



VICTORIA GOVERNMENT GAZETTE.

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Labour and Industry Act 1953.

DETERMINATION OF THE CARPENTERS BOARD.

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

Carpentry and Joinery have been proclaimed as Apprenticeship Trades under the *Apprenticeship Act 1928* for the whole of the State.

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

IN accordance with the provisions of the *Labour and Industry Act 1953* 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—

(a) employed in the process, trade, or business of—

(i) a carpenter or joiner (other than a carpenter or joiner subject to the Determinations of the Agricultural Implements Board and the Wharfs and Jetties Board);

(ii) fixing or repairing in or on buildings, architraves, skirtings, or mouldings made of sheet metal 10-gauge or lighter;

(iii) fixing metal ceilings or laying wood block or parquetry flooring.

(b) fixing corrugated asbestos-cement sheeting on walls of buildings—

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES.

2. (i) Applicable to employees engaged on hourly hiring.

Adult Employees (other than Apprentices).	*Total Wage Payable—		
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
(i) For stock work	7 8	7 10	7 7
(ii) For shop work whether performed in shop or joinery mills or in a mixed enterprise	8 6	8 8½	8 5
(iii) For work of employees in a mixed enterprise	8 6	8 8½	8 5
(iv) For building construction work	8 7½	8 10	8 6½

* These rates are loaded to cover payment for Public Holidays, Sick Leave, and time lost in following the job.

A casual hand (as defined) shall be paid an additional amount at the rate of 4d. per hour with a minimum payment as for two hours of employment.

(ii) Applicable to employees engaged on weekly hiring.

Adult Employees (other than Apprentices).	†Total Wage Payable—		
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
(i) For stock work	14 2 9	14 9 3	13 19 9
(ii) For shop work whether performed in shop or joinery mills or in a mixed enterprise	15 14 0	16 0 6	15 11 0
(iii) For work of employees in a mixed enterprise	15 14 0	16 0 6	15 11 0
(iv) For building construction work	15 19 6	16 6 0	15 16 6

† Employees on weekly hiring are entitled to the provisions of clauses 12 and 23 in respect of Public Holidays and Sick Leave.

EXCEPTIONS AND MODIFICATIONS.

NOTE.—Notwithstanding anything elsewhere in this Determination contained or prescribed:—

- (a) The provisions of clauses 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 21, 22, 23, 24, and 25 of this Determination shall not apply to or in respect of the employment of an employee ordinarily employed by the employer upon maintenance in or in connexion with a mixed enterprise but in lieu thereof the employer shall be bound to observe towards any such employee the provisions of any award, determination, or agreement applicable to the majority of the other persons employed by him in such a mixed enterprise. The employer shall nevertheless be bound to apply to and in respect of such an employee the provisions of the other clauses not specifically in this sub-clause mentioned in this Determination.
- (b) The provisions of clauses 9, 15, and 21 shall not apply to or in respect of the employment of an employee in or in connexion with a carpentry or joinery shop or a carpentry or joinery mill.
- (c) (i) Where an employee, employed in an employer's shop, works by direction of his employer on a building, fixing therein or thereon material made in such shop, he shall be paid for such work as for shop work and in addition shall be paid (to the nearest 1d.) a proportionate amount of the disabilities allowance set out in Section A—Weekly Employees clause 32, for building construction work, for the time so employed.
- (ii) Where a maintenance carpenter or joiner is employed on building construction work, as herein defined, he shall be paid for such work as for work in a mixed enterprise and in addition shall be paid (to the nearest 1d.) a proportionate amount of the disabilities allowance set out in Section A—Weekly Employees clause 32, for building construction work for the time so employed; for the purposes of this sub-clause a maintenance carpenter or joiner shall be regarded as employed on building construction when he is required to and does work on the site in connexion with the erection or demolition of a building exceeding 250 square feet in floor area; or the repair, maintenance, renovation, or ornamentation of buildings or structures which are not directly concerned with the activities of the establishment in which, or the employer by whom, he is employed.

Clauses, other than clause 2 of the said Determination, shall remain in force.

SPECIAL RATES.

3. In addition to the rates prescribed in clause 2 hereof the following special rates shall be payable to adult employees—

- (i) a leading hand shall be paid—
 - (a) if responsible for the direction and/or supervision of the work of not less than two nor more than six tradesmen carpenters or joiners. 1s. 0d. per day
 - (b) if responsible for the direction and/or supervision of the work of more than six tradesmen carpenters and/or joiners 2s. 0d. per day
- (ii) an employee who has been employed at insulation work shall be paid for the period so employed at the rate of 6d. per hour
- (iii) an employer who has worked for a continuous period of more than an hour in the shade in a place where the temperature has been raised by artificial means to more than 115 degrees Fahrenheit shall be paid for such a period of work at the rate of 3d. per hour
- (iv) an employee who has worked for a continuous period of more than an hour in the shade in a place where the temperature has been raised by artificial means to over 130 degrees Fahrenheit shall be paid for such a period of work at the rate of 6d. per hour
- (v) an employee who has worked for a continuous period of more than an hour in a place where the temperature has been lowered by artificial means to less than 32 degrees Fahrenheit shall be paid for such a period of work at the rate of 3d. per hour
- (vi) an employee who has worked in a place where the fumes of sulphur or acids or other offensive fumes were present shall be paid such a rate per hour for the period of such working as may be agreed upon between him and the employer —
- (vii) an employee who has worked in a wet place shall be paid for the period of such work at the rate of 3d. per hour
- (viii) an employee who has worked at dirty work shall be paid for the period of such work at the rate of 3d. per hour
- (ix) an employee who has worked in a confined space shall be paid for the period of such work at the rate of 3d. per hour
- (x) an employee who has worked in a boson's chair or on a single-plank swing scaffold on any date shall be paid for the period so worked as follows:—
 - For any period up to 4 hours on that day 1s.
 - For each hour thereafter 3d.

Provided always that—

- (1) where the temperature of a place where work is performed is raised, lowered or maintained by artificial means and a reading thereof is requested by an employee for the purpose of (iii), (iv) or (v) above such reading shall be made and taken by the employer or his foreman in the presence of such employee

- (2) in the case of an employee's claim for any special rate prescribed above for the work which he is performing or has performed being denied by the employer's foreman the employee shall be entitled within twenty-four hours of such denial to ask for a decision thereon by the employer and such decision shall be given within forty-eight hours of its being asked for (unless that time expired on a non-working day, in which case it shall be given during the next working day), or else the said claim shall be allowed. Provided always that nothing hereinbefore contained shall be construed as affecting any other right of either the employee or the employer in relation to the work, the payment or recovery of payment for it or the employee's claim.
- (3) The special rates in this clause severally proscribed shall not be cumulative in respect of the same work; but the employer shall be bound to pay only one of such special rates namely the highest special rate applicable to the work in question.
- (4) The special rates in this clause prescribed shall be applicable as prescribed irrespective of the time at which or the day upon which any work is performed and they shall not be added to or supplemented by any overtime, special time, Sunday or holiday premium, penalty or addition.

RIGHT TO DEDUCT PAY.

4. The employer may deduct payment for any day upon which the employee cannot be usefully employed because of any strike by or participation in any strike by members of a Union, or because of any strike by any members or member of a Union employed by the employer or because of any strike by or participation in any strike by any other Union, organization or association or by any branch thereof or by any members thereof or of any branch thereof who are employed by the employer or because of any breakdown of machinery or failure or lack of power or because of any other stoppage of work for any cause, (other than inclement weather within the allowance prescribed by clause 9), for which breakdown, failure, lack, stoppage or cause the employer is not responsible.

PRESENTING FOR WORK, BUT NOT REQUIRED.

5. An employee who having been engaged for work receives a notice or direction from the employer to present himself therefor and who on presenting himself therefor in accordance with such notice or direction is not required to commence work shall be paid an amount of 5s., together with such allowances as may be applicable in pursuance of the provisions of clause 15 of this Determination.

HOURS.

6. Except as herein provided the ordinary working hours shall be 40 in a week to be worked in five days. The ordinary time of work shall be 8 hours on each of Monday to Friday inclusive. The ordinary time of work shall lie between the hours of 7.45 a.m. and 5 p.m. There shall be a cessation of work and of working time for the purpose of a meal on each day of not less than 45 minutes between the hours of noon and 1 p.m.

COMPULSORY OVERTIME.

All Employees.

6A. 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.

7. Where work is performed in shifts—

- (i) the first shift shall be worked within the hours of half past seven in the forenoon and half past five in the afternoon. It shall not exceed 8 hours 48 minutes in duration. It shall be paid for at the ordinary rates of payment.
- (ii) the second and the third shifts shall be paid for at one and a half times the ordinary rates of payment.

REST PERIODS.

8. (a) An employee who has worked continuously (except for the intervention of cessations for meals or crib-times as allowed by this Determination) for twenty hours shall not be required to continue at or recommence work for at least twelve hours.

(b) There shall be allowed without deduction of pay a rest period of 10 minutes (from the time of ceasing work therefor until the time of resuming work) between the hours of 9.30 a.m. and 11 a.m.

(c) When an employee will be required to work overtime after the usual ceasing time for the day or shift for two hours or more, he shall be allowed to take without deduction of pay a crib-time not exceeding 20 minutes in duration immediately after such ceasing time and thereafter after each four hours of continuous work he shall be allowed to take also without deduction of pay a crib-time not exceeding 30 minutes in duration. In the event of an employee remaining at work after the ceasing time without taking the crib-time of 20 minutes hereinbefore prescribed and continuing at work for a period of two hours, he shall be regarded as having worked two and a third hours since the said ceasing time and be paid accordingly.

(d) Where shift work comprises three continuous and consecutive shifts of eight hours each per day a crib-time of not exceeding twenty minutes in duration shall be allowed without deduction of pay in each shift, such crib-time being in lieu of any other rest period or cessation of work elsewhere by this Determination provided for or prescribed.

(e) When an employee has worked for two hours in a place in the shade where the temperature has been raised by artificial means to more than 130 degrees Fahrenheit he shall be allowed without deduction of pay a rest period of twenty minutes and so also when he has worked any subsequent period of two hours' work in such a place.

(f) When an employee has worked for two hours in a place where the temperature has been lowered by artificial means to less than 32 degrees Fahrenheit he shall be allowed without deduction of pay a rest period of twenty minutes and so also when he has worked any subsequent period of two hours' work in such a place.

(g) The provisions of sub-clauses (b), (c) and (d) hereof shall not be applicable to the case of an employee who is allowed the rest periods prescribed by sub-clauses (e) and (f) hereof.

INCLEMENT WEATHER.

9. Each employee shall be paid an allowance at ordinary rates for time lost through inclement weather, subject to the following conditions:—

- (i) that such allowance shall not exceed the equivalent of 8 hours' pay in any one week;
- (ii) that weather shall not be regarded as inclement for the purposes of this clause unless the employer, or his representative on the job, and the employee or a representative of the employee agree that it shall be so regarded. Failing such agreement, weather shall not be regarded as inclement and work shall continue;
- (iii) that any intermission of work owing to inclement weather so regarded as such as aforesaid shall immediately cease and work shall be immediately resumed on the employer or his representative calling for a resumption of work;
- (iv) that an employee shall not be entitled to payment as provided for in this clause unless he remains on the job until a decision to cease work for the day has been made by agreement between the employer or his representative and the employee or his representative;
- (v) that the intermission of work by employees who would be exposed to or working in inclement weather so regarded in accordance with this clause shall not be a ground for intermission of work in places where employees are not so exposed to or are not called upon to work in such inclement weather.

OVERTIME AND SPECIAL TIME.

10. (a) All time worked beyond the ordinary time of work as prescribed in clause 6 of this Determination shall be paid for at the rate of one and a half times ordinary rates for the first two hours thereof and at twice ordinary rates for such as continues after two hours.

(b) An employee who has left the premises in which he is employed and is recalled to work after the usual ceasing time of work in order to perform work for a duration of less than an hour shall be paid as for an hour at overtime rates.

(c) If an employer require an employee to work during the time prescribed by clause 6 of this Determination for cessation of work for the purpose of a meal he shall allow the employee whatever time is necessary to make up the prescribed time of cessation. If an employer require an employee to work during the time prescribed for such a cessation and to continue at work for any further time thereafter he shall for all work performed in such further time until the beginning of the time substituted for the cessation time during which the employee has worked pay the employee at the rate of double time: Provided, however, that the employer shall not be bound to pay in addition for the time allowed in substitution for the said cessation time: and provided also that if the cessation time is shortened at the request of the employee to the minimum of forty-two minutes prescribed in clause 6 of this Determination or to any other extent (not being less than forty-two minutes) the employer shall not be required to pay more than the ordinary rates of pay for time worked as a result of such shortening, but such time shall form part of the ordinary working time of the day.

(d) Overtime work performed by shift workers employed on the second or third shifts of a day when two or three shifts are worked shall be paid for at twice the ordinary rates of payment.

SUNDAY WORK.

11. All time worked on Sundays shall be paid for at the rate of double time.

HOLIDAYS.

12. (a) An employee engaged by the week shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Anzac Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Melbourne Cup Day, Christmas Day, Boxing Day—

Provided that for employees employed at work beyond a radius of 25 miles of the G.P.O., Melbourne, another day may by agreement between the employer and the majority of the employees on the job be substituted for Melbourne Cup Day.

(b) Subject to the provisions of clause 10 of this Determination all work performed on any of the holidays mentioned in paragraph (a) hereof shall be paid for at the rate of double time.

TIME RECORDS.

13. The employer shall keep a record showing the names of the employees, the number of hours worked, the rates of pay, and the wages paid to the employees from week to week.

MEAL ALLOWANCE.

14. (a) Employers shall provide facilities to enable employees to obtain an adequate supply of boiling water at meal time cessations and at rest periods.

(b) Where an employee is required to work overtime in excess of one hour and has not been given notice of such requirement on the previous working day he shall be paid by his employer an amount of 3s. 6d. to meet the cost of a meal.

ALLOWANCES FOR EXCESS FARES AND TRAVELLING TIME.

15. (a) The following allowances shall be made by employers to compensate for excess fares and travelling time to and from places of work incurred by employees engaged upon construction work.

Within the radii respectively hereinbelow stated treating the G.P.O., Melbourne (Corner of Bourke and Elizabeth-streets) or the principal post offices at Ballarat, Bendigo or Geelong as centres from which they are to be measured:—

	Per Day.	
	s.	d.
Up to and including 12 miles	3	3
Over 12 and up to 20 miles	3	10
Over 20 and up to 30 miles	4	6

Provided nevertheless that—

- (i) that above stated allowances shall not be payable if the employer provides or offers to provide transport free of charge to the employee in which case an allowance of 2s. 5d., per day only shall be paid;
- (ii) when fares and travelling time are incurred in respect of "distant jobs" as defined in clause 16 of this Determination or in respect of work performed beyond thirty miles of any of the abovenamed centres the local post office nearest to the job shall be substituted as a centre for the purpose of this clause.

(b) Subject to the foregoing provisions a fare shall be deemed to have been incurred if the employee has used a bicycle or other means of locomotion, or has walked, instead of using a public conveyance.

(c) The provisions of this clause shall not apply to employees employed on public construction works on which the work performed by such employees is subsidiary and auxiliary to the carrying out of such works; but in lieu of the provisions of this clause employees on such work shall receive the same allowances for fares and travelling time as are paid to the majority of persons employed on the particular construction work on which such employees are employed.

ALLOWANCES FOR DISTANT JOBS.

16. (a) For the purposes of this clause a "distant job" is one in respect of which the distance of which or the travelling facilities available to and from which make it reasonably necessary that the employee should live and sleep at some other place than his usual place of residence.

(b) An employee who is directed by his employer to proceed to construction work on a distant job and who complies with such direction shall be paid the following allowance in order to enable him to provide himself with suitable board and accommodation:—

If employed on the job for less than a full working week	20s. 0d. per day.
If employed on the job for a full working week or longer at the rate of	65s. 0d. per week (of seven days).

Provided that where suitable lodging and sleeping accommodation is not available the employer shall provide a hut or tent with such accommodation therein, including a stretcher and mattress but such provision shall not relieve the employer from his obligation to make the allowances specified above in this sub-clause.

Provided nevertheless that in the event of the employer providing the employee with suitable board as well as suitable lodging and sleeping accommodation the employer shall not be liable to pay any of the allowances prescribed by this sub-clause.

Provided further that the foregoing allowances shall be increased if the employee satisfies the employer that he reasonably incurred a greater outlay than that prescribed.

(c) An employee who is directed by his employer to proceed to construction work on a distant job and who complies with such direction shall not be entitled to any of the allowances prescribed by clause 15 of this Determination but on proceeding to the locality of the work he shall be paid at ordinary rates of payment for the time incurred (not exceeding ordinary working hours for and on each day of travelling) in travelling thereto; he shall also be paid the amount of a second-class return fare and any excess payment due to transporting his tools if such be incurred; he shall also be paid at ordinary rates of payment for the time actually incurred (not exceeding ordinary working hours for and on each day of travelling) in travelling back upon the completion of his job to the place of his residence; he shall also be paid an amount of 5s. 0d. to cover the expenses (if any incurred) of reaching his home railway station and of transporting his tools.

Provided nevertheless—

- (i) that neither the amount of the return fare, nor payment for return travelling time nor the amount of 5s. 0d. aforesaid shall be payable if the employee be dismissed for misconduct or within one working week of his commencing work on the job for incompetency or if the employee terminates or discontinues his work on the job within one month of his commencing it;
 - (ii) that travelling time shall for the purpose of this clause be calculated as the time taken by rail or usual travelling facilities—between the Spencer-street or Flinders-street railway stations or the railway station nearest to the employee's place of residence if he resides outside the Melbourne metropolitan area and the locality of the work.
- (d) An employee who has been directed by his employer to proceed to construction work on a distant job may after three months' continuous service thereon, and thereafter at three-monthly periods of continuous service thereon, return to his home at a week-end. If he does so, he shall be paid the amount of a second-class return railway fare on the pay-day which immediately follows the date on which he returns to the job, provided no delay not agreed to by the employer takes place in connexion with the employee's commencing of work on the morning of the working day following the week-end.

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

COMPENSATION FOR SPOILT CLOTHES OR TOOLS.

17. An employee whose clothes or tools have been spoilt by acid, sulphur or other deleterious substances, shall be paid such amount to cover the loss thereby suffered by him as may be agreed upon between him and his employer.

TOOLS.

18. (a) The employer shall provide the following tools when they are required for the work to be performed by the employee:—

Dogs and cramps of all descriptions.
 Bars of all descriptions.
 Augers of all sizes.
 Star bits and bits not ordinarily used in a brace.
 Hammers, except claw-hammers.
 Glue-pots and glue-brushes
 Dowel plates.
 Trammels.
 Hand-and-thumb screws.
 Spanners.
 Soldering-irons.

(b) When the number of carpenters and/or joiners on a job exceeds six and the duration of the job exceeds four weeks, the employer shall provide for the use of carpenters and joiners a suitable grindstone together with power (hand or driven) for turning the same.

(c) On any job where paragraph (b) hereof does not apply the employees, if they so desire, shall after eight weeks of employment thereon, and thereafter at eight-weekly periods of their employment thereon, have access to a grindstone which shall be made available to them at the employer's workshop or at some other place agreed upon between the employer and the Union.

PROTECTION OF EMPLOYEES.

19. Suitable asbestos sheets and/or coloured glasses shall be provided by the employer for the protection of employees working at oxy-acetylene or electric arc welding or their assistants.

Where electric arc operators are working suitable screens shall be provided in order to protect employees from flash. The employer shall provide gas-masks for employees engaged upon work where gas is present.

FIRST-AID EQUIPMENT.

20. A first-aid kit as required by Regulations, or if such Regulations be not relevant, as recommended by the St. John's Ambulance Society, shall be provided and maintained by the employer on each job.

CONVENIENCES.

21. (a) The employer shall provide on all jobs sanitary conveniences in accordance with the requirements of the local health authority.

(b) The employer shall provide on all jobs in towns and cities a suitable and secure waterproof lock-up, solely for the purpose of storing employees' tools.

(c) The employer shall provide suitable mess and dressing accommodation with a dry floor and including seating, on all jobs unless it is impracticable to do so due to the site, conditions or building regulations. In order to comply with this sub-clause, where five or more men are employed and the work is estimated to last two weeks or more a shed based on six square feet per employee but with a minimum of 50 square feet shall be provided and shall be for the exclusive use of the employees and shall not be used for the storage of building materials.

ANNUAL HOLIDAY.

22. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, and any amendments which may be made thereto from time to time.

SICK LEAVE.

23. The following provisions shall apply in respect of employees engaged by the week:—

- (a) An employee other than a casual hand who is absent from his work on account of personal illness or on account of injury by accident arising out of and in the course of his employment shall be entitled to leave of absence without deduction of pay, subject to the following conditions and limitations—
 - (i) he shall not be entitled to such leave of absence for any period in respect of which he is entitled to workers' compensation;
 - (ii) he shall, within forty-eight hours of the commencement of such absence, inform the employer of his inability to attend for work, and as far as may be practicable, state the nature of the illness or injury and the estimated duration of the absence;
 - (iii) he shall prove to the satisfaction of the employer that he was unable on account of such illness or injury to attend for work on the day or days for which the sick leave is claimed;
 - (iv) he shall not be entitled in any year (whether in the employment of one employer or of more) to leave in excess of 40 hours of working time.
- (b) Where under any scheme of insurance or of an accident, relief or provident fund to secure the benefit of which the employer has paid the necessary premium or contribution compensation has become payable for absences due to sickness or injury the employer shall not be bound to pay more of the employee's wage than is sufficient with such compensation to make up the full amount of such employee's wage for the day or days of absence.

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

PAYMENT OF WAGES.

24. (a) All wages, allowances and other moneys due shall be paid not later than the time of cessation of work on Thursday of each working week or otherwise by mutual arrangement.
- (b) On termination of employment by the employer, all wages, allowances, and other moneys due shall be paid at the time of termination.

TERMINATION OF EMPLOYMENT.

25. (a) In the case of employees engaged by the week the following provisions shall apply:—
- (i) subject to the provisions of placitum (ii) hereof a week's notice of the termination of engagement shall be given on either side or one week's wages shall be paid or forfeited in lieu thereof. Such notice may be given on any day during the week to terminate the engagement either on the corresponding day of the following week or on any later day of the following week;
- (ii) the employer may dismiss any employee summarily without notice for malingering, idling, inefficiency, neglect of duty including going slow, or misconduct whereupon he shall pay the employee's wages up to the time of dismissal only.
- (b) In the case of employees engaged by the hour one hour's notice of the termination of the engagement shall be given on either side or one hour's pay shall be paid or forfeited in lieu thereof. In the case of the notice being given by the employer, such hour shall be allowed to the employee to gather, clean, pack, and transport his tools.

STEWARDS.

26. An employee who has been appointed steward on a job shall upon notification of that fact to the employer be recognized by the employer as the accredited representative of a Union. Such an employee shall be allowed all necessary time during working hours without deduction of pay to interview the employer or his representative on any matter affecting the other employees on the job.

JUNIOR LABOUR.

Part I.—Unapprenticed.

27. (a) The proportion of unapprenticed junior employees to journeymen employed by any employer shall not exceed one to four on building construction work performed on site and one to six on work performed in shops or joinery mills: Provided nevertheless that an employer who employs two adult employees may employ one unapprenticed junior employee.
- (b) Unapprenticed junior employees shall be paid the same wages as are prescribed for apprentices under the jurisdiction of the Apprenticeship Commission, and they shall also be paid the special rates prescribed in clause 3 of this Determination according to the exigencies of their employment.
- (c) The provisions of clauses 2 to 25 (both inclusive) of this Determination shall be applicable to and in respect of the employment of unapprenticed junior employees.
- (d) No unapprenticed junior employee shall be permitted or required by his employer to attend winches, sling timber or work power-driven machinery.

Part II.—Apprentices.

