in repairs to or renewals of their employer's plant and machinery necessary for resumption of work the next following working day (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 shall be paid for a minimum of three hours' work.

#### 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.

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

##### *Casual Employment.*

(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.

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 (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.
- (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.

(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 &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 (nor 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. 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 8½ 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 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 3½ hours in respect of each completed one 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.

**MISCELLANEOUS.**

*Accommodation and Conveniences.*

*Boiling Water.*

16. (a) (1) 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. In any case in which compliance with this paragraph necessitates the provision of lockers or new or improved hanging facilities, they shall be provided by the 1st July, 1946, unless the employer proves to the satisfaction of the Wages Board that he is unable by reason of shortage of material or labour or any other difficulties to provide such new or improved facilities, in which case their provision may be postponed for such period or periods as the Wages Board determines.

*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.

*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.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it may bring such case before the Wages Board.

*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:—

- (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.

*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, but the representative shall have the right to bring such refusal before the Wages Board.

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

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

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

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

(Name of organization.)

THIS IS TO CERTIFY THAT  
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 or space, access to which is through a manhole or similar opening, or a 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 as prescribed in clause 23.

*Basic Wage.*

Place.	Needs Basic Wage (Adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Victoria—	£ s. d.	s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippeland Districts .. Yallourn—6s. 6d. in excess of basic wage for Melbourne. Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.	5 14 0	6 0	6 0 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1949, the amounts 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 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.

## MARGINAL RATES.

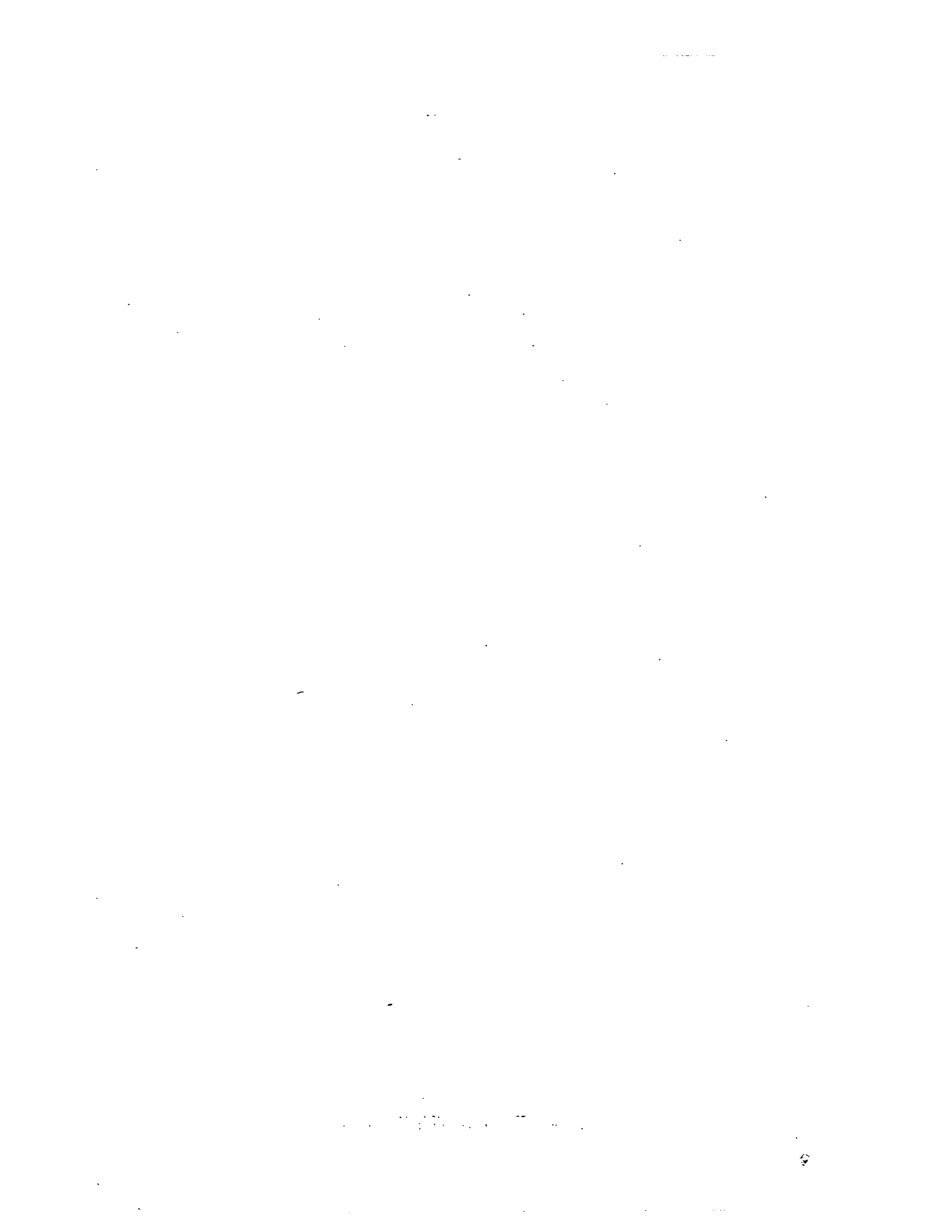
In addition to the basic wage provided in clause 22 the margins and loadings set out in this clause shall be the minimum rate payable to employees therein named:—

	Margins Per Week.	Loading Per Week.
	s. d.	s. d.
Radio serviceman .. .. .	42 6	6 0
Radio repairer .. .. .	26 0	3 0
Radio wirer .. .. .	21 0	3 0
Power tube operative—		
1st six months' experience .. .. .	21 0	3 0
Thereafter .. .. .	25 0	3 0
Tradesman (radio) .. .. .	46 0	6 0
Radio tester .. .. .	35 0	4 0
Final tester and fault finder .. .. .	42 6	6 0
Process worker .. .. .	19 0	3 0
Other employees with not less than three months experience in the Metal Trades Industry .. .. .	6 0	3 0
All others .. .. .	Nil	3 0

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

J. W. RYAN, Secretary.

Melbourne, 16th December, 1948.





# VICTORIA GOVERNMENT GAZETTE.

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No. 73]

MONDAY, FEBRUARY 7.

[1949

Factories and Shops Acts.

## DETERMINATION OF THE WIRE FENCE AND TUBULAR GATE BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 22nd November, 1928, has had the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of making or erecting woven wire fence (other than wire netting) and tubular gates, has made the following Determination, namely:—

1. That as from the 24th December, 1948, 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.	
	£	s. d.
Welder—		
First class (other than when using Cutler machine) .. .. .	8	16 6
First class, using Cutler machine .. .. .	7	19 0
Second class .. .. .	7	8 0
Third class .. .. .	7	4 0
Tack Welder .. .. .	7	6 0
Machinists, being those engaged in working on ringlock, or any other class of fence-making machines, chain netting machines, or picket fabric machines .. .. .	7	8 0
Paint spray operator .. .. .	7	4 0
Persons employed in attaching chain netting, fabric, or wire cables to gates or frames .. .. .	7	5 6
Scroll maker .. .. .	7	5 6
Tubular frame maker .. .. .	7	8 0
Person engaged in erecting woven wire fence or tubular gates .. .. .	7	8 0
Stump hand .. .. .	7	1 6
All other adult employees .. .. .	6	9 0

Provided that any person without previous experience employed in attaching chain netting, fabric, or wire cables to gates or frames, scroll making or tubular frame making, and erectors of woven wire fence or tubular gates, shall be paid 141s. 6d. per week for the first six weeks of such employment in the industry.

### LEADING HANDS.

3. 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.

4. The Board has determined that no apprentice shall be taken in the trade.

### UNAPPRENTICED MALE JUNIORS.

5. The wages of unapprenticed male juniors shall be the undermentioned percentages of the contemporaneous needs basic wage, and in addition thereto the constant loadings specified.

