

DETERMINATION OF SHOPS BOARD No. 19 (CONFECTIONERY, PASTRY, FRUIT AND VEGETABLES).

NOTE.

Notices of appeal to the Industrial Appeals Court have been lodged against certain parts of the Determination.

Section 45 (b), Act 5771, provides that, when an appeal is made in accordance with that Act, the parts of the Determination appealed against shall not come into operation until the appeal has been dealt with by the Court.

7452/55.

DEFINITIONS.

3. "Manager" or "Manageress" means the principal employee in any shop except a shop in which an owner or partner is working manager or working manageress.

"Departmental Manager" or "Departmental Manageress" means the principal employee in a department of a shop wherein employees' wages are not subject solely to this Determination, and where two or more persons are employed in such department.

OVERTIME.

4. Any employee who in any week works for any time in excess of 40 hours shall be paid for such extra time at the rate of time and a half.

SPREAD OF HOURS.

5. The period between the time of commencing work and the time of finishing work on any day shall not exceed ten hours, except on one day per week, when the period concerned shall not exceed twelve hours.

TERMS OF EMPLOYMENT.

6. (a) *Weekly Employment.*—Except as hereinafter provided employment shall be by the week and a weekly employee who is ready, willing, and available to work the number of hours prescribed herein as a week's work shall be paid the full weekly wage fixed herein irrespective of the number of hours worked not exceeding 40; provided however, that such an employee not attending for duty except as provided by clause 10 (Sick Leave) hereof shall lose his or her pay for the actual time of such non-attendance.

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

(b) *Part Time.*—A weekly employee not ready, willing, and available to work the full number of hours normally worked by employees of similar classification with the same employer, but who is ready, willing, and available to work a specified lesser number of hours at his or her own request shall be paid *pro rata* the wages prescribed herein for 40 hours' work according to the number of hours worked.

(c) *Casual Employment.*—Where a person is ready, willing, and available to work the number of hours required by an employer, such being less than the number of hours prescribed herein as a week's work, he or she shall be paid as follows:—
For time worked up to the first 20 hours—

(i) In any week in which two or more Public Holidays occur—at the ordinary wages rate with an addition of 50 per centum;

(ii) In any other week—at the ordinary wages rate with an addition of 33½ per centum;
and for time worked beyond the 20 hours aforesaid—the ordinary wages rate; provided that the total amount payable, excluding any overtime, shall not exceed the wage prescribed for a week's work.

REFERENCES.

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

SUNDAYS AND HOLIDAYS.

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

(b) All employees, provided their services are not required, shall be entitled to the above-named holidays without deduction of pay.

PICNIC DAY (Confectionery Shops).

9. No person shall be employed at the work of selling confectionery within the Metropolitan District as defined in the *Labour and Industry Act 1953*, on the day proclaimed as a trade holiday for the Manufacturing Confectionery trade. Any person absent from work on such day in accordance with this provision shall not suffer any loss of wages on account of such absence.

SICK LEAVE.

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

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

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

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

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

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

ANNUAL LEAVE.

11. 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.

PAYMENT OF WAGES, ETC.

12. Payment of all wages, overtime, special rates, and allowances due shall be made during working hours not later than Thursday each week.

BICYCLE ALLOWANCE.

13. Where any person uses his or her own bicycle in the delivery or collection of goods for the employer, or in connexion with the employer's business, such person shall receive the sum of 1s per day for each day or part thereof on which he or she is so required to use such bicycle in addition to any rate prescribed otherwise by this Determination.

CLOTHING.

14. Where any employee is required by his employer to wear any special uniform, dress or clothing, it shall be supplied, paid for, and if necessary, laundered by the employer, any such garment shall remain the property of the employer.

TIME AND WAGES RECORD.

15. The employer shall keep a time and wages record in the English language showing the name, age, and sex of each worker, the number of hours worked each week, and the wages and overtime paid each week.

Such record shall be open for inspection by a duly accredited representative of any of the following bodies, viz. :—
The Shop Assistants and Warehouse Employees' Federation of Australia, The Federated Retail Confectionery, Refreshment and Mixed Business Association of Australia (Victorian Branch), the Melbourne and Metropolitan Retail Fruiterers and Greengrocers' Association, and the Victorian Master Pastrycooks' Association.

REST PERIODS.

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

MEAL INTERVALS.

17. Every person shall be allowed and shall receive the following meal intervals, with permission to leave the shop during the whole of such intervals, viz. :—

On each day when work is done—1 hour for lunch, to be taken between noon and 3 p.m.

On each day when work is done after 7.30 p.m.—An additional interval of three-quarters of an hour, to be taken between 5 p.m. and 7.15 p.m.

MEAL MONEY.

18. Any employee who is required to work overtime in excess of one hour on any day shall receive an allowance of 5s. as meal money in addition to the rate provided in clause 4.

TERMINATION OF EMPLOYMENT.

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

POSTING OF DETERMINATION.

20. A copy of this Determination shall be kept posted at or near the entrance to any shop or place to which it applies.

FIRST-AID OUTFIT.

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

PERIODICAL ADJUSTMENT OF WAGES.

22. 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 such basic wage as prescribed by clause 23.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	11 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1955, the amount of the basic wage shall be as prescribed in clause 22.

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

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

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

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

J. W. RYAN, Secretary.

Melbourne, 18th March, 1955.

NOTE :—In his or her own interest each employer of labour should obtain a copy of the *Labour and Industry Act* which may be purchased from the Government Printer.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.





VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, JULY 22.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE BULK GRAIN WORKERS 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 (other than persons employed in any trade, process, business, or occupation which is subject to the jurisdiction of any Board heretofore appointed) employed in the trade, process, business, or occupation of receiving, weighing, moving, and despatching grain in bulk or in any work incidental thereto at any seaboard terminal", 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.

(i) *Junior Employees.*

(a) Subject to sub-clause (c) hereof, junior employees shall be entitled to payment as follows:—

Age.	Percentage of the Minimum Wage Prescribed for "Other Employees".	Weekly Wage.
		£ s. d.
16 years	30	4 1 0
17 years	40	5 8 0
18 years	50	6 15 0
19 years	70	9 9 0
20 years	90	12 3 0

(b) A junior employee shall be entitled to the same dust allowance as an adult filling a corresponding position.

(c) A junior employee working in the "Track shed" shall be entitled to be paid the appropriate rate prescribed for a classification under the heading "Other Employees" in sub-clause (ii) hereof.

(ii) *Other Employees.*

	Weekly Employment.	Casual Employment.
	per week. £ s. d.	per hour. s. d.
<i>Group 1.</i>		
Employee watching conveyors and elevators for spillage of grain, operating stop buttons if required; sweeping up floors, cleaning building and equipment comprising conveyor supporting steelwork and grain spouts; operating a wheat auger and sweep in a wheat pile; doing general maintenance work, and greasing ..	13 10 0	7 5 ¹ / ₁₀
<i>Group 2.</i>		
Employee shifting trucks, removing tarpaulins, opening and closing truck doors, pulling bulk grain out of trucks with rakes, sweeping out trucks; watching and moving trippers over storage when directed, including operating signal switches on indicator boards, opening and closing bin inlet covers; moving distributing spouts when directed, including operating signal switches on indicator boards, removing and replacing bin inlet covers; attending cleaning machines and dust-extraction equipment, placing, filling, removing, sewing, and stacking bags of wheat dust and other impurities; cleaning bin walls and bin floors; bagging weevily wheat from a wheat pile	14 2 4	7 9 ⁷ / ₁₀
<i>Group 3.</i>		
Employee in charge of track shed board; working as under-working-house operator in charge of conveyor loading during shipping operations; attending 40-ton hopper scales operating garner and scale-discharge valve levers, traversing poise and balancing weighbeam, operating ticket printer, receiving and despatching dockets and weigh tickets, operating signal switches on indicator board; sampling grain; operating buttons at ship-loading spouts whilst loading a ship	14 12 2	8 0 ¹⁷ / ₁₀

(iii) *Leading Hand.*

A leading hand in any section shall be paid 3d. per hour more than the rate paid to employees whose work he is required to supervise.