The wage rates and conditions of Apprentices shall be in accordance with those prescribed from time to time by the Apprenticeship Commission.

DEFINITIONS.

28. For the purposes of this Determination—unless otherwise by the context implied—
- Carpenter or Joiner* means an employee engaged upon construction work and upon work ordinarily performed by carpenters or joiners in any workshop, establishment or yard.
- Casual hand* means an employee engaged by the hour who is or has been employed for a period of less than five days (exclusive of overtime) and who has not been summarily dismissed for misconduct or inefficiency or has not by his own act terminated his employment. Provided that a person who is engaged on weekly hiring in any other capacity than a carpenter and who without interruption in the continuity of his employment is directed to do carpenter's work shall not be deemed to be a casual hand within the meaning of this definition.
- Confined space* means a place the dimensions or nature of which necessitate working in a cramped position or without sufficient ventilation.
- Construction work* means work in connexion with the erection, repair, maintenance, renovation, ornamentation or demolition of buildings or structures, and the making, preparing, assembling or fixing of all woodwork and fittings in connexion therewith and the making, preparing, assembling and fixing of any material necessitating the use of carpentering tools or machines.
- Dirty work* means work concerning which the employer or his foreman and the employee agree that it is of an unusually dirty or offensive nature.
- Insulation work* means work which involves the handling in loose form of charcoal, pumice, "slag-wool", "insul-wool" or other loose materials of a like nature used in the construction, repair or demolition of roofing, flooring, walls or partitions for providing insulation against heat, cold or noise.
- Leading hand* means a tradesman carpenter or joiner who is given by the employer or his agent the responsibility of directing and/or supervising the work of other tradesmen carpenters or joiners.
- Maintenance* means work performed by carpenters or joiners employed in a mixed enterprise not being work in or in connexion with the erection of structures whose purpose is the extension of the productive, administrative, storage or distributive functions of such an enterprise for the performance of which erection carpenters or joiners additional to the regular staff of carpenters or joiners employed by such enterprise are engaged.
- Mixed enterprise* means an employer's enterprise carried on for the purpose of the production, treatment, distribution or provision of articles, goods, merchandise, materials, gas, electric current or power or any transport, water supply or sewerage service, the production, treatment, distribution or provision whereof is not mainly attributed to or mainly dependent on the work performed by carpenters or joiners therein employed but in which the work performed by carpenters or joiners is subsidiary and auxiliary to the carrying on of the enterprise.
- Rate of double time* means a rate of payment for work done comprised of the rate of payment ordinarily applicable to such work plus a rate equal to once that rate of payment; but in respect of an hourly rate of payment, the rate of double time prescribed by clause 12 of this Determination for work performed on any such prescribed holiday means a rate of payment at the rate which would ordinarily have been payable for such work had it been performed on a working day other than such a holiday.

Stock work means the making and/or cramping and/or assembling of stock doors not larger than 7 feet by 3 feet by 2 inches, double insertion moulder, or ledge doors of the same size, stock sashes not larger than 6 feet by 3 feet by 1½ inches or stock frames for the same, ladders, step-ladders, skirt-ironing boards, shirt-ironing boards, boot-cutting boards, paste-boards, clothes horses, fly-wire doors, fly-wire windows, tree-guards, dog-kennels, wheel-barrows, water-closets (other than pedestal seats).

Wet place means a place where water is dripping so that the clothing of the employee becomes saturated or a place where the employee has to stand in water exceeding 2 inches in depth so that his feet become wet.

POSTING OF NOTICES.

29. The employer shall not prevent an Official of a Union from posting at any time a copy of this Determination or any notice of a Union dealing with industrial matters not inconsistent with compliance with this Determination in a suitable place on any job. Provided that the employer may require that any such notice shall not exceed fourteen inches by nine inches in measurement.

PERIODICAL ADJUSTMENT OF WAGES.

30. The wages rates set out in clause 2 are based upon the following basic wage and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, the Board hereby determines that such rates shall be automatically adjusted as prescribed in clause 31.

Table "A" Basic Wage.

Place.	Basic Wage Adjustable.	Index Number Set Assigned.
Victoria	£ s. d.	
Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts	11 14 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February 1955, amounts of the basic wage shall be as prescribed in clause 30.

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

32. The wages rates set out in clause 2 hereof consist of the Basic Wage prescribed in clause 29 and the margins and loadings set out hereunder:—

Section A—Weekly Employees.

	For Stock Work.	For Shop Work whether performed in Shop or Joinery Mills or in a Mixed Enterprise.	For Work of Employees Employed in a Mixed Enterprise.	For Building Construction Work.
	Per Week.	Per Week.	Per Week.	Per Week.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Margin for skill	2 7 6	3 15 0	3 15 0	3 15 0
Tool allowance	0 1 3	0 5 0	0 5 0	0 5 0
Disabilities allowance	0 5 6
Total additions	2 8 9	4 0 0	4 0 0	4 5 6

Section B—Hourly Employees.

An hourly rate (calculated to the nearest farthing), equivalent to one-fortieth of the fifty-two forty-eighths of the weekly rate which would be payable in pursuance of section A of this clause had the employee been engaged by the week: Provided, nevertheless, that a casual hand shall be paid an additional amount at the rate of 4d. per hour with a minimum payment as for two hours of employment.

NOTE.—(1) The disabilities allowance referred to in section A above is to compensate for conditions peculiar to building construction work, namely, working in the open and being thereby subjected to climatic conditions, dusty conditions (i.e., from dust blowing in the wind) brick dust, drippings from concrete, sloppy conditions, lack of usual amenities associated with factory work, e.g., meal rooms, change rooms, lockers, &c., and to compensate for relative handicaps occasioned by the reduction of the standard working hours in industry generally from 48 to 44 hours per week and for all other matters not specifically compensated or allowed for by any other provision of this clause 2 of this Determination.

(2) The calculation of the hourly rate prescribed in this clause takes account of loss of earnings by employees engaged by the hour due to the occurrence of any of the holidays mentioned in clause 12 of this Determination, the non-application to such employees of the benefits of clause 23 of this Determination and the incidence of loss of wages for periods of unemployment between jobs.

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

J. W. RYAN, Secretary.

Melbourne, 14th January, 1955.





VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE INDUSTRIAL GASES BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of manufacturing or preparing carbon dioxide or other industrial gases for trade or sale in gas, liquid or solid form has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK.

(a) Juniors.				(b) Other Employees.	
	Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.	<i>Oxygen, Acetylene, Air, Nitrogen, CO₂, and Hydrogen.</i>	
				<i>s. d.</i>	<i>£ s. d.</i>
Under 16 years of age ..	24	2 0	2 18 0	Acetylene plant attendant	15 1 6
16 years of age ..	34	3 0	4 2 6	Acetylene generator attendant	14 15 0
17 years of age ..	40	4 0	5 11 6	Operator of dry-ice machine	12 19 0
18 years of age ..	58	5 0	7 0 6	Cylinder tester and/or valve hand	14 4 0
19 years of age ..	73	6 0	8 17 0	Cylinder filler	13 19 0
20 years of age ..	88	7 0	10 13 0	Other employees with not less than three months' experience in the industry	12 19 0
				All others	11 17 0

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

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

Leading Hands.

Leading hands in charge of not less than three and not more than ten employees, 15s. per week extra; more than ten and not more than twenty employees, 30s. per week extra; more than twenty employees, 45s. per week extra.

SPECIAL RATES.

3. In addition to the wages prescribed in clause 2 hereof, the following special rates and allowances shall be paid to employees:—

Cold Places.

(a) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit—4d. per hour extra. Where the work continues for more than two hours, employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

Confined Spaces.

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

Dirty Work.

(c) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature—4d. per hour extra. In case of disagreement between the foreman and workman, the workman, or a shop steward on his behalf, shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day), or else the said allowance shall be paid.

Hot Places.

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

Slag Wool.

(e) Employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise, shall when so employed on ship construction or ship repairing or on the construction, repair or demolition of furnaces, walls, floors and/or ceilings be paid 6d. per hour extra.

Wet Places.

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

Special Rates not Cumulative.

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

Rates not Subject to Penalty Additions.

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

HOURS OF WORK.*Day Workers.*

4. (a) Subject to the exceptions hereinafter provided the ordinary hours of work shall be 40 per week to be worked in five days of not more than eight hours (Monday to Friday inclusive) and one day (Saturday) of not more than four hours; or five days (Monday to Friday inclusive) of eight hours each continuously except for meal breaks at the discretion of the employer, between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday.

In localities where the recognized half-holiday is on a day other than Saturday the day so recognized may be substituted for Saturday for all the purposes of this Determination.

Provided that the spread of hours or the daily hours prescribed may be altered as to all or a section of the employees by mutual agreement between an employer and the representative of the union in that shop.

Five-days Week.

(b) In any case in which the ordinary week's work of 40 hours can be performed in five-days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled;
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service.

the employer shall allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid. Any dispute as to whether the ordinary hours of work can in any case or cases be worked in five days without detriment, loss or reduction as aforesaid shall be determined by the Wages Board upon application made by or on behalf of the employees. Upon such an application proof that the working of a five-days week will result in such detriment, loss or reduction as aforesaid shall be upon the employer.

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

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

SHIFT WORK.*Definitions.*

5. (a) For the purposes of this clause—

- “Afternoon shift” means any shift finishing after 6 p.m., and at or before midnight.
- “Continuous work” means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption, except during breakdowns or meal breaks, or due to unavoidable causes beyond the control of the employer.
- “Night shift” means any shift finishing subsequent to midnight, and at or before 8 a.m.
- “Rostered shift” means a shift of which the employee concerned has had at least 48 hours' notice.

Hours—Continuous Work Shifts.

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

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any 1 day; or
- (ii) 48 in any 1 week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 160 in 28 consecutive days.

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

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

Hours—Other than Continuous Work.

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

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

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

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

Rosters.

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

Variation by Agreement.

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

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

Afternoon or Night Shift Allowances.

(f) Shift workers on continuous work whilst on afternoon or night shifts shall be paid 7½d. per cent. more than the ordinary rates for such shifts.

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop or for at least six successive afternoons or nights in a six-day workshop shall be paid at the rate of time and a half.

An employee who—

- (i) during a period of engagement on shift works night shift only; or
- (ii) remains on night shift for a longer period than four consecutive weeks; or
- (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle.

shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

Overtime.

(g) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Determination or on a shift other than a rostered shift shall—

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter except in each case when the time is worked—
- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 11 (b) hereof.

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

Compulsory Overtime.

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

Sundays and Holidays.

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

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 8 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

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

Junior Employees.

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

MIXED FUNCTIONS.

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

OVERTIME.

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

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

Rest Period after Overtime.

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

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

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

Call Back.

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

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

Saturday Work—Five-days Week.

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

Standing By.

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

Meal Hours—General.

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

Meal Hours—Maintenance Employees.

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

Crib Time.

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

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

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

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 5s., and 3s. 4d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

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

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

Transport of Employees.

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

Compulsory Overtime.

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

HOLIDAYS AND SUNDAY WORK.

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

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

(b) Except as provided in sub-clause (h) of clause 5, an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, such double time to continue until he is relieved from duty.

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

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

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

EXTRA RATES NOT CUMULATIVE.

9. Extra rates in this Determination, except rates prescribed in clause 3, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

10. (a) Wages shall be paid weekly or fortnightly.
- (b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employers who make a practice of allowing advances to employees approximating wages due.
- (c) Upon termination of the employment, wages due to an employee shall be paid to him on the day of such termination or forwarded to him by post on the next working day.
- (d) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work, shall be paid at overtime rates after that quarter-hour, with a minimum of a quarter of an hour.
- (e) On or prior to pay day, the employer shall state to each employee, in writing, the amount of wages to which he is entitled, the amount of deductions made therefrom, and the net amount being paid to him.

CONTRACT OF EMPLOYMENT.

Weekly Employment

11. (a) Except as hereinafter provided employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.
- (b) Employment shall be terminated by a week's notice on either side given at any time during the week, or by the payment or forfeiture of a week's wages, as the case may be. This shall not affect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases the wages shall be paid up to the time of dismissal only; or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any break down in machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

Casual Employment.

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

LATE COMERS.

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

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

EMERGENCY PROVISIONS.

11A. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

- (i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—
- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
 - (2) where an employee commences work he shall be entitled to be paid for four hours' work;
 - (3) this sub-clause shall not apply to apprentices.
- (ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—
- (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
 - (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
 - (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.
- Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.
- (iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—
- (1) for day work or day shift work—ordinary time;
 - (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
 - (3) for afternoon and night shifts—ordinary rates plus 10 per cent.
- Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.
- (4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.
- (iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.
- (b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—
- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
 - (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

SICK LEAVE.

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

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer (or in the event of dispute, the Wages Board) that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
- (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

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

SINGLE DAY ABSENCES.

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

CUMULATIVE SICK LEAVE.

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

ATTENDANCE AT HOSPITAL, ETC.

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

ANNUAL HOLIDAY.

13. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, and any amendments which may be made thereto from time to time.

MISCELLANEOUS.

Accommodation and Conveniences.

Boiling Water.

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

Drinking Water.

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

First Aid Outfit.

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

Regulations require that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles :—

Articles.	Quantities to be Kept in Ambulance Chest—
Antiseptic solution	1 bottle
Bandages, cotton and gauze	1 dozen assorted sizes
Castor oil	2 oz.
Iodine, tincture of	2 oz.
Manual, first-aid	1
Petrolatum, carbolyzed	1 jar
Picric acid solution, made according to the following recipe or prescription :—	
1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water	1 pint
Pins, safety	1 packet
Sal volatile	6 oz.
Scissors	1 pair
Tourniquet	1
Tweezers	1 pair
Cotton, absorbent	} An adequate assortment
Gauze, sterilized, plain	
Lint, absorbent	
Plaster, adhesive	

Lockers.

(iv) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes. In any case in which compliance with this paragraph necessitates the provision of lockers or new or improved hanging facilities, they shall be provided by the 1st November, 1947, unless the employer proves to the satisfaction of the Wages Board that he is unable by reason of shortage of material or labour or any other difficulties to provide such new or improved facilities, in which case their provision may be postponed for such period or periods as the Wages Board determines.

Washing and Sanitary Conveniences.

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

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

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

Gas Masks.

(ii) The employer shall ensure that sufficient masks are available to enable each employee when engaged on repairs to refrigeration plants outside the employer's premises, to take one with him.

Gloves.

(iii) Suitable gloves or pads shall be provided by employers for such work as the foreman and employee may agree.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one) or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day in which case it shall be given during the next working day), or else the said equipment shall be provided.

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

Ventilation.

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

(i) fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(ii) the atmosphere may otherwise become vitiated;

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

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

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

Shop Stewards.

15. An employee appointed shop steward in the shop or department in which he is employed shall, upon notification thereof to his employer, be recognized as the accredited representative of the union to which he belongs, and he shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom he represents.

RIGHT OF ENTRY OF UNION OFFICIALS.

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

(i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(ii) That he interviews employees only at places where they are taking their meal.

(iii) That not more than one representative of each of not more than three unions be on the premises at any one time.

(iv) That no one representative visit the premises more than once in each week.

(v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Wages Board.

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

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

(i) That he discloses to the employer or his representative the complaint which he desires to investigate.

(ii) That he makes his investigations in the presence of the employer or his representative (if the employer so desires).

(iii) That he does not interfere with work proceeding in the workshop or plant.

(iv) That he conducts himself properly.

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

(Name of organization.)

This is to certify that
is a duly accredited representative of the above-named organization.

(SEAL)

Specimen signature of holder.

Strictly not transferable.

General Secretary,
Date.

TIME AND WAGES BOOK.

17. (a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in any time record or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out when entering or leaving the employer's premises.

(c) The time and wages record shall be open for inspection to a duly accredited union official during the usual office hours at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the secretary of the union or the district secretary or organizer of any division suspects that a breach of the Determination has been committed: Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.

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

NOTICE BOARD.

18. The employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, upon which accredited union representatives shall be permitted to post formal union notices, signed or countersigned by the representative posting same.

Any notice posted on such board not so signed or countersigned may be removed by an accredited union representative or by the employer.

DEFINITIONS.

19. "Confined space" means a compartment, space or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, and includes such a space—

(i) in the case of a ship, inside complete tanks, chain lockers, and peaks; in bilges, under engine beds, under engine room and stokehold floors, or under or inside boilers;

(ii) in the case of a locomotive, inside the barrels of boilers, fire boxes, water spaces of tenders, side tanks, bunker tanks, saddle tanks, or smoke boxes;

(iii) in other cases, inside boilers, steam drums, mud drums, fire boxes of vertical or road vehicle boilers, furnaces, flues, combustion chambers, receivers, buoys, tanks, superheaters, or economizers.

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

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

PERIODICAL ADJUSTMENT OF WAGES.

20. The wages rates set out in clause 2 (b) are based upon the following basic wage, and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 21.

BASIC WAGE.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 14 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 18.

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

(d) The wages of juniors shall be the percentages of the basic wage and in addition thereto the loadings specified in clause 2 of this Determination.

MARGINAL RATES.

22. In addition to the basic wage provided in clause 20, the margins and loadings set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margins Per Week.
	s. d.
Acetylene plant attendant	67 6
Acetylene generator attendant	61 0
Operator of dry-ice machine	25 0
Cylinder tester and/or valve hand	50 0
Cylinder filler	45 0
Other employees with not less than three months' experience in the industry	25 0
All others	3 0

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

J. V. WILLOX, Secretary.

Melbourne, 18th January, 1955.



VICTORIA GOVERNMENT GAZETTE.

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[1955

Labour and Industry Act 1953.

DETERMINATION OF THE MUSICAL INSTRUMENTS BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board which has the power to determine the lowest prices or rates which may be paid to any person (other than persons subject to the jurisdiction of any Board heretofore appointed) employed—

- (a) in manufacturing or tuning any musical instrument of which wood forms a part;
(b) in making or repairing brass or reed musical instruments or parts thereof—

has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence in February, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES

Adults, Journeymen or Journeywomen.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria
PART I.—ADULT MALES.		
SECTION "A"—WOOD MACHINISTS AND GENERAL.		
<i>Machinist—"A" Grade.</i>		
1. Boulst's carver	£ 15 2 6	£ 14 19 6
2. Shaper—who grinds cutters and/or sets up and operates or who works freehand	15 2 6	14 19 6
3. Moulder—who grinds cutters sets up and operates	15 2 6	14 19 6
4. Wood turner—who grinds cutters, sets up and operates, or who works freehand	15 2 6	14 19 6
5. Router—who grinds cutters and/or sets up and operates, or who works freehand	15 2 6	14 19 6
6. Lindeman or similar jointer	15 2 6	14 19 6
<i>Machinist—"B" Grade.</i>		
7. Band and/or jig sawyer	13 15 0	13 12 0
8. Circular sawyer—who sets up and operates	13 15 0	13 12 0
9. Dovetailer—who sets up and operates	13 15 0	13 12 0
10. Buzzer—who sets up and operates	13 15 0	13 12 0
11. Planer—who sets up and operates	13 15 0	13 12 0
12. Thicknesser—who sets up and operates	13 15 0	13 12 0
13. Glue jointer—who sets up and operates	13 15 0	13 12 0
14. Tenoner—who sets up and operates	13 15 0	13 12 0
15. Turner—copying or automatic lathe—who sets up and operates	13 15 0	13 12 0
16. Morticer—who sets up and operates	13 15 0	13 12 0
17. Sander—tripledrum—who sets up and operates	13 15 0	13 12 0
18. Belt sander on veneers	13 15 0	13 12 0
19. Multiple borer—three or more bits—who sets up and operates	13 15 0	13 12 0
20. Moulder—who sets up and operates	14 0 0	13 17 0

Adults, Journeymen or Journeywomen.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria
PART I.—ADULT MALES— <i>continued.</i>		
<i>Machinist—"C" Grade.</i>		
	£ s. d.	£ s. d.
21. Sander—others	13 5 0	13 2 0
22. Borer—less than three bits	13 5 0	13 2 0
23. All others—including employees of any of the above-named machines (except classes Nos. 1, 6 and 18) who are not required at any time to grind cutting tools or set up the machine and who are working from templates, dies or jigs, or fences	13 5 0	13 2 0
<i>General.</i>		
24. Timber bender	13 5 0	13 2 0
25. Timber stacker	12 10 0	12 7 0
26. Yardman	12 10 0	12 7 0
27. Tailer out	12 10 0	12 7 0
28. Employees not elsewhere classified	11 18 0	11 15 0
SECTION "B"—POLISHING & C.		
29. Polisher	15 2 6	14 19 6
30. Spray hand— (a) engaged on finishing coats of any type (b) engaged on priming and/or undercoating, and/or sealing	13 15 0 13 5 0	13 12 0 13 2 0
31. Employee cutting or papering down and/or filling and/or staining	13 5 0	13 2 0
SECTION "C"—PIANOS.		
32. Action regulator	14 12 6	14 9 6
33. Tuner and/or action repairer	14 11 6	14 8 6
34. Player mechanic	14 12 6	14 9 6
35. Part maker	14 6 6	14 3 6
36. Side gluer	14 6 6	14 3 6
37. Sound board maker	14 6 6	14 3 6
38. Fly finisher	14 6 6	14 3 6
39. Maker and/or repairer of musical instruments	14 11 6	14 8 6
40. Player action assembler	13 17 6	13 14 6
41. Piano action assembler	13 17 6	13 14 6
42. Iron frame driller	13 5 0	13 2 0
43. Iron frame finisher by hand or spray	13 5 0	13 2 0
44. Spring and brass wire spinner	13 5 0	13 2 0
45. Veneer presser	13 5 0	13 2 0
46. Veneer scraper	13 5 0	13 2 0
47. Gluer up	13 5 0	13 2 0
PART II.—ADULT FEMALES.		
Veneer matcher	9 16 0	9 14 0
Upholstress	9 16 0	9 14 0

Provided that all other adult females employed on work for which a male margin of 40s. or over is prescribed in clause 40 of the Determination published in *Government Gazette* No. 236, of the 12th April, 1954, shall receive a margin equal to 50 per centum of the male margin, but, if the male margin was less than 40s., they shall receive a margin equal to 25 per centum of the male margin. Where there is no male margin prescribed for their work they shall be paid a margin of 4s. per week.

PART III.—SAVING.

No employee shall have his or her rate reduced merely as a result of this Determination.

SPECIAL RATES.

3. (a) *Leading hands.*—In addition to the margins prescribed in clause 2 herein leading hands shall be paid the following allowances:—

- (1) Nine shillings per week if in charge of not less than three and not more than ten employees including apprentices;
- (2) Eighteen shillings per week if in charge of not less than ten and not more than twenty employees including apprentices;
- (3) Twenty-seven shilling per week if in charge of more than twenty employees including apprentices.

(b) In addition to the rates set out in clause 2 herein the following additional rates shall be paid:—

- (i) Sixpence per hour to employees working in confined spaces;

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

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

- (iii) Sixpence per hour to employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise;
- (iv) Fourpence per hour where a foreman and workman shall agree that the work is of an unusually dirty or offensive nature.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman's claim by the employer's Industrial Officer if there be one, or otherwise by the employer or the executive officer responsible for the management of superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day) or else the said allowance shall be paid.

Special Rates Not Cumulative.

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

Rates Not Subject To Penalty Additions.

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

Tool Allowance.

(e) Employees engaged as carvers shall at the end of each three months of service be supplied by their employer with an order for a sum equivalent to 2s. 6d. per week as a tool allowance. Provided that this extra rate shall only be paid in respect of each week in which three days or more have been worked.

MIXED FUNCTIONS.

4. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but if he or she is engaged for more than half of any one day he or she shall be so paid for the whole day. If the period on the higher class of work is half or less than half a week or half or less than half a day then he or she shall be paid at the rate fixed for the work he or she actually performs.

APPRENTICES AND IMPROVERS—RATES OF PAY.

