



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 238]

MONDAY, APRIL 12.

[1954

Factories and Shops Acts.

DETERMINATION OF THE KNITTING TRADE BOARD.

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

(b) Work on Sunday, except in certain prescribed circumstances, is prohibited by the *Factories and Shops (Sundays) Act 1932*, No. 4102.

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—

- (i) knitting or crocheting fabric, or any article of human wear;
- (ii) mending or repairing any knitted or crocheted fabric, or any knitted or crocheted article of human wear;
- (iii) spinning or preparing silk yarn;
- (iv) the printing of jersey piece goods or the like knitting materials"—

has made the following Determination, namely:—

1. That, on the 23rd February, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

JUNIORS.

2. (a)

Males.	Percentage of Male Basic Wage.	Wages per Week of 40 Hours.	Females.	Percentage of Female Basic Wage.	Wages per Week of 40 Hours
		£ s. d.			£ s. d.
Under 16 years of age	37	4 9 0	Under 16 years of age	49	4 8 6
16 years of age	43	5 3 6	At 16 years of age	54	4 17 6
16½ years of age	47	5 13 6	At 16½ years of age	60	5 8 6
17 years of age	51	6 3 0	At 17 years of age	66	5 19 0
17½ years of age	56	6 15 0	At 17½ years of age	73	6 12 0
18 years of age	67	8 1 6	At 18 years of age	78	7 1 0
18½ years of age	74	8 18 6	At 18½ years of age	84	7 11 6
19 years of age	80	9 13 0	At 19 years of age	89	8 0 6
19½ years of age	90	10 17 0	At 19½ years of age	96	8 13 6
20 years of age	95	11 9 0	At 20 years of age	100	9 0 6
20½ years of age	100	12 1 0			

(b) The total wage shall be calculated to the nearest sixpence, any fraction of sixpence in the result not exceeding threepence to be disregarded.

(c) Changes in rates shall be effective from the beginning of the first pay period to commence after the attainment of the prescribed age.

(d) Notwithstanding anything elsewhere in this clause contained, a junior female, after four years' experience in the industry covered by this Determination, shall be paid the rates prescribed for an adult female in the classification in which she is employed.

Proportion of Juniors.

(e) In any factory the proportion of juniors shall not exceed two to each employee receiving not less than the minimum adult rate. In determining the proportion of juniors to employees receiving the adult rate, each shift shall be taken into account separately. Provided that, in the full-fashioned department of the knitting section, the proportion of females shall be one junior female to each female receiving the adult wage, and the proportion of males shall be two junior males to each three males receiving the adult wage. Provided also that, in computing the proportion of juniors in the full-fashioned department of the knitting section, employees in the throwing department shall not be counted and the count for the remainder of the full-fashioned department shall be taken over all the shifts.

3. (a)

ADULT MALES.

	Wages per Week of 40 Hours.
<i>Full-fashioned Hosiery.</i>	
Assistant foreman	£ s. d. 14 16 0
Mechanic on full-fashioned machines	14 11 0
Plierer	14 2 0
Full-fashioned machine operator (including single-unit machines, jacquard machines, single-head machines, heelers, leggers, and footers)—	
1st year's experience	14 2 0
Thereafter	14 11 0
Welt turner and/or assistant operator on full-fashioned machines	13 11 0
Topper	13 4 0
<i>Circular Hosiery and Half-hose.</i>	
Assistant foreman	14 6 0
Leading hand	13 14 0
Mechanic	14 2 0
Knitter (including circular hose, circular half-hose, transfer (including topping), and/or rib knitter)	13 10 0
<i>Underwear and Outerwear.</i>	
Assistant foreman	14 6 0
Leading hand	13 14 0
Mechanic (including circular jacquard, other circular, sewing, warp-loom, and/or power flat machines)	14 2 0
Knitter (including circular jacquard, circular fancy, circular plain, warp-loom, and/or power flat machines)	13 10 0
Electric machine cutter	13 16 0
Hand cutter	13 12 0
Lay-up	13 4 0
Hand knitter on flat machines	13 11 0
Warper and/or creeler	13 10 0
<i>All Sections.</i>	
Throwing and Winding—	
Assistant foreman	14 6 0
Leading hand	13 14 0
Mechanic	14 2 0
Yarn conditioning and/or yarn testing	13 4 0
Spinner, twister, winder (including hank, bottle, and/or cone), and/or reeler	13 8 0
Dye-house Bleach House and Scouring—	
Assistant foreman	14 6 0
Leading hand	13 14 0
Man responsible for weighing dye-stuffs	13 11 0
Dye, bleach, kier, scouring, and milling machine, vat and/or hydro-extractor attendant	13 8 0
Man employed on unshrinkable process	13 8 0
Press Room—	
Assistant foreman	14 6 0
Leading hand	13 14 0
Board and/or press hands (including pre-boarding)	13 10 0
Finishing—	
Assistant foreman	14 6 0
Leading hand	13 14 0
Finishing machine attendant (including drying and/or rolling, calendar, stenter and/or tenter, and brushing machine)	13 8 0
General—	
Sulphur house hand (for time engaged on sulphur house work)	13 13 0
Recorder	13 4 0
Yarn supplier and/or storeman	13 4 0
Storeman and/or packer	13 4 0
Trucker and/or wheeler	13 4 0
Warehousesman	13 4 0
Oiler and/or cleaner	13 4 0
All other adult males in any section not elsewhere specified	12 4 0

Until further order, adult male employees engaged in the outer and under-garment manufacturing section of the industry shall be paid 2s. per week in addition to the abovementioned rates, as a special sectional allowance.

ADULT FEMALES.

3. (b)

	Wages per Week of 40 Hours.		
	First Three Months' Experience.	Second Three Months' Experience.	Thereafter.
	Per Week. £ s. d.	Per Week. £ s. d.	Per Week. £ s. d.
<i>Full-fashioned Hosiery.</i>			
Assistant forewoman	10 18 0	10 18 0	10 18 0
Linker	9 3 0	9 9 0	9 18 0
Seamer	9 3 0	9 9 0	9 18 0
Clocker	9 3 0	9 9 0	9 18 0
Mender	9 3 0	9 9 0	9 18 0
Invisible mender	9 3 0	9 9 0	9 18 0
Topper	9 3 0	9 9 0	9 18 0
<i>Circular Hosiery and Half-hose.</i>			
Assistant forewoman	10 18 0	10 18 0	10 18 0
Linker	9 3 0	9 9 0	9 18 0
Seamer	9 3 0	9 9 0	9 18 0
Welter and/or overlocker	9 3 0	9 9 0	9 18 0
Mender	9 3 0	9 9 0	9 15 0
Knitter (including circular hose, circular half-hose transfer (including topping and/or rib knitter))	9 3 0	9 9 0	9 15 0
Clocker	9 3 0	9 9 0	9 18 0
Trimmer	9 3 0	9 9 0	9 15 0
<i>Underwear and Outerwear.</i>			
Assistant forewoman	10 18 0	10 18 0	10 18 0
Electric machine cutter	9 3 0	10 1 0	10 16 0
Hand cutter	9 3 0	9 18 0	10 13 0
Lay-up	9 3 0	9 9 0	9 15 0
Trimmer (hand or machine)	9 3 0	9 9 0	9 15 0
Knitter (including circular Jacquard, circular fancy, circular plain, warp-loom and power-flat machines)	9 3 0	9 9 0	9 15 0
Hand knitter on flat machines	9 3 0	9 9 0	9 18 0
Warper and/or creeler	9 3 0	9 9 0	9 18 0
Machinists (cornelli, embroidery, welter, seamer, two and three needle, flat-locker, overlocker, interlocker, plain sewer, elastic, button and buttonhole, zigzag and/or picot and/or shell)	9 3 0	9 9 0	9 18 0
Mender	9 3 0	9 9 0	9 15 0
Hand embroiderer	9 3 0	9 9 0	9 18 0
<i>All Sections.</i>			
Throwing and Winding—			
Assistant forewoman	10 18 0	10 18 0	10 18 0
Yarn conditioning and/or yarn testing	9 3 0	9 9 0	9 15 0
Spinner, twister, winder (including hank, bottle and/or cone), and/or reeler	9 3 0	9 9 0	9 15 0
Press Room—			
Assistant forewoman	10 18 0	10 18 0	10 18 0
Board and/or press hand (including pre-boarding)	9 3 0	9 9 0	9 18 0
Presser and/or ironer	9 9 0	9 15 0	9 18 0
Operator of steam press (namely, female employed on a steam-pressing machine)	9 11 0	10 1 0	10 11 0
Finishing—			
Assistant forewoman	10 18 0	10 18 0	10 18 0
Examiner (including fabrics)	9 3 0	9 9 0	9 15 0
Folder	9 3 0	9 9 0	9 15 0
Grader	9 3 0	9 9 0	9 15 0
Pairer	9 3 0	9 9 0	9 15 0
Sorter	9 3 0	9 9 0	9 15 0
Parceller	9 3 0	9 9 0	9 15 0
Boxer	9 3 0	9 9 0	9 15 0
Finisher	9 3 0	9 9 0	9 15 0
General—			
Recorder	9 3 0	9 9 0	9 15 0
Warehousewoman	9 3 0	9 9 0	9 15 0
All other adult females in any section not elsewhere specified	9 3 0	9 3 0	9 3 0

The wages of adult females include a loading of 2s. 6d.

ADDITIONAL PAYMENTS.

4. (a) An employee who is employed as first-aid man or woman and who holds a first-aid certificate shall be paid 10s. per week extra.

(b) Employers shall provide proper facilities for the protection of employees engaged in loading and unloading soda ash from delivery vehicles by hand; in the event of such facilities not being so provided, the employer shall pay each employee whilst so engaged the sum of 1s. per hour extra.

(c) Employees engaged in dye-houses, operators of machines in wet-finishing departments, and employees on liquor tanks in bleaching department shall be paid an additional allowance at the rate of 5s. per week.

PAYMENT OF WAGES.

5. (a) Wages shall be paid weekly not later than Friday.
 (b) Wages shall be paid during working hours; shift workers finishing work on Friday mornings shall be paid their wages before ceasing work; any employee kept waiting for his or her wages beyond the ordinary working hours shall be paid at overtime rates for such waiting time.
 (c) Where the services of an employee are dispensed with wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.
 (d) Not more than two days' pay of each employee shall be kept in hand by an employer.

DEDUCTIONS FROM WAGES.

6. No deductions shall be made from the wages of any employee for any purpose except with the written consent of the employee or by reason of statutory compulsion or any order of a Court.

PAYMENT BY RESULTS SYSTEM.

Piecework.

7. (a) Any employer may fix piecework rates for any process: Provided such rates enable adult employees of average capacity to earn at least the minimum weekly rate prescribed for their respective classes with the addition of 15 per cent. A schedule of such piecework rates shall be posted in the mill or factory.

(b) Piecework rates now paid may be re-adjusted by employers to meet new circumstances created by this Determination before the expiry of six months from the date on which this Determination comes into force, but thereafter such rates shall not be altered except by mutual agreement between the employer and pieceworkers concerned.

(c) Effect shall be given in piecework earnings to alterations of the male basic wage and the female basic wage made in accordance with the provisions of clauses 29 and 30 of this Determination. For that purpose, an employer may alter his piecework rates in accordance with paragraph (b) hereof or he may observe the following provisions:—

At the end of each working week the aggregate earnings of each pieceworker for such week shall be ascertained, and, where such pieceworker has worked on each and every day ordinarily worked in such week, such aggregate earnings shall be increased or decreased—

- (i) in the case of males, by the sum by which the male basic wage has been increased or decreased in accordance with the provisions of clause 30 of this Determination; and
- (ii) in the case of females, by the sum by which the female basic wage has been increased or decreased in accordance with the provisions of clause 29 of this Determination;

but, where the pieceworker 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.

(d) Where an employee has worked part of the week on piecework, he or she shall be entitled to his or her earnings in full for the actual time worked in piecework if the earnings are higher than the minimum rate for such time.

(e) Adults and juniors doing the same operations shall be paid the same piecework rates.

(f) As far as practicable, different grades of work shall be equitably divided between pieceworkers.

(g) A pieceworker who also instructs learners shall receive 10s. per week in addition to piecework earnings for the first week, 7s. 6d. for the second week, and 5s. for the third week, but, at the end of the third week, shall not be called upon to continue instructing a learner unless paid 5s. per week in addition to his piecework earnings.

(h) A pieceworker (adult or junior) called upon to perform work before the usual starting time or after the usual finishing time on any day Monday to Saturday (inclusive) shall be paid in addition to his or her normal piecework rate—

- (i) for the first three hours on any one of such days—at a rate per hour equivalent to $\frac{1}{10}$ th of the weekly rate prescribed for an adult employee of the same sex employed on the same work; and
- (ii) for any overtime extending beyond such three hours—at a rate per hour equivalent to $\frac{1}{10}$ th of the weekly rate prescribed for an adult employee of the same sex employed on the same work.

Youths under eighteen years of age and females who work overtime extending over ten hours in any week shall, for any overtime beyond such ten hours, be paid the rate prescribed by paragraph (ii) hereof.

(i) Pieceworkers on the employer's premises at the employer's request ready and willing to work shall, for each pay period, receive at least the time rate prescribed for their occupations.

Bonus Payments.

(j) In all establishments in which tasks are set and employees are paid for extra production, the tasks shall be so set as to permit adults of average capacity and juniors of average capacity over the age of seventeen years to earn at least 15 per cent. above the respective rates prescribed by this Determination, and so as to permit juniors of average capacity in the age group under sixteen years and up to seventeen years inclusive to earn at least 20 per cent. in addition to the respective rates prescribed by this Determination.

(k) Adjustments and/or alterations of the bases of bonus rates shall be subject to mutual agreement between the employer and the bonus workers concerned.

MIXED FUNCTIONS.

8. An employee engaged for more than half of one day or shift on duties carrying a higher rate than his or her classification shall be paid the higher rate for such day or shift. If for less than one half of one day or shift, he or she shall be paid the higher rate for the time so worked.

HOURS.

9. Forty hours shall constitute a week's work. Such hours are to be worked by day workers in five days, Monday to Friday inclusive (but this shall not apply to oilers and/or cleaners or men engaged on maintenance work) and by shift workers in accordance with clause 11 hereof.

OVERTIME.