SEASONAL WORKER'S ALLOWANCE

3. A weekly employee whose employment is terminated by the employer within six successive months of such employment for any cause, other than for dishonesty, misconduct, neglect of duty, or for absence from work without reasonable cause, shall on such termination be entitled to be paid for each week of his period of weekly employment an allowance of five per cent. of the total of—

- (i) so much of his earnings as does not exceed the total basic wage on which each week's earnings were based, and
- (ii) an amount of twenty-five shillings.

DUST ALLOWANCE.

4. In addition to the wage rate prescribed in clause 2 hereof any person employed at the work described hereunder shall be paid an allowance as follows:—

- (i) Track shed employee during wheat receiving operations, employee cleaning out track hoppers, dust-house operator, employee engaged in cleaning bins or garners bagging weevily wheat from a wheat pile 1s. per hour.
- (ii) Any employee, other than an employee covered by placitum (i), working in the terminal during wheat handling operations 6d. per hour.
- (iii) Any employee working in any portion of the terminal when wheat is not being handled, but when general cleaning down is being effected at the direction of the Superintendent 6d. per hour.

JUNIOR LABOUR.

- 5. (a) No person under the age of 16 years shall be employed at the trade.
- (b) The proportion of junior labour shall not exceed one junior to each eight persons receiving not less than the minimum wage.

ORDINARY HOURS (OTHER THAN FOR SHIFT WORK).

6. The ordinary hours Monday to Friday, both inclusive, shall (except for shift work) be from 8 a.m. to noon and 1 p.m. to 5 p.m., unless otherwise agreed upon between the employer or his representative and a majority of the employees concerned.

The ordinary hours for a week's work shall be 40 except in the case of any week in which any of the holidays specified in clause 17 occur. In any such week the ordinary hours of work shall be reduced by the number of hours regarded as an ordinary day's work for any day on which any of the said holidays occur.

OVERTIME (OTHER THAN FOR SHIFT WORK).

7. Payment and conditions for all time worked outside ordinary hours shall be as follows:—

- (a) Between 5 p.m. on an ordinary working day and 8 a.m. on the following day time and a half for the first four hours and double time thereafter, such double time shall continue until the employee is relieved from duty for a period of at least eight consecutive hours;
- (b) Before noon on Saturday time and a half for the first four hours and double time thereafter;
- (c) After noon on Saturday double time;
- (d) Periods of work performed before 8 a.m. and after 5 p.m. on any ordinary working day shall be cumulative and paid for at the rate of time and a half for the first four hours and double time thereafter;
- (e) Employees other than shift workers shall be entitled to a meal break of one hour without pay after the expiration of four hours on duty, subject, however, to the exception provided in sub-clause (g) hereof;
- (f) Where an employee is required to work outside ordinary hours he shall be paid the appropriate overtime rate as for a minimum period of one hour and where the work exceeds one hour he shall be paid as for not less than half an hour for each subsequent half hour's work entered upon;
- (g) Where an employee is called upon to work through a meal break to finish a ship he shall be paid the appropriate rate plus 4s. per hour until such time as work finishes or a meal break is allowed. Provided that the minimum rate payable shall be not less than double time.

SHIFT WORK.

8. (a) The employer shall have the right to require any employee to work in shifts where, in the opinion of the employer, it is not reasonably practicable to carry on the operations of the employer without such shift work.

(b) The ordinary hours for a shift shall not exceed eight on any day, Monday to Friday inclusive, and any excess shall be paid for at the rate of time and a half for the first four hours and double time thereafter.

(c) Except as provided in sub-clauses (d) and (e) hereof employees engaged on shift work shall be paid the sum of 12s. 6d. per week in addition to the rates prescribed in clause 2 hereof. Provided that such additional rate shall not apply to employees engaged solely upon day work.

(d) Employees engaged on afternoon and night shifts only, that is when they are not changed to day shifts, afternoon shifts, and night shifts in regular rotation shall be paid a sum of 18s. 6d. per week in addition to the rates prescribed in clause 2 hereof.

(e) Employees engaged on day and night shift only shall, for the week in which they are employed on the night shift, be paid a sum of 18s. 6d. per week in addition to the rates prescribed in clause 2 hereof.

(f) Provided that any employee instructed by his employer to change shifts during any week shall be paid an additional 2s. 6d. for each change but not for the change back again.

(g) Employees working on shifts shall be allowed crib time not exceeding thirty minutes in each shift at such times as may be fixed by the employer and such crib time shall be counted as time worked.

SPECIAL RATES FOR PUBLIC HOLIDAYS AND SUNDAYS.

9. (a) Double time shall be the rate for all work done on New Year's Day, Australia Day, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, and Boxing Day, and all other gazetted or statutory holidays which are observed by the Railways Department so far as goods traffic is concerned in the location where a seaboard grain terminal exists, provided that if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the special rate shall be payable for work done only on the day so substituted.

(b) Two and a half times the ordinary rate shall be payable for all work done on Sunday, Christmas Day, Good Friday and the days observed at Geelong as Labour Day and Union Picnic Day, provided that if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the special rate shall be payable for work done only on the day so substituted.

MIXED FUNCTIONS.

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

TIMES AND PLACES OF ENGAGEMENT.

11. Employees may be engaged at a point adjacent to the track shed. The times for engaging labour at such place shall be between the hours of 7.45 a.m. and 8 a.m., Monday to Saturday inclusive. This clause shall not preclude the right of the employer from engaging employees at another place subsequent to 8 a.m. provided there is insufficient suitable labour available at the pick-up point at that hour.

TERMS OF ENGAGEMENT.

12. (a) Employees are to be engaged as weekly or casual employees. A weekly employee is one engaged by the week and paid by the week and whose engagement shall be terminable by one week's notice on either side, such notice may be given at any time (but not continued from week to week) or one week's wages paid or forfeited as the case may be in lieu thereof.

(b) Except for overtime work as provided for in clauses 7 and 9 hereof, a casual employee shall be guaranteed not less than four hours' engagement on any day provided that should his time of commencement be earlier than 12 noon, he shall, if required to work after the midday meal break, be guaranteed at least four hours' work after such break unless he leaves of his own accord before the completion of such period.

(c) Where a weekly employee is engaged to begin work on any day other than the commencing day of a weekly pay period he shall be entitled to be paid at casual rates for the broken portion of the week worked by him.

(d) A weekly employee to be entitled to the weekly wage shall be available ready and willing to perform his usual work during the days and hours usually worked by such class of employee, and may be summarily dismissed for dishonesty, misconduct, neglect of duty or for absence from work without reasonable cause, and in the event of such dismissal the employee shall be paid only for the time actually worked. Provided that the employer may deduct for time lost during which the employee cannot be usefully employed by reason of any strike, breakdown of machinery, or other cause for which the employer cannot reasonably be held responsible.

Where an employer or his representative is insulting or uses abusive language to an employee, or where an employer or his representative acts violently towards an employee or threatens violence to an employee, then the employee shall be under no obligation to give a week's notice of termination of employment but may leave the employment instantly.

(e) Subject to the provisions of clause 13 hereof any weekly employee not attending for duty shall lose his pay for the actual time lost.

SICK LEAVE.

13. (a) Any weekly employee who, having had at least three months' service with the 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 non-attendance was due to personal ill health or accident necessitating such absence; and provided further that he shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

For the purpose of administering this sub-clause "year" means a period of twelve calendar months, commencing from the first day of weekly employment of an employee, and commencing from the anniversary of such date in subsequent years.

(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) hereof.

(c) 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 re-imbursed by the employer all expenses reasonably incurred in connexion with such attendance.

(d) Where an employee is engaged for broken periods of service in successive years with the same employer, each period including and subsequent to a qualifying period of three months' service shall be added for the purpose of calculating credit of sick leave as prescribed herein.

(e) 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 28th April, 1950, shall be disregarded.

(f) The employer shall not terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this clause.

CASUAL EMPLOYMENT.

14. Subject to the provisions of clause 12 sub-clause (b) hereof, the engagement of any casual employee may be terminated at any moment without notice.

MEAL ALLOWANCE.

15. (a) An employee called upon to work overtime except as provided in clause 7 sub-clause (g) hereof, shall be paid a meal allowance of four shillings for each meal occurring in the overtime period or provided with a meal not to exceed a cost of four shillings for each such meal.