5. The following shall be the rates of pay for apprentices and improvers:—

	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warramboul, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
<i>Male Apprentices.</i>		
<i>£ s. d.</i>		
Five-year Term—		<i>£ s. d.</i>
1st year's experience	3 15 0	3 14 0
2nd year's experience	5 1 0	5 0 0
3rd year's experience	6 7 0	6 5 6
4th year's experience	9 15 0	9 12 6
5th year's experience	12 1 0	11 18 0
Four-year Term—		
1st year's experience	4 0 0	3 19 0
2nd year's experience	6 7 0	6 5 6
3rd year's experience	9 15 0	9 12 6
4th year's experience	12 1 0	11 18 0
<i>Male Improvers.</i>		
Under 16 years of age	2 16 6	2 15 6
16 and under 17	3 9 0	3 8 0
17 and under 18	4 12 6	4 11 6
18 and under 19	6 3 6	6 2 0
19 and under 20	9 15 0	9 12 6
20 and under 21	12 0 0	11 17 0
<i>Female Apprentices.</i>		
1st year's experience	4 1 0	4 0 0
2nd year's experience	5 16 0	5 14 6
3rd year's experience	7 15 0	7 13 6
4th year's experience	8 17 0	8 15 6
<i>Female Improvers.</i>		
16 years and under	2 18 0	2 17 6
17 years	4 1 0	4 0 0
18 years	5 16 0	5 14 6
19 years	7 15 0	7 13 6
20 years	8 17 0	8 15 6

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

6. (a) (i) Males.—One male apprentice shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.
- (ii) Females.—One female apprentice shall be allowed to each adult female worker.
- (b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof: Provided that at least three adult male workers must be employed before a male improver can be employed.
- (ii) One female improver shall be allowed to each six adult female workers or fraction thereof.
- (c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.
- (d) The terms "adult workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory: Provided that an apprentice shall not be an adult worker until he has completed his term of apprenticeship prescribed by this Determination.
- (e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.
- (f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

7. (a) *Apprenticeship Trades.*—For the purpose of indentures the following shall be apprenticed trades:—

Musical Instruments.—Cabinet making (including piano and player piano case making), side gluing, fly finishing, veneer scraping and part making.

Sound board making.

Making of other musical instrument.

Tuning.

Player mechanics.

Polishing.

Machining.—Instruction and practice in four of the following machines:—Boult's carver, or shaper, moulding machine, band saw, jig saw, circular saw, dovetailer, buzzer, planer, glue jointer, tenoner, copying lathe and automatic lathe.

Provided that in all types of machining instruction and practice shall be given in one of the following machines, viz.:—shaper, moulder or router.

(b) In such portions of the State of Victoria as come within the purview of the State Apprenticeship Commission, male juniors employed as cabinet makers, wood carvers, and wood turners, shall only be employed as apprentices.

(c) Juvenile workers employed in any of the occupations referred to in sub-clause (b) hereof at the time of the making of this award may, if they so desire, be employed as apprentices and the time that they have been employed in the industry shall be counted as time of apprenticeship. If they do not elect to become apprenticed they may continue to be employed by the same employer as juvenile workers.

- (d) *Term of Apprenticeship.*—

(i) *Males.*—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years, and for those entering apprenticeship trades in their eighteenth and nineteenth years shall be four years.

(ii) *Females.*—The term of apprenticeship for females shall be four years.

- (e) *General Conditions of Apprenticeship.*—

(i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include and all future contracts of apprenticeship shall include the following provision:—

If through lack of orders or through financial difficulties the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

If there occurs a breakdown of power necessitating the standing down of adult employees apprentices may also be stood down over the same period.

- (f) *Technical Training.*—

(i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

CONTRACT OF EMPLOYMENT.

8. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to perform work such as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods. Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

- (ii) *Terminating Employment.*—

(a) Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week or in lieu thereof payment or forfeiture of a week's wages. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, or to deduct payment for any time the employee cannot be usefully employed because of any strike or through any breakdown of machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

- (b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.
- (c) Where an employee is dismissed withing seven days prior to any such holiday the re-engagement of such employee within seven days after such holiday shall be *prima facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.
- (d) Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one week prior to the termination for the employment.

Casual Employees.

- (e) A casual employee shall mean an employee who is engaged and paid as such and he may be engaged at hourly rates for weekly hands with the addition of 10 per centum.

EMERGENCY PROVISIONS.

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

- (i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—
 - (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
 - (2) where an employee commences work he shall be entitled to be paid for four hours' work;
 - (3) this sub-clause shall not apply to apprentices.
- (ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—
 - (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
 - (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.
 - (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

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

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

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

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

LIMITATION OF EMPLOYMENT.

10. (a) Except as hereinafter provided, no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned, provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 8 hereof.

DEFINITIONS.

- 11. (a) "An Apprentice" is a person who is bound by indentures of apprenticeship.
- (b) "A Juvenile" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

- 12. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of eight hours per day.
- (b) The hours of employment for day workers may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

SHIFT WORK.

- 13. Shift work may be worked and where such shift work is worked the following conditions shall apply :—
 - (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
 - (b) Except as herein provided employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per cent. more than the ordinary rates.
 - (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
 - (d) Employees who during a period of engagement work only on night shifts shall be paid at the rate of time and a quarter.

- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid ten per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only, they shall change over week and week about and shall be paid ten per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on shift shall not exceed :—
- (i) 8 in any one day ; or
 - (ii) 44 in any one week ; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
- (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

14. (a) Except in the case of shift work all time worked—
- (i) before or after the usual times of beginning and ending work ;
 - (ii) in excess of eight hours per day ;
- shall be paid for at the rate of time and one half for the first two hours and double time thereafter ; Provided that all time worked between the hours of 9 p.m. and 7 a.m. shall be paid for at double time.
- (b) All work done outside the times of beginning and ending work on any holiday specified in clauses 23 and 24 of this Determination shall be paid for at the rate of double ordinary time.
- (c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.
- (d) In computing overtime each day's work shall stand alone.
- (e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.
- (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.

MID-DAY MEAL.

15. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m. but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30 minutes' break.

MEAL MONEY.

16. All employees required to work beyond the usual finishing time shall be allowed 4s. tea money in addition to overtime rates so prescribed for in this Determination when the usual finishing time is exceeded by more than one hour.

MATERIALS TO BE PROVIDED.

17. Any employee engaged at french polishing shall be supplied with all materials, including rags, brushes, and kit-box.

WASHING TIME FOR POLISHERS.

18. Employees engaged in the polishing shop, and spray paint operators, shall be granted five minutes before lunch time and five minutes before knocking off time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

19. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the shop, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the shop.
- (b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.
- (c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.
- (d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.
- (e) The aforementioned conditions shall not apply to piano tuners who are members of the staff of a retail selling organization as distinct from a factory.
- (f) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

20. When any spell of duty is for four hours or more an interval (ten minutes for females and five minutes for males) to be selected by the employer shall be allowed in the third hour. The interval shall be regarded as time on duty and during such interval employees may leave their seats but not the premises.

SEATING ACCOMMODATION.

21. (a) All chairs provided for employees shall be reasonably comfortable.
- (b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

PAYMENT OF WAGES.

22. (a) All employees shall be paid weekly not later than Wednesday.
- (b) No employer shall hold more than two days' pay in hand except under the provisions of clause 25 of this Determination.
- (c) Any employee kept waiting for his pay on pay day for more than ten minutes after the usual time for ceasing work shall be paid overtime rates for that ten minutes and for ten minutes at the least.
- (d) Any employee dismissed during the course of a week shall have any wages due paid to him forthwith or posted to him within 24 hours of his dismissal.
- (e) Should an employee leave his employment without giving a week's notice as required by this Determination any moneys, due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.
- (f) Sub-clauses (a) and (b) hereof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry but the practice followed for the majority of employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

HOLIDAYS.

23. (a) The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

24. (a) Any time work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.
- (b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE, AND ANNUAL LEAVE.

25. (a) All weekly wage employees shall be granted their annual leave at Christmas time. Such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 23 hereof and if any of such holidays falls within the period of annual leave and is observed on a day which would have been an ordinary working day there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas-New Year holidays.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned :—

- (i) In all Sections where employers are under contract to service ships in port;
 - (ii) In Retail Shops for the purpose of servicing musical instruments;
 - (iii) In any other section where the said representatives of the parties consider special provision necessary.
- (b) Loaded rate shall provide credits from which payment for holidays, annual leave and sick pay shall be made under the following conditions :—
- (i) Each weekly wage employee including a piece worker or a task worker shall be credited by the employer with a sum equal to four hours' pay for each week of continuous service commencing at the beginning of the second week in each year and continuing until the end of the fifty-first week in each year.
 - (ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the time wage equivalent of such time shall be ascertained.
 - (iii) If on the pay day following the holiday there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent the employer shall on that pay day pay to the employee an amount equal to that wage equivalent and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas-New Year holidays any payments due under this paragraph will be made on the day preceding such holidays.
 - (iv) If on the pay day following the holiday the amount standing to such credit is less than such wage equivalent the employer shall on that pay day pay to the employee the amount then standing to such credit and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas-New Year holidays any payment due under this paragraph will be made on the pay day preceding such holidays.
 - (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week pay to him such amount and if there be not sufficient for this purpose then the employer shall pay to the employee such amount as is standing to his credit and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated the employee may at his own request be paid the difference when he has accumulated sufficient credit to cover the necessary amount.
 - (vi) On the pay day preceding the Christmas-New Year holidays the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-first week in the year.
 - (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year the employer may reduce the amount to be credited to such employee by an amount *pro rata* to such absence.
 - (viii) If an employee lawfully leaves or his employment is terminated by the employer through no fault of the employee he shall be paid such amount as is then standing to his credit.
- (c) The provisions of this clause shall not apply to an employer in which the work of employees covered by this Determination is only subservient to the main operation of such employer but the practice followed for the majority of employees in the establishment of that employer shall be applied to employees therein covered by this Determination.
- (d) An employee whilst absent from duty on National Service Training shall be credited with two and two-fifths hours in respect of annual leave in lieu of four hours as prescribed in sub-clause (b) hereof.

INSURANCE OF TOOLS.

26. Employers shall insure the tools of trade of each employee in the furniture section against loss by fire up to a maximum of £20.

FIRST-AID OUTFIT AND ATTENDANT.

27. (a) Every factory, shop, or work-shop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

Antiseptic solution 1 bottle; Bandages, cotton and gauze, 1 dozen assorted sizes; Castor oil, 2 ozs.; Iodine, tincture of, 2 ozs.; Manual, First-Aid, 1; Petrolatum, carbolyzed, 1 jar; Picric acid solution made according to the following recipe or prescription:— $1\frac{1}{2}$ teaspoonful of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water; 1 pint; Pins, safety, 1 packet; sal volatile, 6 ozs.; Scissors, 1 pair; Tourniquet, 1; Tweezers, 1 pair; Gauze, sterilized plain, cotton absorbent; Lint absorbent; Plaster, adhesive, an adequate assortment.

(b) In factories, shops, work-shops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first aid attendant an additional 10s. per week for each week in which three days or more have been worked shall be paid to such employee and shall be payable in addition to any amounts paid for annual leave, sick leave and public holidays, provided that this allowance shall not be subject to any premiums or penalty additions.

AMENITIES.

28. (a) Each employer shall install in each factory, shop or workroom or place wherein employees are working a proper system of ventilation and dust prevention.

(b) Employers shall make available an adequate and proper supply of boiling water boiled in clean receptacles at rest periods and at meal hours.

(c) Employers shall provide for the use of employees a sufficient supply of wholesome cool drinking water.

(d) Each employer shall provide proper and sufficient washing facilities.

(e) Each employer shall provide an enclosed dining room with adequate table and seating accommodation therein.

(f) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop.

(g) Suitable masks and goggles or other approved appliances shall be provided for employees for spray painting. An employee when performing such work shall wear the mask and goggles provided for his protection. Masks and goggles containing celluloid shall not be considered suitable for the purpose of this provision. Goggles shall be supplied to employees when grinding tools.

(h) While any work is being carried on in any confined or enclosed space and/or on the following operations in which—

(i) Fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(ii) Furniture polishing is done where the atmosphere becomes vitiated, the employer shall install a suction exhaust apparatus through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed. Where it is impracticable to install such suction exhaust apparatus the employer shall, before requiring any employee to work therein, take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

TIME AND WAGES BOOK OR RECORD.

29. (a) Employers shall provide at each shop, factory or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the total hours worked, the time spent on work of a higher function, and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

RIGHT OF ENTRY OF UNION OFFICIAL.

30. A duly accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the midday meal hour for the purposes of interviewing employees on legitimate union business on the following conditions:—

(a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(b) That he interviews employees only at the places where they are taking their meal.

(c) That not more than one representative in all be in any workshop at any one time.

(d) That no one representative visit a workshop more than once a week.

(e) That if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Chief Inspector of Factories.

SHOP STEWARDS.

31. In cases where shop stewards have been appointed and recognized by the employers the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department, he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

32. Where the appointment of a shop steward is not approved of or recognized by the employer a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

33. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings of the Federated Furnishing Trade Society if Australasia.

(b) The notice boards shall be in a prominent position.

(c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

34. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store or shop.

WORK TO BE DONE IN FACTORY, SHOP OR PLACE.

35. (a) All work shall be done in a factory, shop or place duly registered under State laws; but this shall not prevent an employer sending employees from his factory, shop or place to any building or ship for the purpose of repairing, completing, fitting or fixing any work covered by this Determination.

(b) For the purposes of this Determination "factory, shop or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared or manufactured.

(c) No persons shall use, allow or permit to be used as a sleeping place, any part of a factory, shop or place.

PIECEWORK.

36. (a) The employer in conjunction with his employees may fix his own piecework or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piecework rates shall be paid to all pieceworkers doing the same operation in the factory or workshop whether they be apprentices or improvers on piecework or otherwise.

(b) All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and in the case of females, not less than 75 per centum of the base rate.

CONTRACT WORK.

37. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piecework in clause 36) by contracting sub-contracting, sub-letting or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

38. The wages rates set out in clause 2 are based upon the following basic wage for adult males, and, pursuant to the provisions of Section 33 of the *Labour and Industry Act 1953*, shall be automatically adjusted as prescribed by clause 39.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Within 20 miles of G.P.O., Melbourne	£ s. d. 11 15 0	Melbourne
Males		
Within 10 miles of G.P.O., Geelong, same as the contemporaneous basic wage and minimum wage for Melbourne		
Warrnambool, same as the contemporaneous basic wage and minimum wage for Melbourne		
Mildura and Gippsland districts, same as the contemporaneous basic wage and minimum wage for Melbourne		
Yallourn, until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere, 3s. less than the contemporaneous basic wage and minimum wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1955, the amount of the Basic Wage shall be as prescribed in clause 38.

(c) During each future successive period beginning with the first pay period to commence in a 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 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 highest shilling.

(d) The minimum rate of wage to be paid to adult females shall be 75 per cent. of the basic wage for adult males as provided in clause 38.

(e) The rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

MARGINS.

40. In addition to the basic wage prescribed in clause 38 and the minimum wage for females prescribed in clause 39, the following additional margins (including war loadings) shall be paid:—

Classification.	Margin.
PART I.—ADULT MALES.	
SECTION "A"—WOOD MACHINISTS AND GENERAL.	
<i>Machinist—"A" Grade.</i>	
	£ s. d.
1. Boults carver	3 7 6
2. Shaper—who grinds cutters and/or sets up and operates or who works freehand	3 7 6
3. Moulder—who grinds cutters, sets up and operates	3 7 6
4. Wood turner—who grinds cutters, sets up and operates, or who works freehand	3 7 6
5. Router—who grinds cutters and/or sets up and operates, or who works freehand	3 7 6
6. Lindeman or similar joiner	3 7 6

Classification.	Margin.
PART I.—Adult Males—continued.	
<i>Machinist "B" Grade.</i>	
	<i>£ s. d.</i>
7. Band and/or jig sawyer	2 0 0
8. Circular sawyer—who sets up and operates	2 0 0
9. Dovetailer—who sets up and operates	2 0 0
10. Buzzer—who sets up and operates	2 0 0
11. Planer—who sets up and operates	2 0 0
12. Thicknesser—who sets up and operates	2 0 0
13. Glue Jointer—who sets up and operates	2 0 0
14. Tenoner—who sets up and operates	2 0 0
15. Turner—copying or automatic lathe—who sets up and operates	2 0 0
16. Morticer—who sets up and operates	2 0 0
17. Sander—tripledrum—who sets up and operates	2 0 0
18. Belt sander on vencers	2 0 0
19. Multiple Borer—three or more bits—who sets up and operates	2 0 0
20. Moulder—who sets up and operates	2 5 0
<i>Machinist—"C" Grade.</i>	
21. Sander—others	1 10 0
22. Borer—less than three bits	1 10 0
23. All others—including employees of any of the abovenamed machines (except classes Nos. 1, 6 and 18) who are not required at any time to grind cutting tools or set up the machine and who are working from templates, dies or jigs, or fences	1 10 0
<i>General.</i>	
24. Timber bender	1 10 0
25. Timber stacker	0 15 0
26. Yardman	0 15 0
27. Tailer out	0 15 0
28. Employees not elsewhere classified	0 3 0
SECTION "B"—POLISHING, &c.	
29. Polisher	3 7 6
30. Spray hand— (a) engaged on finishing coats of any type	2 0 0
(b) engaged on priming and/or undercoating, and/or sealing	1 10 0
31. Employee cutting or papering down and/or filling and/or staining	1 10 0
SECTION "C"—PIANOS.	
32. Action regulator	2 17 6
33. Tuner and/or action repairer	2 16 6
34. Player mechanic	2 17 6
35. Part maker	2 11 6
36. Side gluer	2 11 6
37. Sound board maker	2 11 6
38. Fly finisher	2 11 6
39. Maker and/or repairer of musical instruments	2 16 6
40. Player action assembler	2 2 6
41. Piano action assembler	2 2 6
42. Iron frame driller	1 10 0
43. Iron frame finisher by hand or spray	1 10 0
44. Spring and brass wire spinner	1 10 0
45. Vencer presser	1 10 0
46. Vencer scraper	1 10 0
47. Gluer up	1 10 0
PART II.—ADULT FEMALES.	
Vencer matcher	1 0 0
Upholstress	1 0 0

41. The wages of apprentices and improvers shall be the under-mentioned percentages of the basic wage and in addition thereto the loading specified calculated to the nearest sixpence, threepence or less than threepence to be disregarded.

	Percentage of Basic Wage.	War Loading.
<i>Male Apprentices.</i>		
<i>s. d.</i>		
Five-year Term—		
1st year's experience	32	..
2nd year's experience	43	..
3rd year's experience	54	..
4th year's experience	83	..
5th year's experience	100 plus 6s.	..
Four-year Term—		
1st year's experience	34	..
2nd year's experience	54	..
3rd year's experience	83	..
4th year's experience	100 plus 6s.	..

	Percentage of Basic Wage.	War Loading.
<i>Male Improvers.</i>		
		<i>s. d.</i>
Under 16 years of age	24	..
16 and under 17 years of age	29	0 9
17 and under 18 years of age	39	1 0
18 and under 19 years of age	52	1 6
19 and under 20 years of age	82	2 3
20 and under 21 years of age	100 plus 2s.	3 0
 <i>Female Apprentices.</i>		
1st year's experience	46	..
2nd year's experience	65	1 6
3rd year's experience	87	2 0
4th year's experience	99	3 0
 <i>Female Improvers.</i>		
16 years and under	33	..
17 years	46	..
18 years	65	1 6
19 years	87	2 0
20 years	99	3 0

P. A. RANGLES, J.P., Chairman.
 J. V. WILLOX, Secretary.

Melbourne, 9th February, 1955.





VICTORIA
GOVERNMENT GAZETTE

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No. 153]

FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE ORGAN BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to “determine the lowest prices or rates which may be paid to any person, or classes of persons, employed in the process, trade, or business of a builder of pipe organs,” has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in February, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES.

Adults or Journeymen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool; and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
Organ builder	15 2 6	14 19 6
Employee erecting, dismantling or repairing organs	15 2 6	14 19 6
Wood worker	15 2 6	14 19 6
Voicer	15 2 6	14 19 6
Tuner	15 2 6	14 19 6
Metal pipe maker	15 2 6	14 19 6
Polisher	15 2 6	14 19 6
Spray hand—		
(a) engaged on finishing coats of any type	13 15 0	13 12 0
(b) engaged on priming and or undercoating, and/or sealing	13 5 0	13 2 0
Employee cutting or papering down and/or filling and/or staining	13 5 0	13 2 0

SPECIAL RATES.

3. (a) *Leading Hands*.—In addition to the wages prescribed in clause 2 herein leading hands shall be paid the following allowances:—

- (1) Nine shillings per week if in charge of not less than three and not more than ten employees including apprentices;
- (2) Eighteen shillings per week if in charge of not less than ten and not more than twenty employees including apprentices;
- (3) Twenty-seven shillings per week if in charge of more than twenty employees including apprentices.

(b) In addition to the rates set out in clause 2 herein the following additional rates shall be paid:—

- (i) Sixpence per hour to employees working in confined spaces;
Confined space means a compartment, space or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position or without proper ventilation.
- (ii) Fourpence per hour to employees working in any place where clothing or boots become saturated, whether by water, oil or otherwise. Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear. And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.
- (iii) Sixpence per hour to employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise;

(iv) Fourpence per hour where a foreman and workman shall agree that the work is of an unusually dirty or offensive nature.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman's claim by the employers Industrial Officer if there be one, or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day) or else the said allowance shall be paid.

Special Rates Not Cumulative.

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

Rates Not Subject to Penalty Additions.

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

Tool Allowance.

(e) Employees engaged as carvers shall at the end of each three months of service be supplied by their employer with an order for a sum equivalent to 2s. 6d. per week as a tool allowance. Provided that this extra rate shall only be paid in respect of each week in which three days or more have been worked.

MIXED FUNCTIONS.

4. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but if he or she is engaged for more than half of any one day he or she shall be so paid for the whole day. If the period on the higher class of work is half or less than half a week or half or less than half a day then he or she shall be paid at the rate fixed for the work he or she actually performs.

APPRENTICES AND IMPROVERS—RATES OF PAY.

5. The following shall be the rates of pay for apprentices and improvers:—

	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool; and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
<i>Apprentices.</i>	£ s. d.	£ s. d.
Five-year Term—		
1st year's experience	3 15 0	3 14 6
2nd year's experience	5 1 0	5 0 0
3rd year's experience	6 7 0	6 5 6
4th year's experience	9 15 0	9 12 6
5th year's experience	12 1 0	11 18 0
Four-year Term—		
1st year's experience	4 0 0	3 19 0
2nd year's experience	6 7 0	6 5 6
3rd year's experience	9 15 0	9 12 6
4th year's experience	12 1 0	11 18 0
<i>Improvers.</i>		
Under 16 years of age	2 16 6	2 15 6
16 and under 17	3 9 0	3 8 0
17 and under 18	4 12 6	4 11 6
18 and under 19	6 3 6	6 2 0
19 and under 20	9 15 0	9 12 6
20 and under 21	12 0 0	11 17 0

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

6. (a) One apprentice shall be allowed to the first three adult workers or fraction thereof, and thereafter one additional apprentice to every three such workers.

(b) One improver shall be allowed to each six adult workers or fraction thereof; provided that at least three adult workers must be employed before an improver can be employed.

(c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.

(d) The terms "Adult workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory; provided that an apprentice shall not be an adult worker until he has completed his term of apprenticeship prescribed by this Determination.

(e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.

(f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

Apprenticeship Trades.

7. (a) For the purpose of indentures the following shall be apprenticed trades.

Organ Building.

Organ building and wood working, voicers, metal pipe making, tuning.
Polishing.

Machinist—Instruction and practice in four of the following machines :—

Bolts carver or shaper, moulding machine, band saw, jig saw, circular saw, dovetailer, buzzer, planer, glue jointer, tenoner, copying lathe and automatic lathe.

