



VICTORIA GOVERNMENT GAZETTE.

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No. 118]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE CEMENT ARTICLES BOARD.

NOTES.—(1) This Determination applies to the whole of the State of Victoria.

(2) By Order in Council on the 14th July, 1953, the Brick Trade Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the making of cement bricks and such power was exclusively conferred on the Cement Articles Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed "to determine the lowest prices or rates which may be paid to any persons (other than persons under the jurisdiction of the Fibrous Plasterers Board) employed in the trade of making portable articles of cement or concrete," has made the following Determination, namely:—

1. That as from the 7th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.								
(a) APPRENTICES AND IMPROVERS.					(b) OTHER EMPLOYEES.			
Wages per Week of 40 Hours.					Wages per Week of 40 Hours.			
—	Per-centage of Basic Wage.	Ad-justable Rate.	Plus War Loading (Non-ad-justable).	Total Wage.	—	Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.
		s. d.	s. d.	s. d.	Group No. 1.	s. d.	s. d.	s. d.
Under 16 years of age	31	73 6	0 9	74 3	Moulder on centrifugal or vibrator pipe machines	266 0	3 0	269 0
16 years of age ..	42	99 6	1 0	100 6				
17 " " ..	53	125 6	1 6	127 0	Group No. 2.			
18 " " ..	66	156 6	1 9	158 3	Man operating a machine mixing cement or concrete	262 0	3 0	265 0
19 " " ..	76	180 0	2 0	182 0	Other moulder of cement or concrete articles, including operator of any machines not elsewhere included ..	262 0	3 0	265 0
20 " " ..	88	208 6	2 3	210 9	Repairer or renderer of cement or concrete articles	262 0	3 0	265 0
					Operator of machine making concrete or cinder-concrete blocks or bricks	262 0	3 0	265 0
					Crusher feeder or attendant where bricks are crushed	262 0	3 0	265 0
					Hand Vibrator Attendant	262 0	3 0	265 0
PROPORTION (in any Factory or Place).								
<i>Apprentices.</i>								
One apprentice to every three or fraction of three workers receiving not less than 25s. per week of 40 hours.								
An indenture of apprenticeship prescribed by the Board was approved on 30th July, 1930.								

2. (a) APPRENTICES AND IMPROVERS.		(b) OTHER EMPLOYERS.			
Wages per Week of 40 Hours.		Wages per Week of 40 Hours.			
			Adjustable Rate.	Plus War Loading (Non-adjustable).	Total Wage.
			s. d.	s. d.	s. d.
<i>Improvers.</i>		<i>Group No. 3.</i>			
Cement Tilomakers' Section.					
Three improvers to four workers	Receiving not less than 257s. per week of 40 hours.	Tile or ridge maker and the taker off of same	259 0	3 0	262 0
Four improvers to five or six workers		Other mixer of cement or concrete	259 0	3 0	262 0
Five improvers to seven workers		Mould assembler	259 0	3 0	262 0
Six improvers to eight workers, and thereafter one improver to every two workers		Operator of cement sprayer	259 0	3 0	262 0
		Other crusher feeder or attendant or mill feeder or attendant or crusher screen attendant, other than persons engaged in crushing spalls	259 0	3 0	262 0
		Stripper	259 0	3 0	262 0
All Other Sections.					
One improver to every three or fraction of three workers receiving not less than 257s. per week of 40 hours.		Pipe tester (i.e., person operating a pump or pressure apparatus)	259 0	3 0	262 0
Apprentices and improvers operating a cement sprayer shall be paid 1s. 6d. per week extra in addition to the prescribed rate.		Employee carrying away from any concrete or cinder-concrete block or brick-making machine	259 0	3 0	262 0
		Where the load carried per man is of a greater average weight than 70 lb. :—			
		(a) Lumper of cement or concrete articles (in and out of tanks)	259 0	3 0	262 0
		(b) Loader, unloader, or stacker (by hand) of cement or concrete articles	259 0	3 0	262 0
		Trucker or stacker of concrete or cinder-concrete blocks or bricks	259 0	3 0	262 0
		Person fabricating or preparing reinforcements for portable concrete products	259 0	3 0	262 0
		<i>Group No. 4.</i>			
		All others	254 0	3 0	257 0

NOTE.—“Renderer” means a skilled employee facing concrete articles with float and trowel.

ALLOWANCES.

3. The following allowances in addition to the rates provided in clause 2 (b) shall be paid :—

(a) Lumpers of cement or concrete articles (in and out of tanks) 3d. per hour in respect of such time actually spent in tanks containing water.

(b) For work done away from the employer's place of business—

(i) The fares, exceeding 3d. per day, necessarily expended in going from and to the employee's residence to and from his work.

(ii) For work done at a distance from the employer's place of business if the employee is unable to return to his home the same night and the employer does not provide board and lodging, 12s. 9d. per day extra for the first seven days, and thereafter 52s. 6d. per week extra.

(c) A “Leading hand” is one who is directed to control, supervise, and take responsibility for the work performed by two or more employees.

He shall, for the time so engaged, be paid the rate prescribed for the highest class of work so supervised with the following additions :—

(i) where the number of such employees does not exceed five, 9d. a day ;

(ii) where the number of such employees exceeds five, 1s. 6d. a day.

(d) Boot allowance—

Persons operating mixers and/or pipe spinning machines, strippers, assemblers, oilers, and/or moulders of concrete products. 2s. 6d. per week.

TIME OF BEGINNING AND ENDING WORK.

4. Time of Beginning. 7 a.m. Time of Ending. 5 p.m. on five days of the week, Monday to Friday inclusive, with a minimum of 45 minutes for lunch.

OVERTIME.

5. The following rates shall be paid for all work done, except where shifts are worked :—

(a) In excess of 8 hours on any day Monday to Friday

(b) On Saturday

Time and a half for the first two hours' work in any one day and thereafter, double time in that day.
Time and a half for the first two hours' work and thereafter double time in that day.

SHIFTS.

6. Where a person is employed on shift work outside the hours of beginning and ending work he shall for each hour while so employed be paid 3d. an hour in addition to above rates.

A shift worker called upon to work overtime in excess of ordinary shift hours shall receive overtime at the rate set out in clause 5.

MIXED FUNCTIONS.

7. An employee engaged for not less 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.

SPECIAL RATES.

8. Double time shall be the rate payable for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Queen'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-mentioned holidays, the special rate shall be payable only for work done on the day so substituted.

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

CONTRACT OF EMPLOYMENT.

Weekly Employment.

9. (a) Except as hereinafter provided employment shall be by the week.

(b) Employment shall be terminated by two clear days' notice on either side given at any time during the week to 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 10 of this Determination lose his pay for the actual time of such non-attendance.

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

(d) To obtain the benefit of weekly employment an employee must be ready, available, and willing to work on the days, and during the hours prescribed for an ordinary day's work less only prescribed or agreed upon remissions. *Pro rata* reductions of pay may be made for unauthorized omissions.

Casual Employment.

(e) Any person employed other than on terms of weekly employment shall be paid 10 per centum in addition to the appropriate rate prescribed in clause 2.

SICK LEAVE.

10. (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 worker's compensation.

(ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness, and the estimated duration of the absence.

(iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iv) He shall not be entitled in his first year or service with any employer to sick leave in excess of 3½ hours of working time for each completed month of service.

(v) He shall not be entitled in any subsequent year to leave in excess of 40 hours of working time.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave as prescribed above 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 may be entitled in any year of service without deduction of pay.

HOLIDAYS.

11. All employees (other than casuals) shall be entitled to the holidays or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays hereinafter mentioned without deduction of pay:—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day, and Boxing Day.

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

Should the 25th December, in any year occur on a Saturday or a Sunday the following Monday and Tuesday shall, for the purposes of this Determination, be deemed to be Christmas Day and Boxing Day respectively. Likewise should the 1st January, in any year occur on a Saturday or a Sunday the following Monday shall be deemed to be New Year's Day.

Provided that an employee shall not be entitled to pay for any of the above holidays if absent from employment without leave on the working day immediately preceding and/or following a holiday or group of holidays unless he or she produces to the employer a certificate of a legally qualified medical practitioner, or failing the production of such certificate, such other evidence as shall be satisfactory to the employer.

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.

TEA MONEY.

13. An allowance of 4s. for tea money shall be made where work extends for more than two hours beyond the usual time of ending work provided the employer has not given notice the day before of intention to work overtime.

TOOLS, SPECIAL BOOTS, OVERALLS, ETC.

14. The employer shall supply the employee with all requisite tools and gloves for the performance of his duties, and when the employee is called upon to work in water he shall be provided with suitable boots or waders.

Where a man's place of work is outside the factory buildings and he is required to carry on such work in the rain, his employer shall furnish him with a waterproof overcoat whilst so employed.

An employee required to wear overalls or protective clothing in connexion with his work shall be paid the sum of 2s. 6d. per week whilst he is required to do so.

PAYMENT OF WAGES.

15. Wages shall be paid during working hours.

HEALTH PROVISIONS.

16. The employer shall provide and maintain in a satisfactory state—

- (a) proper latrine services;
- (b) suitable change house accommodation with provision for drying clothes;
- (c) suitable accommodation for employees to have their meals and, where the number of employees exceeds twenty, such accommodation shall be partitioned off or otherwise separated from the change house.

REST PERIOD.

17. All employees shall be allowed two rest intervals on each day as follows:—The first of five minutes to be allowed between the hours of 9.30 a.m. and 10 a.m., and the second of five minutes to be allowed between the hours of 2.30 p.m. and 3 p.m., or at such other times as may be agreed upon between the employer and the majority of the employees concerned. Such intervals are to be counted as time worked.

RIGHT OF ENTRY OF UNION OFFICIALS.

18. For the purpose of interviewing employees on legitimate union business, a duly accredited representative of the Australian Workers' Union shall have the right to enter, during the midday meal hour, the portion of any employer's establishment in which any of the classes of labour covered by this Determination are employed.

If any representative is unduly interfering with, or is creating disaffection amongst his employees, or is offensive in his methods, such employer may refuse the right of entry.

PERIODICAL ADJUSTMENT OF WAGES.

19. The wages rates for adults set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 20.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 19.

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

(d) The adjustable wages of Apprentices and Improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 7th December, 1953.



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No. 119]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE LIMEBURNERS 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:—

(a) making lime;

(b) pulverizing or bagging limestone;

has made the following Determination namely:—

1. That as from the 7th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES.

2.

(a) Apprentices or Improvers (Day Shift).

Wages Per Week of 40 Hours.	Percentage of Basic Wage.	—
16 years of age or under	49	s. d. 116 0
17 years of age	57	135 0
18 years of age	70	166 0
19 years of age	86	204 0
20 years of age	100	257 6
	plus 20s. 6d.	

PROPORTION (WITHIN ANY PLANT).

One apprentice and one improver to every three or fraction of three workers receiving not less than 263s. per week of 40 hours.

An indenture of apprenticeship prescribed by the Board was approved on 15th March, 1923.

(b) Other Employees (Day Shift).

Wages Per Week of 40 Hours.		
		s. d.
Hydrator Attendant	Group 1.	287 0
Operator of a mechanical bagging machine	Group 2.	282 6
Lime burner or feeder, Drawer, or Attendant	Group 3.	275 0
Crusher hand, Lime screener, Drawer's assistant, Slack lime worker, Loader (a person assigned by the foreman as responsible for the correct loading and tallying of a consignment)	Group 4.	268 0
All others	Group 5.	265 0

EXTRA PAYMENT FOR EMPLOYEES ON AFTERNOON OR NIGHT SHIFT.

3. Employees on Afternoon or Night Shift shall receive the rates provided in clause 2, plus 10 per cent.

MIXED FUNCTIONS.

4. An employee engaged for half or more 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.

ORDINARY WEEKS WORK.

5. The ordinary hours for a weeks work shall be as follows:—

(a) For persons other than shift workers—

40 hours per week to be worked—

Monday to Friday	8 hours between 8 a.m. and 5 p.m.
Saturday	4 hours between 8 a.m. and noon

The above times of beginning and ending work may be varied on any job by mutual consent of the employer and a majority of the employees, but in no case shall the total number of hours be increased except with the permission of the majority of the workers concerned.

(b) By shift workers—

Morning shift	7 a.m. to 3 p.m.
Afternoon shift	3 p.m. to 11 p.m.
Night shift	11 p.m. to 7 a.m.

OVERTIME.

6. (a) Persons other than shift workers—

For all time worked, excluding Sundays, outside the hours or in excess of the number of hours fixed in clause 5— Time and a half for the first three hours on any day, and double time thereafter.

(b) Shift workers.—Shift workers for all time worked in excess of or outside the ordinary working hours shall be paid at the rate of time and a half for the first four hours and double time thereafter except when such time is worked:—

(i) by arrangement between employees themselves;

(ii) for the purpose of effecting the customary rotation of shifts or is due to the fact that a relief man does not come on duty at the proper time.

Provided that where not less than eight hours' notice has been given to the employer by a relief man that he would be absent from work and the employee whom he should relieve is not relieved, then the unrelieved employee shall be paid time and a half for the first four hours and double time thereafter. All such overtime payments are in substitution for and not cumulative upon the shift work premiums hereinbefore prescribed.

(c) An employee recalled to work after the expiration of his ordinary working time or on a Sunday shall be paid for a minimum of two hours' work at the appropriate overtime rate.

WEEK END PENALTY RATES.

7. (a) For persons other than shift workers—Double time shall be the special rate payable for all work done on Sundays;

(b) For shift workers—Time and a quarter shall be the special rate payable for all work done during ordinary shift hours between midnight on Friday and midnight on Saturday, and time and a half shall be the special rate payable for all work done between midnight on Saturday and midnight on Sunday.

Where shifts commence between 11 p.m. and midnight on a Sunday, the time so worked shall not entitle the employee to a Sunday rate provided that time worked by an employee on shifts commencing between 11 p.m. and midnight on a Saturday and extending into Sunday shall be regarded as time worked on such Sunday.

EMERGENCY PROVISIONS.

8. (a) Notwithstanding anything elsewhere contained in this Determination the following provisions shall apply in the case of an employer who is subjected to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful Authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of a day or shift such employee cannot be usefully employed; provided that—

(1) if an employer requires an employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;

(2) where an employee commences work he shall be entitled to be paid for four hour's work;

(3) this sub-clause shall not apply to apprentices.

- (ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—
- (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
 - (2) for work performed between noon and midnight on Saturday—ordinary time plus 50 per cent.;
 - (3) for work performed at all other times (other than on a Sunday)—ordinary rates plus 50 per cent.
- (iii) He may require any shift worker to perform his hours of work at any time (other than on a Sunday) on the basis of 40 hours per week. The following rates of pay shall apply for such work—
- (1) for day work or day shift work—ordinary time;
 - (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 50 per cent.;
 - (3) for afternoon and night shifts—ordinary rates plus 10 per cent.;
 - (4) nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.
- (iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided further that the employer shall, whenever it is practicable, consult the representative of the Australian Workers Union before acting under this paragraph.

PUBLIC HOLIDAYS.

9. (a) Double time shall be the special rate payable for all work done on Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, and Queen'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 only be payable for work done on the day so substituted.

Where shifts commence between 11 p.m. and midnight on a holiday, the time so worked shall not entitle the employee to the holiday rate provided that time worked by an employee on shifts commencing between 11 p.m. and midnight on a day preceding a holiday and extending into the holiday shall be regarded as time worked on such holiday.

(b) An employee who is not required to work on any holiday prescribed in sub-clause (a) hereof or day or days substituted by Act of Parliament or Proclamation in lieu of such holidays, shall be entitled to be absent from work on such day without deduction of pay.

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

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

CRIB TIME.

10. When shifts are worked time allowed as crib time shall be deemed to be time worked.

SICK LEAVE.

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

- (i) During the first year—3½ hours' ordinary pay for each complete month of service.
- (ii) During any subsequent year of service—40 hours ordinary pay.

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

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st March, 1949, shall be disregarded.

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

ANNUAL HOLIDAY.

12. (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 week's annual leave prescribed by the said Act increased by 3½ hours 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.

PROTECTIVE CLOTHING.

13. Each employee shall receive an allowance of 2s. 6d. per week for the provision of protective clothing.

LOCKERS.

14. Where requested the employer shall, provide a suitable locker for the use of each employee.

MEAL ALLOWANCE.

15. An employee required to work overtime for more than two hours without being notified on the previous day or earlier than he will be so required to work shall either be supplied with a meal by the employer or paid 2s. 6d. for each meal necessary.

DINING ROOM.

16. Where requested the employer shall provide for the use of employees a dining room properly equipped with tables and suitable seating accommodation.

SANITARY CONVENIENCES.

17. The employer shall provide proper and sufficient sanitary conveniences.

WASHING FACILITIES.

18. Where requested the employer shall provide a proper and sufficient number of hot and cold shower baths, and wash basins for the use of employees.

CHANGE ROOM.

19. The employer shall provide, reasonably adjacent to showers and wash basins, a sufficiently roomy enclosed change room to enable employees to change their clothes in privacy.

First-Aid Outfit.

20. 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.

Such outfit shall be kept in some accessible place upon the premises and shall be equipped and supplied with the following articles :—

Articles.	Quantities to be kept in Ambulance Chest—
Antiseptic solution	1 bottle
Bandages, cotton and gauze	1 dozen assorted sizes
Castor oil	2 oz.
Iodine, tincture of	2 oz.
Manual, first-aid	1
Petrolatum, carbolized	1 jar
Picric acid solution, made according to the following recipe or prescription :— 1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water	1 pint
Pins, safety	1 packet
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.

21. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 22.

In addition to the total basic wage provided in this clause the adult rates set out in clause 2 contain margins, and in addition war loadings of 4s.

Apprentices and improvers receive a *pro rata* war loading.

BASIC WAGE.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as proscribed in clause 21.

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

(d) The wages of apprentices or improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 7th December, 1953.



VICTORIA
GOVERNMENT GAZETTE.

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No. 120]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE CEMENT 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, business, or occupation of—

- (a) making Portland cement,
- (b) quarrying or preparing the raw materials for Portland cement,
- (c) extracting potash salts from the by-products of Portland cement”

has made the following Determination namely:—

1. That as from the 7th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

APPRENTICES AND IMPROVERS.

	(a) CEMENT WORKS.			
	Wages per Week.			
	Percentage of Basic Wage.	Rate.	Plus War Loading.	Total Wage.
	%	s. d.	s. d.	s. d.
Under 16 years of age	43	102 0	2 0	104 0
Under 17 years of age	53	125 6	2 9	128 3
Under 18 years of age	61	144 6	3 3	147 9
Under 19 years of age	74	175 6	4 0	179 6
Under 20 years of age	84	199 0	4 3	203 3
Under 21 years of age	95	225 0	5 0	230 0

(b) The wages for apprentices and improvers shall be the appropriate rates prescribed for cement works plus 7s. per week.

PROPORTION (in any factory or place).

Apprentices.

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

Improvers.

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

OTHER EMPLOYEES (MALES).

(a)	Cement Works.	*Wages per Week.		
		Rate.	Plus War Loading.	Total Wage.
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
	Cement Burner	295 0	6 0	301 0
	Tester on Slurry Controls	290 0	6 0	296 0
	Miller	287 6	6 0	293 6
	Coal Drier	287 6	6 0	293 6
	Potash plant attendant	283 6	6 0	289 6
	Loader in railway trucks at bagging sheds	292 0	6 0	298 0
	Machine Bag Filler	292 0	6 0	298 0
	Electrostatic Precipitator Attendant	280 0	6 0	286 0
	Pipe Line Attendant	270 0	6 0	276 0
	Slurry Tank Attendant	280 0	6 0	286 0
	Mammoth Crusher Attendant	305 6	6 0	311 6
	Mammoth Crusher Assistant	275 6	6 0	281 6
	Truck Trimmer	268 0	6 0	274 0
	Truck Cleaner	266 0	6 0	272 0
	Cleaner (other)	264 0	6 0	270 0
	Truck Tarper	272 6	6 0	278 6
	Mill Room Helper	271 6	6 0	277 6
	Centrefuge Operator	275 6	6 0	281 6
	Potash Residue Attendant	272 0	6 0	278 0
	Experienced Factory Operative	266 6	6 0	272 6
	Train Attendant	275 0	6 0	281 0
	All others	243 0	6 0	249 0

(b)	Quarries.	Rate.	Plus War Loading.	Total Wage.
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
	Powder Monkey	312 0	6 0	318 0
	Jack Hammerman	312 0	6 0	318 0
	Platelay	288 6	6 0	294 6
	Bankman	286 0	6 0	292 0
	Underground Quarryman	300 0	6 0	306 0
	Pump Attendant	291 0	6 0	297 0
	Signal Attendant	275 0	6 0	281 0
	Leverman	272 6	6 0	278 6
	Dump Man	275 0	6 0	281 0
	String Puller	270 0	6 0	276 0
	Switch Attendant	270 0	6 0	276 0
	Dray Attendant	274 6	6 0	280 6
	All others	250 0	6 0	256 0

LEADING HANDS.

(c) In addition to the appropriate wages rate prescribed in sub-clauses (a) or (b) hereof a Leading Hand shall be entitled to the following allowance:—

If in charge of 4 or less men	1/- per day.
If in charge of 5 to 8 men	1/6 per day.
If in charge of 9 men or more	2/- per day.

RATE FOR SHIFT WORK.

3. Underground Quarrymen shall receive 9d. per week in addition to their ordinary wage whilst employed on afternoon or night shift.

For other adult employees the extra rate for afternoon or night shift shall be an additional 12½ per cent. of the "All Others" rate for the section in which they are employed.

EXTRA RATES.

4. (a) Any person in Cement Works who is employed inside kilns or mills to reline same or who is required to work in Cement, Slurry Silos, or in the main coal bunker, shall be paid 6d. per hour in addition to the ordinary rate.

(b) Any person employed as an Underground Quarryman shall, when it becomes necessary for him to work in wet conditions, be paid 1s. per day extra.

(c) Any person employed on refractory work on new kilns shall be paid 6s. per week above the minimum wage.

(d) A "Train Attendant" required to operate continuously through a tunnel shall receive an additional 8/6 per week.

(e) Any person working on the lime stone face shall be paid an additional allowance at the rate of 10/- per week.

OVERTIME.

5. The ordinary hours shall be 40 per week, worked in five shifts of eight hours each, and any shifts worked in excess of such five shifts per week shall be paid for at time and a half. Provided further that any shift worker who is called upon to work any shift normally outside of his rostered shifts, shall be paid for any such shift at the rate of time and a half for the first two hours and double time thereafter. Provided further that the provisions of this clause shall not operate in the case of mutual arrangements made between employees.

Shift workers—All overtime in excess of the number of hours ordinarily worked per shift shall be paid for at the rate of time and a half.

Other workers—All time worked on a Saturday and all overtime worked in excess of the number of hours ordinarily worked per day shall be paid for at the rate of time and a half for the first two hours and double time thereafter.

An employee recalled to work after the expiration of his customary working time or on a Saturday shall be paid for a minimum of two hours' work at the appropriate overtime rate.

EMPLOYMENT FOR LESS THAN FULL WEEK.

6. Employees who work less than 40 hours in any week may be paid the ordinary wages rate calculated pro rata according to the number of hours worked.

SHIFTS.

7. (a) The hour of beginning and the hour of ending each shift shall be as follows:—

	Time of beginning not earlier than:—	Time of ending not later than:—
Day Shift	7.30 a.m.	5 p.m.
Afternoon Shift	4 p.m.	2 a.m.
Night Shift	midnight	8 a.m.

When any of the employees performing the work of a tester on slurry controls is a female the hours of beginning and ending shifts may be varied as required after consultation with the employees concerned.

Provided that the hours of work on Saturday in Cement Works for persons employed continuously on day shift shall be as follows:—

7.30 a.m. noon.

(b) The higher rate to be paid for each hour or fraction of an hour worked by an employee, other than an Underground Drainer, before or after his shift shall be time and a half.

WEEK-END PENALTY RATES FOR SHIFT WORKERS.

8. Ordinary shift hours worked between midnight on Friday, and midnight on Saturday shall be paid for at the rate of time and a quarter, and all time worked between midnight on Saturday, and midnight on Sunday shall be paid for at the rate of double time.

SPECIAL RATES.

9. Work done on Sundays by day workers (other than underground drainers) shall be paid for at the rate of double time, and double time shall be the rate payable for work done by all persons on New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen'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 special rate shall be payable only for work done on the day so substituted. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

HOLIDAYS.

10. An employee not required to work on any of the public holidays or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays mentioned in clause 9, shall, provided that he works on the working day immediately prior to, and the working day immediately following any such holiday or holidays, be entitled to be absent without deduction of pay.

ANZAC DAY.

11. Where the incidence of Anzac Day is such as to prevent an employee from working his ordinary normal hours of work, then he shall be paid for the time so lost.

SICK LEAVE.

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

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

(ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iv) He shall be entitled to sick leave not exceeding 40 hours of working time in any year, provided however, that when employment is commenced subsequent to the 1st day of June in any year, he shall be entitled to sick leave for such year at the rate of 10 hours of working time for each completed three months of continuous employment in such year.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave as prescribed above 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 may be entitled in any year of service without deduction of pay.

For the purpose of this sub-clause service prior to the 1st June, 1946, shall be disregarded.

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

ANNUAL HOLIDAY.

13. (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 3½ hours 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.

RIGHT OF ENTRY OF UNION OFFICIALS.

14. A duly accredited representative of the Australian Workers' Union not more than once a fortnight shall have the right to enter during the midday meal hour, the portion of any employer's establishment in which any of the classes of labour covered by this Determination are employed for the purpose of interviewing employees on legitimate union business.

If any representative is unduly interfering or is creating disaffection amongst the employees or is offensive in his methods, the employer may refuse the right of entry.

DEFINITION.

15. Experienced factory operative means an employee who is experienced in at least one classified section of the factory work but is for the time being not required to do such work.

PERIODICAL ADJUSTMENT OF WAGES.

16. 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 by the same amount and at the same time as such Basic Wage as prescribed by clause 17.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 16.

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

(d) The adjustable wages of apprentices and improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

18. In addition to the total basic wage set out in clause 16, the rates set out in clauses 2 (a) and (b) for "Other employees (males)" contain margins as follows:—

(a)	Cement Works.	Margin.
		£ s. d.
Cement Burner		2 18 0
Tester on Slurry Controls		2 13 0
Miller		2 10 6
Coal Drier		2 10 6
Potash plant attendant		2 6 6
Loader in railway trucks at bagging sheds		2 15 0
Machine Bag Filler		2 15 0
Electrostatic Precipitator Attendant		2 3 0
Pipe Line Attendant		1 13 0
Slurry Tank Attendant		2 3 0
Mammoth Crusher Attendant		3 8 6
Mammoth Crusher Assistant		1 18 6
Truck Trimmer		1 11 0
Truck Cleaner		1 9 0
Cleaner (other)		1 7 0
Truck Tarper		1 15 6
Mill Room Helper		1 14 6
Centrifuge Operator		1 18 6
Potash Residue Attendant		1 15 0
Experienced Factory Operative		1 9 6
Train Attendant		1 18 0
All others		0 6 0

Female testers on slurry controls shall be paid 54 per cent. of the gross male rate.

(b)	Quarries.	Margin.
		£ s. d.
Powder Monkey		3 15 0
Jack Hammerman		3 15 0
Platelay		2 11 6
Bankman		2 9 0
Underground Quarryman		3 3 0
Pump Attendant		2 14 0
Signal Attendant		1 18 0
Leverman		1 15 6
Dump Man		1 18 0
String Puller		1 13 0
Switch Attendant		1 13 0
Dray Attendant		1 17 6
All others		0 13 0

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

J. W. RYAN, Secretary.

Melbourne, 7th December, 1953.



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No. 121]

FRIDAY, MARCH 26.

[1954

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 as from the 4th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

Apprentices or Improvers.					Improvers.	PROPORTION (IN ANY PLACE).
Apprentices.				s. d.		
Commencing Age			s. d.			
Under 16 Years.	16 or 17 Years.	Over 17 Years.		s. d.	s. d.	s. d.
1st year's experience ..	61 6	80 6	102 0	71 0	<p><i>Apprentices.</i></p> <p>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-copperplate, steel stamp cutter, badge tool maker.</p> <p><i>Improvers.</i></p> <p>One improver to every four workers receiving not less than the rate prescribed for the classification "Engravers by hand".</p>	
2nd year's experience ..	92 6	114 0	142 0	106 6		
3rd year's experience ..	123 0	154 0	194 6	135 0		
4th year's experience ..	163 6	204 0	250 0	180 0		
5th year's experience ..	204 0	250 0	..	215 6		
6th year's experience ..	250 0	256 6		
<p>An employee who has completed his indenture shall be entitled to be paid the adult rate prescribed for the appropriate classification.</p>					<p><i>Other Employees.</i></p>	
<p>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, planing up, soldering, or press working.</p>						
Under 16 years of age	61 6	Die Sinker, by hand and/or by machine ..	302 0
16 years of age	78 0	Badge Toolmaker ..	280 0
17 years of age	97 0	Steel Stamp Cutter ..	290 0
18 years of age	132 6	Engravers by hand ..	285 0
19 years of age	163 6	Engravers, copperplate ..	285 0
20 years of age	204 0	Pantograph Operator (other than die sinking or steel stamp cutting) ..	274 0
					Stencil Plate Cutter ..	264 0
					Drop Hammer Stamper who sets dies and makes force ..	261 0
					Press Operator ..	259 0
					Other Employees with not less than three months' experience in the industry ..	245 0
					All Others ..	239 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 2s. 3d. 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 4s., and 2s. 8d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

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, Queen's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

Where an employer is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

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

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

5A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 5 hereof.

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

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 that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) of this sub-clause an employer may, within one month of this Determination coming into operation or within two weeks of the employee entering his employment, require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

Single Day Absences.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly-qualified medical practitioner that in his, the medical practitioner's, opinion, the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

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

Attendance at Hospital, &c.

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

ANNUAL HOLIDAY.

8. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, (No. 611), 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 by the same amount and at the same time as such basic wage as prescribed by clause 11.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria	11 17 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, 1954, the amount 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 basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

In addition to the basic wage prescribed by clause 10, any adult employee of a classification specified hereunder shall be paid the margin hereinafter assigned to that classification:—

Classification.	Margin.
	s. d.
Die Sinker, by hand and/or by machine	65 0
Badge Toolmaker	43 0
Steel Stamp Cutter	53 0
Engravers by hand	48 0
Engravers, copperplate	48 0
Pantagraph Operator (other than die sinking or steel stamp cutting)	37 0
Stencil Plate Cutter	27 0
Drop Hammer Stamper who sets dies and makes force	24 0
Press Operator	22 0
Other Employees with not less than three months' experience in the industry	8 0
All Others	2 0

JUNIOR RATES.

12. The wage rates for junior employees shall be the under-mentioned percentages of the basic wage. Such rates shall be calculated to the nearest 6d. half or less than half of 6d. to be disregarded.

Apprentices or Improvers.				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.	
Apprentices.	Commencing Age.			Improvers.	%
	Under 16 Years.	16 or 17 Years.	Over 17 Years.		
	%	%	%	%	
1st year's experience ..	26	34	43	30	Under 16 years of age 26
2nd year's experience ..	39	48	60	45	16 years of age 33
3rd year's experience ..	52	65	82	57	17 years of age 41
4th year's experience ..	69	86	100 + 13s.	76	18 years of age 56
5th year's experience ..	86	100 + 13s.	..	91	19 years of age 69
6th year's experience ..	100 + 13s.	100 + 19s. 6d.	20 years of age 86

A. V. BARNS, J.P., Chairman.
J. W. RYAN, Secretary.

Melbourne, 4th December, 1953.

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VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, MARCH 26.

[1954

'Factories and' Shops Acts.

DETERMINATION OF THE NON-FERROUS METALS BOARD.

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

(b) On the 7th March, 1950, the powers of the Jewellers Board and of the Non-ferrous Metals Board were adjusted, by depriving the said Non-ferrous Metals Board of the power to determine the lowest prices or rates which may be paid to any person employed in the process, trade, or business of a manufacturing jeweller, at producing rods, bars, sections, angles, sheets, strips, ingots, tubes, or wire from brass, copper, or other non-ferrous metals, and conferring such power exclusively on the said Jewellers Board.