10. (a) Overtime shall be paid for work performed before the usual starting time or after the usual finishing time of each shift at time and a half for the first three hours on any one day Monday to Saturday (inclusive) and double time thereafter.

(b) The usual starting and/or finishing time in any factory or part thereof shall not be altered except on seven days' notice to the appropriate shop steward.

(c) Employees required to work overtime for more than one hour without being notified on the previous working day or earlier that they will be required to work shall either be supplied with a meal by the employer or paid 3s. each. If the notice is given and overtime is not worked (except as a result of a breakdown in machinery or plant) the tea money prescribed herein shall be paid.

(d) Juniors under eighteen years of age for each period of overtime worked shall be paid 6d. up to two hours and 3d. for each additional hour or part of an hour in addition to their overtime earnings, and any tea money to which they might be entitled. Provided that the said sums of 6d. and 3d. shall not be payable to pieceworkers working overtime.

(e) Youths under eighteen years of age and females required to work overtime shall be paid overtime at the rate of time and a half to a maximum of three hours in any one day Monday to Saturday inclusive, and ten hours in one week, and double time thereafter.

Compulsory Overtime.

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

SHIFTS.

11. Shifts as hereunder set forth may be worked in the industry:—

(a) A day shift (except those provided for in sub-clause (c) hereof) shall be worked between the hours of 7 a.m. and 6 p.m. Monday to Friday, inclusive, and between the hours of 7 a.m. and 12 noon on Saturday.

(b) By mutual arrangement between employer and his employees, the hours of duty prescribed herein for night-shift workers may be worked in four shifts without payment of overtime.

Under any such arrangement, all hours of duty beyond nine hours, even if they come within the starting and finishing time of a shift, shall be paid for at overtime rates.

(c) Subject to the provisions hereafter appearing, females shall be prohibited from working between the hours of 9 p.m. and 7 a.m.

Male juniors under eighteen years of age are prohibited from working after 9 p.m.

Female employees and male juniors under eighteen years may be required to work between the hours of 6 a.m. and 9 p.m. subject to the following conditions:—

(i) Payment at the rate of 2s. 6d. per shift extra shall be paid for each shift other than day shift.

(ii) Time and a half shall be paid for all work performed between 6 a.m. and 7 a.m.

(iii) Time and a half shall be paid for all time worked after noon on Saturday.

(iv) No employee under the age of sixteen years shall be employed before 7 a.m.

(v) (1) No short shift for females under these provisions shall be substituted for any existing afternoon or night shift carried on by male labour.

(2) Where two shifts of females are employed by virtue of these provisions as well as a night shift of males, at least one shift of females shall be dispensed with, if and when it is desired to work only two shifts.

(d) Male employees engaged on shifts other than day shift, shall be paid at the rate of 15s. per week in addition to the ordinary rates payable to day workers, irrespective of whether such shift is regarded as intermediate, afternoon, or night shift, whether permanent or rotating.

Provided that employees engaged on a permanent night shift shall be paid at the rate of £1 per week in addition to the ordinary rates payable to day workers.

(e) Short shifts of male employees over eighteen years of age may be worked at the discretion of the employer. For work done on such shifts (other than work done between noon on Saturday and midnight on Sunday) payment shall be made at the rate of 15s. per week of 40 hours, in addition to the rates payable to day-shift workers.

(f) As far as practicable, employees shall work shifts in rotation.

(g) Subject to the provisions of sub-clause (e) hereof, all work done by a shift worker on Saturday afternoon, time and a half shall be paid until 5 p.m. and double time thereafter. All time worked by a shift worker between midnight on Sunday and 7 a.m. on Monday shall be paid for at the rate of time and a half for the first three hours and double time thereafter.

(h) An employee who is required to change from one shift to another without two days' notice of such change of shifts shall be paid 10s. extra as compensation, but this shall not apply during day periods when power restrictions are in operation.

(i) Shift workers may be required to work until the completion of their shifts on holidays without the payment of holiday rates; provided they are not required to work on the night shift commencing on a holiday.

Where a holiday prescribed by this Determination is observed on a Monday, shift workers may be given time off on the shift commencing on the Sunday night preceding a holiday and, in such event shall be required to work on the usual night shift commencing on the holiday, without additional pay:

Provided that where an employee works two complete shifts on a holiday, both shifts shall be paid for as holiday shifts.

(j) Except for the regular change-over of shifts, no employee shall be required to change from one shift to another without a break of at least twelve hours.

Definitions.

(k) "Day shift" shall mean a shift worked between the hours of 7 a.m. and 6 p.m.

"Afternoon or intermediate shift" shall mean a shift finishing after 6 p.m. but not later than 12 o'clock midnight.

"Night shift" shall mean a shift the finishing time of which shall be after midnight but not later than 8 a.m.

TERMS OF ENGAGEMENT.

12. (a) Except as hereinafter provided employment shall be by the week. Any employee not specifically engaged as a casual employee or as a part-time 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 working week or by the payment or forfeiture of a week's wages, as the case may be.

(c) Notwithstanding anything elsewhere in this clause, the employer shall have the right to dismiss an employee without notice for inefficiency, neglect of duty, malingering or misconduct, in which case wages shall be paid up to time of dismissal only, or to deduct payment for any time 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 or for a stand-down of employees at any time when no work is offering.

Provided further that, in the case of any power stoppage, any employer required to attend for work in accordance with this clause and does so attend shall be paid as for at least two hours' work at time rates, and that payment shall be made at time rates to an employee who is kept on the employer's premises at the direction of the management in excess of two hours.

(d) A casual or part-time employee is one engaged as such. Such an employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs.

(e) An employee to become entitled to payment under this Determination shall be ready, willing, and available for work at the times and during the hours usually worked by him.

(f) Where the employer terminates the employment of an employee within two weeks prior to a day on which a holiday occurs and such employee is re-engaged within a period of two weeks after such holiday or holidays, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee has been employed by the employer for a period of at least two weeks prior to the termination of employment.

MEAL HOURS.

13. (a) A meal interval of not less than 45 minutes and not more than one hour shall be allowed each day: Provided that, by mutual arrangement between the employees and the employer, a shorter meal time may be fixed, in which case it shall not be less than 30 minutes.

(b) Time and a half rates shall be paid to any employee required to work during his meal hour. No employee shall be compelled to work more than five hours without a break for a meal. Provided, however, that, where three shifts are worked and it is mutually arranged, there shall be no break for meals, but employees may take their meals in the employer's time as opportunity offers.

(c) An employee engaged in the maintenance of plant shall, when breakdowns occur, work meal hours at the ordinary rates herein prescribed whenever instructed so to do.

(d) Each employee shall have a meal interval fixed and, having been fixed, it shall not be altered except by mutual agreement.

HOLIDAYS AND SUNDAY WORK.

14. (a) Subject to the limitations mentioned hereinafter, employees shall be entitled to the following public holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday (in establishments working a six-day week), Easter Monday, Labour Day, Queen's Birthday, Anzac Day, Christmas Day, and Boxing Day or any other day observed in lieu thereof, or observed by local custom and substituted for one of the days hereinbefore mentioned. In the metropolitan district of Melbourne, Melbourne Cup Day shall be substituted for Queen's Birthday.

(b) Pieceworkers shall be paid for such holidays even though not worked at the ordinary rates payable to employees on time work doing the same class of work.

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

(d) When an employee is absent through illness or other reasonable cause from his or her employment for a period exceeding fourteen days, the employee shall not be entitled to payment for any holidays occurring during such period of absence:

Provided that, where an employer consents to an employee having leave beyond fourteen days abovementioned, payment shall be made for such holiday or holidays occurring in the period of absence.

(e) Production work in any factory is prohibited on Sundays unless in extraordinary circumstances.

(f) All work done by time workers on the holidays prescribed in sub-clause (a) hereof and all work done by time workers on Sundays shall be paid for at the rate of ordinary time in addition to the ordinary rate; all such work done by pieceworkers shall be paid for at the ordinary rate payable to employees on time work doing the same class of work in addition to such piecework earnings.

(g) All employees engaged on repairs or renewals of the employer's plant or machinery necessary for the resumption of work the next following working day, or for maintaining the continuity of electric light and power (not including the installation of new machinery) shall, if worked on holidays and Sundays, be paid at the rate of time and a half.

(h) Part-time employees shall, in respect of public holidays, be paid only at the rate actually being received by them at such time.

14A. 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 14 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.

SICK LEAVE.

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

(i) He shall not be entitled to paid leave of absence unless he has been in the service of the employer concerned for at least three months immediately prior to such absence.

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

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

(iv) He shall prove to the satisfaction of the 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. For such purpose the employer may require an employee to make a statutory declaration verifying the cause of his absence.

(v) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time nor to payment in excess of 40 hours at ordinary rates nor in the case of an employee working short shift, payment in excess of a week's wages for such shift.

For the purpose of administering paragraph (v) hereof 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.

(b) A pieceworker entitled to paid leave of absence under this clause shall be paid at the time-work rate applicable to his classification.

(c) For the purpose of this clause, a year shall be deemed to be from the 1st day of January, to the 31st day of December, inclusive.

(d) Part-time employees shall, in respect of sick leave, be paid only at the rate actually being received by them at such time.

Cumulative Sick Leave.

(e) Sick leave allowable under this clause to an employee which is not availed of during the year in which it accrues shall, whilst an employee is employed by the same employer, be allowed to accumulate. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but no longer from the end of the year in which it accrues.

ANNUAL LEAVE.

Period of Leave.

16. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

(b) In addition to the leave hereinbefore prescribed, seven-day shift workers, that is, shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed seven consecutive days' leave, including non-working days.

Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven-day shift worker, he shall be entitled to have the period of fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 14 of this Determination, and, if any such holiday falls within an employee's period of annual leave, and is observed on a day which, in the case of that employee, would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause, proof whereof shall be upon him, to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave, he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

(e) For the purpose of this clause, service shall be deemed to be continuous notwithstanding—

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause, proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause, the employee to become entitled to the benefit of this sub-clause shall inform the employer, in writing if practicable, within 24 hours of the commencement of such absence of his inability to attend for duty and, as far as practicable, the nature of the illness, injury, or cause, and the estimated duration of his absence. A notification given by an employee pursuant to clause 15 of this Determination shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer, during the absence or within fourteen days of the termination of the absence, notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism, such notice shall be given in writing to the employee concerned, but, in cases of concerted or collective absenteeism, notice may be given to employees by the posting of a notification in the plant in the manner in which general notifications to employees are usually made in that plant, and by posting to each Union whose members have participated in such concerted or collective absenteeism a copy thereof not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering it to him personally or by posting it to his last-recorded address, in which case it will be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous service, any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the Determination hereby revoked. The annual leave shall be allowed at the rate of $6\frac{2}{3}$ hours for each completed one month of continuous service. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day, any broken part of a day in the result not exceeding half a day to be disregarded.

Where the employer is a successor or assignee or transmittee of a business, if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transmittee, the employee in respect of the period during which he was in the service of the predecessor shall, for the purpose of this clause, be deemed to be in the service of the employer.

Calculation of Month.

(g) For the purpose of this clause, a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which, in the latest month in question, has the same date number as that which the commencing day had in its month, and, if there be no such day in such subsequent month, shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

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

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted, the employer may, for each one complete month of the qualifying period of twelve months not served by the employee, deduct from whatever remuneration is payable upon the termination of the employment, one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 14 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a seven-day shift worker who shall be paid the amount of wages he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause (l) hereof, wages shall be at the rate prescribed by clauses 2 and 3 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be.

Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Part-time employees shall, in respect of annual leave, be paid only at the rate actually being received by them at such time.

Proportionate Leave on Dismissal.

(l) If, after one month's continuous service in any qualifying twelve-monthly period, an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for $6\frac{2}{3}$ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

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

- (i) He may, by giving not less than one month's notice of his intention so to do, stand off for the duration of the close-down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave, paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave and has also completed a further month or more of continuous service shall be allowed his leave and shall, subject to sub-clause (f) hereof, also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close-down shall commence from the day on which the plant or section or sections concerned is re-opened for work. Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If, in the first year of his service with an employer, an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (f) hereof subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

LIMITATIONS.

17. (a) Where practicable each machine must be stopped when being cleaned, the cleaning to be done in his or her working hours by the employee whose duty it is to do so.

(b) No female shall be required to lift or carry any article or goods weighing more than 30 lb. without one assistant for every 30 lb. weight.

(c) No female shall be employed operating a manual screw-press other than those now employed and the margin now paid to females for such work shall be continued.

(d) No female shall be required to use an iron weighing more than 8 lb.

(e) No male employee under eighteen years of age shall be permitted to operate the rotary hydros in the finishing department.

(f) One male operator receiving not less than the male operator's rate shall be employed on all full-fashioned multiple head machines of eighteen heads or more, and (after the 30th day of June, 1952) on all full-fashioned machines with one or more heads, but less than eighteen heads, one male operator receiving not less than the adult male operator's rate for each eighteen heads or fraction thereof.

*GENERAL.**Hot Water.*

18. (a) Employees shall be provided with hot water free of charge.

Seats for Female Employees.

(b) When requested by employees, and where practicable, suitable seats shall be provided by the employer for female employees in positions handy to their work.

Rest Room.

(c) In factories where ten or more female employees are employed a properly ventilated rest room shall be provided by the employer for the use of such female employees. It shall contain a suitable couch, stretcher, two easy chairs, and a rubber hot-water bag.

Dining Room.

(d) Proper dining-room accommodation shall be provided by the employer for the use of the employees.

First Aid.

(e) In each mill or establishment the employer shall provide a properly equipped first-aid chest at a place or places reasonably accessible to all employees. Such chest shall, as to its contents, comply with any State Acts or Regulations in force from time to time. Such chest shall be in charge of a responsible person nominated by the employer, preferably a first-aid attendant.

Clothing.

(f) When requested by the Union representative, the employer shall provide employees working in the dye house, bleach house, and yarn-dyeing departments with suitable protective clothing, such as gloves and top boots or clogs and (when working with acids) aprons. Employees shall take reasonable care of clothing so provided.

Cleaning Materials.

(g) All materials and appliances required for the cleaning of machinery shall be supplied by the employer free of charge.

Changing Accommodation.