	Percentage of Needs Basic Wage.	Constant Loading Per Week.		Further Additional Loading.	Wages Per Week of 40 hours.
		s. d.	s. d.		
Under 16 years of age .. .. .	25	0 6	2 0		31 0
16 years of age .. .. .	35	0 9	3 0		43 6
17 years of age .. .. .	47½	1 0	4 0		59 0
18 years of age .. .. .	60	1 0	5 0		74 6
19 years of age .. .. .	75	2 0	6 0		93 6
20 years of age .. .. .	90	2 0	7 0		111 6

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

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

The minimum rate payable to a junior employee of 18 years or more with less than six months' experience under this Determination shall until he has had such six months' experience be 10 per cent. less than the amount represented by the percentage of the needs basic wage hereby proscribed for a junior employee of his age, and in addition thereto the constant loading specified for such an employee.

No junior shall be employed in outside spray painting or in the occupation of outside erecting who has not attained the age of nineteen years and has not completed two years in the industry or if under the age of 18 years, using electric arc or oxy-acetylene blow pipe.

#### SPECIAL RATES.

6. In addition to the wages prescribed in clauses 2 and 5 hereof, the following special rates and allowances shall be paid to employees including 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 2d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable protective clothing and/or footwear: And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.

##### *Confined Spaces.*

(b) Working in confined space (as defined), 3d. per hour extra.

##### *Special Rates not Cumulative.*

(c) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest for the disabilities so prevailing.

##### *Rates not Subject to Penalty Additions.*

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

##### *Travelling Time, Allowance, and Board.*

7. (a) An employee required to work at a job away from his workshop or depot shall, at the direction of his employer, present himself for work at such job at the usual time of starting work. When an employee is required to work away from his workshop or depot, all time reasonably spent in excess of time usually spent in travelling to or from his home to the workshop or depot shall be paid for at ordinary rates (except on Sunday or a holiday when payment shall be at the rate of time and a half), up to a maximum of twelve hours out of every 24 or, where a sleeping berth is provided, a maximum of eight hours out of every 24.

(b) An employee engaged in a capital city to work in the country, or sent from one country centre to work in another country centre, shall be entitled to travelling time, and for a period not exceeding three months to expenses.

All excess fares and reasonable travelling expenses, including 2s. 6d. for each meal, together with the cost of board and lodging if the employee has to remain away from his home for a night, shall be paid by the employers.

The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage, and on trains second class, except where all-night travelling is involved, when they shall be first class, and sleeping berths shall be provided where available.

(c) A camping allowance of 3s. 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 Sundays.

(d) 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.*

8. (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.

#### 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 24 hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the employer.

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

"Rostered shift" means a shift of which the employee concerned has had at least 48 hours' notice.

*Hours—Continuous Work Shifts.*

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

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any one day; or
- (ii) 48 in any one week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 160 in 28 consecutive days.

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

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

*Hours—Other than Continuous Work.*

(c) This sub-clause shall apply to shift workers not upon continuous work as hereinbefore defined. The ordinary hours of such shift workers shall not exceed—

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

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

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

*Rosters.*

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

*Variation by Agreement.*

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

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

*Afternoon or Night Shift Allowances.*

(f) Shift workers on continuous work whilst on afternoon or night shifts shall be paid  $7\frac{1}{2}$  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 15 (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 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 12 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 Employees.*

(i) 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.

**MIXED FUNCTIONS.**

10. 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.**

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

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

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

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

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

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

(f) For work done during meal hours and thereafter until a meal hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

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

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

(i) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 2s. and 1s. 3d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid as above prescribed for meals so provided.

(j) Subject to the provisions of the second part of sub-clause (f) of this clause, an employee employed as a regular maintenance man shall work during meal breaks at the ordinary rates herein prescribed whenever instructed to do so for the purposes of making good breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

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

*Compulsory 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 requirement.

**HOLIDAYS AND SUNDAY WORK.**

12. (a) Employees shall be entitled to the following public holidays without loss of pay as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively. Provided that Christmas Day and Boxing Day shall for the year, 1948, be deemed to fall on the 27th and 28th days of December, 1948, respectively, and that New Year's Day for the year, 1949, shall be deemed to fall on the 3rd day of January, 1949.

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, such double time to continue until he is relieved from duty.

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

(c) An employee, other than a casual employee, not engaged in continuous work who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work shall on being relieved from duty be entitled to be absent until he has 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.

**EXTRA RATES NOT CUMULATIVE.**

13. Extra rates in this Determination, except rates prescribed in clause 6 are not cumulative so as to exceed the maximum of double the ordinary rates.

**PAYMENT OF WAGES.**

14. (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.*

15. (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 break-down in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(c) An employee not attending for duty shall, except as provided by clause 16 hereof, lose his pay for the actual time of such non-attendance.

*Casual Employment.*

A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs plus 10 per cent.

## SICK LEAVE.

16. (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 (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.

(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.

## C

*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.

## ANNUAL HOLIDAY.

17. (a) The annual holiday for an employee on weekly hiring, or a casual employee, 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.

(b) In addition to the above, seven day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed for each twelve monthly qualifying period one week's leave including non-working days.

(c) Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven day shift worker, he shall be entitled to have the period of two weeks' annual leave prescribed by the said Act increased by one half day for each month he is continuously engaged as aforesaid.

(d) If in any twelve-monthly qualifying period a seven day shift worker lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee the employee shall be paid, in addition to all other amounts (including any payment in lieu of annual leave as prescribed by sub-clause (a) hereof) due to him, an amount equal to one-fiftieth of his ordinary pay for the period of employment as a seven day shift worker.

## 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, carbolized .. .. .	1 jar
Picric acid solution, made according to the following recipe or prescription :— $\frac{1}{2}$ 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. In any case in which compliance with this paragraph necessitates the provision of lockers or new or improved hanging facilities, they shall be provided by the 1st July, 1946, unless the employer proves to the satisfaction of the Wages Board that he is unable by reason of shortage of material or labour or any other difficulties to provide such new or improved facilities, in which case their provision may be postponed for such period or periods as the Wages Board determines.

*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 damages 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 performances 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.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it may bring such case before the Wages Board.

*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 Equipment—Welding.*

(iv) 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.*

(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.

SHOP STEWARDS.

19. 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.

20. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employer's premises during the mid-day meal break on the following conditions :—

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

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

(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 \_\_\_\_\_ is a duly accredited representative of the above-named organization.

General Secretary.

Date.

SEAL.

Specimen signature of holder.

Strictly not transferable.

TIME AND WAGES BOOK.

21. (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.

22. 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.

23. "Confined space" means a compartment or space, access to which is through a manhole or similar opening, or a place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation.

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

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

Welding.

"Welder—1st class" means a tradesman using electric arc and/or oxy-acetylene blowpipe and/or coal gas cutting plant who is required to apply general trade experience as a welder.

"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.

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

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 as prescribed by clause 25.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
Victoria .. .. .	5 14 0	6 0	6 0 0	Melbourne

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, 1949, the amounts 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 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.

In addition to the basic wage prescribed by clause 24, any adult employee of a classification specified hereunder shall be paid the margin and special loading hereinafter assigned to that classification, and such loading shall be deemed to be part of his ordinary rate of wage for all purposes of this Determination :—

Classification.	Margin.	Special Loading.
	s. d.	s. d.
Welder—		
First-class (other than when using Cutler machine)	50 6	6 0
First-class, using Cutler machine	35 0	4 0
Second-class	25 0	3 0
Third-class	21 0	3 0
Tack welder	23 0	3 0
Machinists, being those engaged in working on ring-lock, or any other class of fence-making machines, chain netting machines, or picket fabric machines	25 0	3 0
Paint spray operator	21 0	3 0
Person employed in attaching chain netting, fabric, or wire cables to gates or frames	22 6	3 0
Scroll maker	22 6	3 0
Tubular frame maker	25 0	3 0
Person engaged in erecting woven wire fence or tubular gates	25 0	3 0
Stump hand	18 6	3 0
All other adult employees	Nil.	3 0

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

J. W. RYAN, Secretary.

Melbourne, 20th December, 1948.