(b) Provided that when it is necessary to work overtime to clear the line, and the work by mutual consent is carried on through the meal hour and does not exceed one hour's duration, the meal allowance is not to be paid.

TRANSPORT.

16. (a) Transport if required at the Geelong Grain Terminal will be provided without charge from the terminal to the corner of Moorabool and Ryrie-streets, Geelong for all employees who are required to work overtime at the terminal and who cease work at or after 8 p.m. Provided that where the men concerned cannot be transported from the terminal to the abovementioned point in Geelong in sufficient time to enable them to catch their last trams home from Geelong the men shall be provided with transport, if required, to their homes.

(b) Where work is performed on a Sunday at the Geelong Grain Terminal the employer shall provide transport from and to the Belmont Bridge at Geelong.

HOLIDAYS.

17. Weekly employees shall be granted the following holidays without deduction of pay:—

New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, Union Picnic Day, and all other gazetted or statutory holidays which are observed by the Victorian Railways Department so far as goods traffic is concerned in the location where a seaboard grain terminal exists. Union Picnic Day shall be observed on a day to be mutually agreed upon between the Federated Storemen and Packers' Union and the employer concerned.

Provided that an employee who fails to attend for work on the working day immediately preceding, and the working day immediately following a prescribed holiday or holidays without reasonable excuse, or without the consent of the employer, shall not be entitled to payment for such holiday or holidays.

PAYMENT OF WAGES.

18. Wages of employees shall be paid not later than Friday in each week and shall include payment for all time worked up to and including midnight on the preceding Wednesday. Upon termination of his employment all monies 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 provided that, in the case of a casual employee leaving the job before the completion of his engagement, he shall not be entitled to payment until the next succeeding pay day.

ANNUAL HOLIDAY.

19. 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.

HOT WATER.

20. The employer shall provide free of charge hot water for the use of employees at the midday meal hour.

SMOKE-OHS.

21. Employees shall be entitled to a smoke-oh of 10 minutes in the morning and afternoon and at intervals of two hours during shift or overtime work.

RIGHT OF ENTRY OF UNION OFFICIAL.

22. A duly accredited representative of the Federated Storemen and Packers' Union of Australia shall have the right to enter employers' establishments during the midday meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:—

- (i) That he produces his authority to the employer or his representative;
- (ii) That he interviews employees only at the place where they are taking their meal;
- (iii) That not more than one representative in all be in any establishment at any one time;
- (iv) That no one representative visit an establishment more than once a fortnight;
- (v) That if an employer alleges that a representative is unduly interfering with his establishment 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.

EMPLOYER TO PROVIDE TOOLS.

23. All tools which employees are required to use in the course of their work shall be provided by the employer.

ORDINARY PAY.

24. For the purposes of this Determination "ordinary pay" shall not include any dust allowance, premium for shift work, overtime pay, or seasonal worker's allowance.

OVERALLS.

25. After three months' continuous service with an employer, an employee shall be supplied with a pair of overalls, and at the conclusion of each subsequent period of six months' continuous service shall be supplied with a further pair. Such clothing shall remain the property of the employer.

CONSTITUENTS OF WAGES RATES.

26. The wages rates prescribed in clause 2 consist of the following:—

	Group 1.	Group 2.	Group 3.
	£ s. d.	£ s. d.	£ s. d.
Basic wage	11 15 0	11 15 0	11 15 0
Margin	1 1 3	1 13 7	2 3 5
Industry loading	0 13 9	0 13 9	0 13 9
Total weekly wage	13 10 0	14 2 4	14 12 2
Addition for casual work (10 per cent.)	1 7 0	1 8 3	1 9 3
Wage for casual work { Weekly	14 17 0	15 10 7	16 1 5
{ Hourly	7 5 ¹ / ₁₀	7 9 ⁷ / ₄₀	8 0 ¹⁷ / ₄₀
(i.e. 1/40th of weekly wage.)			

PERIODICAL ADJUSTMENT OF WAGES.

27. The weekly wages rates in clause 2 (ii), "Other Employees", are based upon the following basic wage, and pursuant to the provisions of Section 33 of the *Labour and Industry Act 1953*, the Board determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed in clause 28. The hourly rates and rates for junior employees shall be adjusted at the same time as the rates for the said "Other Employees" by adopting the following methods:—

(i) Hourly rates.

The amount of the Basic Wage shown in the table in clause 26 is amended to conform with the variations from time to time. Consequential amendments are made to the total wages for weekly and casual employees, and the adjusted hourly rates ascertained as set out therein.

(ii) Junior employees.

The wages of junior employees shall, in accordance with the table set out in clause 2, conform with the percentages of the minimum wage prescribed for "Other Employees" as adjusted from time to time. Such wages shall be calculated to the nearest 6d. half or less than half of 6d. in a result to be disregarded.

Basic Wage.

Place.	Basic Wage (Adjustable.)	Index Number Set Assigned.
Within the areas to which this Determination applies	Per Week. £ s. d. 11 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

28. (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 27.

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

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

J. W. RYAN, Secretary.

Melbourne, 9th March, 1955.



VICTORIA
GOVERNMENT GAZETTE.

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FRIDAY, JULY 22.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE PORT PHILLIP SEAMEN'S BOARD.

NOTE.—The area or locality within which the Determination of such Wages Board shall be operative shall be Port Phillip Bay, Hobson's Bay, Corio Bay, the Port of Melbourne, the Port of Geelong, and the Geelong Harbor.

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 or persons or classes of persons "employed as seamen in vessels working exclusively in and around Port Phillip Bay" has made the following Determination namely:—

That as from the beginning of the first pay period to commence on or after the 3rd January, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

PART I.

This Part applies to employees on Tug Boats including employees on craft controlled by the Melbourne Harbour Trust which are generally engaged for 50 per cent, or more of their working time at commercial towing.

(Other than those employed by the Geelong Harbour Trust.)

1. (a) WAGES PER WEEK.

	£	s.	d.
Fireman	14	0	6
A.B.	13	10	6

(b) Any person working inside a boiler or furnace, cleaning inside the casing of internal combustion engines, cleaning inside oil tanks in motor vessels, cleaning tubes, uptakes, or smokeboxes where doors have to be opened, or cleaning bilges—1s. 6d. per hour in addition to any other ordinary or overtime rate payable.

ORDINARY HOURS OF WORK.

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

DAILY HOURS.

3. (a) The ordinary hours shall not exceed eight consecutive hours in any day, exclusive of meal times, to be worked between the hours of:—

	Between the 1st September and the following 31st March.		Between the 1st April and the 31st August.	
	Time of Beginning.	Time of Ending.	Time of Beginning.	Time of Ending.
Monday to Friday	6 a.m.	6 p.m.	7 a.m.	5 p.m.

(b) (i) An employee shall not be recalled to work until he has had a break of not less than three hours, unless he is paid for the period of the break at the appropriate wage rate. Provided that any idle time before 4 p.m. shall not count on the days Monday to Friday (inclusive), in calculating the period of such break.

(ii) On Saturdays, Sundays, and Public Holidays any break of less than three hours shall be counted as time worked.

OVERTIME.

4. (a) Overtime shall be paid as follows :—Within the spread of hours as prescribed in clause 3 of this Part in excess of 40 hours per week—time and a half. Outside such spread of hours and on Saturday—time and a half for the first four hours and double time thereafter.

For the purpose of assessing overtime outside the spread of hours any work done prior to the time of beginning, and after the time of ending work, as prescribed in clause 3 of this Part, on any day shall be cumulative.

(b) When excess duty is performed otherwise than in a consecutive extension before or after ordinary duty for the day the employee shall be entitled to a minimum payment as for three hours for each resumption provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the nominated work he was recalled to perform is completed within a shorter period, but if the employee has to resume duty on more than two occasions during the hours between the usual finishing and commencing times he shall be entitled to payment for the whole of the time from the commencement of the first to the termination of the last resumption.

(c) In computing time worked or occupied each half hour or portion thereof, from the beginning of the time worked or occupied, shall be reckoned as a half hour.

SPECIAL CONDITIONS AS REGARDS EXCESSIVE OVERTIME.