(c) Until the date of coming into operation of this Determination the wages and conditions of persons now provided for herein, were provided for in the Determination of the Engineers and Brassworkers (Unskilled) Board.

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, or business of producing rods, bars, sections, angles, sheets, strips, ingots, tubes, or wire from brass, copper, or other non-ferrous metals; "

has made the following Determination, namely—

1. That as from the 2nd December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Adults.	Wages per Week of 40 Hours.		
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
Furnaceman—caster tilting furnace	14 3 0	14 9 6	14 0 0
Furnaceman remelt other	14 1 0	14 7 6	13 18 0
Assistant remelt furnaceman	13 14 0	14 0 6	13 11 0
Leading chargemaker	14 2 0	14 8 6	13 19 0
Chargemaker	13 3 0	13 9 6	13 0 0
Metal sorter	13 3 0	13 9 6	13 0 0
Bundler, baler, and/or Briquetter	13 3 0	13 9 6	13 0 0
Press operator (Automatic with dual control)	14 9 0	14 15 6	14 6 0
Press operator	14 3 0	14 9 6	14 0 0
Butt handler	13 3 0	13 9 6	13 0 0
Leader out	13 2 0	13 8 6	12 19 0
Draw bench leading hand	13 15 0	14 1 6	13 12 0
Draw bench operator	13 2 0	13 8 6	12 19 0
Die attendant	13 11 0	13 17 6	13 8 0
Pointer, Hammer, and Swager	13 5 0	13 11 6	13 2 0
Stretcher and/or straightener	13 5 0	13 11 6	13 2 0
Copper wire drawing machine operator	13 3 0	13 9 6	13 0 0
Butt welder	13 1 0	13 7 6	12 18 0
Furnaceman other	13 17 0	14 3 6	13 14 0
Furnaceman assistant	12 19 0	13 5 6	12 16 0
Other machine operator	13 3 0	13 9 6	13 0 0
Machine assistant	12 19 0	13 5 6	12 16 0
Mill assistant	12 19 0	13 5 6	12 16 0
Examiner	13 5 0	13 11 6	13 2 0
Pickler	13 3 0	13 9 6	13 0 0
Weighman	13 7 0	13 13 6	13 4 0
Sawyer	13 7 0	13 13 6	13 4 0
Saw Sharpener	13 9 0	13 15 6	13 6 0
Crane chaser	13 2 0	13 8 6	12 19 0
Labourer (yard)	12 13 0	12 19 6	12 10 0
Labourer sweeper and cleaner	12 7 0	12 13 6	12 4 0

Leading Hands.

Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.

JUNIOR LABOUR.

3. (a) Subject to the exceptions hereinafter provided, the minimum rates of wage for male juniors shall be as follows:—

WAGES PER WEEK OF 40 HOURS.

	Percentage of Basic Wage.	Additional Amounts.	Total Wage Payable.		
			Within 20 miles of G.P.O., Melbourne; within 10 miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
			Per Week.	s. d.	£ s. d.
Foundries.					
Under 16 years of age	24	3 0	3 0 0	3 1 6	2 19 0
16 years of age	32	4 3	4 0 0	4 2 0	3 19 0
17 years of age	58	8 0	7 5 6	7 9 0	7 3 6
18 years of age	73	10 0	9 3 0	9 8 0	9 1 0
19 years of age and over	88	11 6	11 0 0	11 6 0	10 17 6
Elsewhere.					
Under 16 years of age	24	2 0	2 19 0	3 0 6	2 18 0
16 years of age	34	3 0	4 3 6	4 6 0	4 2 6
17 years of age	46	4 0	5 13 0	5 16 0	5 11 6
18 years of age	58	5 0	7 2 6	7 6 0	7 0 6
19 years of age	73	6 0	8 19 0	9 4 0	8 17 0
20 years of age	88	7 0	10 15 6	11 1 6	10 13 0

A junior employee of eighteen years or more shall be paid 3s. per week in addition to the rates prescribed herein while he is employed as a furnaceman or assistant to a furnaceman.

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) Except in the case of employees in foundries, the minimum rate payable to a junior male of eighteen years or more with less than six months' experience under this Determination shall, until he has had six months' experience, be 10 per cent. less than the amount represented by the percentage of the basic wage hereby prescribed for a junior employee of his age and in addition thereto the constant loading prescribed for such an employee.

Prohibited Occupations.

(c) Junior employees shall not be employed—

- (i) if under the age of 16 years on oil or gas burners or fires used for heating of small articles; or
- (ii) if under 18 years as furnacemen or assistants to furnacemen; or
- (iii) if under 18 years as a roller or an extrusion press operator.

Clauses, other than clauses 2 and 3, of the said Determination shall remain in force.

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, and unapprenticed juniors:—

Wet Places.

(a) An employee working in any place where his clothing or boots become saturated, whether by water, oil, or otherwise, shall be paid 4d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear: And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.

Confined Spaces.

(b) Working in confined space (as defined)—6d. per hour extra.

Hot Places.

(c) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 4d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 6d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

Dirty Work.

(d) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature—4d. per hour extra.

In case of disagreement between the foreman and workman, the workman, or a shop steward on his behalf, shall be entitled, within 24 hours, to ask for a decision 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 allowance shall be paid.

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 prescribed shall be paid, irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

HOURS OF WORK.

Day Workers.

5. (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.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant.

It is a condition of the allowing of a five-days' week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the working of overtime on Saturday.

EMERGENCY PROVISIONS.

5. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Friday from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work or day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

(4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

(iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

SHIFT WORK.

6. (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; nor
- (ii) 48 in any one week; nor
- (iii) 88 in 14 consecutive days; nor
- (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 6 shifts in any week.
- (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 6 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.

(f) 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 12 (b) hereof.

Provided that when not less than 8 hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved the unrelieved employee shall be paid at the rate of time and a half for the first 4 hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

Compulsory Overtime.

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

Sundays and Holidays.

(h) Shift workers on continuous work shifts for work done on a rostered shift the major portion of which is performed on a Sunday or holiday shall be paid at the rate of time and a half.

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 9 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Where shifts fall partly on a holiday that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

Junior Employees.

(i) Juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. 6d. per shift whichever is the higher.

MIXED FUNCTIONS.

7. 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.

8. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work; provided that in the case of an apprentice or a junior the rate for overtime shall be not less than the rate herein prescribed or 2s. 3d. per hour whichever is the higher.

Except as provided in this sub-clause or sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period After Overtime.

(b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime work in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) of this clause where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-Days' Week.

(d) A day worker on a five-days' week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

Standing By.

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

Meal Hours—General.

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

Meal Hours—Maintenance Employees.

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

Crib Time.

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

Provided that where a day worker on a five-days' week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

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

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 4s., and 2s. 8d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

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

Compulsory Overtime.

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

HOLIDAYS AND SUNDAY WORK.

9. (a) Employees shall be entitled to the following public holidays, without loss of pay, as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this provision shall apply only to the day so substituted.

By agreement between any employer and his employees, other days may be substituted for the said days, or any of them, as to such employer's undertaking.

(b) Except as provided in sub-clause (h) of clause (6) an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, such double time to continue until he is relieved from duty.

(c) An employee, other than a casual employee, not engaged in continuous work, who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work, shall on being relieved from duty be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

(d) Employees, other than on shift or engaged in maintaining the continuity of electric light and power, required to work on Sundays or public holidays, or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, shall be paid for a minimum of three hours' work.

(e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

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

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

EXTRA RATES NOT CUMULATIVE.

10. 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.

11. (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.*

12. (a) Except as hereinafter provided employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(b) Employment shall be terminated by a week's notice on either side given at any time during the week, or by the payment or forfeiture of a week's wages, as the case may be. This shall not affect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases the wages shall be paid up to the time of dismissal only; or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible. Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

Casual Employment.

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

Late Comers.

(d) Notwithstanding anything elsewhere contained in this Determination an employer may select and utilize for time-keeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purpose shall apply the same proportion for the calculation of overtime.

SICK LEAVE.

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

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

(ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) of this sub-clause an employer may, within one month of this Determination coming into operation or within two weeks of the employee entering his employment, require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

Single Day Absences.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only, such employee, if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly-qualified medical practitioner that in his, the medical practitioner's, opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

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

Attendance at Hospital, &c.

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

ANNUAL HOLIDAY.

14. 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.

MISCELLANEOUS.

Accommodation and Conveniences—Boiling Water.

15. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First-Aid Outfit.

(iii) In each workshop, and at other places where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an efficient first-aid outfit.

Clause 8 of Chapter 9 of the Regulations under the *Factories and Shops Act 1928* requires that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles:—

Articles.	Quantities to be Kept in Ambulance Chest—
Antiseptic solution	1 bottle
Bandages, cotton and gauze	1 dozen assorted sizes
Castor oil	2 oz.
Iodine, tincture of	2 oz.
Manual, first-aid	1
Petrolatum, carbolized	1 jar
Picric acid solution, made according to the following recipe or prescription:— 1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water ..	1 pint
Pins, safety	1 packet
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 reasonable convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employee's clothes.

Showers.

(v) Employers shall provide for all workmen employed in foundries hot and cold shower baths, which shall be situated away from lavatories.

Washing and Sanitary Conveniences.

(vi) Employers shall provide proper and sufficient washing and sanitary conveniences.

Clothing, Equipment, and Tools—Damage to Clothing and Tools.

(b) (i) Compensation to the extent of the damage sustained shall be made where in the course of the work clothing or tools are damaged or destroyed by fire or molten metal or through the use of corrosive substances. Provided that the employer's liability in respect of tools shall be limited to such tools of trade as are ordinarily required for the performance of the employee's duties.

Goggles.

(ii) Suitable mica or other goggles shall be provided by the employer for each employee using emery wheels or where used by more than one employee such goggles shall be sterilized before being used by another employee. An employee when working on emery wheels shall wear the goggles provided for his protection.

Goggles containing celluloid shall not be considered suitable for the purposes of this provision.

Tools.

(iii) 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.

Dressing Castings.

(c) Where practicable, the dressing of castings shall not be carried out in close proximity to employees not doing that work.

Ladles.

(d) (i) All ladles of a holding capacity of 15 cwt. or more in use at the time of the making of this Determination shall be fitted with safety-worm gear or an equivalent safety fitting; and all ladles of a holding capacity of 10 cwt. or more hereafter brought into operation shall be fitted with safety-worm gear.

(ii) Where molten metal is carried in ladles by hand the weight of molten metal shall not exceed:—

Single-handed ladles—60 lb., including the weight of the ladle.

Other ladles—½ cwt. per man.

(iii) Where molten metal is carried by hand, a clear passageway not less than 2 ft. 6 in. wide shall be made.

Ventilation.

(e) While any work is being carried on in any confined or enclosed space in which—

- (i) fumes, gases, dust, or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work or
- (ii) the atmosphere may otherwise become vitiated,

the employer shall install a suction exhaust apparatus, through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed.

Where it is impracticable to install such suction exhaust apparatus the employer shall take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes and Dust Regulations 1945 (published in the Victorian Government Gazette No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

SHOP STEWARDS.

16. 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 of 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.

17. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employers' premises during the midday meal break on the following conditions:—

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

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

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

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

(c) A union representative shall be a duly accredited representative of an organization concerned if he be the holder for the time being of a certificate, signed by the general or State 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 abovenamed organization.

General } Secretary.
State }
Date

(SMAI)
Specimen signature of holder.

Strictly not transferable.

TIME AND WAGES BOOK.

18. (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.

19. 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 counter signed by the representative posting same.

DEFINITIONS.

20. "Confined Space" means a compartment, space, or place, the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation.

"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.

"Furnace man" means an employee in charge of a furnace used for smelting metals or ores, boiler plate furnaces, case hardening and/or annealing furnaces, and such heating furnaces where the weight of individual pieces of material is 5 cwt. or more or the area of the material exceeds 4 square feet.

PERIODICAL ADJUSTMENT OF WAGES.

21. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 22.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Victoria—	£ s. d.	
Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, at Warrnambool, and within Mildura and Gippsland Districts	11 17 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 21.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely: by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor 1.03 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.

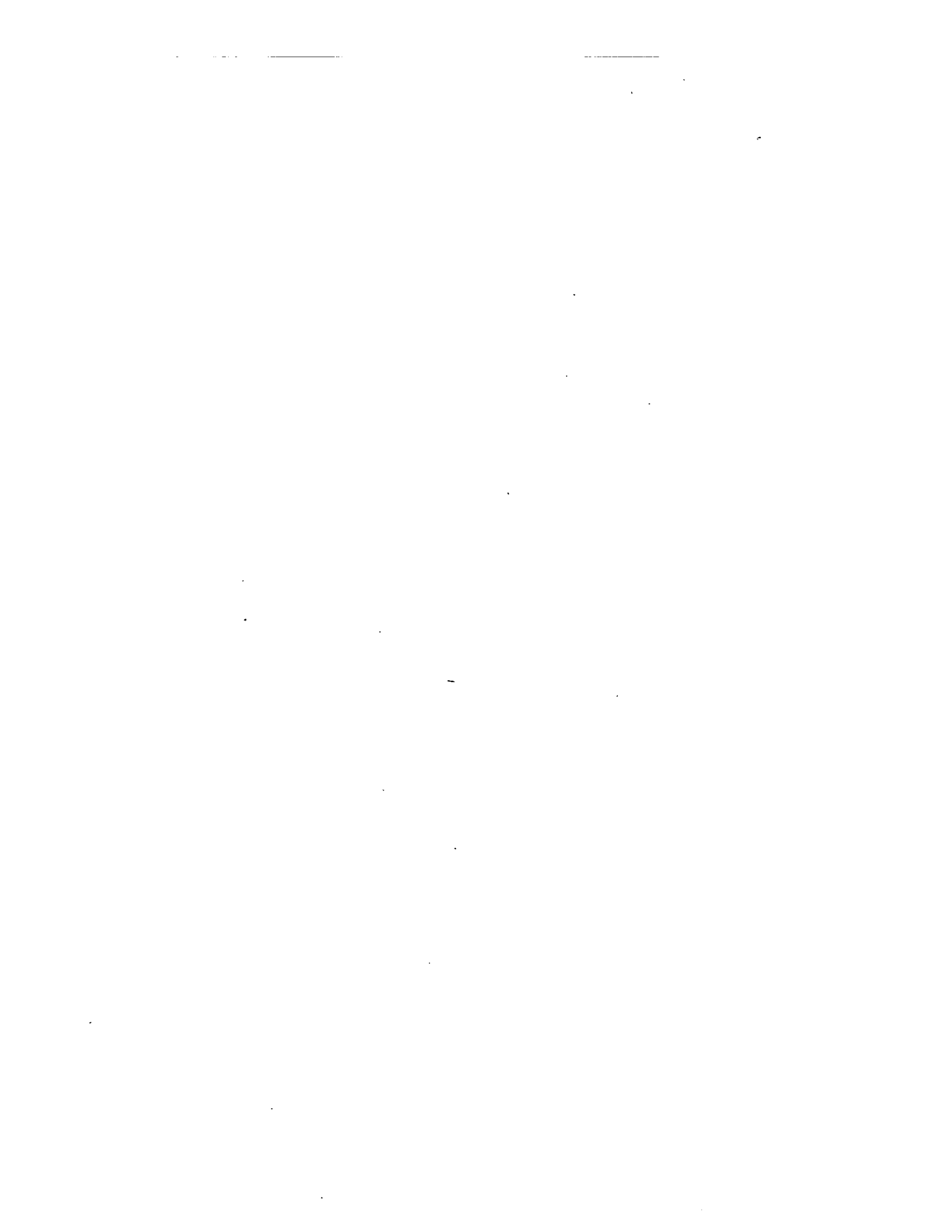
MARGINAL RATES.

23. In addition to the basic wage provided in clause 21, the margins set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margins Per Week.
	s. d.
Furnaceman—caster tilting furnace	46 0
Furnaceman remelt other	44 0
Assistant remelt furnaceman	37 0
Leading chargemaker	45 0
Chargemaker	26 0
Metal sorter	26 0
Bundler, baler, and/or briquetter	26 0
Press operator (Automatic with dual control)	52 0
Press operator	46 0
Butt handler	26 0
Leader out	25 0
Draw bench leading hand	38 0
Draw bench operator	25 0
Die attendant	34 0
Pointer, hammer, and swager	28 0
Stretcher and/or straightener	28 0
Copper wire drawing machine operator	26 0
Butt welder	24 0
Furnaceman other	40 0
Furnaceman assistant	22 0
Other machine operator	26 0
Machine assistant	22 0
Mill assistant	22 0
Examiner	28 0
Pickler	26 0
Weighman	30 0
Sawyer	30 0
Saw sharpener	32 0
Crane chaser	25 0
Labourer (Yard)	16 0
Labourer sweeper and cleaner	10 0

A. V. BARNES, J.P., Chairman.
J. W. RYAN, Secretary.

Melbourne, 2nd December, 1953.





VICTORIA GOVERNMENT GAZETTE.

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No. 123]

FRIDAY, MARCH 26. .

[1954

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 15 (GROCERS).

NOTE.—This Determination applies to the following parts of Victoria, viz.:—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, Warrambool and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed in the business of a grocer, including a seller of tea," has made the following Determination, namely:—

1. That as from the 14th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

			Wages per Week of 40 Hours.*		
			Within the Metropolitan District.	Outside the Metropolitan District Wherever this Determination Applies.	
WAGES.	Percentage of Basic Wage.	Per Week of 40 Hours.	<i>s. d.</i>	<i>s. d.</i>	
Under 15 years of age	27	64 0			
15 years of age..	35	83 0			
16 years of age..	48	114 0			
17 years of age..	59	140 0			
18 years of age..	73	173 0			
19 years of age..	92	218 0			
20 years of age..	100+1/6	238 6			
Provided that any apprentice or improver without previous experience entering the trade at 16, 17, or 18 years of age may be paid for his first and second years' service 20 per cent. less than the rates fixed above. The Board has prescribed a form of indenture which must be used. PROPORTION (in any shop or place). <i>Apprentices.</i> One apprentice to every three or fraction of three workers receiving not less than 267s. per week of 40 hours. <i>Improvers.</i> One improver to every three workers receiving not less than 267s. per week of 40 hours. "Worker" includes an owner or partner acting as working manager.					
			(a) Manager, i.e., the principal employee in any shop, except a shop in which an owner or partner is working manager	305 0	302 0
			(b) Head cellarman, i.e., the principal employee engaged in testing, blending, reducing, or fining wines or spirits	285 6	282 6
			(c) Canvasser, i.e., an employee soliciting or collecting orders	270 0	267 0
			(d) Driver of motor vehicle with a carrying capacity of not more than 25 cwt.	264 9	261 9
			(e) Driver of motor vehicle with a carrying capacity of over 25 cwt.	267 6	264 6
			(f) Driver of three or more horses	270 0	267 0
			(g) Driver of two horses	267 6	264 6
			(h) Driver of one horse	264 9	261 9
			(i) Stableman	262 0	259 0
			(j) All others	270 0	267 0

* The ordinary hours of employees classified as (d), (e), (f), (g), and (h) include time occupied in attending to horses or motor vehicles.

3. TIMERS OF BEGINNING AND ENDING WORK.

	Drivers, Stablenen and Employees not making Direct Sales to the Public.		All Others.	
	Time of Beginning.	Time of Ending.	Time of Beginning.	Time of Ending.
On Saturday	8 a.m.	noon	9.5 a.m.	noon
On the other working days of the week	8 a.m.	5.30 p.m.	9.5 a.m.	5.30 p.m.

OVERTIME.

4. The following rate shall be paid for overtime :—

Outside the hours fixed in clause 3
 Within the hours fixed in clause 3 in excess of the number of hours fixed for an ordinary week's work } Time and a half.

ORDINARY WEEK'S WORK.

5. The number of hours which shall constitute an ordinary week's work shall be 40.

TIME WAGES.

6. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for each hour worked up to 20 hours, as follows :—

(a) in any week in which two or more public holidays occur At the ordinary wages rate with an addition of fifty per centum.

(b) in any other week At the ordinary wages rate, with an addition of thirty-three and one-third per centum.

For time worked beyond the 20 hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Determination for an ordinary week's work, together with any overtime rate which is applicable.

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

ALLOWANCES.

7. (a) Where, in conformity with the custom of the trade, an employee wears, when at work, a washable outer garment, the laundering of which is not paid for by the employer, such employee shall be paid 7s. per week in addition to the ordinary rate.

(b) Where an employer directs an employee to use his bicycle in the performance of his duties, such employee shall be paid an allowance of one shilling for each day or part thereof upon which he is so required to use such bicycle.

TERMINATION OF EMPLOYMENT.

8. Except in a case where an employee has been guilty of misconduct, seven days' notice of termination of employment shall be given by either employer or worker. If such notice be not given, a week's wages shall be paid or forfeited, as the case may be, in lieu thereof. This clause shall not apply where the period of service is three weeks or less.

MEAL INTERVAL.

9. A meal interval of at least one hour shall be allowed between the hours of noon and 2 p.m. daily.

SUNDAYS AND HOLIDAYS.

10. Treble time shall be the special rate payable for all work done on Easter Saturday (i.e., the Saturday immediately succeeding Good Friday), and double time for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Christmas Day, and Boxing Day and within the Metropolitan District, Melbourne Show Day and Melbourne Cup Day, but, if any other day be substituted by Act of Parliament or Proclamation for any of the above-named holidays, the special rate shall be payable for work done on the day so substituted.

All employees shall be entitled to the above-named holidays without deduction of pay.

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

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

MEAL MONEY.

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

ANNUAL LEAVE.

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.

REFERENCES.

13. Every employee, on the termination of his engagement, shall be given by the employer, if the employee so desires, a certificate setting out the employee's length of service and qualifications.

RENT OF RESIDENCE.

14. The employer shall not charge any manager or assistant who is required to reside on the premises in connexion with the shop in which the business of such employer is carried on, a greater sum as rent for such premises than 10s. per week.

SICK LEAVE.

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

- (i) During the first year—3½ hours' ordinary pay for each complete month of service ;
- (ii) During any subsequent year of service—40 hours' ordinary pay.

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

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded. No employer shall terminate the services of an employee with the object of ending his obligations under this sub-clause.

PAY DAY.

16. Payment of wages, including overtime, meal money, special rates, and allowances shall be made not later than Thursday of each week.

TIME AND WAGES RECORD.

17. The employer shall keep a time and wages record showing the name of each worker, the number of hours worked each week, and the wages and overtime paid each week. Such record shall be open for inspection by a duly accredited representative of the Shop Assistants and Warehouse Employees' Federation of Australia or of the Grocers' Association of Victoria.

PAYMENT OF FARES.

18. Where an employee is required by his employer to work at a shop or branch other than that at which he is ordinarily employed, he shall be paid the additional fares, if any, incurred by him in so doing. Provided that this clause shall not apply to any employee who is transferred to another store or branch for a period of not less than one week.

REST PERIOD.

19. A rest interval of ten minutes shall be given to all employees during each morning and afternoon (Monday to Friday inclusive), and shall be counted as time worked.

FIRST-AID OUTFIT.

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

PERIODICAL ADJUSTMENT OF WAGES.

21. The wages rates set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such Basic Wage as prescribed by clause 22.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 21.

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

(d) The wages of apprentices or improvers shall be the appropriate percentages as set out in Clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 14th December, 1953.

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of chairman.

3. The third part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of secretary.

4. The fourth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of treasurer.

5. The fifth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of clerk.

6. The sixth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of auditor.

7. The seventh part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of assessor.

8. The eighth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of collector.

9. The ninth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of recorder.

10. The tenth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of clerk of the court.

11. The eleventh part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of clerk of the court.

12. The twelfth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of clerk of the court.

13. The thirteenth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of clerk of the court.

14. The fourteenth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of clerk of the court.



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No. 124]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 8 (DAIRY PRODUCE AND COOKED MEAT).

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the *Factories and Shops Act 1928* (No. 3677) and the Orders in Council thereunder; the cities of Ballarat, Bendigo, Geelong, Geelong West, Warrnambool, and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the *Factories and Shops Acts*, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any persons employed in the trade of a seller of Dairy Produce or Cooked Meat," has made the following Determination, namely:—

1. That as from the 11th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

Apprentices or Improvers.			Other Employees.					
Males.			Females.			Males.	Within the Metropolitan District as defined in the <i>Factories and Shops Act 1928</i> (No. 3677).	All other parts of Victoria where this Determination applies.
	Percentage of Basic Wage.	s. d.		Percentage of Female Basic Wage.	s. d.			
Under 15 years of age . . .	26	61 6	15 years of age or under . . .	41	73 0	Manager (i.e., the principal employee in any shop except a shop in which an owner or partner is working manager)	281 6	277 0
15 years of age . . .	35	83 0	16 years of age . . .	49	87 0	* Travelling salesman . . .	265 6	261 6
16 years of age . . .	48	114 0	17 years of age . . .	60	106 6	All others . . .	265 6	261 6
17 years of age . . .	63	149 6	18 years of age . . .	78	138 6			
18 years of age . . .	79	187 0	19 years of age . . .	86	152 6	Females.		
19 years of age . . .	90	213 6	20 years of age . . .	94	167 0	Managers (i.e., principal employee in any shop where females only are employed, except a shop in which an owner or partner is working manager)—		
20 years of age . . .	100 + 4s.	241 0				In charge of three or more assistants . . .	222 0	218 3
						In charge of less than three assistants . . .	210 9	207 3
						All others . . .	191 6	188 9
PROPORTION (in any shop or place).			PROPORTION (in any shop or place).					
<i>Apprentices.</i>			<i>Apprentices.</i>					
One apprentice to every three or fraction of three male workers receiving not less than the minimum wage.			One apprentice to every three or fraction of three female workers receiving not less than the minimum wage.					
<i>Improvers.</i>			<i>Improvers.</i>					
One improver to first two or fraction of two, two to three; and thereafter one improver to every additional two male workers receiving not less than the minimum wage.			One improver to first three or fraction of three, two to four; and thereafter one to every additional three female workers receiving not less than the minimum wage.					

* The hours of a Travelling salesman include time occupied in attending to horses or motor vehicles.

NOTE.—Section 109 of the "Factories and Shops Act 1928" (No. 3677) provides that a shopkeeper shall not charge any manager or assistant who is required to reside on the premises in connexion with the shop in which the business of such shopkeeper is carried on a greater sum as rent for such premises than ten shillings per week.

Section 176 of the *Factories and Shops Act 1928* (No. 3677) provides that, where the provisions of a Determination of a Wages Board apply, a true copy of such Determination shall be posted in some conspicuous place in such a position as to be easily read by the persons employed therein. Penalty not exceeding £10.

Section 174 of the *Factories and Shops Act 1928* (No. 3677) provides that where any person is employed to perform two or more classes of work to which a rate fixed by a wages board is applicable then such person shall be paid in respect of the time occupied in each class of work at the rate fixed by the Board for such work.

TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
3. On Mondays to Fridays (inclusive)	9.5 a.m.	5.30 p.m.
On Saturdays	9.5 a.m.	Noon.

OVERTIME.

4. All time worked—

- (a) in excess of the number of hours fixed as a week's work,
 (b) outside the times of beginning and ending work,

shall be paid for at the rate of time and a half.

TIME RATE.

5. Any person employed on time wages for less than the number of hours of an ordinary week's work shall for each hour worked up to one-half the number of hours fixed in this Determination for an ordinary week's work be paid at the ordinary wages rate with an addition of thirty-three and one-third per centum, and for each hour worked beyond the one-half aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

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

TERMINATION OF EMPLOYMENT.

6. Except where the conduct of an employee justifies instant dismissal, or the period of continuous employment is one month or less, one week's notice of termination of employment shall be given on a Monday by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof.

ALLOWANCE.

7. Where, in conformity with the custom of the trade, an employee wears, when at work, a washable outer garment, the laundering and purchase of which are not paid for by the employer, such employee shall be paid 7s. 6d. per week. Where the employer provides or supplies on loan such garment, the laundering of which is the responsibility of the employee the weekly allowance shall be 4s. 6d. in the case of a male and 4s. in the case of a female.

SUNDAYS AND HOLIDAYS.

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

All employees shall be entitled to the above-named holidays without deduction of pay.

8A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 8 hereof.

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

ANNUAL LEAVE.

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

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

PAYMENT OF WAGES.

10. Payment of wages, including overtime, tea money, special rates, &c., shall be made not later than Thursday of each week, and during working hours.

MEAL INTERVALS.

11. All employees shall be allowed not less than one hour for a meal interval which must be taken between the hours of noon and 2 p.m., and not more than five hours shall be worked between meals. During such meal interval employees shall be allowed to leave the employer's premises.

NOTICE TO WORK OVERTIME.

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

TEA MONEY.

13. Any employee required to work overtime in excess of one hour beyond the usual time of ceasing work shall be paid not less than 5s. tea money in addition to the overtime rates as prescribed for in this Determination.

Provided that such tea money shall not be payable when a meal is supplied by the employer.

NOTICE OF INTENTION TO RATION.

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

BICYCLE ALLOWANCE.

15. Where an employer directs an employee to use his bicycle in the performance of his duties, such employee shall be paid an allowance at the rate of 3s. 6d. per week for such period as the bicycle is used.

REFERENCE.

16. On an employee being dismissed or leaving his or her employment he or she shall be entitled to and shall receive from the employer a reference stating the length of service, character, and qualifications. Such reference shall be given to the employee immediately on the termination of employment.

FARES.

17. Fares shall be paid by the employer to an employee who is required to work in more than one shop on the same day.

REST PERIOD.

18. An interval of ten minutes each morning and afternoon (Mondays to Fridays inclusive) shall be given as a rest period to all employees, and shall be counted as time worked.

SICK LEAVE.

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

- (i) During the first year—3½ hours' ordinary pay for each complete month of service;
- (ii) During any subsequent year of service—40 hours' ordinary pay.

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

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded.

TIME AND WAGES RECORD.

20. The employer shall keep a time and wages record showing the name of each worker, the number of hours worked each week, and the wages and overtime paid each week. Such record shall be open for inspection by a duly accredited representative of the Shop Assistants and Warehouse Employees' Federation of Australia or of the Dairy Produce and Cooked Meat Traders' Association.

PERIODICAL ADJUSTMENT OF WAGES.

21. The wages rates of adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed in clause 22.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 21.

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

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices or improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 11th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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[1954

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.

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 (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, as from the 15th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Table A.—Adult Males.

Number of Rate.	Description of Employment.	Weekly Wage—Grades.	
		A*.	B*.
		£ s. d.	£ s. d.
1	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)	15 7 6	15 5 6
2	Probationary machine compositor—		
	(a) For a first period of six months' probation	14 17 0	14 15 0
	(b) For a second period of six months' probation	15 0 6	14 18 6
	(c) Thereafter the rate for a machine compositor	15 7 6	15 5 6
3	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	15 7 6	15 5 6
4	Proof reader and/or reviser		
	(a) In newspaper and commercial printing offices	15 0 6	14 18 6
	(b) Commercial printing only	15 0 6	14 18 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.		
5	Working mechanic in charge of a slug-casting and/or type-casting machine ..	14 17 0	14 15 0		
6	Hand compositor				
7	Sluggar				
8	Bulk hand				
9	Stonehand				
10	Electrotyper				
11	Stereotyper				
12	Letterpress Machinist				
13	Machinist working a flat-bed machine printing from a reel				
14	Lithographic machinist, including lithographic tin printer, lithographic transferror and/or pressman				
15	Stone and/or plate preparer			14 17 0	14 15 0
16	Ink grinder and/or varnisher			13 7 0	13 5 0
17	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)			13 2 0	13 0 0
18	Marbler	14 17 0	14 15 0		
19	Hand Indexer	14 17 0	..		
20	Finisher	14 17 0	..		
21	Pocket-book maker	14 17 0	..		
22	Loose-sheet cover maker	14 17 0	..		
23	Ticket maker, turned in work	14 17 0	..		
24	Blotting-pad maker	14 17 0	..		
25	Portfolio maker	14 17 0	..		
26	Where an employee employed in any class for which a wage is prescribed by items 17 to 25 does edge-staining, board cutting, bevelling, blind blocking and/or cutting material he is to be paid the above prescribed wage				
27	Map and plan mounter and/or varnisher	14 17 0	..		
28	Paper ruler—that is a person in charge of any ruling machine or who makes ready, sets pens or discs on the machine, mixes ink, rules proofs or regulates the supply of ink to the machine	14 17 0	14 15 0		
29	Guillotine machine operator				
30	Operator of a duplicating machine operating from a photographic stencil	14 17 0	14 15 0		
31	Feeder of any kind of machine	13 1 0	..		
32	Storeman, packer and/or despatcher	13 7 0	..		
33	Male employee not otherwise specified	12 15 0	12 13 0		

* See clause 3 for definition of grades.