(h) Separate dressing accommodation shall be provided by the employer for male and female employees. An employer shall, at some reasonably convenient place on his premises, provide a suitable locker for each employee in his mill, or hanging facilities which afford reasonable protection for employees' clothes.

Washing Facilities.

(i) Adequate washing and sanitary facilities shall be provided in all factories and, where possible, warm running water shall be available for washing.

Tea Break.

(j) Female employees shall be allowed a period of not less than ten minutes for rest and refreshment during each day or shift, to be taken at times to be mutually arranged. Reasonable facilities shall be provided by the employer for female employees to have refreshments during such intervals if they so desire:

Provided—

- (i) that such period shall not be allowed within one hour of commencing or finishing work for the day or for a meal break; and
- (ii) this sub-clause shall not apply to employees working a short shift who are allowed crib time without deduction of pay; and
- (iii) that employees shall conform to such arrangements as the employer may make to ensure the continuity of machine operations.

Garbage Utensils.

(k) The employer shall provide utensils for the removing and containing of floor sweepings and garbage. All such utensils shall be kept in an hygienic condition and employees are required to see that refuse is placed in those containers.

Floor Coverings.

(l) Where practicable, suitable floor coverings shall be placed before machines, and no employee shall be called upon to stand on a bare concrete, or brick or stone floor when operating or attending to a machine.

Guarding Machinery.

(m) Nothing in this Determination shall be deemed to over-ride or limit any State law relating to the safeguarding of machinery for the protection of employees from accident.

Lighting Facilities.

(n) Adequate lighting facilities shall be provided in all factories.

Drinking Water.

(o) Clean and wholesome drinking water shall be provided in places easily accessible to all employees.

Heating and Cooling Facilities.

(p) Adequate heating systems shall be provided in all factories to maintain satisfactory working conditions during cold weather.

Provision shall be made in all factories to maintain air movement in order to keep temperatures as low as practicable during hot weather.

NOTICE BOARDS.

19. The employer shall permit a notice board to be erected in a prominent position in his establishment upon which representatives of the Union shall be allowed to post notices in connexion with union meetings or other legitimate business of the Union, provided such notices are not objected to by the management.

DETERMINATION POSTED.

20. A copy of this Determination shall be posted by each employer in a prominent and accessible place on the factory premises.

SHOP STEWARDS.

21. Shop stewards to the number of one in each department shall be recognised by the employer, and not more than three of such shop stewards shall be allowed time off during working hours to interview the employer if there is any legitimate complaint.

RIGHT OF ENTRY.

22. The Secretary or Branch Secretary of the Union or any person authorized by the Union, shall have the right to enter any factory or workshop for the purpose of interviewing and conversing with employees during the lunch hour or non-working time.

If any official so authorized makes himself objectionable during any such visit, his right to visit may be determined by the employer affected.

UNION CONFERENCE DELEGATES.

23. Delegates of the Union not exceeding two from each factory shall be granted leave without pay to attend Union conferences, provided that reasonable notice has been given to the employer and that such absence will not unduly interfere with the business of the employer.

CERTIFICATE OF SERVICE.

24. An employee, if he or she asks for it, shall be entitled on termination of service, to a certificate of length of service with an employer and the nature of the work which he or she was employed upon.

TIME AND WAGES BOOK.

25. (a) An employer shall keep a time and wages book or record in English showing the name of each employee, the age and/or experience of each employee paid as a junior under clause 2 of this Determination, the occupation of each employee, the hours worked each day or each week, and the wages and/or allowance paid each week.

(b) (i) When any junior employee is engaged, the employer shall obtain and file in his records a certificate or declaration as to the age and experience of such junior employee, which shall be open for inspection as provided herein.

(ii) Any employee giving misleading or false information as to his or her experience and/or age shall be liable to penalties for breach of this Determination.

(c) The time occupied by an employee in filling in time books or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

(d) The time and wages book or record shall be open for inspection to a duly accredited official of the Union during the usual office hours at the employer's office or other convenient place: Provided that no inspection shall be demanded unless the Secretary of the Union or the Branch Secretary or Organiser of any Division suspects that a breach of this Determination is being or has been committed: Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment.

OUTSIDE WORKERS.

26. (a) No work of any description or class covered by this Determination shall be done or performed outside the employer's factory or workshop, except by a person who holds an outside worker's licence issued by the Secretary for Labour: Provided that no such outside worker shall employ any other person or persons whatsoever, save and except members of such worker's own family.

(b) An employer shall not have more than one outside worker for every twenty inside workers or fraction thereof.

(c) An outside worker shall be deemed to be a person who works by himself or herself, except as provided in sub-clause (a), and is not employed in a workshop or factory.

(d) The outside worker shall not work during any part of the day inside a workshop or factory.

(e) Outside workers shall be paid at the rates provided in this Determination.

(f) Outside workers shall be provided free of charge with all yarn and/or other materials used in connexion with their work.

(g) Where an employer delivers and/or collects the work of such outside workers the outside workers shall not be charged for such delivery and/or collection.

(h) Every employer who has work done elsewhere than in his factory or workshop shall complete, each calendar month, in respect of each outside worker in his employ, a return in the form prescribed by Schedule "A" to this Determination. Such return shall be lodged with the Secretary for Labour within seven days after the end of the calendar month to which it refers.

Every outside worker shall complete, each calendar month, in respect of the work done by him or her, a return in the form prescribed by Schedule "B" to this Determination. Such return shall be lodged with the Secretary for Labour within seven days after the end of the calendar month to which it refers.

(i) No employer shall, except as provided in this clause, require or order or cause to be performed or contract for the performance of work of any class covered by or referred to in this Determination (including the work or preparing any material for manufacture or materials so prepared)—

(1) in any place other than his usual workshop or factory; and/or

(2) by any person or persons other than his employees usually employed at such workshop or factory.

(j) Nothing herein contained shall affect the right of the employer covered by this Determination to contract, sub-contract, let, or sub-let to any person employing not less than four persons (exclusive of members of his or her own family) who conducts a workshop or factory, and is affected by this Determination.

LIMITATION OF EMPLOYER'S LIABILITY.

27. Where an employer has made a payment to an employee, which payment purports to be a payment of the wages payable under this Determination to the employee for any period such employee shall not recover from his employer any further sums prescribed by this Determination in respect of any services rendered to such employer during such period, unless within a period of three calendar months after the last day of such period a demand in writing of such further sum claimed has been given to the employer by the employee.

DEFINITIONS.

28. (a) An "assistant foreman" is a male employee who, under the direction of the management, supervises the work of eight or more other employees.

(b) An "assistant forewoman" is a female employee who, under the direction of the management, supervises the work of eight or more other employees where no assistant foreman is employed.

(c) A "leading hand" is an employee who, under the direction of the management, supervises the work of a shift or gang of other employees not exceeding seven in number.

(d) "Machine operator and/or attendant" means an employee who, in the course of his duty, is called upon to operate a machine and does not include an employee whose sole duty is carrying material to and from a machine.

(e) "Continuous process" means the working of three shifts per day between midnight on Sunday and noon on the following Saturday.

(f) "Experience" for the purpose of calculating rates under clause 3 of this Determination shall include all experience in the classification concerned, whether as a junior or as an adult.

PERIODICAL ADJUSTMENT OF WAGES.

29. (a) *Adult Males*.—The wages rates for adult males set out in clause 3 are based upon the following basic wage rate, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board determines that such rates shall be automatically adjusted as prescribed by clause 30.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.						
Throughout the State	£ s. d. 12 1 0	<table><tr><td>Sydney ..</td><td rowspan="5">} Weighted average.</td></tr><tr><td>Melbourne ..</td></tr><tr><td>Adelaide ..</td></tr><tr><td>Perth ..</td></tr><tr><td>Hobart ..</td></tr></table>	Sydney ..	} Weighted average.	Melbourne ..	Adelaide ..	Perth ..	Hobart ..
Sydney ..	} Weighted average.							
Melbourne ..								
Adelaide ..								
Perth ..								
Hobart ..								

(b) *Adult Females*.—The basic wage for an adult female employee shall be 75 per cent. of the basic wage payable from time to time to an adult male employee. Such 75 per cent. shall be calculated to the nearest 6d., any fraction of 6d. in the result not exceeding 3d. to be disregarded.

(c) The wages of juniors shall be the appropriate percentages as set out in clause 2.

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1954, the amount of the basic wage shall be as prescribed in clause 29.

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

SCHEDULE "A"—See clause 26 (h).
EMPLOYER'S RETURN IN RESPECT OF OUTSIDE WORKER.

Return for the month of

Name of employer.....

Address.....

	Type of Garment.	Weight.	Gauge of Machine.	Quantity.	Price.		
					Knitting.	Finishing.	Total.
Knitted fabrics ..				Dozen.	£ s. d.	£ s. d.	£ s. d.
Garments ..							
Hose ..							
Half Hose ..							

Weight and description of raw material supplied.....

By whom made... { Name.....
Address.....

Signature of employer.....

NOTE.—Supplies of this form may be obtained from the Secretary for Labour, Spring-street, Melbourne.
To be lodged within seven days after the end of each calendar month.

SCHEDULE "B"—See clause 26 (h).
OUTSIDE WORKER'S RETURN.

For month of

Name of outside worker.

Address.....

	Type of Garment.	Weight.	Gauge of Machine.	Quantity.	Price.		
					Knitting.	Finishing.	Total.
Knitted fabrics ..				Dozen.	£ s. d.	£ s. d.	£ s. d.
Garments ..							
Hose ..							
Half Hose ..							

Weight and description of raw material supplied.....

For whom made... { Name.....
Address.....

Signature of outside worker.....

NOTE.—Supplies of this form may be obtained from the Secretary for Labour, Spring-street, Melbourne.
To be lodged within seven days after the end of each calendar month.

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

J. V. WILLOX, Secretary.

Melbourne, 23rd February, 1954.



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 239]

MONDAY, APRIL 12.

[1954

Factories and Shops Acts.

DETERMINATION OF THE WOOLLEN AND COTTON 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 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 trade of:—

- (a) manufacturing woollen, worsted or cotton woven material or wool tops;
- (b) spinning textile yarns (but not spinning or preparing silk yarn)";—
- (c) manufacturing or preparing carpets, braids, tassels, ribbons, labels, or elastic webbing;
- (d) the mercerizing of cotton yarns;
- (e) the printing of woven fabrics"—

has made the following Determination, namely:—

1. That, on the 23rd February, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a)

JUNIORS.

WAGES PER WEEK OF 40 HOURS.

Other Sections.

Males.	Percentage of Male Basic Wage.	—	Females.	Percentage of Female Basic Wage.	—
		£ s. d.			£ s. d.
Under 16 years of age ..	37	4 9 0	Under 16 years of age ..	49	4 8 6
16 years of age ..	43	5 3 6	At 16 years of age ..	54	4 17 6
16½ years of age ..	47	5 13 6	At 16½ years of age ..	60	5 8 6
17 years of age ..	51	6 3 0	At 17 years of age ..	66	5 19 0
17½ years of age ..	56	6 15 0	At 17½ years of age ..	73	6 12 0
18 years of age ..	67	8 1 6	At 18 years of age ..	78	7 1 0
18½ years of age ..	74	8 18 6	At 18½ years of age ..	84	7 11 6
19 years of age ..	80	9 13 0	At 19 years of age ..	89	8 0 6
19½ years of age ..	90	10 17 0	At 19½ years of age ..	96	8 13 6
20 years of age ..	95	11 9 0	At 20 years of age ..	100	9 0 6
20½ years of age ..	100	12 1 0			

PROPORTION (within any factory).

The proportion of juniors employed shall not exceed two to each employee receiving not less than the minimum adult rate, in determining the proportion of juniors to employees receiving the adult rate each shift shall be taken into account separately.

(b) Changes in rates to be effective from the beginning of the first pay period to commence after the attainment of the prescribed age.

(c) A junior female, after four years' experience in the industry, shall be paid the rates prescribed for an adult female in the classification in which she is employed.

OTHER EMPLOYEES.

ADULT MALES.

Woollen and Worsted Section.

(d)

	Wages per Week of 40 Hours.
	£ s. d.
Wool Sorting Department—	
Assistant foreman and/or overlooker	14 16 0
Wool sorter	14 11 0
Wool Store, Wool Scouring and Carbonising Department—	
Assistant foreman and/or overlooker	14 0 0
Neutraliser attendant overlooking bowls in carbonising plant	13 15 6
Wool scourer and/or carboniser (other than foreman) responsible for mixing of liquors and working of bowls	13 15 6
Neutraliser attendant	13 10 0
Acid bowl attendant	13 10 0
Burr crushing machine attendant	13 8 0
Dryer attendant	13 8 0
Trucker, presser and storeman and/or packer substantially employed as such	13 8 0
Dock hand	13 8 0
All other machine operators and/or attendants (including breaker and feeder)	13 8 0
Waste and/or Willeying Process—	
Assistant foreman and/or overlooker	14 6 0
Leading hand	13 15 0
Blender, bedder and blend oiler	13 9 0
Ragger machine, waste-breaking, garnet machine, shoddy-shaker machine or blending machine attendant	13 8 0
Waste-sorter, baler and presser, including presser of noils	13 8 0
Collector, conveyor and other attendant	13 8 0
Carding Department—	
Assistant foreman and/or overlooker	14 6 0
Leading hand, head fettler, and/or man responsible for grinding cards	13 15 0
Fettler and/or card grinder's assistant	13 10 0
Attendant employed on condensers or cans	13 8 0
Man employed on feeds	13 8 0
Balling-up card operator	13 8 0
Rove puller	13 4 0
Combing Department—	
Assistant foreman and/or overlooker	14 6 0
Leading hand	13 15 0
Comb mechanic	13 12 0
Comb minder	13 10 0
Backwash machine operator	13 10 0
Strongbox, gillbox, punchbox and/or finishing gillbox attendant	13 8 0
Pin Setting Department—	
Assistant foreman and/or overlooker	14 16 0
Pin setter—	
1st year's experience	13 3 0
2nd year's experience	13 9 0
Thereafter—	
Comb circle and/or French comb cylinder setter	14 11 0
Faller pin setter and/or porcupine setter	14 2 0
Roller Covering Department—	
Roller coverer—	
1st year's experience	13 1 0
2nd year's experience	13 7 0
Thereafter	13 19 0
Roller coverer's assistant	13 1 0
Drawing, Spinning, Twisting and Winding (including Weft) Department—	
Assistant foreman and/or overlooker	14 6 0
Leading hand	13 15 0
Jobber	13 12 0
Winder (fully automatic)	13 10 0
Winder	13 8 0
Gillbox, drawing frame, weighbox, finishing box, reducing, roving, spinning and/or twisting frame attendant	13 8 0
Tape hand	13 8 0
Taker-off examiner	13 8 0
Doffer	12 17 0
Mule Spinning Department—	
Worsted :—	
Assistant foreman and/or overlooker	14 6 0
Man in charge of one pair of mules	13 18 0
Roller coverer (covering rollers for mule and French spinning department)	13 8 0
Piecer	13 8 0
Woollen :—	
Assistant foreman and/or overlooker	14 6 0
Man in charge of one pair of mules	13 15 0
Piecer	13 8 0
Warping Department—	
Assistant foreman and/or overlooker	14 6 0
Combined warping and sizing machine operator	13 16 0
Fancy warper, warper on double-faced rugs, warper using waving attachment	13 16 0
Plain warper and/or beamer	13 10 0
Size machine hand	13 8 0
Creeler	13 0 0
Warp Drawing-in and Warp Twisting-in Department—	
Assistant foreman and/or overlooker	14 6 0
Warp typing machine operator	13 8 0
Drawer and/or twister-in—	
1st year's experience	13 0 0
2nd year's experience	13 7 0

OTHER EMPLOYEES—continued.
ADULT MALES—continued.
Woolen and Worsted Section—continued.