4A. An employee who has done continuous duty for 24 hours shall not be required to do further duty on the tug until he has had, for the purpose of rest, a period of eight consecutive hours off duty exclusive of any meal time, provided that continuity of duty shall for the purpose of this clause be deemed to have been maintained despite the occurrence of meal times or of the employee being off duty during any period of not more than four hours including one of such meal times during the 24 hours in question.

Provided further that for each hour worked during the eight hours rest period aforesaid the employee shall be paid overtime at the rate of double time in addition to any other ordinary or overtime payment.

RAISING STEAM AND BANKING FIRES.

5. (a) Firemen shall be deemed to be occupied for one and a half hours raising steam on large tugs and for one hour on small tugs.

(b) When a tug is returning from a job and fires are banked presumably for the night and the tug is immediately ordered out on another job, 5s. extra shall be paid to the fireman for breaking the bank.

MEAL HOURS.

(Exclusive of working time.)

6. (a) Meal breaks of one hour each shall be allowed as follow :—

Breakfast between 8 a.m. and 10 a.m.

Dinner between noon and 2 p.m.

(b) Where a meal break is not permitted within the prescribed hours one hour's payment at double time shall be paid, and a break shall be allowed for a meal as soon as practicable.

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

(c) Where a tug is tied up to a wharf immediately prior to a meal hour it shall remain alongside the wharf until the completion of such meal hour and an employee shall be entitled to leave the tug for the duration of the meal hour.

HOLIDAY AND SUNDAY WORK.

7. (a) A full week's wages shall be paid for any week in which the following holidays occur or are observed notwithstanding such holidays are not worked :—

New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Melbourne Cup Day, Christmas Day, and Boxing Day, or such other day or days as by law or otherwise are observed in lieu of any of the said days.

(b) For work done on a tug boat on a Sunday or any of the holidays herein prescribed an employee shall be paid double time with a minimum payment as for four hours at such penal rate for each period of duty provided that where he is subjected to more than two call-outs in any day he shall be so paid for the whole time from the first commencement till the final termination of the work.

ANNUAL LEAVE.

8. (a) An employee who has served his employer continuously for a period of one year shall be allowed 21 consecutive days' holiday on full pay.

(b) For each holiday prescribed in clause 7 of this Part falling within the employee's annual leave another day shall be added to such leave.

(c) An employee shall be paid all ordinary wages due to him, plus payment at ordinary rates for the holiday period, before going on leave.

(d) Any employee who leaves his employment, or whose employment is terminated before the completion of any twelve monthly qualifying period shall for each completed month of service receive payment in lieu of annual leave consisting of $\frac{1}{12}$ of three weeks' ordinary pay.

SICK LEAVE.

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

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

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

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

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

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

Single Day Absences.

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

Cumulative Sick Leave.

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

Attendance at Hospital, &c.

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

WAITING FOR ORDERS.

10. If a tug boat employee is required or caused by his employer to wait at a time mutually agreed upon between the employer and employee, or attend in his own time at any other place than his home to receive any direction or instruction as to the time, locality, or nature of the work to be done for the employer by the tug in which he is employed, he shall be paid 2s. 6d. for each instruction.

TRAVELLING TIME AND EXPENSES.

11. (a) Where an employee is required to join or leave a tug at a place other than his port of engagement he shall be allowed second class fares and reasonable out-of-pocket expenses in addition to his ordinary wages.

(b) When an employee, who, in the ordinary course of his employment, begins and finishes his work for the day at a particular time and place, is required to begin and/or finish work for the day at a place other than from that particular time and place, he shall be paid any reasonable extra travelling expenses and also at the overtime rate for any extra time thereby occasioned beyond his ordinary travelling expense and time.

TRIMMING COAL IN BUNKERS.

12. (a) When coal trimming is necessary when a tug is steaming an extra trimmer shall be engaged to perform this work.

(b) Members of crews are not to participate in bunkering operations when coal trimmers are available. If crews are called upon to perform bunkering operations they shall be paid coal trimmers' rates in addition to their ordinary rates.

COMPENSATION FOR LOSS OF PERSONAL EFFECTS.

13. If an employee should sustain damage or loss of his personal effects or equipment by fire, explosion, foundering, shipwreck, collision, stranding, or by any other cause whatsoever not attributable to the employee's neglect, the employer shall compensate him for such damage or loss by a cash equivalent to the value thereof, to a maximum of £60.

CLEANING AND FUMIGATION.

14. (a) The quarters of employees shall be thoroughly fumigated and cleaned and painted at least once every year, and the date of the last fumigating and painting shall be stencilled or painted in the quarters.

(b) Employees shall be given one clear day's notice before fumigation starts, and all bedding, clothing, &c., shall be loosened up and fumigated while in quarters.

(c) Employees shall not be called upon to occupy the quarters until the fumigation officer has certified they can safely do so.

ACCOMMODATION.

15. (a) Employees who, by the nature of their employment, are required to sleep on board shall be supplied by the employer with bedding consisting of a mattress and cover, pillowslips, sheets, a well-filled pillow, two blankets (a third blanket to be supplied in cold weather), towels, toilet soap, crockery, and cutlery. The mattress and pillow shall be of flax or other fibre, but not of straw or tow.

(b) Pillow covers, sheets, and towels shall be changed weekly, mattress cover monthly, and blankets once in each four months. Mattresses shall be thoroughly renovated once every six months.

(c) In the event of the failure by an employee to return in good order, reasonable wear and tear excepted, any of the bedding or towels issued to him, the employer, on the termination of his employment, shall deduct from any moneys due to the employee 75 per cent. of the cost of the articles not so returned.

EXISTING CUSTOMS AND PRACTICES.

16. Except in so far as altered expressly or by necessary implication this Determination is made on the understanding that all existing privileges and conditions shall continue.

WORKING CARGO.

17. Tug boat employees shall, in addition to their ordinary wage, be paid the difference between their own and Waterside Workers' rates when handling cargo.

MEDICINE CHESTS.

18. A medicine chest complying with the provisions of Scale D of the Scales of Medicine and Medical Stores, prescribed in accordance with Section 124 of the *Commonwealth Navigation Act 1912-1933*, shall be placed aboard each vessel.

ENGAGEMENT AND DISMISSAL.

19. (a) All employees shall be engaged through the recognized place of engagement for all seamen.

(b) Subject to sub-clause (c) hereof the engagement of all employees shall be by the week, and one week's notice shall be given by either side to terminate employment excepting in cases which justify summary dismissal. Any employee leaving his employment without giving such notice shall forfeit one week's pay.

(c) Employees may be engaged by the day to fill the places of weekly employees temporarily absent.

If an employee is engaged for less than fourteen consecutive working days he shall be paid at the appropriate rate prescribed in clause 1 of this Part with an addition of 25 per cent.

DEFINITION.

20. "Tug" means a vessel engaged in towing steam or sailing vessels or barges, lighters, punts, or other craft or floating material, or attending such vessels for towing on arrival or departure.

STOP WORK MEETING.

21. A stop work meeting may be held every second calendar month on Wednesday, Thursday, or Friday of the week in which the general stop work meeting for interstate seamen is held, the actual date and time of such meeting to be arranged by employers and notified to the Seamens Union the previous day. No additional stop work meetings shall be held unless authorized by the employers.

The stop work meeting shall be of not more than two hours' duration for which no deduction of wages shall be made. As to the Tug "Swiftess" employees engaged on this vessel shall not be allowed to attend the stop work meeting if the vessel is on the Geelong run on the day in question. If the Union desires it one man only from the "Swiftess" may attend the meeting on a particular occasion provided that a relief man is made available by the Union for the Tug.

PART II.

This Part applies to employees on Pilot Ships.

SECTION A.

WAGES PER WEEK.

	Ordinary Wage.	Sea-Going Allowance.	Total Wage.
	£ s. d.	£ s. d.	£ s. d.
Fireman	13 3 9	1 17 0	15 0 9
A.B.	12 4 6	1 17 0	14 1 6

HOURS OF WORK.

