



# VICTORIA GOVERNMENT GAZETTE.

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[1951

Factories and Shops Acts.

## DETERMINATION OF THE PROCESS ENGRAVERS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Special Board, which now has power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed—

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

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

has made the following Determination, namely:—

1. That, as from the beginning of the second pay period to commence in December, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

NOTE.—The wages rates prescribed in columns lettered "A." are payable until the beginning of the first pay period to commence in February, 1951, when they shall be replaced by the rates prescribed in columns lettered "B."

(a) Apprentices.	Male Juniors, not being Apprentices, and Female Juniors.			
	Male.			
		Percentage of Rate Prescribed for "Any Other Adult Male".	Total Wage Payable.	
"A."			"B."	
	%	£ s. d.	£ s. d.	
Under 15 years of age .. .. .	22	1 19 0	2 1 0	
Between 15 and 16 years of age .. .. .	27	2 8 0	2 10 0	
Between 16 and 17 years of age .. .. .	35	3 2 6	3 5 0	
Between 17 and 18 years of age .. .. .	47	4 3 6	4 7 6	
Between 18 and 19 years of age .. .. .	59	5 5 0	5 9 6	
Between 19 and 20 years of age .. .. .	72	6 8 0	6 14 0	
Between 20 and 21 years of age .. .. .	85	7 11 6	7 18 0	
A junior working on a night shift for a week shall be paid 12s. extra for such night shift work; if he works less than a week, he shall be paid <i>pro rata</i> for the hours worked by him.				
	Female.			
	Percentage of an Adult Female Rate of £7 5s. 6d. Until the Beginning of the First Pay Period to Commence in February, 1951, and Thereafter £7 11s. 6d. (Adjustable).	Total Wage Payable.		
		"A."	"B."	
	%	£ s. d.	£ s. d.	
First year's experience .. .. .	30	2 4 0	2 5 6	
Second year's experience .. .. .	40	2 18 0	3 0 6	
Third year's experience .. .. .	50	3 12 6	3 15 6	
Fourth year's experience .. .. .	60	4 7 6	4 11 0	
Fifth year's experience .. .. .	75	5 9 0	5 13 6	
And thereafter the minimum wage prescribed for females for the class of work which she is doing. A female junior entering the industry in her eighteenth year or later shall receive the foregoing rate appropriate to her experience and not less than 10s. per week extra until she reaches the age of 21 years, when she shall be paid the minimum wage prescribed for females for the class of work which she is doing.				
In the above provisions as to work performed by females, "experience" means experience in a branch of the industry, including experience in the employ of more than one employer, and any female employee mentioned in such provisions on leaving or being discharged from her employment shall be entitled to a certificate from her employer stating the date when such employment began and the date of its termination duly signed or otherwise authenticated by the employer. Such certificate shall be the property of the employee and shall be returned to her by any subsequent employer within seven days of her engagement.				

(b)		Other Employees.									
Male.		A.		B.		Female.		A.		B.	
		£ s. d.		£ s. d.				£ s. d.		£ s. d.	
(i)	Photo Engraving—										
(a)	Artist and/or designer .. .. .	11	6	6	11	14	6				
(b)	Camera operator .. .. .	11	6	6	11	14	6				
(c)	Half-tone etcher .. .. .	11	6	6	11	14	6				
(d)	Line etcher .. .. .	11	2	0	11	10	0				
(e)	Photo imposer .. .. .	11	2	0	11	10	0				
(f)	Engraver .. .. .	11	2	0	11	10	0				
(g)	Router and/or moulder and/or proofer ..	11	0	0	11	8	0				
(ii)	Photo Lithography—										
(a)	Artist and/or designer .. .. .	11	6	6	11	14	6				
(b)	Camera operator .. .. .	11	6	6	11	14	6				
(c)	Photo lithographic metal plate coater and/or photo lithographic photo composer and/or contact printer-down on lithographic metal plate .. .. .	11	2	0	11	10	0				
(d)	Lithographic plate grainer and/or photo lithographic glass plate cleaner, but not including an employee processing photo lithographic glass plates .. .. . (Where the plate grainer cronaxes or brunaxes zinc or aluminium plates he shall be paid the margin shown herein and 5s. in addition.)	9	10	0	9	18	0				
(iii)	Photogravure—										
(a)	Artist and/or designer .. .. .	11	6	6	11	14	6				
(b)	Camera operator .. .. .	11	6	6	11	14	6				
(c)	Plate and/or cylinder maker ; that is, negative and/or positive retoucher and/or sensitizer and/or planner and/or printer-down and/or transferer and/or etcher .. .. .	11	6	6	11	14	6				
(iv)	Any other adult male .. .. .	8	18	0	9	6	0				

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

A female employee in charge of or who supervises, directs or is responsible for the work of—  
 (a) from 3 to 8 employees (both inclusive) .. 7 9 6 7 15 6  
 (b) from 9 to 15 employees (both inclusive) .. 8 1 0 8 7 0  
 (c) over 15 employees .. 8 8 6 8 14 6

Female employee not otherwise specified .. 6 14 0 7 0 0

*Female to be Paid Male Rate.*

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

LIMITATION OF EMPLOYMENT OF JUNIORS.