(b) In such portions of the State of Victoria as come within the purview of the appropriate State Apprenticeship Commission, male juniors employed as wood carvers, and wood turners, shall only be employed as apprentices.

(c) Juvenile workers employed in any of the occupations referred to in sub-clause (b) hereof at the time of the making of this Determination may, if they so desire, be employed as apprentices and the time that they have been employed in the industry shall be counted as time of apprenticeship. If they do not elect to become apprenticed they may continue to be employed by the same employer as juvenile workers.

Term of Apprenticeship.

(d) The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years, and for those entering apprenticeship trades in their eighteenth and nineteenth years shall be four years.

General Conditions of Apprenticeship.

(e) (i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include and all future contracts of apprenticeship shall include the following provisions :—

If through lack of orders or through financial difficulties the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

If there occurs a breakdown of power necessitating the standing down of adult employees, apprentices may also be stood down over the same period.

Technical Training.

(f) (i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

CONTRACT OF EMPLOYMENT.

8. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods.

Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

Terminating Employment.

(ii) (a) Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week or in lieu thereof payment or forfeiture of a week's wages. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, or to deduct payment for any time the employee cannot be usefully employed because of any strike, or through any breakdown of machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

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

(c) Where an employee is dismissed within seven days prior to any such holiday the re-engagement of such employee within seven days after such holiday shall be *prime facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.

(d) Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.

Casual Employees.

(e) A casual employee shall mean an employee who is engaged and paid as such and he may be engaged at hourly rates for weekly hands with the addition of 10 per centum.

EMERGENCY PROVISIONS.

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

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

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

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

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

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

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

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

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

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

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

LIMITATION OF EMPLOYMENT.

10. (a) Except as hereinafter provided no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned, provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 8 hereof.

DEFINITIONS.

11. (a) "An Apprentice" is a person who is bound by indentures of apprenticeship.

(b) "A Juvenile" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

12. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of 8 hours per day.

(b) The hours of employment for day workers may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

SHIFT WORK.

13. Shift work may be worked and where such shift work is worked the following conditions shall apply :—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
- (b) Except as herein provided, employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per centum more than the ordinary rates.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who during a period of engagement work only on night shifts shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid ten per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only they shall change over week and week about and shall be paid ten per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meals breaks off duty (if any) of employees working on shift shall not exceed :—
 - (i) 8 in any one day; or
 - (ii) 44 in any one week; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
- (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

14. (a) Except in the case of shift work all time worked :—

- (i) before or after the usual times of beginning and ending work;
- (ii) in excess of eight hours per day;

shall be paid for at the rate of time and one half for the first two hours and double time thereafter: Provided that all time worked between the hours of 9 p.m. and 7 a.m. shall be paid for at double time.

(b) All work done outside the times of beginning and ending work on any holiday specified in clauses 23 and 24 of this Determination shall be paid for at the rate of double ordinary time.

(c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.

(d) In computing overtime each day's work shall stand alone.

(e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.

(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.

MID-DAY MEAL.

15. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m., but such interval may be reduced to 30 minutes if an employer and the union mutually arrange for a 30 minutes' break.

MEAL MONEY.

16. All employees required to work beyond the usual finishing time shall be allowed 4s. tea money in addition to overtime rates as prescribed for in this Determination, when the usual finishing time is exceeded by more than one hour.

MATERIALS TO BE PROVIDED.

17. Any employee engaged at french polishing shall be supplied with all materials, including rags, brushes and kit-box.

WASHING TIME FOR POLISHES.

18. Employees engaged in the polishing shop and spray paint operators shall be granted five minutes before lunch time and five minutes before knocking off time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

19. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his home to a job outside the shop, he shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his home to the shop.

(b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.

(c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.

(d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.

(e) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

20. When any spell of duty is for four hours or more an interval of five minutes to be selected by the employer shall be allowed in the third hour. The interval shall be regarded as time on duty and during such interval employees may leave their seats but not the premises.

SEATING ACCOMMODATION.

21. All chairs provided for employees shall be reasonably comfortable.

PAYMENT OF WAGES.

22. (a) All employees shall be paid weekly not later than Wednesday.

(b) No employer shall hold more than two days' pay in hand except under the provisions of clause 25 of this Determination.

(c) Any employee kept waiting for his pay on pay day for more than ten minutes after the usual time for ceasing work shall be paid overtime rates for that ten minutes and for ten minutes at the least.

(d) An employee dismissed during the course of a week shall have any wages due paid to him forthwith or posted to him within 24 hours of his dismissal.

(e) Should an employee leave his employment without giving a week's notice as required by this Determination any moneys, due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.

(f) Sub-clauses (a) and (b) hereof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry, but the practice followed for the majority of employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

HOLIDAYS.

23. The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

24. (a) Any time-work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.

(b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE AND ANNUAL LEAVE.

25. (a) All weekly wage employees shall be granted their annual leave at Christmas Time. Such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 23 hereof and if any such holidays falls within the period of annual leave and is observed on a day which would have been an ordinary working day there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas-New Year holidays.

Provided that skeleton staffs may be retained where employers are under contract to service organs in churches or other buildings.

(b) Loaded rate shall provide credits from which payment for holidays, annual leave and sick pay shall be made under the following conditions:—

(i) Each weekly wage employee including a pieceworker or a task worker shall be credited by the employer with a sum equal to four hours' pay for each week of continuous service, commencing at the beginning of the second week in each year and continuing until the end of the fifty-first week in each year.

(ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the time wage equivalent of such time shall be ascertained.

- (iii) If on the pay day following the holiday there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent the employer shall on that pay day pay to the employee an amount equal to that wage equivalent and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas-New Year holidays any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If on the pay day following the holiday the amount standing to such credit is less than such wage equivalent the employer shall on that pay day pay to the employee the amount then standing to such credit and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas-New Year holidays any payment due under this paragraph will be made on the pay day preceding such holidays.
- (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week pay to him such amount and if there be not sufficient for this purpose then the employer shall pay to the employee such amount as is standing to his credit and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated the employee may at his own request be paid the difference when he has accumulated sufficient credit to cover the necessary amount.
- (vi) On the pay day preceding the Christmas-New Year holidays the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-first week in the year.
- (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year the employer may reduce the amount to be credited to such employee by an amount *pro rata* to such absence.
- (viii) If an employee lawfully leaves or his employment is terminated by the employer through no fault of the employee he shall be paid such amount as is then standing to his credit.
- (c) The provisions of this clause shall not apply to an employer in which the work of employees covered by this Determination is only subservient to the main operation of such employer but the practice followed for the majority of employees in the establishment of that employer shall be applied to employees therein covered by this Determination.
- (d) An employee whilst absent from duty on National Service Training shall be credited with two and two-fifths hours in respect of annual leave in lieu of four hours as prescribed in sub-clause (b) hereof.

FIRST-AID OUTFIT AND ATTENDANT.

26. (a) Every factory, shop, or work-shop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

Antiseptic solution 1 bottle; Bandages, cotton and gauze 1 dozen assorted sizes; Castor oil 2 ozs; Iodine, tincture of, 2 ozs; Manual, First-aid 1; Petrolatum carbolized 1 jar; Picric acid solution made according to the following recipe or prescription:— $1\frac{1}{2}$ teaspoonful of powdered picric acid, 3 ozs. of absolute alcohol, and 2 pints of distilled water; 1 pint; Pins, safety 1 packet; sal volatile 6 ozs.; Scissors 1 pair; Tourniquet 1; Tweezers 1 pair; Gauze, sterilized plain, Cotton absorbent, Lint absorbent, Plaster, adhesive, an adequate assortment.

(b) In factories, shops, workshops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first-aid attendant an additional 10s. per week for each week in which three days or more have been worked shall be paid to such employee and shall be payable in addition to any amounts paid for annual leave, sick leave and public holidays provided that this allowance shall not be subject to any premiums or penalty additions.

AMENITIES.

27. (a) Each employer shall install in each factory, shop or workroom or place wherein employees are working a proper system of ventilation and dust prevention.

(b) Employers shall make available an adequate and proper supply of boiling water boiled in clean receptacles at rest periods and at meal hours.

(c) Employers shall provide for the use of employees a sufficient supply of wholesome cool drinking water.

(d) Each employer shall provide proper and sufficient washing facilities.

(e) Each employer shall provide an enclosed dining room with adequate table and seating accommodation therein.

(f) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop.

(g) Suitable masks and goggles or other approved appliances shall be provided for employees for spray painting. An employee when performing such work shall wear the mask and goggles provided for his protection. Masks and goggles containing celluloid shall not be considered suitable for the purpose of this provision. Goggles shall be supplied to employees when grinding tools.

(h) While any work is being carried on in any confined or enclosed space in which fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work the employer shall install a suction exhaust apparatus through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed. Where it is impracticable to install such suction exhaust apparatus the employer, shall, before requiring any employee to work therein, take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

TIME AND WAGES BOOK OR RECORD.

28. (a) Employers shall provide at each shop, factory or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the total hours worked, the time spent on work of a higher function, and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards or in making any records, shall be treated as time of duty, but this clause does not apply to "checking" in or out at beginning or end of duty.

RIGHT OF ENTRY OF UNION OFFICIAL.

29. A duly accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the mid-day meal hour for the purposes of interviewing employees on legitimate union business on the following conditions:—

(a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(b) That he interviews employees only at the places where they are taking their meal.

- (c) That not more than one representative in all be in any workshop at any one time.
- (d) That no one representative visit a workshop more than once in each week.
- (e) That if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions such employer may refuse the right of entry but the representative shall have the right to bring such refusal before the Chief Inspector of Factories.

SHOP STEWARDS.

30. In cases where shop stewards have been appointed and recognized by the employers the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

31. Where the appointment of a shop steward is not approved of or recognized by the employer a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

- 32. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings of the Federated Furnishing Trade Society of Australasia.
- (b) The notice boards shall be in a prominent position.
- (c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

33. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store or shop.

WORK TO BE DONE IN FACTORY, SHOP OR PLACE.

- 34. (a) All work shall be done in a factory, shop or place duly registered under State laws: but this shall not prevent an employer sending employees from his factory, shop or place to any building for the purpose of repairing, completing, fitting or fixing any work covered by this Determination.
- (b) For the purposes of this Determination "factory, shop or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared or manufactured.
- (c) No persons shall use, allow or permit to be used as a sleeping place any part of a factory, shop or place.

PIECEWORK.

- 35. (a) The employer in conjunction with his employees may fix his own piecework or task rates, provided such rates enable a journeyman of average capacity working under like conditions to earn at least ten per centum more than the minimum weekly wage in their respective classes. The same piecework rates shall be paid to all pieceworkers doing the same operation in the factory or workshop whether they be apprentices or improvers on piecework or otherwise.
- (b) All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—not less than the base rate.

CONTRACT WORK.

36. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piecework in clause 35) by contracting, sub-contracting, sub-letting or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

37. The wages rates set out in clause 2 are based upon the following basic wage for adults, and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, shall be automatically adjusted as prescribed by clause 38.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Within 20 miles of G.P.O., Melbourne— Males	£ s. d. 11 15 0	Melbourne
Within 10 miles of G.P.O., Geelong, same as the contemporaneous basic wage and minimum wage for Melbourne		
Warrnambool, same as the contemporaneous basic wage and minimum wage for Melbourne		
Mildura and Gippsland districts, same as the contemporaneous basic wage and minimum wage for Melbourne		
Yallourn, until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere, 3s. less than the contemporaneous basic wage and minimum wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

- 38. (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, 1955, the amount of the basic wage shall be as prescribed in clause 37.
- (c) During each futuro successive period 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 rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen in the respective classes.

MARGINS.

39. In addition to the basic wage prescribed in clause 37, the following additional margins (including war loadings) shall be paid:—

Classification.	Margin.
	£ s. d.
Organ builder	3 7 6
Employee erecting, dismantling or repairing organs	3 7 6
Wood worker	3 7 6
Voicer	3 7 6
Tuner	3 7 6
Metal pipe maker	3 7 6
Polisher	3 7 6
Spray hand—	
(a) engaged on finishing coats of any type	2 0 0
(b) engaged on priming and/or undercoating, and/or sealing	1 10 0
Employee cutting or papering down and/or filling and/or staining	1 10 0

40. The wages of apprentices and improvers shall be the under-mentioned percentages of the basic wage, and in addition thereto the loadings specified calculated to the nearest 6d., 3d. or less than 3d. to be disregarded.

—	Percentage of Basic Wage.	War Loading.
	%	s. d.
<i>Apprentices.</i>		
Five-year Term—		
1st year's experience	32	..
2nd year's experience	43	..
3rd year's experience	54	..
4th year's experience	83	..
5th year's experience	100 plus 6s.	..
Four-year Term—		
1st year's experience	34	..
2nd year's experience	54	..
3rd year's experience	83	..
4th year's experience	100 plus 6s.	..
<i>Improvers.</i>		
Under 16 years of age	24	..
16 and under 17 years of age	29	0 9
17 and under 18 years of age	39	1 0
18 and under 19 years of age	52	1 6
19 and under 20 year of age	82	2 3
20 and under 21 years of age	100 plus 2s.	3 0

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

J. V. WILLOX, Secretary.

Melbourne, 9th February, 1955.



VICTORIA
GOVERNMENT GAZETTE

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FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE COUNTRY PRINTERS BOARD.

NOTE.—This Determination applies to the whole of the State *outside and excepting* the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder; the cities of Ballarat, Bendigo, Geelong, Geelong West, Mildura, Warrnambool, and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

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

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to “determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons subject to the Determinations of the Printers Board or the Provincial Printers Board) employed in the process, trade, or business of—

- (a) Printing;
- (b) Bookbinding (including making loose sheet covers of any kind)
- (c) Paper ruling;
- (d) Stereotyping or electrotyping;
- (e) Preparing printed matter for sale or distribution;
- (f) Carbonizing,
Varnishing,
Gumming, or
Waxing. } Paper, cardboard, or similar materials;

(g) Preparing lithographic work by drawing or lettering on a lithographic plate or on any other material; but not including any process subject to the jurisdiction of the Stationery Board”—
has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence in February, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Table A.—Adult Males.

Number of Rate.	Description of Employment.	Weekly Wage—Grades.	
		A*.	B*.
		£ s. d.	£ s. d.
1	Machine compositor; that is, a person operating any class of composing and/or slug-casting machine keyboard (including time occupied in cleaning the machine and/or remedying defective working of machine)	16 17 6	16 15 6
2	Probationary machine compositor—		
	(a) For a first period of six months' probation	15 15 0	15 13 0
	(b) For a second period of six months' probation	16 2 6	16 0 6
	(c) Thereafter the rate for a machine compositor	16 17 6	16 15 6
3	Provided that any probationary machine compositor who during the second six months of his period of probation attains an efficiency of 7,000 ems per hour over a maximum period of four hours on plain matter corrected of not less than 13 ems measure in six-point type, and who also has ability to do tabulated and other matter in workmanlike manner, shall be paid	16 17 6	16 15 6
4	Proof reader and/or revisor	16 2 6	16 0 6
	(a) In newspaper and commercial printing offices	16 2 6	16 0 6
	(b) Commercial printing only	16 2 6	16 0 6

* See clause 3 for definition of grades.

Table A.—Adult Males—continued.

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

* See clause 3 for definition of grades.

Table B.—Adult Females.

First Column. No. of Rate.	Second Column. Description of Employment.	Third Column. Total Wage.
		Per Week. £ s. d.
1	Female employee of more than five years' experience employed in connexion with bookbinding, systems work, and/or printing on work not allotted a classified wage in Table "A", or as copyholder, embosser and/or numberer, or as a feeder on letterpress and/or lithographic printing machine, ruling machine, varnishing machine, waxing machine, folding machine	10 7 6
2	Female employee not otherwise specified	9 11 6
	Female Supervisors.	
3	Female employee in charge of or who supervises, directs or is responsible for the work of—	
	(a) Up to 8 employees	10 9 6
	(b) From 9 to 15 employees (both inclusive)	10 18 6
	(c) Over 15 employees	11 4 6

Table "C."—Male Juniors.

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

No. of Rate.	Male Juniors.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	Under 15 years of age	22	2 17 0
2	Between 15 and 16 years of age	27	3 9 6
3	Between 16 and 17 years of age	35	4 10 6
4	Between 17 and 18 years of age	47	6 1 6
5	Between 18 and 19 years of age	59	7 12 0
6	Between 19 and 20 years of age	72	9 6 0
7	Between 20 and 21 years of age	85	10 19 6

Table "D."—Apprentices.

(Other than those covered by the Apprenticeship Commission.)

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

No. of Rate.	Apprentices.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	First year	22½	3 11 6
2	Second year	32½	5 3 0
3	Third year	37½	5 19 0
4	Fourth year	45	7 2 6
5	Fifth year	55	8 14 6
6	Sixth year	75	11 17 6
7	Provided that any apprentice who has passed Grade III. (Trade Theory and Practice) examination referred to in the regulations of the Apprenticeship Commission, and has also become entitled under the said Regulations to an increased rate of pay for proficiency for such examination, shall have the amount of such increase paid to him each week beyond any period provided for in the said Regulations until the completion of his apprenticeship, together with the rate herein prescribed appropriate for the year of his apprenticeship.		

Table "E."—Female Juniors.

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

No. of Rate.	Female Juniors.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	Under 17 years of age	30	3 1 6
2	Between 17 and 18 years of age	40	4 2 0
3	Between 18 and 19 years of age	50	5 2 6
4	Between 19 and 20 years of age	60	6 3 6
5	Between 20 and 21 years of age	75	7 14 0
6	And thereafter the minimum wage prescribed for females for the class of work which she is doing.		

DEFINITION OF GRADES.

3. For the purposes of this Determination—

Grade "A" means—

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

Grade "B" means—

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

NIGHT WORK ALLOWANCE.

4. (a) An adult male weekly time work employee employed on night shift shall be entitled to receive the rate of wages prescribed by Table "A" of clause 2, together with an allowance of 16s. extra if so employed for one week; if he works less than one week he shall be paid *pro rata* for the hours worked by him.

(b) A male junior employed on night shift shall be entitled to receive the rate of wages prescribed by Table "C" of clause 2, together with an allowance of 10s. extra if so employed for one week when under 19 years of age, and of 12s. extra when 19 years of age or over; if he be employed for less than one week he shall be paid *pro rata* for the hours worked by him.

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

STEREOTYPING AND ELECTROTYPING.

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

NUMBER AND PROPORTION OF STEREOTYPERS' ASSISTANTS.

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

REST INTERVALS FOR FEMALES.

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

WORK NOT TO BE TAKEN OFF EMPLOYER'S PREMISES.

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

FEMALE TO BE PAID MALE RATE.

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

LIMITATION OF EMPLOYMENT OF FEMALES.

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

FEMALES NOT TO OPERATE GUILLOTINE MACHINES.

11. A female shall not operate any guillotine machine.

GUILLOTINE MACHINE WORK.

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

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

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

GLUING MACHINES.

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

JUNIORS.

15. (a) No department shall be manned exclusively by juniors.
 (b) The proportion of juniors shall, subject to clause 31 of this Determination, be as follows:—
 (i) Not more than one junior of not less than 17 years of age (other than a junior carrying papers from a machine to the publishing room) in any crew of a rotary machine or of a flat-bed rotary machine, where the crew comprises three or less than three adults permanently employed; and
 (ii) Not more than one additional junior of not less than 20 years of age, where any crew of a rotary machine is comprised of four or more adults permanently employed.
 (iii) Not more than one junior of not less than 16 years of age shall be employed for every three or part of three adults employed permanently as publishing employees.
 (iv) Not more than one junior galley puller shall be employed in any office.
 (v) Not more than one junior of not less than 17 years of age shall be employed in the storetyping department of any daily newspaper office.
 (vi) In commercial printing offices, not more than two male juniors shall be employed to each adult in any department.
 (c) A male under the age of 17 years shall not be employed as a stereotyper's assistant, or rotary machinist's assistant, or flat-bed machinist's assistant working from a reel, and a male under the age of 16 years shall not be employed as a publishing assistant.
 (d) Juniors shall be given opportunities to become proficient in different classes of work, and where the variety of work permits, shall be taught higher grade work as they progress in the knowledge of their work.

FOREMAN OR LEADING HAND.

16. In any office where three adult employees are permanently employed and one of their number, in addition to his ordinary work, has added responsibility, he shall be paid not less than 7s. 6d. per week above the minimum rate prescribed in this Determination for the work ordinarily done by him, but if four or more adult employees are permanently employed, such an employee shall be paid not less than 12s. 6d. per week above the minimum rate prescribed in this Determination for the work ordinarily done by him.

MEAL PERIOD.

17. (a) In daily newspaper offices, the commencing time for meals shall be such as may be mutually arranged between each employer and the employees. The meal period shall be fixed by the printer, and may vary from night to night, but shall not be less than 30 minutes or more than one hour.

(b) In other than daily newspaper offices, the minimum time allowance for meals shall be three-quarters of an hour, and the maximum allowance one hour; provided that, by agreement with the said Union, the period may be reduced to not less than half an hour. The meal period shall be between the hours of noon and 2 p.m.

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

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

HOURS AND OVERTIME.

COMMERCIAL PRINTING.

18. (a) The following shall apply in any commercial printing office.

Day Work.

(i) The hours of duty of employees on day work shall not exceed 40 a week to be worked in five shifts within eight hours a day on Monday to Friday inclusive, between the hours of 8 a.m. and 6 p.m.

Night Work.

- (ii) Night shift work is work other than overtime work done between the hours of 6 p.m. and 8 a.m.
 (iii) The hours of duty for night shift workers shall not exceed 40 a week, to be worked in five shifts within 8 hours a night on Monday to Friday inclusive.

- (iv) A female employee shall not perform night shift work.
- (v) A male employee under 17 years of age shall not perform night shift work.
- (vi) On any day when the hours of any night shift overlap the day shift hours, the night shift hours shall be observed, and the night shift wage shall be paid for such day.

Overtime.

- (vii) All overtime rates earned by an employee shall be paid in full, and no deduction shall be made from such overtime rates by reason of any time not worked by such employee.
- (viii) When overtime is to be worked after the ordinary hours of the fifth shift have been completed, it shall be in continuation (except for a meal break of not more than one hour) of the work of such shift.
- (ix) All duty performed by time workers in excess of or outside the hours mentioned above in this sub-clause, or in excess of the hours of a shift, shall be overtime, and shall (subject to paragraph (xi) hereof) be paid for at the rate of time and a half for the first three hours on any one shift, and double time thereafter.
- (x) All duty performed by piece-workers in excess of or outside the hours mentioned above in this sub-clause, or in excess of the hours of a shift, shall be overtime, and shall (subject to paragraph (xi) hereof) be paid for at the rate of rate and a half for the first three hours on any one shift and double rate thereafter.
- (xi) Double time or double rate shall be paid for all work done on Saturday and on Sunday.
- (xii) Where notice of overtime in excess of one hour has not been given during the previous shift, and where the tea interval is insufficient to enable an employee to visit his home, 3s. shall be paid as an allowance for tea money, and the same allowance shall be made for each meal reasonably occurring during such overtime work.
- (xiii) Any employee required to work more than five consecutive shifts without a clear interval of 36 hours after the fifth shift, shall be paid double time or double rates for all work performed by him after the fifth shift until he shall have had such clear interval of 36 hours between shifts.
- (xiv) No junior worker under 17 years of age, or any female or apprentice shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day.
- (xv) An employer shall not require or permit any female employee to work overtime after 6 p.m., unless at least one other female person is working with her.
- (xvi) No employee under 16 years of age shall be employed on overtime.

NEWSPAPER PRINTING.

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

Day Work.

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

Night Work.