	Wages per Week of 40 Hours.
Warp Drawing-in and Warp Twisting-in Department—continued:	£ s. d.
Thereafter—	
Drawer-in	14 2 0
Twister-in	13 16 0
Warp tier	13 4 0
Weaving Department—	
Assistant foreman and/or overlooker	14 16 0
Loom tuner—	
Jacquard looms—	
1st year's experience	13 4 0
2nd year's experience	13 11 0
Thereafter	14 11 0
Box looms—	
1st year's experience	13 4 0
2nd year's experience	13 11 0
Thereafter	14 11 0
Automatic looms—	
1st year's experience	13 13 0
2nd year's experience	13 10 0
Thereafter	14 8 0
Plain looms—	
1st year's experience	13 1 0
2nd year's experience	13 9 0
Thereafter	14 5 0
Pattern weaver	13 19 0
Weaver—	
First six months' experience	13 4 0
Thereafter	13 11 0
Card and/or chain maker	13 8 0
Beam lifter and loom gaiter	13 8 0
Grey percher	13 8 0
Grey percher's assistant	13 3 0
Piece taker-in	13 3 0
Battery filler	12 17 0
Piece Scouring Department—	
Assistant foreman and/or overlooker	14 6 0
Leading hand	13 15 0
Piece-scouring and/or washing machine, milling and/or piece carbonizing machine operator	13 10 0
Wet crabber operator	13 10 0
Hydro extractor operator	13 8 0
Piece scutching machine attendant	13 8 0
Mangle and/or wringer operator	13 8 0
Grey room attendant	13 8 0
Bagging machine attendant	13 8 0
Dyeing, Yarn Scouring and/or Bleaching Department—	
Assistant foreman and/or overlooker	14 6 0
Leading hand	13 15 0
Man responsible for weighing dye-stuffs	13 11 0
Man employed on non-shrink process	13 10 0
Wet crabber operator	13 10 0
Hydro extractor operator	13 8 0
Man employed on bleach tanks, dye machines or vats, steamer or dryer attendant	13 8 0
Conditioning house employee (wherever employed)	13 4 0
Conveyor	13 4 0
Hank stripper	12 17 0
Finishing Department—	
Assistant foreman and/or overlooker	14 6 0
Leading hand	13 15 0
Sulphur house hand (for time engaged on sulphur house work)	13 13 0
Examiner of finished cloth	13 13 0
Examiner of finished cloth assistant	13 7 0
Percher during finishing process	13 11 0
Piece carboniser	13 10 0
Man engaged on unshrinkable finishing process	13 10 0
Cloth cutting or cropping machine attendant	13 10 0
Wet crabber operator	13 10 0
Dry milling machine attendant	13 8 0
Tenter and/or stenter attendant	13 8 0
Raising machine attendant	13 8 0
Brushing and/or steaming machine attendant	13 8 0
Dry blowing machine attendant	13 8 0
Dewing machine attendant	13 8 0
Napping machine attendant	13 8 0
Cloth facing machine attendant	13 8 0
Selvage stamping machine attendant	13 8 0
Pile beating machine attendant	13 8 0
Electric press operator	13 8 0
Rotary press operator	13 8 0
Press setter or other press attendant	13 8 0
Rigging, folding and/or cutting machine attendant	13 8 0
Tiger machine attendant	13 8 0
Mechanical cloth shrinking machine attendant	13 8 0
Passer of domestic flannel and/or blankets	13 8 0
Other operators and/or attendants	13 8 0
Fingering Yarn Department—	
Assistant foreman and/or overlooker	14 6 0
Leading hand	13 15 0
Sulphur house employee (for time on sulphur house work)	13 13 0

OTHER EMPLOYEES—continued.

ADULT MALES—continued.

Woollen and Worsted Section—continued.

	Wages per Week of 40 Hours.
<i>Fingering Yarn Department—continued.</i>	<i>£ s. d.</i>
Scouring machine attendant	13 8 0
Liquor-tank, dye and/or bleach machine attendant	13 8 0
Drying machine attendant	13 8 0
Conditioning house employee (wherever employed)	13 4 0
Conveyor	13 4 0
Hank stripper and/or puller	12 17 0
<i>Warehouse (Yarn and/or Cloth)—</i>	
Assistant foreman and/or overlooker	14 6 0
Leading hand	13 15 0
Rolling and/or blocking machine attendant	13 8 0
Employee responsible for cutting measured lengths from finished cloth	13 8 0
Storeman, packer, baler and/or despatcher	13 8 0
<i>General—</i>	
Man in charge water softening plant	13 10 0
Wool-top packer	13 9 0
Yarn storeman	13 8 0
Recorder	13 8 0
Storeman and/or packer (not elsewhere included)	13 8 0
Oiler and/or cleaner	13 4 0
Other adult males in any section not elsewhere included	12 4 0
<i>Cotton Section.</i>	
<i>Leading hands—</i>	
Leading hand in charge of more than seven employees—10s. per week extra	
Leading hand in charge of not more than seven employees—5s. per week extra	
<i>Spinning.</i>	
<i>Bale store—</i>	
Man in charge of receipt of bales, storage and putting mixings down	13 5 0
All other adult males	12 17 0
<i>Blow room—</i>	
Blow room major	13 19 0
Leading hand where no blow-room major employed	13 14 0
Scutcher tenter	13 9 0
Feeder	13 3 0
<i>Carding—</i>	
Card room jobber	13 19 0
Stripper and grinder	13 14 0
Stripper	13 8 0
Derby doubler	13 8 0
Condenser tenter	13 8 0
Can tenter	13 4 0
Lap carrier	12 17 0
<i>Combing—</i>	
<i>Needler—</i>	
1st year's experience	13 3 0
2nd year's experience	13 9 0
Thereafter	14 1 0
Jobber	13 19 0
Comber tenter	13 8 0
Sliver and/or ribbon lap tenter	13 4 0
<i>Draw frames—</i>	
Draw-frame tenter	13 4 0
<i>Slubbers—</i>	
Slubber tenter	13 8 0
Backer tenter	12 17 0
<i>Intermediate—</i>	
Intermediate tenter	13 8 0
Back tenter	12 17 0
<i>Rovers—</i>	
Rover tenter	13 8 0
Back tenter	12 17 0
<i>Ring spinning—</i>	
Ring jobber	13 19 0
Ring spinner	13 8 0
Head doffer	13 3 0
Doffer and/or gaiter	12 17 0
<i>Mule spinning—</i>	
Man in charge of one pair of mules	13 19 0
Piecer	13 4 0
<i>Winding and reeling—</i>	
Winding jobber	13 19 0
Automatic Winding machine attendant	13 4 0
Winder and/or Reeler	13 6 0
Packer	13 0 0
<i>Doubling and cabling—</i>	
Doubling jobber	13 19 0
Doubler, twister and/or cabler	13 8 0
Doffer	12 17 0

OTHER EMPLOYEES—continued.

ADULT MALES—continued.

Cotton Section—continued.

	Wages per Week of 40 Hours.
	£ s. d.
<i>Spinning—continued.</i>	
General—	
Roller—coverer	13 19 0
Roller—coverer's assistant	13 1 0
Yarn warehouseman (in charge of more than three operatives)	13 19 0
Yarn warehouseman (in charge of three or less than three operatives)	13 9 0
Yarn warehouse operator and/or attendant	13 4 0
Hard-waste-breaking machine feeder	13 3 0
Linker of hanks for dyeing and bleaching	12 17 0
Tapeman and/or bandman	12 17 0
Recorder	13 6 0
Lay-on, set weigher and/or bobbin carrier	12 17 0
Storeman and/or packer	13 0 0
Laborer (trucker, conditioner, wheeler and/or carrier)	12 17 0
Waste man	13 1 0
Sweeper	12 17 0
Oilier and/or cleaner	13 4 0
All adult males in any section not elsewhere specified	12 4 0
<i>Weaving.</i>	
Winding—	
Winding jobber	13 19 0
Automatic winding machine attendant	13 4 0
Winder	13 6 0
Warping and Beaming—	
Warper and/or beamer	13 10 0
Creeler	13 0 0
Sizing—	
Slasher-sizer—Leading hand if no foreman employed	14 11 0
Assistant slasher-sizer	13 8 0
Slasher's laborer	13 0 0
Dry taping machine operator	13 8 0
Dry taping machine operator's assistant	13 0 0
Warp Drawing-in and twisting-in—	
Drawer-in	13 12 0
Twister-in	13 12 0
Warp tier-in (hand)	13 8 0
Warp tying-in machine attendant	13 3 0
Reacher-in	13 0 0
Loom tuning—	
Automatic and jacquard loom tuner—	
1st year's experience	13 14 0
2nd year's experience	13 19 0
Thereafter	14 11 0
Box loom tuner—	
1st year's experience	13 14 0
2nd year's experience	13 19 0
Thereafter	14 5 0
Plain loom tuner—	
1st year's experience	13 8 0
2nd year's experience	13 14 0
Thereafter	13 19 0
Weaving—	
Weavers—	
1st six months' experience	13 4 0
Thereafter	13 11 0
Beam lifter and loom gaiter	13 8 0
Battery-filler and/or weft carrier	12 17 0
Bleaching, dyeing and finishing (Yarn and/or cloth)—	
Dye house storeman	13 5 0
Grey-room warehouseman	13 8 0
Dye house machine operator and/or attendant	13 8 0
Sanforising machine attendant	13 8 0
Plaiter	13 8 0
All other bleach house and/or finishing machine operators and/or attendants	13 8 0
General—	
Cloth warehouseman (in charge of finished cloth)	13 19 0
Cloth warehouseman	13 4 0
Card and/or chain maker	13 8 0
Cloth picker	13 4 0
Recorder	13 6 0
Yarn warehouseman	13 4 0
Cloth examiner—finished cloth	13 12 0
Splicer and creeler	13 0 0
Oilier and/or cleaner	13 4 0
Machine operator and/or attendant not elsewhere specified	13 8 0
Adult males in any section not elsewhere specified	13 4 0
Lacquar room machine operator and/or attendant (plastic coating)	13 8 0

OTHER EMPLOYEES—continued.

ADULT MALES—continued.

Miscellaneous Section.

	Wages per Week of 40 Hours.
	£ s. d.
Braids, Tassels, Labels, and Ribbons.	
Leading hand in charge of more than seven employees—10s. per week extra.	
Leading hand in charge of not more than seven employees—6s. per week extra.	
Loom tuner—	
1st year's experience	13 14 0
2nd year's experience	13 19 0
Thereafter	14 5 0
Jacquard card cutter—	
1st year's experience	13 14 0
2nd year's experience	13 19 0
Thereafter	14 5 0
Card handler and/or changer	13 8 0
Ten to fifteen yard automatic shuttle embroidery machine operator—	
1st three months' experience	13 6 0
2nd three months' experience	13 11 0
Thereafter	13 16 0
Five to ten yard embroidery machine operator—	
1st six months' experience	13 4 0
Thereafter	13 11 0
Weaver—	
1st six months' experience	13 4 0
Thereafter	13 11 0
Warper	13 10 0
Twister-in	13 10 0
Braiding machine operator	13 8 0
All other machine operators and/or attendants	13 8 0
Oilier and/or cleaner	13 4 0
Winder	13 8 0
Reorder	13 4 0
Storeman and/or packer	13 0 0
Cord twister	13 8 0
Cord spinner	13 8 0
Other adult males not elsewhere specified	12 4 0
Carpets.	
Leading hand in charge of more than seven employees—10s. per week extra.	
Leading hand in charge of not more than seven employees—6s. per week extra.	
Yarn Production Department—	
Man in charge of one pair of spinning mules	13 5 0
Card fettle	13 10 0
Teasing machine attendant	13 8 0
Garnet machine attendant	13 8 0
Attendant employed on condensers and/or feeds	13 8 0
Piecer	13 8 0
Dye house—	
Leading hand	13 13 0
Machine operator and/or attendant	13 8 0
Winding department—	
Leading hand in winding	13 15 0
Slasher size hand	13 13 0
Beamer	13 5 0
Bobbin winder	13 5 0
Cheese winder	13 5 0
Weaving department—	
Loom tuner—	
Gripper loom, spool gripper loom, Wilton, Jacquard and spool Axminster looms—	
1st year's experience	13 4 0
2nd year's experience	13 13 0
Thereafter	14 11 0
Wilton plain loom—	
1st year's experience	13 1 0
2nd year's experience	13 10 0
Thereafter	14 5 0
Weavers—	
Gripper loom, spool gripper loom and spool Axminster loom—	
1st six months' experience	13 7 0
2nd six months' experience	13 13 0
Thereafter	13 19 0
Wilton, jacquard loom—	
1st six months' experience	13 7 0
2nd six months' experience	13 13 0
Thereafter	13 17 0
Wilton plain loom	13 11 0
Loom creeler	13 1 0
Finishing department—	
Shearing machine	13 9 0

OTHER EMPLOYEES—continued.