2. Subject to sub-clauses (a) and (b) hereof the ordinary hours for a week's work shall be 40.

(a) Any time worked in excess of such 40 on an outside ship shall be compensated for as follows:—

- (i) Sixteen consecutive hours off duty on the Thursday and Friday, or the Monday and Tuesday next following such period of duty. Time occupied in travelling to or from a ship is not to count as time off duty;
- (ii) Payment at overtime rates for any excess worked over and above 56 hours of duty (i.e., payment shall be made for all work done in excess of 40 hours plus the 16 compensated for in accordance with the provisions of (i) hereof.);
- (iii) Notwithstanding the provisions of Placitum (i) hereof, if an employee is required to perform outside duty for two successive weeks he shall, within the next two successive weeks, receive the hours off duty that he is entitled to under the said Placitum (i), plus an additional sixteen hours (i.e. an additional eight hours for each week of outside duty.)

(b) Any time worked, other than on an outside ship, in excess of 40 hours in any week shall be paid for at overtime rates.

DAILY SPREAD OF HOURS.

3. (a) In port the ordinary hours shall be worked between 7 a.m. and 5 p.m.

(b) At sea the ordinary hours shall be worked in watches of four hours on duty with intervals of four hours off duty.

OVERTIME.

4. (a) All time worked in excess of or outside the hours as prescribed in clauses 2 or 3 of this Part shall be paid for at the rate of time and a half. Provided that if such excess duty "in port" has already extended for at least four hours the employee shall be entitled to payment at the rate of double time in respect of the continuance of such excess duty beyond such four hours.

(b) Overtime "in port" shall be calculated on the ordinary wage, and "at sea" on the total wage, as prescribed in clause 1 of this Part.

RAISING STEAM AND BANKING FIRES.

5. Firemen shall be allowed two hours' payment at the appropriate rate for raising steam and three hours' payment at such rate for the purpose of cleaning the boiler tubes.

MEAL HOURS.

(Exclusive of working time.)

Pilot Ship employees "in port".

6. (a) Meal breaks of one hour each shall be allowed as follow:—

Breakfast between 8 a.m. and 9 a.m.

Dinner between noon and 2 p.m.

Tea between 5 p.m. and 7 p.m.

Supper between 11 p.m. and 1 a.m.

(b) 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.

(c) When a pilot ship is "in port" and an employee is required to be on duty he shall be entitled to meals on board. The employer shall arrange for the cooking of such meals on the day or shall, instead of providing the meals, pay an allowance of 4s. 6d. for breakfast, 5s. 6d. for lunch and 7s. for the evening meal to the employee.

HOLIDAY AND SUNDAY WORK.

7. (a) A full week's wages shall be paid for any week in which the following holidays occur or are observed notwithstanding such holidays are not worked:—

New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Melbourne Cup Day, Christmas Day, and Boxing Day, or such other day or days as by law or otherwise are observed in lieu of any of the said days.

(b) A pilot ship employee "at sea" on any of the days herein prescribed shall be paid an extra day's pay.

(c) For work done on a pilot ship "in port" on a Sunday or any of the holidays herein prescribed an employee shall be paid double time with a minimum payment as for four hours at such penal rate.

ANNUAL LEAVE.

8. (a) An employee who has served his employer continuously for a period of one year shall be allowed 21 consecutive days' holiday on full pay.

(b) For each holiday prescribed in clause 7 of this Part falling within the employee's annual leave another day shall be added to such leave.

(c) An employee shall be paid all ordinary wages due to him, plus payment at ordinary rates for the holiday period, before going on leave.

(d) Any employee who leaves his employment, or whose employment is terminated before the completion of any twelve monthly qualifying period shall for each completed month of service receive payment in lieu of annual leave consisting of $\frac{1}{12}$ of three weeks' ordinary pay.

SICK LEAVE.

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

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

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

Single Day Absences.

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

Cumulative Sick Leave.

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

Attendance at Hospital, &c.

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

TRAVELLING TIME AND EXPENSES.

10. Where transport is not provided an employee shall be allowed a second class fare from Queenscliff to Melbourne and return for the purpose of taking accumulated leave, or from Melbourne to Queenscliff when required to travel to start work.

TRIMMING COAL IN BUNKERS.

11. (a) Any member of a Pilot Ship crew, on watch and required to trim coal, shall be paid one hour's overtime per day whilst so engaged.

(b) Except as provided in sub-clause (a) hereof members of crews are not to participate in bunkering operations when coal trimmers are available. If crews are called upon to perform bunkering operations they shall be paid coal trimmers' rates in addition to their ordinary rates.

COMPENSATION FOR LOSS OF PERSONAL EFFECTS.

12. If an employee should sustain damage or loss of his personal effects or equipment by fire, explosion, foundering, shipwreck, collision, stranding, or by any other cause whatsoever not attributable to the employee's neglect, the employer shall compensate him for such damage or loss by a cash equivalent to the value thereof, to a maximum of £60.

CLEANING AND FUMIGATION.

13. (a) The quarters of employees shall be thoroughly fumigated and cleaned and painted at least once every year, and the date of the last fumigating and painting shall be stencilled or painted in the quarters.

(b) Employees shall be given one clear day's notice before fumigation starts, and all bedding, clothing, &c., shall be loosened up and fumigated while in quarters.

(c) Employees shall not be called upon to occupy the quarters until the fumigation officer has certified they can safely do so.

ACCOMMODATION.

14. (a) Employees who, by the nature of their employment, are required to sleep on board shall be supplied by the employer with bedding consisting of a mattress and cover, pillows, sheets, a well-filled pillow, two blankets (a third blanket to be supplied in cold weather), towels, toilet soap, crockery, and cutlery. The mattress and pillow shall be of flax or other fibre, but not of straw or tow.

(b) Pillow covers, sheets, and towels shall be changed weekly, mattress cover monthly, and blankets once in each four months. Mattresses shall be thoroughly renovated once every six months.

(c) In the event of the failure by an employee to return in good order, reasonable wear and tear excepted, any of the bedding or towels issued to him, the employer, on the termination of his employment, shall deduct from any moneys due to the employee 75 per cent of the cost of the articles not so returned.

EXISTING CUSTOMS AND PRACTICES.

15. Except in so far as altered expressly or by necessary implication this Determination is made on the understanding that all existing privileges and conditions shall continue.

MEDICINE CHESTS.

16. A medicine chest complying with the provisions of Scale D of the Scales of Medicine and Medical Stores, prescribed in accordance with Section 124 of the *Commonwealth Navigation Act 1912-1953*, shall be placed aboard each vessel.

ENGAGEMENT AND DISMISSAL.

17. (a) All employees shall be engaged through the recognized place of engagement for all seamen.

(b) Subject to sub-clause (c) hereof the engagement of all employees shall be by the week, and one week's notice shall be given by either side to terminate employment excepting in cases which justify summary dismissal. An employee leaving his employment without giving such notice shall forfeit one week's pay.

(c) Employees may be engaged by the day to fill the places of weekly employees temporarily absent.

If an employee is engaged for less than 14 consecutive working days he shall be paid at the appropriate rate prescribed in clause 1 of this Part with an addition of 25 per cent.

LIFE JACKET.

18. Each member of the crew in a working boat shall wear a life jacket.

DEFINITIONS.

19. "Pilot Ship" means any vessel employed in the duty of placing on board or taking off Pilots of the Port Phillip Pilot Service.

"Home Port" means the port of engagement of employees.

"At Sea" means when proceeding from Queenscliff to Melbourne, or from Melbourne to Queenscliff, and on outside stations.

"In Port" means anchored at the inside station Queenscliff, or moored at Williamstown or other wharfs.

SECTION B.

The following conditions shall apply on the motor vessel "Wyuna".

In any case or cases where the conditions contained herein are at variance with those prescribed in Section A hereof they shall be in lieu of and supercede such last mentioned conditions. In all other cases the conditions prescribed in Section A shall also apply to work done in connexion with the "Wyuna".

		WAGES PER WEEK.		£ s. d.	
A.B. (including a boating allowance of £1)	15	10 0
Motorman	15	0 0

Wipers are to be classified as motormen and shall receive a special margin of 10s. per week to compensate for maintenance work.

SUSTENANCE ALLOWANCE.

2. An amount of £5 per week shall be paid as a sustenance allowance for the week that the seamen are taking their week off.

Working Conditions and Manning.

The manning for the deck department shall be 7 able seamen

The manning for the engine room shall be 2 motormen

If an A.B. acts as Boatswain he will be paid an additional 5s. per week.