- (ii) Night-shift work is work other than overtime work done between the hours of 6 p.m. and 8 a.m.
- (iii) The hours of duty for night shift time workers shall not exceed 40 hours per week to be worked in five shifts within 8 hours a shift (subject to paragraph (ix) hereof) from Sunday to Friday inclusive.
- (iv) On any day when the hours of any night shift overlap the day shift hours, the night-shift hours shall be observed and the night shift wage shall be paid for such shift.
- (v) No employee under the age of 16 years shall be employed as a copy-holder on night-shift, and no employee under the age of 17 years shall perform any other class of work on night shift.
- (vi) Except as provided in paragraph (v) hereof, or in clause 20 of this Determination, no junior worker under the age of 17 years shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day.

Overtime.

- (vii) All overtime rates earned by an employee shall be paid in full, and no deduction shall be made from such overtime rates by reason of any time not worked by such employee.
- (viii) Where overtime is to be worked after the ordinary hours of the fifth shift have been completed, it shall be in continuation (except for a meal break of not more than one hour) of the work of such shift.
- (ix) All work done by a time worker in excess of or outside the weekly hours mentioned above in this sub-clause, or in excess of the hours of the prescribed shift, shall be overtime, and shall, subject to paragraph (xiii) hereof be paid for at the rate of time and a half for the first three hours on any one shift, and double time thereafter; provided that work may continue, without incurring overtime charges, for up to :—
 - (1) Nine hours on any day where work not exceeding four hours is done before noon on Saturday; or
 - (2) Nine hours on one shift in any week on a daily newspaper; or
 - (3) Nine hours on publication day, or the preceding day, on a newspaper other than a daily newspaper.
- (x) All overtime work done by a pieceworker shall be done under the conditions prescribed for a time-worker in the preceding paragraph, and his piecework rate shall be increased correspondingly with that of a timeworker for work done at all relevant times.
- (xi) Where notice of overtime in excess of one hour has not been given to any day worker during the previous shift, and where the tea interval is insufficient to enable the employee to visit his home, 3s. shall be paid as an allowance for tea money, and the same allowance shall be made for each meal reasonably occurring during such overtime work.
- (xii) Any employee required to work more than the usual number of shifts in his working week without a clear interval of 36 hours after the last shift, shall be paid double time or double rate for all work performed by him after such shift, until he shall have had such clear interval of 36 hours between shifts, with a minimum of three hours' work, or payment therefor: provided that this clause shall not apply where shifts are being changed, or to a case where it is necessary for an employee to work in the place of an employee who is absent through sickness. In any case where conditions satisfactory to the Printing Industry Employees' Union of Australia are arranged in writing with an employer with respect to the minimum of three hours' work, or payment therefor, a shorter interval than 36 hours after such last shift may be adopted.
- (xiii) Double time or double rate shall be paid for all work done on Saturday after the finishing time of an employee or in excess of the weekly hours prescribed above in this sub-clause, and on Sunday, provided that work for a morning daily newspaper done after 6 p.m. (and in such other offices as may be agreed to between the Printing Industry Employees' Union of Australia and the employer) on Sunday, shall be classed as ordinary work, and included in the employee's usual weekly hours.
- (xiv) Notwithstanding anything contained in paragraph (xiii) hereof, where at the 6th March, 1950, work is done regularly on Sunday in lieu of Saturday, such Sunday work may continue to be performed at ordinary rates of pay, and as part of an employee's usual working week, and any work done on Saturdays shall be overtime and be paid for at double time or double rate.
- (xv) No employee under 16 years shall be employed on overtime.

Special Conditions.

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

PROVISIONS APPLYING GENERALLY.

- (c) The following shall apply to sub-clauses (a) and (b) of this clause 18.
- (i) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.
- (ii) An employer shall not insist upon an employee working overtime where the employee declares he is not free to work and discloses a good reason to the employer to support his declaration. No employee shall be dismissed or in any way whatsoever prejudiced in his employment by reason of his refusal to work overtime where he has satisfactorily disclosed he is not free to work.
- (iii) Where an employee is to work overtime or on night shift in connexion with power-driven machinery the employer shall wherever possible arrange for another employee to work with him.
- (iv) An employee who has worked overtime shall be granted at least a break of ten hours between the time of finishing work and the time of commencing work on the next shift, and no deductions shall be made from his pay because of any time lost by reason of such break. Where the employee is required to work before he has completed a break of ten hours he shall be paid double time or double rate for all time worked until he shall have had a break of at least ten hours between shifts. The 10 hour provision herein shall not apply in any case where with the consent of the Union or a branch (which consent shall not unreasonably be withheld), time work or piecework employees work overtime in the afternoon preceding the night shift.
- (v) Should a time-worker or piece-worker, who is required to work on a holiday, within the hours of his ordinary working day, work on such holiday before the ordinary hour of commencing work or after the ordinary hour of finishing work, he shall be paid double the time work rate or double the piecework rate, as the case may be, for the hours worked before the ordinary hour of commencing work or after the ordinary hour of finishing work. The provisions herein shall with the necessary changes, be read to apply equally to a night worker as to a day worker. A public holiday means a public holiday as defined in clause 24 (d) hereof on which, if the employee had worked, he would have been entitled to double pay.
- (vi) Wherever the last shift of the working week of an employee finishes on a Friday, any overtime to be worked shall be continuous (except for a meal break of not more than one hour) with the work; if done on the next succeeding day it shall be paid for at double time or double rate, as the case may be.
- (vii) *Pieceworkers' Added Amounts*.—In calculating the overtime rate appropriate to a pieceworker who has worked overtime the rate shall include any amount to be added to or any amount to be deducted from the earnings of the pieceworker where such additions or deductions are effective as a consequence of an alteration in the basic wage should the prescribed piecework rate not have been altered following any such alteration.

HOURS TO BE POSTED.

19. (a) The commencing and finishing times of any shift (other than an emergency shift or as provided in (b) hereof) of any office shall be conspicuously displayed in each workroom, and shall continue unchanged until altered by agreement between the employer and the Union.
- (b) The commencement time of any day or night shift (other than an emergency shift) for a daily newspaper shall be conspicuously displayed in each workroom at least one hour prior to the finish of the preceding day or night shift, as the case may be, but such time shall be within the appropriate spread of hours prescribed for daily newspaper shifts in this Determination.

DUTIES AT UNUSUAL HOURS.

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

TERMS OF EMPLOYMENT.

21. (a) No employee shall be employed other than as a weekly time work employee or a weekly piecework employee or a casual time work employee or a casual piecework employee.
- (b) Weekly time work employee to become entitled to payment of a weekly wage shall perform such work as the employer shall from time to time require on the days and during the hours usually worked by such employee; but such work shall be of a similar class to the work usually performed by such employee.
- (c) A weekly pieceworker is a pieceworker engaged as a weekly employee. The following conditions apply to the employment of a weekly pieceworker:—
- (i) On each working day or night of the week, the weekly pieceworker shall present himself for employment at the usual time for beginning work at the place of business of the employer, unless informed by the employer that his attendance on any day or on any night is not required, but in any case where an employer has no work for a pieceworker to do on the next following shift, he shall so inform the employee prior to his terminating work, and in any such case the employee shall not be obliged to present himself for work on the following shift.
- (ii) If the weekly pieceworker begins work on any such day or any night, he shall (subject to the provisions of sub-clause (d) hereof) receive not less than four hours' continuous employment, or be paid for such four hours at the rate prescribed for a machine compositor on time work.
- (iii) Subject to the provisions of sub-clause (d) hereof, a weekly pieceworker shall be guaranteed at least 30 hours' employment in any working week. If such employment is not provided for him in any week, and in such week he complies with the provisions of paragraph (i) of this sub-clause, and faithfully performs all work provided for him during that week, he shall be paid for any hours short of this guarantee at the rate prescribed for a machine compositor on time work, and this notwithstanding that any public holiday or holidays occur in such week.
- (iv) In respect of each public holiday referred to in clause 24 hereof, which occurs in any week, and on which the weekly pieceworker is not required to work by the employer, he shall be paid for five hours at the rate prescribed for a machine compositor on time work.
- (d) The employment of a weekly time work or piecework employee may be terminated by one week's notice on either side, and such notice may be given at any time during any week to take effect one week after the day on which it is given. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency (but only where the employee has less than one week's service), neglect of duty, or misconduct, and in such case wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot usefully be employed because of any strike of the said Union, or any other Union or through the breakdown of machinery or any stoppage of work for any cause for which the employer cannot be held responsible.
- (e) Where a weekly piecework employee gives or receives one week's notice of the termination of his employment, he shall during the week that such notice runs, be given the same amount of piecework as it has been customary for him to perform during the period of his employment.
- (f) If an employee's services be terminated during the course of a week, he shall be paid all money due to him at the termination of his service, or all money due to such employee shall be forwarded to him by post within 24 hours thereafter.

SICK LEAVE.

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

- (a) Any weekly time work employee not attending for duty will lose his pay for the actual time lost unless he produces, or forwards within 28 hours of the commencement of such absence, evidence satisfactory to the employer that his non-attendance was due to personal ill health necessitating such absence.
- (b) A weekly pieceworker not attending for duty will be excused for not presenting himself for employment at the proper time and place, and such non-attendance shall not disentitle such pieceworker to payment for such absence if within 28 hours of the commencement of any such absence he produces or forwards to the employer evidence satisfactory to the employer, that his non-attendance was due to personal ill health necessitating such absence.
- (c) A weekly pieceworker shall be paid for the actual hours of his absence or absences (subject to sub-clause (e) herein), at the rate prescribed for a machine compositor on time work. An employer shall be entitled to count time of absence in any week in which a pieceworker has been sick to make up the weekly guarantee of hours in any week in which a pieceworker has worked less than 30 hours.
- (d) The year to be observed herein shall begin on the first day of January in each year.
- (e) A time worker or a pieceworker shall be entitled to not more than 40 hours' payment in any year under this clause of the Determination, notwithstanding that he may be employed by different employers.

CUMULATIVE SICK LEAVE.

23. (a) Sick leave shall accumulate from year to year so that the period of 40 hours in each year of employment (or any balance of the period) specified in clause 22 hereof which has in any year not been allowed to an employee by an employer as paid sick leave, may be claimed by the employee and subject to the conditions prescribed in clause 22 shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant hereto shall be available to the employee for a period of two years but for no longer from the end of the year of employment in which it accrues.

(b) Notwithstanding anything to the contrary contained herein, any employee who at the commencement of this Determination has acquired rights under the Determination hereby rescinded shall have such rights preserved to him as though they were prescribed in this Determination and his employer shall grant them to the employee on application.

LEAVE OF ABSENCE.

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

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

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

(d) In this Determination "public holiday" means the day observed as any of the following days or any days substituted therefor:—New Year's Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Christmas Day, Boxing Day, Australia Day, Queen's Birthday, Anzac Day, together with such district or local holidays as may be observed in the district or place in which an employee works. Where a holiday may fall on a non-working day and the State may with regard to its own employees prescribe in the following week a certain working day as an additional holiday, such working day shall be a public holiday within the meaning of this clause.

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

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

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

(h) If the employment be terminated after any leave shall become due and the leave not have been taken, the employee shall be entitled to the payment of wages in lieu thereof appropriate for his period of leave as prescribed in sub-clauses (b) and (c) hereof, less any days of leave which may have been taken by him, the wages to be calculated as of the date when the leave accrued due.

(i) If during any twelve months of his service the employment of an employee who has been employed for more than three calendar months is terminated, such employee shall be paid the proportion of wages appropriate for his period of leave as prescribed in sub-clauses (b) and (c) hereof, which the period of employment bears to twelve calendar months, less any paid holidays occurring within the period on which the employee had not worked. For the purposes of this clause, "the period of employment" shall mean the period commencing with his first employment, or upon the expiration of any twelve months of his employment. Any employee, other than a casual employee, whose period of employment when terminated is less than thirteen weeks, shall have a day's pay granted to him for any holiday worked by him falling within the period of employment unless a day's leave in lieu thereof has been given.

(j) Each employee before going on leave, shall be paid his wages for the period of leave. For the purpose of this sub-clause the wage shall be at the rate prescribed by clause 2 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave, unless the employee was being paid a higher wage, when it shall be that higher wage. If the employee is a pieceworker, the pay to be given for the period of leave of absence shall be at the rate fixed for a time worker doing the same class of work as that of the employee.

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

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

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

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

TIME BOOK.

25. (a) Each employer shall keep a time and wages book, correctly and fully written up in ink in English, showing the name of each employee and his occupation, the hours worked (including overtime) each day or night, and the wages, overtime and allowances paid each week, provided that the employer may, at his option, use a mechanical clock in lieu of a time book for the purpose of recording the time of each employee. The book, or when a clock is installed, the time cards, shall be open for inspection by a duly accredited official of the Union during the usual office hours at the office or other convenient place.

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

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

POWER TO ENTER.

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

CASUAL EMPLOYEES.

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

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

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

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

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

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

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

(d) A casual employee, other than a casual publishing employee, whether working at piecework or time work and working on day shift, shall be paid for such work the piecework rate or the hourly rate prescribed for such work, with the addition of 15 per cent.

(e) A casual employee, other than a casual publishing employee, whether working at piecework or time work, and whether working mixed day and night shift, or night shift, or on work extending to not later than 6 o'clock Sunday morning, shall be paid for such work the piecework rate or the hourly rate prescribed for night work, with the addition of 15 per cent.

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

(g) A casual publishing employee, whether working mixed day and night shift, or night shift, shall be paid for such work the hourly rate of 5s. 6d. per hour.

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

PROBATIONERS ON TYPE-CASTING OR SLUG-CASTING MACHINES.

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

PIECEWORK.

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

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

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

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

(d) At the end of each working week the aggregate earnings of a pieceworker employed upon work covered by Schedule "A" shall be ascertained for such week according to the provisions of this Determination, and where such pieceworker (when employed in Grade "A", as defined in clause 3 of this Determination) has worked on each and every day ordinarily worked in such week, such aggregate earnings shall be increased or decreased by the amount by which the basic wage of this Determination is greater or less than £6 9s.; but where such pieceworker has not worked on each and every day ordinarily worked in such week, then the aggregate earnings of such pieceworker shall be increased or decreased, as the case may be, by a part of such £6 9s. proportionate to the number of days worked calculated to the nearest penny.

CALL CLAUSE.

30. (a) In respect of newspaper work, two hours shall be paid for as a call to any employee brought in on any week-day to issue any special edition or do any work not in his ordinary working hours for that week. Such call, together with the time worked, shall be paid for at the rate of time and a half or rate and a half, except on Sundays. On Sundays, double time or double rate shall be paid for the call, and for the time worked, with a minimum of two hours. This clause shall only apply when an employee is not notified before he leaves work that he will be required for special duty. In any case where an employee is brought in without notice because of another employee having unexpectedly absented himself from his work, the provisions of this clause shall not apply, but the employee so brought into work shall be paid double time or double rate for the hours worked by him should such hours be outside his ordinary working hours for that week.

(b) In respect to commercial printing work, one hour's time at the least, in addition to the actual time worked and/or the time the employee is required to stand by for work, shall be paid for as a call to any employee brought in to do any work not in the ordinary working hours, such to be paid for at the rate of time and a half or rate and a half, except on Saturday afternoon and Sunday, when double time or double rates shall be paid.

APPRENTICES.

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

PAY DAY.

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

MIXED FUNCTIONS.

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

HEALTH PROVISIONS.

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

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

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

(d) Proper facilities shall be provided by the employer so that the clothing of employees taken off during working hours may be protected from the dust of the workroom.

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

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

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

LIGHTING OF WORKROOMS.

35. (a) Each employer shall make provision in his factory or workshop for adequate light for employees to perform their work, and as far as possible artificial light shall be avoided.

(b) Where artificial light is in use, effective shades shall be provided by the employer to prevent eye strain. Artificial light shall be so situated as to enable the employee to work without unnecessary strain to the eyes.

(c) Light shades shall be kept clean.

(d) All external windows of each workroom shall be cleaned on both the inner and outer surfaces, and kept clean.

BRONZING OR DUSTING-OFF.

36. (a) Bronzing or dusting-off by machine shall not be done except under such conditions as to prevent as far as practicable the escape of dust into the air of any occupied room.

(b) Bronzing or dusting-off by hand shall not be done except in connexion with—

(i) An efficient exhaust draught which effectively carries away bronzing dust in the atmosphere; or

(ii) An appliance or within a structure of canvas, wood or other suitable material so constructed as to prevent as far as possible the escape of dust into any occupied room.

(iii) The foregoing conditions shall not be enforced where bronzing or dusting-off is not done in any workroom for more than two hours in any one day.

(c) There shall be provided :—

(i) Suitable overalls and head coverings for all persons engaged in bronzing or dusting-off which shall be washed or otherwise effectively cleansed at least once every week when in use.

(ii) For all persons engaged in bronzing or dusting-off a suitable place or places for clothing put off during working hours.

(d) Every person employed in bronzing or dusting-off shall :—

(i) Wash the face and hands before partaking of any food or leaving the premises;

(ii) Wear the overalls and head coverings supplied as provided herein;

(iii) Deposit clothing put off during working hours in the place or places provided in pursuance of this clause.

(e) Where bronzing or dusting-off is regularly done, there shall be provided and maintained in a clean state and in good repair for the use of all persons employed in bronzing or dusting-off a sufficient supply of clean towels and soap and nail brushes and a supply of hot and cold water.

(f) Where bronzing or dusting-off is not done regularly, a reasonable supply of hot water shall be available for each person engaged in bronzing or dusting-off.

(g) Any person employed in bronzing by hand or dusting-off by hand shall be paid 6d. an hour in addition to any other money payable under this Determination.

(h) Where the bronzing surface does not exceed in size large post octavo, females may be employed at bronzing or dusting-off for a period not exceeding two hours in any one day, but except under such conditions an employer shall not require or permit any female employee to do bronzing or dusting-off work.

(i) Upon request being made each person shall be supplied free of charge by the employer with milk each morning and each afternoon where employed in bronzing or dusting-off by hand for two hours or more in any morning or afternoon period.

UNION DELEGATE.

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

DETERMINATION TO BE POSTED.

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

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

INTERPRETATION OF THIS DETERMINATION.

39. (a) A time worker's hourly rate for any work for which a weekly rate is prescribed by this Determination shall be ascertained by dividing the weekly rate by the number of hours which constitute the employee's ordinary working week as prescribed by this Determination.

(b) The word "factory" or the words "factory or workshop" shall include every room or place where work in respect of which a wage is prescribed by this Determination is carried out by employees.

(c) A day's work shall mean work done between the usual hours of commencing and finishing work on any day or night shift or any mixed day and night shift.

(d) "Adult male" shall mean (i) any male employee over 21 years of age other than an apprentice, or (ii) any employee who has completed his period of apprenticeship but is under 21 years of age; and "adult female" shall mean any female employee over 21 years of age.

(e) A duly accredited or authorized official or person, member of the Printing Industry Employees' Union of Australia, shall mean any officer or member of the said Union or of the appropriate branch or sub-branch thereof who may be accredited in writing by the secretary-treasurer of the said Union or by the appropriate branch secretary, and shall include the said secretary-treasurer and branch secretary. The words "branch secretary" shall mean the secretary of the State branch of the said Union.

(f) The "said Union" or "Union" shall mean the Printing Industry Employees' Union of Australia.

(g) A copyholder, unless an apprentice to hand composition or hand and machine composition, shall not be entitled to do the work of reading, revising, checking, or correcting proofs.

(h) "Lithographic printing" shall mean and refer to that group of operations or any of them by direct or offset printing processes from surfaces of stone, rubber, metal, or other material and shall mean and refer to printing when done by any process prescribed for Apprenticeship by the Apprenticeship Commission of Victoria.

It shall mean and refer to the operation of multilith, rota-print, or any similar type of printing machine but shall not apply to or in any way regulate the employment of persons engaged upon work which is produced wholly by ribbon process using a stencil of waxed paper or prepared tissue paper.

(i) "Letterpress printing" shall mean and refer to that group of operations applied to printing from electrotypes, stereotypes, photo-engraved blocks, type, and other form of printing by relief processes.

It shall mean and refer to the operation of multigraph, writer-press, rotype, or similar machines printing from movable type, stereotypes, electros, zincos, photo-engravings, or the like, but shall not apply to or in any way regulate the employment of persons where the work is produced wholly by ribbon process using a stencil of waxed paper or prepared tissue paper.

PERIODICAL ADJUSTMENT OF WAGES.

40. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 33 of the *Labour and Industry Act* 1953, the Board hereby determines that such rates shall be automatically adjusted by the same amount, and at the same time as each basic wage as prescribed in clause 41.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Victoria	£ s. d. 12 2 0	Sydney, Melbourne, Adelaide, Perth and Hobart

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1955, the amount of the basic wage shall be as prescribed herein.

(c) During each future successive period, beginning with the first pay period to commence in a 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.

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

42. (a) The wages rates for adult females shall be adjusted by increasing or decreasing the said rates by an amount of 75 per cent. of any increase or decrease in the basic wage for adult males.

(b) The wages rates for male juniors, apprentices, and female juniors shall be adjusted from time to time by calculating the percentages set out in Tables "C," "D," and "E" of clause 2.

(c) The earnings of a pieceworker shall be adjusted by adding or subtracting, as the case may be, to such earnings an amount of 1s. 1½d. for each variation of 1s. in the basic wage.

SCHEDULE "A"—MACHINE COMPOSITION.
(Vide Clauses 42 (c), and 29 of the Determination.)

PIECEWORK RATES AND CONDITIONS.

1. (a) Piecework machine composition shall be done subject to the provisions of the Determination and of this schedule, and not otherwise.

(b) Subject to the provisions of sub-clause (c) hereof, the piecework rate for machine composition shall be 8d. per thousand ems; but where such work is done on a night shift, the rate shall be 8½d. per thousand ems.

(c) The rates specified in sub-clause (b) hereof have been fixed in relation to a total basic wage of £8 10s. per week, and in accordance with the provisions of sub-clause (c) of clause 42, as from the date of operation of this Determination an amount of £5 19s. 6d. per week shall be added to the earnings of a pieceworker.

CAST-UP AND MINIMUM MULTIPLIER.

2. (a) The cast-up shall be according to the point system, but the minimum multiplier for any line shall be 40, and the table of multipliers appended to this schedule shall be observed. A fraction of an em if more than decimal 5 shall count an em for the machine compositor, and if less shall not be counted. If it is decimal 5 it shall count alternately for the house and the machine compositor.

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

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

PIECEWORK AND TIME WORK MATTER.

3. Matter set in type up to and including 8-point shall be reserved to the piecework machine compositors. Should such be set on time by the house, it shall be charged by the pieceworkers as plain matter. Matter set in type larger than 8-point may be set on time by the house. Provided that in any morning daily newspaper office display advertisements (that is, advertisements in which there are three or more different sizes of type other than public and Government notices) may be set in their entirety by time workers.

10-POINT AND LARGER TYPE.

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

HEADLINES AND DISPLAY LINES.

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

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

LEAVING MACHINE.

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

BORDERED MATTER.

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

DIALECTS, ETC.

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

FOREIGN LANGUAGES.

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

"TAKE" OF COPY.

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

TOP AND BOTTOM RULES.

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

INTRODUCTORY LINES IN TABULAR MATTER.

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

COLUMN OR TABULAR MATTER.

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

HEADINGS.

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

RUN-OUT LISTS, ETC.

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

RUN-ON LISTS AND SIMILAR MATTER.

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

LEADERED MATTER.

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

SMALL CAPITALS, ITALICS, OR SORTS.

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

- (b) Where single lines or intermittent words are set on the keyboard in such faces and sorts, one line extra shall be paid for each line containing such words, except small capitals, which shall be paid one line extra for each word.
- (c) One line extra shall be allowed for every two (or fraction of two) two-line initial letters inserted by hand.
- (d) One line extra shall be allowed for every three (or fraction of three) two-line initial letters set from an auxiliary keyboard.
- (e) One line extra shall be allowed for every five (or fraction of five) two-line letters set from an auxiliary keyboard as display words.
- (f) When double-letter matrices are used and matter is set on the upper tier or by the two-letter or leaf attachment for elevator head elevation, such matter (excluding headlines and display lines) up to 25 continuous lines shall be paid at rate and a half.