ADULT MALES—continued.

Miscellaneous Section—continued.

	Wages per Week of 40 Hours.
	£ s. d.
Finishing department—continued.	
Brushing	13 5 0
Steaming machine	13 5 0
Roll and measuring machine	13 5 0
Back starching	13 5 0
Other machine operator and/or attendant	13 5 0
Warehouse—	
Leading hand in warehouse	13 15 0
Other warehousemen	13 4 0
General—	
Solderer	13 8 0
Card stamper	13 8 0
Oilier and cleaner	13 4 0
Other male labour not elsewhere specified	12 4 0
Carpet examiner	13 13 0
Jute and cotton warp sizing and beaming (wet)	13 13 0
Assistant jute and cotton	13 4 0

Elastic Webbing.

Leading hand in charge of more than seven employees—10s. per week extra.
 Leading hand in charge of not more than seven employees 5s. per week extra.

Loom tuner—	
1st year's experience	13 14 0
2nd year's experience	13 19 0
Thereafter	14 5 0
Textile mechanic—	
1st year's experience	13 4 0
2nd year's experience	13 9 0
Thereafter	13 15 0
Weaver—	
1st six months' experience	12 5 0
2nd six months' experience	13 11 0
Thereafter	13 14 0
Braider—	
1st year's experience	13 5 0
2nd year's experience	13 11 0
Thereafter	13 14 0
Rubber-coverer—	
1st year's experience	13 5 0
2nd year's experience	13 9 0
Thereafter	13 11 0
Warper	13 10 0
Rubber warper	13 11 0
Dye house employees	13 8 0
Winder	13 6 0
Finishing machine operator	13 8 0
Yarn storeman	13 4 0
Storeman, packer and/or despatcher	13 0 0
Oilier and/or cleaner	13 4 0
Other adult male not elsewhere specified	12 4 0

Mercerising.

Leading hand in charge of more than seven employees—10s. per week extra.
 Leading hand in charge of not more than seven employees—5s. per week extra.

Warp mercerising—	
Man in charge	13 16 0
Machine operator and/or attendant	13 8 0
Quiller operator and/or attendant	13 6 0
Twister	13 8 0
Roller	13 6 0
Winder	13 6 0
Yarn storeman	13 4 0
Packer and/or despatcher	13 8 0
Oilier and/or cleaner	13 4 0
Other adult males not elsewhere specified	12 4 0

Printing.

Leading hand in charge of more than seven employees—10s. per week extra.
 Leading hand in charge of not more than seven employees—5s. per week extra.

Roller machine printer	13 19 0
Man engraving designs on copper rollers	13 19 0
All other employees engaged on roller machine printing process	13 8 0
Textile and fabric printer (hand painting)	13 14 0
Textile and fabric printer (screen printing)—	
1st six months' experience	12 1 0
Thereafter	13 11 0

OTHER EMPLOYEES—continued.

ADULT MALES—continued.

Miscellaneous Section—continued.

	Wages per Week of 40 Hours.
	£ s. d.
<i>Printing—continued</i>	
Printing room and/or screen room assistant	13 0 0
Measuring blocking machine operator and/or attendant .. .	13 8 0
Calendar operator and/or attendant	13 8 0
Dye-house—machine operator and/or attendant	13 8 0
Stenter operator and/or attendant	13 8 0
Festoon dryer attendant	13 8 0
Leading hand employed on steaming	13 14 0
Leading hand employed on colour mixing	13 14 0
Colour mixing assistants	13 4 0
Warehouse—operator and/or attendant	13 4 0
Roller grinder	13 8 0
Examiner of finished fabrics	13 8 0
Recorder	13 4 0
Storeman and/or packer	13 0 0
Peroher	13 8 0
Oilier and/or cleaner	13 4 0
Other adult males not elsewhere specified	12 4 0

ADULT FEMALES.

(e)

Woollen and Worsted Section.

	Wages per Week of 40 Hours.		
	First Three Months Experience.	Second Three Months Experience.	Thereafter.
	£ s. d.	£ s. d.	£ s. d.
<i>Combing department—</i>			
Comb minder	9 3 0	9 9 6	9 16 0
Back-wash machine attendant	9 3 0	9 9 6	9 16 0
Strong-box, gill-box, punch-box, and/or finishing gill-box attendant .. .	9 3 0	9 9 0	9 16 0
<i>Drawing, spinning, twisting and winding (including weft) department—</i>			
Gill-box, drawing-frame, weigh-box, finishing-box, reducing, roving, spinning and/or twisting frame attendant	9 3 0	9 9 0	9 15 0
Winder (fully automatic)	9 3 0	9 9 6	9 16 0
Winder	9 3 0	9 9 0	9 15 0
Roller-coverer (covering rollers for mules and french spinning department) .. .	9 3 0	9 9 0	9 15 0
Taker-off and examiner	9 3 0	9 9 0	9 15 0
Doffer	9 3 0	9 6 0	9 9 0
<i>Warping department—</i>			
Fancy warper, warper on double-faced rugs and warper using waving attachment .. .	9 3 0	9 12 0	10 1 0
Plain warper	9 3 0	9 10 6	9 18 0
Creater	9 3 0	9 9 0	9 16 0
<i>Warp drawing-in and warp twisting-in department—</i>			
Warp tier, and/or reacher-in	9 3 0	9 9 0	9 15 0
<i>Weaving department—</i>			
Pattern weaver	10 8 0	10 8 0	10 8 0
Weaver	9 3 0	9 12 0	10 1 0
Battery filler	9 3 0	9 6 0	9 9 0
<i>Mending department—</i>			
Assistant forewoman	10 18 0	10 18 0	10 18 0
Examiner and passer of pieces after mending	9 15 0	9 16 0	10 8 0
Worsted mender and/or darning	9 12 0	9 12 0	10 1 0
Other menders and/or darners	9 3 0	9 10 0	9 18 0
Other examiners and/or passers of pieces	9 3 0	9 9 0	9 15 0
Knotter and burler	9 3 0	9 9 0	9 15 0
Picker	9 3 0	9 9 0	9 15 0
Whipping, machinist	9 3 0	9 9 0	9 15 0
Rug fringer	9 3 0	9 9 0	9 15 0
Numbering machine operator	9 3 0	9 9 0	9 15 0
<i>Fingering yarn department (including warehouse)—</i>			
Hank reeler	9 3 0	9 9 0	9 15 0
Examiner of hanks	9 3 0	9 9 0	9 15 0
Balling machine attendant	9 3 0	9 9 0	9 15 0
Maker-up of shade-cards and/or tassels	9 3 0	9 9 0	9 15 0
Buncher, bundler and/or tier	9 3 0	9 7 6	9 12 0
Parcelier and/or boxer	9 3 0	9 9 0	9 15 0
Ticketer and/or tabber	9 3 0	9 7 6	9 12 0
<i>Warehouse (Yarn and/or cloth)—</i>			
Machine operator and/or attendant	9 3 0	9 9 0	9 15 0
Other warehouse employees, including packer	9 3 0	9 6 0	9 9 0
<i>General—</i>			
Recorder	9 3 0	9 9 0	9 15 0
Sorter of noils and/or waste	9 3 0	9 9 0	9 15 0
All other females in any section not elsewhere specified	9 3 0	9 3 0	9 3 0

OTHER EMPLOYEES—continued.

ADULT FEMALES—continued.

Cotton Section.

	Wages per Week of 40 Hours.		
	First Three Months' Experience.	Second Three Months' Experience.	Thereafter.
	£ s. d.	£ s. d.	£ s. d.
Carding—			
Can tenter	9 3 0	9 9 6	9 15 0
Combing—			
Comber tenter	9 3 0	9 9 6	9 15 0
Sliver and/or ribbon, lap tenter	9 3 0	9 8 0	9 13 0
Drawing—			
Draw frame tenter	9 3 0	9 9 0	9 15 0
Stubbers—			
Stubber tenter	9 3 0	9 9 0	9 15 0
Back tenter	9 3 0	9 6 0	9 9 0
Intermediate—			
Intermediate tenter	9 3 0	9 9 0	9 15 0
Back tenter	9 3 0	9 6 0	9 9 0
Rovers—			
Rover tenter	9 3 0	9 9 0	9 15 0
Back tenter	9 3 0	9 6 0	9 9 0
Ring spinning—			
Head, doffer	9 15 0	9 15 0	9 15 0
Ring spinner	9 3 0	9 9 0	9 15 0
Doffer and/or gainer	9 3 0	9 6 0	9 9 0
Winding and/or reeling—			
Winder and/or reeler	9 3 0	9 9 0	9 15 0
Automatic winding machine attendant	9 3 0	9 8 6	9 14 0
Doubling and cabling—			
Doubler, twister and/or cabler	9 3 0	9 9 0	9 15 0
Doffer	9 3 0	9 6 0	9 9 0
General—			
Roller-coverer	9 3 0	9 9 0	9 15 0
Roller-coverer's assistant	9 3 0	9 6 0	9 9 0
Recorder	9 3 0	9 9 0	9 15 0
Yarn tester and/or wraper	9 3 0	9 7 6	9 12 0
Packer	9 3 0	9 6 0	9 9 0
Adult females in any section not elsewhere specified	9 3 0	9 3 0	9 3 0

Weaving.

Winding—			
Winder	9 3 0	9 9 0	9 15 0
Automatic winding machine attendant	9 3 0	9 8 6	9 14 0
Warping and beaming—			
Warper and/or beamer	9 3 0	9 9 0	9 18 0
Creeler	9 3 0	9 6 0	9 9 0
Warp drawing-in—			
Drawer-in	9 9 0	9 15 0	10 1 0
Twister-in	9 9 0	9 15 0	10 1 0
Reacher-in	9 3 0	9 9 0	9 15 0
Weaving—			
Weaver	9 3 0	9 12 0	10 1 0
Battery-filler and/or weft carrier	9 3 0	9 6 0	9 9 0
Grey room—			
Cloth examiner and picker	9 3 0	9 9 0	9 15 0
Machine operators	9 3 0	9 9 0	9 15 0
Assistant machine operators	9 3 0	9 7 6	9 12 0
Warehouse—			
Warehouse employee	9 3 0	9 6 0	9 9 0
Packer, Parceller and/or despatcher	9 3 0	9 9 0	9 15 0
Cloth examiner—finished cloth	9 11 0	9 16 0	10 8 0
Folding, rolling or block machine attendant	9 3 0	9 9 0	9 15 0
Automatic guillotine attendant	9 3 0	9 9 0	9 15 0
Folders and feeders	9 3 0	9 6 0	9 9 0
Warehouse machinists	9 3 0	9 9 0	9 15 0
Warehouse finishers	9 3 0	9 9 0	9 15 0
Decoudon attendants	9 3 0	9 9 0	9 15 0
Warehouse employees (towel section) not elsewhere specified (including hooker, cutter, trimmer, folder and/or parceller)	9 3 0	9 9 0	9 15 0
General—			
Recorder	9 3 0	9 9 0	9 15 0
Splicer and creeler	9 3 0	9 6 0	9 9 0
Hand wash women	9 3 0	9 9 0	9 15 0
Adult females in any section not elsewhere specified	9 3 0	9 3 0	9 3 0
Winder and/or coater (plastic coating)	9 3 0	9 9 0	9 15 0

Miscellaneous Section.

Braids, tassels, labels and ribbons—			
Weaver	9 3 0	9 10 0	10 1 0
Warper	9 3 0	9 10 0	9 18 0
Assistant on automatic shuttle embroidery machine	9 3 0	9 10 0	9 18 0
Other machine operators and/or attendants	9 3 0	9 9 0	9 15 0
Recorder	9 3 0	9 9 0	9 15 0
Warehouse employees, including packers	9 3 0	9 6 0	9 9 0
Winder	9 3 0	9 9 0	9 15 0

OTHER EMPLOYEES—continued.

ADULT FEMALES—continued.

Cotton Section—continued.

	Wages per Week of 40 Hours.		
	First Three Months' Experience.	Second Three Months' Experience.	Thereafter.
	£ s. d.	£ s. d.	£ s. d.
Braids, tassels, labels and ribbons—continued.			
Finisher	9 3 0	9 9 0	9 15 0
Cord spinner	9 3 0	9 9 0	9 15 0
Tassel hands (cordage)	9 3 0	9 9 0	9 15 0
Other adult females not elsewhere specified	9 3 0	9 3 0	9 3 0
Carpets—			
Assistant forewomen and/or overlooker	10 10 0	10 10 0	10 10 0
Weaver	9 3 0	9 12 0	10 1 0
Setter and spool setter	9 3 0	9 10 6	9 18 0
Creeler	9 3 0	9 9 0	9 15 0
Threader	9 3 0	9 9 0	9 15 0
Examiner and mender	9 3 0	9 9 0	9 15 0
Card stamper and lacer	9 3 0	9 9 0	9 15 0
Winder	9 3 0	9 9 0	9 15 0
Whipper, fringer, trimmer and picker	9 3 0	9 9 0	9 15 0
Other machine operators and/or attendants	9 3 0	9 9 0	9 15 0
Other females not elsewhere specified	9 3 0	9 3 0	9 3 0
Elastic webbing—			
Warper	9 3 0	9 9 0	9 15 0
Winder	9 3 0	9 9 0	9 15 0
Examiner and carder	9 3 0	9 9 0	9 15 0
Tagging machine operator	9 3 0	9 9 0	9 15 0
Packer and/or despatcher	9 3 0	9 6 0	9 9 0
Other adult females not elsewhere specified	9 3 0	9 3 0	9 3 0
Macroising—			
Quiller operator and/or attendant	9 3 0	9 9 0	9 15 0
Reeler	9 3 0	9 9 0	9 15 0
Winder	9 3 0	9 9 0	9 15 0
Packer	9 3 0	9 6 0	9 9 0
Recorder	9 3 0	9 9 0	9 15 0
Other adult females not elsewhere specified	9 3 0	9 3 0	9 3 0
Printing—			
Technical drawer and/or designer	9 13 0	9 18 0	10 8 0
Textile printing—			
Textile fabric printer (hand painting)	9 3 0	9 9 0	9 15 0
Textile fabric printer (screen printing)	9 3 0	9 6 0	9 9 0
Printing room and/or screen room assistant	9 3 0	9 9 0	9 15 0
Examiner of finished fabrics	9 3 0	9 9 0	9 15 0
Percher	9 3 0	9 9 0	9 15 0
Percher's assistant	9 3 0	9 6 0	9 9 0
Storewomen	9 3 0	9 6 0	9 9 0
Recorder	9 3 0	9 9 0	9 15 0
Packer and/or warehouse-woman	9 3 0	9 6 0	9 9 0
Measuring and blocking machine operator and or attendant	9 3 0	9 9 0	9 15 0
Other adult female employees not elsewhere specified	9 3 0	9 3 0	9 3 0

The wages of adult females include a loading of 2s. 6d.