# VICTORIA GOVERNMENT GAZETTE.

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MONDAY, FEBRUARY 7.

[1949

Factories and Shops Acts.

## DETERMINATION OF THE WIREWORKERS BOARD.

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

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

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

has made the following Determination, viz. :—

1. That as from the 24th December, 1948, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Wages per week of 40 hours

Apprentices or Improvers.	Juvenile Workers, i.e., persons under 21 years of age (other than apprentices or improvers).	Other Employees.																					
<p style="text-align: center;">Wages Per Week Apprentices and Improvers.</p> <p style="text-align: center;"><i>s. d.</i></p> <p>Under 16 years .. 33 0 16 to 17 years .. 45 0 17 to 18 years .. 55 6 18 to 19 years .. 70 6 19 to 20 years .. 86 6 20 to 21 years .. 109 0 Thereafter, Minimum Wage</p> <p style="text-align: center;">PROPORTION.</p> <p style="text-align: center;">(In any factory or place.)</p> <p style="text-align: center;"><i>Apprentices.</i></p> <p>One apprentice to every three or fraction of three workers receiving not less than 149s. per week. An indenture of apprenticeship prescribed has been approved.</p> <p style="text-align: center;"><i>Improvers.</i></p> <p>One improver to every two workers receiving not less than 149s. per week.</p>	<p>(a) Engaged in the manufacture of fly wire or mosquito gauze, or employed minding swifts, blacking, painting, or oiling, carrying or moving material, packing, cleaning up factory or going messages—</p> <p style="text-align: center;">Wages Per Week <i>s. d.</i></p> <p>Under 16 years .. 33 0 16 to 17 years .. 45 0 17 to 18 years .. 55 6 18 to 19 years .. 70 6 19 to 20 years .. 86 6 20 to 21 years .. 109 0</p> <p style="text-align: center;">PROPORTION.</p> <p>One juvenile worker to every six workers receiving not less than 149s. per week.</p> <p>(b) Engaged in power loom weaving, in winding bobbins, operating looms, packing, wrapping, or assisting in any work in connexion with the production of commercial power woven wire—</p> <p style="text-align: center;">Wages Per Week. <i>s. d.</i></p> <p>Under 16 years .. 33 0 16 to 17 years .. 45 0 17 to 18 years .. 55 6 18 to 19 years .. 70 6 19 to 20 years .. 86 6 20 to 21 years .. 109 0</p> <p style="text-align: center;">PROPORTION.</p> <p>One juvenile worker to every adult weaver receiving not less than 149s. per week.</p>	<p style="text-align: center;">WAGES.</p> <table border="1"> <thead> <tr> <th></th> <th>Per Hour.</th> <th>Per Week.</th> </tr> </thead> <tbody> <tr> <td></td> <td><i>s. d.</i></td> <td><i>s. d.</i></td> </tr> <tr> <td>Wire-workers or Weavers ..</td> <td>3 8<sup>7</sup>/<sub>10</sub></td> <td>149 0</td> </tr> <tr> <td>Tinners ..</td> <td>3 10<sup>1</sup>/<sub>20</sub></td> <td>153 6</td> </tr> <tr> <td>Oxy-welders ..</td> <td>3 8<sup>7</sup>/<sub>10</sub></td> <td>149 0</td> </tr> <tr> <td>Storemen ..</td> <td>3 8<sup>7</sup>/<sub>10</sub></td> <td>149 0</td> </tr> <tr> <td>Paint spraying operators ..</td> <td>3 8<sup>7</sup>/<sub>10</sub></td> <td>149 0</td> </tr> </tbody> </table>		Per Hour.	Per Week.		<i>s. d.</i>	<i>s. d.</i>	Wire-workers or Weavers ..	3 8 <sup>7</sup> / <sub>10</sub>	149 0	Tinners ..	3 10 <sup>1</sup> / <sub>20</sub>	153 6	Oxy-welders ..	3 8 <sup>7</sup> / <sub>10</sub>	149 0	Storemen ..	3 8 <sup>7</sup> / <sub>10</sub>	149 0	Paint spraying operators ..	3 8 <sup>7</sup> / <sub>10</sub>	149 0
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## 3. TIME OF BEGINNING AND ENDING WORK.

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

## OVERTIME.

4. (a) For work done within the times of beginning and ending work in excess of 40 hours in any week, time and a half.  
 (b) For all work done outside the times of beginning and ending work the wages rates shall be time and a half for the first four hours and double time thereafter. In computing overtime each day's work shall stand alone.
- 4A. An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

## MEAL ALLOWANCE.

5. Any employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a reasonable meal by the employer or paid an allowance of one shilling and sixpence.

## SPECIAL RATES.

6. Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Christmas Day, Boxing Day, and King's Birthday, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.
- Provided that Christmas Day and Boxing Day shall for the year, 1948, be deemed to fall on the 27th and 28th days of December, 1948, respectively, and that New Year's Day for the year, 1949, shall be deemed to fall on the 3rd day of January, 1949.

## PAYMENT FOR HOLIDAYS.

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

## ANNUAL HOLIDAY.

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

## SICK LEAVE.

9. (a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of injury by accident arising out of and in the course of his employment, shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer (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.
- (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, &c.*

- (d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist, or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

*Definition.*

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

## ALLOWANCES.

10. Any employee engaged on work away from the workshop shall be—  
 (a) conveyed to and from work free, or allowed the fares necessarily expended in going to and from;  
 (b) paid the ordinary rate of wages for time occupied in travelling.

## PROHIBITION OF EMPLOYMENT.

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

PIECE-WORK.

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

SCHEDULE.