CORRECTIONS.

19. (a) Alterations from copy to the first proof shall be paid for at double rate. House marks or authors' proofs shall be paid for at double rate, but six lines shall be the minimum charge where corrections to single proofs are requested and the machine compositor has not to leave his machine. New matter or additions to copy shall be paid for at the ordinary rate if exceeding twelve consecutive lines. The house shall be entitled to correct all authors' proofs or revises on time.
- (b) A machine compositor shall have a reasonable opportunity to correct his own proofs. Should the exigencies of the work require it, proofs may be corrected on time at the discretion of the printer, and the house shall have the right to correct and deduct from the machine compositor the number of lines requiring correction. The machine compositor shall have the opportunity of seeing the proofs containing any corrections charged against him.
- (c) When a reader is not employed on any shift or is employed for a part of a shift only, and proofs as a consequence are not available to a machine compositor for correction, the house shall correct such proofs and make no charge against the machine compositor.
- (d) It shall be permissible for a machine compositor to arrange with another machine compositor for the correction of his proofs where such arrangement will not cause delay.

SLUGGING, ETC.

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

WHITE LINES, ETC., INSERTED BY THE HOUSE.

21. (a) The machine compositor shall not be paid for white lines, leads, rules or other matter inserted by the house, except where the same are set or required by the house to be inserted as part of a "take."
- (b) Matter set on a larger body than the face size shall be charged the face multiple and body size for number of lines.

MULTIPLE-BAR MATTER TO BE LAID OUT BY HOUSE.

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

EXTRA CHARGE FOR MULTIPLE-BAR MATTER.

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

FULL LINES.

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

COPY TOO BIG FOR TRAY.

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

BAD OR INDISTINCT COPY.

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

CONTRACTIONS—EXTRA CHARGE.

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

DEFECTIVE MACHINES.

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

LOWER MAGAZINE.

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

TIME WORK.

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

WAITING TIME.

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

CHANGING MAGAZINES.

32. The machine compositor shall be entitled to charge—

- (a) Each time he has to remove the mould from the machine and replace it by another, or insert a fresh mould, or change the measure of the mould, 4d.
- (b) Each time he changes the magazine of a machine where such change is not accomplished by the manipulation of handle or lever, 4d.

(c) Each time he changes and returns the magazine of a multi-magazine machine or a machine of similar design where such change and return of the magazine are made by the manipulation of a handle or lever, 1d.

(d) Each time he empties or refills a magazine, 9d.

(e) Each time he empties and refills a magazine, 1s. 3d.

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

SUPPLIED MATTER.

33. Linotype composition supplied to a newspaper office, whether supplied in the form of type, slug, stereotypes, electrotypes or fongs, shall be charged by the piecework machine compositors at the prescribed piecework rates for such class of composition.

LONG MEASURE.

34. Slugs of 26-ems pica measure and over set in 6-point or smaller type shall be paid $\frac{1}{2}$ d. per 1,000 ems in addition to the rate.

ALTERATIONS IN STANDING ADVERTISEMENTS.

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

INSTRUCTIONS.

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

CATCHLINES.

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

FULL FOUNT OF MATRICES.

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

REPEAT LINES OF EXTRA CHARGE MATTER.

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

CUMULATIVE CHARGES.

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

ATTENDING AND ADJUSTING.

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

TABLE OF MULTIPLIERS.

Measure— Pica Ems.	Pearl or 5-pt.	Agate or 5½-pt.	Non- pariel or 6-pt.	Minion or 7-pt.	Brevier of 8-pt.	Bourgeois or 9-pt.	Long Primer or 10-pt.	Small Pica or 11-pt.	Pica or 12-pt.	English or 14-pt.
6	40	40	40	40	40	40	40	40	40	40
7	40	40	40	40	40	40	40	40	40	40
8	40	40	40	40	40	40	40	40	40	40
9	43	40	40	40	40	40	40	40	40	40
10	48	44	40	40	40	40	40	40	40	40
11	53	48	44	40	40	40	40	40	40	40
12	58	52	48	41	40	40	40	40	40	40
13	62	57	52	45	40	40	40	40	40	40
14	67	61	56	48	42	40	40	40	40	40
15	72	65	60	51	45	40	40	40	40	40
16	77	70	64	55	48	43	40	40	40	40
17	82	74	68	58	51	45	41	40	40	40
18	86	79	72	62	54	48	43	40	40	40
19	91	83	76	65	57	51	46	41	40	40
20	96	87	80	69	60	53	48	44	40	40
21	101	92	84	72	63	56	50	46	42	40
22	106	96	88	75	66	59	53	48	44	40
23	110	100	92	79	69	61	55	50	46	40
24	115	105	96	82	72	64	58	52	48	41
25	120	109	100	86	75	67	60	55	50	43
26	125	113	104	89	78	69	62	57	52	45
27	130	118	108	93	81	72	65	59	54	46
28	134	122	112	96	84	75	67	61	56	48
29	139	127	116	99	87	77	70	63	58	50
30	144	131	120	103	90	80	72	65	60	51

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

J. W. RYAN, Secretary.

Melbourne, 8th February, 1955.

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VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 155]

FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE CLERKS (MEAT WORKS) BOARD.

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

(b) On the 25th September, 1951, the Commercial Clerks 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 of the carcasses of such animals or the products therefrom, and such power was conferred exclusively on the Clerks (Meat Works) Board.

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons, or classes of persons, employed 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 of the carcasses of such animals or the products therefrom,"—has made the following Determination namely:—

1. That as from the beginning of the first pay period to commence in February, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES PER WEEK OF 40 HOURS.

2. (a)

*Improvers.

Males.	Percentage of Basic Wage.	Total Wage.	Females.	Percentage of Female Basic Wage.	Total Wage.
	%	s. d.		%	s. d.
Under 16 years of age	40	94 0	Under 16 years of age	45	79 0
At 16 years of age	50	117 6	At 16 years of age	59	104 0
At 17 years of age	61	143 6	At 17 years of age	74	130 0
At 18 years of age	80	188 0	At 18 years of age	86	151 6
At 19 years of age	100 plus 9s. 6d.	244 6	At 19 years of age	98	172 6.
At 20 years of age	100 plus 31s. 6d.	266 6	At 20 years of age	100 plus 14s.	190 0

* The Board has determined that no apprentice shall be taken to the trade.

PROPORTION (IN ANY PLACE).

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

(b)

Other Employees.

	Total Wage.
	£ s. d.
Males—(See Clause 3 (c) (vi) when less than 10 are employed)—	
Grade "C" (as defined in clause 3)	14 19 6
Grade "B" (as defined in clause 3)	15 14 6
Grade "A" (as defined in clause 3)	16 14 6
Females	11 4 6

GRADINGS.

3. (a) Every employer shall establish at the date of the commencement of this Determination and thereafter as hereinafter provided maintain the following proportions amongst adult male clerks to be graded:—

- The number of clerks in Grade "C" shall not exceed 50 per cent. of the clerks employed in each establishment.
 - The number of clerks in Grade "B" shall be not less than 40 per cent. of the clerks employed in each establishment.
 - The number of clerks in Grade "A" shall be not less than 10 per cent. of the clerks employed in each establishment.
- provided that any excess above 10 per cent at any time graded into Grade (A) may be used to make up the 40 per cent. required to be graded into Grade (B).

- (b) The grade to which each clerk is allotted shall be determined by the employer.
- (c) The following provisions shall apply to the grading of clerks:—
 - (i) The clerks to be graded shall comprise all adult male clerks, in the service of each individual employer.
 - (ii) The clerks in each grade shall comprise those receiving wages within the following ranges:—
 - Grade C—From the minimum prescribed for Grade C to 14s. per week above that amount,
 - Grade B—From the minimum prescribed for Grade B to 19s. per week above that amount,
 - Grade A—From the minimum prescribed for Grade A upwards.
 - (iii) The foregoing proportions shall be maintained at twelve monthly intervals at dates to be selected by each employer.
 - (iv) Any clerk who is dissatisfied with his grading may request his employer to review it.
 - (v) Grading shall be for the purpose only of determining minimum rates of pay.
 - (vi) Where less than 10 male clerks are employed the grading scale shall not operate and the rate shall be an average of Grades (A), (B) and (C) as prescribed in clause 2.

WEEKLY HOURS.

(Other than Shift Workers).

4. The number of hours to constitute an ordinary week's work shall be forty.

TIMES OF BEGINNING AND ENDING WORK.

(Other than Shift Workers.)

					Time of Beginning.	Time of Ending.
5. On the usual weekly half holiday	7 a.m.	12 noon.
On all other days of the week	7 a.m.	5.30 p.m.

OVERTIME.

(Other than Shift Workers.)

6. All time worked in excess of the hours stated in clause 4, or in excess of eight hours per day, or outside the hours fixed in clause 5 shall be paid for on the prevailing rate; at time and a half for the first four hours and double time thereafter.

An employee required to work on a Saturday, Sunday or Public Holiday shall be paid a minimum of four hours' pay at the appropriate rate.

An employer may require an employee to work reasonable overtime at overtime rates, and such employee shall work overtime in accordance with such requirements. For the purpose of computing overtime each day's work shall stand alone; provided that in the aggregate the minimum period for which an employee shall be paid overtime shall be half an hour per week.

SHIFT WORK.

7. 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 nine hours each in the case of a five-day week and not exceeding eight 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 on the prevailing rate, 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 on the prevailing rate.

(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 10) 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 10) 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 7 (a) (ii) hereof, be paid time and a quarter for all work done between midnight Friday and midnight Saturday.

TERMS OF EMPLOYMENT.

8. 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.

CASUAL LABOUR.

9. Casual hands, i.e., persons engaged as such 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 half on the hourly rate calculated *pro rata* by dividing the weekly rate by the number of hours fixed for a week's work.

HOLIDAYS.

(Other than Shift Workers.)

10. All employees shall be entitled to the same holidays as are observed by the general body of employees in the Department in which they are employed without deduction of pay.

All time worked on such a holiday shall be at the rate of double time.

SUNDAYS.

(Other than Shift Workers.)

11. All time worked on a Sunday shall be paid for at the rate of double time.

ANNUAL HOLIDAY.

12. (a) The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, 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.

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

(i) During the first year—3½ hours' ordinary pay for each complete month of service;

(ii) During any subsequent year of service—40 hours' ordinary pay.

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

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall 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 hour 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, WAGES, AND GRADINGS RECORDS.

14. Each employer shall keep time, wages, and gradings records showing the name of each employee, the hours worked each day, the wages and overtime paid each week, and the grade in which each employee is allotted as provided in Clause 3 hereof. The time, wages, and gradings records shall be open for inspection to a duly-accredited official of the Federated Clerks' Union of Australia (Victorian Branch) 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 State Secretary of the Union suspects that a breach of this Determination has been committed.

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) Any employee who is required to work beyond one hour after the usual finishing hour shall be paid a meal allowance of 5s., such allowance to be paid to the employee prior to the commencement of the meal break.

(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 employees to obtain boiling water at meal times and rest periods.

VEHICLE ALLOWANCE.

(Other than Travelling to and from His Place of Employment.)

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 4½d. 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. for a motor car.

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

PROTECTIVE CLOTHING.

19. Where an employee is required by his employer to work in conditions that could cause damage to his clothing such employee shall be supplied with protective clothing, which shall be laundered by his employer.

REST PERIOD.

20. 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.

21. 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.

22. Wages, overtime, and allowance accrued shall be paid not later than Thursday in each week, and shall be paid at or before the cessation of duty. On or with the pay envelope of each employee there shall be endorsed or supplied particulars as follows—

1. Gross amount of salary.
2. Details of deductions.
3. Nett amount.

RIGHT OF ENTRY OF OFFICIALS.

23. For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employer's premises on the following conditions:—

- (a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (b) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.

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

A union representative shall be a duly accredited representative if he be the holder for the time being of a certificate, signed by the State Secretary of that organization and bearing the seal of that organization in the following form, or in a form not materially differing therefrom:—

(Name of Organization.)

This is to certify that..... is a duly accredited representative of the above-named Organization for all purposes of this Determination.

.....
State Secretary.
Date

(Specimen signature of Holder)
Strictly not transferable.

MAINTENANCE OF FORMER RATES.

24. Nothing in this Determination shall have the effect of reducing the wage any employee was receiving prior to the 21st December, 1951.

PERIODICAL ADJUSTMENT OF WAGES.

25. The wages set out for adult males in clause 2 are based upon the following basic wage rate, and, pursuant to the provisions of the *Labour and Industry Act* 1953, the board hereby determines that such rate shall be automatically adjusted as prescribed by clause 26.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 11 15 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, 1955, 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 1.03 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

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

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

P. A. RANGLES, J.P., Chairman.
J. V. WILLOX, Secretary.

Melbourne, 10th February, 1955.



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GOVERNMENT GAZETTE

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FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE PLATE GLASS BOARD.

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

(b) On the 18th December, 1939, 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 fixing in position glass sheets or pieces, of surface area not exceeding 2½ square feet each, as substitute for tiles, and conferring such power exclusively on the Tilerslayers Board.

[N accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board which since the 5th November, 1924, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in the trade of—

(a) designing, bevelling, cutting, embossing, glazing, painting, silvering, or otherwise working all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(b) fixing in position all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(c) packing all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

including any labouring work in connexion with any such operations", has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in February, 1955, the last previous Determination of this Board shall be revoked and be replaced by this Determination.

2.

WAGES.

Adults, Journeymen, or Journeywomen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
PART I.—ADULT MALES.		
Section "A"—Glass.		
Hand painter or designer on or for glass	16 0 0	15 17 0
Pencil hand-embosser	15 2 6	14 19 6
Tradesman, i.e., an employee who has completed an indenture of apprenticeship or an adult employee who has been trained for not less than 4 years as a Beveller, Silverer, Glass Bender, Sand Blaster, Spray Painter, Glazier, Glass Cutter, Scratch Polisher, and Glass Blocker	14 10 0	14 7 0
Trainee Tradesman—		
First year	13 9 0	13 6 0
Second year	13 13 0	13 10 0
Third year	13 17 0	13 14 0
Fourth year	14 0 0	14 3 0
Tradesman's Assistant, i.e., an adult employee other than a tradesman, or trainee who assists a tradesman but does not do a tradesman's work, or is employed in checking, recording, packing, or unpacking glass	13 5 0	13 2 0
Rubber-out embosser	13 5 0	13 2 0
Cementer	13 5 0	13 2 0
Employee turning out lead from mill for leadlight glazier	13 5 0	13 2 0
Silk Screen maker	13 15 0	13 12 0
Silk Screen operator	12 17 0	12 14 0
Assistant to Silverer employed lifting and/or painting and/or cleaning silvered glass	12 13 0	12 10 0

WAGES—continued.

Adults, Journeymen, or Journeywomen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles G.P.O. Geelong; at Warramboul, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
PART I.—ADULT MALES—continued.		
<i>Section "B"—Safety Glass.</i>		
Cutter	14 10 0	14 7 0
Beveller	14 10 0	14 7 0
Employee in charge of laminating room	14 5 0	14 2 0
Edge grinders (including allowance for wet work)	14 5 0	14 2 0
Autoclave attendant	13 15 0	13 12 0
Furnace operator—		
(a) First three months	13 15 0	13 12 0
(b) After three months' service	14 5 0	14 2 0
Furnace operator's assistant	13 15 0	13 12 0
Employees on cornering	13 15 0	13 12 0
Scratch polisher	13 5 0	13 2 0
Edge workers employed on automatic or semi-automatic machines	13 5 0	13 2 0
Edge sealer	13 5 0	13 2 0
Employee packing, unpacking, or issuing glass	13 5 0	13 2 0
Employee working automatic cutting machine	13 5 0	13 2 0
Employee breaking out after automatic cutting machine	13 5 0	13 2 0
PART II.—ADULT FEMALES.		
<i>Safety Glass.</i>		
Females engaged on scratch polishing machines	9 8 0	9 6 0
Females engaged on inspecting and testing	9 4 0	9 2 0
All other work	9 0 0	8 18 0

Provided that all other adult females employed on work for which a male margin of 40s. or over is prescribed in clause 38 of the Determination published in *Government Gazette* No. 233 of the 12th April, 1954, shall receive a margin equal to 50 per centum of the male margin, but if the male margin was less than 40s., they shall receive a margin equal to 25 per centum of the male margin. Where there is no male margin prescribed for their work they shall be paid a margin of 4s. per week.

PART III.—SAVING.

No employee shall have his or her rate reduced merely as a result of this Determination.

SPECIAL RATES.

3. (a) *Leading Hands.*—In addition to the wages proscribed in clause 2 herein leading hands shall be paid the following allowances:—

1. 9s. per week if in charge of not less than three and not more than ten employees including apprentices;
2. 18s. per week if in charge of not less than ten and not more than twenty employees including apprentices;
3. 27s. per week if in charge of more than twenty employees including apprentices.

(b) In addition to the rates set out in clause 2 herein, the following additional rates shall be paid:—

- (i) 10s. per week to employees in the Glass Section required to work at a height of 50 feet or more above the nearest horizontal plane;
- (ii) 6d. per hour to employees working in confined spaces;
Confined space means a compartment, space, or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position or without proper ventilation.
- (iii) 4d. per hour to employees working in any place where clothing or boots become saturated, whether by water, oil, or otherwise. Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear. And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots;
- (iv) 6d. per hour to employees handling loose slag wool, loose insul wool, or other loose material of a like nature used for providing insulation against heat, cold, or noise;
- (v) 4d. per hour where a foreman and workman shall agree that the work is of an unusually dirty or offensive nature.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman's claim by the employers' Industrial Officer, if there be one, or otherwise, by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day) or else the said allowance shall be paid;

- (vi) 25 per centum to employees working on replacement of surface of urinals and lavatories where structural glass is used.

SPECIAL RATES NOT CUMULATIVE.

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

RATES NOT SUBJECT TO PENALTY ADDITIONS.

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

MIXED FUNCTIONS.

4. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but, if he or she is engaged for more than half of any one day, he or she shall be so paid for the whole day. If the period on the higher class of work is half or less than half a week or half or less than half a day, then he or she shall be paid at the rate fixed for the work he or she actually performs.

APPRENTICES AND IMPROVERS—RATES OF PAY.

5. The following shall be the rates of pay for apprentices and improvers:—

	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool; and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
<i>Apprentices.</i>		
<i>Five-year Term—</i>		
1st year's experience	£ 3 15 0	£ 3 14 0
2nd year's experience	5 1 0	5 0 0
3rd year's experience	6 7 0	6 5 6
4th year's experience	9 15 0	9 12 6
5th year's experience	12 1 0	11 18 0
<i>Four-year Term—</i>		
1st year's experience	4 0 0	3 19 0
2nd year's experience	6 7 0	6 5 6
3rd year's experience	9 15 0	9 12 6
4th year's experience	12 1 0	11 18 0
<i>Improvers (Males).</i>		
Under 16 years of age	2 16 6	2 15 6
16 and under 17	3 9 0	3 8 0
17 and under 18	4 12 6	4 11 6
18 and under 19	6 3 6	6 2 0
19 and under 20	9 15 0	9 12 6
20 and under 21	12 0 0	11 17 0
<i>Female Apprentices.</i>		
1st year's experience	4 1 0	4 0 0
2nd year's experience	5 16 0	5 14 6
3rd year's experience	7 15 0	7 13 6
4th year's experience	8 17 0	8 15 6
<i>Female Improvers.</i>		
16 years and under	2 18 0	2 17 6
17 years	4 1 0	4 0 0
18 years	5 16 0	5 14 6
19 years	7 15 0	7 13 6
20 years	8 17 0	8 15 6

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

6. (a) (i) Males.—One male apprentice shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.

(ii) Female.—One female apprentice shall be allowed to each adult female worker.

(b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof; provided that at least three adult male workers must be employed before a male improver can be employed.

(ii) In the case of the safety glass section, one male improver shall be allowed to each three adult male workers or fraction thereof employed.

(iii) Provided further that, in the case of the glass section in classification for which no apprentice is provided, one male improver shall be allowed to each four adult male workers or fraction thereof.

(iv) One female improver shall be allowed to each six adult female workers or fraction thereof.

(v) In the case of the safety glass section, three female improvers shall be allowed to each female receiving the adult female wage.

(c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.

(d) The terms "adult male workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory.

(e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.

(f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

Apprenticeship Trades.

7. (a) For the purpose of indentures, the following shall be apprenticed trades:—

Glass.—Bevelling, silvering, embossing, glazing (including lead and copper glazing), painting and designing, cutting, bending, blocking, scratch polishing, and sand blasting.

Provided that, in all types of machining, instruction and practice shall be given in one of the following machines, viz., shaper, moulder, or router.

Term of Apprenticeship.

(b) (i) *Males.*—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years and, for those entering apprenticeship trades in their eighteenth and nineteenth years, shall be four years.

(ii) *Females.*—The term of apprenticeship for females shall be four years.

General Conditions of Apprenticeship.

(c) (i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include, and all future contracts of apprenticeship shall include, the following provision :—

If, through lack of orders or through financial difficulties, the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may, with the concurrence of the apprentice and his guardian, be suspended for a period agreed upon or, if no such agreement is arrived at, may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

If there occurs a breakdown of power necessitating the standing down of adult employees, apprentices may also be stood down over the same period.

Technical Training.

(d) (i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College, shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education, shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

CONTRACT OF EMPLOYMENT.

8. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods.

Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

(ii) *Terminating Employment :—*

(a) Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week or in lieu thereof payment or forfeiture of a week's wages. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, or to deduct payment for any time the employee cannot be usefully employed because of any strike, or through any breakdown of machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

Where an employee has given or been given notice as aforesaid, he shall continue in his employment until the date of the expiration of such notice. Any employee who, having given or been given notice as aforesaid without reasonable cause (proof of which shall lie on him), absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

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

(c) Where an employee is dismissed within seven days prior to any such holiday, the re-engagement of such employee within seven days after such holiday shall be *prima facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.

(d) Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.

Casual Employees.

(e) A casual employee shall mean an employee who is engaged and paid as such, and he may be engaged at hourly rates for weekly hands with the addition of 10 per centum.

EMERGENCY PROVISIONS.

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

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

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

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

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

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

(1) For work performed on Mondays to Fridays, from 7 a.m. to 5.30 p.m. and, on Saturdays, from 7 a.m. to noon—ordinary time ;

(2) For work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent. ;

(3) For work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent. ;

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

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

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

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

LIMITATION OF EMPLOYMENT.

10. (a) Except as hereinafter provided no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned, provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 8 hereof.

DEFINITIONS.

- 11. (a) "An apprentice" is a person who is bound by indentures of apprenticeship.
- (b) "A Juvenile" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

- 12. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of 8 hours per day.
- (b) The hours of employment for day workers may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday, inclusive.

SHIFT WORK.

- 13. Shift work may be worked, and where such shift work is worked, the following conditions shall apply:—
 - (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
 - (b) Except as herein provided, employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per cent. more than the ordinary rates.
 - (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
 - (d) Employees who, during a period of engagement, work only on night shifts, shall be paid at the rate of time and a quarter.
 - (e) When employees are called upon to work afternoon and night shifts only, they shall change over week and week about, and shall be paid 10 per cent. above ordinary rates for both shifts.
 - (f) When employees work day and afternoon shifts only, they shall change over week and week about, and shall be paid 10 per cent. extra for afternoon shifts.
 - (g) The ordinary hours of actual work or duty, exclusive of meal breaks off duty (if any), of employees working on shift shall not exceed—
 - (i) 8 in any one day; or
 - (ii) 44 in any one week; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
 - (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

- 14. (a) Except in the case of shift work, all time worked—
 - (i) before or after the usual times of beginning and ending work;
 - (ii) in excess of 8 hours per day;
 shall be paid for at the rate of time and one half for the first two hours and double time thereafter: provided that all time worked between the hours of 9 p.m. and 7 a.m. shall be paid for at double time.
 - (b) All work done outside the times of beginning and ending work on any holiday specified in clauses 22 and 23 of this Determination shall be paid for at the rate of double ordinary time.
 - (c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.
 - (d) In computing overtime, each day's work shall stand alone.
 - (e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.
 - (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.