ADDITIONAL PAYMENTS.

3. (a) An employee who is employed as first-aid man or woman and who holds a first-aid certificate shall be paid 10s. per week extra.

(b) Employers shall provide proper facilities for the protection of employees engaged in loading and unloading soda ash from delivery vehicles by hand; in the event of such facilities not being so provided, the employer shall pay each employee whilst so engaged the sum of 1s. per hour extra.

(c) An employee required to clean wool scouring pits which are in an unusually dirty or offensive condition shall be paid at double ordinary rates whilst employed in the cleaning of the pits.

(d) For picking over bales of wool waste or rags which are in an offensive or obnoxious condition, an employee shall be paid 1s. per bale, in addition to his ordinary pay.

(e) Employees engaged in dye houses, operators of machines in the wool scouring and wet finishing departments and employees on liquor tanks in bleaching departments shall be paid an additional allowance at the rate of 5s. per week.

(f) An employee employed as blender or blending machine attendant, who in the course of duty is required to blend angora rabbit hair and/or rabbit kemp with other fibres, shall be paid an additional allowance at the rate of 10s. per week whilst so engaged.

(g) Men employed on breaking-up double-dumped bales shall be paid an additional allowance of 6d. per bale whilst so engaged.

(h) Employees who in the course of their normal duties are called upon to work in a dust chamber in a cotton mill shall be paid the sum of 5s. per week extra whilst so employed.

PAYMENT OF WAGES.

4. (a) Wages shall be paid weekly not later than Friday.

(b) Wages shall be paid during working hours; shift workers finishing work on Friday mornings shall be paid their wages before ceasing work; any employee kept waiting for his or her wages beyond the ordinary working hours shall be paid at overtime rates for such waiting time.

(c) Where the services of an employee are dispensed with wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

(d) Not more than two days' pay of each employee shall be kept in hand by an employer.

DEDUCTIONS FROM WAGES.

5. No deductions shall be made from the wages of any employee for any purpose except with the written consent of the employee or by reason of statutory compulsion or any order of a Court.

PAYMENT BY RESULTS SYSTEM.

Piecework.

6. (a) Any employer may fix piecework rates for any process: Provided such rates enable adult employees of average capacity to earn at least the minimum weekly rate prescribed for their respective classes with the addition of 15 per cent. A schedule of such piecework rates shall be posted in the mill or factory.

(b) Piecework rates now paid may be re-adjusted by employers to meet new circumstances created by this Determination before the expiry of six months from the date on which this Determination comes into force but thereafter such rates shall not be altered except by mutual agreement between the employer and pieceworkers concerned.

(c) Effects shall be given in piecework earnings to alterations of the male basic wage and the female basic wage made in accordance with the provisions of clauses 28 and 29 of this Determination. For that purpose an employer may alter his piecework rates in accordance with sub-clause (b) hereof or he may observe the following provisions:—

At the end of each working week, the aggregate earnings of each pieceworker for such week shall be ascertained, and where such pieceworker has worked on each and every day ordinarily worked in such week, such aggregate earnings shall be increased or decreased—

(i) in the case of males, by the sum by which the male basic wage has been increased or decreased in accordance with the provisions of clause 29 of this Determination; and

(ii) in the case of females, by the sum by which the female basic wage has been increased or decreased in accordance with the provisions of clause 29 of this Determination.

but where the pieceworker 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.

(d) Where an employee has worked part of the week on piecework, he or she shall be entitled to his or her earnings in full for the actual time worked in piecework if the earnings are higher than the minimum rate for such time.

(e) Adults and juniors doing the same operations shall be paid the same piecework rates.

(f) As far as practicable different grades of work shall be equitably divided between pieceworkers.

(g) A pieceworker who also instructs learners shall receive 10s. per week in addition to piecework earnings for the first week, 7s. 6d. for the second week and 5s. for the third week, but at the end of the third week shall not be called upon to continue instructing a learner unless paid 5s. per week in addition to his piecework earnings.

(h) Weavers on commencing a warp shall be provided with a ticket on which shall be entered particulars of class of work, the number of picks per inch, length of cut, speed of loom and price per cut.

In the fixation of weavers' incentive rates, extra shafts over eight and shuttles over two shall be taken into consideration.

(i) A pieceworker (adult or junior) called upon to perform work before the usual starting time or after the usual finishing time on any day Monday to Saturday (inclusive) shall be paid in addition to his or her normal piecework rate:—

(i) for the first three hours on any one of such days—at a rate per hour equivalent to 1/80th of the weekly rate prescribed for an adult employee of the same sex employed on the same work; and

(ii) for any overtime extending beyond such three hours—at a rate per hour equivalent to 1/40th of the weekly rate prescribed for an adult employee of the same sex employed on the same work.

Youths under 18 years of age and females who work overtime extending over ten hours in any week shall, for any overtime beyond such ten hours, be paid the rate prescribed by paragraph (ii) hereof.

(j) Pieceworkers on the employer's premises at the employer's request ready and willing to work shall for each pay period receive at least the time rate prescribed for their occupations.

Bonus Payments.

(k) In all establishments in which tasks are set and employees are paid for extra production, the tasks shall be so set as to permit adults of average capacity and juniors of average capacity over the age of 17 years to earn at least 15 per centum above the respective rates prescribed by this Determination and so as to permit juniors of average capacity in the age group under 16 years and up to 17 years inclusive to earn at least 20 per cent. in addition to the respective rates prescribed by this Determination.

(l) Adjustments and/or alterations of the bases of bonus rates shall be subject to mutual agreement between the employer and the bonus workers concerned.

MIXED FUNCTIONS.

7. An employee engaged for more than half of one day or shift on duties carrying a higher rate than his or her classification shall be paid the higher rate for such day or shift. If for less than one half of one day or shift, he or she shall be paid the higher rate for the time so worked.

HOURS.

8. Forty hours shall constitute a week's work, such hours to be worked by day workers in five days (Monday to Friday inclusive) (but this shall not apply to oilers and/or cleaners, or men engaged on maintenance work) and by shift workers in accordance with clause 10 hereof.

OVERTIME.

9. (a) Overtime shall be paid for work performed before the usual starting time or after the usual finishing time of each shift at the rate of time and a half for the first three hours on any day Monday to Saturday (inclusive) and double time thereafter.

(b) The usual starting and/or finishing time in any factory or part thereof shall not be altered except on seven days' notice to the appropriate shop steward.

(c) Employees required to work overtime for more than one hour without being notified on the previous working day or earlier that they will be required to work shall either be supplied with a meal by the employer or paid 3s. each. If the notice is given and overtime is not worked (except as a result of a breakdown in machinery or plant) the tea money prescribed herein shall be paid.

(d) Juniors under eighteen years of age for each period of overtime worked shall be paid 6d. up to two hours and 3d. for each additional hour or part of an hour in addition to their overtime earnings, and any tea money to which they might be entitled. Provided that the said sums of 6d. and 3d. shall not be payable to pieceworkers working overtime.

(e) Youths under eighteen years of age and females required to work overtime shall be paid overtime at the rate of time and a half to a maximum of three hours in any one day Monday to Saturday inclusive and ten hours in one week, and double time thereafter.

Compulsory Overtime.

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

SHIFTS.

10. Shifts as hereunder set forth may be worked in the industry:—

(a) A day shift (except those provided for in sub-clause (c) hereof) shall be worked between the hours of 7 a.m. and 6 p.m., Monday to Friday, inclusive and between the hours of 7 a.m. and 12 noon on Saturday.

(b) By mutual arrangement between an employer and his employees the hours of duty prescribed herein for night shift workers may be worked in four shifts without payment of overtime.

Under any such arrangement, all hours of duty beyond nine hours, even if they come within the starting and finishing time of a shift, shall be paid for at overtime rates.

(c) Subject to the provisions hereafter appearing, females shall be prohibited from working between the hours of 9 p.m. and 7 a.m.

Male juniors under 18 years of age are prohibited from working after 9 p.m.

Female employees and male juniors under 18 years may be required to work between the hours of 6 a.m. and 9 p.m., subject to the following conditions:—

(i) Payment at the rate of 2s. 6d. per shift extra shall be made for each shift other than day shift.

(ii) (a) Woollen and Worsted Sections an additional 6d. per shift shall be paid for each shift commencing before 7 a.m.

(b) Time and a half shall be paid for all work performed between 6 a.m. and 7 a.m.

(iii) Time and a half shall be paid for all time worked after noon on Saturday.

(iv) No employee under the age of 16 years shall be employed before 7 a.m.

(v) (1) No short shift for females under these provisions shall be substituted for any existing afternoon or night shift carried on by male labour.

(2) Where two shifts of females are employed by virtue of these provisions as well as a night shift of males, at least one shift of females shall be dispensed with, if and when it is desired to work only two shifts.

(d) Male employees 18 years of age or over engaged on shifts other than day shift shall be paid at the rate of 15s. per week in addition to the ordinary rates payable to day workers, irrespective of whether such shift is regarded as intermediate, afternoon or night shift, whether permanent or rotating.

Provided that employees engaged on a permanent night shift shall be paid at the rate of £1 per week in addition to the ordinary rate payable to day workers.

(e) Short shifts of male employees over 17 years of age may be worked at the discretion of the employer. For work done on such shifts (other than work done between noon on Saturday and midnight on Sunday) payment shall be made at the rate of 15s. per week of 40 hours, in addition to the rates payable to day shift workers.

(f) As far as practicable, employees shall work shifts in rotation.

(g) Subject to the provisions of sub-clause (c) hereof, for all work done by a shift worker on Saturday afternoon, time and a half shall be paid until 5 p.m. and double time thereafter. All time worked by a shift worker between midnight on Sunday and 7 a.m. on Monday shall be paid for at the rate of time and a half for the first three hours and double time thereafter.

(h) An employee who is required to change from one shift to another without two days' notice of such change of shifts shall be paid 10s. extra as compensation, but this shall not apply during any period when power restrictions are in operation.

(i) Shift workers may be required to work until the completion of their shifts on holidays without the payment of holiday rates; Provided they are not required to work on the night shift commencing on a holiday.

Where a holiday prescribed by this Determination is observed on a Monday, shift workers may be given time off on the shift commencing on the Sunday night preceding a holiday and in such event shall be required to work on the usual night shift commencing on the holiday, without additional pay:

Provided that where an employee works two complete shifts on a holiday, both shifts shall be paid for as holiday shifts.

Definitions.

(j) "Day shift" shall mean a shift worked between the hours of 7 a.m. and 6 p.m.

"Afternoon or intermediate shift" shall mean a shift finishing after 6 p.m., but not later than 12 o'clock midnight.

"Night shift" shall mean a shift the finishing time of which shall be after midnight, but not later than 8 a.m.

TERMS OF ENGAGEMENT.

11. (a) Except as hereinafter provided employment shall be by the week. Any employee not specifically engaged as a part-time 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 working week or by the payment for forfeiture of a week's wages, as the case may be.

(c) Notwithstanding anything elsewhere in this clause, the employer shall have the right to dismiss an employee without notice for inefficiency, neglect of duty, malingering or misconduct, in which case wages shall be paid up to time of dismissal only, or to deduct payment for any time 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 or for a stand-down of employees at any time when no work is offering. Provided, however, that subject to the continuance of existing practices in the weaving section of the industry, any worker starting work shall be entitled to at least half a day's pay and any pieceworker to half a day's work.

Provided further that in the case of any power stoppage that any employee required to attend for work in accordance with this clause and does so attend shall be paid as for at least two hours' work at time rates; and provided that payment shall be made at time rates to an employee who is kept on the employer's premises at the direction of the management in excess of two hours.

(d) A part-time employee is one engaged as such. Such an employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs.

(e) Subject to existing weaving practices in sub-clause (c) hereof, employees become entitled to payment under this Determination if ready, willing and available for work at the times and during the hours usually worked by him.

(f) Where the employer terminates the employment of an employee within two weeks prior to a day on which a holiday occurs and such employee is re-engaged within a period of two weeks after such holiday or holidays, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee has been employed by the employer for a period of at least two weeks prior to the termination of employment.

MEAL HOURS.

12. (a) A meal interval of not less than 45 minutes and not more than one hour shall be allowed each day: Provided that by mutual arrangement between the employees and the employer a shorter meal time may be fixed, in which case it shall not be less than 30 minutes.

(b) Time and a half rates shall be paid to any employee required to work during his meal hour. No employee shall be compelled to work more than five hours without a break for a meal. Provided, however, that where three shifts are worked and it is mutually arranged, there shall be no break for meals, but employees may take their meals in the employer's time as opportunity offers.

(c) An employee engaged in the maintenance of plant shall, when breakdowns occur, work meal hours at the ordinary rates herein prescribed whenever instructed so to do.

(d) Each employee shall have a meal interval fixed and having been fixed, it shall not be altered except by mutual agreement, or in the event of an emergency such as a power breakdown.

HOLIDAY AND SUNDAY WORK.

13. (a) Subject to the limitations mentioned hereinafter employees shall be entitled to the following public holidays without deductions of pay:—

New Year's Day, Australia Day, Good Friday, Easter Saturday (in establishments working a six-day week), Easter Monday, Labour Day, Queen's Birthday, Anzac Day, Christmas Day and Boxing Day, or any other day observed in lieu thereof or observed by local custom and substituted for one of the days hereinbefore mentioned. In the metropolitan district of Melbourne, Melbourne Cup Day shall be substituted for Queen's Birthday.

(b) Piece workers shall be paid for such holidays even though not worked at the ordinary rates payable to employees on time work doing the same class of work.

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

(d) When an employee is absent through illness or other reasonable cause from his or her employment for a period exceeding fourteen days, the employee shall not be entitled to payment for any holidays occurring during such period of absence:

Provided that where an employer consents to an employee having leave beyond fourteen days above-mentioned, payment shall be made for such holiday or holidays occurring in the period of absence.