There will be two complete crews as above making a total of fourteen able Seamen and four motormen.

Outside Duties.

The A.B's will work as follows.—Four men will be boatmen working watch and watch. One man will be known as the swinger. He will work with the day man from 1 p.m. to 5 p.m., and attend to the lowering and hoisting of boats at all times. The sixth A.B. will be a day man in charge of stores and engaged in maintenance work, Monday to Saturday (inclusive). The seventh man will be Crew Attendant solely employed cleaning accommodation until 1 p.m. After the luncheon hour he will work until 4 p.m. on deck with the day man. At 4 p.m. the attendant will draw stores and prepare for the evening meal. The crew attendant will be responsible for the cleaning of the messroom, recreation room, W.C.'s, bathrooms and laundry. The cleaning of the between deck working alleyways and entrance steps shall be the responsibility of the deck department. Each employee covered by this Determination is expected to look after his own personal room.

Motormen will work as follows.—To work in the engine room on six hour watches and to be occupied by wiping, cleaning and maintenance work with the engineers.

Time of starting shift and finishing.—All crew members will commence their week of duty at 7.30 a.m. on Monday when they join the bus to travel to Queenscliff and will terminate that week on return to Melbourne the following Monday. They will receive their pay on arrival, bank holidays excepted at the Paymaster's Office and be available for rejoining bus at 7.30 a.m. the following Monday. Any member for any reason whatever, who is unable to join the bus should notify the Pilot office at as early a date as possible and thus allow a substitute to be engaged.

Crew members on duty watch shall remain on board until relieved.

Overtime.

The overtime clause in the present agreement to include that the necessity for crew members to work four and six hour watches alternately entitles them to a minimum of overtime as follows:—

A.B's	26	hours
Swinger	36	hours
Motormen	28	hours

Any overtime in excess of the above to be paid for at normal overtime rate (Time and a half).

The daily spread of hours clause to have included the following.—Day men and Crew Attendants to work a ten hour day, Monday to Saturday (inclusive).

Week on Duty.

Work for this station will commence at 7.30 a.m. on Monday when men join the bus to travel to Queenscliff and no leave will be granted during the week on duty.

Week off Duty.

Time off will commence on return to Melbourne. Wages to be continuous.

PART III.

This Part applies to employees on craft controlled by the Melbourne Harbour Trust, or on any other craft engaged in dredging operations, except on craft controlled by The Geelong Harbour Trust.

Provided that any employee on any craft which is generally engaged for 50 per cent. or more of its working time at commercial towing shall be covered by the provisions of Part I. of this determination.

WAGES PER WEEK.

1. (a) Day workers:—

		WAGES PER WEEK.		£ s. d.	
A.B.	13	5 0
Deck Hand	12	16 0
Fireman	13	19 0
Greaser	14	1 6
Winchman	13	13 0
Coal Gang Hand	13	5 0
Diver	17	18 0

Provided that any employee on a craft which is regularly engaged for less than 50 per cent. of its working time at commercial towing shall be paid at the appropriate rate prescribed in Part I of this Determination, with a minimum payment for two hours on any day whilst so employed.

(b) A Diver's Assistant shall be paid, whilst engaged as such, at the rate prescribed for an A.B. plus an allowance at the rate of £1 per week.

(c) Any person working inside a boiler or furnace, cleaning inside the casing of internal combustion engines, cleaning inside oil tanks in motor vessels, cleaning tubes, uptakes, or smokeboxes where doors have to be opened, or cleaning bilges—is 6d. per hour in addition to any other ordinary or overtime rate payable.

(d) A coal gang hand shall receive the following additional allowances :—

(i) 4d. per hour during actual coaling operations ;

(ii) 9d. per hour, to be computed to the nearest half hour, when handling coal in bunkers of vessels.

(e) *Shift Workers*—A shift worker, irrespective of the shift on which he may be employed, shall be paid the appropriate rate prescribed in sub-clause (a) hereof plus 6 per cent. calculated to the nearest shilling. For the purposes of this Part of the Determination a shift worker shall be deemed to be an employee who is ordinarily required to commence work before 7.25 a.m., or to finish after 4.25 p.m.

EMPLOYEES TEMPORARILY TRANSFERRED FROM DAY WORK TO SHIFT WORK, OR FROM SHIFT WORK TO DAY WORK.

2. (a) An employee transferred from day work to shift work for less than five consecutive days shall be paid at the rate of time and a half for each shift.

(b) An employee transferred temporarily from shift work to day work shall for the first two weeks at such temporary work be paid at the rate prescribed for his ordinary work as a shift worker.

(c) After the first hour of a shift an employee is not to be moved or transferred from one craft to another except in the case of sickness or accident occurring during a shift.

CALL OUTS FOR DIVER.

3. A diver shall be paid for all "Call outs" at the rate of double time, with a minimum payment as for four hours' work at such penal rate.

LIMITATION ON DIPS, ETC.

4. (a) Where a Diver is required to do more than six dips in any week he shall be paid 8s. 6d. extra for each additional dip in such week. In computing the number of dips three hours shall be deemed to be the maximum duration of a dip, provided that where the duration of a dip exceeds three hours, such excess shall be deemed to be a second dip if work then ceases for the day, but if the diver is required to do any further diving work on that day the excess shall count towards the three-hour maximum for the next dip on that day.

(b) A Diver shall not be required to dive for more than six hours on any one day.

MIXED FUNCTIONS.

5. An employee required to do work for which a higher rate of wage is payable than that for the work on which he is ordinarily engaged, shall be paid at such higher rate for all work done on such day.

ORDINARY HOURS OF WORK.

6. (a) The ordinary hours for a week's work shall be 40.

(b) The ordinary hours for a day worker shall be worked between the hours of 7.25 a.m. and 4.25 p.m.

Provided that the spread of hours may be varied on any job by mutual agreement between an employer and the majority of the employees on the job.

(c) The ordinary hours for all employees shall not exceed eight hours on any day Monday to Friday inclusive.

OVERTIME.

7. (a) Overtime shall be paid as follows :—

Within the spread of hours as prescribed in clause 6 of this Part in excess of 40 hours per week—time and a half.

Outside such spread of hours—time and a half for the first four hours and double time thereafter.

(b) Where a dayworker is required to work overtime in excess of two hours on any day beyond the usual time for ending work he shall be permitted to take one hour off for a meal at a time to be mutually agreed upon and either be provided with a hot meal or receive an allowance of five shillings in lieu thereof.

AVOIDANCE OF PHYSICAL EXHAUSTION.

8. An employee who has done continuous duty for 24 hours shall not be required to do further duty on the tug or vessel until he has had, for the purpose of rest, a period of eight consecutive hours off duty exclusive of any meal time ; provided that continuity of duty shall for the purpose of this clause be deemed to have been maintained despite the occurrence of meal times or of the employee being off duty during any period of not more than four hours including one such meal time during the 24 hours in question.

Provided that in the event of unforeseen circumstances beyond the control of the employer, all time worked in excess of the period herein mentioned shall be paid for at the rate of double time, and such double time shall continue until the employee has had at least eight hours off for rest.

TRAVELLING EXPENSES.

9. Where an employee is required to join or leave a vessel at a place other than his port of engagement he shall be allowed a second-class fare and a sustenance allowance of 5s. per meal in addition to his ordinary wages.

RELIEF BOAT AND TRAVELLING TIME.

10. No. 1 Wharf Spencer-street, Melbourne, shall be the picking up point for all plant working between such point and No. 6 Wharf, Yarraville, including the Docks, and Ann Street Pier, Williamstown shall be the picking up point for all plant working elsewhere.

A fully covered launch with seating accommodation shall be provided for this work.

All travelling time is to be paid for at the ordinary rate, except that where the time taken to travel in overtime hours is ten minutes more than would normally be taken, such excess over ten minutes shall be paid for at time and a half.

MEAL HOURS.

(a) *Dayworkers.*

11. Dayworkers shall be allowed a meal break of not less than one hour between noon and 1 p.m., provided that if owing to the exigencies of the work in hand, such meal break is not given between such hours, such dayworkers shall be paid at the rate of time and a half for all work done between noon and the time when the meal break commences. Provided further that if the period of the deferment of the meal exceeds one hour double time shall be paid for all work done during such excess deferment. Notwithstanding anything contained in this clause no dayworker shall be required to work more than six hours without a break of one hour for a meal.