Baskets—	<i>s. d.</i>
Fry-baskets, 2 inches deep, long or drop handles .. .. .	0 3½ per inch.
Vegetable baskets, 4½ inches deep, long or drop handles .. .. .	0 4½ "
(To be made in not less than one dozen lots, assorted sizes.)	
Cages, cockatoo—	<i>s. d.</i>
18-in. .. .. .	6 0 each
20 " .. .. .	6 7 "
22 " .. .. .	9 8 "
24 " .. .. .	11 9 "
(To be made in lots of not less than half-a-dozen of each size.)	
Cages, canary (common)—	<i>s. d.</i>
9-in., with bell-tops .. .. .	12 0 per dozen.
9 " without bell tops .. .. .	11 2 "
(To be made in three (3) dozen lots.)	
Cages, parrot (common)—	<i>s. d.</i>
12-in. .. .. .	14 9 per dozen.
14 " .. .. .	16 9 "
16 " .. .. .	19 6 "
18 " .. .. .	22 3 "
20 " .. .. .	29 9 "
(To be made in not less than four (4) dozen lots, assorted or otherwise.)	
Cages, parrot (galvanized)—	<i>s. d.</i>
12-in. .. .. .	14 9 per dozen.
14 " .. .. .	16 9 "
16 " .. .. .	19 6 "
18 " .. .. .	22 3 "
20 " .. .. .	29 9 "
(To be galvanized after made, and in not less than three (3) dozen assorted lots. Grates or false bottoms to be paid for at the rate of 1½d. each extra.)	
Cage fronts—	<i>s. d.</i>
Wiring fronts, wood frames provided .. .. .	7 10 per dozen.
Wire fronts (all wire) .. .. .	15 5 "
Diamond Work—	<i>s. d.</i>
4-in. mesh, 9 gauge wire .. .. .	23 3 per 100 square ft.
3 " 9 " .. .. .	23 3 " "
2½ " 10 " .. .. .	31 0 " "
1½ " 10 " .. .. .	38 8 " "
1½ " 12 " .. .. .	35 0 " "
1 " 13 and 14 gauge wire .. .. .	58 0 " "
1½ sq. crimped mesh, 12 gauge wire .. .. .	23 3 " "
and if made stronger, 3s. 9½d. per 100 square feet for every gauge extra.	
(To be made in quantities of not less than 100 square feet.)	
Dog muzzles, complete, with binding and straps .. .. .	12 0 per dozen.
(To be made in quantities of not less than one gross, assorted.)	
Door mats .. .. .	0 7½ per square foot
Fender sheets—	<i>s. d.</i>
½-in. mesh .. .. .	0 4½ per square foot.
¾ " .. .. .	0 5½ "
(To be made in not less than one (1) dozen lots.)	
Fixing sheets on frames .. .. .	1 4½ each.
Making frames, brass tops and plates, all sizes .. .. .	5 6 "
" " without brass top and plates, all sizes .. .. .	4 7 "
Fern baskets—	<i>s. d.</i>
8-in. .. .. .	5 6 per dozen.
10 " .. .. .	6 7 "
12 " .. .. .	8 4 "
(To be made in lots of not less than one (1) gross.)	
Floral designs—	<i>s. d.</i>
8-in. .. .. .	4 7 per dozen.
10 " .. .. .	4 7 "
12 " .. .. .	4 7 "
14 " .. .. .	7 5 "
16 " .. .. .	7 5 "
Flowerstands—	<i>s. d.</i>
½ round, 3 steps .. .. .	16 9 each
" 4 " .. .. .	25 11 "
Oblong Gothic .. .. .	9 4 "
Flat back, 3 steps .. .. .	16 9 "
" 4 " .. .. .	25 11 "
Gridirons—	<i>s. d.</i>
Light, made of 12 and 14 gauge wire, 8, 10, and 12 inch size .. .. .	70 0 per gross.
Medium, made of 10 and 12 gauge wire, 8, 10, and 12 inch size .. .. .	78 7 "
(To be made in lots of not less than one (1) gross.)	
Rat traps, patent, ½-in. mesh, finished .. .. .	78 2 per dozen.
" " " " flat bottomed .. .. .	85 6 "
(To be made in not less than one (1) dozen lots.)	
Rat traps (square)—	<i>s. d.</i>
12-in. finished .. .. .	22 3 per dozen.
14 " .. .. .	27 10 "
16 " .. .. .	31 9 "
(To be made in three (3) dozen lots, assorted.)	

With an addition of 7½ per cent.



## PERIODICAL ADJUSTMENT OF WAGES.

13. The wages rates set out in clause 2 are based upon the following basic wage rates for adult males, and pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased as prescribed in clause 14. Wages of apprentices, improvers, and juvenile workers shall be adjusted proportionately to adjustments of the needs basic wage; such adjustment to be made to the nearest 6d., half or less than half of 6d. to be disregarded.

*Basic Wage.*

Place.	Needs Basic Wage (Adjustable).	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State .. .. .	5 14 0	6 0	6 0 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1949, the amounts of the basic wage shall be as prescribed in clause 13.

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

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

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

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

J. W. RYAN, Secretary.

Melbourne, 20th December, 1948.







# VICTORIA GOVERNMENT GAZETTE.

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MONDAY, FEBRUARY 7.

[1949

Factories and Shops Acts.

## DETERMINATION OF THE HOSPITAL PHARMACISTS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons, employed in dispensing, compounding, or selling medicines, drugs or medicinal preparations in hospital dispensaries" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in January, 1949, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices.				Other Employees.			
WAGES PER WEEK OF 40 HOURS.				WAGES PER WEEK OF 40 HOURS.			
				£ s. d.			
1st year's experience	..	..	..	1	11	0	
2nd "	"	"	"	2	16	0	
3rd "	"	"	"	4	1	0	
4th "	"	"	"	5	5	0	
5th "	"	"	"	6	15	0	
PROPORTION.							
One apprentice to every three or fraction of three workers receiving not less than the minimum wage.							
Where the term of apprenticeship is four years, and the apprentice has not been successful in completing his examinations, he may, with the permission of the Secretary for Labour and the Pharmacy Board be bound for a further period not exceeding one year.							
				<b>Chief Pharmaceutical Chemist—</b> (i.e. A pharmaceutical chemist in charge of the pharmacy department of a hospital.)			
				(a) Where four or more full time pharmaceutical chemists are normally employed .. 14 0 0			
				(b) Where two or three full time pharmaceutical chemists are normally employed .. 13 0 0			
				(c) Where he is the only pharmaceutical chemist employed .. 12 10 0			
				<b>Senior Pharmaceutical Chemist</b> .. 11 5 0 Where three or more full time pharmaceutical chemists are normally employed, one shall be a Senior Pharmaceutical Chemist, and shall take charge of the pharmacy department during the absence of the Chief Pharmaceutical Chemist			
				<b>Other Hospital Pharmaceutical Chemist</b> 1st year's experience as such .. 10 10 0 2nd " " " " .. 10 15 0 Thereafter " " " " .. 11 0 0			

### MIXED FUNCTIONS.

3. A pharmaceutical chemist (other than a Senior Pharmaceutical Chemist) called upon to perform for a period of not less than one week, or more than nine weeks, duties for which a higher rate is provided in clause 2 hereof shall be paid such higher rate whilst he is so required to act.

### ORDINARY HOURS OF WORK.

4. The ordinary hours for a week's work shall be 40.

### TIMES OF BEGINNING AND ENDING WORK.

5. The ordinary spread of hours shall be between the following hours:—

Time of Beginning.	Time of Ending.
9 a.m. .. .. .	6 p.m. on each of the five ordinary working days in the week.
9 a.m. .. .. .	1 p.m. on Saturday.

The hours for a day's work shall be continuous except for a meal break as proscribed in clause 14.

### OVERTIME.

6. The following rates shall be paid for all work done:—

Outside the times of beginning and ending work .. .. . } Time and a half.  
 Within the times of beginning and ending work, in excess of 40 hours in any week .. .. . }

## WEEKLY WAGE.

7. An employee (other than a casual employee) shall be paid the full weekly wage fixed in this Determination irrespective of the number of hours worked not exceeding 40 per week.

## CASUAL LABOUR.

8. A casual employee (i.e., a person employed for not more than 26 hours in any one week) shall be paid at the rate of time and a half.

## RELIEVERS.

*Definition.*

9. (a) A reliever is a temporary employee who is called upon to relieve any employee or employees during his, her, or their absence from work for any cause, for a period not exceeding three months.

*Wages.*

(b) A reliever shall be paid not less than the ordinary rate prescribed in clause 2 for the class of work done, with the addition of 10 per cent.

*Distant Jobs.*

(c) Where a reliever cannot conveniently return to his or her home on the completion of each day's work he or she shall have reasonable accommodation arranged and paid for by the employer. In addition he or she shall be entitled to be re-imbursed fares necessarily expended in travelling to the job, and in returning to his or her home town on its completion. In the case of train travel such fares shall be first class.

*Fares for Jobs, Other than Distant Jobs.*

(d) Where a reliever can conveniently return to his or her home on the completion of each day's work, he or she shall be paid fares in excess of 1s. per day reasonably expended in travelling between his or her home to and from the job.

## DEDUCTION FOR BOARD AND LODGING.

10. (a) Where an employee is required to reside at the hospital a sum of not more than 20s. per week may be deducted from his or her wages for board and lodging.