Table B.—Adult Females.

First Column. No. of Rate.	Second Column. Description of Employment.	Third Column. Total Wage.
		Per Week. £ s. d.
1	Female employee of more than five years' experience employed in connexion with bookbinding, systems work, and/or printing on work not allotted a classified wage 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	10 6 6
2	Female employee not otherwise specified	9 10 6
Female Supervisors.		
3	Female employee in charge of or who supervises, directs or is responsible for the work of—	
	(a) Up to 3 employees	10 8 6
	(b) From 4 to 15 employees (both inclusive)	10 17 6
	(c) Over 15 employees	11 3 6

Table "C."—Male Juniors.

Where the work is performed by a male junior, not being an apprentice, the minimum rates of wages shall be the undermentioned percentages of the rate plus 2s. prescribed for the classification "Male employee not otherwise specified".

No. of Rate.	Male Juniors.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	Under 15 years of age	22	2 16 6
2	Between 15 and 16 years of age	27	3 9 6
3	Between 16 and 17 years of age	35	4 10 0
4	Between 17 and 18 years of age	47	6 1 0
5	Between 18 and 19 years of age	59	7 11 6
6	Between 19 and 20 years of age	72	9 5 0
7	Between 20 and 21 years of age	85	10 18 6

The basic wage referred to herein shall be that for the five capital cities, excluding Brisbane (weighted average), ascertained in the manner provided in clauses 40 and 41 of this Determination.

Table "D."—Apprentices

(Other than those covered by the Apprenticeship Commission.)

Where the work is performed by an apprentice the minimum rates of wages shall be the under-mentioned percentages of the rate plus 2s. prescribed for the classification "Hand compositor".

No. of Rate.	Apprentices.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	First year	22½	3 7 6
2	Second year	32½	4 17 0
3	Third year	37½	5 12 0
4	Fourth year	45	6 14 6
5	Fifth year	55	8 4 6
6	Sixth year	75	11 4 0
7	Provided that any apprentice who has passed Grade III. (Trade Theory and Practice) examination referred to in the regulations of the Apprenticeship Commission, 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.		

The basic wage referred to herein shall be that for the five capital cities, excluding Brisbane (weighted average), ascertained in the manner provided in clauses 40 and 41 of this Determination.

Table "E."—Female Juniors.

Where the work is performed by a female junior, the minimum rates of wages shall be the undermentioned percentages of the rate (less 2s.) prescribed for classification 1 of Table B—Adult females.

No. of Rate.	Female Juniors.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	Under 17 years of age	30	3 1 6
2	Between 17 and 18 years of age	40	4 2 0
3	Between 18 and 19 years of age	50	5 2 0
4	Between 19 and 20 years of age	60	6 2 6
5	Between 20 and 21 years of age	75	7 13 6
6	And thereafter the minimum wage prescribed for females for the class of work which she is doing.		

The basic wage referred to herein shall be that for the five capital cities, excluding Brisbane (weighted average), ascertained in the manner prescribed in clauses 40 and 41 of this Determination.

DEFINITION OF GRADES.

3. For the purposes of this Determination—

Grade "A" means—

Ararat	Echuca	Mornington	Swan Hill
Bairnsdale	Hamilton	Portland	Terang
Belgrave	Healesville	Red Cliffs	Traralgon
Benalla	Horsham	Ringwood	Wangaratta
Camperdown	Kerang	Sale	Warburton
Castlemaine	Kyabram	Shepparton	Warragul
Chelsea	Kyneton	Stawell	Winchelsea
Colac	Maryborough	St. Arnaud	Wonthaggi
Dandenong	Mordialloc		

Grade "B" means—

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

NIGHT WORK ALLOWANCE.

4. (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, together with an allowance of 16s. 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, together with an allowance of 10s. extra if so employed for one week when under 19 years of age, and of 12s. extra when 19 years of age or over; 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, together with the same allowance as is prescribed for a male junior by sub-clause (b) hereof.

STEREOTYPING AND ELECTROTYPING.

5. Where an employer has not taken an apprentice or apprentices he shall be subject to clauses 6 and 15 of this Determination.

NUMBER AND PROPORTION OF STEREOTYPERS' ASSISTANTS.

6. 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.

REST INTERVALS 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 of this Determination, which is not specifically named or described in Table "B" of clause 2 of this Determination, 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 letterpress, lithographic, or ruling machine, or as a copyholder, 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.

GUILLOTINE MACHINE WORK.

12. Not more than one person operating a guillotine machine shall place work in or remove it from within a guillotine machine, and, unless with the consent of the Branch of the Union in the State concerned, no other persons shall place work on or remove it from a guillotine machine.

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

13. 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.

GLUING MACHINES.

14. Only an adult male employee or an apprentice shall operate a gluing machine when such machine is being used in any operation covered in this Determination under the male classifications in bookbinding. Gluing when referred to in this clause shall not include work gummed.

JUNIORS.

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

(b) The proportion of juniors shall, subject to clause 31 of this Determination, 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.

FOREMAN OR LEADING HAND.

16. 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 7s. 6d. 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 12s. 6d. per week above the minimum rate prescribed in this Determination for the work ordinarily done by him.

MEAL PERIOD.

17. (a) In daily newspaper offices, the commencing time for meals shall be such as may be mutually arranged between each employer and the employees. The meal period shall be fixed by the printer, and may vary from night to night, but shall not be less than 30 minutes or 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 said Union, the period may be reduced to not less than half an hour. The meal period shall be between the hours of noon and 2 p.m.

(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.

COMMERCIAL PRINTING.

18. (a) The following shall apply 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 in five shifts within eight hours a day on Monday to Friday inclusive, between the hours of 8 a.m. and 6 p.m.

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 in five shifts within 8 hours a night on Monday to Friday inclusive.

- (iv) A female employee shall not perform night shift work.
- (v) A male employee under 17 years of age shall not perform night shift work.
- (vi) 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.

- (vii) 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.
- (viii) When overtime is to be worked after the ordinary hours of the fifth shift have been completed, it shall be in continuation (except for a meal break of not more than one hour) of the work of such shift.
- (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 (subject to paragraph (xi) hereof) 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 (subject to paragraph (xi) hereof) 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 and on Sunday.
- (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, 3s. 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 five consecutive shifts without a clear interval of 36 hours after the fifth shift, shall be paid double time or 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.
- (xiv) No junior worker under 17 years of age, or 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 16 years of age shall be employed on overtime.

NEWSPAPER PRINTING.

- (b) The following shall apply in a newspaper office (including work done for a weekly paper), or a mixed newspaper and commercial printing office other than as in sub-clause (a) of this clause.

Day Work.

- (i) The hours of duty of time work employees on day work shall not exceed 40 hours per week to be worked in five shifts within 8 hours a day (subject to paragraph (ix) hereof) on Monday to Saturday inclusive between the hours of 8 a.m. and 6 p.m. *provided however*, as to Saturday work, only such work as was done in any office on 1st March, 1951, whether finishing at noon or later, may continue to be done under the rates and conditions as observed at that date (whether or not provided for in this Determination) unless such rates and conditions are altered by agreement between a branch of the Union and the employer concerned.

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 hours per week to be worked in five shifts within 8 hours a shift (subject to paragraph (ix) hereof) from Sunday to Friday inclusive.
- (iv) 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.
- (v) No employee under the age of 16 years shall be employed as a copy-holder on night-shift, and no employee under the age of 17 years shall perform any other class of work on night shift.
- (vi) Except as provided in paragraph (v) hereof, or in clause 20 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.

- (vii) 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.
- (viii) Where overtime is to be worked after the ordinary hours of the fifth shift have been completed, it shall be in continuation (except for a meal break of not more than one hour) of the work of such shift.
- (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, subject to paragraph (xiii) hereof 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 work may continue, without incurring overtime charges, for up to:—
 - (1) Nine hours on any day where work not exceeding four hours is done before noon on Saturday; or
 - (2) Nine hours on one shift in any week on a daily newspaper; or
 - (3) Nine hours on publication day, or the preceding day, on a newspaper other than a daily newspaper.
- (x) All overtime work done by a pieceworker shall be done under the conditions prescribed for a time-worker in the preceding paragraph, and his piecework rate shall be increased correspondingly with that of a timeworker for work done at all relevant times.
- (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, 3s. 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 the usual number of shifts in his working week without a clear interval of 36 hours after the last shift, shall be paid double time or double rate for all work performed by him after such 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 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 such last 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., (and in such other offices as may be agreed to between the Printing Industry Employees' Union of Australia and the employer) 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 6th March, 1950, work 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 16 years shall be employed on overtime.

Special Conditions.

(xvi) Notwithstanding anything hereinbefore contained in sub-clause (b), the conditions prescribed for a commercial printing office in sub-clause (a) of this Section, 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.

PROVISIONS APPLYING GENERALLY.

- (c) The following shall apply to sub-clauses (a) and (b) of this clause 18.
- (i) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.
- (ii) 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.
- (iii) Where an employee is to work overtime or on night shift in connexion with power-driven machinery the employer shall wherever possible arrange for another employee to work with him.
- (iv) 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. Where the employee is required to work before he has completed a break of ten hours he shall be paid double time or double rate for all time worked until he shall have had a break of at least ten hours between shifts. The 10 hour provision herein shall not apply in any case where with the consent of the Union or a branch (which consent shall not unreasonably be withheld), time work or piecework employees work overtime in the afternoon preceding the night shift.
- (v) Should a time-worker or piece-worker, who is required to work 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 time work rate or double the piecework rate, as the case may be, for the hours worked before the ordinary hour of commencing work or after the ordinary hour of finishing work. The provisions herein shall with the necessary changes, be read to apply equally to a night worker as to a day worker. A public holiday means a public holiday as defined in clause 24 (d) hereof on which, if the employee had worked, he would have been entitled to double pay.
- (vi) Wherever the last shift of the working week of an employee finishes on a Friday, any overtime to be worked shall be continuous (except for a meal break of not more than one hour) with the work; if done on the next succeeding day it shall be paid for at double time or double rate, as the case may be.
- (vii) *Pieceworkers' Added Amounts* :—In calculating the overtime rate appropriate to a pieceworker who has worked overtime the rate shall include any amount to be added to or any amount to be deducted from the earnings of the pieceworker where such additions or deductions are effective as a consequence of an alteration in the basic wage should the prescribed piecework rate not have been altered following any such alteration.

HOURS TO BE POSTED.

19. (a) The commencing and finishing times of any shift (other than an emergency shift or as provided in (b) hereof) of any office shall be conspicuously displayed in each workroom, and shall continue unchanged until altered by agreement between the employer and the Union.
- (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 workroom 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.

20. 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 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.

TERMS OF EMPLOYMENT.

21. (a) No employee shall be employed other than as a weekly time work employee or a weekly piecework employee, or a casual time work employee or a casual piecework employee.
- (b) 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) A weekly pieceworker is a pieceworker engaged as a weekly employee. The following conditions apply to the employment of a weekly pieceworker :—
- (i) On each working day or night of the week, the weekly pieceworker 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 pieceworker 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 pieceworker begins work on any such day or any night, he shall (subject to the provisions of sub-clause (d) 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 (d) hereof, a weekly pieceworker 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) of this sub-clause, 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) In respect of each public holiday referred to in clause 24 hereof, which occurs in any week, and on which the weekly pieceworker 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.
- (d) The employment of a weekly time work or piecework 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 (but only where the employee has less than one week's service), 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.
- (e) Where a weekly piecework 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.

(f) 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.

SICK LEAVE.

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

- (a) 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 that his non-attendance was due to personal ill health necessitating such absence.
- (b) A weekly pieceworker not attending for duty will be excused for not presenting himself for employment at the proper time and place, and such non-attendance shall not disentitle such pieceworker 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, that his non-attendance was due to personal ill health necessitating such absence.
- (c) A weekly pieceworker shall be paid for the actual hours of his absence or absences (subject to sub-clause (e) herein), at the rate prescribed for a machine compositor on time work. An employer shall be entitled to count time of absence in any week in which a pieceworker has been sick to make up the weekly guarantee of hours in any week in which a pieceworker has worked less than 30 hours.
- (d) The year to be observed herein shall begin on the first day of January in each year.
- (e) A time worker or a pieceworker shall be entitled to not more than 40 hours' payment in any year under this clause of the Determination, notwithstanding that he may be employed by different employers.

CUMULATIVE SICK LEAVE.

23. (a) Sick leave shall accumulate from year to year so that the period of 40 hours in each year of employment (or any balance of the period) specified in clause 22 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 22 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 of employment in which it accrues.

(b) Notwithstanding anything to the contrary contained herein, any employee who at the commencement of this Determination has acquired rights under the Determination hereby rescinded 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.

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

LEAVE OF ABSENCE.

24. (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 three calendar weeks' and two days' leave (excluding Christmas Day and Good Friday) on full pay in respect of each completed period of twelve calendar months' service, of which three calendar weeks and two days, two calendar weeks at least shall be consecutive during the continuance of this Determination. Should any employee be required to work on Christmas Day or Good Friday, he shall, within seven days of either holiday, be given a day off in lieu thereof.

(c) In other than a daily newspaper office (including a commercial printing office) every employee shall be entitled to and be allowed two calendar weeks' leave and ten public holidays on full pay in respect of each completed period of twelve calendar months' service during the continuance of this Determination, such two calendar weeks' leave to be consecutive, provided that by agreement between the Union and the employer the period of consecutive leave may be reduced to meet special circumstances in the case of weekly newspapers (but not so as to deprive the employee of any part of the leave provided) and provided further that the ten public holidays may be either public and/or local holidays as the employer and the employee may agree upon.

(d) In this Determination "public holiday" means the day observed as any of the following days or any days substituted therefor:—New Year's Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Christmas Day, Boxing Day, Australia Day, Queen'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. 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 public holiday within the meaning of this clause.

(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 in substitution for one or more of the public holidays to which this clause entitles him.

(f) The period of consecutive weeks' leave prescribed in sub-clause (b) hereof shall include public holidays occurring within the period, but shall not include Good Friday or Christmas Day. The period of consecutive weeks' leave prescribed in sub-clause (c) hereof shall not include public holidays but should a public holiday fall within the period it shall not reduce the number of ten public holidays to which the employee is entitled under this sub-clause.

(g) Leave shall be taken at such time as the employer deems convenient, but within three months of such leave becoming due. The employer may, at his option, allow an employee to take such leave before the completion of such twelve calendar months' service. An employee shall be given at least one month's notice of the commencing date on which he will be required to take his leave.

(h) If the employment be terminated after any leave shall become due and the leave not have been taken, the employee shall be entitled to the payment of wages in lieu thereof appropriate for his period of leave as prescribed in sub-clauses (b) and (c) hereof, less any days of leave which may have been taken by him, 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 wages appropriate for his period of leave as prescribed in sub-clauses (b) and (c) hereof, which the period of employment bears to twelve calendar months, less any paid holidays occurring within the period on which the employee had not worked. For the purposes 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) Each employee before going on leave, shall be paid his wages for the period of leave. For the purpose of this sub-clause the wage shall be at the rate prescribed by clause 2 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave, unless the employee was being paid a higher wage, when it shall be that higher wage. If the employee is a pieceworker, the pay to be given for the period of leave of absence shall be at the rate fixed for a time worker doing the same class of work as that of the employee.

(k) An employer shall not terminate the employment of a weekly employee for the purposes 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 ten public holidays on full pay has not been allowed at least ten public holidays, he shall be paid, if a time worker, an ordinary day's pay, or if a pieceworker, an ordinary day's pay for a time work machine compositor, in respect of each public holiday (not exceeding in all the number of ten) on which he has been required to work notwithstanding that for the week including such public holidays he has been paid his full weekly wage or piecework rate, as the case may be, and such amount may be claimed within twelve 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 pieceworker 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 twelve months after the expiration of such twelve months.

(n) Payment under either of 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.

24A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 24 (d) hereof.

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

TIME BOOK.

25. (a) Each employer shall keep a time and wages book, correctly and fully written up in ink in English, 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) The employer shall also keep for inspection a record of the age of each female or male junior and each apprentice.

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

POWER TO ENTER.

26. The secretary of the appropriate branch of the Printing Industry Employees' Union of Australia, or an officer of the appropriate branch thereof accredited in writing by the general secretary, or the appropriate 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 official shall exercise this right reasonably, and shall interfere with the work and duties of an employee as little as possible.

CASUAL EMPLOYEES.

27. (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 pieceworker. A casual employee after two weeks of continuous employment as a casual employee shall become a weekly time worker or weekly pieceworker.

(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 15 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 15 per cent.

(f) A casual publishing employee working on day shift, shall be paid for such work the hourly rate of 5s. per hour.

(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 5s. 6d. per hour.

(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 such work done on overtime with the addition of 15 per cent.

PROBATIONERS ON TYPE-CASTING OR SLUG-CASTING MACHINES.

28. 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.

29. (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.

(c) (i) Subject to adjustments pursuant to clause 42 hereof, 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", Machine Composition, 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 or decreased by the amount by which the basic wage of this Determination is greater or less than £6 9s.; but where such pieceworker has not worked on each and every day ordinarily worked in such week, then the aggregate earnings of such pieceworker shall be increased or decreased, as the case may be, by a part of such £6 9s. proportionate to the number of days worked, calculated to the nearest penny.

CALL CLAUSE.

30. (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 into 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.

31. The general conditions for apprentices shall accord with those prescribed from time to time for apprentices under the jurisdiction of the Apprenticeship Commission.

PAY DAY.

32. An employee shall be paid his wages weekly, in cash, and not later than Friday in the week in which the wage is due. Not more than two days' pay may be kept in hand by any employer.

MIXED FUNCTIONS.

33. 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.

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

(b) Dry sweeping 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) 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.

(g) 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.

LIGHTING OF WORKROOMS.

35. (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 cleaned on both the inner and outer surfaces, and kept clean.

BRONZING OR DUSTING-OFF.

36. (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.

37. 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.

38. (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 THIS DETERMINATION.

39. (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 any female employee over 21 years of age.
 (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 appropriate branch or sub-branch thereof who may be accredited in writing by the secretary-treasurer of the said Union or by the appropriate branch secretary, and shall include the said secretary-treasurer and branch secretary. The words "branch secretary" shall mean the secretary of the State branch of the said Union.
 (f) The "said Union" or "Union" shall mean the Printing Industry Employees' Union of Australia.
 (g) A copyholder, 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.
 (h) "Lithographic printing" shall mean and refer to that group of operations or any of them by direct or offset printing processes from surfaces of stone, rubber, metal, or other material and shall mean and refer to printing when done by any process prescribed for Apprenticeship by the Apprenticeship Commission of Victoria.
 It shall mean and refer to the operation of multilith, rota-print, or any similar type of printing machine but shall not apply to or in any way regulate the employment of persons engaged upon work which is produced wholly by ribbon process using a stencil of waxed paper or prepared tissue paper.
 (i) "Letterpress printing" shall mean and refer to that group of operations applied to printing from electrotypes, stereotypes, photo-engraved blocks, type, and other form of printing by relief processes.
 It shall mean and refer to the operation of multigraph, writer-press, ronotype, or similar machines printing from movable type, sterios, electros, zincos, photo-engravings, or the like, but shall not apply to or in any way regulate the employment of persons where the work is produced wholly by ribbon process using a stencil of waxed paper or prepared tissue paper.

PERIODICAL ADJUSTMENT OF WAGES.

40. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount, and at the same time as such basic wage as prescribed in clause 41.

Basic Wage.		
Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Victoria	£ s. d. 12 1 0	Sydney, Melbourne, Adelaide, Perth and Hobart

ADJUSTMENT OF BASIC WAGE.

41. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer, or to be signed by or on behalf of the Commonwealth Statistician.
 (b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed herein.
 (c) During each future successive period, beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

ADJUSTMENT OF WAGES RATES FOR EMPLOYEES, OTHER THAN ADULT MALES.

42. (a) The wages rates for adult females shall be adjusted by increasing or decreasing the said rates by an amount of 75 per cent. of any increase or decrease in the basic wage for adult males.
 (b) The wages rates for male juniors, apprentices, and female juniors shall be adjusted from time to time by calculating the percentages set out in Tables "C," "D," and "E" of clause 2.
 (c) The earnings of a pieceworker shall be adjusted by adding or subtracting, as the case may be, to such earnings an amount of 1s. 1½d. for each variation of 1s. in the basic wage.

SCHEDULE "A"—MACHINE COMPOSITION.

(Vide Clauses 42 (c), and 29 of the Determination.)

PIECEWORK RATES AND CONDITIONS.

1. (a) Piecework machine composition shall be done subject to the provisions of the Determination and of this schedule, and not otherwise.
 (b) Subject to the provisions of sub-clause (c) hereof, the piecework rate for machine composition shall be 8d. per thousand ens; but where such work is done on a night shift, the rate shall be 8½d. per thousand ens.
 (c) The rates specified in sub-clause (b) hereof have been fixed in relation to a total basic wage of £3 10s. per week, and in accordance with the provisions of sub-clause (c) of clause 42, as from the date of operation of this Determination an amount of £5 19s. 6d. per week shall be added to the earnings of a pieceworker.

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 5 shall count an en for the machine compositor, and if less shall not be counted. If it is decimal 5 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 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 pieceworkers 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 sub-clause (b) of clause 2 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, quoit 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) hereof) 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 headlines 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 ounce, &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 flongs, shall be charged by the piecework machine compositors at the prescribed piecework rates for such class of composition.

LONG MEASURE.

34. Slugs of 26-ems pica measure and over set in 6-point or smaller type shall be paid $\frac{1}{2}$ d. 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.	Pearl or 5-pt.	Agate or 5½-pt.	Non- pariel or 6-pt.	Milon or 7-pt.	Brevier of 8-pt.	Bourgeois or 9-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	79	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

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

J. W. RYAN, Secretary.

Melbourne, 15th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE STATIONERY BOARD.

NOTES.—(a) This Determination since the 2nd July, 1946, has applied to the whole of the State of Victoria.

(b) The following trades have been proclaimed as apprenticeship trades under the *Apprenticeship Act 1928*, for the Metropolitan District :—

1. Edge gilding.
2. Guillotine machine operating.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which, since the 4th July, 1938, has had the power to determine the lowest prices or rates which may be paid to any persons (other than persons subject to the jurisdiction of the Cardboard Box Trade Board, the Paper Bag Trade Board, the Paper Board, or the Wicker and Baby Carriage Board), employed in the trade of :—

(a) Wholly or partly preparing or manufacturing stationery or articles made of paper, cardboard or similar materials, but not including paper flowers, paper patterns, paper dresses, paper cake frills, paper baskets, paper party hats or caps, paper crackers or bon bons or lampshades;

(b) Brushing, Calendering, Cutting from reel, or Surface coating Paper, cardboard, or similar materials, has made the following Determination, namely :—

1. That as from the 15th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.
- 2.

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
<i>Table "A"—Adult Males.</i>		
1	Blocker (an employee engaged on the work of blind blocking is not by reason only of the fact that he is doing such work entitled to this rate)	£ s. d. 14 15 0
2	Edge gilder	14 15 0
3	Guillotine machine operator	14 15 0
4	Tag machinist where machine has printing attachment	14 6 0
5	Tag machinist	13 10 0
6	Cutter from reel and/or slitter	13 5 0
7	Cutter from reel and/or slitter, if cutting or slitting— (a) printed, creped, or embossed paper, or papers coated with gum or other adhesive (b) paper into rolls for recording machines or wrapping machines, or machines similar to these machines	13 8 6
8	Envelope angle cutter	14 0 6
9	Envelope angle cutter who has to mark out	14 0 0
10	Envelope cutter and/or die cutter	13 8 6
11	Envelope cutter and/or die cutter who has to mark or lay out	13 12 6
12	Cutter of playing cards	13 8 6
13	Doyley machinist	13 12 6
14	Surface coater	13 8 6
15	Colour mixer for surface coating	13 1 0
16	Calenderer	13 5 0
17	Brusher	13 5 0
18	Water-proofer	13 5 0
19	Plate roller of paper or board	13 5 0

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
<i>Table "A"—Adult Males—continued.</i>		£ s. d.
20	Employee working pasteboard machine	13 10 0
21	Employee (whether working under a foreman or otherwise) in charge of envelope-making machine or machines	14 15 0
22	Employee employed edge-staining, board-cutting, bevelling, blind-blocking, and/or cutting of material (except leather) solely and continuously	13 8 6
	Persons employed on machines not specified in this Table and which are not used in a trade subject to an apprenticeship	13 5 0
24	Toilet roll automatic core-making machines	13 8 6
25	Toilet paper crepeing machinist	13 8 6
26	Toilet roll slitting and rewinding machinist	13 8 6
27	Toilet paper oval roll slotting machinist	13 5 0
28	Any other adult male	12 13 0
29	An employee working on a night shift for a week shall be paid 16s. extra; if he works less than a week he shall be paid <i>pro rata</i> for the hours worked by him. Provided that until the beginning of the pay period on or about the 10th October, 1949, the rates for a night shift when working because of daytime light or power restrictions shall be 12s.	
<i>Table "B"—Adult Females.</i>		
(Including non-adult females of at least five years' experience.)		
1	Female employee of more than five years' experience employed in connexion with stationery	10 1 6
2	Female embosser	10 2 6
3	A female employee in charge of or who supervises, directs, or is responsible for the work of— (a) from three to eight employees (both inclusive) (b) from nine to fifteen employees (both inclusive) (c) over fifteen employees	10 5 6 10 17 0 11 4 6
4	Female employees not otherwise specified	9 10 0

NOTE.—See clause 35 (g) *re* additional rate to be paid to any person employed in bronzing by hand or dusting-off by hand.

FEMALE TO BE PAID MALE RATE.

3. Where a female is employed to do any work specifically named or described or of the class mentioned in Table "A" which is not specifically named or described in Table "B" 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 which at the date of coming into operation of this Determination was being done by her, and for which no marginal rate for females is herein specifically prescribed.

RATES FOR JUNIORS AND APPRENTICES.

4. Where the work is performed by a male junior, not being an apprentice—

		Third Column. Weekly Wage.
		£ s. d.
1	Under 15 years of age	2 15 6
2	Between 15 and 16 years of age	3 8 6
3	Between 16 and 17 years of age	4 8 6
4	Between 17 and 18 years of age	5 19 0
5	Between 18 and 19 years of age	7 9 6
6	Between 19 and 20 years of age	9 2 0
7	Between 20 and 21 years of age	10 15 0

Where the work is performed by a male apprentice:—

		Third Column. Weekly Wage.
		£ s. d.
8	First year	3 6 6
9	Second year	4 16 0
10	Third year	5 10 6
11	Fourth year	6 12 6
12	Fifth year	8 2 0
13	Sixth year	11 1 0
14	A junior working on a night shift shall be paid 12s. extra; if he works less than a week he shall be paid <i>pro rata</i> for the hours worked by him.	
15	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 to the year of his apprenticeship.	

Where the work is performed by a female junior—

		Third Column.
		Weekly Wage
		£ s. d.
1	First year's experience	3 0 6
2	Second year's experience	4 0 6
3	Third year's experience	5 0 6
4	Fourth year's experience	6 1 0
5	Fifth year's experience	7 11 0
6	And thereafter the minimum wage prescribed for females for the class of work which she is doing.	
7	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 7s. 6d. per week extra until the beginning of the second pay period to commence in July, 1949, and thereafter 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.	
8	In the above provisions as to work performed by females "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 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.	

LIMITATION OF EMPLOYMENT OF JUNIORS.

- 5. (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) An employer shall not permit or require a male under the age of 18 years unless an apprentice to be employed on a power-driven guillotine.
 - (d) Juniors shall (except in any branch of the industry in respect of which provision is made for apprenticeship) be given reasonable opportunities to become proficient in different classes of work and shall be taught higher grade work as they progress in the knowledge of their work.
 - (e) In connexion with any branch of the industry in respect of which provision is made for apprenticeship, no employer shall engage any male persons under the age of 21 years or continue the employment of any such male person engaged but not indentured before the commencement of this Determination, except as an apprentice or probationer for apprenticeship (provided that the period of such probation shall not exceed six months from the engagement of such male person, and that such person shall not at any time during his probation be more than 18 years of age).
- Nothing in this sub-clause shall affect the employment of boys in such work as going messages, sweeping-up, and cleaning.

APPRENTICES.

(Other than Apprentices covered by the Apprenticeship commission.)

- 6. (a) A beginner shall be apprenticed to learn and shall be fully and thoroughly taught and instructed by the employer in the following branches of the industry :—
 - (i) Edge gilding.
 - (ii) Paper ruling and/or guillotine machine operating.
- (b) A beginner shall not be apprenticed to any branch of the industry other than the foregoing unless with the consent of the Union having members employed in the branch of the industry to which the beginner is to be apprenticed.
- (c) Proportion of Apprentices :—
 - (i) Where one or more skilled adults are permanently employed at full rates as prescribed in this Determination one apprentice or boy working on probation as hereinbefore provided may be employed to every three or fraction of three skilled adult employees permanently employed in such department.
 - (ii) A member of an employer's family, not an apprentice, if under 21 years of age, shall be regarded as an apprentice for the purpose of this clause if working in any department where not more than three skilled adults are employed. Where more than three skilled adults are permanently employed in any department one non-apprentice member of an employer's family may be employed in that department. Employer, for the purpose of this paragraph, means a proprietor, partner or director.
- (d) Where an employer has less than three skilled adult employees in his employment he shall not employ an apprentice or probationer for apprenticeship until he has obtained the consent of the Union.

HOLIDAYS.

- 7. (a) An employee shall be entitled to be absent from his employment without deduction of pay on any holiday. In this Determination "holiday" means the day observed as any of the following days or any day substituted therefor: New Year's Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Christmas Day, Boxing Day, Australia Day, Queen's Birthday, and Anzac Day.
- Provided :—
- (i) That within 15 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 in the following week a certain working day may be prescribed 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 wage payable to a weekly piece-worker under this clause shall be that fixed for a time-worker in the same occupation. A junior male shall be paid the time wage appropriate to his age and a junior female the time wage appropriate to her years of experience, provided that a female worker of more than five years' experience shall be deemed to be an adult for the purpose of computing the amount payable to her under this clause.

(i) The provisions of this clause shall apply only to weekly employees.

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

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

GUILLOTINE MACHINE WORK.

8. Not more than one person operating a guillotine machine shall place work in or remove it from within a guillotine machine, and no other persons shall place work on or remove it from a guillotine machine.

WEIGHTS.

9. No female shall be required to lift or carry by hand a greater weight than—

Females under 18 years of age, 25 pounds.

Females of 18 years and over, 30 pounds.

CONSTANT SERVICE LEAVE.

10. (a) (i) In addition to the holidays provided for by clause 7 hereof, an employee, whether a time-worker or a piece-worker, who remains in the service of the same employer for at least a year, shall, if the employment has not been terminated, be entitled to two weeks' leave of absence on full pay during each year of service, or bonus as provided in sub-clause (e) hereunder where the service is being terminated.

(ii) Each employee before going on leave shall be paid two weeks' wages. For the purpose of this sub-clause the wage shall be at the rate prescribed by clauses 2 or 4, as the case may be, of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave, unless the employee was being paid a higher wage, when it shall be that higher wage. A wage shall not be so computed as to include overtime. The wage of an employee who has worked on a night shift or unusual shift for at least four consecutive weeks immediately prior to taking his leave, shall include the night shift allowance prescribed in clauses 2 and 4 for the period of his leave.

(iii) If the employee is a piece-worker the pay to be given for the period of leave of absence or as a bonus where leave is not given shall be at the rate fixed for a time-worker doing the same class of work as that of the employee.

(b) The employer shall have the right to fix the time when such leave will be given, but must fix a time so that the leave then accrued due will be wholly given in one continuous period within fifteen months after the beginning of the period of service in respect of which the leave is due, and if he does not so fix the time or so give the leave he shall, for each week of leave then due, forthwith give the employee two weeks' leave of absence on full pay. The period of fifteen months referred to in this sub-clause may be extended to sixteen months in any case where the employer and the employee agree to such extension.