(b) *Shift Workers.*

Thirty minutes shall be allowed for crib, but no employee shall be required to work more than four hours without a break for a meal.

No reduction of wages shall take place in lieu of time taken off for a meal.

PICK-UP PLACE.

12. All employees shall be engaged in accordance with the requirements of the Commonwealth Seamen's selection shed under the control of the Commonwealth Inspector of Seamen.

ENGAGEMENT.

13. All employment shall be by the week determinable only by a week's notice from either employer or employee unless the amount of a week's wages be paid or allowed in lieu of such notice.

Provided that, notwithstanding anything herein contained, the employer may for misconduct dispense with an employee anywhere and at any time without such notice or payment.

Provided further that the employer may deduct payment for any day on which an employee cannot be usefully employed because of—

- (a) any strike;
- (b) any breakdown of machinery;
- (c) any stoppage of work unavoidable by the employer.

An employee dispensed with for misconduct shall be entitled to payment of wages in respect of and proportionate to the time up to the dispensation but no more.

HOLIDAY AND SUNDAY WORK.

14. (a) A full week's wages shall be paid for any week in which the following holidays occur or are observed notwithstanding such holidays are not worked:—

New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Melbourne Cup Day, Christmas Day, and Boxing Day, or such other day or days as by law or otherwise are observed in lieu of any of the said days.

(b) Double time shall be paid for all work done on a Sunday or any of the holidays prescribed in sub-clause (a) hereof with a minimum of four hours of such pay for each period of duty.

(c) No weekly employee who has, without the consent of his employer and without reasonable cause, absented himself from his employment on the day before or the day after a holiday shall be free from deduction of pay in respect of such holiday.

SICK LEAVE.

15. (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 as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospital, &c.

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

ANNUAL LEAVE.

16. (a) *Shift Workers:—*

- (i) An employee who has served his employer continuously for a period of one year shall be allowed 21 consecutive days' holiday on full pay.
 - (ii) For each holiday prescribed in clause 14 of this Part falling within the employee's annual leave another day shall be added to such leave.
 - (iii) An employee shall be paid all ordinary wages due to him, plus payment at ordinary rates for the holiday period, before going on leave.
 - (iv) Any employee who leaves his employment, or whose employment is terminated before the completion of any twelve monthly qualifying period shall for each completed month of service receive payment in lieu of annual leave consisting of $\frac{1}{12}$ of three weeks ordinary pay.
- (b) *Day Workers.*—The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 6111, and any amendments which may be made thereto from time to time.
- (c) *Mixed Work.*—An employee who during the course of a year has been employed both as a shift worker and a day worker shall be granted annual holidays on a *pro rata* basis as follows:—
- 10 hours for each completed month as a shift worker, and
 - 8½ hours for each completed month as a day worker.

(d) *Notice of Annual Leave.*—Employees are to be given two weeks' notice before being required to take annual leave.

COMPENSATION FOR LOSS OF PERSONAL EFFECTS.

17. If an employee should sustain damage or loss of his personal effects or equipment by fire, explosion, foundering, shipwreck, collision, stranding, or by any other cause whatsoever not attributable to the employee's neglect, the employer shall compensate him for such damage or loss by a cash equivalent to the value thereof, to a maximum of £20.

CLEANING AND FUMIGATION.

18. (a) The quarters of employees shall be thoroughly fumigated and cleaned and painted at least once every year, and the date of the last fumigating and painting shall be stencilled or painted in the quarters.

(b) Employees shall be given one clear day's notice before fumigation starts, and all bedding, clothing, &c., shall be loosened up and fumigated while in quarters.

(c) Employees shall not be called upon to occupy the quarters until the fumigation officer has certified they can safely do so.

ACCOMMODATION.

19. (a) Employees who, by the nature of their employment, are required to sleep on board shall be supplied by the employer with bedding consisting of a mattress and cover, pillowslips, sheets, a well-filled pillow, two blankets (a third blanket to be supplied in cold weather), towels, toilet soap, crockery, and cutlery. The mattress and pillow shall be of flax or other fibre, but not of straw or tow.

(b) Pillow covers, sheets, and towels shall be changed weekly, mattress cover monthly, and blankets once in each four months. Mattresses shall be thoroughly renovated once every six months.

(c) In the event of the failure by an employee to return in good order, reasonable wear and tear excepted, any of the bedding or towels issued to him, the employer, on the termination of his employment, shall deduct from any moneys due to the employee 75 per cent. of the cost of the articles not so returned.

EXISTING CUSTOMS AND PRACTICES.

20. Except in so far as altered expressly or by necessary implication this Determination is made on the understanding that all existing privileges and conditions shall continue.

MEDICINE CHESTS.

21. A medicine chest complying with the provisions of Scale D of the Scales of Medicine and Medical Stores, prescribed in accordance with Section 124 of the *Commonwealth Navigation Act 1912-1933*, shall be placed aboard each vessel.

DEFINITION.

22. "Floating Plant" means dredge, steam hopper, barge, tug, or dumb barge, and all attendant plant necessary for dredging work.

RESIDENCE ON BOARD.

23. In the case of vessels engaged in dredging and harbour maintenance services the following provisions shall, notwithstanding anything to the contrary contained in clause 7 of this Part, apply:—

(i) An employee required to go or remain on board an idle vessel for shipkeeping purposes only, shall be paid one and a half day's pay at his ordinary rate for each period of shipkeeping not exceeding 24 hours. For so remaining on board on Saturday afternoons and Sundays for not exceeding 36 hours he shall be paid two and one quarter days' pay at his ordinary rate, and for so remaining on board on a holiday he shall be paid one and a half day's pay at his ordinary rate.

(ii) An employee required to go or remain on board for the purposes mentioned in paragraph (i) hereof shall receive the meal allowance prescribed in clause 9 of this Part.

(iii) An employee required to go or remain on board a vessel for other than shipkeeping purposes or before or after his ordinary day's work shall be paid for overtime thus performed in accordance with the provisions of clause 7 of this Part.

PART IV.

This part applies to employees on craft controlled by the Geelong Harbor Trust.

WAGES PER WEEK.

1. (a) Day Workers:—

	£	s.	d.
A.B.	13	5	0
Deck Hand	12	16	0
Fireman	13	19	0
Greaser	14	1	6
Winchman	13	13	0
Coal Gang Hand	13	5	0

(b) An additional amount of 1s. per week shall be paid to all persons employed as A.B.'s or Firemen to cover the function of commercial towage. Such amount shall be payable for work done on all craft irrespective of whether it is engaged on such towage or not.

(c) Any employee who holds a certificate as an A.B., or who produces evidence to the satisfaction of the Harbor Trust Commissioners that he has been so classified, shall, irrespective of the nature of the craft upon which he may be employed from time to time, be classified and paid as such.

An oral examination shall be held after a qualifying period of not more than one year of service, to determine the suitability or otherwise of any deckhand for classification as an A.B.

Should he so satisfy the Harbor Trust Commissioners he shall be classified as an A.B. and paid as such.

(d) A Coal gang hand shall receive the following additional allowances:—

(i) 4d. per hour during actual coaling operations;

(ii) 9d. per hour, to be computed to the nearest half hour, when handling coal in bunkers of vessels.

(e) *Shift Workers.*—A shift worker, except one engaged as a watchman and/or fireman-watchman irrespective of the shift on which he may be employed, shall be paid the appropriate rate prescribed in sub-clause (a) hereof plus 6 per cent. calculated to the nearest shilling. For the purposes of this Part of the Determination a shift worker shall be deemed to be an employee who is ordinarily required to commence work before 8 a.m., or to finish after 4.45 p.m.

EMPLOYEES TEMPORARILY TRANSFERRED FROM DAY WORK TO SHIFT WORK, OR FROM SHIFT WORK TO DAY WORK.

2. (a) An employee transferred from day work to shift work for less than five consecutive days shall be paid at the rate of time and a half for each shift.

(b) An employee transferred temporarily from shift work to day work shall for the first two weeks at such temporary work be paid at the rate prescribed for his ordinary work as a shift worker.