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

WEIGHTS.

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

LITHOGRAPHIC PRINTING CONDITIONS.

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

HOLIDAYS.

- 6. (a) An employee shall be entitled to be absent from his employment without deduction of pay on any holiday. In this Determination "holiday" means the day observed as any of the following days or any day substituted therefor: New Year's Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Christmas Day, Boxing Day, Australia Day, King's Birthday, and Anzac Day.  
 Provided—  
 (i) that, within fifteen miles of the General Post Office at Melbourne, Cup Day shall be substituted for Anzac Day ;  
 (ii) that, where a holiday may fall on a non-working day and the State may with regard to its own employees prescribe in the following week a certain working day as an additional holiday, such working day shall be a holiday within the meaning of this clause.
- (b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.
- (c) Where an employee is dismissed within one week before any holiday (or within one week before the first day of several holidays,) his re-engagement by the same employer within one week after such holiday (or, as the case may be, within one week after the last day of such several holidays,) shall be *prima facie* evidence that his employment was terminated in breach of sub-clause (b) hereof.
- (d) Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.
- (e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such holiday.
- (f) When an employee is absent from his or her employment for a period exceeding three consecutive working weeks through illness, or with the consent of the employer, the employee shall not be entitled to payment for any public holidays occurring during any period of absence which exceeds three consecutive working weeks.
- (g) A working week shall consist of the number of days or nights customarily worked by the employee concerned.
- (h) The provisions of this clause shall apply only to weekly employees.

ANNUAL HOLIDAY.

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

## REST INTERVAL FOR FEMALES.

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

## FIVE-SHIFT WEEK.

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

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

## HOURS—DAY WORK.

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

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

## NIGHT WORK.

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

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

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

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

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

## OVERTIME.

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

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

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

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

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

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

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

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

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

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

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

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

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

(g) No employee under sixteen years of age shall be employed on overtime. No employee under seventeen years of age nor any female, shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day, subject to clause 10 hereof. No employer shall require or permit an apprentice to work overtime unless at least one skilled worker in his calling is employed at the same time as the apprentice.

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

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

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

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

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

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

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

## EMPLOYEE MISSING USUAL CONVEYANCE.

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

## MEAL PERIOD.

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

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

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

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

## TERMS OF EMPLOYMENT.

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

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

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

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

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

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

## SICK LEAVE.

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

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

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

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

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

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

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

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

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

## CUMULATIVE SICK LEAVE.

17. (a) Sick leave shall accumulate from year to year so that the period of 40 hours in each year (or any balance of the period) specified in clause 16 hereof which has in any year not been allowed to an employee by an employer as paid sick leave, may be claimed by the employee and subject to the conditions prescribed in clause 16, shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant hereto shall be available to the employee for a period of two years but for no longer from the end of the year in which it accrues.

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

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

## CASUAL EMPLOYEES.

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

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

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

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

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

#### OVERALLS, UNIFORMS, ETC.

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

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

#### MIXED FUNCTIONS.

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

#### WAGES AND PAY DAY.

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

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

#### RESTRICTIONS ON TAKING WORK OFF AN EMPLOYER'S PREMISES.

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

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

#### TIME BOOK.

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

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

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

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

#### AUTHORIZED PERSONS MAY ENTER FACTORY.

24. (a)—

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

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

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

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

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

#### UNION OFFICIAL VISITING FACTORY.

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

(i) Collecting members' contributions;

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

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

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

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

#### UNION DELEGATE.

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

**SEATING PROVISION.**

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

**HEALTH NOTICES.**

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

**HEALTH PROVISIONS.**

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

**LIGHTING OF WORKROOMS.**

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

**FIRST-AID CHEST.**

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

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

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

**DEFINITIONS AND INTERPRETATIONS.**

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

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

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

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

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

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

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

PERIODICAL ADJUSTMENT OF WAGES.

33. The wages rates for adults set out in clause 2, are based upon the following basic wage rates, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 34.

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

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

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria .. .. .	8 10 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1950, the amount of the basic wage shall be as prescribed in clause 33.

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

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

J. W. RYAN, Secretary.

Melbourne, 13th December, 1950.

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