(c) The employer may, if he thinks fit, give at any time in advance the period of continuous leave on full pay prospectively due.

(d) Where any of the holidays provided for in clause 7 hereof so falls in the week as in the ordinary course to entitle an employee to be paid in respect of that holiday although he does not work thereon, and that holiday happens to fall within that employee's period of leave of absence, the days in that period shall be reckoned in addition to that holiday.

Provided that if in consequence of compliance with this sub-clause the said period so reckoned includes three Sundays, one additional day, not being a non-working day, shall be added to and form part of the said period.

(e) (i) If an employment which has continued for a period of at least one calendar month is terminated before the employee has received constant service leave, the employee shall be paid a bonus consisting of the percentage of two weeks' wages which the time of service for which no leave has been given bears to twelve calendar months.

Provided that where leave of absence for two weeks instead of one week should have been given in pursuance of sub-clause (b) hereof and has not been so given, such employee shall be paid a bonus of two weeks' pay in respect of each week of leave of absence that has not been so given.

(ii) If the employee is a piece-worker the pay to be given for the period of leave of absence or as a bonus where leave is not given shall be at the rate fixed for a time worker doing the same class of work as that of the piece-worker.

(f) An employer shall not require or permit an employee to work during the period of his annual leave unless the consent of the Union has first been obtained. Where consent has been given, the employee shall be paid for eight hours at double time or double rate.

(g) Where the employer is a successor or assignee or transferee of a business, and 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 purposes of this clause be deemed to have been in the service of the employer.

(h) For the purposes of this clause the service shall be deemed to have continued and to continue unbroken and constant notwithstanding any interruption or termination of the employment by the employer if such interruption or termination has been or is made merely with the intention of avoiding obligation hereunder in respect of leave of absence or bonus.

(i) For the purposes of this clause, calendar months 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.

(j) An employee who is to be given leave as provided in sub-clause (a) herein shall be given at least four weeks' notice of the commencing date on which he will be required to take his leave.

(k) The constant service leave provided for by this clause shall be allowed and shall be taken and except as provided by sub-clause (e) hereof payment shall not be made or accepted in lieu of such leave.

(l) An employee shall not be permitted subject to sub-clause (b), to arrange with his employer any delay in the taking of leave to which he is entitled.

(m) Payment under either of the above sub-clauses (a) and (b) shall not excuse an employer whose employee has not taken the leave to which he is entitled under this clause from his obligations under this clause, notwithstanding any agreement whereby the employee purports to waive the leave to which he is entitled.

(n) The provisions of this clause shall apply only to weekly employees.

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

11. (a) A female shall not be required or permitted to operate any guillotine machine or power-driven cutting machine except a small card cutting machine.

(b) The employment of females is prohibited at the following work or machinery: Calender rolls; cylinder creasing or cutting presses.

REST INTERVAL FOR FEMALES.

12. 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 on time-work or on piece-work, 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.

13. (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.

14. (a) The day work hours of duty of employees shall not exceed 8 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 other male person who attends to arrange the heating apparatus for 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.

NIGHT WORK.

15. (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.

(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.

16. (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 time-workers in excess of or outside the hours mentioned in clauses 14 or 15 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) All duty performed by piece-workers in excess of or outside the hours mentioned in clauses 14 or 15 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 rate thereafter.

(d) (i) Where a weekly time-worker works on any public holiday mentioned in clause 7 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) Where a weekly piece-worker works on any such public holiday, he shall be paid therefor one day's pay of the corresponding time-worker, and the usual piece-work rate or rates for work done by him. He shall also be provided with at least four hours' work, and in the event of insufficient piece-work being provided to keep him continuously employed for such four hours he shall be paid for any non-working time at the time-worker's ordinary hourly rate.

(iii) Should a weekly time-worker, or weekly piece-worker, 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 time-work rate or double the ordinary piece-work rate, as the case may be, for the hours worked before the ordinary hour of commencing work or after the ordinary hour of finishing work.

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

(e) (i) Double time or double rate 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 or rate and a half for the first four hours worked before noon and at double time or double rate 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 or double rate.

(f) (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.

(g) (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.

(h) No employee under 16 years of age shall be employed on overtime. No employee under 17 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 14 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.

- (i) 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.
- (j) 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.
- (k) 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 or rate and a half, except on Saturday afternoon and on Sunday, when double time or double rates shall be paid.
- (l) 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.
- (m) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirements.
- (n) 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.
- (o) 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.

17. 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.

18. (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.

19. (a) No person shall be employed except as—
- (i) a weekly time-worker; or
 - (ii) a weekly piece-worker; or
 - (iii) a casual time-worker; or
 - (iv) a casual piece-worker.
- (b) A weekly time-worker, 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) 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 he shall present himself for employment at the usual time for beginning work at the place of business of the employer unless informed before leaving work by the employer that his attendance on any day or any night is not required.
 - (ii) If he has not been informed as provided in paragraph (i) hereof, and actually presents himself on any such day or any such night he shall receive not less than four hours' continuous employment or be paid for such four hours (or any part of such four hours as would be non-working time) at the appropriate rate of a time-worker. Provided that a weekly piece-worker on day work working on a Saturday shall receive not less than three hours' work or be paid for such three hours (or any part of such three hours as would be non-working time) at the rate aforesaid, and his shift shall finish not later than noon.
 - (iii) (1) The provisions of this paragraph (iii) shall have full force and effect notwithstanding anything contained in this Determination or in any Schedule thereto.
 - (2) In this paragraph the words "the corresponding time-worker" mean:—
 - (a) As to an adult male, as defined by clause 39 (f) hereof—an adult male weekly time-worker employed in the same calling as the weekly piece-worker who is concerned;
 - (b) As to an adult female, as defined by clause 39 (f) hereof—an adult female weekly time-worker employed in the same calling as the weekly piece-worker who is concerned; and
 - (c) As to a male junior—a male junior weekly time-worker of the same age employed in the same calling as the weekly piece-worker who is concerned; and
 - (d) As to a female junior or any female of less than five years' experience—a female junior weekly time-worker of corresponding experience employed in the same calling as the weekly piece-worker concerned.
 - (3) For any week in which he has worked the full hours of duty, the weekly piece-worker shall be paid at least the corresponding time-worker's wage.
 - (4) For any week in which, though he has complied with the provisions of paragraph (i) of this sub-clause, he is not required to work the full hours of duty, he shall be paid for that week the corresponding time-worker's wage.
 - (5) If in any week there occurs a public holiday, as provided in clause 7 hereof, upon which the weekly piece-worker is not required to work, he shall be paid, in addition to his aggregate piece-worker earnings for that week, a sum equivalent to that paid to the corresponding time-worker for such public holiday.
 - (iv) Notwithstanding anything in this Determination contained, lateness shall not, except as in this condition provided, affect the right of a piece-worker to the benefits of this sub-clause (d). A piece-worker's earnings shall not be subjected to deduction for lateness or lost time unless such lateness or lost time would cause an employer to make a payment which he otherwise would not be required to make. Subject to this condition, where a piece-worker is late or loses time on any day he shall be subject only to such a deduction from any moneys due to him as is proportionate to the time actually lost by him.
- (d) (i) The employment of a weekly time-worker or piece-worker 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 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 paragraph (i) of this sub-clause shall not be given so as to take effect concurrently with any constant service leave to which the employee may be entitled and such notice or payment in lieu of notice shall be additional to any bonus payable to the employee under clause 10 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, whether a weekly time-worker or weekly piece-worker, 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.

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

(f) If an employee's services 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 twenty-four 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.

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

- (a) A weekly time-worker not attending for duty shall lose his pay for the actual time lost unless he produces or forwards within twenty-eight 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 dispatch, 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 paragraphs (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 piece-worker shall be excused from presenting himself for employment at the proper time and place each day because of personal ill-health and shall be paid at the corresponding time-worker's wage for the period of ill-health in all respects as if during such period he had been a weekly time-worker employed on such days and during such hours as are usually worked by time-workers upon any day shift, and he shall comply with and be subject to the conditions for time-workers prescribed in paragraph (a) hereof.
- (g) 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.
- (h) 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.
- (i) Wherever in this clause the words corresponding time-worker's rate of wages occur, they shall have the meaning assigned to them by sub-clause (c) (iii) of clause 19, any requirement in "writing" shall be deemed to be complied with where a telegram is received or dispatched. The words "pay for the actual time lost" shall not include the night shift allowance, as provided in clauses 2 and 4, nor any allowance in respect of bronzing and dusting off, as provided in clause 35.

CUMULATIVE SICK LEAVE.

21. (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 20 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 20, 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 not 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.

CASUAL EMPLOYEES.

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

(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, if a time-worker, shall in respect of such day be paid at the rate herein provided and for six hours (either day or night) at the least, and if a piece-worker, shall, in respect of such day, be given four hours' work at the least, or paid for four hours (or any part of such four hours as would be non-working time) at the appropriate rate for a time-worker.

(d) A casual employee, whether working at piece-work or time-work and whether working on day or night shift shall be paid for such work the piece-work rate or 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.

23. (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.

24. Where during any day a time-worker or piece-worker 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.

PIECE-WORK.

25. (a) The piece-work rates payable to adults and juniors shall be uniform and not differential.
- (b) When an employee is employed upon piece-work to perform any of the functions or duties for which a time wage is fixed by this Determination and for which a piece-work rate is not fixed, then the minimum piece-work rates for such work shall be so calculated by the employer that an average adult worker may earn at the least at such piece-work rate, if employed during the hours fixed for work for time-workers, a sum equal to such time-worker's wage, with the addition of 12½ per cent., and such piece-work rates shall be notified to the employee before the work is commenced by him. All such piece-work rates so fixed shall be posted and kept posted in a conspicuous and easily accessible place in the workroom. Any such rate which provides a wage not less than that stipulated herein for an average adult worker, and which has been in operation for one month, shall remain unchanged unless a change is agreed to by the Union.
- (c) No undue advantage shall be given to one piece-worker over another. This provision applies to the quantity and to the classes or quality of work to be supplied to the employee.
- (d) Piece-workers required to clean bench, glue board or table or floor, or any machine, shall be paid for the time he or she is occupied on such work at the rate provided herein for time work for the class of work on which the employee is usually employed.
- (e) Piece-workers shall have their work counted out for them and so arranged in a convenient place that no time will be lost. Glue, paste, and all other essentials shall be provided by the employer in proper condition to permit of the work being facilitated, and such materials shall be of good average quality.
- (f) (i) The piece-worker shall be provided with a book in which the piece-worker is to enter the work performed by such piece-worker in such a manner as to clearly set out each and every operation performed by such piece-worker.
- (ii) To the entries made as set out in the foregoing paragraph the employer shall affix the correct price of the work in ink, and shall return the book to the employee at the end of each day's work or within four hours of commencing work on the following day.
- (iii) The piece-worker shall be entitled to take away such book at the end of each day's work, but shall bring such book back to the factory when arriving at the factory to commence work each day. Such book shall be and remain the property of the piece-worker.
- (iv) All waiting time shall be entered in such book by the piece-worker.
- (v) Nothing in this sub-clause (f) shall operate to prevent an employer from having his own book or other form of record for his own purposes kept in any manner he may desire, and in such book or other form of record he may require the piece-worker to make such entries as he deems to be necessary.
- (g) When piece-workers are kept waiting for work or any materials, all waiting time shall be totalled up when the day's work is finished, and paid for at not less than the corresponding time-worker's rate. A piece-worker shall be deemed to be waiting for work unless directed not to remain on the employer's premises for work.
- (h) A weekly piece-worker of more than five years' experience in the branch of the industry in which he or she is employed shall not for any other reason than inefficiency be changed to time work (1) unless paid the corresponding time-worker's hourly rate with 12½ per cent. in addition; or (2) unless given one week's notice by the employer of his intention to require him or her to work as a time-worker.
- (j) No system of payment by results other than that authorized by this Determination shall be permitted unless agreed to by the Union.
- (k) Any system of payment by results in operation at the commencement date of this Determination may continue to operate provided that its terms shall be posted in a conspicuous place in each workroom in which the work is being done, and kept posted. The terms of any such system may be changed from time to time with the consent in writing of the said Union. Any such system when discontinued shall not be revived, except as provided in sub-clause (j) herein.

WAGES AND PAY DAY.

26. (a) Subject to clause 19 (d) 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.

27. (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.

28. (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 in respect of waiting time paid for under clause 25 (g) hereof the time of the commencement and the ending of each period of waiting time, 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 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. 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.

29. (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 a piece-work or time-work 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.

30. (a) An employer shall permit any authorized person referred to in clause 29 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 authorised 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 authorised persons.

(d) If any employer alleges that an authorised 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.

31. 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. If the delegate or delegates so chosen be piece-workers they shall be paid for such time the time-worker's wage in their branch of the industry.

SEATING PROVISION.

32. (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.

DETERMINATION, ETC., TO BE POSTED.

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

HEALTH NOTICES.

34. 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.

BRONZING OR DUSTING-OFF.

35. (a) Bronzing and 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 draft 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 practicable, 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 or in feeding a bronzing machine, 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, or in feeding a bronzing machine, a suitable place or places for clothing put off during working hours.

(d) Every person employed in bronzing or dusting-off, or in feeding a bronzing machine 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 these regulations
- (iv) Be allowed 10 minutes working time at the end of the shift to enable him to change his clothing.

(e) Where bronzing or dusting-off, or feeding a bronzing machine, 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, or in feeding a bronzing machine, a lavatory with a sufficient supply of clean towels and soap and nail brushes, and having 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 9d. 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 to do bronzing or dusting-off work.

(i) A female shall not feed a bronzing machine.

(j) Each person shall be supplied free of charge by the employer with half a pint of milk each morning and each afternoon where employed in bronzing or dusting-off for two hours or more in any morning or afternoon period.

(k) An employee shall not require or permit a junior of less than 16 years of age to do bronzing or dusting-off work, or work at or in connexion with a bronzing machine.

HEALTH PROVISIONS.

36. (a) Dry sweeping shall not be permitted or carried out in any printing 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 workroom.

(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) 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 conditions by his employer.

LIGHTING OF WORKROOMS.

37. (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.

38. 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.

INTERPRETATION OF THE DETERMINATION.

39. (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.

(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 (1) any male employee over 21 years of age other than an apprentice who has not concluded his period of apprenticeship, or (2) any employee who has completed his period of apprenticeship but is under 21 years of age; and "adult female" shall mean (1) any female employee over 21 years of age, or (2) 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 clause 2 hereof.

(e) 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.

PERIODICAL ADJUSTMENT OF WAGES.

40. 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*, this Board hereby determines that the rates for male adults and female adults shall be automatically adjusted by the same amount and at the same time as such Basic Wage as prescribed in clause 41.

BASIC WAGE.

Place.	Basic Wage for Adult Males (Adjustable).	Base Rate for Adult Females (i.e. 75 per cent. of Total Basic Wage for Males to Nearest 6d.).	Index Number Set Assigned.
	£ s. d.	£ s. d.	
Within the area to which this Determination applies	11 17 0	8 17 6	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amounts of the basic wage shall be as prescribed in clause 40.

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

(d) The wages for male juniors and apprentices and for female juniors shall be the under-mentioned percentages of the total wage of an employee working at the following classes of work:—

(a) Male Junior, not being an apprentice.—Percentage of rate provided for "any other adult male".

(b) Apprentices.—Percentage of rate prescribed for "blocker".

(c) Female Junior.—Percentage of rate prescribed for "female employee of more than five years' experience employed in connexion with stationery."

	Percentage of Needs Basic Wage.
MALE JUNIOR, NOT BEING AN APPRENTICE.	
Under 15 years of age	22
Between 15 and 16 years of age	27
Between 16 and 17 years of age	35
Between 17 and 18 years of age	47
Between 18 and 19 years of age	59
Between 19 and 20 years of age	72
Between 20 and 21 years of age	85
APPRENTICE.	
First year	22½
Second year	32½
Third year	37½
Fourth year	45
Fifth year	55
Sixth year	75
FEMALE JUNIOR.	
First year's experience	30
Second year's experience	40
Third year's experience	50
Fourth year's experience	60
Fifth year's experience	75

The rates prescribed for male juniors and apprentices and for female juniors shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

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

J. W. RYAN Secretary.

Melbourne, 15th December, 1953.



VICTORIA.

GOVERNMENT GAZETTE.

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FRIDAY, MARCH 26:

[1954

Factories and Shops Acts.

DETERMINATION OF THE CARDBOARD BOX TRADE 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 lowest prices or rates which may be paid to any person or classes of persons employed either inside or outside a factory or workroom in the process, trade, or business of a maker of cardboard boxes" has made the following Determination, namely:—

1. That as from the 15th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
TABLE "A"—ADULT MALES.		
<i>(All Sections other than Corrugated Board and Fibre Board Container Section.)</i>		
		£ s. d.
1	Guillotine machine operator	13 15 6
2	Carton cutting and-creasing forme setter	14 0 6
3	Skilled hand ("skilled hand" means an adult whose duty it is to set for other employees the machines in the cardboard box department, container department, and/or in the carton department)	13 15 6 ¹
4	Combination tube and shell machinist	13 15 6
5	Employee operating international tube and shell machine	13 15 6
6	Laube box-making machinist	13 15 6
7	Molins single shell creasing and gluing machinist	13 15 6
8	Employee operating automatic carton-gluing machine	13 8 6
9	Employee operating scoring and double-folding automatic tube gluing machine	13 10 0
10	Twain or single die-scoring, cutting, and printing slide machinist	13 8 6
11	Carton cylinder-press machinist	13 18 6
12	Employee operating carton platen press, when the machine is capable of taking a sheet 30 in. x 40 in. in size	13 15 6
13	Employee operating carton platen press, when the machine is not capable of taking a sheet 30 in. x 40 in. in size	13 12 6
14	Two-way or double cutter and scorer machinist	13 8 6
15	One-way rotary cutter and scorer machinist	13 8 6
16	Gang slitting machinist	13 8 6
17	Mounting machinist	13 8 6
18	Cylindrical tube winding machinist	13 8 6
19	Cylindrical tube cutting machinist	13 8 6
20	Assistant to machinist on any machine in this section	12 17 0
21	Employee working any other kind of machine	13 5 0
22	Storeman	13 5 0
23	Packer and/or despatcher	13 5 0
24	Feeder on carton-cylinder machine	12 17 0
25	Any other adult male	12 13 0
26	An employee working on a night shift for a week shall be paid 16s. extra; if he works less than a week he shall be paid <i>pro rata</i> for the hours worked by him.	

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
TABLE "A"—ADULT MALES—continued. <i>Corrugated Board and Fibre Board Container Section.</i>		
		£ s. d.
1	Corrugated board machinist making two-faced and twin-oushioned boards	13 12 6
2	Corrugated board machinist with combination duplex slitter, scorer, and duplex chopping machine	13 12 6
3	Corrugated board machinist making one-faced boards	13 5 0
4	Corrugated board machinist's assistant	12 19 0
5	Fibre board (paster) machinist	13 12 6
6	Fibre board (paster) machinist's assistant	12 19 6
7	Corrugated board printing machinist	13 8 6
8	Corrugated board printing machinist's assistant	12 17 0
9	Fibre board printing machinist	13 8 6
10	Fibre board printing machinist's assistant	12 17 0
11	Corrugated board cutter and/or slotter	13 3 6
12	Employee on a slitter and/or slotter and/or scorer machine with printing attachment	13 5 6
13	Corrugated board slotter operating machine with printing attachment	13 3 6
14	Corrugated board sawyer	13 5 6
15	Corrugated board scorer and slitter	13 3 6
16	Corrugated board automatic scorer and slotter and slitter	13 3 6
17	Fibre board automatic scorer and slotter and slitter	13 3 6
18	Fibre board cutter and/or slotter and/or bender	13 3 6
19	Employee in charge of silicate dissolving plant	13 3 6
20	Employee on wire-stitching machine used in connexion with corrugated and/or fibre board work	13 1 0
21	Employee on dimpler machine	13 5 0
22	Employee engaged as assistant machinist or tailer-out or flier on cutter and/or slotter, saw machine, scorer, slotter and slitter, slotter and/or bender	12 15 0
23	Employee folding fibre board for wire-stitching machine and/or flying or tailing-out on wire-stitching machine	12 15 0
24	Corrugated board-taping machinist	13 3 6
25	Employee working any other kind of machine	13 1 0
26	Power bale press machinist	12 15 0
27	Storeman	13 5 0
28	Packer and/or despatcher	13 5 0
29	Any other adult male	12 13 0
30	An employee working on a night shift for a week shall be paid 16s. extra; if he works less than a week he shall be paid <i>pro rata</i> for the hours worked by him.	

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
TABLE "B"—ADULT FEMALES. <i>(Including non-adult females of at least five years' experience.)</i>		
		£ s. d.
1	Female head packer when employed as such	10 2 0
2	Packer	10 16 6
3	Female feeder employed on carton-cylinder machine	9 19 6
4	Female employee on hand work making and/or covering boxes, containers, shelf stock, or fixture receptacles out of wood, cardboard, pasteboard, strawboard, manilla paper, or two or more of such materials in combination or with any similar material— (a) when covered with paper (b) when covered with cloth (cloth includes buckram, plush, silk, or similar material)	9 19 6 10 6 0
5	Female employee— (a) controlling Stokes and Smith (or similar) covering machine (b) controlling and/or setting up automatic carton-gluing machine (c) employed on any other machine used in cardboard box making, container making, or carton making	10 2 0 10 2 0 10 0 0
6	Female carton maker, including puller out and stripper	9 16 6
7	Female employee employed in connexion with corrugated boxes or corrugated containers (including shell cases and/or sleeves) or fibre board boxes, or an employee employed on a taping machine	9 18 0
8	Female employee employed in connexion with containers, including folders, and an employee taking off from taping or sheeting or slitting machines	9 18 0
9	Female employee in charge of, or who supervises, directs, or is responsible for the work of— (a) from three to eight employees (both inclusive) (b) from nine to fifteen employees (both inclusive) (c) over fifteen employees	10 5 6 10 17 0 11 4 6
10	Female employee not otherwise specified	9 10 0

FEMALE TO BE PAID MALE RATE."

3. Where a female is employed to do any work specifically named or described or of the class mentioned in Table "A" which is not specifically named or described in Table "B" 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 which at the date of coming into operation of this Determination was being done by her, and for which no marginal rate for females is herein specifically prescribed.

RATES FOR JUNIORS.

4.

	Thrd Column, Weekly Wage.
	£ s. d.
Where the work is performed by a male junior—	
(i) under 15 years of age	2 15 6
(ii) between 15 and 16 years of age	3 8 6
(iii) between 16 and 17 years of age	4 8 6
(iv) between 17 and 18 years of age	5 19 0
(v) between 18 and 19 years of age	7 9 6
(vi) between 19 and 20 years of age	9 2 0
(vii) between 20 and 21 years of age	10 15 0
A junior working on a night shift for a week shall be paid 9s. extra until the beginning of the second pay period to commence in July, 1949, when the extra amount shall be 12s. Provided that, until the beginning of the pay period at or about the 10th October, 1949, the rates for a night shift when working because of daytime light or power restrictions shall be 9s. 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.	
Where the work is performed by a female junior:—	
(i) First year's experience	3 0 6
(ii) Second year's experience	4 0 6
(iii) Third year's experience	5 0 6
(iv) Fourth year's experience	6 1 0
(v) Fifth year's experience	7 11 0
(vi) And thereafter the minimum wage prescribed for females for the class of work she is doing.	
(vii) 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 the beginning of the second pay period to commence in July, 1949, and thereafter 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.	
(viii) 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.	

LIMITATION OF EMPLOYMENT OF JUNIORS.

5. (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) An employer shall not permit or require a male under the age of 18 years unless an apprentice to be employed on a power-driven guillotine.
 (d) Juniors shall be given reasonable opportunities to become proficient in different classes of work and shall be taught higher grade work as they progress in the knowledge of their work.

GUILLOTINE MACHINE WORK.

6. Not more than one person operating a guillotine machine shall place work in or remove it from within a guillotine machine, and no other persons shall place work on or remove it from a guillotine machine.

WEIGHTS.

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

HOLIDAYS.

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

Provided:—

- (i) That within 15 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 in the following week a certain working day may be prescribed 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 wage payable to a weekly piece-worker under this clause shall be that fixed for a time-worker in the same occupation. A junior male shall be paid the time wage appropriate to his age and a junior female the time wage appropriate to her years of experience, provided that a female worker of more than five years' experience shall be deemed to be an adult for the purpose of computing the amount payable to her under this clause.

(i) The provisions of this clause shall apply only to weekly employees.

8A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 8 hereof.

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

CONSTANT SERVICE LEAVE.

9. (a) (i) In addition to the holidays provided for by clause 8 hereof, an employee, whether a time-worker or a piece-worker, who remains in the service of the same employer for at least a year, shall, if the employment has not been terminated, be entitled to two weeks' leave of absence on full pay during each year of service, or bonus, as provided in sub-clause (e) hereunder where the service is being terminated.

(ii) Each employee before going on leave shall be paid two weeks' wages. For the purpose of this sub-clause the wage shall be at the rate prescribed by clauses 2, or 4, as the case may be, of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave, unless the employee was being paid a higher wage, when it shall be that higher wage. A wage shall not be so computed as to include overtime. The wage of an employee who has worked on a night shift or unusual shift for at least four consecutive weeks immediately prior to taking his leave shall include the night work allowance prescribed in clauses 2 and 4 for the period of his leave.

(iii) If the employee is a piece-worker the pay to be given for the period of leave of absence or as a bonus where leave is not given shall be at the rate fixed for a time-worker doing the same class of work as that of the employee.

(b) The employer shall have the right to fix the time when such leave will be given, but must fix a time so that the leave then accrued due will be wholly given in one continuous period within fifteen months after the beginning of the period of service in respect of which the leave is due, and if he does not so fix the time or so give the leave he shall, for each week of leave then due, forthwith give the employee two weeks' leave of absence on full pay. The period of fifteen months referred to in this sub-clause may be extended to sixteen months in any case where the employer and the employee agree to such extension.

(c) The employer may, if he thinks fit, give at any time in advance the period of continuous leave on full pay prospectively due.

(d) Where any of the holidays provided for in clause 8 hereof so falls in the week as in the ordinary course, to entitle an employee to be paid in respect of that holiday, although he does not work thereon, and that holiday happens to fall within that employee's period of leave of absence, the days in that period shall be reckoned in addition to that holiday.

Provided that if in consequence of compliance with this sub-clause the said period so reckoned includes three Sundays, one additional day, not being a non-working day, shall be added to and form part of the said period.

(e) (i) If an employment which has continued for a period of at least one calendar month is terminated before the employee has received constant service leave, the employee shall be paid a bonus consisting of the percentage of two weeks' wages which the time of service for which no leave has been given, bears to twelve calendar months.

Provided that where leave of absence for two weeks instead of one week should have been given in pursuance of sub-clause (b) hereof and has not been so given, such employee shall be paid a bonus of two weeks' pay in respect of each week of leave of absence that has not been so given.

(ii) If the employee is a piece-worker the pay to be given for the period of leave of absence or as a bonus where leave is not given shall be at the rate fixed for a time-worker doing the same class of work as that of the piece-worker.

(f) An employer shall not require or permit an employee to work during the period of his annual leave unless the consent of the Union has first been obtained. Where consent has been given, the employee shall be paid, for eight hours at double time or double rate.

(g) Where the employer is a successor or assignee or transferee of a business, and 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 purposes of this clause be deemed to have been in the service of the employer.

(h) For the purposes of this clause the service shall be deemed to have continued and to continue unbroken and constant notwithstanding any interruption of termination of the employment by the employer if such interruption or termination has been or be made merely with the intention of avoiding obligation hereunder in respect of leave of absence or bonus.

(i) For the purposes of this clause, calendar months 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.

(j) An employee who is to be given leave as provided in sub-clause (a) herein shall be given, at least four weeks' notice of the commencing date on which he will be required to take his leave.

(k) The constant service leave provided for by this clause shall be allowed and shall be taken and except as provided by sub-clause (e), hereof payment shall not be made, or accepted in lieu of such leave.

(l) An employee shall not be permitted, subject to sub-clause (b), to arrange with his employer any delay in the taking of leave to which he is entitled.

(m) Payment under either of the above sub-clauses (a) and (b) shall not excuse an employer whose employee has not taken the leave to which he is entitled under this clause from his obligations under this clause, notwithstanding any agreement whereby the employee purports to waive the leave to which he is entitled.

(n) The provisions of this clause shall apply only to weekly employees.

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

10. (a) A female shall not be required or permitted to feed any platen machine used for carton cutting; or operate any guillotine machine or power-driven cutting machine except a small card cutting machine.

(b) The employment of females is prohibited at the following work or machinery: Calendar rolls; cylinder creasing or cutting presses, or platen machines, (except as provided in sub-clause (a) hereof).

REST INTERVAL FOR FEMALES.

11. 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 on time-work or on piece-work; 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.

12. (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.

13. (a) The day work hours of duty of employees shall not exceed 8 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 other male person who attends to arrange the heating apparatus for 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.

NIGHT WORK.

14. (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 8 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.

(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.

15. (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 time-workers in excess of or outside the hours mentioned in clauses 13 or 14 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) All duty performed by piece-workers in excess of or outside the hours mentioned in clauses 13 or 14 hereof, 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 and double rate thereafter.

(d) (i) Where a weekly time-worker works on any public holiday mentioned in clause 8 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) Where a weekly piece-worker works on any such public holiday, he shall be paid therefor one day's pay of the corresponding time-worker, and the usual piece-work rate or rates for work done by him. He shall also be provided with at least four hours' work, and in the event of insufficient piece-work being provided to keep him continuously employed for such four hours he shall be paid for any non-working time at the time-worker's ordinary hourly rate.

(iii) Should a weekly time-worker, or weekly piece-worker, 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 time-worker rate or double the ordinary piece-work rate as the case may be, for the hours worked before the ordinary hour of commencing work or after the ordinary hour of finishing work.

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

(e) (i) Double time or double rate 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 or rate and a half for the first four hours worked before noon and at double time or double rate 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 or double rate.

(f) (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.

(g) (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.

(h) No employee under 16 years of age shall be employed on overtime. No employee under 17 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 13 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.

(i) 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.

(j) 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.

(k) 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 an 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 or rate and a half, except on Saturday afternoon and on Sunday, when double time or double rates shall be paid.

(l) 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.

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

(n) 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.

(o) 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.

(p) In calculating the overtime rate of a piece-worker the rate shall include any amount added to or any amount deducted from the prescribed rate, in accordance with the provisions of the preamble to Schedule "A" hereto.

EMPLOYEE MISSING USUAL CONVEYANCE.

16. 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.

17. (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.

18. (a) No person shall be employed except as

- (i) a weekly time-worker; or
- (ii) a weekly piece-worker; or
- (iii) a casual time-worker; or
- (iv) a casual piece-worker.

(b) A weekly time-worker, 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) 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 he shall present himself for employment at the usual time for beginning work at the place of business of the employer unless informed before leaving work by the employer that his attendance on any day or any night is not required.
- (ii) If he has not been informed as provided in paragraph (i) hereof, and actually presents himself on any such day or any such night he shall receive not less than four hours' continuous employment or be paid for such four hours (or any part of such four hours as would be non-working time) at the appropriate rate of a time-worker. Provided that a weekly piece-worker on day work working on a Saturday shall receive not less than three hours' work or be paid for such three hours (or any part of such three hours as would be non-working time) at the rate aforesaid, and his shift shall finish not later than noon.
- (iii) (1) The provisions of this paragraph (iii) shall have full force and effect notwithstanding anything contained in this Determination or in any Schedule thereto.

(2) In this paragraph the words "the corresponding time-worker" mean:—

- (a) As to an adult male, as defined by clause 37 (d) hereof—an adult male weekly time-worker employed in the same calling as the weekly piece-worker who is concerned;
- (b) As to an adult female, as defined by clause 37 (d) hereof—an adult female weekly time-worker employed in the same calling as the weekly piece-worker who is concerned; and
- (c) As to a male junior—a male junior weekly time-worker of the same age employed in the same calling as the weekly piece-worker who is concerned; and

(d) As to a female junior or any female of less than five years' experience—a female junior weekly time-worker of corresponding experience employed in the same calling as the weekly piece-worker concerned.