(b) Where an employee is required to live in a residence provided for such purpose by the hospital by which he is employed, and board is not provided for him a sum not exceeding 10% of his ordinary wage may be deducted as rent for such residence.

## MEAL ALLOWANCE.

11. When overtime in excess of one hour is worked after the usual time of ceasing work for the day, the employee shall either be supplied with a meal, or paid an allowance of 3s. 6d. in lieu thereof.

## SPECIAL RATES.

12. Double time shall be the special rate payable for all work done on Sundays, and the days observed as New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Melbourne Cup Day (within a radius of 20 miles of the G.P.O. Melbourne) Christmas Day, and Boxing Day; and such other days as may be proclaimed as Public Holidays by Act of Parliament or Proclamation. Provided that the Tuesday following Easter Monday, and the day following Boxing Day, should such following day be other than a Saturday, shall not be deemed to be Public Holidays, and the penal rate herein proscribed shall not be payable whether such days are so proclaimed or otherwise.

## APPRENTICE NOT OBLIGED TO WORK OVERTIME.

13. An apprentice shall not be required to work overtime unless he or she so desires.

## MEAL BREAK.

14. A meal break of not less than 45 nor more than 60 minutes shall be allowed daily (Monday to Friday inclusive) to each employee.

## REST PERIOD.

15. At a time suitable to the employer a rest interval of ten minutes shall be given to each employee during each morning and afternoon and shall be counted as time worked.

## UNIFORMS.

16. Each employee shall be provided with a minimum of two washable coats per week. Such coats shall remain the property of the employer and be laundered free of cost to the employee. Where a reliever is required to provide and launder his or her own coats he or she shall be paid an allowance at the rate of 5s. per week.

## TIME BOOK.

17. Each employer shall provide and cause to be kept a time book in the pharmacy department or other suitable place in which each pharmaceutical chemist shall daily enter his or her daily starting and finishing times. Such time book shall be available for inspection to the Secretary of the Federated Pharmacists Assistants' and Dispensary Employees' Guild.

## SICK LEAVE.

18. (a) Where an employee is disabled by personal ill health or accident, proof of which is given to the employer by the production of a certificate from a legally qualified Medical Practitioner, statutory declaration, or other evidence satisfactory to the employer, within 48 hours of the employee's consequential absence, he or she shall be entitled, on account thereof, without deduction of pay at ordinary rates to absent himself or herself as follows:—

- (i) During the first year of service in an institution—one day for each month of service.
- (ii) During the second, third, and fourth years of service in an institution—fourteen days in each year.
- (iii) Thereafter—twenty-one days in each year.

Sick leave shall be in addition to the annual leave provided in clause 19.

Provided that an employee may be absent through sickness for one day without furnishing evidence of such sickness as provided in sub-clause (a) hereof on not more than three occasions in any one year of service.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding sixty-three days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause, service prior to the 1st August, 1947, shall be disregarded.

(c) Notwithstanding any other provision in this clause an employee who contracts an infectious disease in the course of his or her duties and same having been certified to by the Medical Superintendent or by a Medical Practitioner approved by the institution shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

## ANNUAL LEAVE.

*Period of Leave.*

19. (a) An employee who has been in the service of the same employer for a period of not less than twelve months shall be granted three weeks' leave without deduction of pay.

*Annual Leave Exclusive of Public Holidays.*

(b) The annual leave prescribed in sub-clause (a) hereof shall be exclusive of any of the holidays prescribed by clause 12 hereof 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.

*Leave to be Taken.*

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

*Time of Taking Leave.*

(d) Annual leave shall be given at a time determined by mutual agreement between the employer and the employee within a period not exceeding three 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.*

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

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 from whatever remuneration is payable to the employee, deduct 3/49 of a week's pay for each week required to complete the period of twelve months' service.

*Payment for Period of Leave.*

(f) Each employee before going on leave shall be paid for the period of such leave provided the period is not less than one week.

*Proportionate Leave.*

(g) Where the employment of any employee is terminated at the end of a period of employment of less than twelve months the employer shall forthwith pay to the employee, in addition to all other amounts due to him, an amount equal to 3/49 of his ordinary pay for that period of employment.

**PAYMENT OF WAGES.**

20. Wages shall be paid not later than the time for finishing work on Thursday in each week.

**TERMINATION OF EMPLOYMENT.**

21. 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.

**PERIODICAL ADJUSTMENT OF WAGES.**

22. The wages rates set out in clause 2 are based upon the following basic wage and pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 23. Provided that the wages of apprentices shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

*Basic Wage.*

Place.	Needs Basic Wage. (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State .. .. .	5 14 0	6 0	6 0 0	Melbourne

**ADJUSTMENT OF BASIC WAGE.**

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

(b) Until the beginning of the first pay period to commence in February, 1949, the amounts 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 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.

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

J. W. RYAN, Secretary.

Melbourne, 17th December, 1948.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes recording all sales, purchases, and expenses in a timely and accurate manner.

The second part of the document provides a detailed breakdown of the company's revenue. It shows the total revenue for each quarter and year, along with a comparison to the budgeted amounts. This analysis helps identify any variances and provides insights into the company's performance over time.

The third part of the document details the company's expenses. It lists all major expense categories, such as salaries, rent, utilities, and marketing, and provides a breakdown of the amounts spent in each category. This information is crucial for understanding the company's cost structure and identifying areas for potential cost savings.

The fourth part of the document presents the company's profit and loss statement. It shows the net income for each period and compares it to the previous periods. This statement is a key indicator of the company's financial health and profitability.

The fifth part of the document discusses the company's cash flow. It shows the changes in cash and cash equivalents over the reporting period, highlighting the sources of cash inflows and the uses of cash outflows. This information is essential for assessing the company's liquidity and its ability to meet its financial obligations.

The sixth part of the document provides a summary of the company's financial position at the end of the reporting period. It includes the balance sheet, which shows the company's assets, liabilities, and equity. This summary provides a snapshot of the company's overall financial health and is a key component of the financial statements.

The seventh part of the document contains the company's management discussion and analysis. This section provides a narrative explanation of the financial results, discussing the factors that contributed to the company's performance and any risks that may be faced in the future.

The eighth part of the document is the company's auditor's report. This report provides an independent opinion on the company's financial statements and the accuracy of the information presented. It is a critical component of the financial statements and provides assurance to investors and other stakeholders.

The ninth part of the document is the company's notes to the financial statements. These notes provide additional information and details about the company's accounting policies, estimates, and other financial matters. They are an integral part of the financial statements and provide a more complete picture of the company's financial position.

The tenth part of the document is the company's signature page. This page contains the signatures of the company's management and the auditor, certifying the accuracy and integrity of the financial statements.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 76]

MONDAY, FEBRUARY 7.

[1949

Factories and Shops Acts.

## DETERMINATION OF THE FROZEN GOODS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, business or occupation of freezing or refrigerating goods of any kind for the purpose of trade or sale, including the packing or grading of such goods but not including—

- (a) persons engaged in packing or grading eggs;
- (b) persons engaged in packing ice-cream;
- (c) persons engaged in the slaughtering and boning departments of meat works or abattoirs in the preparation and packing of meats, offals, and by-products in a fresh condition;
- (d) persons subject to the jurisdiction of the Fruit Packing Board and of the Ice Board;

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 12th November, 1948, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. **WAGES.**

	Improvers and Juvenile Workers.				Other Employees.				
	Weekly Rate.	*War Loading.	Total Weekly Wage.	Per Hour.	Per Week.				
					Weekly Rate.	*War Loading.	Total Weekly Wage.	Per Hour.	
	£ s. d.	s. d.	£ s. d.	s. d.		£ s. d.	s. d.	£ s. d.	s. d.
16½ years of age and under 17	2 19 11	0 11	3 0 10	1 6½	Chamber hands	9 4 6	4 0	9 8 6	4 8½/20
17 " " " 18	3 6 7	0 11	3 7 6	1 8½					
18 " " " 19	3 17 4	1 10	3 19 2	1 11½					
19 " " " 20	4 11 6	1 10	4 13 4	2 4	All others	8 11 10	4 0	8 15 10	4 4½
20 " " " 21	5 15 7	2 9	5 18 4	2 11½					

For definition of juvenile workers, see clause 11.