(e) Production work in any factory is prohibited on Sundays unless in extra-ordinary circumstances. Provided that this sub-clause shall not apply to employees engaged in the production of wool-tops.

(f) All work done by time workers on the holidays prescribed in sub-clause (a) hereof and all work done by time workers on Sundays shall be paid for at the rate of ordinary time in addition to the ordinary rate; all such work done by piece workers shall be paid for at the ordinary rate payable to employees on time work doing the same class of work in addition to such piece-work earnings.

(g) All employees engaged on repairs or renewals of the employer's plant or machinery necessary for the resumption of work the next following working day or for maintaining the continuity of electric light and power (not including the installation of new machinery) shall, if worked on holidays and Sundays, be paid at the rate of time and a half.

(h) Part-time employees shall, in respect of public holidays, be paid only at the rate actually being received by them at such time.

13A. 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 13 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.

SICK LEAVE.

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

(i) He shall not be entitled to paid leave of absence unless he has been in the service of the employee concerned for at least three months immediately prior to such absence.

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

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

(iv) He shall prove to the satisfaction of the 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. For such purpose the employer may require an employee to make a statutory declaration verifying the cause of his absence.

(v) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time nor to payment in excess of 40 hours at ordinary rates nor in the case of an employee working short shift, payment in excess of a week's wages for such shift.

For the purpose of administering paragraph (v) hereof 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.

(b) A pieceworker entitled to paid leave of absence under this clause shall be paid at the time-work rate applicable to his classification.

(c) For the purpose of this clause, a year shall be deemed to be from the 1st day of January, to the 31st day of December, inclusive.

(d) Part-time employees shall, in respect of sick leave, be paid only at the rate actually being received by them at such time.

Cumulative Sick Leave.

(e) Sick leave allowable under this clause to an employee which is not availed of during the year in which it accrues shall, whilst an employee is employed by the same employer, be allowed to accumulate. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years but no longer from the end of the year in which it accrues.

ANNUAL LEAVE.*Period of Leave.*

15. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

(b) In addition to the leave hereinbefore prescribed seven-day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays shall be allowed seven consecutive days' leave including non-working days.

Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven-day shift worker, he shall be entitled to have the period of fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 13 of this Determination and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

(e) For the purposes of this clause service shall be deemed to be continuous notwithstanding—

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness, injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 14 shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice shall be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notification to employees are usually made in that plant and by posting to each union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted in the plant.

A notice to an individual employee may be given by delivering same to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby varied. The annual leave shall be allowed at the rate of 6½ hours for each completed one month of continuous service. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

Where the employer is a successor or assignee or transferee of a business if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transferee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause to be deemed to be in the service of the employer.

Calculation of Month.

(g) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

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

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

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

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 13 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages except a seven-days shift worker who shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause and sub-clause (l) hereof wages shall be at the rate prescribed by clause 2 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates. Part-time employees shall, in respect to annual leave, be paid only at the rate actually being received by them at such time.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee the employee shall be paid at his ordinary rate of wage of 6½ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

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

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work. Provided that all time during which an employee is stood off without pay for the purpose of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (f) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

LIMITATIONS.

16. (a) Where practicable each machine must be stopped when being cleaned, the cleaning to be done in his or her working hours by the employee whose duty it is to do so.

(b) No female shall be required to lift or carry any article or goods weighing more than 30 lbs. without one assistant for every 30 lbs. weight.

(c) No male employee under eighteen years of age shall be permitted to operate the rotary hydros and milling machines in the finishing department.

(d) Work on "wet crabbing" in the dye house shall be confined to adult employees.

(e) No female shall be employed in the wool sorting or wool scouring departments.

(f) Work in the dye house and bleach house shall be confined to adult male employees except where, juniors are employed there for training purposes; but this clause shall not prevent the continued employment of juniors already employed on such work.

(g) To each pair of mules in the Spinning Department one adult shall be employed as "in charge" thereof.

GENERAL.*Hot Water.*

17. (a) Employees shall be provided with hot water free of charge.

Seats for Female Employees.

(b) When requested by employees, and where practicable, suitable seats shall be provided by the employer for female employees in positions handy to their work.

Rest Room.

(c) In factories where ten or more female employees are employed a properly ventilated rest room shall be provided by the employer for the use of such female employees. It shall contain a suitable couch, stretcher, two easy chairs and a rubber hot water bag.

Dining Room.

(d) Proper dining-room accommodation shall be provided by the employer for the use of the employees.

First Aid.

(e) In each mill or establishment the employer shall provide a properly equipped first-aid chest at a place or places reasonably accessible to all employees. Such chest shall, as to its contents, comply with any State Acts or Regulations in force from time to time.

Clothing.

(f) When requested by the Union representative the employer shall provide employees working in the wool scouring, dye house, willy house, bleach house, milling and scouring, yarn dyeing and piece carbonising (except piece drying) departments with suitable protective clothing, such as gloves and top boots or clogs and (when working with acids) aprons. Employees shall take reasonable care of clothing so provided.

Cleaning Materials.

(g) All materials and appliances required for the cleaning of machinery shall be supplied by the employer free of charge.

Changing Accommodation.

(h) Separate dressing accommodation shall be provided by the employer for male and female employees.

An employer shall, at some reasonably convenient place on his premises, provide a suitable locker for each employee in his mill or hanging facilities which afford reasonable protection for employees' clothes.

Washing Facilities.

(i) Adequate washing and sanitary facilities shall be provided in all factories and, where possible, warm running water shall be available for washing.

Tea Break.

(j) Female employees shall be allowed a period of not less than ten minutes for rest and refreshment during each day or shift, to be taken at times to be mutually arranged. Reasonable facilities shall be provided by the employer for female employees to have refreshments during such intervals if they so desire:

Provided:—

- (i) that such period shall not be allowed within one hour of commencing or finishing work for the day or for a meal break; and
- (ii) this sub-clause shall not apply to employees working a short shift who are allowed crib time without deduction of pay; and
- (iii) that employees shall conform to such arrangements as the employer may make to ensure the continuity of machine operations.

Floor Coverings.

(k) Where practicable, suitable floor coverings shall be placed before machines and no employee shall be called upon to stand on a bare concrete or brick or stone floor when operating or attending to a machine.

Guarding Machinery.

(l) Nothing in this Determination shall be deemed to override or limit any State law relating to the safeguarding of machinery for the protection of employees from accident.

Lighting Facilities.

(m) Adequate lighting facilities shall be provided in all factories:

Drinking Water.

(n) Clean and wholesome drinking water shall be provided in places easily accessible to all employees:

Heating and Cooling Facilities.

(o) Adequate heating systems shall be provided in all factories to maintain satisfactory working conditions during cold weather.

Provisions shall be made in all factories to maintain air movement in order to keep temperatures as low as practicable during hot weather.

Respirators.

(p) Respirators and goggles shall be supplied for the use of employees when cleaning out dust tower pit in cotton mills.

Vacuum System.

(q) A vacuum system of card stripping or an individual unit system of dust extraction shall be installed and kept working in all card rooms in the cotton section. For hand stripping 6d. per complete set shall be paid in addition to an employee's ordinary rate of pay.

NOTICE BOARDS.

18. The employer shall permit a notice board to be erected in a prominent position in his establishment upon which representatives of the Union shall be allowed to post notices in connexion with Union meetings or other legitimate business of the Union, provided such notices are not objected to by the management.

DETERMINATION POSTED.

19. A copy of this Determination shall be posted by each employer in a prominent and accessible place on the factory premises.

SHOP STEWARDS.

20. Shop stewards to the number of one in each department shall be recognized by the employer and not more than three of such shop stewards shall be allowed time off during working hours to interview the employer if there is any legitimate complaint.

RIGHT OF ENTRY.

21. The Secretary or Branch Secretary of the Union or any person authorized by the Union, shall have the right to enter any factory or workshop for the purpose of interviewing and conversing with employees during the lunch hour or non-working time.

If any official so authorized makes himself objectionable during any such visit, his right to visit may be determined by the employer affected.

UNION CONFERENCE DELEGATES.

22. Delegates of the Union not exceeding two from each factory shall be granted leave without pay to attend Union conferences provided that reasonable notice has been given to the employer and that such absence will not unduly interfere with the business of the employer.

CERTIFICATE OF SERVICE.

23. An employee, if he or she asks for it, shall be entitled on termination of service, to a certificate of length of service with an employer and the nature of the work which he or she was employed upon.

TIME AND WAGES BOOK.

24. (a) An employer shall keep a time and wages book or record in English showing the name of each employee, the age and/or experience of each employee, paid as a junior under clause 2 of this Determination, the occupation of each employee, the hours worked each day or each week and the wages and/or allowance paid each week.

(b) (i) When any junior employee is engaged, the employer shall obtain and file in records a certificate or declaration as to the age and experience of such junior employee, which shall be open for inspection as provided herein:

(ii) Any employee giving misleading or false information as to his or her experience and/or age shall be liable to penalties for breach of this Determination.

(c) The time occupied by an employee in filling in books or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

(d) The time and wages book or record shall be open for inspection to a duly accredited official of the Union during the usual office hours at the employer's office or other convenient place; Provided that no inspection shall be demanded unless the Secretary of the Union or the Branch Secretary or organizer of any division suspects that a breach of this determination is being or has been committed: Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment.

OUTSIDE WORKERS.

25. (a) No work of any description or class covered by this Determination shall be done or performed except in the factory or workshop of an employer affected by this Determination unless a permit has been given to an employee by the Secretary for Labour to work outside such factory or workshop.

(b) An employer shall not have more than one outside worker for every twenty indoor workers or fraction thereof.

(c) An outside worker shall be deemed to be a person who works by himself or herself and is not employed in a workshop or factory.

(d) The outside worker shall not work during any part of the day inside a workshop or a factory.

(e) Outside workers shall be paid the rates prescribed in this Determination.

(f) Outside workers shall be provided free of charge with all yarn and/or other materials used in connexion with their work.

(g) Where an employer delivers and/or collects the work of such outside workers, the outside workers shall not be charged for such delivery and/or collection.

(h) Outside workers shall not employ any labour whatever except members of their own families.

(i) Outdoor workers shall be paid for annual leave and for each public holiday prescribed by this Determination which occurs during the period of their employment, such payment to be on a *pro rata* basis in proportion to the amount their aggregate earnings bears to the annual time rate earnings plus 15 per cent. of an indoor worker doing similar work, payable on termination of employment or annually: Provided that such payment shall not exceed by more than 15 per cent. the total amount to which such indoor workers are entitled to annually.

(j) *Record Book*.—An employer who has work done elsewhere than in his factory or workshop shall keep a record book in English which shall contain a correct account written in ink as follows:—

(i) The name and address of the outside worker.

(ii) The number of articles and description of the work given out.

(iii) The price paid for such outside work.

(iv) The record book shall be signed each week by each outside worker verifying the accuracy of the amount of wages received.

(v) The record book shall be open for inspection at any time by any authorized officer of the Department of Labour.

(k) No employer shall, except as provided herein, require or order or cause to be performed or contract for the performance of work of any class covered by or referred to in this Determination (including the work of preparing any material for manufacture or materials so prepared)—

(i) in any place other than his usual workshop or factory; and/or

(ii) by any person or persons other than his employees usually employed at such workshop or factory.

(l) Nothing herein contained shall affect the right of an employer affected by this Determination to contract, sub-contract, let or sub-let to any person employing not less than four persons, exclusive of members of his own family, who conducts a workshop or factory, and is affected by this Determination.

LIMITATION OF EMPLOYER'S LIABILITY.

26. Where an employer has made a payment to an employee which payment purports to be a payment of the wages payable under this Determination to the employee for any period such employee shall not recover from his employer any further sums prescribed by this Determination in respect of any services rendered to such employer during such period, unless within a period of three calendar months after the last day of such period a demand in writing of such further sum claimed has been given to the employer by the employee.

DEFINITIONS.

27. (a) (i) "An assistant foreman and/or overlooker" is a male employee who under the direction of the management, supervises the work of eight or more other employees.

(ii) "A leading hand" is an employee who, under the direction of the management, supervises the work of a shift or gang of other employees not exceeding seven in number.

(iii) "An assistant forewoman" is a female employee who, under the direction of the management, supervises the work of eight or more other employees where no assistant foreman and/or male overlooker is employed.

(b) "Jobber" means a male employee who is an assistant to the section overlooker who carries out the changing of draft and twist wheels, also the changing of roller settings for quality changes and generally assisting in the adjusting of machines for different qualities and counts of yarns.

(c) "Machine operator and/or attendant" means an employee who in the course of his duty is called upon to operate a machine and does not include an employee whose sole duty is carrying material to and from a machine.

(d) "Wool store" shall mean a department in this industry where untreated wool is stored in bulk.

(e) "Yarn storeman" means an adult employee in a yarn store engaged in handling, receiving or distributing yarn but does not include a wheeler or conveyor.

(f) "Experience", for the purpose of calculating rates under clause 2 of this Determination, shall include all experience in the classification concerned, whether gained as a junior or as an adult.

(g) "Continuous process" means the working of three shifts per day for six or seven days per week or in other cases the working of three shifts per day between midnight on Sunday and noon on the following Saturday.

PERIODICAL ADJUSTMENT OF WAGES.

28. (a) *Adult Males*.—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 determines that such rates shall be automatically adjusted as prescribed by clause 29.

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	12 1 0	<div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;"> { Sydney .. Melbourne Adelaide Perth .. Hobart .. } </div> <div style="display: inline-block; vertical-align: middle;"> Weighted average </div> </div>

(b) *Adult Females*.—The basic wage for an adult female employee shall be 75 per cent. of the basic wage payable from time to time to an adult male employee. Such 75 per cent. shall be calculated to the nearest 6d., any fraction of 6d. in the result not exceeding 3d. to be disregarded.

(c) The wages for juniors shall be the appropriate percentages as set out in clause 2 (a), the total wage shall be calculated to the nearest sixpence, any fraction of 6d. in the result not exceeding 3d. to be disregarded.

ADJUSTMENT OF BASIC WAGE

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

(b) Until the beginning of the first pay period to commence in May, 1954, the amount of the basic wage shall be as prescribed in clause 28.