(3) For any week in which he has worked the full hours of duty, the weekly piece-worker shall be paid at least the corresponding time-worker's wage.

(4) For any week in which, though he has complied with the provisions of paragraph (i) of this sub-clause he is not required to work the full hours of duty, he shall be paid for that week the corresponding time-worker's wage.

(5) If in any week there occurs a public holiday, as provided in clause 8 hereof upon which the weekly piece-worker is not required to work, he shall be paid, in addition to his aggregate piece-work earnings for that week, a sum equivalent to that paid to the corresponding time-worker for such public holiday.

(iv) Notwithstanding anything in this Determination contained, lateness shall not, except as in this condition provided, affect the right of a piece-worker to the benefits of this sub-clause (c). A piece-worker's earnings shall not be subjected to deduction for lateness or lost time unless such lateness or lost time would cause an employer to make a payment which he otherwise would not be required to make. Subject to this condition, where a piece-worker is late or loses time on any day he shall be subject only to such a deduction from any moneys due to him as is proportionate to the time actually lost by him.

(d) (i) The employment of a weekly time-worker or piece-worker 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 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 paragraph (i) of this sub-clause shall not be given so as to take effect concurrently with any constant service leave to which the employee may be entitled and such notice or payment in lieu of notice shall be additional to any bonus payable to the employee under clause 9 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, whether a weekly time-worker or weekly piece-worker, 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.

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

(f) If an employee's services 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 twenty-four 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.

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

(a) A weekly time-worker not attending for duty shall lose his pay for the actual time lost unless he produces or forwards within twenty-eight 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 dispatch, 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 piece-worker shall be excused from presenting himself for employment at the proper time and place each day because of personal ill-health and shall be paid at the corresponding time-worker's wage for the period of ill-health in all respects as if during such period he had been a weekly time-worker employed on such days and during such hours as are usually worked by time-workers upon any day shift, and he shall comply with and be subject to the conditions for time-workers prescribed in paragraph (a) hereof.

(g) 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.

(h) 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.

(i) Wherever in this clause the words corresponding time-worker's rate of wages occur, they shall have the meaning assigned to them by sub-clause (c) (iii) of clause 18; any requirement in "writing" shall be deemed to be complied with where a telegram is received or dispatched. The words "pay for the actual time lost" shall not include the night shift allowance as provided in clauses 2 and 4, nor any allowance in respect of bronzing or dusting off.

CUMULATIVE SICK LEAVE.

20. (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 19 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 19, 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.

CASUAL EMPLOYEES.

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

(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, if a time-worker, shall in respect of such day be paid at the rate herein provided and for six hours (either day or night) at the least, and if a piece-worker, shall, in respect of such day, be given four hours' work at the least, or paid for four hours (or any part of such four hours as would be non-working time) at the appropriate rate for a time-worker.

(d) A casual employee, whether working at piece-work or time-work and whether working on day or night shift, shall be paid for such work the piece-work rate or 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.

22. (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.

23. Where during any day a time-worker or piece-worker 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.

PIECE-WORK.

24. (a) The minimum piece-work rates payable to an employee by an employer shall be the rates prescribed in the Schedule to this Determination.

The Schedule hereinbefore mentioned is hereby incorporated in this Determination.

(b) The piece-work rates payable to adults and juniors shall be uniform and not differential, and in this Determination are so calculated as to enable an average adult worker to earn (when employed at such piece-work rates), at each class of work at least—

(i) If employed during the hours fixed for time-workers a sum equal to such time-worker's wage with the addition of 12½ per cent.; and

(ii) If employed during any hour or hours or any part of any hour so that he shall earn such proportion of the weekly time-worker's wage as accords with the time the piece-worker is actually employed upon each class of work, with, in addition, the further sum of 12½ per cent. of such proportion.

(c) When an employee is employed upon piece-work to perform any of the functions or duties for which a time wage is fixed by this Determination and for which a piece-work rate is not fixed, then the minimum piece-work rates for such work shall be so calculated by the employer that an average adult worker may earn at the least at such piece-work rate, if employed during the hours fixed for work for time-workers, a sum equal to such time-worker's wage, with the addition of 12½ per cent., and such piece-work rates shall be notified to the employee before the work is commenced by him. All such piece-work rates so fixed shall be posted and kept posted in a conspicuous and easily accessible place in the workroom. Any such rate which provides a wage not less than that stipulated herein for an average adult worker, and which has been in operation for one month, shall remain unchanged unless a change is agreed to by the Printing Industry Employees Union of Australia.

(d) No undue advantage shall be given to one piece-worker over another. This provision applies to the quantity and to the classes or quality of work to be supplied to the employee.

(e) Piece-workers required to clean bench, glue board or table, or floor, or any machine, shall be paid for the time he or she is occupied on such work at the rate provided herein for time-work for the class of work on which the employee is usually employed.

(f) Piece-workers shall have their work counted out for them and so arranged in a convenient place that no time will be lost. Glue, paste, and all other essentials shall be provided by the employer in proper condition to permit of the work being facilitated, and such materials shall be of good average quality.

(g) (i) The piece-worker shall be provided with a book in which the piece-worker is to enter the work performed by such piece-worker in such a manner as to clearly set out each and every operation performed by such piece-worker.

(ii) To the entries made as set out in the foregoing paragraph the employer shall affix the correct price of the work in ink, and shall return the book to the employee at the end of each day's work or within four hours of commencing work on the following day.

(iii) The piece-worker shall be entitled to take away such book at the end of each day's work, but shall bring such book back to the factory when arriving at the factory to commence work each day. Such book shall be and remain the property of the piece-worker.

(iv) All waiting time shall be entered in such book by the piece-worker.

(v) Nothing in this sub-clause (g) shall operate to prevent an employer from having his own book or other form of record for his own purposes kept in any manner he may desire, and in such book or other form of record he may require the piece-worker to make such entries as he deems to be necessary.

(h) When piece-workers are kept waiting for work or any materials, all waiting time shall be totalled up when the day's work is finished, and paid for at not less than the corresponding time-worker's rate. A piece-worker shall be deemed to be waiting for work unless directed not to remain on the employer's premises for work.

(j) A weekly piece-worker of more than five years' experience in the branch of the industry in which he is employed shall not for any other reason than inefficiency be changed to time-work (1) unless paid the corresponding time-worker's hourly rate with 12½ per cent. in addition; or (2) unless given one week's notice by the employer of his intention to require him to work as a time-worker.

(k) No system of payment by results other than that authorized by this Determination shall be permitted unless agreed to by the Printing Industry Employees Union of Australia.

(l) Any system of payment by results in operation at the commencement date of this Determination may continue to operate, provided that its terms shall be posted in a conspicuous place in each work-room in which the work is being done, and kept posted. The terms of any such system may be changed from time to time with the consent in writing of the said Union. Any such system when discontinued shall not be revived, except as provided in sub-clause (k) herein.

WAGES AND PAY DAY.

25. (a) Subject to clause 18 (d) 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.

26. (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.

27. (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 in respect of waiting time paid for under clause 24 (h) hereof the time of the commencement and the ending of each period of waiting time, 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, 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. 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.

28. (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 a piece-work or time-work 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.

29. (a) An employer shall permit any authorized person referred to in clause 28 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.

30. 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. If the delegate or delegates so chosen be piece-workers they shall be paid for such time the time-worker's wage in their branch of the industry.

SEATING PROVISION.

31. (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.

DETERMINATION, ETC., TO BE POSTED.

32. 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.

HEALTH NOTICES.

33. 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.

34. (a) Dry sweeping shall not be permitted or carried out in any printing 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 workroom.

(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) 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.

35. (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.

36. The employer shall provide a first-aid chest, which shall be a suitable dustproof 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 Work-shops in which not more than 30 Persons are Employed.	¹ Factories or Work-shops 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.

INTERPRETATION OF THE DETERMINATION.

37. (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.

(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 (1) any male employee over 21 years of age other than an apprentice who has not concluded his period of apprenticeship, or (2) any employee who has completed his period of apprenticeship but is under 21 years of age; and "adult female" shall mean (1) any female employee over 21 years of age, or (2) 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 clause 2 hereof.

(e) 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.

PERIODICAL ADJUSTMENT OF WAGES.

38. 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*, this Board hereby determines that the rates for male adults and female adults shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed in clause 39.

Basic Wage.

Place.	Basic Wage for Adult Males (Adjustable).	Basic Rate for Adult Females (i.e., 75 per cent. of Total Basic Wage for Males to Nearest 6d.).	Index Number Set Assigned.
Throughout the State	£ s. d. 11 17 0	£ s. d. 8 17 6	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amounts of the basic wage shall be as prescribed in clause 38.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number for the period next preceding the quarter for which the adjustment is made by the factor 1.03 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The wages for male juniors and for female juniors shall be the under-mentioned percentages of the total wage of an employee working at the following classes of work:—

- (a) Male Junior not being an apprentice.—Percentage of rate prescribed for "any other adult male".
- (b) Female Junior.—Percentage of an adult female rate of £8 13s. per week (subject to adjustment).

	Percentage.
<i>Male Junior.</i>	
Under 15 years of age	22
Between 15 and 16 years of age	27
Between 16 and 17 years of age	35
Between 17 and 18 years of age	47
Between 18 and 19 years of age	59
Between 19 and 20 years of age	72
Between 20 and 21 years of age	85
<i>Female Junior.</i>	
First year's experience	30
Second year's experience	40
Third year's experience	50
Fourth year's experience	60
Fifth year's experience	75

The rates prescribed for male juniors and for female juniors shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

(e) The weekly earnings of a piece-worker shall be increased or decreased in the following manner:—

At the end of each working week, the aggregate earnings of the piece-worker for such week shall be ascertained according to the piece-work provisions of this Determination, and where the piece-worker has worked on each and every day ordinarily worked in such week such aggregate earnings shall be increased or decreased by the sum of 1s. 1½d. for each shilling by which the basic wage has been increased or decreased in accordance with the foregoing provisions of this clause, but where the piece-worker has not worked 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.

(f) For the purpose of ascertaining the amount of any increase or decrease in the earnings of a piece-worker in accordance with the provisions of sub-clause (e) of this clause, the total basic wage prescribed shall be taken to have been £4 9s. per week.

SCHEDULE "A".

PIECE-WORK RATES AND CONDITIONS FOR CARDBOARD BOX-MAKING.

The minimum rates to be paid for the classes of work hereinafter referred to in Parts 1, 2, and 3 of this Schedule when performed by piece-work employees and the conditions which shall govern and apply to all such piece-workers shall, subject to clauses 18, 19 and 24 of this Determination, be the rates of pay and the conditions prescribed for the classes of work hereinafter set out.

In addition to the piecework rates set out in this Schedule a pieceworker shall be paid £9 3s. 7d. for each full week worked or a *pro rata* amount according to the time actually worked if less than a full week be worked.

PART 1.—CLAUSES APPLYING TO BOTH HAND AND MACHINE WORK.

1. Measurements: The following shall be observed:—

- (a) To get any combined measurement of a rectangular shape, measure only one length and one width, and add together; add one depth where depth is mentioned. Where the shape is triangular, measure the triangle over its longest and shortest sides, or over two sides where all the sides are equal in length, and add together; add one depth where the depth is mentioned.
- (b) To get the measurement of a box or lid, or anything connected with a box or lid when of a shape not rectangular, nor triangular, nor round, nor oval, the measurements shall (except where otherwise directed) be taken at the longest measurements in length and width, and then add one depth where depth is mentioned. When of a shape round or oval, the measurement shall be taken round the circumference and the resulting measurement halved, then add one depth where depth is mentioned.
- (c) An extension top or bottom shall be measured to include the extension, as later shown under the heading "Tops or Bottoms, (3)."
- (d) Subject to anything expressly stated in this Schedule to the contrary, "running inches" shall be ascertained over the longest measurements of the paper or material, and "width" shall be ascertained at the widest points of the paper or material.

2. Measurements on a box or lid shall be inside measurements.

3. When any measurement is described as "to" or "up to" it shall include the number to which it refers, and when any prescribed number of inches is exceeded the rate to be paid shall be the next highest rate prescribed.

4. The rates fixed in this Schedule are for boxes or lids, or parts in or in connexion therewith, made with any kind of material other than wood, and with any kind of adhesive. Where made wholly or partly of wood the rates herein shall be doubled except in respect to lathing and mousing.

5. Piece-work rates for the making of a box or lid do not include lidding, nesting, tying or parcelling, for which operations separate rates are prescribed.

6. When a piece-worker is required to use different coloured papers as covering, in prescribed quantities, she shall, unless such coloured papers and quantities are counted for her and so arranged as not to impede her work, be paid one-tenth above the rate fixed for the appropriate operations performed by her.

7. The rates of this Schedule shall be increased by one-half for each operation performed on a box or lid, or on any part of a box or lid, or on anything to be used in connexion with a box or lid, which is star-shaped, heart-shaped, half-moon or horseshoe-shaped, or similarly shaped; and by one-quarter when of any other shape, but not including any rectangular or triangular shape, and not including any round or oval shape having a circumference 22 inches or over and of a depth $3\frac{1}{2}$ inches or over.

The foregoing extra charges shall not apply to (a) full top papers or bottom papers for rectangular or triangular boxes or lids, with the corners cut out, for which see the section headed "Tops or Bottoms," 1 (b), in Part 2 of this Schedule; or to (b) snipping, nesting, tying, parcelling, or taping; or to (c) affixing labels or seals.

8. Where for any reason any piece-worker has to perform any operation on work which has been given to her in any quantity less than three dozen she shall be paid for each and every operation performed on such work at the corresponding time-worker's rate, with $12\frac{1}{2}$ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union; provided that this clause shall not apply where an employee is occupied upon any such quantity for a period longer than one hour. In addition to any other work to which this clause applies it shall apply to nesting, tying, parcelling and taping.

9. When a rate is fixed for an operation and associated with it there is a minimum payment per gross (as distinct from the lowest prescribed piece-work rate) such minimum payment shall be made in all cases where the piece-worker is unable to earn such minimum payment if paid such lowest prescribed rate only.

Extra charges contained in this Schedule shall not be included to make up the minimum.

Where the quantity of work done by any piece-worker is less than one gross, the payment for such quantity shall be in proportion to the minimum payment per gross.

10. Where strawboard or leatherboard is referred to herein, the term shall be taken to include similar materials in each class.

11. The equivalent thickness of each one ounce in the weight of any board shall be $\frac{3}{1000}$ ths of an inch, that is to say, a 10-oz. board, or a board of a caliper of .030, equals $\frac{30}{1000}$ ths of an inch.

12. Each extra charge under the Schedule shall be computed independently of any other extra charge which any class of work may carry; that is to say, the charge for any work (before adding any extra charges), shall be ascertained, and where such charge has to be increased by one-fourth and one-half, it shall, if of 1s., become 1s. 3d. and then 1s. 9d.

13. In this Schedule, wherever appearing, the contraction "l" shall mean length, "w" width, and "d" depth.

14. In this Schedule any reference to the Union shall mean the Victorian Branch of the Printing Industry Employees' Union of Australia.

15. Waiting Time: See Determination clause 24 (A); also Part 3, Machine Work, of this Schedule.

PART 2.—HAND WORK ONLY.

(Classes of work arranged alphabetically.)

Backs (length and width of back).

(a) Backs (when back paper is a separate piece from the box band)—

Up to 10	15	20	25 inches.
Rate 8d.	10d.	1s.	1s. 3d. per gross of backs.

(b) Backs (when back paper is a separate piece from the box band, and when the back acts as a hinge or extends over a hinge)—

Up to 10	15	20	25 inches.
Rate 10d.	1s.	1s. 3d.	1s. 6d. per gross of backs.

Bandings, Ordinary Topping and Bottoming, and Inside Lining.

Column 1 defined:—Where the shape is rectangular, or triangular, the figure below is the combined measurement of one longest side and one shortest side, or the combined measurement of two sides where all sides are equal; where the shape is round or oval, the figure below is the circumference divided by two; where the shape is other than as aforementioned, the figure below is the length measured at the longest point plus the width measured at the widest point.

Column 1.	Column 2. Box or Lid or Tray Banding.	Column 3. Ordinary Topping or Bottoming.	Column 4. Inside Lining.
	£ s. d.	£ s. d.	£ s. d.
Up to 10 in. x up to 1 in. deep	0 1 8	0 0 7	0 3 4
Up to 10 in. x up to 2 in. deep	0 1 10	0 0 7	0 3 8
Up to 10 in. x up to 3 in. deep	0 2 0	0 0 7	0 4 0
Up to 10 in. x up to 4 in. deep	0 2 4	0 0 7	0 4 8
Up to 10 in. x up to 6 in. deep	0 2 8	0 0 7	0 5 4
Up to 10 in. x up to 7 in. deep	0 3 1	0 0 7	0 6 2
Up to 10 in. x up to 9 in. deep	0 3 6	0 0 7	0 7 0
Up to 15 in. x up to 1 in. deep	0 1 11	0 1 0	0 3 10
Up to 15 in. x up to 2 in. deep	0 2 2	0 1 0	0 4 4
Up to 15 in. x up to 3 in. deep	0 2 5	0 1 0	0 4 10
Up to 15 in. x up to 4 in. deep	0 2 9	0 1 0	0 5 6
Up to 15 in. x up to 6 in. deep	0 3 1	0 1 0	0 6 2
Up to 15 in. x up to 7 in. deep	0 3 5	0 1 0	0 6 10
Up to 15 in. x up to 9 in. deep	0 3 10	0 1 0	0 7 8
Up to 15 in. x up to 10 in. deep	0 4 3	0 1 0	0 8 6
Up to 15 in. x up to 12 in. deep	0 4 9	0 1 0	0 9 6
Up to 15 in. x up to 14 in. deep	0 5 4	0 1 0	0 10 8
Up to 15 in. x up to 16 in. deep	0 5 9	0 1 0	0 11 6
Up to 20 in. x up to 1 in. deep	0 2 3	0 1 1	0 4 6
Up to 20 in. x up to 2 in. deep	0 2 6	0 1 1	0 5 0
Up to 20 in. x up to 3 in. deep	0 2 9	0 1 1	0 5 6
Up to 20 in. x up to 4 in. deep	0 3 5	0 1 1	0 6 10
Up to 20 in. x up to 6 in. deep	0 3 10	0 1 1	0 7 8
Up to 20 in. x up to 7 in. deep	0 4 3	0 1 1	0 8 6
Up to 20 in. x up to 9 in. deep	0 4 8	0 1 1	0 9 4
Up to 20 in. x up to 10 in. deep	0 5 3	0 1 1	0 10 6
Up to 20 in. x up to 12 in. deep	0 5 10	0 1 1	0 11 8
Up to 20 in. x up to 14 in. deep	0 6 4	0 1 1	0 12 8
Up to 20 in. x up to 16 in. deep	0 7 0	0 1 1	0 14 0
Up to 25 in. x up to 1 in. deep	0 2 11	0 1 3	0 5 10
Up to 25 in. x up to 2 in. deep	0 3 2	0 1 3	0 6 4
Up to 25 in. x up to 3 in. deep	0 3 9	0 1 3	0 7 6
Up to 25 in. x up to 4 in. deep	0 4 4	0 1 3	0 8 8
Up to 25 in. x up to 6 in. deep	0 4 8	0 1 3	0 9 4
Up to 25 in. x up to 7 in. deep	0 5 6	0 1 3	0 11 0
Up to 25 in. x up to 9 in. deep	0 5 11	0 1 3	0 11 10
Up to 25 in. x up to 10 in. deep	0 6 5	0 1 3	0 12 10
Up to 25 in. x up to 12 in. deep	0 6 9	0 1 3	0 13 6
Up to 25 in. x up to 14 in. deep	0 7 2	0 1 3	0 14 4
Up to 25 in. x up to 16 in. deep	0 8 1	0 1 3	0 16 2
Up to 30 in. x up to 1 in. deep	0 3 8	0 1 7	0 7 4
Up to 30 in. x up to 2 in. deep	0 3 11	0 1 7	0 7 10
Up to 30 in. x up to 3 in. deep	0 4 5	0 1 7	0 8 10
Up to 30 in. x up to 4 in. deep	0 5 1	0 1 7	0 10 2
Up to 30 in. x up to 6 in. deep	0 5 7	0 1 7	0 11 2
Up to 30 in. x up to 7 in. deep	0 6 1	0 1 7	0 12 2
Up to 30 in. x up to 9 in. deep	0 6 8	0 1 7	0 13 4
Up to 30 in. x up to 10 in. deep	0 7 2	0 1 7	0 14 4
Up to 30 in. x up to 12 in. deep	0 7 7	0 1 7	0 15 2
Up to 30 in. x up to 14 in. deep	0 8 0	0 1 7	0 16 0
Up to 30 in. x up to 16 in. deep	0 8 9	0 1 7	0 17 6
Up to 35 in. x up to 1 in. deep	0 4 0	0 1 10	0 8 0
Up to 35 in. x up to 2 in. deep	0 4 6	0 1 10	0 9 0
Up to 35 in. x up to 3 in. deep	0 5 0	0 1 10	0 10 0
Up to 35 in. x up to 4 in. deep	0 5 9	0 1 10	0 11 6
Up to 35 in. x up to 6 in. deep	0 6 3	0 1 10	0 12 6
Up to 35 in. x up to 7 in. deep	0 6 9	0 1 10	0 13 6
Up to 35 in. x up to 9 in. deep	0 7 2	0 1 10	0 14 4
Up to 35 in. x up to 10 in. deep	0 7 9	0 1 10	0 15 6
Up to 35 in. x up to 12 in. deep	0 8 2	0 1 10	0 16 4
Up to 35 in. x up to 14 in. deep	0 9 2	0 1 10	0 18 4
Up to 35 in. x up to 16 in. deep	0 10 2	0 1 10	1 0 4
Up to 40 in. x up to 1 in. deep	0 4 7	0 2 1	0 9 2
Up to 40 in. x up to 2 in. deep	0 5 1	0 2 1	0 10 2
Up to 40 in. x up to 3 in. deep	0 5 10	0 2 1	0 11 8
Up to 40 in. x up to 4 in. deep	0 6 9	0 2 1	0 13 6
Up to 40 in. x up to 6 in. deep	0 7 2	0 2 1	0 14 4
Up to 40 in. x up to 7 in. deep	0 7 9	0 2 1	0 15 6
Up to 40 in. x up to 9 in. deep	0 8 3	0 2 1	0 16 6
Up to 40 in. x up to 10 in. deep	0 8 10	0 2 1	0 17 8
Up to 40 in. x up to 12 in. deep	0 9 9	0 2 1	0 19 6
Up to 40 in. x up to 14 in. deep	0 10 9	0 2 1	1 1 6
Up to 40 in. x up to 16 in. deep	0 11 9	0 2 1	1 3 6
Up to 45 in. x up to 1 in. deep	0 5 0	0 2 6	0 10 0
Up to 45 in. x up to 2 in. deep	0 5 7	0 2 6	0 11 2
Up to 45 in. x up to 3 in. deep	0 6 5	0 2 6	0 12 10
Up to 45 in. x up to 4 in. deep	0 7 2	0 2 6	0 14 4
Up to 45 in. x up to 6 in. deep	0 7 13	0 2 6	0 15 4
Up to 45 in. x up to 7 in. deep	0 8 2	0 2 6	0 16 4
Up to 45 in. x up to 9 in. deep	0 8 9	0 2 6	0 17 6
Up to 45 in. x up to 10 in. deep	0 9 3	0 2 6	0 18 6
Up to 45 in. x up to 12 in. deep	0 10 0	0 2 6	1 0 0
Up to 45 in. x up to 14 in. deep	0 10 9	0 2 6	1 1 6
Up to 45 in. x up to 16 in. deep	0 12 0	0 2 6	1 4 0
Up to 50 in. x up to 1 in. deep	0 5 7	0 3 3	0 11 2
Up to 50 in. x up to 2 in. deep	0 6 4	0 3 3	0 12 8
Up to 50 in. x up to 3 in. deep	0 7 1	0 3 3	0 14 2
Up to 50 in. x up to 4 in. deep	0 7 10	0 3 3	0 15 8

Column 1.	Column 2. Box or Lid or Tray Banding.	Column 3. Ordinary Topping or Bottoming.	Column 4. Inside Lining.
	£ s. d.	£ s. d.	£ s. d.
Up to 50 in. x up to 6 in. deep	0 8 3	0 3 3	0 16 6
Up to 50 in. x up to 7½ in. deep	0 8 9	0 3 3	0 17 6
Up to 50 in. x up to 9 in. deep	0 9 5	0 3 3	0 18 10
Up to 50 in. x up to 10½ in. deep	0 9 11	0 3 3	0 19 10
Up to 50 in. x up to 12 in. deep	0 10 9	0 3 3	1 1 6
Up to 50 in. x up to 14 in. deep	0 11 9	0 3 3	1 3 6
Up to 50 in. x up to 16 in. deep	0 12 9	0 3 3	1 5 6
Up to 55 in. x up to 1 in. deep	0 6 0	0 3 9	0 12 0
Up to 55 in. x up to 2 in. deep	0 7 2	0 3 9	0 14 4
Up to 55 in. x up to 3 in. deep	0 8 8	0 3 9	0 17 4
Up to 55 in. x up to 4½ in. deep	0 9 2	0 3 9	0 18 4
Up to 55 in. x up to 6 in. deep	0 9 9	0 3 9	0 19 6
Up to 55 in. x up to 7½ in. deep	0 10 3	0 3 9	1 0 6
Up to 55 in. x up to 9 in. deep	0 10 9	0 3 9	1 1 6
Up to 55 in. x up to 10½ in. deep	0 11 3	0 3 9	1 2 6
Up to 55 in. x up to 12 in. deep	0 11 10	0 3 9	1 3 8
Up to 55 in. x up to 14 in. deep	0 12 11	0 3 9	1 5 10
Up to 55 in. x up to 16 in. deep	0 13 9	0 3 9	1 7 6
Up to 60 in. x up to 1 in. deep	0 6 7	0 4 8	0 13 2
Up to 60 in. x up to 2 in. deep	0 7 11	0 4 8	0 15 10
Up to 60 in. x up to 3 in. deep	0 9 3	0 4 8	0 18 6
Up to 60 in. x up to 4½ in. deep	0 10 3	0 4 8	1 0 6
Up to 60 in. x up to 6 in. deep	0 10 9	0 4 8	1 1 6
Up to 60 in. x up to 7½ in. deep	0 11 3	0 4 8	1 2 6
Up to 60 in. x up to 9 in. deep	0 11 10	0 4 8	1 3 8
Up to 60 in. x up to 10½ in. deep	0 12 4	0 4 8	1 4 8
Up to 60 in. x up to 12 in. deep	0 12 10	0 4 8	1 5 8
Up to 60 in. x up to 14 in. deep	0 13 10	0 4 8	1 7 8
Up to 60 in. x up to 16 in. deep	0 15 0	0 4 8	1 10 0

The foregoing prices are for one gross of boxes, lids, trays, or slides. (Subject, as to slides, to the charges contained under the heading "Slide".)

For other kinds of Tops or Bottoms see Section headed "Tops or Bottoms" (including Sub-section 8, Loose Wrapping Lids) and for other kinds of Linings, see Section headed "Lining on Set-up Work" in this Part of the Schedule.

Banding Extras.

The following matters relate to the foregoing banding, &c., tables:—

- (a) Box or lid band, where full depth inside as well as outside—the banding rate shall be paid, increased by one-half.
- (b) Box or lid band, where full depth inside as well as outside, and small portion turns on inside top or inside bottom—the banding rate shall be paid increased by three-fourths.
- (c) Where banding extends over the mouth of the box and covers a lath-made of material other than wood, the banding rate shall be paid, increased by one-eighth, and where wood is used, the rate shall be increased by one-fifth.
- (d) Where banding is required to show one or two edges on lid or box or tray or slide it shall be paid for at the banding rate.
- (e) Where a box band or lid band covers three sides, the banding rate shall be paid as though the box or lid were covered on all sides.
- (f) Where banding is used to block "blocked in" tops or bottoms, the banding rate shall be paid, increased by one-third.
- (g) Where banding or full topping or full bottoming has to be performed on a box or lid or tray, measuring in combined length and width more than 4 inches, which has not been stayed, and such banding gives to the box or lid or tray the shape as though it were stayed, the appropriate rate shall be paid, increased by one-fourth.

Binding.

- (a) Binding (after box or lid is set up), ½d. per gross of running inches of binding material.
- (b) Minimum per gross of pieces of binding material used, 9d. No payment shall be made for joins.

Binding, as distinguished from edging, or staying, is re-inforcing material used to bind a box or lid, to give it extra strength.

Blocking.

- (a) Blocking lid or box, using paper strips—1½d. per gross of running inches. Minimum per gross of boxes or lids, 1s. 3d.

(b) Blocking lid or box, using adhesive only, without the aid of paper strips, shall be charged as though the operation was performed with paper strips, less one-quarter.

Blocks, &c., gluing in to or on to Boxes.

- (a) **Blocks, tray ledges, or supports, measuring—**
 Up to 6 inches, per gross of blocks—9d.
 Over 6 and up to 10 inches, per gross of blocks—10½d.
 Over 10 and up to 20 inches, per gross of blocks—1s. 2d.
 Over 20 and up to 30 inches, per gross of blocks—1s. 6d.
 Over 30 inches, per gross of blocks—2s.

(b) A block tray ledge, or support, when made up, shall be measured length plus width plus depth, where it has a measurable depth.

(c) Where blocks, tray ledges, or supports have to be stayed and/or covered they shall be paid for at the appropriate staying and/or banding and/or topping rate.

Bottoms (see Banding, &c., Table; also Section headed "Tops or Bottoms").

Calico, Cloth, &c.

Where in any class of work materials such as calico (except where used on hinging or the reinforcing of tabs), cloth, croydon, holland, bookcloth, flax sheeting, or varnished or metallic paper, or such like papers are used, the rate fixed for the operation involving the use of any such material shall be increased by one-fifth.

Collars.

For the operation of covering and gluing in of collars, the pieceworker shall be paid the appropriate rate, for the work performed, in the Section headed "Shoulders" in this Part of the Schedule.

Containers for Powder Boxes and Like Boxes.

- (a) Baking paper containers, with folded tops, and putting into powder boxes, per gross of containers—3s. 9d.
- (b) Making paper containers with folded tops, outside or inside, which are affixed to mouth of box, per gross of containers—1s. 8d.
- (c) The rates set out in (a) and (b) herein shall apply to boxes not exceeding 5 inches square at the mouth. In any case where the piece-worker is employed on work exceeding this size, she shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Corner Tipping.

(Corner tipping shall mean the fixing diagonally of material across the corners of a box or lid, or the reinforcing at the corner of the staying on a box or lid.)

- (a) Charge the appropriate hand-staying rate, when reinforcing the staying on a box or lid.
- (b) Charge 8d. per gross of corners when fixing diagonally material across the corners of a box or lid.

Covered Boards.

- (a) Covered and faced boards shall be paid for at treble the ordinary topping rate; if covered but not faced, the ordinary topping rate shall be doubled.
- (b) Fall fronts, covered and faced, or covered but not faced, shall be paid for as provided in paragraph (a) for the respective class of work.
- (c) "Covered" means lined on one side with a small turn over the edges to the other side.
- (d) "Faced" means a lining on one side, after the other side has been covered and turned over the edges.
- (e) For boards covered on one or two sides, and covering not turned over on edges, see Section headed "Lining on Flat," in this Part of the Schedule.
- (f) Where covered boards have a loose wrap cover, see 8 (g) in the Section headed "Tops or Bottoms" of this Part of the Schedule.

Edging (see Mouthing).

Fall Fronts (see Covered Board Section for rates).

Flanged Cards and Loose Ends (l. and v. of cards, or ends, or sides).

- (a) Affixing loose ends or sides not flanged or one flange to box or lid—

Up to 10	15	20	25	30	35	40	inches.
Rate 7d.	7½d.	9d.	10d.	1s.	1s. 3d.	1s. 4½d.	per gross ends or sides.
- (b) Flanged cards, other than ends or sides, affixed to a box or lid—

Up to 10	15	20	25	30	35	40	inches.
Rate 9d.	10d.	1s. 1d.	1s. 3d.	1s. 5d.	1s. 7d.	1s. 9d.	per gross of cards.
- (c) Affixing loose ends or sides to box or lid where box, lid, sides or ends are flanged on three edges—

Up to 10	15	20	25	30	35	40	inches.
Rate 2s. 1d.	2s. 3d.	2s. 6d.	2s. 11d.	3s. 4d.	3s. 9d.	4s. 2d.	per gross ends or sides.