**PROPORTION OF IMPROVERS.**

One improver to every 25 or fraction of 25 workers receiving not less than the hourly rate herein prescribed for "all others".

Temporary workers shall be paid time and a half on the ordinary rates for work done during ordinary working hours. For work done outside those hours they shall receive ordinary overtime rates.

\* The War Loading shall not be taken into account in the calculation of overtime and holiday rates.

NOTE.—The Wages Board has determined in accordance with section 25 (1) of the amended Factories and Shops Act 1934 that the trade is so unskilful that no person should be taken as an apprentice to the trade.

No. 76.—13220/48.—PRICE 6D.

## ORDINARY WEEK'S WORK.

3. The number of hours which shall constitute a week's work shall be 40.

## TIMES OF BEGINNING AND ENDING WORK.

4. The times of beginning and ending work each day shall be as follows :—

—	Time of Beginning.	Time of Ending.
(a) <i>Meat Export Works.</i>		
Hanging ground and grading room hands—		
Monday to Friday .. .. .	7.45 a.m.	5.15 p.m.
Saturday .. .. .	7.45 a.m.	12 noon
Chamber hands—		
Monday to Friday .. .. .	8 a.m.	5 p.m.
Saturday .. .. .	8 a.m.	12 noon
(b) <i>Cool Stores Works.</i>		
All employees—		
Monday to Friday .. .. .	8 a.m.	5 p.m.
Saturday .. .. .	8 a.m.	12 noon

## OVERTIME.

5. The following rates, subject to the conditions stated in clause 7, shall be paid for all work done :—

(a) Outside the times of beginning and ending work as provided in clause 4.

(i) On Saturdays.—Time and a half fixed on the ordinary rates before starting time and double time on ordinary rates after 12 noon.

(ii) On other week days.—Time and a half.

(b) With in the hours fixed as the time of beginning and ending work :—

(i) In excess of four hours on Saturday and eight hours on other week days.—Time and a half.

(ii) In excess of the number of hours fixed for a week's work in clause 3.—Time and a half.

The overtime rates payable for work done on Sundays and holidays are provided for in clause 8.

## LIMITATION OF HOURS OF WORK.

6. (i) No employee shall be required to work more than 16 hours in any one day.

(ii) No employee shall be required to work more than 12 hours' overtime in any one week provided that this limitation of overtime shall not apply to loading out for shipment.

## MINIMUM OF OVERTIME.

7. If an employee is required to work more than one hour and a half on any day after the time of ending work as provided in clause 4 or if having ceased work for the day for not less than one hour, and is required to work, he shall receive a minimum of two hours' pay at overtime rates.

## SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

8. (a) Double time fixed on the ordinary rates shall be paid for all work done on Sundays, New Year's Day, Union Picnic Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Melbourne Cup Day, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays, the special rate shall be payable only for work done on the day so substituted.

An employee required to work on a Sunday or a holiday shall receive a minimum of four (4) hours' work or shall be paid for such four hours at double rates, and if required to work in excess of eight hours on a Sunday or a holiday, shall be paid treble ordinary rates for such excess work.

(b) Any person (other than a temporary worker) if not required to work on any day mentioned in clause 8 (a) as a holiday shall receive a day's pay (based on his ordinary rates) for such day provided that he is required to work for any portion of the working week in which such holiday occurs, but any person who is required to work on a holiday for a period of less than eight hours shall receive double ordinary rate for the time so worked in addition to the ordinary rate for the balance of eight hours.

## ANNUAL HOLIDAY.

9. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946, No. 511*, and any amendments which may be made thereto from time to time.

## SICK LEAVE.

10. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year of service or a proportionately less time during any shorter period of employment.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding twelve days which shall be the maximum amount of leave to which any employee shall be entitled in any year without deduction of pay.

## DEFINITIONS.

11. (a) A juvenile worker shall mean a person under 21 years of age (other than an improver) engaged in stamp marking carcasses, stamping, stringing and putting on tickets, handling or packing offals or by-products, scraping, nailing up, re-wiring, and branding packages, but not stacking cases of butter or eggs, sweeping up and acting as an assistant to a Government Inspector.

(b) No improver or juvenile worker shall lift any article of a weight in excess of 50 pounds.

(c) A temporary worker shall mean any person (including a juvenile worker) other than a hanging ground or grading room employee who is employed for less than three full consecutive working days. Saturdays, Sundays, and holidays are not to be counted as working days, i.e., Friday, Monday, and Tuesday would be three consecutive working days whether Saturday or Sunday is worked or not.

## GENERAL CONDITIONS.

## MEAL HOURS.

12. (a) All work done during a meal hour shall be paid for at the rate of double time, fixed on the wage for the day on which such meal hour is worked.

(b) *Meat Export Works*.—Breakfast. A period of one hour between the hours of 6 a.m. and 9 a.m. shall be allowed for breakfast. Dinner—One hour between 12 noon and 1.30 p.m. shall be observed as a dinner hour. Tea—when work is to be continued for more than one and a quarter hours after the time fixed for ending work in clause 4 (a) one hour between 5 p.m. and 6.30 p.m. shall be observed as a tea hour, and if such overtime is to finish not later than midnight, work shall then proceed uninterruptedly (except for a smoke-oh as provided in clause 13). If however, work is to continue after midnight, one hour (before midnight) shall be observed as a meal hour, and thereafter, one meal hour after each four hours' work.

(c) *Cool Store Works*.—Not more than five hours shall be worked by employees in cool stores working between 7 a.m. and 6 p.m. without an interval of one hour for a meal. If work is to continue after 7 p.m., the hour from 5 p.m. to 6 p.m. shall be observed as a meal hour. If, however, work is to continue after midnight one hour (before midnight) shall be observed as a meal hour, and thereafter, one meal hour after each four hours' work.

## SMOKE-OH.

13. Fifteen minutes interval without loss of pay shall be allowed for smoke-oh between ordinary starting time in the morning and 12 noon, and fifteen minutes between 1 p.m. and 6 p.m., provided that no employee shall be required to work for more than 2½ hours without a smoke-oh.

Provided also that employees who commence work before 7 a.m. and have no breakfast hour shall be allowed an interval of fifteen minutes without loss of pay at the end of each two hours' work until dinner hour. If men are required to work after 6 p.m. an interval of fifteen minutes without loss of pay after every two hours' work shall be allowed.

Notwithstanding anything provided elsewhere in this clause when five hours are worked between meal times, the smoke-oh shall consist of twenty minutes.

## CHANGING TIME.

14. Chamber hands shall be allowed five minutes changing time at the end of the day's work, such time to be counted as time worked.

## WAITING TIME.

15. When an employee has been instructed to report at a certain hour and is kept waiting before he commences work such waiting time shall be paid for at ordinary rates provided for the class of work to be done.

## MINIMUM HOURS OF WORK.

16. An employee required to work on any day within the hours set out in clause 4 (a) or (b) shall be given a minimum of 3½ hours' work on Saturdays, and 8 hours on other days (except Sundays or holidays) or shall be paid for same, but they may be worked for any period beyond the hours fixed in clause 4 until such amount has been absorbed in payment at the rate applicable to the time worked. This clause shall not apply if there has been a breakdown in the machinery or if work cannot be proceeded with due to a sectional strike. Any employee called to work exclusively outside the hours set out in clause 4 (a) or 4 (b), as the case may be, shall be given a minimum of 4 hours' work or shall be paid for same.