MID-DAY MEAL.

15. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m., but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30-minute break.

MEAL MONEY.

16. All employees required to work beyond the usual finishing time shall be allowed 4s. 6d. tea money in addition to overtime rates as prescribed for in this Determination, when the usual finishing time is exceeded by more than one hour.

WASHING TIME FOR POLISHERS.

17. Employees engaged in the polishing shop, spray paint operators, strippers of mirrors, and users of rouge and glaucite shall be granted five minutes before lunch time and five minutes before knocking-off time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

18. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the shop, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the shop.

(b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.

(c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.

(d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.

(e) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

19. When any spell of duty is for four hours or more, an interval (ten minutes for females and five minutes for males) to be selected by the employer shall be allowed in the third hour. The interval shall be regarded as time on duty and, during such interval, employees may leave their seats but not the premises.

SEATING ACCOMMODATION.

20. (a) All chairs provided for employees shall be reasonably comfortable.

(b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

PAYMENT OF WAGES.

21. (a) All employees shall be paid weekly not later than Wednesday.

(b) No employer shall hold more than two days' pay in hand except under the provisions of clause 24 of this Determination.

(c) Any employee kept waiting for his pay on pay day for more than ten minutes after the usual time for ceasing work shall be paid overtime rates for that ten minutes and for ten minutes at the least.

(d) Any employee dismissed during the course of a week shall have any wages due paid to him forthwith or posted to him within 24 hours of his dismissal.

(e) Should an employee leave his employment without giving a week's notice, as required by this Determination, any moneys due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.

(f) Sub-clauses (a) and (b) hercof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry, but the practice followed for the majority of employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

HOLIDAYS.

22. (a) The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

23. (a) Any time-work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.

(b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE, AND ANNUAL LEAVE.

24. (a) All weekly wage employees shall be granted their annual leave at Christmas time, such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 22 hereof, and, if any of such holidays fall within the period of annual leave and is observed on a day which would have been an ordinary working day, there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas-New Year holidays.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned :—

- (i) In the glass section for emergency replacements of glass ;
- (ii) In all sections where employers are under contract to service ships in port ;
- (iii) In retail shops for the purpose of servicing furniture ;
- (iv) In any other section where the said representatives of the parties consider special provision necessary.

(b) Loaded rate shall provide credits from which payment for holidays, annual leave, and sick pay shall be made under the following conditions :—

- (i) Each weekly wage employee, including a piece-worker or a task worker, shall be credited by the employer with a sum equal to 4 hours' pay for each week of continuous service commencing at the beginning of the second week in each year and continuing until the end of the fifty-first week in each year.
- (ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the time wage equivalent of such time, shall be ascertained.
- (iii) If, on the pay day following the holiday, there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent, the employer shall, on that pay day, pay to the employee an amount equal to that wage equivalent, and the employee's credit shall be reduced by the amount so paid. Provided that, in the case of Christmas-New Year holidays, any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If, on the pay day following the holiday, the amount standing to such credit is less than such wage equivalent, the employer shall, on that pay day, pay to the employee the amount then standing to such credit, and the employee's credit shall be reduced by the amount so paid. Provided that, in the case of Christmas-New Year holidays, any payment due under this paragraph will be made on the pay day preceding such holidays.
- (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment, the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall, if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week, pay to him such amount, and if there be not sufficient for this purpose, then the employer shall pay to the employee such amount as is standing to his credit, and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated, the employee may, at his own request, be paid the difference when he has accumulated sufficient credit to cover the necessary amount.

- (vi) On the pay day preceding the Christmas—New Year holidays, the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-first week in the year.
- (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness, or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year, the employer may reduce the amount to be credited to such employee by an amount pro rata to such absence.
- (viii) If an employee lawfully leaves, or his employment is terminated by the employer through no fault of the employee, he shall be paid such amount as is then standing to his credit.
- (c) The provisions of this clause shall not apply to an employer in which the work of employees covered by this Determination is only subservient to the main operation of such employer, but the practice followed for the majority of employees in the establishment of that employer shall be applied to employees therein covered by this Determination.
- (d) An employee whilst absent from duty on National Service Training shall be credited with two and two-fifths hours in respect of annual leave in lieu of four hours as prescribed in sub-clause (b) hereof.

FIRST-AID OUTFIT AND ATTENDANT.

25. (a) Every factory, shop, or workshop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

Antiseptic solution, 1 bottle; Bandages, cotton and gauze, 1 dozen assorted sizes; Castor oil, 2 oz.; Iodine, tincture of, 2 oz.; Manual, First-aid, 1; Petrolatum, carbolyzed, 1 jar; Picric acid solution made according to the following recipe or prescription:— $1\frac{1}{2}$ teaspoonsful of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water—1 pint; Pins, safety, 1 packet; sal volatile, 6 oz.; Scissors, 1 pair; Tourniquet, 1; Tweezers, 1 pair; Gauze, sterilized plain, Cotton, absorbent, Lint, absorbent, Plaster, adhesive, an adequate assortment.

(b) In factories, shops, workshops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first-aid attendant, an additional 10s. per week for each week in which three days or more have been worked shall be paid to such employee, and shall be payable in addition to any amounts paid for annual leave, sick leave, and public holidays, provided that this allowance shall not be subject to any premiums or penalty.

AMENITIES.

26. (a) Each employer shall install in each factory, shop, or workroom or place wherein employees are working, a proper system of ventilation and dust prevention.

(b) Employers shall make available an adequate and proper supply of boiling water boiled in clean receptacles at rest periods and at meal hours.

(c) Employers shall provide for the use of employees a sufficient supply of wholesome cool drinking water.

(d) Each employer shall provide proper and sufficient washing facilities.

(e) Each employer shall provide an enclosed dining-room with adequate table and seating accommodation therein.

(f) An employer shall, at some reasonably convenient place on his premises, provide a suitable locker for each employee in his workshop.

(g) Suitable canvas or leather gloves shall be provided by employers for employees working in the glass section when necessary.

(h) Suitable masks and goggles or other approved appliances shall be provided for employees for spray painting and sand blasting. An employee, when performing such work, shall wear the mask and goggles provided for his protection. Masks and goggles containing celluloid shall not be considered suitable for the purpose of this provision. The employees on sand blasting shall be supplied with 1 pint of milk daily by the employer. Goggles shall be supplied to employees when grinding tools.

(i) While any work is being carried on in any confined or enclosed space in which fumes, gases, dust, or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work, the employer shall install a suction-exhaust apparatus through which, by means of a power-driven fan, air is drawn from the vicinity of the work in relation to which it is installed. Where it is impracticable to install such suction-exhaust apparatus the employer shall, before requiring any employee to work therein, take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

TIME AND WAGES BOOK OR RECORD.

27. (a) Employers shall provide at each shop, factory, or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the total hours worked the time spent on work of a higher function, and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly-accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards, or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

RIGHT OF ENTRY OF UNION OFFICIAL.

28. A duly-accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the mid-day meal hour for the purposes of interviewing employees on legitimate union business on the following conditions:—

(a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(b) That he interviews employees only at the places where they are taking their meal.

(c) That not more than one representative in all be in any workshop at any one time.

(d) That no one representative visit a workshop more than once in each week.

(e) That, if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or in committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Chief Inspector of Factories.

SHOP STEWARDS.

29. In cases where shop stewards have been appointed and recognized by the employers, the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative, and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department, he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

30. Where the appointment of a shop steward is not approved of or recognized by the employer, a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

31. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings of the Federated Furnishing Trade Society of Australasia.

(b) The notice boards shall be in a prominent position.

(c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

32. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store, or shop.

WORK TO BE DONE IN FACTORY, SHOP, OR PLACE.

33. (a) All work shall be done in a factory, shop, or place duly registered under State laws; but this shall not prevent an employer sending employees from his factory, shop, or place to any building or ship for the purpose of repairing, completing, fitting, or fixing any work covered by this Determination.

(b) For the purposes of this Determination, "factory, shop, or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared, or manufactured.

(c) No persons shall use, allow, or permit to be used as a sleeping place any part of a factory, shop, or place.

PIECEWORK.

34. (a) The employer in conjunction with his employees may fix his own piecework or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piecework rates shall be paid to all pieceworkers doing the same operation in the factory or workshop whether they be apprentices or improvers on piecework or otherwise.

(b) All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and, in the case of females, not less than 75 per centum of the base rate.

CONTRACT WORK.

35. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piecework in clause 34) by contracting, sub-contracting, sub-letting, or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

36. The wages rates set out in clause 2 are based upon the following basic wage for adult males and, pursuant to the provisions of Section 33 of the *Labour and Industry Act 1953*, shall be automatically adjusted as prescribed by clause 37.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within 20 miles of G.P.O., Melbourne	11 15 0	Melbourne
Within 10 miles of G.P.O., Geelong—same as the basic wage and minimum wage for Melbourne		
Warrnambool—same as the basic wage and minimum wage for Melbourne		
Mildura and Gippsland districts—same as the basic wage and minimum wage for Melbourne		
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere—3s. less than the basic wage and minimum wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

37. (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, 1955, the amount of the basic wage shall be as prescribed in clause 36.

(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 minimum rate of wage to be paid to adult females shall be 75 per cent, of the basic wage for adult males as provided in clause 36.

(e) The rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

MARGINS.

38. In addition to the basic wage prescribed in clause 36 and the minimum wage for females prescribed in clause 37 the following additional margins (including war loadings) shall be paid :—

Classification.	Margin.
PART I.—ADULT MALES.	
<i>Section "A"—Glass.</i>	
Hand painter or designer on or for glass	4 5 0
Pencil hand-embosser	3 7 6
Tradesman, i.e., an employee who has completed an indenture of apprenticeship or an adult employee who has been trained for not less than four years as a Beveller, Silverer, Glass Bender, Sand Blaster, Spray Painter, Glazier, Glass Cutter, and Scratch Polisher and Glass Blocker	2 15 0
Trainee Tradesman—	
First year	1 14 0
Second year	1 18 0
Third year	2 2 0
Fourth year	2 11 0
Tradesman's Assistant, i.e., an adult employee other than a tradesman or trainee who assists a tradesman but does not do a tradesman's work, or is employed in checking, recording, packing, or unpacking glass	1 10 0
Rubber out embosser	1 10 0
Cementer	1 10 0
Employee turning out lead from mill for leadlight glazier	1 10 0
Silk screen maker	2 0 0
Silk screen operator	1 2 0
Assistant to Silverer employed lifting and/or painting and/or cleaning silvered glass	0 18 0
<i>Section "B"—Safety Glass.</i>	
Cutter	2 15 0
Beveller	2 15 0
Employee in charge of laminating room	2 10 0
Edge grinders (including allowance for wet work)	2 10 0
Autoclave attendant	2 0 0
Furnace operator—	
(a) First three months	2 0 0
(b) After three months' service	2 10 0
Furnace operator's assistant	2 0 0
Employees on cornering	2 0 0
Scratch polisher	1 10 0
Edge workers employed on automatic or semi-automatic machines	1 10 0
Edge sealer	1 10 0
Employee packing, unpacking, or issuing glass	1 10 0
Employee working automatic cutting machine	1 10 0
Employee breaking out after automatic cutting machine	1 10 0

Classification.	Margin.
PART II.—ADULT FEMALES.	
<i>Females.</i>	
Females engaged on scratch polishing machines	0 12 0
Females engaged on inspecting and testing	0 8 0
All other work	0 4 0

39. The wages of apprentices and improvers shall be the under-mentioned percentages of the basic wage and, in addition thereto, the loadings specified calculated to the nearest 6d., 3d. or less than 3d. to be disregarded.

		Percentage of Basic Wage.	War Loading.
<i>Male Apprentices.</i>			
<i>s. d.</i>			
<i>Five-year Term—</i>			
1st year's experience	32	..
2nd year's experience	43	..
3rd year's experience	54	..
4th year's experience	83	..
5th year's experience	100 plus 6s.	..
<i>Four-year Term—</i>			
1st year's experience	34	..
2nd year's experience	54	..
3rd year's experience	83	..
4th year's experience	100 plus 6s.	..
<i>Male Improvers.</i>			
Under 16 years of age	24	..
16 and under 17 years of age	29	0 0
17 and under 18 years of age	39	1 0
18 and under 19 years of age	52	1 6
19 and under 20 years of age	82	2 3
20 and under 21 years of age	100 plus 2s.	3 0
<i>Female Apprentices.</i>		Percentage of Basic Wage for Adult Females.	
1st year's experience	46	..
2nd year's experience	65	1 6
3rd year's experience	87	2 0
4th year's experience	99	3 0
<i>Female Improvers.</i>			
16 years and under	33	..
17 years	46	..
18 years	65	1 6
19 years	87	2 0
20 years	99	3 0

P. A. RANDES J.P., Chairman.
 J. V. WILLOX, Secretary.

Melbourne, 9th February, 1955.



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[1955

Labour and Industry Act 1953.

DETERMINATION OF THE SLAUGHTERING FOR EXPORT BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board which now has the power to "determine the lowest prices or rates which may be paid to any person or classes of persons (other than persons subject to the provisions of any Wages Board heretofore appointed) employed in the meat export trade as—

- (a) slaughterers or dressers of sheep, lambs, cattle, pigs, or calves;
- (b) boners, trimmers, or labourers;
- (c) drovers, stockmen, or penners-up;
- (d) skin store workers;"

has made the following Determination, namely:—

1. That on the 27th January, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

SECTION A.

SHEEP AND LAMBS.

2. (a) Rates of Pay—

(i) Chain System as hereinafter described—

To slaughtermen employed in Group A, 7s. 8·195d. per 100 sheep or lambs slaughtered	} Rams double rates, provided that rams 84 lb. or over shall be paid for at treble rates.
To slaughtermen employed in Group B, 80s. 11·185d. per 100 sheep or lambs slaughtered	

To learners—

For the first 21 days of employment—

68s. 0·61d. per day.

Thereafter until considered competent by the employer—

74s. 11·147d. per day.

No person under the age of 18 years shall be employed as a learner.

When one team only is employed, the composite rate of 88s. 7·38d. per 100 sheep or lambs slaughtered shall be divided equally between the members of Groups A and B.

When two or more teams are employed, men employed in Group A shall divide 7s. 8·195d. per 100 sheep or lambs slaughtered equally between them, and men employed in Group B shall divide 80s. 11·185d. per 100 sheep or lambs slaughtered equally between them.

Rate and a half for piecework slaughtermen on the mutton and lamb chain is to be paid when treating in excess of 80 head per man per day.

The following employees shall not be included as members of the team and shall be paid as hereunder:—

To men employed as pointsmen, washers, wipers, and stringers—

Such men shall be paid by the employer at the rate hereinafter prescribed for other labourers, and juvenile wipers, washers, and stringers shall be paid at the rate hereinafter prescribed for juvenile workers.

Employees engaged as trimmers on the chain shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 9d. per 100 sheep or lambs per employee.

Employees engaged as pushers-in to chain or ring, i.e., feeding from the bleeding rail to the logging table, shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 1s. 1½d. per 100 sheep or lambs.

Employees engaged inserting spreader on the chain shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 1s. 1½d. per 100 sheep or lambs.

Employees engaged inserting spreader on the ring shall be paid at "Other Labourers" rate plus an additional daily rate of 3d. per 100 sheep or lambs handled daily per employee.

Employees engaged changing from long hook to gambrel and slide on the chain shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 1s. 6d. per 100 sheep or lambs.

Employees engaged changing over on the ring shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional rate of 6d. per 100 sheep or lambs.

Employees engaged changing to gambrel and slide on the ring shall be paid at "Other Labourers" rate when up to 2,000 sheep or lambs are handled daily on any one ring; when over 2,000 sheep or lambs are handled on any one ring an additional amount of 3d. per 100 shall be paid for all sheep or lambs handled and divided equally among all such employees.

Employees engaged as trimmers on the ring shall be paid at "Other Labourers" rate plus an additional daily rate of 1½d. per 100 sheep or lambs handled daily per employee.

Employees engaged on the removal of caul fats on either the ring or chain shall be paid at "Other Labourers" rate plus an additional daily rate of 1½d. per 100 sheep or lambs handled daily per employee.

In the event of more than one employee being engaged on one of the before-mentioned tasks, the additional daily rate above 2,000 or 3,000 per employee as the case may be shall be divided between those so employed on such task.

For the purpose of calculating payment in each instance 15 or over in each multiple of 25 sheep or lambs to be paid for as at 25 and under 15 to be disregarded.

(ii) Solo System as hereinafter described—

To slaughtermen employed on the solo system 88s. 7-38d. per 100 sheep or lambs slaughtered. Rams—double rates, provided that rams 84 lb. or over shall be paid for at treble rates.

(b) Duties of Slaughtermen—

Men employed slaughtering sheep or lambs may be employed upon either the chain system or the solo system.

(i) Chain System.—Slaughtermen slaughtering sheep or lambs upon the chain system shall be organized into a team or teams. Each team shall be divided into the following groups:—

Group A.—Men employed in catching, sticking, shackling.

Group B.—Men employed in skinning hind legs and removing hind trotters, placing long hooks and removing shackle, skinning fore legs, removing tongue and sweetbread, tying weasand, punching briskets, removing spreader, splitting skins, removing front trotters, flanking and thumbing up, clearing tail and rectum gut, punching off skins, scalding and removing heads, gutting, removing pluck, splitting down briskets.

(ii) Solo System.—A slaughterman may be employed in individually performing the complete process of slaughtering, trimming and dressing sheep or lambs. Such slaughterman shall perform, in addition to trimming, such of the duties referred to in the preceding paragraph as are applicable to a solo slaughterman.

(c) Daggy, Maggoty, Diseased Sheep and Lambs, Full Wool Sheep and Downer Sheep or Lambs:—

(i) Daggy and/or maggoty sheep and lambs shall be treated after being stuck and before being legged.

(ii) Double rates shall be paid for diseased sheep and/or lambs which are condemned by the Veterinary Officer or Chief Meat Inspector for diseases contagious to human beings.

(iii) Full wool sheep shall be paid for at rate and a half after 1st September.

(iv) Slaughtering of heavy sheep, woolly or shorn, over 64 lb. graded weight, shall be paid for at rate and a half.

(v) Downer Sheep or Lambs, i.e., sheep or lambs which cannot walk into the sticking pen and are treated by regular full time slaughtermen, shall be paid for at double rates.

Extra rates prescribed in this Determination shall not be cumulative.

NOTE.—Provided that if slaughtermen treat all stock required by the employer to be treated, the daily earnings of each pieceworker (other than learners) shall be increased by the sum of 23s. 4-8d. plus sick leave loading of 4-512d. in accordance with clause 44. If all stock required to be treated is not treated a pro rata amount only shall be added.

CATTLE.

3. (a) Rate of Pay to Slaughtermen.—

4s. 10-65d. per head of cattle slaughtered.

Bulls, 300 lb. or over freezer weight—double rates.

Downer cattle, i.e., cattle which are carted to the killing pen—double rates.

Double rates shall be paid for diseased cattle which are condemned by the Veterinary Officer or Chief Meat Inspector for diseases contagious to human beings.

(b) Duties of Slaughtermen—

Men slaughtering cattle shall be divided into the following classes—

Class A.—Men employed grounding, backing off, skinning tail.

Class B.—Men employed knocking down, shackling, hoisting to bleeding rail, sticking, cutting off heads, placing heads on slide or table, sawing horns, lowering, footing off, pritching, cutting brisket and aitch, lowering weasand, freeing heart fat, saving sweetbreads, removing caul fat, sawing brisket and aitch, placing rollers, hoisting, wiping, landing, necking off, dropping hide down chute, fronting out, chopping or machine sawing.

Class C.—Men employed spining, wiping hindquarters, washing ohine bone, scrubbing ribs and brisket, wiping forequarters.

(c) Organization—

(i) Team System.—An employer may organize a team of employees consisting of not less than seven men in the proportion of 2 Class A, 4 Class B, 1 Class C or any multiple thereof. The total earnings shall be divided among the members of such team as follows:—Class A three ninths, Class B five ninths, Class C one ninth. The amount allotted to each class shall be divided equally among the members of such class.

(ii) Gang System.—An employer may permit any number of men, not exceeding six, to form themselves into a gang. The total earnings of such gang shall be divided between the members of such gang in such proportion as shall be mutually agreed upon between the employer and all of the members of such gang.

NOTE.—Provided that if slaughtermen treat all stock required by the employer to be treated, the daily earnings of each pieceworker shall be increased by the sum of 23s. 4-8d. plus sick leave loading of 4-512d. in accordance with clause 44. If all stock required to be treated is not treated a pro rata amount only shall be added.

CALVES.

4. Rates of pay to men slaughtering calves on the chain system or by the solo system—

Skin on—	
Calves up to 60 lb. skin on	9.796d. per head.
Calves 61 lb. to 90 lb. skin on	1s. 2.694d. per head.
Calves 91 lb. to 120 lb. skin on	1s. 7.592d. per head.
Calves over 121 lb. skin on	2s. 5.389d. per head.
Skin Off—	
Calves under 60 lb. skin off	1s. 1.798d. per head.
Calves 61 lb. to 90 lb. skin off	1s. 10.076d. per head.
Calves 91 lb. to 120 lb. skin off	2s. 6.906d. per head.
Calves 121 lb. to 200 lb. skin off	3s. 3.737d. per head.

The weights referred to above are as stated, either including the weight of skin where the rate is quoted with skin on or excluding the weight of skin where the rate is quoted with skin off.

Calf skimmers engaged skinning cold calves—
79s. 11.224d. per day.

Daily quota—65.

Piecework price for each additional carcass in excess of the daily quota—13.649d. per carcass.

For the purposes of the daily tally:—

- A calf up to 64 lb. shall equal 1 calf.
- A calf 65 to 121 lb., shall equal 1½ calves.
- A calf over 121 lb., shall equal 2 calves.

NOTE.—Provided that if slaughtermen treat all stock required by the employer to be treated, the daily earnings of each pieceworker (except calf skimmers skinning cold calves), shall be increased by the sum of 23s. 4.8d. plus sick leave loading of 4.512d. in accordance with clause 44. If all stock required to be treated is not treated a pro rata amount only shall be added.

PIGS.

5. (a) Rates of pay to men slaughtering pigs—

Machine dehaired—	
Up to 100 lb.	1s. 1.859d. per head.
101 lb. to 200 lb.	1s. 6.33d. per head.
200 lb. to 300 lb.	2s. 6.197d. per head.
Over 300 lb.	4s. 10.65d. per head.
Hand scudded—	
Up to 100 lb.	1s. 11.77d. per head.
101 lb. to 200 lb.	2s. 6.197d. per head.
200 lb. to 300 lb.	4s. 0.025d. per head.
Over 300 lb.	4s. 10.65d. per head.

If pigs are put through singeing machine 6½d. per head shall be added to the above rates.

(b) Duties of slaughtermen slaughtering pigs.—Knocking down or stunning, shackling and hoisting to bleeding rail, sticking, handling into and in scald tank, handling out of scald tank into machine, handling out of machine, scraping, shaving and thoroughly cleaning, opening up and removing viscera, washing and hanging off, chopping or sawing down, washing and tucking up.

NOTE.—Provided that if slaughtermen treat all stock required by the employer to be treated, the daily earnings of each pieceworker shall be increased by the sum of 23s. 4.8d. plus sick leave loading of 4.512d. in accordance with clause 44. If all stock required to be treated is not treated a pro rata amount only shall be added.

RATES OF PAY TO BONERS.