When measuring any of the foregoing length and width of cards, or ends or sides, include flange.

Flying of Boxes.

- (a) Per gross of running inches of flying material, ½d.
- (b) Minimum per gross of flies, 8d.
- (c) Where the box contains only one fly, the above rates shall be increased by one-eighth. This extra rate shall not be paid where a box does not exceed 12 inches in length or 4 inches in width.
- (d) Where tissue paper is used the rates in paragraphs (a), (b), or (c) shall be increased by one-tenth.
- (e) Where a hinged box is fitted with a fly after being made up, where the combined length and width of box does not exceed 20 inches, it shall be paid 6d. per gross of boxes extra; and 9d. per gross of boxes extra where this measurement is exceeded.
- (f) A fly in two or more pieces on any one side, shall be subject to payment for joins, as set out in the section headed "Joins", later shown in this Schedule.
- (g) Where the combined length, width, and depth measurement of box is up to 35 in., the rate shall be that prescribed in (a) or (b) herein.
- (h) Where the combined length, width, and depth measurement of box exceeds 35 in., the rate shall be ¾d., and the minimum per gross of flies, 11d.

Gluing.

- (a) Where the paper used for banding, lining, ordinary topping, full topping, ordinary bottoming, full bottoming, labelling, edging, or mouthing, or for any similar purpose—
 - (1) is supplied to a piece-worker continuously and without causing her any delay from a gluing machine which is fed and looked after by some other person, the appropriate rate for the operation performed shall be reduced by one-fourth.
 - (2) is glued by a piece-worker on a power-driven gluing machine (other than a banding machine) which she only uses and feeds, the appropriate rate for the operation performed shall be reduced by one-third.
 - (3) is glued by a piece-worker herself by the use of a Jagenberg roto-gluer, or a machine of like make, the appropriate rate for the work shall be reduced by one-sixth.
- (b) An employer who by the use of a machine or other device, eliminates hand-gluing by a piece-worker, and thereby provides the piece-worker with her material glued by some other person, other than by a process mentioned above may arrange with the Union an appropriate reduction in the prescribed piece-work rate.

Extras.—Where (1) paper curls when glued, or (2) tissue paper or like thin paper is used, and a piece-worker is materially delayed as a consequence, the appropriate rate for her work shall be increased by one-fourth, or alternately the piece-worker shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Hinges.

- (a) Using paper or calico, per gross of running inches of hinging material—inside or outside 0 1½
- (b) Minimum per gross of hinges—inside or outside 0 10
- (c) Using other material than paper or calico, including cloth, croydon, holland, bookcloth, flax sheeting or varnished or metallic paper, or such like papers, per gross of running inches of hinging material—inside or outside .. 0 1½
- (d) Minimum per gross of hinges—inside or outside 1 1
- (e) Where an inside hinge is covered by a strip of covering paper, the width of which strip approximates the width of the hinge, the rate for affixing such strip shall be 1d. per gross of running inches of material used.
- (f) Minimum per gross of strips 0 8

Joins.

(a) On banding, topping, bottoming, edging, and like operations (except lacing which is provided for in (e) of clause headed "Lacing"), where any box, or lid, or tray is less than 18 inches, measured over one length and one width, if more than one piece of material is used, shall be charged 3d. per gross of joins, except where any charge is expressly excluded in this Schedule.

(b) Two pieces of material shall mean one join; three pieces, two joins; four pieces, three joins; additional pieces, shall be calculated in the same way.

(c) Flays in two or more pieces on any one side shall be counted as set out in paragraph (b) herein and charged 3d. per gross of joins.

Labels, Seals, &c.

(a)

	10	15	20	25	30	35	40
	5d.	6d.	10d.	1s. 1d.	1s. 6d.	1s. 9d.	2s.

(b) Where the depth of a box or lid exceeds 10 inches the foregoing rates shall be increased by one-fourth.

(c) Where any box or lid exceeds 25 inches in its combined length and width, the appropriate rate shall be paid, increased by one-third.

(d) When a label takes the place of a band, top, bottom, or lining it shall be paid for at the rate for the operation it supersedes, in addition to the extra for printed matter contained in the clause headed "Printed Coverings, &c.," in this Part of the Schedule.

(e) Where a hinged box is labelled after being made up, and the lid has to be lifted to place the label in position, and where the combined length and width of box does not exceed 20 inches, it shall be paid 6d. per gross of boxes extra; and 9d. per gross of boxes extra where this measurement is exceeded.

(f) Where labels are affixed to the end of a box, and turned over on to bottom of the box, the appropriate rates shall be increased by one-fourth.

(g) Where seals, &c., are affixed to boxes, lids, or trays, and turned-in on inside, the appropriate rate shall be increased by one-quarter.

(h) The foregoing rates are for labels, seals, &c., on the outside of a box or lid. If such work is done on the inside, after the box or lid is made up, the appropriate rate shall be increased by one-fifth, where the depth of the box or lid does not exceed 2 inches, and by one-fourth, where it exceeds this measurement.

For labelling on hinged lids, see (e) under the heading "Lining on Set-up Work," in this Part.

(i) **Boot Box Labels.**—Where labels for the ends of boot boxes or lids are glued by a pieceworker on a power-driven machine which she only uses and feeds, and the duties of the pieceworker in each week are solely confined to the labelling of boot boxes, the appropriate rate for such labelling shall be 3½d. per gross of labels.

Panels are subject to the charges for labels herein (see section headed "Panels").

Lacing.

(a) If put on inside or outside box, lid, or tray, per gross of running inches of lacing material—¾d.

(b) The minimum per gross of pieces of lace, when the lace is inside, shall be 5d., and the minimum per gross of boxes when the lace is outside, shall be 1s. 6d.

(c) Where a hinged box is laced after being made up, and where the combined length and width of box does not exceed 20 inches, it shall be paid 6d. per gross of boxes extra, and 9d. per gross of boxes extra if this measurement is exceeded.

(d) Where lacing has to be performed on a box, lid, or tray, which has not been stayed, and such lacing gives to the box or lid or tray the shape as though it were stayed, the appropriate rate shall be increased by one-fourth.

(e) Lacing on any side or end of a box in two or more pieces shall be charged 3d. per gross of joins.

Laps, &c.

Laps (where a piece of strawboard or similar material overlaps and is fixed by adhesive) in the making of a rim or shoulder of a box or lid, or any part thereof, shall be charged—

	10	15	20	25
	6d.	7½d.	9d.	10½d.

When strawboard or similar material is joined without an overlap, and is fixed with a piece of staying material, see section headed "Strips" in this Part of the Schedule.

Lathing Boxes.

(a) Gluing wood laths round mouth of box or lid, per gross of running inches of lathing material 0 0¼

(b) Gluing laths (i.e., flanges or rims), of strawboard, &c., round mouth of box or lid, per gross of running inches of lathing material 0 0¼

(c) Turning down overlap round mouth of box and gluing down overlap on to sides and ends of boxes, per gross of running inches 0 0¼

(d) The minimum per gross of boxes or lids shall be 1 10¼

(e) A piece-worker, if tacking wood laths around mouth of box shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Lidding, Tying, and Nesting.

	Lidding.	Tying.	Nesting.	
	d.	d.	d.	
Up to and including 15 inches	3	1	1½	}
Over 15 and up to 30 inches	3	2	1½	
Over 30 and up to 45 inches	5	3	2½	
Over 45 inches	7	4	3½	

Nest of 2—pay for nesting 1 gross }
 Nest of 3—pay for nesting 2 gross } Pay by largest size.
 Nest of 4—pay for nesting 3 gross }

For each additional nest, pay for an additional gross in each case.
 For the operation of turning over flange, round the mouth of a box (as on a millinery box), the piece-worker shall be paid the appropriate lidding rate herein.

Bands of paper placed round bundles covering four sides and caught under string, 1½d. per gross of boxes extra.

Lidding and Tying of Boot Boxes.

A piece-worker whose duties in each week are solely confined to the lidding and tying of boot boxes, shall be paid for such work 4d. per gross of boxes.

Lining on Set-up Work.

(a) The price fixed in column 4 of the Banding, &c., Table, in this Part of the Schedule, is for the complete inside lining of a gross of boxes, lids, trays, or slides, and shall be paid whether the lining material covering the sides and ends is turned on to the top or bottom of any box, lid, tray, or slide, or is done in some other way.

(b) Where any work has to be completely lined inside, the piece-worker shall have the right to complete the lining of the sides, ends, and the top or bottom of her work; in any case where she is not required to do all these several operations, she shall be paid as though she had done them all.

(c) Where a hinged box or lid is lined after being made up, and where the combined length and width of box does not exceed 20 inches, it shall be paid 6d. per gross of boxes extra, and 9d. per gross where this measurement is exceeded.

(d) When a set-up lid is lined on the inside top, or a set-up box is lined on the inside bottom, and such lining does not turn on to the sides or ends of the lid or box, the appropriate "ordinary topping" or "ordinary bottoming" rate provided in column 3 of Banding, &c., Table, in this Part of the Schedule, shall be paid, increased by one-fifth where the depth does not exceed 1 inch, and by one-fourth where this depth is exceeded.

(e) Where a plain or printed lining or label covers the whole or inside of a set-up hinged lid, without extending to the sides or ends, and such lining or label does not cover a hinge, nor extend into the box, the appropriate labelling rate shall be paid; where such lining or label covers a hinge, or extends into the box, the appropriate labelling rate shall be paid and one-fourth in addition. Where the lining or label extends to the sides or ends, it shall be paid for as provided in (a) herein.

Lining on Flat (i.e., before the work is set up).

Where one piece of material is used to line one piece of board the appropriate "ordinary topping" or "ordinary bottoming" rate provided in column 3 of Banding, &c., Table, in this Part of the Schedule, shall be paid. Where more than one piece of material is used, the payment shall be for each piece of material.

Loose Ends, &c. (See Flanged Cards and Loose Ends, &c.)

Loose Pieces, &c. (See also (f) of Partitions, &c.)

(a) Putting loose lining, division pieces, loose cards, or loose shingles into boxes, without gluing or placing such into position, whether of corrugated or plain material, per gross of boxes—

	s.	d.
One piece in each box	0	1½
Two pieces in each box	0	2¼
Three pieces in each box	0	3
Four pieces in each box	0	3¾
Six pieces in each box	0	5
Eight pieces in each box	0	7
Ten pieces in each box	0	9
Twelve pieces in each box	0	10

(b) Where corrugated or plain material has to be placed in position, without glue, the rate shall be increased by one-half; if with glue, the rate shall be quadrupled. If lining goes round sides and ends of box, count one piece for each side or end.

Mouthing or Edging, or Trimming.

(a) Boxes or lids or trays or slides per gross of running inches of edging or mouthing material 0 0½
 (b) Minimum per gross of mouthings or edgings 1 0

Where the edging or mouthing material is in pieces the minimum charge herein shall apply to each piece of material used. No charge shall be made for joins.

(c) Partitions, divisions, &c., per gross of running inches of edging or mouthing material 0 0½
 (d) Minimum per gross of pieces of edging or mouthing material. No charge shall be made for joins 0 9
 (e) Cards, boards, &c., per gross of running inches of edging or mouthing material 1 0
 (f) Minimum per gross of edgings or mouthings

Where the edging or mouthing material is in pieces the minimum charge herein shall apply to each piece of material used. No charge shall be made for joins.

(g) Mouthing on boxes where lath is wood or other material, per gross of running inches of mouthing material 0 1
 (h) Minimum per gross of boxes 2 0

(i) Where edging is used to block "blocked in" tops or bottoms, the appropriate rate in paragraph (a) in the section in this Schedule headed "Blocking" shall be paid, increased by one-eighth.

(j) Where edging or mouthing has to be performed on a box or lid which has not been stayed, and such edging or mouthing gives to the box or lid the shape as though it were stayed, the appropriate rate shall be increased by one-fourth.

(k) For rates for Edging Extension Tops or Bottoms, see Tops or Bottoms (3) (f), (g), and (k).

(l) For rates for the mouthing, edging, trimming, banding, or otherwise covering of a shoulder, see the section of this Part of the Schedule headed "Shoulders".

Nesting. (See Lidding, Tying, and Nesting.)

Panels.

Panels shall be paid for as labels, and the rates and conditions contained in paragraphs (a) to (h) under the heading "Labels, Seals, &c.", of this Part of the Schedule shall apply.

Parcelling and Labelling or Marking Parcels.

	Gr. boxes	
	s.	d.
Packing in parcels of ¼ doz. (36 parcels to gross)	1	5
Packing in parcels of ½ doz. (24 parcels to gross)	1	1
Packing in parcels of ¾ doz. (18 parcels to gross)	0	9½
Packing in parcels of 1 doz. (12 parcels to gross)	0	6½
Packing in parcels of 1½ doz. (8 parcels to gross)	0	4½
Packing in parcels of 2 doz. (6 parcels to gross)	0	3½
Packing in parcels of 3 doz. (4 parcels to gross)	0	2½
Packing in parcels of 4 doz. (3 parcels to gross)	0	2½
Packing in parcels of 6 doz. or over (2 parcels or less to gross)	0	2

Partitions.

(a) Fixing in boxes with adhesive, single flanged partition (not slotted), per gross of partitions (include end and bottom flanges when measuring)—

	l. and w. of partition.								
	15		20		30		50 inches.		
	Up to 10	15	20	25	30	35	40	45	
Rate	9d.	1s. 1d.	1s. 2d.	1s. 3d.	1s. 4d.	1s. 5d.	1s. 6d.	1s. 7d.	1s. 8d. per gross.

(b) Fixing in boxes, with adhesive, partitions made of one piece of material, scored or creased to form a number of compartments, and fixed at bottoms or at sides, per gross of boxes—

Up to and including 5 compartments in each box—		20		25		30		35		40 inches.	
Rate 2s. 3d.		2s. 8d.		3s.		3s. 4d.		3s. 9d.		4s. 2d.	
Over 5 and up to 10 compartments in each box—		3s. 9d.		4s. 1d.		4s. 6d.		4s. 10d.		5s. 3d.	
Rate 3s. 5d.		3s. 9d.		4s. 1d.		4s. 6d.		4s. 10d.		5s. 3d.	
Over 10 and up to 15 compartments in each box—		4s. 11d.		5s. 3d.		5s. 7d.		6s.		6s. 5d.	
Rate 4s. 6d.		4s. 11d.		5s. 3d.		5s. 7d.		6s.		6s. 5d.	
Over 15 and up to 20 compartments in each box—		7s. 2d.		7s. 6d.		7s. 10d.		8s. 3d.		8s. 8d.	
Rate 6s. 9d.		7s. 2d.		7s. 6d.		7s. 10d.		8s. 3d.		8s. 8d.	
Over 20 compartments in each box—		10s. 2d.		10s. 6d.		10s. 10d.		11s. 3d.		11s. 8d.	
Rate 10s. 2d.		10s. 6d.		10s. 10d.		11s. 3d.		11s. 8d.		12s.	

Where fixed at the bottom and sides the foregoing rates shall be increased by one-fourth.

(c) Partitions shall be charged by length and width of material, measured flat.

(d) *Compartments Made by Boxes.*—Where boxes are inserted into other boxes so as to make compartments (as distinct from nests), such inserting work shall be paid—

(1) Where the number of boxes inserted, and not fixed with adhesive, is—	s.	d.
Up to 6	0	8
For each additional 6 or part thereof	0	7
(2) Where the number of boxes inserted, and fixed by adhesive, is—	s.	d.
Up to 6	1	9
For each additional 6 or part thereof	1	2
(3) The prices are per gross of outer boxes. Inserted boxes shall not be counted.		

(e) *Locking Slotted Partitions.*—

Up to and including 4 compartments, per gross sets of any size	0	4
Over 4 and up to 6 compartments, per gross sets of any size	0	5
Over 6 and up to 12 compartments, per gross sets of any size	0	9
Over 12 and up to 18 compartments, per gross sets of any size	1	0
Over 18 and up to 24 compartments, per gross sets of any size	2	0
Over 24 and up to 30 compartments, per gross sets of any size	3	0
For each additional six compartments, charge per gross sets of any size	0	9

Where slotted partitions of more than 46 compartments have to be locked together the piece-worker shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Opening and putting locked partition sets into boxes per gross of boxes of any size—	s.	d.
Up to and including 12 compartments, per gross sets	0	5
Over 12 and up to 28 compartments, per gross sets	0	6
Over 28 and up to 48 compartments, per gross sets	0	8
Over 48 compartments, per gross set	0	11

(Locked partitions placed into boxes, unopened, shall be charged under the Loose Pieces, &c., clause.)

(g) If partition sets have buffer spaces all round, add one-half to rates provided in paragraph (f).
But if buffers have to be fixed with adhesive, the rates in paragraph (f) shall be quadrupled.

Plush, Silk, &c. (See also Calico, Cloth, &c.)

Boxes or lids or pads for inside of box, when in any case made of or lined with silk, plush, or like material, shall be done by a time-worker, provided that should a piece-worker be required to do such work she shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Powder Boxes. (See Containers for Powder Boxes.)

Printed Coverings, &c.

(a) When any top, bottom, band, or lining has matter printed thereon which printing has to be placed in a specific position, aligned, or sighted, the price to be paid for the appropriate operation shall be one-eighth extra, with a minimum of 6d. per gross of boxes or lids, except where any band or lining is in two pieces, each printed, when the minimum shall be 9d. per gross of boxes or lids, and where three or more pieces, each printed, 1s. per gross of boxes or lids; where full fast top or bottom covers have had the corners cut out the charges of this clause shall apply to such covers.

(b) When any top, bottom, band or lining has printing thereon in bronze or like powder used in printing, or in bronze or like inks, which printing has to be placed in a specific position, aligned, or sighted, the foregoing charges in paragraph (a) shall be doubled; where the printing has not to be placed in a specific position, aligned, or sighted, the charges shall be those contained in such paragraph (a).

Ribbons.—Attaching Ribbon and Lying Bows.

(a) Ribbon up to 1 inch wide and up to 24 inches long, per gross of bows	3	6
(b) Ditto, over 24 inches long, per gross of bows	4	0
(c) Ribbon over 1 inch wide and up to 24 inches long, per gross of bows	5	0
(d) Ditto, over 24 inches long, per gross of bows	6	6

(e) The placing of ribbon and tying and attaching of bows are included in each of the foregoing rates, which are based upon the length of ribbon used, including that used in making the bow.

(f) Where a ribbon is attached without a bow being tied, the above rates shall be reduced by one-half.

Scales, &c. (See Labels, Seals, &c.)

Shoulders. (See also Laps or Strips.) l., w., and d. of shoulder.

(a) Covering shoulders, where covering also acts as an inside lining—										
Up to 10	15	20	25	30	35	40	45	50	inches.	
Rate 2s. 3d.	2s. 11d.	3s. 6d.	4s. 6d.	5s. 1d.	6s. 9d.	8s. 10d.	9s. 10d.	10s. 9d.	per gross.	

(b) Covering shoulders, when covering also acts as an inside lining, and such covering is turned over both edges of the shoulder, the appropriate rate in (a) shall be increased by one-sixth.

(c) Covering shoulders, where covering does not act as an inside lining, and the covering material is—

Up to 2 inches wide—		l. and w. of shoulder.							
Up to 10	15	20	25	30	35	40	45	50	inches.
Rate	1s.	1s. 2d.	1s. 4d.	1s. 6d.	1s. 8d.	1s. 10d.	2s.	2s. 2d.	2s. 4d. per gross.
Over 2 inches and up to 4 inches wide—									
Rate	1s. 3d.	1s. 5d.	1s. 7d.	1s. 9d.	1s. 11d.	2s. 1d.	2s. 3d.	2s. 5d.	2s. 7d. per gross.
Over 4 inches wide—									
Rate	1s. 4d.	1s. 6d.	1s. 8d.	1s. 10d.	2s.	2s. 4d.	2s. 6d.	2s. 8d.	2s. 10d. per gross.

Where the shoulder is in two pieces, before covering, and the corners are not stayed, the appropriate rate thereon shall be paid, increased by one-fifth.

(d) *Sticking-in of Shoulders*—

Up to 10		l., w., and d. of shoulders.							
Up to 10	15	20	25	30	35	40	45	50	inches.
Rate	1s. 2d.	1s. 4d.	1s. 6d.	1s. 8d.	1s. 10d.	2s.	2s. 2d.	2s. 4d.	2s. 6d. per gross.

(e) *Sticking-in of shoulders in more than one piece*—

Up to 10	15	20	25	30	35	40	45	50	inches.
Rate	1s. 4d.	1s. 6d.	1s. 8d.	2s.	2s. 3d.	2s. 6d.	2s. 8d.	2s. 10d.	3s. per gross.

The rates in (d) and (e) are per gross of shoulders.

(f) Where staying is done it shall be paid for at the appropriate staying rate (see the Section headed "Staying" in this Part of the Schedule).

Slide.

The price to be paid for banding a slide shall be 10 per cent. above that paid for banding the box which is to be inserted into it, or 15 per cent. where the slide has not been joined up, but where the slide has to be placed on a rod to keep it in shape after being made, 12½ per cent. or 17½ per cent. respectively shall be paid.

Snipping.

(a) Snipping, where not more than four corner snips are done on a box, lid, tray, or slide, shall not carry any extra charge.

(b) Snipping, where more than four corner snips are done on a box, lid, tray, or slide shall be paid for at 1d. per gross of snips. Only the number in excess of four shall be included in the calculation.

(c) A corner snip is that made at any of the usual corners of a box, lid, tray, or slide.

(d) Snipping, except as in paragraphs (a) and (b) herein, shall be paid for at 1d. per gross of snips.

Staying. (See also Strips.)

(a) Boxes, lids, trays or shoulders, per gross of running inches of staying material—1½d.

(b) The minimum per gross of boxes, lids, or trays shall be 1s., and per gross of shoulders—6d.

(c) Where staying is turned-in, the rates shall be increased by one-fourth.

(d) Where staying is done on boxes, lids, or trays made of boards (of any material) thinner than caliper .018—18/1000ths of an inch—or done where the boards (of any material) are thicker than caliper .060—60/1000ths of an inch—the rate shall be increased by one-eighth.

(e) Where box or lid or shoulder is over 15 inches long the rate shall be increased one-fourth.

(f) Corner Tipping (see the Section headed "Corner Tipping" in this Part of the Schedule).

(g) Attaching loose ends or sides to box or lid (see the Section headed "Flanged Cards, &c.", in this Part of the Schedule.)

Strips.

When it is necessary to join strips (i.e., work on strawboard, or like material, which is scored and folded over on the flat to permit of two edges meeting and being joined with staying material) the piece-worker shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Struts.

The fixing of struts by the use of adhesive, per gross of struts—

Up to 5	10	16	20	inches long on any one side of strut.
1s.	1s. 3d.	1s. 6d.	1s. 9d.	

Tapes, Tabs, Tassels.

	s.	d.
(a) Tape fastening, glued in a box, per gross of fastenings	..	0 7
(b) Where tapes or tassels are threaded through holes, not glued, and holes are made—		
By the piece-worker, per gross of holes	..	0 6
For the piece-worker, per gross of holes	..	0 5
(c) Where tapes or tassels are threaded through holes, glued, and holes are made—		
By the piece-worker, per gross of holes	..	0 7
For the piece-worker, per gross of holes	..	0 6
(d) Tape stays to hinged lids, &c., glued, where threaded through holes and such holes are made—		
By the piece-worker, per gross of holes	..	0 10
For the piece-worker, per gross of holes	..	0 9
(e) Where the piece-worker has to make the holes referred to in paragraphs (b), (c), or (d), by the aid of a guide the appropriate rate shall be increased by one-fifth.		
(f) Tape stays to hinged lids, &c., glued, per gross of fastenings	..	0 7
(g) Attaching lids with tape to boxes, rectangular, round, or oval, including tying, per gross of tapes	..	1 0
(h) Where a tape is tied, an additional 8d. per gross of ties shall be paid on any of the foregoing rate. A tape placed round the outside of a box, if tied, without being glued, shall carry this rate. This paragraph (h) does not apply to paragraph (g).		
(i) Tabs, gluing, per gross of tabs	..	0 6
(j) Tabs, making and gluing, per gross of tabs	..	1 6
(k) Reinforcements: Where the piece-worker has to reinforce any of the work described in any of the foregoing paragraphs the appropriate rate for the work performed shall be increased by 3d. per gross of reinforcements.		
(l) Where reinforcing material has to be cut to varying widths to coincide with the width of the portion of the covering material which has been "turned-in" by the piece-worker in any of the foregoing items, the appropriate rate shall be increased by 4½d. per gross of reinforcements.		
(m) Tape glued at one end shall be counted as one fastening; if glued at two ends, two fastenings; additional gluings shall be counted accordingly.		

Thumbholing.

	<i>s. d.</i>
(a) Thumbholes, by hand, lid, or box, per gross of thumbholes	0 6
(b) Thumbholes, by hand, lid, or box, where box has hinged lid affixed, per gross of thumbholes	0 9

Tops or Bottoms. (See also Banding, &c.)

(For Ordinary Tops, see "Banding, &c.," table in this Part of the Schedule.)

1. *Full Tops, &c.*—

- (a) When a lid has a full top the rate to be paid shall be the appropriate rates for an ordinary top and a lid band, added together. When a box has a full bottom, the rate to be paid shall be the appropriate rates for an ordinary bottom and a box band added together.
- (b) When full covers (other than printed covers—for which see paragraph (a) under the heading "Printed Coverings, &c.," in this Part) are supplied to the piece-worker with the corners cut out, the rate shall be reduced by one-eighth.
- (c) Where full covers are loose wrapped, see paragraph "8. Loose Wrapping Lids," of this section of the Schedule.
- (d) Where extension top or bottom covers have the corners cut out, see (i) and (j) of paragraph "3. Extension Tops and Bottoms".

2. *Cap Tops*—

length and width of box or lid

- (a) Where tops or bottoms are partly turned up on four sides of box or lid (known as "cap" tops or bottoms)—

Up to 10	15	20	25	30	inches.
Rate 1s. 3d.	1s. 9d.	2s. 3d.	3s.	3s. 9d.	per gross of boxes or lids.
- (b) Where cap topping has to be performed on a box or lid which has not been stayed, and such cap topping gives to the box or lid the shape as though it were stayed, the appropriate rate in (a) shall be increased by one-fourth.
- (c) Where cap tops or bottoms are used to block a "blocked-in" box or lid the appropriate rate in paragraph (a) shall be increased by one-third.

3. *Extension Tops or Bottoms*—

l. and w. of boards.

- (a) Covering boards, which are to act as extension tops or bottoms—

Up to 10	15	20	25	30	35	inches.
Rate 1s. 2d.	2s.	2s. 2d.	2s. 6d.	3s. 2d.	3s. 8d.	per gross of boards.
Up to 40	45	50	55	60	inches.	
Rate 4s. 2d.	5s.	6s. 6d.	7s. 6d.	9s. 4d.		per gross of boards.
- (b) Covering and fixing picture or like boards to the top of extension tops shall be paid for as in (a) and (b) hereof.
- (c) Covering boards which are to act as extension tops or bottoms, two boards in thickness, one being smaller than the other, around the lower board—

length and width of larger board.					
Up to 10	15	20	25	30	inches.
Rate 2s. 6d.	3s. 6d.	4s. 6d.	5s. 6d.	6s. 6d.	per gross of double boards.
- (d) Mounting the smaller boards referred to (c) hereof on to a larger board—

length and width of smaller board.					
Up to 10	15	20	25	30	inches.
Rate 9d.	1s.	1s. 3d.	1s. 6d.	1s. 9d.	per gross of mounted boards.
- (e) Gluing uncovered extensions to flat blanks, using a self-registering frame—

length and width of extension.			
Up to 10	15	20	inches.
Rate 5d.	6d.	7d.	per gross of extensions.
- (f) Where boards are edged before being affixed to a box or lid the edging rate of ½d. per gross of running inches of edging material shall be paid.
Minimum per gross of boards, 1s.
- (g) Where edged boards are topped or bottomed, the topping or bottoming rate for edged work shall apply. (See sub-clause 4 below.)
- (h) Gluing extensions or cards on boxes or lids—

l. and w. of extension top or bottom or card.							
Up to 10	15	20	25	30	35	40	inches.
Rate 9d.	1s.	1s. 3d.	1s. 6d.	1s. 9d.	2s.	2s. 3d.	per gross of boxes or lids.

- (i) Covering an extension after being affixed, where covering extends partly to sides and ends of box or lid, the rate shall be where such extension—

Extends up to ¼ inch each of its four edges—							
l. and w. of extension top or bottom.							
Up to 10	15	20	25	30	35	40	inches.
Rate 2s. 3d.	2s. 9d.	3s. 6d.	4s. 3d.	5s. 3d.	6s. 3d.	7s. 3d.	per gross.
Extends over ¼ inch—							
Rate 2s. 7d.	3s. 3d.	4s. 1d.	5s.	6s. 2d.	7s. 3d.	8s. 6d.	per gross.

The rate is per gross of boxes or lids.

Where the four corners of the covering material are cut out for the piece-worker, the appropriate rate shall be reduced by 10 per cent. This reduction shall not be made if the corners, as cut, do not provide a perfect guide to the piece-worker in placing the covering material, or do not eliminate further cutting by the piece-worker, or where the charges provided under the heading "Printed Coverings, &c.," apply.

Where banding is done it shall be paid for in addition to the foregoing rates.

- (j) Covering extensions after being affixed, where covering extends in one piece over whole of sides and ends of box or lid and small portion turns inside, the rate shall be where such extension—

Extends up to ¼ inch on each of its four edges—									
l. and w. and d. of box or lid.									
Up to 10	15	20	25	30	35	40	45	50	inches.
Rate 3s. 6d.	4s. 2d.	5s. 2d.	6s. 4d.	7s. 10d.	9s. 3d.	10s. 7d.	12s.	13s. 6d.	per gross.
Extends over ¼ inch—									
Rate 3s. 11d.	4s. 8d.	5s. 10d.	7s. 1d.	8s. 10d.	10s. 5d.	12s.	13s. 5d.	15s. 2d.	per gross.

The rate is per gross of boxes or lids.

Where the four corners of the covering material are cut out for the piece-worker, the appropriate rate shall be reduced by 30 per cent. This reduction shall not be made if the corners, as cut, do not provide a perfect guide to the piece-worker in placing the covering material, or do not eliminate further cutting by the piece-worker or where the charges provided under the heading "Printed Coverings, &c.," apply.

(k) Edging extension tops and bottoms, after being affixed, shall be paid for whole such extension—

	s.	d.
Extends up to $\frac{3}{4}$ inch. Per gross of running inches of edging material	0	1
Minimum per gross of tops or bottoms, 2s.		
Extends over $\frac{3}{4}$ inch. Per gross of running inches of edging material	0	1 $\frac{1}{2}$
Minimum per gross of tops or bottoms, 3s.		

4. *Tops or Bottoms on Edged Work* (except Padded Tops) shall be paid one-fifth above the appropriate Topping rate or Bottoming rate in column 3 of the "Banding, &c.," table, in this Part of the Schedule.

5. *One Piece Top, &c.*—Where the top, back, and bottom are in one piece the rate fixed for each operation, as the "Banding, &c.," table, and in the Section headed "Backs," in this Part of the Schedule, shall be combined, and such combined rate shall be paid, less one-fourth.

6. *One Piece Top and Back, &c.*—Where the top and back, or the bottom and back, are in one piece, the rate fixed for each operation, as contained in the "Banding, &c.," table, and in the Section headed "Backs," in this Part of the Schedule, shall be combined, and such combined rate shall be paid, less one-eighth.

7. *Topping Flat Hinged Lid.*—

	l. and w. of lid.				
	15	20	25	30	35
	inches.				
Up to 10	15	20	25	30	35
Rate	1s. 2d.	2s.	2s. 2d.	2s. 6d.	3s. 2d.
					3s. 8d. per gross.