## LEAKAGE OF AMMONIA.

17. No employee shall be required to work in a chamber where a leakage of ammonia is occurring.

## CONTINUATION OF WORK BETWEEN MIDNIGHT AND TIME OF COMMENCING WORK AS SET OUT IN CLAUSE 4.

18. When an employee works for more than 2 hours between midnight and the ordinary time of commencing work, and continues to work during the day, the special rate provided in clause 5 (a) for work done outside the hours fixed for a day's work, shall continue to be paid for all work done until the employee has had a clear break from work of 12 hours.

## CONTINUITY OF WORK.

19. The work of each employee on each day shall be continuous with the customary break for a meal.

## COLD TEMPERATURES.

20. Employees called upon to work in a temperature less than four degrees above zero shall be paid 3d. per hour extra. No employee shall be compelled to work in a temperature below zero, and an employee who becomes overheated working outside a cool chamber shall be allowed time to cool down before entering the chamber. This provision shall be reasonably construed. In the event of any question as to the temperature of any chamber, reasonable access to the temperature readings shall be given to a representative of employees.

## EMPLOYEES WORKING IN A FREEZING CHAMBER.

21. (a) No employee shall work in a freezing chamber, the temperature of which does not exceed 40 degrees Fahr. unless he is paid according to the rates provided for chamber hands in clause 2 hereof.

(b) Any employee who is required to work in a freezing chamber for a period exceeding in the aggregate one hour in any one day shall be paid for the whole of such day at the rate set out for chamber hands in clause 2 hereof.

## MEAL ALLOWANCE.

22. (a) An employee required to work overtime for more than one and a quarter hours in Meat Export Works after the time of ending work in clause 4. shall be paid 3s. tea money provided that if intimation of overtime is not given 24 hours prior to being worked the tea money shall be paid prior to the tea interval. If having been notified of intention to work he shall receive, in the event of the work not being done or ceasing before respective meal times, 3s. for each meal.

(b) An employee required to work in Cool Stores for more than nine hours from the time of commencing work shall be paid 3s. tea money provided that if intimation of overtime is not given 24 hours prior to being worked the tea money shall be paid prior to the tea interval. If having been notified of intention to work he shall receive, in the event of the work not being done or ceasing before respective meal times, 3s. for each meal.

## TERMINATION OF EMPLOYMENT.

23. Employees may be paid off at any time without notice.

## PROVISION OF OUTFIT.

24. The following articles shall be provided at each place where work under this Determination is done:—

- (a) An ammonia outfit which shall be kept adjacent to the chambers.
- (b) An alarm outfit in each chamber, such outfit to be connected with the engine-room.
- (c) Waterproof capes and caps for use of employees engaged in de-frosting.
- (d) Bagging for moccasins and suitable hand covering for use of chamber hands.
- (e) Smocks or coats for persons pushing, carrying, or lifting hot meat or de-frosted meat, fresh or de-frosted rabbits, poultry, fish or cheese.

## PERIODICAL ADJUSTMENT OF WAGES.

25. The wages rates set out in clause 2 are based upon the following basic wage and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by Clause 26. Provided that the wages of improvers and juvenile workers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest farthing in the hourly rate.

*Basic Wage.*

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Within the area to which this Determination applies	5 14 0	6 0	6 0 0	Melbourne

## 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 February, 1949, 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 a February, a May, an August, or a November, 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.

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

J. V. WILLOX, Secretary.

Melbourne, 20th December, 1948.





# VICTORIA GOVERNMENT GAZETTE.

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No. 77]

MONDAY, FEBRUARY 7.

[1949

Factories and Shops Acts.

## DETERMINATION OF THE FRUIT PACKING 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 persons or classes of persons (other than persons engaged in wholesale fruit stores within the metropolitan district) employed—

- (a) in the process, trade, business, or occupation of preparing, storing, or packing fruit for trade or sale;  
(b) in cool stores (exclusively engaged in the cold storage of fruit) attached to any establishment where fruit only is prepared, stored, or packed for trade or sale"—

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in January, 1949, [the] last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES PER WEEK OF 40 HOURS.

2.

Improvers.	Citrus Fruit Packing Establishment		Other Fruit Packing Establishments.*		Other Employees.
	Males.	Females.	Males.	Females.	
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
Under 16 years of age ..	43 5	43 5	43 5	43 5	
16 to 17 years of age ..	53 4	53 4	53 4	53 4	
17 to 18 years of age ..	65 6	59 9	65 6	59 9	
18 to 19 years of age ..	87 3	82 2	87 3	68 11	
19 to 20 years of age ..	110 5	88 3	110 5	75 9	
20 to 21 years of age ..	131 0	97 6	131 0	84 4	
					<i>Males</i>
					<i>s. d.</i>
					Packers of citrus fruits .. .. .
					150 0
					Packers of fruits other than citrus fruits .. .. .
					154 0
					Full cool store hands (i.e., persons who are engaged for at least 75 per cent of their time each week in cool-store chambers) .. .. .
					154 0
					Persons bringing fruit from and putting fruit into cool-store chambers. .. .. .
					148 6
					Case ladders and nailers—machine .. .. .
					148 6
					Case ladders and nailers—hand .. .. .
					148 6
					Case wirens .. .. .
					148 6
					All others .. .. .
					146 0
					<i>Females</i>
					Persons employed in citrus fruit packing establishments .. .. .
					110 8
					Packers of fruits other than citrus fruits .. .. .
					154 0
					All others .. .. .
					98 3

\* Provided that any improver engaged in packing fruit shall be paid the adult weekly wage or piecework price.

*Proportion (in any Place).*

One improver to every two or fraction of two workers receiving not less than the minimum wage.

NOTE.—The Board determines that no person shall be employed as an apprentice.

No. 77.—13221/48.—PRIOR 6D.

PIECEWORK PRICES.

3. The lowest piecework prices payable for the following kinds of work shall be:—

*Pears.*

	Any Standard Bushel Container.	Keros.	Full Pines.
<i>Bench packing—</i>	<i>d.</i>	<i>d.</i>	<i>d.</i>
Wrapping and packing unsized pears, including lidding .. .. .	7½	8½	11
Wrapping and packing unsized pears, no lidding .. .. .	7¼	7¾	10
Packing unsized naked pears, including lidding .. .. .	7	7½	9½
Packing unsized naked pears, no lidding .. .. .	6¼	7	9½
Packing pears into market flats, no lidding .. .. .	7¼	..	..
<i>Other packing—</i>			
Wrapping and packing pears off sizing machine, no lidding .. .. .	5¼	5½	7½
Wrapping and packing or packing naked unsized pears, no lidding .. .. .	5½	6½	8½
Wrapping and packing or packing naked sized pears, no lidding .. .. .	4½	5½	7½
<i>Wiping—</i>			
Wiping pears by hand .. .. .	5½	6½	8½
<i>Grading and sizing—</i>			
Grading and sizing into quarters and placing loose in cases, no lidding .. .. .	4	5½	7
Grading and sizing into two size groups and placing loose in cases, no lidding .. .. .	4	5½	7
Grading (no sizing) and placing loose in cases, no lidding .. .. .	4	5½	7