6. Boners shall be employed at the daily rate prescribed in clause 8 hereof and shall be entitled to payment for all work done in excess of the daily quota as prescribed in clause 6 (1) (b) for head and feet boners and 6 (2) (c) for other boners. The following daily quotas shall apply:—

(1) Head and Feet Boners—

- (a) Beef head boners—275 lb. of required cheek meat, head meat and eye fat.
Sheep, calves, and lambs head boners—220lb. of all head meat.
Beef feet boners—Sinews from 112 sets of beef feet.
- (b) Head and feet boners when producing in excess of the above-mentioned quotas, and within their daily period of 8 hours work, shall be paid for all such excess at the following rates:—
Beef head boners—3d. per lb. for all required cheek meat, head meat, and eye fat produced in excess of 275 lb.
Sheep, calves, and lambs head boners—3½d. per lb. for all head meat produced in excess of 220 lb.
Beef feet boners—7d. per set of sinews for all sets treated in excess of 112.
- (c) Rates and conditions provided in this sub-clause are to be read conjointly with the following:—
 - (i) All weights referred to are drained weights.
 - (ii) All work shall be carried out in the manner prescribed by and to the satisfaction of the employer, including the saving of face and hide pieces.
 - (iii) Employees shall work in one or more teams as may from time to time be mutually agreed upon between the employer and employees.
 - (iv) Head and feet boners shall be required to handle, treat, and deliver all products after soaking to the draining trays.

(2) Other Boners—

- (a) Beef 38 quarters.
Mutton 65 carcasses.
Veal 57 carcasses (to be ribbed out and birdcaged).
Pork 1,900 lb. when boned, derinded and defatted to the satisfaction of the employer, or 2,490 lb. when previously derinded and only requires boning and defatting to the satisfaction of the employer.
- (b) For the purposes of computing the daily pay the following sub-clause shall apply:—
Beef—
One hind quarter shall equal one quarter of beef.
One forequarter or horse's head over three ribs under 100 lb. shall equal one quarter of beef.
One forequarter or horse's head over three ribs 101 lb. to 150 lb. shall be equivalent to one and a quarter quarters.
One forequarter or horse's head over three ribs 151 lb. or over shall be equivalent to one and a half quarters.
Five briskets shall equal one quarter of beef.
Two rumps and loins shall equal one quarter of beef.
Three loins shall equal one quarter of beef.
Four clods and stickings shall equal one quarter of beef.
Fifteen shins shall equal one quarter of beef.
Two necks and blades shall equal one quarter of beef.

Two ribs and two briskets shall equal one quarter of beef.
 Three crops shall equal two quarters of beef.
 Three shoulders shall equal two quarters of beef.
 Three chucks and blades shall equal two quarters of beef.
 Three horse's heads under three ribs shall equal two quarters of beef.
 Five butts shall equal two quarters of beef.
 Seven briskets with shin attached shall equal two quarters of beef.
 Three butts and rumps shall equal two quarters of beef.
 Five briskets and shins with portion of clod attached shall equal two quarters of beef.
 A forequarter shall consist of not less than 10 ribs.

Bull—

One quarter of bull beef shall equal two quarters of beef and the definitions in sub-clause (b) hereof shall apply.

Sheep—

One carcass under 64 lb. shall equal one carcass.
 One carcass over 64 lb. shall equal one and half carcasses.
 Two flying foxes shall equal one carcass.
 Three trunks shall equal two carcasses.
 Three pairs of legs shall equal one carcass.
 Three pairs of loins shall equal one carcass.
 Three pairs of hindquarters shall equal two carcasses.
 Five pairs of forequarters shall equal two carcasses.
 One Trunk with chump attached shall equal one carcass.
 When carcasses are boned out, ribbed and birdcaged four carcasses shall count as five carcasses.

Ram—

Rams shall be paid for at double rates whenever done.

Veal—

One calf under 60 lb. shall equal one carcass.
 One calf over 60 lb. and under 120 lb. shall equal one and a half carcasses.
 One calf 121 lb. to 200 lb. shall equal three carcasses.
 Two flying foxes of veal shall equal one carcass.
 Three trunks of veal shall equal two carcasses.
 Three pairs of legs of veal shall equal one carcass.
 Three pairs of loins of veal shall equal one carcass.
 Three pairs of hind-quarters of veal shall equal two carcasses.
 Five pairs of fore-quarters shall equal two carcasses.

The provisions of sub-clause (b) hereof shall not apply so as to reduce the daily quota as prescribed in sub-clause (a) of this clause.

(c) When boning is done in excess of the daily quota as prescribed in sub-clause (a) of this clause the following rates shall apply—

- Beef—1s. 11.344d. per quarter.
- Mutton—1s. 3.562d. per carcass.
- Veal—1s. 3.562d. per carcass.
- Pork—3s. 10.687d. per 100 lb. when boned out and rinded and defatted to the satisfaction of the employer.
- 2s. 11.625d. when previously derinded and only required boning and defatting to the satisfaction of the employer.

Boners on piecework shall work 40 hours per week and the standard of boning shall be carried out to the entire satisfaction of the employer.

RATES OF PAY TO SLICERS AND TRIMMERS.

7. (a) Slicers and Trimmers shall be employed at the daily rate prescribed in clause 8 hereof and shall be entitled to payment for all work done in excess of the daily quota at the rates prescribed in sub-clause (b) of this clause. The following daily quota shall apply:—

- Beef 56 quarters.
- Mutton 130 carcasses.
- Veal 228 carcasses.

For the purpose of computing the daily pay the provisions of sub-clause (b) of clause 6 of this Determination shall apply.

(b) When slicing is done in excess of the daily quota as prescribed in sub-clause (a) of this clause the following rates shall apply:—

- (i) Beef 1s. 2.993d. per quarter.
- (ii) Mutton 7.4965d. per carcass.
- (iii) Veal 3.683d. per carcass.
- (iv) Pork—to be treated at hourly rates.

(c) Bull Beef shall be paid for at 50% above ordinary rates.

Slicers and Trimmers on piece-work shall work 40 hours per week and the standard of slicing and trimming shall be carried out to the entire satisfaction of the employer.

8.

WAGES.

	APPRENTICES AND IMPROVERS.								Weekly Wage.
	(Solo System only.)								
									£ s. d.
1st year's experience	10 0 3
2nd "	"	"	"	"	"	"	"	"	12 14 0
3rd "	"	"	"	"	"	"	"	"	13 11 3
4th "	"	"	"	"	"	"	"	"	15 3 6
5th "	"	"	"	"	"	"	"	"	Minimum wage

In return to the employer for the wages set out above an apprentice or improver shall be required to complete a daily tally of 4 bodies of beef or 24 carcasses of mutton and/or lamb in his third year and 6 bodies of beef or 36 carcasses of mutton and/or lamb in his fourth year.

PROPORTION (BY ANY EMPLOYER).

Apprentices.

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

Improvers.

Such number of improvers as shall not, together with apprentices, exceed, in the aggregate, one to every three or fraction of three adult weekly workers receiving not less than the minimum wage.

Juvenile Workers. For Definition, see Clause 12.		Other Employees.	
—	Wages per Day.	—	Wages per Day.
	s. d.		s. d.
16 years and under		Boners (Beef and Mutton)	73 11-056
17 years ..	31 2-662	Head and Feet Boners—	
17 years and under		(i) Sheep and Lambs—skinning, cheeking, splitting heads and removing brains	
18 years ..	35 3-912	(ii) Cattle—removing face pieces and cheeks, chopping heads, removing brains, skinning feet, removing sinews and hoofs ..	64 10-612
18 years and under		Slicers and Trimmers ..	69 11-635
19 years ..	38 5-162	Sheep Skin classers ..	67 6-212
19 years and under		Labourers trimming, cleaning, scalding, and picking tripe ..	64 10-612
20 years ..	50 8-062	Skin shed labourers ..	64 6-212
20 years and under		Other Labourers ..	64 6-212
21 years ..	55 10-062		

Rate and a half for immediate attendant labour following slaughtermen shall be paid and is to be calculated on a unit basis when slaughtermen treat in excess of 80 head per man per day.

When an employee is called upon to cut up diseased stock condemned by the Veterinary Officer or Chief Meat Inspector for diseases contagious to humans beings, he shall be paid 6d. per carcass of mutton 6d. per carcass of pork, or 2s. per body of beef in addition to his ordinary wage.

TIMES OF BEGINNING AND ENDING WORK.

9. Skin Shed Labourers—

From Monday to Friday inclusive	Time of Beginning.	Time of Ending.
	7.30 a.m.	5 p.m.

Boners, slicers, and trimmers, boners' labourers and other labourers may, by mutual arrangement with the employer, commence not earlier than 7 a.m. and not later than 7.30 a.m.

HOURS.

10. The number of hours to constitute an ordinary week's work shall be 40 to be worked in five days (Monday to Friday inclusive), provided that employees if required shall work reasonable overtime on such days and on Saturdays for which overtime rates shall be paid and provided further that any employee who fails to work such overtime shall only be paid for the time actually worked.

OVERTIME.

11. All time worked in excess of eight hours on Monday to Friday inclusive and all time worked on Saturday shall be paid time and a half or rate and a half provided that employees required to work on Saturday shall be guaranteed a minimum of two and a half hours' work or pay for same at penalty rates.

DEFINITION.

12. A juvenile worker shall mean a person under 21 years of age employed only in performing one or more of the following tasks, viz.:—Stringing, picking sweetbreads and crown fat, packing kidneys and livers, tying on tags and strings, pinning tails, picking up wool pieces, veining, washing and packing hearts, stamp-marking carcasses, feeding grade elevator, working in the beef house for the purpose of learning the trade.

WAITING TIME.

13. (a) If any employee covered by the team slaughtering clause comes to work at an hour specified by the employer, or if he comes to work at the usual hour without being notified previously that he shall not be required, he shall (except in the case hereinafter mentioned) be paid as from that hour at the rate of 7s. 3d. per hour until he be started work on that day, or until one hour after notice that he shall not be required on that day. The excepted case is that of his being started at work within five minutes after the hour specified or usual time, as the case may be.

(b) When slaughtermen, at the request of employers, have to wait the arrival of stock, or have interrupted killings during the day for causes other than a break down of machinery, they shall be entitled to payment after the first fifteen minutes at the rate of 7s. 3d. per hour for such delay.

(c) When the minimum period in either section of this clause is exceeded, the payment for waiting time shall commence from the beginning of the period.

STOPPAGES OF WORK.

14. (a) Except as provided in clause 13 herein an employer shall not be required to pay for any time the employee cannot usefully be employed because of any strike or other stoppages of work by any cause (other than a breakdown of machinery) for which the employer cannot reasonably be held responsible.

(b) No stoppage shall take place by employees until the accredited representatives of the employees in the section concerned shall have notified the employer of the impending stoppage to enable the parties to confer prior to such stoppage.

(c) Before being entitled to withhold payment for any stoppage from any cause as mentioned in sub-clause (a) of this clause the employer shall notify the employee that payment will be so withheld from the time of such notification by the employer. In the event of the employer being unable to communicate this information to the employee owing to the absence of the latter from the task on which he was employed immediately preceding the stoppage, the employee shall be deemed to have received notice that such payment will be withheld.

MEAL TIME.

- 15. (a) Stickers shall be allowed one hour for a meal between 11.45 a.m. and 12.45 p.m.
- (b) Team slaughtermen shall be allowed one hour for a meal between 12 noon and 1.15 p.m.
- (c) All other employees shall be allowed one hour for a meal between 12 noon and 1.30 p.m.

SMOKOS.

16. All employees shall be allowed fifteen minutes smoko between 9 a.m. and 10 a.m., and fifteen minutes smoko between 3 p.m. and 4 p.m.; provided that stickers shall commence their smokos fifteen minutes earlier than the team slaughtermen,

GRINDSTONES.

17. An employer shall provide grindstones in the proportion of one grindstone to every twenty slaughtermen employed by him.

WATERPROOF CLOTHING.

18. Waterproof boots and waterproof aprons shall be provided by the employer free of charge to employees engaged as washers and scrubbers, and to employees engaged cleaning, scalding, and picking tripe. Canvas aprons shall be provided to employees treating offal. Such boots and aprons shall remain the property of the employer.

PROTECTIVE FOOTWEAR.

Chain or Ring Slaughtering.

19. Rubber boots or other suitable protective footwear, which shall remain the property of the employer, shall be supplied by the employer to employees doing the following kind of work:—

Sheep or Lambs—Feeding the chain or ring; washing, wiping and trimming; removing caul fat and emptying gall bladder; sweeping up (chain or ring).

Cattle—Scrubbing heads; removing tongues and inserting identification discs; trucking away lights and lungs; operating on paunch belt; picking ruffe fat; trimming beef tripe.

Pigs—Sweeping up in hog slaughtering department.

Offal—Employee working in offal tunnel or offal pit.

Solo Slaughtering.

Sheep or Lambs—Labourers trimming and washing carcasses, trimming plucks, handling paunches and fats.

Cattle—Labourers handling tripe, paunches, runners and fats, washing and trimming feet, washing down beef carcasses, and employed on beef killing floor.

PROTECTIVE CLOTHING.

20. The employer shall supply daily free of charge to each employee engaged in slaughtering animals, the dressing of carcasses and the handling of meat and offal, a clean singlet and a pair of khaki trousers which shall both remain the property of the employer and of which the employee shall take all reasonable care. Such singlet and trousers shall be collected by the employee from a person or place specified by the employer in the employee's own time prior to commencing work and shall be returned to the employer in the employee's own time on cessation of work each day and also on demand at any time to such person or place as is specified by the employer. If the employee wilfully damages or fails to return them or either of them, the employer may recover from the employee concerned the cost of replacing such singlet and or trousers so damaged or not so returned, or may deduct such cost from any monies payable to such employee.

SPECIAL RATES.

21. Slaughtermen shall be paid double rate and all other employees shall be paid double time for all work done on Sundays, Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Melbourne Cup Day, and Butchers' Picnic Day; but, if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

HOLIDAYS.

22. (a) All employees shall be entitled to the nine holidays hereinafter mentioned, provided that such employee has been employed during any portion of the working week in which any one or more of such holidays is observed, and that they have been in the employ of their present employer during the month immediately preceding such holiday, viz.:—Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Melbourne Cup Day, and Butchers' Picnic Day, but, if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays in any place, all employees in that place shall be entitled to such day in lieu of the holiday for which it was substituted.

(b) Slaughtermen shall be paid for the holidays mentioned in sub-clause (a) hereof at the average of their daily earnings for the week immediately preceding such holiday, and other employees shall be paid at the ordinary daily rates of pay.

(c) Double time shall be paid for work done by timeworkers between 7.30 a.m. and 5 p.m. on Sundays and the above-mentioned holidays. Timeworkers called upon to work on Sundays or holidays provided in sub-clause (a) of this clause shall be provided with four hours' work or shall be paid for four hours' work.

ANNUAL HOLIDAY AND SICK LEAVE.

23. (a) The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, and any amendments which may be made thereto from time to time.

(b) For the purpose of this clause 40 hours' sick leave is progressively paid for by the addition of an added rate to the hourly, daily, and/or piecework rates of pay as the case may be.

WORK TO BE PERFORMED.

24. An employee shall perform such work as the employer or his representative shall from time to time require on the days and during the hours usually worked by the class of employee affected.

WEIGHTS.

25. All weights referred to shall mean the frozen weights of animals slaughtered.

SKINS.

26. Skins and hides shall be taken off free from cuts and tears.

TALLY BOARD.

27. Each employer using the team system of slaughtering shall cause to be hung in a conspicuous place a blackboard, on which shall be recorded the daily tally and the number of men on each chain.

PAY DAY.

28. Wages shall be paid weekly and not later than Friday, provided that where killing has ceased for the working week wages shall be paid on the day in which such cessation occurs.

When an employee has been dismissed for any reason whatsoever he shall be paid all monies due on the day such dismissal occurs, provided, that when an employee decides to terminate his employment of his own accord he shall notify his employer to that effect before 9 a.m. on the day of such intended termination in which case he shall be paid all monies due on that day. In the event of the employee failing to give such notification he shall be paid all monies due on the working day following such notification.

MEAL ALLOWANCE.

29. Employees required to work overtime for more than one hour on any day after 8 hours' work without having been notified on the preceding day that they would be required so to work shall be paid the amount of 4s. in addition to any overtime payment to which they may be entitled.

KNIVES TO BE SUPPLIED.

30. Knives which shall remain the property of the employer shall be supplied under the following conditions to labourers when necessary for the performance of their duties:—

- (i) They shall be returned to the employer on termination of the employment or at the end of the season.
- (ii) If such knives are not returned the employer shall be entitled to deduct their cost from any money owing to the employee.

RIGHT OF ENTRY.

31. A duly accredited representative of the Australasian Meat Industry Employees Union shall have the right to enter employers' premises during the meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:—

- (a) That he produces his authority to the manager or such other person as may be appointed by the employer.
- (b) That he interviews employees only at the place where they are taking their meal.
- (c) That not more than one representative visits the premises at any one time.
- (d) That not more than one representative visits the same premises more than once in a week; and
- (e) That, if any employer allege that a representative is unduly interfering with his business or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.

BOARD OF REFERENCE.

31A. The Wages Board has determined that in accordance with Section 31 (1) of the *Labour and Industry Act 1953*, a Board of Reference shall be appointed to determine disputes of facts concerning any provision of its Determination.

The Board of Reference shall consist of—

- (i) The Chairman of the Wages Board,
- (ii) Two representatives of employers, of whom one shall be a member of the Wages Board, and such representatives shall be appointed by a majority of the employers' representatives on the Wages Board, and
- (iii) Two representatives of employees, of whom one shall be a member of the Wages Board, and such representatives shall be appointed by a majority of the employees' representatives on the Wages Board.

SECTION B.

DROVERS, STOCKMEN, OR PENNERS-UP.

32. ADULT WORKERS.

Men picking up stock at Newmarket Sale Yards—65s. 1'412d. per day.

Men droving stock from Newmarket Sale Yards to Imperial Freezing Works, Lynch-street, Footscray—20s. 10'336d. per trip and if from Newmarket Rail Siding an extra 2s. 6d.

Men droving stock from Newmarket Rail Siding to the abattoirs—23s. 0'033d. per trip.

Men droving stock from Newmarket Sale Yards to the abattoirs—20s. 4'554d. per trip.

Men droving stock from Newmarket Sale Yards to—

- (a) Western and Murray, Geelong-road, Brooklyn } 63s. 9'762d. per trip. .. } if from Newmarket
- (b) Thos. Borthwick and Sons (Asia.) Ltd., Brooklyn } } Rail Siding an
- (c) Sims Cooper Freezing Works, Newport } 71s. 0'912d. per trip. .. } extra 2s. 6d.

Men on trips to the country for the purpose of lifting stock and delivering same to Freezing Works—96s. 11'032d. per period of 24 hours or part thereof, including Saturdays and Sundays.

Penners-Up, Checkers, or Counters of live stock—

66s. 0'862d. per day.

All others—

64s. 6'212d. per day.

33. JUVENILE WORKERS.

							Wages per Day.
							s. d.
16 years of age and under 17 years of age	31 2-662
17 years of age and under 18 years of age	35 3-912
18 years of age and under 19 years of age	38 5-162
19 years of age and under 20 years of age	50 8-062
20 years of age and under 21 years of age	55 10-062

PROPORTION:—One juvenile worker to every three or fraction of three adult workers.

TIME OF BEGINNING AND ENDING WORK.

34. Monday to Friday Time of Beginning. Time of Ending.
 .. 6 a.m. 6 p.m.

OVERTIME.

- 35. (a) Outside the times of beginning and ending work } Time and a half.
- (b) Within the times of beginning and ending work in excess of 9 hours in any one day or 40 hours in any one week }
- (c) All work done on Saturday }

SPECIAL RATES.

36. Employees shall be paid double time for all work done on Sundays, Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Melbourne Cup Day, and Butchers' Picnic Day, but, if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special

rate shall only be payable for work done on the day so substituted. Provided that employees called upon to work on any of the afore-mentioned days shall be paid for a minimum of four hours' work; provided further that men on trips to the country for the purpose of lifting stock and delivering same to freezing works shall not be entitled to double time for work done on Sundays.

ANNUAL LEAVE OF ABSENCE.

37. (a) The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, and any amendments which may be made thereto from time to time.

(b) For the purpose of this clause, 40 hours' sick leave is progressively paid for by the addition of and added rate to the hourly, daily, and/or piece-work rates of pay as the case may be.

PAYMENT OF WAGES.

38. Wages shall be paid weekly and not later than Friday. When an employee has been dismissed for any reason whatsoever he shall be paid all monies due on the day such dismissal occurs, provided, that when an employee desires to terminate his employment of his own accord he shall notify his employer to that effect before 9 a.m. on the day of such intended termination in which case he shall be paid all monies due on that day. In the event of the employee failing to give such notification he shall be paid all monies due on the working day following such notification.

EXPENSES.

39. The employer shall pay all out-of-pocket expenses reasonably and necessarily incurred by the employee whilst on trips to the country for the purpose of lifting stock.

MEAL ALLOWANCE.

40. Employees required to work overtime for more than one hour on any day after 8 hours' work without having been notified on the preceding day that they would be required so to work shall be paid the amount of 4s. in addition to any overtime payment to which they may be entitled.

RIGHT OF ENTRY.

41. A duly accredited representative of the Australasian Meat Industry Employees Union shall have the right to enter employers' premises during the meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:—

- (a) That he produces his authority to the manager or such other person as may be appointed by the employer.
- (b) That he interviews employees only at the place where they are taking their meal.
- (c) That not more than one representative visits the premises at any one time.
- (d) That not more than one representative visits the same premises more than once in a week; and
- (e) That, if any employer alleges that a representative is unduly interfering with his business or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse right of entry.

ALLOWANCE FOR DOGS.

42. An amount of two shillings per day shall be paid by the employer to each drover, stockman, or penner-up towards the maintenance of the dog or dogs (irrespective of the number) used by each such drover, stockman, or penner-up in the course of his carrying out the job or service required by that employer.

ARTICLES TO BE SUPPLIED.

43. The following are to be supplied by the employer and are to remain his property and if not returned when required shall be paid for by the employee:—

- (a) Muzzles for dogs.
- (b) Raincoats to drovers on outside work, and
- (c) Hurricane lamps, when necessary, to drovers.

BOARD OF REFERENCE.

43A. The Wages Board has determined that in accordance with Section 31 (1) of the *Labour and Industry Act 1953*, a Board of Reference shall be appointed to determine disputes of facts concerning any provision of its Determination.

The Board of Reference shall consist of—

- (i) The Chairman of the Wages Board,
- (ii) Two representatives of employers, of whom one shall be a member of the Wages Board, and such representatives shall be appointed by a majority of the employers' representatives on the Wages Board, and
- (iii) Two representatives of employees, of whom one shall be a member of the Wages Board, and such representatives shall be appointed by a majority of the employees' representatives on the Wages Board.

PERIODICAL ADJUSTMENT OF WAGES.

44. The wages rates set out in clauses 2 to 8 (inclusive), 32, and 33, are based upon the following basic wage rate, and pursuant to the provisions of Section 33 of the *Labour and Industry Act 1953*, the Board hereby determines that such rates shall be automatically adjusted from time to time in accordance with the variations in the said basic wage as follows:—

- (a) The daily earnings of pieceworkers (except learners and calf skimmers skinning cold calves) in clause 2 shall be increased or decreased by 2½d. for every 1s. increase or decrease in the basic wage.
- (b) For every 1s. increase or decrease in the basic wage an amount of .048d. shall be added to or subtracted from the daily earnings of pieceworkers for sick leave loading.
- (c) All other rates shall be increased or decreased in proportion to the increase or decrease in the basic wage plus or minus a sick leave loading of .048d. per day for each 1s.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 11 14 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1955, the amount of the basic wage shall be as prescribed in clause 44.

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

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

J. V. WILLOX, Secretary.

Melbourne, 27th January, 1955.