8. *Loose Wrapping Lids or Card Tops.*

(a) Loose wrapping lids shall be paid for at the rate for full tops, as contained in the Banding, &c., table in this Part of the Schedule, increasing by one-half. This shall include folding to any style necessary.

(b) Loose wrapping card tops, as referred to in sub-clause (f) of 9 hereunder, shall be paid for as set out in the Section headed "Covered Boards" in this Part of the Schedule, with one-half in addition.

9. *Padded Tops or a Card Top.*—

(a) Padding and covering flush padded lids—

(1) Where covering extends partly to sides and ends of lids—

	10	15	20	25	30	
	inches.					
Up to ..	10	15	20	25	30	inches.
Using Wadding	4s.	5s.	6s. 3d.	8s. 6d.	11s. 3d.	per gross of lids.
Other Material	3s. 3d.	4s.	5s.	7s.	9s. 9d.	per gross of lids.
Measure one length and one width of lid.						

(2) Where a flush padded lid has to be glued and inserted into a special rim, i.e., a rim other than the ordinary rim, the rate for such gluing and inserting—

	10	15	20	25	30	
	inches.					
Up to 10 ..	10	15	20	25	30	inches.
Rate	1s. 6d.	2s.	2s. 6d.	3s.	3s. 6d.	per gross of lids.

(3) Where covering extends in one piece over the sides and ends of the lid and small portion turns inside

	10	15	20	25	30	
	inches.					
Up to ..	10	15	20	25	30	inches.
Using Wadding	5s. 6d.	6s. 9d.	8s. 3d.	10s. 9d.	14s.	per gross of lids.
Other Material	4s. 6d.	5s. 9d.	7s.	9s. 3d.	12s.	per gross of lids.
Measure one length and one width of lid.						

(b) Padding and covering extension padded tops—

(1) Where covering extends partly to sides and ends of lid:

	10	15	20	25	30	
	inches.					
Up to ..	10	15	20	25	30	inches.
Using Wadding	5s. 6d.	6s. 9d.	8s. 3d.	10s. 9d.	14s.	per gross of lids.
Other Material	4s. 6d.	5s. 9d.	7s.	9s. 3d.	12s.	per gross of lids.
Measure one length and one width of lid.						

(2) Where covering extends in one piece over the sides and ends of the lid, and small portions turn inside:

	10	15	20	25	30	
	inches.					
Up to ..	10	15	20	25	30	inches.
Using Wadding	6s. 9d.	8s. 3d.	10s.	13s. 6d.	17s. 6d.	per gross of lids.
Other Material	5s. 9d.	7s.	8s. 6d.	11s. 3d.	15s. 6d.	per gross of lids.
Measure one length, width, and depth of lid.						

(3) The rates in paragraphs (1) and (2) herein do not provide for the affixing of the extension, which affixing shall be paid for as set out in 3 (b) of the Section headed "Tops or Bottoms" in this Part of the Schedule.

(c) Making and covering pads when same are made separate from the lid—

	10	15	20	25	30	
	inches.					
Up to ..	10	15	20	25	30	inches.
Using Wadding	3s.	3s. 9d.	4s. 9d.	6s. 3d.	8s. 3d.	per gross of pads.
Other Material	2s. 3d.	2s. 9d.	3s. 6d.	4s. 9d.	6s. 6d.	per gross of pads.
Measure one length and one width of pad.						

(d) Affixing pads to top of lid—

	10	15	20	25	30	
	inches.					
Up to ..	10	15	20	25	30	inches.
Using Wadding	1s. 3d.	1s. 9d.	2s. 3d.	3s.	4s.	per gross of pads.
Other Material	1s.	1s. 4 $\frac{1}{2}$ d.	1s. 9d.	2s. 3d.	3s.	per gross of pads.
Measure one length and one width of pad.						

(e) Where edging and/or banding is performed in any of the foregoing connexions the appropriate edging and/or banding rate shall be paid for such operations in addition.

(f) Where a card top is made from board of any material (other than corrugated board), without the addition of wadding, payment shall be made for such work under the "Covered Board" Section in this Part of the Schedule, with the extra payment for loose wrapping (see 8 above) where such is done.

(g) Affixing pads (as in (f) herein) to top of lid—

	10	15	20	25	30	
	inches.					
Up to 10	10	15	20	25	30	inches.
Rate	1s.	1s. 4 $\frac{1}{2}$ d.	1s. 9d.	2s. 3d.	3s.	per gross of pads.
Measure one length and one width of pad.						

10. *Domed Tops.*—For the doming of tops, or where a domed top is covered after the doming has been done, the piece-worker shall be paid at the corresponding time-worker's rate, with 12 $\frac{1}{2}$ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union, or falling agreement by them.

Trimming. (See *Mouthing, &c.*)

Tying. (See *Lidding and Nesting.*)

PART 3.—MACHINE WORK ONLY.
(Classes of work arranged alphabetically.)

Power and Treadle Machines.

The rates herein are for power-driven machines. Where machines are not power-driven (except banding machines and topping or bottoming machines, and the metal edging machines), the rate appropriate for the class of work done shall (unless otherwise specified) be increased by one-third.

Speeds for Machines.

Where a piece-worker complains about the speed of any machine at which she is working, and where the speed of any machine is slower or faster than the speed which permits of an average adult piece-worker earning, whilst employed for one hour at the rate fixed for piece-work on the machine, at least 12½ per cent. in excess of the corresponding adult time-worker's rate per hour, and the speed of the machine cannot be so adjusted as to enable her to earn accordingly, the piece-work rate for any work to be done on such machine shall be that agreed upon by the Union and the employer.

Waiting Time.

(a) Where a piece-worker is setting her machine, or is assisting while her machine is being set or attended to, she shall be paid in any such event at the corresponding time-worker's rate, with the addition of 12½ per cent.

(b) Where the piece-worker is waiting while her machine is being set or attended to, or is waiting for her work to be approved by a person in authority, or where her machine is not available to her for any reason, she shall be paid in any such event at the corresponding time-worker's rate.

(See Section headed "Setting Machine," later referred to in this Part.)

Curling Paper or Thin Paper.

Where (1) paper curls when glued, or (2) tissue paper or like thin paper is used; or (3) printing has to be "sighted" —and a piece-worker is materially delayed as a consequence, the appropriate rate for her work shall be increased by one-fourth or alternately, the piece-worker shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Classes of Work.

Backs.

l. and w. of back.

(a) Backs (when back paper is a separate piece from the box band)—

Up to 10	15	20	25	inches.
Rate 6½d.	8d.	9d.	10d.	per gross.

(b) Backs (when back paper is a separate piece from the box band, and when the back acts as a hinge or extends over a hinge)—

Up to 10	15	20	25	inches.
Rate 8½d.	10d.	11½d.	1s. 1d.	per gross.

Banding—Ordinary and Full Topping and Bottoming.

Column 1 defined:—Where the shape is rectangular, or triangular, the figure below is the combined measurement of one longest side and one shortest side, or the combined measurement of two sides where all sides are equal; where the shape is round or oval, the figure below is the circumference divided by two; where the shape is other than as aforementioned, the figure below is the length measured at the longest point plus the width measured at the widest point.

Column 1.	Column 2. Box or Lid or Tray Banding.	Column 3. Ordinary Topping or Bottoming.	Column 4. Full Top or Full Bottom.
	s. d.	s. d.	s. d.
Up to 6 in. x up to 1 in. deep..	0 9	0 4	1 0
Up to 6 in. x up to 2 in. deep..	0 9½	0 4½	1 1
Up to 6 in. x up to 3 in. deep..	0 9½	0 4½	1 2
Up to 10 in. x up to 1 in. deep..	0 10	0 4½	1 0
Up to 10 in. x up to 2 in. deep..	0 10½	0 5	1 1
Up to 10 in. x up to 3 in. deep..	0 11	0 5½	1 2
Up to 10 in. x up to 4½ in. deep..	0 11½	0 6	..
Up to 10 in. x up to 6 in. deep..	1 0½	0 6½	..
Up to 15 in. x up to 1 in. deep..	0 10½	0 5	1 1
Up to 15 in. x up to 2 in. deep..	0 11	0 5½	1 2
Up to 15 in. x up to 3 in. deep..	0 11½	0 6	1 3
Up to 15 in. x up to 4½ in. deep..	1 0	0 6½	..
Up to 15 in. x up to 6 in. deep..	1 2	0 7	..
Up to 15 in. x up to 7½ in. deep..	1 6	0 9	..
Up to 20 in. x up to 1 in. deep..	0 11	0 5½	1 1½
Up to 20 in. x up to 2 in. deep..	0 11½	0 6½	1 3
Up to 20 in. x up to 3 in. deep..	1 0	0 7	1 4
Up to 20 in. x up to 4½ in. deep..	1 0½	0 7½	..
Up to 20 in. x up to 6 in. deep..	1 3	0 8	..
Up to 20 in. x up to 7½ in. deep..	1 8	0 10	..
Up to 20 in. x up to 9 in. deep..	2 1	1 0	..
Up to 20 in. x up to 10½ in. deep..	2 7	1 2	..
Up to 25 in. x up to 1 in. deep..	1 3	0 6	1 5
Up to 25 in. x up to 2 in. deep..	1 4	0 6½	1 6
Up to 25 in. x up to 3 in. deep..	1 5	0 7	1 8
Up to 25 in. x up to 4½ in. deep..	1 6	0 8	..
Up to 25 in. x up to 6 in. deep..	1 8	0 10	..
Up to 25 in. x up to 7½ in. deep..	1 11	1 0	..
Up to 25 in. x up to 9 in. deep..	2 4	1 1	..
Up to 25 in. x up to 10½ in. deep..	2 9	1 3	..
Up to 25 in. x up to 12 in. deep..	3 4	1 6	..
Up to 30 in. x up to 1 in. deep..	1 6	0 7	1 8
Up to 30 in. x up to 2 in. deep..	1 7	0 8	1 10
Up to 30 in. x up to 3 in. deep..	1 8	0 9	2 0
Up to 30 in. x up to 4½ in. deep..	1 9	0 10	..
Up to 30 in. x up to 6 in. deep..	1 11	0 11	..
Up to 30 in. x up to 7½ in. deep..	2 1	1 1	..
Up to 30 in. x up to 9 in. deep..	2 6	1 2	..
Up to 30 in. x up to 10½ in. deep..	2 11	1 5	..
Up to 30 in. x up to 12 in. deep..	3 4	1 7	..

Banding—Ordinary and Full Topping and Bottoming—continued.

Column 1.	Column 2.	Column 3.	Column 4.
	Box or Lid or Tray Banding.	Ordinary Topping or Bottoming.	Full Top or Full Bottom.
	s. d.	s. d.	s. d.
Up to 30 in. x up to 14 in. deep..	3 10	1 10	..
Up to 35 in. x up to 1 in. deep..	1 8	0 8	2 1
Up to 35 in. x up to 2 in. deep..	1 9	0 9	2 4
Up to 35 in. x up to 3 in. deep..	1 10	0 10	2 7
Up to 35 in. x up to 4½ in. deep..	1 11	0 11	..
Up to 35 in. x up to 6 in. deep..	2 1	1 0	..
Up to 35 in. x up to 7½ in. deep..	2 3	1 2	..
Up to 35 in. x up to 9 in. deep..	2 8	1 4	..
Up to 35 in. x up to 10½ in. deep..	3 1	1 6	..
Up to 35 in. x up to 12 in. deep..	3 6	1 8	..
Up to 35 in. x up to 14 in. deep..	4 0	1 10	..
Up to 40 in. x up to 1 in. deep..	2 0	0 10	2 6
Up to 40 in. x up to 2 in. deep..	2 2	0 11	2 9
Up to 40 in. x up to 3 in. deep..	2 4	1 0	3 0
Up to 40 in. x up to 4½ in. deep..	2 6	1 1	..
Up to 40 in. x up to 6 in. deep..	2 8	1 3	..
Up to 40 in. x up to 7½ in. deep..	3 0	1 5	..
Up to 40 in. x up to 9 in. deep..	3 6	1 7	..
Up to 40 in. x up to 10½ in. deep..	4 0	1 9	..
Up to 40 in. x up to 12 in. deep..	4 6	1 11	..
Up to 40 in. x up to 14 in. deep..	5 0	2 1	..
Up to 45 in. x up to 1 in. deep..	2 6	1 0	3 3
Up to 45 in. x up to 2 in. deep..	2 8	1 1	3 6
Up to 45 in. x up to 3 in. deep..	2 10	1 2	3 9
Up to 45 in. x up to 4½ in. deep..	3 0	1 4	..
Up to 45 in. x up to 6 in. deep..	3 2	1 6	..
Up to 45 in. x up to 7½ in. deep..	3 6	1 8	..
Up to 45 in. x up to 9 in. deep..	4 0	1 10	..
Up to 45 in. x up to 10½ in. deep..	4 6	2 0	..
Up to 45 in. x up to 12 in. deep..	5 0	2 3	..
Up to 45 in. x up to 14 in. deep..	5 6	2 6	..

Where any work of one size upon which a piece-worker will be employed continuously is issued to a piece-worker in quantities of five gross or over, the foregoing rates for Banding or Tops or Bottoms in Columns 2, 3, and 4 shall be reduced by 7½ per cent.

Banding Extras, &c.

- (a) The foregoing prices are for one gross of boxes, lids, trays, or slides. (Subject as to slides, to the charges contained under the heading "Slide".)
- (b) Box or lid band, where full depth inside as well as outside—the banding rate shall be increased by three-fourths.
- (c) Box or lid band, where full depth inside as well as outside and small portion turns on inside top or inside of bottom—the banding rate shall be doubled.
- (d) Where banding extends over the mouth of the box and covers a lath made of material other than wood, the banding rate shall be paid, plus one-eighth, and where wood is used, plus one-fifth.
- (e) Where banding is required to show one or two edges on lid, box, tray, or slide, it shall be paid for at the banding rate.
- (f) Where a box band, tray band, or lid band covers three sides, and only the ends turn on to the fourth side, or turn in on inside, the banding rate shall be paid as though the box, lid, or tray were covered on all sides; where a band wholly or partially covers three sides only, the banding rate, less one-third, shall be paid as though the box or lid were covered on all sides.
- (g) Where the box, lid, or tray is banded and edged in the one operation, the banding rate shall be increased by one-half, without payment for edging.
- (h) Where banding has to be performed on a box, lid, or tray which has not been and stayed such banding gives to the box, lid, or tray the shape as though it were stayed, the rate shall be increased by one-quarter, provided that this extra rate shall not apply where the combined length and width is not greater than 6 inches.
- (i) Where the box, lid, or tray is banded and laced in the one operation, the banding rate shall be increased by two-thirds, without payment for lacing.

Bending (on a Vertical Machine).

(a) Length and width of blank.

	Length and Width of Blank.		
	Up to 20 in. per Gross of Blanks.	Over 20 in. and up to 40 in. per Gross of Blanks.	Over 40 in. per Gross of Blanks.
	d.	d.	d.
Four bends	2	2½	3½
Three bends	0 1½	2½	3
Two bends	1½	2½	2½
One bend	1½	2	2½

When two bends are unequal distances from the edges, pay single bend rate for each bend, except when stop gauge is used.

- (b) Where the material fed to the machine is heavier than 60/1000ths of an inch, the appropriate rate shall be increased by one-fourth.
- (c) Angle bending rates shall be those appropriate for the work to be done, as set out in the foregoing paragraphs, increased by one-half.
- (d) Where any work has more than one "at view," i.e., more than one on the stock to be bent, and the piece-worker has to "break" the work at the scoring, to make into single blanks, she shall be paid ¼d. per gross of blanks in addition to the appropriate rate in the foregoing paragraphs.

Bottoms. (See Banding Table, also Tops or Bottoms.)

Corner Cutting.

On Single Cornering Machine.—

	Length and Width of Blank.		
	Up to 20 in. per Gross of Blanks.	Over 20 in. and up to 40 in. per Gross of Blanks.	Over 40 in. per Gross of Blanks.
	d.	d.	d.
Four corners—cut on a blank—			
Of a thickness not exceeding .048 or 16 oz.	1	1½	2
Of a thickness exceeding .048 or 16 oz.	1½	1¾	2½

Two Corners.—The rate for two corners cut on a blank shall be one-half of the foregoing.

On Double Cornering Machine.

Four Corners—Cut on a blank :

	Per gross of blanks.		
	d.	d.	d.
Of a thickness not exceeding .048 or 16 oz.	0½	1	1½
Of a thickness exceeding .048 or 16 oz.	1½	1¾	2½

Two Corners.—The rate for two corners cut on a blank shall be one-half of the foregoing.

(a) Where the corner has to be fed twice, or where the corner is larger than the machine can cut in one operation, necessitating two cuts being made to complete the corner, the rate shall be increased by one-half.

(b) Where any corner is cut deeper than 4 inches the appropriate rate shall be increased by one-eighth.

(c) Where a mitre cut or a V cut is made in material the rates for corner-cutting herein shall be paid

(d) Where any operation combines slotting and cutting, the payment shall be as provided under the section headed "Slotting Corners" in this Part of the Schedule.

(e) Where a corner cutter or slotter is used to cut off material, the piece-worker shall be paid the rate appropriate for the corner-cutting machine, or the slotting machine at which the operation is performed, and for each time the material has to be fed into the machine.

(f) Where any work has more than one "at view," i.e., more than one on the stock to be corner cut, and the piece-worker has to "break" the work at the scoring to make into single blanks, she shall be paid ¼d. per gross of blanks in addition to the appropriate rate in the foregoing paragraphs.

On a Quad Cornering Machine.—Any piece-worker if working a machine cutting four corners in one operation shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Covering Machines (Stokes's and Smith's, and similar makes).

(a) Where a piece-worker is provided with less than 35 gross of any work, the following rates shall be paid.

Where a piece-worker is provided with 35 gross or over of any work of one size upon which she is to be employed continuously, the appropriate rate for the work shall be reduced by ¼d. per gross.

length, width, and depth of box or lid.

(1) Machinist or gluer covering ordinary boxes or lids—

Up to 10	15	20	25	30	inches.
Rate 4½d.	4¾d.	5¼d.	6¼d.	8d.	per gross of boxes or lids.

(2) Machinist on loose wrapped boxes or lids (not being extension)—

Up to 10	15	20	25	30	inches.
Rate 6d.	6½d.	7d.	8½d.	10½d.	per gross of boxes or lids.

When the gluing of a loose wrap cover is done on a Stokes's and Smith's selective gluer the rates set out herein (1) shall be paid.

(3) Machinist or gluer covering lids with extension tops, or boxes with extension bottoms—

Up to 10	15	20	25	30	inches.
Rate 6½d.	6¾d.	7¾d.	9¼d.	11d.	per gross of boxes or lids.

(b) The rates in paragraph (a) herein are for any box or lid of a depth not greater than 2½ inches.

(c) Where any box or lid is deeper than 2½ inches, the appropriate rate in paragraph (a) herein shall be increased by one-eighth.

(d) In any of the following circumstances, the appropriate rate in paragraphs (a) to (c) herein shall be increased by one-sixth:—

(1) Where the machinist on a covering machine of Stokes's and Smith's make, or any similar make, has not the work to be covered prepared for her and conveniently arranged, so as to permit of the continuous operation of the machine.

(2) Where the piece-worker is delayed in her work by the employment of a time-work employee who works in association with her, or by the non-employment of an assistant.

(3) Where the machinist, during the progress of her work, has to carry away her work.

Covered Boards.

(a) Covered and faced boards shall be paid for at treble the ordinary topping rate; if covered but not faced, the ordinary topping rate shall be doubled.

(b) Fall fronts, covered and faced, or covered but not faced, shall be paid for as provided in paragraph (a) hereof for the respective class of work.

(c) "Covered" means lined on one side with a small turn over the edges to the back.

(d) "Faced" means a lining on one side, after the other side has been covered and turned over the edges.

Edging. (See Moulding, also (g) of Banding of this Part 3.)

Ending on a Single Ending or Double Ending Machine—

Ending shall be done only by males on time work.

Lacing. (See also (i) of *Banding of this Part 3.*)

A piece-worker when employed on a lacing machine shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Metal Edging.

	<i>s. d.</i>
(a) Per gross of running inches of metal	0 1½
(b) Minimum per gross of boxes or lids shall be	1 0
(c) Where the material used exceeds caliper .060, or 60/1000ths of an inch in thickness, the rates shall be increased by one-fourth.	

Mouthing or Edging or Trimming.

(a) Boxes or lids or trays or slides per gross of running inches of edging or mouthing material	0 0½
(b) Minimum per gross of mouthing or edgings	0 10
(c) Partitions, divisions, &c., per gross of running inches of edging or mouthing material	0 0½
(d) Minimum per gross of pieces of edging or mouthing material	0 8
(e) Carús, boards, &c., per gross of running inches of edging or mouthing material	0 0½
(f) Minimum per gross of edgings or mouthings	0 10
(g) Mouthing on boxes where lath is wood or other material, per gross of running inches of mouthing material	0 1
(h) Minimum per gross of boxes	2 0
(i) Where edging is used to block "blocked in" tops or bottoms, the appropriate rate in paragraph (a) in the Section in this Schedule headed "Blocking" shall be paid, increased by one-eighth.	
(j) Where edging or mouthing has to be performed on a box or lid which has not been stayed, and such edging or mouthing gives to the box or lid the shape as though it were stayed, the appropriate rate shall be increased by one-fourth.	
(k) Where the operations of Banding and Edging are combined, see "Banding Extras (g)", in this Part of the Schedule.	

Punching.

Where a machine is used to punch holes in any box or part thereof, through which tapes are to pass (per gross of holes) 0 1

Setting Machine.

- (a) The setting of any machine by a piece-worker shall be subject to the provision of the Waiting Time clause at the beginning of this Part of the Schedule.
- (b) Where the time occupied in setting any machine does not exceed two minutes, no charge shall be made for setting.

Slide.

The price to be paid for banding a slide shall be 10 per cent. above that paid for banding the box which is to be inserted into it, or 15 per cent. where the slide has not been joined up, but where the slide has to be placed on a rod to keep it in shape after being made, 12½ per cent. or 17½ per cent. respectively shall be paid.

Slotting Corners (by vertical machines)—

(a) Slotting Corners.	Substance of Board.	Length and Width of Blank		
		Up to 20 in.	Over 20 and up to 40 in.	Over 40 in.
		<i>d.</i>	<i>d.</i>	<i>d.</i>
Four Slots in one blank	Up to .060 or 20 oz.	1	1½	2½
Two Slots in one blank	Up to .060 or 20 oz.	¾	1½	2
Angle Slots	1½	2½	3½

- The rate is per gross of blanks.
- (b) A piece-worker slotting on boards heavier than caliper .060 (or 20 oz.) shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the union.
- (c) The foregoing rates are for two slots cut at one time. Where only one slot is cut at a time, the appropriate rate shall be increased by one-half. This condition shall not apply to angle slots, the rates for which are fixed for the cutting of one slot at a time.
- (d) If any slot should be longer than 4¼ inches, the appropriate rate shall be increased by one-eighth; provided that where material has to be fed in twice to complete a slot, the appropriate rate shall be increased by three-fourths.
- (e) Where a slotter is used alone as a cutter, the appropriate rate for one slot shall be paid, but where slotting and cutting are combined in one operation, the slotting rate provided herein shall be paid.

Slotting Partitions (or divisions), by vertical machines.

Any piece-worker, if slotting partitions (or divisions) shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Slotting (Rotary).

Any piece-worker, if slotting (rotary), shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Snipping.

- (a) Snipping, where not more than four corner snips are done on a box, lid, tray, or slide, shall not carry any extra charge.
- (b) Snipping, where more than four corner snips are done on a box, lid, tray, or slide, shall be paid for at 1d. per gross of snips. Only the number in excess of four shall be included in the calculation.
- (c) A corner snip is that made at any of the usual corners of a box, lid, tray, or slide.
- (d) Snipping, except as in paragraphs (a) and (b) herein, shall be paid for at 1d. per gross of snips.

Staying on a Single Staying Machine. (Per gross four corners.)

Measurements are Length Plus Width.	Up to 2 in. Deep.	Over 2 in., to 3 in. Deep.	Over 3 in., to 4 in. Deep.	Over 4 in., to 5 in. Deep.	Over 5 in., to 6 in. Deep.	Over 6 in. Deep.
	<i>d.</i>	<i>d.</i>	<i>d.</i>	<i>d.</i>	<i>d.</i>	<i>s. d.</i>
Up to 10 in.	3½	3½	4½	5½	6½	0 9
Over 10 in., to 15 in.	3½	4	5	6	7	0 11
Over 15 in., to 20 in.	3½	4½	5½	6½	7½	1 0
Over 20 in., to 25 in.	4½	5½	6½	7½	8½	1 4
Over 25 in., to 30 in.	6	7	8	9	10	1 7
Over 30 in., to 35 in.	7	8	9	10	11	1 10

- s. d.*
- (a) Where a piece-worker is provided with 30 gross or over of work of one size upon which she is to be employed continuously, the appropriate rate for the work shall be reduced by ¼d. per gross.
 - (b) Where staying is turned-in, the appropriate rate shall be increased by one-half.
 - (c) Where staying is done on boxes, lids, or trays made of boards (of any material) thinner than 18/1000ths of an inch, or done on boxes or lids where the boards (of any material) are thicker than 60/1000ths of an inch, the appropriate rate shall be increased by one-fifth.
 - (d) Attaching loose ends to boxes, lids, or trays (as distinct from corner staying) with staying machine—
Per gross of running inches of staying material 0 0½
 - (e) Minimum per gross of ends 0 4
 - (f) Where boxes or lids or trays have an overlap round the mouth which the piece-worker is required to turn down flat on to the sides and/or ends inside before placing on the anvil of machine, the appropriate rate shall be increased by one-half.
 - (g) Staying boxes or lids after extension tops or bottoms have been affixed thereto, the appropriate rate shall be increased ¼d. per gross.
 - (h) Where any box, lid, or tray is longer than 18 inches on any one side, the appropriate rate shall be increased by one-eighth.
 - (i) Where any box, lid, or tray is only stayed on two corners the appropriate rate for four corners shall be decreased by one-fourth.
 - (j) Where to complete any lid, box, or tray stayed in four corners double handling is necessary, the appropriate rate for four corners shall be increased by one-half.
 - (k) The rates herein include the turning-up of the work by the piece-worker; but when any turn-up does not exceed ½-inch, 3d. per gross of boxes or lids shall be added.
 - (l) Where the work is turned-up for the piece-worker, the appropriate rate shall be reduced by one-sixth.

Staying on a Four Corner Staying Machine.

A piece-worker when staying on a four corner staying machine, shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

Studding.

The rates and other charges as specified for wire-stitching (flat) shall apply to studding.

Thumbholes.

length, width, and depth of box or lid.

- (a) Up to and including 15 inches—two holes in one operation 2d. gross boxes.
- Over 15 inches—two holes in one operation 3d. gross boxes
- (b) Where one hole only is cut at a time the appropriate rate shall be increased by one-half.
- (c) Where a hinged lid is affixed before thumbholing, the rates in (a) shall be doubled.

Tops or Bottoms.

See Machine Banding of this Part 3 of the Schedule.

- (a) *Full Tops or Full Bottoms.*—The rate for Full Tops or Full Bottoms, when over 3 inches deep, shall be the rates for Banding and Ordinary Tops added together.
- (b) Where any work of one size upon which a piece-worker will be employed continuously is issued to a piece-worker in quantities of five gross or over, the rates in the Banding table, columns 2, 3, and 4, shall be reduced by 7½ per cent.

Trimming. (See Mousing, &c.)

Waiting Time (see Waiting Time Clause at the beginning of this Part, also Section headed Setting Machine, &c., and Clause 24 (h)).

Wire Stitching (Flat).

length, width, and depth of box, lid, or tray

- (a) Wire stitching, box, lid, or tray—
Up to 25 inches 4½d. per 1,000 stitches.
- Over 25 and up to 48 inches 6½d. per 1,000 stitches.
- Over 48 inches 7½d. per 1,000 stitches.

- (b) Rates include the piece-worker's time occupied in turning up her work.
- (c) The minimum per gross of boxes, lids, or trays, or part thereof, in work carrying six stitches or less, shall be 5d.
- (d) Stitching laths (or rims) round mouth of box or lid, where wood is used 8d. per 1,000 stitches; or where any other material is used, 10d. per 1,000 stitches.
- (e) Stitching at corners of flanged edges (on mouth), the appropriate rate shall (if no other stitching is done on the work) be increased by 4d. per 1,000 stitches.
- (f) Where wire stitching is done on machines of special design, such as a Pillar Stitcher, used for round boxes or lids, the piece-worker shall be paid at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.
- (g) Where the following classes and weights of boards are used, the appropriate rate shall be increased by 2d. per 1,000 stitches on any material, excepting leatherboard, over caliper .060 or over 20 ounces, or by 3d. per 1,000 stitches on leatherboard of caliper .060 or over.

(h) Where flanged partitions are stitched into a covered box or lid, the appropriate rate shall be increased by 3d. per 1,000 stitches.

(i) Boxes made of leatherboard, of a size not exceeding 9 inches in the combined measurement of length, width, and depth (such as dental or watch boxes), into which an inset has to be stitched, shall be paid for such inseting and stitching, where the stitches are fewer than three, not less than 2s. 8d. per 1,000 stitches. No other charges shall apply to this work.

Wire Stitching (Corner).

boxes, lids, or trays.

(a) Wire stitching, 4 stitches	5d. per gross.
Wire stitching, 8 stitches	7½d. per gross.
Wire stitching, 12 stitches	10d. per gross.

(b) Rates include the piece-worker's time occupied in turning-up her work.

(c) The minimum per gross of boxes, lids, or trays, or part thereof, shall be 5d.

(d) Where the following weights and classes of boards are used, the appropriate charge shall be increased by one-fourth on any material, excepting leatherboard, over caliper .060 or over 20 ounces, or by one-half on leatherboard, of caliper .060 or over.

(e) Stitching laths (or rims) round mouth of box or lid, where wood is used, 1s. 8d. per 1,000 stitches, or where any other material is used, 10d. per 1,000 stitches.

(f) Stitching in the tops or bottoms or round or oval hat or band boxes, shall be paid for at the corresponding time-worker's rate, with 12½ per cent. in addition, or at a piece-work rate complying with the terms of clause 24 (b) of this Determination agreed upon between the employer and the Union.

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

J. W. RYAN, Secretary.

Melbourne, 15th December, 1953.



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FRIDAY, MARCH 26.

[1954

Factories and Shops Act 1928 (No. 3677).

DETERMINATION OF THE SHOPS BOARD No. 22 (MOTOR REQUISITES).

NOTES.—(a) This Determination applies to the following parts of Victoria, namely:—The Metropolitan District and the Geelong District as defined in the *Factories and Shops Act 1928 (No. 3677)* and the Orders in Council thereunder extending such Metropolitan District: the cities of Ballarat, Bendigo, and Warrnambool, and the boroughs of Eaglehawk and Sebastopol.

(b) On the 9th December, 1930, the Shops Board No. 18 (Miscellaneous Shops) was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of a seller by retail of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, and such power was conferred exclusively on the Shops Board No. 22 (Motor Requisites).

IN accordance with the provisions of the *Factories and Shops Act 1928 (No. 3677)* 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 a seller by retail of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, has made the following Determination, namely:—

1. That as from the 11th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES OR IMPROVERS.

WAGES PER WEEK OF 40 HOURS.			PROPORTION (in any Shop).	
<i>Male or Female.</i>				
	Percentage of Basic Wage.	<i>s. d.</i>		
15 years of age or under	28	66 6	<p style="text-align: center;"><i>Apprentices.</i></p> <p>One apprentice to every three or fraction of three persons receiving not less than the minimum wage.</p> <p style="text-align: center;"><i>Improvers.</i></p> <p>Two improvers to every worker receiving not less than the minimum wage.</p>	
16 years of age	38	90 0		
17 years of age	52	123 0		
18 years of age	66	156 6		
19 years of age	86	204 0		
20 years of age	100+	242 0		
	5s.			

	Wages per Week of 40 Hours.	
	Males.	Females.
	<i>s. d.</i>	<i>s. d.</i>
Manager of a shop, branch shop, or department (i.e., the principal employee in any shop, branch shop, or department, notwithstanding he may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department)	274 0	250 6
Employee solely engaged in the sale of lubricating oil, petrol, benzine, or other motor spirit	254 0	215 6
Other salesman or saleswoman	274 0	250 6

HOURS OF WORK.