*Apples.*

	Any Standard Bushel Container.	Keros.	Full Pines.
<i>Bench packing—</i>	<i>d.</i>	<i>d.</i>	<i>d.</i>
Wrapping and packing unsized apples, including lidding .. .. .	7½	8½	11
Wrapping and packing unsized apples, no lidding .. .. .	7¼	7¾	10
Packing unsized naked apples, including lidding .. .. .	7	7½	9½
Packing unsized naked apples, no lidding .. .. .	6¼	7	9½
<i>Other packing—</i>			
Wrapping and packing apples off sizing machine, no lidding .. .. .	4½	5½	7½
Wrapping and packing or packing naked sized apples, no lidding .. .. .	4½	5½	7½
Wrapping and packing or packing naked unsized apples, no lidding .. .. .	5½	6½	8½
<i>Wiping—</i>			
Wiping apples by hand .. .. .	4	5½	7
<i>Grading and sizing—</i>			
Grading and sizing into quarters and placing loose in cases, no lidding .. .. .	4	5½	7
Grading and sizing into two size groups and placing loose in cases, no lidding .. .. .	4	5½	7
Grading (no sizing) and placing loose in cases, no lidding .. .. .	4	5½	7

*Plums.*

	Any Standard Bushel Container.	Keros.	Full Pines.
<i>Grading and sizing—</i>	<i>d.</i>	<i>d.</i>	<i>d.</i>
Grading and sizing into quarters and placing loose in cases, no lidding .. .. .	4	5½	7
Grading and sizing into two size groups and placing loose in cases, no lidding .. .. .	4	5½	7
Grading (no sizing) and placing loose in cases, no lidding .. .. .	4	5½	7

	Per Half Case.
<i>d.</i>	<i>d.</i>
Wrapping and packing or packing naked plums, no lidding .. .. .	5½
Wrapping and packing or packing naked plums which includes bringing out of and putting into cool store, bringing to and taking away from bench, lidding, branding, and/or labelling .. .. .	7½

*Peaches, Apricots, and Nectarines.*

	Per Case.
<i>d.</i>	<i>d.</i>
Packing naked peaches, apricots, or nectarines—Count 100-140 .. .. .	6
Packing naked peaches, apricots, or nectarines—Count 150-240 .. .. .	7½
Packing naked peaches, apricots, or nectarines—Count 268-320 .. .. .	10½
Unpacked, placed loose in case .. .. .	5½

*Lemons.*

	Per Case.
<i>d.</i>	<i>d.</i>
Packed within 30-mile radius of General Post Office, Melbourne—	
Wrapping and packing lemons into any standard bushel case, including lidding, branding, and/or labelling .. .. .	6½
Packing naked lemons into any standard bushel case .. .. .	5½

## Lemons—continued

	Per 1,000 Lemons.
Packed outside 30-mile radius of General Post Office, Melbourne—	<i>s. d.</i>
Wrapping and packing lemons into any standard bushel case .. .. .	2 6
Packing naked lemons into any standard bushel case .. .. .	1 5

## Oranges and Mandarins.

	Per 1,000 Oranges or Mandarins.
Wrapping and packing oranges or mandarins .. .. .	<i>s. d.</i>
Packing naked oranges or mandarins .. .. .	2 6
	1 5

## WIRING.

4. Where a pieceworker is called on to wire cases he shall be paid  $\frac{1}{4}$ d. per case for all cases wired.

## CONDITIONS OF PIECEWORK.

5. (a) All of the rates set out under Bench Packing, Wiping, Grading and Sizing, in clause (3), include bringing the fruit to and taking away from bench, bringing fruit out from and putting fruit into cool stores, branding and/or labelling, attaching, and marking stickers.

(b) Where fruit has been accurately sized into quarters prior to being packed the rates set out for unsized bench packing may be reduced  $\frac{1}{4}$ d. per standard bushel container or kero. case, and  $\frac{1}{4}$ d. per full pine case. Accurately sized shall mean not more than two sizes in any one container.

(c) No pieceworker shall be called upon to pack more than one grade of fruit at a time. Every lug box or kero. box of fruit presented to a packer for packing shall be deemed to contain one bushel of fruit; every full sized pineapple box of fruit presented to a packer for packing shall be deemed to contain one and one-third bushels of fruit; every five dump boxes of fruit presented to a packer for packing shall be deemed to contain four bushels of fruit, and the packer shall be paid  $\frac{1}{4}$ d. per bushel for all fruit short packed, less 10 per cent. of the number of cases presented to him for packing.

(d) Pieceworkers shall not be entitled to overtime rates for piecework done outside the times of beginning and ending work.

## HOURS FOR A WEEK'S WORK.

6. The number of hours to constitute an ordinary week's work shall be 40 to be worked in five days Monday to Friday (inclusive) between the hours of 7 a.m. and 5 p.m.

## OVERTIME.

7. The following rates shall be paid for work done:—

(a) Outside the times of beginning and ending work as prescribed in clause 6 together with all time worked in excess of eight hours per day within such times—Time and a half for the first four hours and double time thereafter.

(b) On Saturday—

(i) between 8 a.m. and 12 noon—Time and a half;

(ii) before 8 a.m. and after 12 noon—Double time.

## TERMS OF ENGAGEMENT.

8. (a) Employees are to be engaged as weekly or casual employees. A weekly employee is one engaged by the week and paid by the week, and whose engagement shall be terminable by one week's notice on either side, such notice not to be continued from week to week.

(b) After one full week's work, such notice may be given to a weekly employee at any time, but an employer may pay one week's wages in lieu of notice.

(c) Casual employees shall be guaranteed not less than two hours' engagement every start.

(d) A weekly employee to be entitled to the weekly wage shall be available, ready, and willing to perform his or her usual work during the days and hours usually worked by such class of employee, and may be summarily dismissed for dishonesty, misconduct, neglect of duty, or for absence from work without reasonable cause, and in the event of such dismissal the employee shall be paid only for the time actually worked.

(e) Where an employer is not satisfied as to the reason of an employee, whether a time worker or pieceworker, absenting himself or herself from work, the employer may deduct from the wages of such employee the time he or she has been so absent unless the absence of an employee was due to sickness, in which case the employer shall make no deduction for such sickness, provided that an employee shall not be entitled to payment for non-attendance on the ground of sickness for more than 40 hours of working time in each year whether in the employ of one or several employers.

For the purpose of administering sub-clause (e) hereof, an employer may within two weeks of the employee entering his employment require the 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.

(f) If the full period of sick leave as prescribed in sub-clause (e) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period of 160 hours of working time which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to 12th February, 1948, shall be disregarded.

## CASUAL WORK.

9. Casual work, i.e., work for less than two full weeks, shall be paid for at the following rates:—

Adult male employees .. .. 4s. 6d. per hour.

Other employees .. .. Ordinary wages rate with an addition of thirty-three and one-third per centum.

## SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.

10. Pieceworkers shall be paid rate and a half, and all other employees double time for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the days so substituted.

## HOLIDAYS.

11. Weekly employees shall be granted the following holidays without deduction of pay:—The days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day.

All employees working on piecework shall be granted the following holidays:—Christmas Day, Good Friday and Anzac Day, and they shall be paid for such holidays the amount for each holiday based on the minimum weekly wage as set out in this Determination for the class of work performed.

ANNUAL HOLIDAY.

12. 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 9d., plus postage.)

REST PERIOD.

13. A rest period of ten minutes each morning and afternoon shall be [given] to all employees without [any deduction from wages.]

TEA MONEY.

14. Any employee called upon to work for more than two hours after the usual knocking off time shall be paid 2s. 6d. tea money in addition to any overtime payment.

TIME BOOK OR OTHER RECORD.

15. Every employee shall indelibly record daily his or her correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer.

RIGHT OF ENTRY OF UNION OFFICIAL.

16. A duly accredited representative of the Federated Storemen and Packers' Union of Australia shall have the right to enter employers' establishments for the purpose 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 not more than one representative in all be in any establishment at any one time.
- (c) That no one representative visit an establishment more than once a fortnight.
- (d) 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 the right of entry, but the representative shall have the right to bring such refusal before this Wages Board.

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

J. V. WILLOX, Secretary.

Melbourne, 21st December, 1948.