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

(ii) *Adjustment of Wages of Adult Females.*—(a) For work done by adult female employees until the beginning of the first pay period to commence in August, 1953, the amounts of wage rates prescribed for them by clause 2 hereof shall be paid.

(b) Thereafter the amounts of wage rates prescribed for them by clause 2 hereof shall be increased or decreased (as the case may be) whenever and wherever there is any alteration in the basic wage for adult males calculated in accordance with clause 29 hereof.

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

J. V. WILLOX, Secretary.

Melbourne, 23rd February, 1954.



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 240]

MONDAY, APRIL 12.

[1954

Factories and Shops Acts.

DETERMINATION OF THE COMMERCIAL CLERKS BOARD.

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

(b) By Order in Council of the 25th September, 1951, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons, or classes of persons, employed as clerks, in meat works where killing is done, at work connected directly with the slaughtering of animals for export as meat or with the processing or the carcasses of such animals or the products therefrom, and conferred such power exclusively on the Clerks (Meat Works) Board.

(c) By Order in Council of the 27th November, 1951, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person, or persons, or classes of persons, employed in or in connexion with the operation of a totalizator on a race-course in connexion with a race-meeting, and conferred such power exclusively on the Totalizator Employees Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which has the power "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons employed by any banking company, insurance company, trustee company, barrister or solicitor, but including persons employed in his practice by a barrister or solicitor as a typewriter or stenographer) employed in connexion with some trade or business as a clerk, collecting clerk, time-keeping clerk, despatch clerk, store clerk, weighing clerk, cashier, typewriter, stenographer, bookkeeper, or telephone switchboard attendant," has made the following Determination, namely:—

1. That on the 18th March, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

*IMPROVERS.

Males.

Wages Per Week.

Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year	78 6	78 6	93 0	107 0
2nd year	100 0	100 0	112 0	150 0
3rd year	124 0	128 6	150 0	183 6
4th year	157 0	171 6	188 0	243 6
5th year	193 0	228 6	251 0	..
6th year and until 21 years of age ..	248 0	251 0

Females.
Wages per Week.

Typistes, Stenographers or Operators of calculating or ledger-keeping machines.				
Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year	101 6	114 0	134 0	155 6
2nd year	114 0	134 0	155 6	171 6
3rd year	134 0	155 6	171 6	184 0
4th year	155 6	171 6	184 0	..
5th year	171 6	184 0
6th year and until 21 years of age ..	184 0

All Others.				
Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year	82 0	93 0	110 6	135 6
2nd year	93 0	110 6	135 6	153 6
3rd year	110 6	135 6	153 6	171 6
4th year	135 6	153 6	171 6	..
5th year	153 6	171 6
6th year and until 21 years of age ..	171 6

* NOTE.—The Board has determined that no apprentices shall be taken to the trade.

PROPORTION (IN ANY PLACE)—IMPROVERS.

One improver to one or two; Two improvers to three or four; Three improvers to five } Workers receiving not less
or six; And thereafter one improver to every three or fraction of three.. .. } than minimum wage.

OTHER EMPLOYEES.

Wages per Week.

	Within a Radius of 25 Miles of the General Post Office, Melbourne, and within a Radius of 10 Miles of the Post Office, Geelong.		All Other Parts of Victoria.	
	Males.	Females.	Males.	Females.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Stenographers, typistes, or operators of calculating or ledger-keeping machines	282 6	212 3	279 6	209 9
Telephone switchboard attendants	282 6	210 3	279 6	207 9
All other adults	282 6	206 6	279 6	204 0

WEEKLY HOURS (OTHER THAN SHIFT WORKERS).

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

4. TIMES OF BEGINNING AND ENDING WORK (OTHER THAN SHIFT WORKERS).

	Time of Beginning Work.	Time of Ending Work.
On the usual weekly half holiday	8 a.m.	12 noon
On all other days of the week	8 a.m.	6 p.m.

The provisions of this clause shall not apply to employees working in hotels, guest houses, boarding houses, restaurants, or coffee palaces, but the spread of hours for such employees shall not exceed nine (9) in any one day.

OVERTIME (OTHER THAN SHIFT WORKERS).

5. (a) Employees working in hotels, guest houses, boarding houses, restaurants, or coffee palaces shall be paid time and a half for all work done in excess of the number of hours fixed for an ordinary week's work.

(b) Employees working in any other place:—

(i) Within the hours fixed in clause 4 in excess of hours fixed for an ordinary week's work	} Time and a half for the first four hours and double time thereafter.
(ii) Outside the hours fixed in clause 4	

For the purpose of administering the provisions contained in sub-clauses (a) and (b) hereof the minimum period for which an employee shall be paid overtime shall be one-half hour per week.

(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.

SHIFT WORK.

6. In this clause—

"Afternoon Shift" means any shift finishing after 6 p.m. and at or before midnight.

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

(a) (i) Notwithstanding any other provisions of this Determination an employee may be employed upon shifts, in which case the ordinary hours for a week's work shall be 40, and shall be performed in shifts not exceeding 9 hours each in the case of a five-day week and not exceeding 8 hours each in the case of a six-day week. A Sunday may be included in either case.

(ii) A shift worker employed on an afternoon shift or on a night shift shall, for work done during the ordinary hours of any such shift, be paid ordinary rates plus an additional 10 per cent. for an afternoon shift, or an additional 12½ per cent. for a night shift.

(iii) The times of beginning and ending the shift of any employee shall not be altered without at least one week's notice to the employee concerned.

(iv) Twenty minutes shall be allowed to a shift worker for a meal during each shift between the fourth and fifth hour of such shift. Such meal break shall be counted as time worked.

Overtime for Shift Workers.

(b) A shift worker for all time worked—

(i) in excess of the ordinary hours prescribed or

(ii) on more than six shifts on any seven consecutive days; or

(iii) on a rostered shift off;

shall be paid at the rate of time and a half, provided that time worked on any day in excess in the aggregate of ten hours of ordinary time and/or overtime, shall be paid for at the rate of double time.

(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.

Saturday, Sunday and Holiday Rates for Shift Workers.

(d) (i) A shift worker whose ordinary working period includes a Sunday or a holiday as prescribed in clause 9) as an ordinary working day, shall be paid at the rate of time and a half for such ordinary time as occurs on such Sunday or holiday.

(ii) A shift worker whose ordinary working period does not include a Sunday or a holiday (as prescribed in clause 9) as an ordinary working day, shall, if required to work on any such Sunday or holiday, be paid double time for work done on either of such days.

(iii) A shift worker whose ordinary working period includes a Saturday shall in lieu of the shift rate prescribed in clause 6 (a) (ii) hereof, be paid time and a quarter for all work done between midnight Friday and midnight Saturday.

TERMS OF EMPLOYMENT.

7. All employees (other than casuals) willing, ready and available for work shall be paid the full weekly wage fixed herein, irrespective of the number of hours worked not exceeding 40. To terminate employment one week's notice shall be given by either employer or employee or in lieu thereof one week's wages shall be paid or forfeited, as the case may be. The provisions of this clause shall not apply in any instance where an employee is dismissed for misconduct.

Notwithstanding any provisions elsewhere contained herein, an employer may deduct payment for any day an employee cannot usefully be employed because of any strike, breakdown of machinery, or any stoppage of work by any such cause for which the employer cannot reasonably be held responsible. Provided that such standing down shall not be deemed a break in the continuity of the employment of the employee for the purpose of any rights under this Determination or any variation or modification thereto.

CASUAL LABOUR.

8. Casual hands, i.e., persons who are employed during any week for not more than one-half of the maximum number of hours fixed in the Determination as a week's work, shall be paid at the rate of time and a half on the hourly rate calculated *pro rata* by dividing the weekly rate by the number of hours fixed for a week's work.

SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS (OTHER THAN SHIFT WORKERS).

9. (i) All work done on—

Sundays;
New Year's Day;
Australia Day;
Good Friday;
Easter Saturday;
Easter Monday;
Labour Day;
Anzac Day;
Queen's Birthday;
Melbourne Cup Day (within a radius of 25 miles of the G.P.O., Melbourne);
Christmas Day; and
Boxing Day

or any other day substituted by Act of Parliament or Proclamation for any of the above-mentioned holidays, shall be paid for as follows:—

Clerks or cashiers employed in hotels, guest houses, boarding houses, coffee palaces, or restaurants	Time and a half.
All others	Double time.

Provided that this clause shall not apply to:—

Receiving clerks or punch or fare-checking clerks, outfit clerks, roster clerks, or other clerks in lieu of or in substitution for any such clerks in connexion with the traffic operations of tramways or employed in tramway sheds or tramway offices; or

Counter clerks, entering clerks, cashiers, label or despatch clerks employed in daily newspaper offices.

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.

HOLIDAYS.

10. No deduction shall be made from the wages of employees granted leave for the holidays specified in clause 9.

ANNUAL HOLIDAY.

11. (a) 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.

(b) In addition to the above, shift workers 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 shift worker, he shall be entitled to have the period of two weeks' annual leave prescribed by the said Act increased by one half day for each month he is continuously engaged as aforesaid.

(d) If in any twelve-monthly qualifying period a 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.

SICK LEAVE.

12. (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—34 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 be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st December, 1947, shall be disregarded, provided that any accumulated sick leave, not exceeding 160 hours of working time, standing to the credit of the employee on the 1st December, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

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.

TIME AND WAGES RECORDS.

13. Each employer shall keep time and wages records showing the name of each employee, the hours worked each day, and the wages and overtime paid each week. The time and wages record shall be open for inspection to a duly-accredited official of the Federated Clerks' Union of Australia during the usual office hours at the employer's office, or other convenient place, provided that only one demand for such inspection shall be made at the same establishment in any one fortnight, and such demand shall not be made unless the Secretary of the Union suspects that a breach of this Determination has been committed.

RIGHT OF ENTRY.

14. An official of the Federated Clerks Union, Victorian Branch, duly authorized in writing shall be permitted to enter the employers premises for the purpose of interviewing employees on legitimate Union business under the following conditions:—

(a) Visits may be made only at meal times or morning or afternoon tea breaks or such other time as may be agreed upon between the employer and the Union.

(b) Not more than one visit per fortnight shall be made.

(c) The Official produces his authority to the employer or his authorized representative.

(d) That there is no interference with work in the employers establishment.

MEAL PERIOD.

15. A meal period of not less than 30 minutes shall be allowed each employee: Such meal period shall be taken not later than five hours after commencing work.

MEAL ALLOWANCE.

16. (a) An employee required to work beyond two hours after the usual finishing hour of work, shall be paid a meal allowance of 5s. This provision shall only apply within a radius of 25 miles of the G.P.O., Melbourne, and 10 miles of the Post Offices at Ballarat, Bendigo, and Geelong.

(b) When overtime is worked in excess of two hours after the usual time of ceasing work a meal break of not less than 30 minutes shall be allowed. Such meal break shall be taken not more than five hours after the resumption of work from the previous meal period.

BOILING WATER.

17. The employer shall provide facilities to enable the employee to obtain boiling water at meal times and rest periods.

VEHICLE ALLOWANCES.

18. (a) Where an employer requires an employee to use his own bicycle in the performance of his duties, such employee shall be paid an allowance at the rate of 7s. 6d. per week for such period as the bicycle is used.

(b) Where an employer requires an employee to use his own motor vehicle in the performance of his duties, such employee shall be paid an allowance of not less than 44d. per mile with a maximum amount of £3 per week for a motor cycle and 9d. per mile with a maximum amount of £5 12s. 6d. per week for a motor car.

(c) Where an employer provides a motor vehicle which is used by an employee in the performance of his duties, all expenses, including registration, running, and maintenance of such motor vehicle, shall be paid by the employer.

LIVING AWAY FROM HOME ALLOWANCE.

19. An employee, required by his employer to work temporarily for his employer away from his usual place of employment, and who is required thereby to sleep away from his usual place of residence, shall be entitled to the following:—

- (a) Fares to and from the place at which his employer requires the employee to work.
- (b) All reasonable expenses incurred for board and lodging.
- (c) Payment at ordinary rates of pay for all time spent in travelling between the employee's usual place of employment and the temporary location, such paid time not to exceed 8 hours in 24 hours.

UNIFORM ALLOWANCE.

20. Where an employer requires any employee to wear any special uniform, dress, or clothing, such employee shall be paid an allowance of 3s. 6d. per week unless such uniform, dress, or clothing is supplied and laundered by the employer.

PROTECTIVE CLOTHING.

21. The employer shall provide uniforms and/or protective clothing for employees engaged in work likely to damage clothing, such as the use of duplicators, addressographs, or similar machines.

REST PERIOD.

22. All employees shall be allowed two rest intervals on each day as follows:—(a) The first ten minutes to be allowed between the time of commencing work and the usual meal interval; (b) the second of ten minutes to be allowed between the usual meal interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

FLOOR COVERING.

23. When an employee is required to work for a period exceeding half an hour on a floor of concrete, stone, or similar material, the employer shall provide suitable floor covering or other insulating material.

PAYMENT OF WAGES.

24. Wages, overtime, and allowances shall be paid during working hours not later than Thursday in each pay week.

PERIODICAL ADJUSTMENT OF WAGES.

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

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 18 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1954, the amount of the basic wage shall be as prescribed in clause 25.

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

(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 hereunder. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

IMPROVERS.

Males.

Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	Percentage of Basic Wage.			
1st year	33	33	39	45
2nd year	42	42	47	63
3rd year	52	54	63	77
4th year	66	72	79	100 + 5s. 6d.
5th year	81	96	100 + 13s.	..
6th year and until 21 years of age ..	100 + 10s.	100 + 13s.

Females.

Typists, Stenographers or Operators of Calculating or Ledger-keeping Machines.					All Others.				
Experience.	Commencing Age.				Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.		Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
Percentage of Female Basic Wage.					Percentage of Female Basic Wage.				
1st year	57	64	75	87	1st year	46	52	62	76
2nd year	64	75	87	96	2nd year	52	62	76	86
3rd year	75	87	96	100 +	3rd year	62	76	86	96
				5s. 6d.	4th year	76	86	96	..
4th year	87	96	100 +	5s. 6d.	5th year	86	96
5th year	96	100 +	6th year and until 21 years of age	96
6th year and until 21 years of age	100 +	5s. 6d.					

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

J. V. WILLOX, Secretary.

Melbourne, 3rd March, 1954.