3. The hours of work shall be 40 per week, to be worked between 7 a.m., and 6 p.m. on Monday to Friday (inclusive), and 7 a.m., and 1 p.m. on Saturday.

OVERTIME.

4. (a) Any person who works for any time in excess of 40 hours in any week shall be paid for such extra time at the rate of time and a half for the first four hours and double time thereafter.

(b) When an employee is required to work more than one hour's overtime after the usual time of ceasing work for the day, he shall be paid 5s. meal money in addition to the prescribed overtime rate; but such payment need not be made to an employee living within one mile of his place of employment who can reasonably return home for a meal.

(c) A 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.

(d) No employee shall be obliged to work overtime unless he has received at least 24 hours' notice of same.

SUNDAYS AND HOLIDAYS.

5. Double time shall be the rate payable for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Christmas Day, Boxing Day, and within the Metropolitan District as defined in the Factories and Shops Acts, after 1 p.m. on Melbourne Cup and Melbourne Show Days.

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

All employees shall be entitled to the above-named holidays without deduction of pay.

5A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 5 hereof.

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

TERMINATION OF EMPLOYMENT.

6. Seven days' notice of termination of employment shall be given by either employer or employee.

ANNUAL LEAVE.

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.

SICK PAY.

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

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

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

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 11th October, 1948, shall be disregarded. No employer shall terminate the services of an employee during a period of sick leave with the object of avoiding his obligations under this sub-clause.

MEAL INTERVAL.

9. A meal interval not exceeding one hour shall be allowed between the hours of noon and 2 p.m. (Monday to Friday inclusive).

REST PERIOD.

10. A rest period of 10 minutes each morning and afternoon (Monday to Friday inclusive) shall be granted to each employee, such time to be counted as time worked.

BICYCLE ALLOWANCE.

11. Where an employer directs an employee to use his bicycle in the performance of his duties, such employee shall be paid an allowance of 1s. for each day or part thereof upon which he is so required to use such bicycle.

CLOTHING ALLOWANCE.

12. (a) Any employee who is required to wear, when at work, a washable outer garment, the laundering and purchase of which is not paid for by the employer, shall be paid 7s. 6d. per week in addition to the ordinary wage.

(b) Where the employer provides or loans the garment and the employee is responsible for the laundering of it he shall be paid 3s. 6d. per week in addition to the ordinary wage.

STANDING DOWN EMPLOYEE.

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

FIRST-AID OUTFIT.

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

PERIODICAL ADJUSTMENT OF WAGES.

15. The wages of adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 16.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 15.

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

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d. half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices or improvers shall be the appropriate percentages as set out in Clause 2. Such wages shall be calculated to the nearest 6d. half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 11th December, 1953.



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No. 129]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE GENERAL BOARD.

(Vinegar and Yeast Section.)

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

(b) On the 18th July, 1933, 11th November, 1940, and 30th September, 1941, respectively, by Orders in Council, the following additional trades and branches of trades were specified to be trades, or branches of trades, for the purposes of section (6) of the *Factories and Shops Act 1936*, that is to say:—

- Gold beating.
- Ornamenting cakes, where such work is not subject to the Determination of the Pastrycooks Board.
- Manufacturing or preparing—
 - Designs for paper patterns or for other paper articles whatsoever.
 - Paper crackers or bon-bons.
 - Lampshades of all types other than those made of silk, parchment, glass, metal, porcelain, earthenware, synthetic resin, casein, or other substance of a nature similar to synthetic resin or casein.
 - Abrasive articles (other than abrasive paper or cloth), including carborundum wheels, emery wheels, and sharpening stones.
 - Articles made of feathers, including dress ornaments and boas.
 - Vinegar and yeast.
 - Carbon dioxide or other industrial gases for trade or sale in gas, liquid, or solid form.

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 following trades and branches of trades, that is to say:—

- | | |
|--|--|
| <ul style="list-style-type: none"> Renovating carpets; Preparing feathers; Treating flax; Treating pyrites and other metalliferous ores; Mixing seed and making poultry foods; Glass badging; Gold stamping; Ivory working; Show-card and ticket-writing; Manufacturing or preparing— <ul style="list-style-type: none"> Abrasive paper or cloth; Asbestos articles; Blue prints; Buttons and buckles other than those subject to the Determination of the <i>Plastic Moulding Board</i>; Button badges; Carbon articles; | <ul style="list-style-type: none"> Chalk, crayons, or other articles from mineral earth; Cinematograph film; Composition flooring; Cutlery; Artificial flowers and bouquets; Paper articles not subject to any Board heretofore appointed; Honey; Ink or adhesives; Silk or parchment lamp shades; Fishing and other nets; Ornaments for cakes; Plaster models; Sporting goods not provided for under any Board heretofore appointed; Surgical instruments; Toys; Watch cases; |
|--|--|

has made, in respect of the manufacturing or preparing of vinegar and yeast, the following Determination, namely:—

1: That on the 14th December, 1953, the last previous Determination for this section shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

(a) IMPROVERS.						(b) ADULTS.	
Males.			Females.			Males.	
	Percentage of Basic Wage.	s. d.		Percentage of Female Basic Wage.	s. d.		s. d.
Under 17 years of age	43	102 0	Under 17 years of age	55	97 6	Leading hand, namely an employee who, with the authority of his employer, exercises supervision over the work of any other employee or employees ..	273 0
17 years of age ..	53	125 6	17 years of age ..	61	108 6	All others ..	267 0
18 years of age ..	70	166 0	18 years of age ..	67	119 0	Men engaged in cleaning vinegar generators—	
19 years of age ..	89	211 0	19 years of age ..	83	147 6	7s. 6d. for each generator cleaned	
20 years of age ..	98	232 6	20 years of age ..	90	159 6	Females.	
						All adults ..	182 6

and thereafter the rate prescribed for adults.

PROPORTION (in any place).

One male improver to every five or fraction of five male persons receiving not less than the minimum rate prescribed for male adults.

One female improver to every five or fraction of five female persons receiving not less than the minimum rate prescribed for female adults.

HOURS OF LABOUR.

3. Each employee shall have a fixed starting time. The ordinary hours of employment shall be 40 per week such hours to be worked between 6 a.m. and 6 p.m. on Monday to Friday inclusive (exclusive of meal hours). Eight hours shall constitute a day's work.

OVERTIME RATES AND TEA MONEY.

4. (a) If an employee works earlier than his starting time or later than his finishing time, or more than 40 hours per week, he shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter.

(b) Employees who are required on any day to work overtime extending beyond 5.45 p.m. on Monday to Friday inclusive, shall be paid 2s. 6d. tea money, unless on the previous day before ceasing work they shall have been notified of the intention to work such overtime. Where such notice shall have been given, and any new circumstances arise, the employer shall be entitled before noon on the day appointed for such overtime to cancel such notice, and in that case the employee shall not be entitled to tea money.

(c) Should an employee be required to work during his meal break he shall be paid at the rate of time and a half for such work and on completion of such work shall be allowed a quarter of an hour break without deduction of pay.

OVERTIME WORK.

5. 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.

6. (a) All work performed on Sunday shall be paid for at the rate of time and half and on holidays at the rate of double time; if no work is done, the ordinary rates shall be paid for holidays.

(b) Provided that where an employee has not been absent on any week day in any one week without valid reason double time shall be paid for Sunday work.

CASUAL EMPLOYEES.

7. Casual employees shall mean and be deemed to be any employee engaged for a less period than 40 hours per week. All casual employees in compress yeast factories and vinegar works shall be paid one-tenth per day in addition to the wage rates prescribed by this Determination.

CONTRACT OF EMPLOYMENT.

8. All employees shall be engaged by the week and shall be paid weekly. A week's notice shall be given by the employer or employee to determine employment, or, in lieu of such notice, a week's wages shall be paid. Such notice shall be given at the end of a working week. All time of absence from work shall be deducted from the employee's wages, except absence on the holidays hereinafter mentioned and except absence without deduction of pay in accordance with clause 9 hereof.

SICK LEAVE.

9. Where an employee becomes disabled by sickness of himself, proof of which is given to the employer by medical certificate or other satisfactory evidence within twenty-four hours of the beginning of the employee's consequential absence, he shall on account thereof be entitled without deduction of pay to absent himself from work for two and one half days in each quarter or for a proportionate aggregate in a longer period, but not exceeding a period of ten ordinary working days in any year of employment. To the extent such sick leave is unused by an employee the said sick leave shall be cumulative.

HOLIDAYS.

10. New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Labour Day, Queen's Birthday, Christmas Day, Boxing Day, and Melbourne Cup Day, shall be holidays for the purposes of this Determination, or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays.

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

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

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.

WATERPROOF CLOTHING AND CLOGS.

12. Where an employee is called upon to work in or with water he shall be provided with water-proof clothing, apron and clogs free during the time he is called upon to perform such duties. Provided further that suitable protective clothing and appliances shall be provided in all places where reasonably necessary.

SHOWERS.

13. Adequate hot and cold showers shall be provided by each employer for his employees.

POSTING DETERMINATION.

14. This Determination shall be posted in a conspicuous place on his working premises by each employer.

PERIODICAL ADJUSTMENT OF WAGES.

15. The wages rates set out in clause 2 (b) are based upon the following basic wage for adult males and minimum rate for adult females, and, pursuant to and in accordance with 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 16.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 15.

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

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 14th December, 1953.

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No. 130]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE GENERAL BOARD.

(Toys Section.)

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

(b) On 18th July, 1938, 11th November, 1940, and 30th September, 1941, respectively, by Orders in Council, the following additional trades and branches of trades were specified to be trades, or branches of trades, for the purposes of section (6) of the *Factories and Shops Act 1936*, that is to say:—

Gold beating.

Ornamenting cakes, where such work is not subject to the Determination of the Pastrycooks Board.

Manufacturing or preparing—

Designs for paper patterns or for other paper articles whatsoever.

Paper crackers or bon-bons.

Lampshades of all types other than those made of silk, parchment, glass, metal, porcelain, earthenware, synthetic resin, casein, or other substance of a nature similar to synthetic resin or casein.

Abrasive articles (other than abrasive paper or cloth), including carborundum wheels, emery wheels, and sharpening stones.

Articles made of feathers, including dress ornaments and boas.

Vinegar and yeast.

Carbon dioxide or other industrial gases for trade or sale in gas, liquid, or solid form.

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 following trades and branches of trades, that is to say:—

Renovating carpets;
Preparing feathers;
Treating flax;
Treating pyrites and other metalliferous ores;
Mixing seed and making poultry foods;
Glass badging;
Gold stamping;
Ivory working;
Show-card and ticket-writing;
Manufacturing or preparing—
Abrasive paper or cloth;
Asbestos articles;
Blue prints;
Buttons and buckles other than those subject to the Determination of the Plastic Moulding Board;
Button badges;
Carbon articles;

Chalk, crayons, or other articles from mineral earth;
Cinematograph film;
Composition flooring;
Cutlery;
Artificial flowers and bouquets;
Paper articles not subject to any Board heretofore appointed;
Honey;
Ink or adhesives;
Silk or parchment lamp shades;
Fishing and other nets;
Ornament for cakes;
Plaster models;
Sporting goods not provided for under any Board heretofore appointed;
Surgical instruments;
Toys;
Watch cases"

has made, in respect of the manufacturing or preparing of toys, the following Determination, namely:—

1. That on the 14th December, 1953, the last previous Determination for this Section shall be revoked and replaced by this Determination.

No. 130.—12509/53.—PRICE 6D.

2. WAGES PER WEEK OF 40 HOURS.

(a) IMPROVERS.						(b) ADULTS.		
Males.			Females.			Males.		
	Percentage of Basic Wage.	s. d.		Percentage of Female Basic Wage.	s. d.		s.	d.
1st year's experience	22	52 0	1st six months' experience	29	51 6	Designers	..	260 0
2nd "	31	73 6	2nd "	38	67 6	Cutters-out	..	247 0
3rd "	42	99 6	3rd "	43	76 6	Fillers and/or stuffers	..	244 0
4th "	57	135 0	4th "	52	92 6	All others	..	240 0
5th "	73	173 0	5th "	57	101 0			
6th "	84	199 0	6th "	66	117 0	<i>Females.</i>		
7th "	90	213 6	7th "	72	128 0	Designers	..	191 3
			8th "	83	147 6	Cutters-out	..	177 6
			9th "	89	158 0	Machinists	..	177 6
			10th "	95	168 6	Fillers and/or stuffers	..	177 6
						All others	..	177 6

and thereafter the rate prescribed for adults.

NOTE.—The rates prescribed for improvers shall apply only to such employees as are under 21 years of age, or who, being over 21 years of age, are the holders of improvers' licences.

PROPORTION (IN ANY PLACE).

Males.

- (a) Where no adult male is employed—one male improver.
- (b) Elsewhere—two male improvers to the first adult male employed and thereafter one male improver to each adult male.

Females.

Two female improvers to each female worker receiving not less than the minimum rate prescribed for adult females.

Notwithstanding anything contained in this Determination, any person who on 26th September, 1938, was employed in the industry and whose engagement or continued employment as an improver is forbidden by this Determination, shall be entitled to be employed and shall be paid the scale of wages prescribed for an improver of like experience.

PROHIBITION OF EMPLOYMENT.

- 3. The Board determines that no person shall be employed as an apprentice.

WEEKLY HOURS.

- 4. That the number of hours to constitute an ordinary week's work shall be 40.

TIMES OF BEGINNING AND ENDING WORK.

- 5. That the times of beginning and ending work shall be:—

Time of Beginning (not earlier than).	Time of Ending (not later than).
7.30 a.m. 12 noon on Saturday.
7.30 a.m. 5.30 p.m. on the other working days of the week.

OVERTIME.

- 6. That all time worked—
 - (a) Outside the times of beginning and ending work prescribed in clause 5; or
 - (b) Within such prescribed times, but in excess of 40 hours in any one week—
 shall be paid for at the rate of time and a half for the first four hours' work, and double time thereafter. Provided that, in computing overtime, each day's work shall stand alone.
- 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.

- 7.—(a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen'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 this provision shall apply only to the day so substituted.
- (b) If any of the above holidays occurs on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half day only when the working week consists of five and a half days.
- (c) All employees, whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.
- (d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.
- (e) Any person who is employed on a Sunday or any holiday provided for herein shall receive a minimum payment for four hours' work at the rate of double time, which hours shall be worked continuously. In the event of more than four hours being worked such person shall be paid for a minimum of eight hours' work at the rate of double time.

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

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

TERMS OF EMPLOYMENT.

8. (a) That notice equivalent to 40 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to 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 of machinery, or any stoppage of work, or any cause for which the employer cannot be reasonably held responsible.

(b) In lieu of such 40 working hours' notice, except in circumstances referred to above, the employer may pay 40 hours' wages; and vice versa the employee leaving his employment without notice shall forfeit 40 hours wages, which may be deducted from any wages due.

(c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.

REST ROOM.

9. A rest room shall be provided by every employer. Such room shall contain a suitable couch and seating accommodation, and shall be properly lighted and ventilated.

REST PERIOD FOR FEMALES.

10. Except on Saturday, a rest period of ten minutes (to be counted as part of time worked) shall be allowed females during each morning or afternoon. Whether the rest period shall be taken during the morning or afternoon shall be determined by a majority of the female employees in the establishment concerned.

ANNUAL HOLIDAY.

11. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, and any amendments which may be made thereto from time to time.

SICK LEAVE.

12. (a) No deduction shall be made from the wages of any employee who has had not less than three months' continuous service with the same employer and who is unavoidably absent through illness for not more than forty hours of working time in any year of service, provided he or she has submitted within twenty-four hours of the commencement of such absence evidence satisfactory to the employer that the same is not the result of his or her own misconduct.

(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 one hundred and twenty hours of working time which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

For the purposes of this sub-clause, service prior to the 1st August, 1949, shall be disregarded.

MEAL PERIOD.

13. A meal period of not less than thirty minutes and not more than sixty minutes shall be allowed after a period not more than five hours' continuous work. Such meal period shall not be calculated as time worked.

TEA MONEY.

14. Any employee who is required to work after 6 p.m. shall receive 2s. 6d. tea money.

BOILING WATER.

15. Employers shall provide boiling water for employees at meal times.

PERIODICAL ADJUSTMENT OF WAGES.

16. The wages rates for males set out in clause 2 (b) 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 17.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 16.

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

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 14th December, 1953.



VICTORIA
GOVERNMENT GAZETTE.

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No. 131]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE GENERAL BOARD.

(Seed Mixing and Poultry Foods Section.)

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

(b) On 18th July, 1938, 11th November, 1940, and 30th September, 1941, respectively, by Orders in Council, the following additional trades and branches of trades were specified to be trades, or branches of trades, for the purposes of Section (6) of the *Factories and Shops Act 1936*, that is to say:—

Gold beating.

Ornamenting cakes where such work is not subject to the Determination of the Pastrycooks Board.

Manufacturing or preparing—

Designs for paper patterns or for other paper articles whatsoever.

Paper crackers or bon-bons.

Lampshades of all types other than those made of silk, parchment, glass, metal, porcelain, earthenware, synthetic resin, casein, or other substance of a nature similar to synthetic resin or casein.

Abrasive articles (other than abrasive paper or cloth), including carborundum wheels, emery wheels and sharpening stones.

Articles made of feathers, including dress ornaments and boas.

Vinegar and yeast.

Carbon dioxide or other industrial gases for trade or sale in gas, liquid, or solid form.

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 following trades and branches of trades, that is to say:—

Renovating carpets;
Preparing feathers;
Treating flax;
Treating pyrites and other metalliferous ores
Mixing seed and making poultry foods;
Glass badging;
Gold stamping;
Ivory working;
Show-card and ticket-writing;
Manufacturing or preparing—
Abrasive paper or cloth;
Asbestos articles;
Blue prints;
Buttons and buckles other than those subject to the Determination of the Plastic Moulding Board;
Button badges;
Carbon articles;

Chalk, crayons, or other articles from mineral earth;
Cinematograph film;
Composition flooring;
Cutlery;
Artificial flowers and bouquets;
Paper articles not subject to any Board heretofore appointed;
Honey;
Ink or adhesives;
Silk or parchment lampshades;
Fishing and other nets;
Ornaments for cakes;
Plaster models;
Sporting goods not provided for under any Board heretofore appointed;
Surgical instruments;
Toys;
Watch cases;"

has made, in respect of mixing seed and making poultry foods, the following Determination, namely:—

1. That on the 14th December, 1953, the last previous Determination for this Section shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

(a) Improvers.			(b) Other Employees.		
	Percentage of Basic Wage.	s. d.		s. d.	
Under 17 years of age	23	54 6	Adults (i) of three months' or more experience ..	244	0
17 years of age	35	83 0	(ii) of less than three months' experience ..	240	0
18 " "	47	111 6			
19 " "	63	149 6			
20 " "	77	182 6			

Proportion (in any place).

One improver to every two fully-paid workers.

PROHIBITION OF EMPLOYMENT.

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

WEEKLY HOURS.

4. That the number of hours to constitute an ordinary week's work shall be 40.

TIMES OF BEGINNING AND ENDING WORK.

5. That the times of beginning and ending work shall be:—

Time of Beginning (not earlier than)—	Time of Ending (not later than)—
7.30 a.m.	12 noon on Saturday.
7.30 a.m.	5.30 p.m. on the other working days of the week.

OVERTIME.

6. That all time worked—

- (a) Outside the times of beginning work prescribed in clause 5; or
- (b) Within such prescribed times, but in excess of 40 hours in any one week—

shall be paid for at the rate of time and a half for the first four hours' work, and double time thereafter. Provided that, in computing overtime, each day's work shall stand alone.

(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.

HOLIDAYS.

7. (a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen'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 this provision shall apply only to the day so substituted.

(b) If any of the above holidays occurs on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half-day only when the working week consists of five and a half days.

(c) All employees, whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

(d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

(e) Any employee who is employed on a Sunday or any holiday provided for herein shall be paid for that day at the rate of double time.

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

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

TERMS OF EMPLOYMENT.

8. (a) That notice equivalent to 40 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to 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 of machinery, or any stoppage of work, or any cause for which the employer cannot be reasonably held responsible.

(b) In lieu of such 40 working hours' notice, except in circumstances referred to above, the employer may pay 40 hours' wages; and vice versa the employee leaving his employment without notice shall forfeit 40 hours' wages, which may be deducted from any wages due.

(c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays, and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.

ANNUAL HOLIDAY.

9. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, and any amendments which may be made thereto from time to time.

SICK LEAVE.

10. (a) No deduction shall be made from the wages of any employee who has had not less than three months' continuous service with the same employer and who is unavoidably absent through illness for not more than 40 hours of working time in any year of service, provided he or she has submitted within 24 hours of the commencement of such absence evidence satisfactory to the employer that the same is not the result of his or her own misconduct.

(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 may be entitled in any year of service without deduction of pay.

For the purposes of this sub-clause service prior to the 1st August, 1949, shall be disregarded.

MEAL PERIOD.

11. A meal period of not less than 30 minutes and not more than 60 minutes shall be allowed after a period of not more than five hours' continuous work. Such meal period shall not be calculated as time worked.

TEA MONEY.

12. Any employee who is required to work after 6 p.m. shall receive 2s. 6d. tea money.

BOILING WATER.

13. Employers shall provide boiling water for employees at meal times.

PERIODICAL ADJUSTMENT OF WAGES.

14. The wages rates set out in clause 2 (b) 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 15.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 14.

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

(d) The wages of improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 14th December, 1953.

THE
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C. 20535

MEMORANDUM FOR THE DIRECTOR

DATE: 10/10/68

TO: SAC, NEW YORK

FROM: SAC, NEW YORK

SUBJECT: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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No. 132]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts.

DETERMINATION OF THE GENERAL BOARD.

(Renovating Carpets Section.)

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

(b) On 18th July, 1938, 11th November, 1940, and 30th September, 1941, respectively, by Orders in Council, the following additional trades and branches of trades were specified to be trades, or branches of trades, for the purposes of section (6) of the *Factories and Shops Acts* 1936, that is to say:—

- Gold beating.
- Ornamenting cakes, where such work is not subject to the Determination of the Pastrycooks Board.
- Manufacturing or preparing—
 - Designs for paper patterns or for other paper articles whatsoever.
 - Paper crackers or bon-bons.
 - Lampshades of all types other than those made of silk, parchment, glass, metal, porcelain, earthenware, synthetic resin, casein, or other substance of a nature similar to synthetic resin or casein.
 - Abrasive articles (other than abrasive paper or cloth), including carborundum wheels, emery wheels, and sharpening stones.
 - Articles made of feathers, including dress ornaments and boas.
 - Vinegar and yeast.
 - Carbon dioxide or other industrial gases for trade or sale in gas, liquid, or solid form.

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 following trades and branches of trades, that is to say:—

- | | |
|--|---|
| <ul style="list-style-type: none"> Renovating carpets; Preparing feathers; Treating flax; Treating pyrites and other metalliferous ores; Mixing seed and making poultry foods; Glass badging; Gold stamping; Ivory working; Show-card and ticket-writing; Manufacturing or preparing— <ul style="list-style-type: none"> Abrasive paper or cloth; Asbestos articles; Blue prints; Buttons and buckles other than those subject to the Determination of the Plastic Moulding Board; Button badging; Carbon articles; | <ul style="list-style-type: none"> Chalk, crayons, or other articles from mineral earth; Cinematograph film; Composition flooring; Cutlery; Artificial flowers and bouquets; Paper articles not subject to any Board heretofore appointed; Honey; Ink or adhesives; Silk or parchment lampshades; Fishing and other nets; Ornaments for cakes; Plaster models; Sporting goods not provided for under any Board heretofore appointed; Surgical instruments; Toys; Watch cases; " |
|--|---|

has made, in respect of the renovating of carpets, the following Determination, namely:—

1. That on the 14th December, 1953, the last previous Determination for this Section shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

(a) Improvers.			(b) Adults.		
	Percentage of Basic Wage.	s. d.		s.	d.
Under 17 years of age	23	54 6	Males— (i) of 3 months' or more experience ..	244	0
17 years of age	35	83 0	(ii) of less than 3 months' experience ..	240	0
18 " "	47	111 6	Females	177	6
19 " "	63	149 6			
20 " "	77	182 6			

Proportion (in any place).

One improver to each adult employee.

PROHIBITION OF EMPLOYMENT.

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

WEEKLY HOURS.

4. That the number of hours to constitute an ordinary week's work shall be 40.

TIMES OF BEGINNING AND ENDING WORK.

5. That the times of beginning and ending work shall be:—

Time of Beginning (not earlier than).	Time of Ending (not later than).
7.30 a.m.	12 noon on Saturday.
7.30 a.m.	5.30 p.m. on the other working days of the week.

OVERTIME.

6. That all time worked—

(a) outside the times of beginning and ending work prescribed in clause 5; or

(b) within such prescribed times, but in excess of 40 hours in any one week;

shall be paid for at the rate of time and a half for the first four hours' work, and double time thereafter. Provided that, in computing overtime, each day's work shall stand alone.

(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.

HOLIDAYS.

7. (a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay:— New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen'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, this provision shall apply only to the day so substituted.

(b) If any of the above holidays occur on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half day only when the working week consists of five and a half days.

(c) All employees, whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

(d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

(e) Any employee who is employed on a Sunday or any holiday provided for herein shall be paid for that day at the rate of time and a half in addition to his or her weekly wage.

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

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

TERMS OF EMPLOYMENT.

8. (a) That notice equivalent to 40 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to 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 of machinery, or any stoppage of work, or any cause for which the employer cannot be reasonably held responsible.

(b) In lieu of such 40 working hours' notice, except in circumstances referred to above, the employer may pay 40 hours' wages; and vice versa, the employee leaving his employment without notice shall forfeit 40 hours' wages, which may be deducted from any wages due.

(c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays, and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.

ANNUAL HOLIDAY.

9. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, and any amendments which may be made thereto from time to time.

SICK LEAVE.

10. (a) No deduction shall be made from the wages of any employee who has had not less than three months' continuous service with the same employer and who is unavoidably absent through illness for not more than forty hours of working time in any year of service, provided he or she has submitted within twenty-four hours of the commencement of such absence evidence satisfactory to the employer that the same is not the result of his or her own misconduct.

(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 one hundred and twenty hours of working time which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

For the purposes of this sub-clause service prior to the 1st August, 1949, shall be disregarded.

MEAL PERIOD.

11. A meal period of not less than thirty minutes and not more than sixty minutes shall be allowed after a period of not more than five hours' continuous work. Such meal period shall not be calculated as time worked.

TEA MONEY.

12. Any employee who is required to work after 6 p.m. shall receive 2s. 6d. tea money.

BOILING WATER.

13. Employers shall provide boiling water for employees at meal times.

PERIODICAL ADJUSTMENT OF WAGES.

14. The wages rates for males set out in clause 2 (b) 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 15.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 14.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor 1.03 taken to one place of decimals the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 14th December, 1953.

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No. 133]

FRIDAY, MARCH 26.

[1954

Factories and Shops Acts. DETERMINATION OF THE GENERAL BOARD.

(Plaster Model Section.)

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

(b) On 18th July, 1938, 11th November, 1940, and 30th September, 1941, respectively, by Orders in Council, the following additional trades and branches of trades were specified to be trades, or branches of trades, for the purposes of section (b) of the *Factories and Shops Act 1936*, that is to say:—

Gold beating.

Ornamenting cakes, where such work is not subject to the Determination of the Pastrycooks Board.

Manufacturing or preparing—

Designs for paper patterns or for other paper articles whatsoever.

Paper crackers or bon-bons.

Lampshades of all types other than those made of silk, parchment, glass, metal, porcelain, earthenware, synthetic resin, casein, or other substance of a nature similar to synthetic resin or casein.

Abrasive articles (other than abrasive paper or cloth), including carborundum wheels, emery wheels, and sharpening stones.

Articles made of feathers, including dress ornaments and boas.

Vinegar and yeast.

Carbon dioxide or other industrial gases for trade or sale in gas, liquid, or solid form.

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 following trades and branches of trades, that is to say:—

Renovating carpets;
Preparing feathers;
Treating flax;
Treating pyrites and other metalliferous ores;
Mixing seed and making poultry foods;
Glass badging;
Gold stamping;
Ivory working;
Show-card and ticket-writing;
Manufacturing or preparing—
Abrasive paper or cloth;
Asbestos articles;
Blue prints;
Buttons and buckles other than those subject to the Determination of the *Plastic Moulding Board*;
Button badges;
Carbon articles;

Chalk, crayons, or other articles from mineral earth;
Cinematograph film;
Composition flooring;
Cutlery;
Artificial flowers and bouquets;
Paper articles not subject to any Board heretofore appointed;
Honey;
Ink or adhesives;
Silk or parchment lampshades;
Fishing and other nets;
Ornaments for cakes;
Plaster models;
Sporting goods not provided for under any Board heretofore appointed;
Surgical instruments;
Toys;
Watch cases;"

has made, in respect of the manufacturing or preparing of plaster models, the following Determination namely:—

1. That on the 14th December, 1953, the last previous Determination for this Section shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

(a) Improvers.			(b) Other Employees.	
	Percentage of Basic Wage.	s. d.		s. d.
Under 17 years of age	23	54 6	Persons engaged in making or preparing moulds ..	250 0
17 years of age	35	83 0	Persons engaged in coloring or decorating models—	
18 years of age	47	111 6	(a) by hand	264 0
19 years of age	63	149 6	(b) by spray, or otherwise than by hand ..	252 0
20 years of age	77	182 6	Persons engaged in assembling or finning models when taken from moulds	245 0
			All others	240 0

PROPORTION (IN ANY PLACE).

One improver to every three adult employees.

PROHIBITION OF EMPLOYMENT.

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

WEEKLY HOURS.

4. That the number of hours to constitute an ordinary week's work shall be 40, to be worked as follows:—

On Saturday	From 8 a.m. to 12 noon.
On Monday to Friday	From 8 a.m. to 12 noon, and from 1 p.m. to 5 p.m.

OVERTIME.

5. (a) That all time worked outside the times of beginning and ending work prescribed in clause 4 shall be paid for at the rate of time and a half for the first four hours' work, and double time thereafter. Provided that, in computing overtime, each day's work shall stand alone.

(b) 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.

6. (a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen'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 this provision shall apply only to the day so substituted.

(b) If any of the above holidays occurs on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half day only when the working week consists of five and a half days.

(c) All employees whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

(d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

(e) Any employee who is employed on a Sunday or any holiday provided for herein shall be paid for that day at the rate of double time.

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

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

TERMS OF EMPLOYMENT.

7. (a) That notice equivalent to 40 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to 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 of machinery, or any stoppage of work, or any cause for which the employer cannot be reasonably held responsible.

(b) In lieu of such 40 working hours' notice, except in circumstances referred to above, the employer may pay 40 hours' wages; and vice versa the employee leaving his employment without notice shall forfeit 40 hours' wages, which may be deducted from any wages due.

(c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays, and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.

ANNUAL HOLIDAY.

8. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, and any amendments which may be made thereto from time to time.

SICK LEAVE.

6. (a) No deduction shall be made from the wages of any employee who has had not less than three months' continuous service with the same employer and who is unavoidably absent through illness for not more than forty hours of working time in any year of service, provided he or she has submitted within twenty-four hours of the commencement of such absence evidence satisfactory to the employer that the same is not the result of his or her own misconduct.

(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 one hundred and twenty hours of working time which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

For the purposes of this sub-clause service prior to the 1st August, 1949, shall be disregarded.

MEAL PERIOD.

10. A meal period of not less than thirty minutes and not more than sixty minutes shall be allowed after a period of not more than five hours' continuous work. Such meal period shall not be calculated as time worked.

TEA MONEY.

11. Any employee who is required to work after 6 p.m. shall receive 2s. 6d. tea money.

BOILING WATER.

12. Employers shall provide boiling water for employees at meal times.

PERIODICAL ADJUSTMENT OF WAGES.

13. The wages rates set out in clause 2 (b) 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 14.

Basic Wage.

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

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, 1954, the amount 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 basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor 103 taken to one place of decimals the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The wages of improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 14th December, 1953.