(c) After the first hour of a shift an employee is not to be moved or transferred from one craft to another except in the case of sickness or accident occurring during a shift, and except also in the case of employment on commercial towage.

OVERHAULS.

3. Any seaman or deckhand required to be employed on the overhaul of any vessel shall be paid for the time so occupied at the rates prescribed from time to time by the appropriate Award, Agreement, or Determination for Casual Ship's Painters and Dockers.

WATCHMAN AND/OR FIREMAN.

4. During the period while any Watchman and/or Fireman-watchman is required to remain aboard a vessel before or after his ordinary rostered periods of duty, he shall be paid therefor a rate of 1s. per hour for such passive period.

MIXED FUNCTIONS.

5. An employee required to do work for which a higher rate of wage is payable than that for the work on which he is ordinarily engaged, shall be paid at such higher rate for all work done on such day.

ORDINARY HOURS OF WORK.

6. (a) The ordinary hours for a week's work shall be 40.
 (b) The ordinary hours for a day worker shall be worked between the hours of 8 a.m. and 4.45 p.m.
 Provided that the spread of hours may be varied on any job by mutual agreement between an employer and the majority of the employees on the job.
 (c) The ordinary hours for all employees shall not exceed eight hours on any day Monday to Friday inclusive.

OVERTIME.

7. (a) Overtime shall be paid as follows :—
 Within the spread of hours as prescribed in clause 6 of this Part in excess of 40 hours per week—time and a half.
 Outside such spread of hours—time and a half for the first four hours and double time thereafter.
 (b) Where a dayworker is required to work overtime in excess of two hours on any day beyond the usual time for ending work he shall be permitted to take one hour off for a meal at a time to be mutually agreed upon and either be provided with a hot meal or receive an allowance of 5s. in lieu thereof.

AVOIDANCE OF PHYSICAL EXHAUSTION.

8. An employee who has done continuous duty for 24 hours shall not be required to do further duty on the tug or vessel until he has had, for the purpose of rest, a period of eight consecutive hours off duty exclusive of any meal time; provided that continuity of duty shall for the purpose of this clause be deemed to have been maintained despite the occurrence of meal times or of the employee being off duty during any period of not more than four hours including one such meal time during the 24 hours in question.

Provided that in the event of unforeseen circumstances beyond the control of the employer, all time worked in excess of the period herein mentioned shall be paid for at the rate of double time, and such double time shall continue until the employee has had at least eight hours off for rest.

TRAVELLING EXPENSES.

9. Where an employee is required to join or leave a vessel at a place other than his port of engagement he shall be allowed a second-class fare and a sustenance allowance of 5s. per meal in addition to his ordinary wages.

RELIEF BOAT AND TRAVELLING TIME.

10. All travelling time is to be paid for at the ordinary rate, except that where the time taken to travel in overtime hours is ten minutes more than would normally be taken, such excess over ten minutes shall be paid for at time and a half.

MEAL HOURS.

(a) Dayworkers.

11. Dayworkers shall be allowed a meal break of not less than one hour, between the hours of noon and 1 p.m., provided that if owing to the exigencies of the work in hand such meal break is not given between such hours such dayworkers shall be paid at the rate of time and half for all work done between noon and the time when the meal break commences. Provided further that if the period of the deferment of the meal exceeds one hour double time shall be paid for all work done during such excess deferment. Notwithstanding anything contained in this clause no dayworker shall be required to work more than six hours without a break of one hour for a meal.

(b) Shift Workers.

Thirty minutes shall be allowed for crib, but no employee shall be required to work more than four hours without a break for a meal.

No reduction of wages shall take place in lieu of time taken off for a meal.

ENGAGEMENT.

12. All employment shall be by the week determinable only by a week's notice from either employer or employee unless the amount of a week's wages be paid or allowed in lieu of such notice.

Provided that, notwithstanding anything herein contained, the employer may for misconduct dispense with an employee anywhere and at any time without such notice or payment.

Provided further that the employer may deduct payment for any day on which an employee cannot be usefully employed because of—

- (a) any strike;
 (b) any breakdown of machinery;
 (c) any stoppage of work unavoidable by the employer.

An employee dispensed with for misconduct shall be entitled to payment of wages in respect of and proportionate to the time up to the dispensation but no more.

HOLIDAY AND SUNDAY WORK.

13. (a) A full week's wages shall be paid for any week in which the following holidays occur or are observed notwithstanding such holidays are not worked :—

New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Christmas Day, and Boxing Day, or such other day or days as by law or otherwise are observed in lieu of any of the said days.

(b) Double time shall be paid for all work done on a Sunday or any of the holidays prescribed in sub-clause (a) hereof with a minimum of four hours of such pay for each period of duty.

(c) No weekly employee who has, without the consent of his employer and without reasonable cause, absented himself from his employment on the day before or the day after a holiday shall be free from deduction of pay in respect of such holiday.

SICK LEAVE.

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

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

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

Single Day Absences.

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

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee 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 Hospitals, &c.

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

ANNUAL LEAVE.

15. (a) *Shift Workers* :—

- (i) An employee who has served his employer continuously for a period of one year shall be allowed 21 consecutive days' holiday on full pay.
- (ii) For each holiday prescribed in clause 13 of this Part falling within the employee's annual leave another day shall be added to such leave.
- (iii) An employee shall be paid all ordinary wages due to him, plus payment at ordinary rates for the holiday period before going on leave.
- (iv) Any employee who leaves his employment, or whose employment is terminated before the completion of any twelve monthly qualifying period shall for each completed month of service receive payment in lieu of annual leave consisting of $\frac{1}{12}$ of three weeks' ordinary pay.

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

(c) *Mixed Work*.—An employee who during the course of a year has been employed both as a shift worker and a day worker shall be granted annual holidays on a *pro rata* basis as follows :—

- 10 hours for each completed month as a shift worker, and
- 6 $\frac{3}{4}$ hours for each completed month as a day worker.

(d) *Notice of Annual Leave*.—Employees are to be given two weeks' notice before being required to take annual leave.

COMPENSATION FOR LOSS OF PERSONAL EFFECTS.

16. If an employee should sustain damage or loss of his personal effects or equipment by fire, explosion, foundering, shipwreck, collision, stranding, or by any other cause whatsoever not attributable to the employee's neglect, the employer shall compensate him for such damage or loss by a cash equivalent to the value thereof, to a maximum of £20.

CLEANING AND FUMIGATION.

17. (a) The quarters of employees shall be thoroughly fumigated and cleaned and painted at least once every year, and the date of the last fumigating and painting shall be stencilled or painted in the quarters.

(b) Employees shall be given one clear day's notice before fumigation starts, and all bedding, clothing, &c., shall be loosened up and fumigated while in quarters.

(c) Employees shall not be called upon to occupy the quarters until the fumigation officer has certified they can safely do so.

ACCOMMODATION.

18. (a) Employees who, by the nature of their employment, are required to sleep on board shall be supplied by the employer with bedding consisting of a mattress and cover, pillowslips, sheets, a well-filled pillow, two blankets (a third blanket to be supplied in cold weather), towels, toilet soap, crockery, and cutlery. The mattress and pillow shall be of flax or other fibre, but not of straw or tow.

(b) Pillow covers, sheets, and towels shall be changed weekly, mattress cover monthly, and blankets once in each four months. Mattresses shall be thoroughly renovated once every six months.

(c) In the event of the failure by an employee to return in good order, reasonable wear and tear excepted, any of the bedding or towels issued to him, the employer, on the termination of his employment, shall deduct from any moneys due to the employee 75 per cent. of the cost of the articles not so returned.

EXISTING CUSTOMS AND PRACTICES.

19. Except in so far as altered expressly or by necessary implication this Determination is made on the understanding that all existing privileges and conditions shall continue.

MEDICINE CHESTS.

20. A medicine chest complying with the provisions of Scale D of the Scales of Medicine and Medical Stores, prescribed in accordance with Section 124 of the *Commonwealth Navigation Act 1912-1933*, shall be placed aboard each vessel.

DEFINITION.

21. "Floating Plant" means dredge, steam hopper, barge, tug, or dumb barge, and all attendant plant necessary for dredging work.

PART V.

This Part applies to all persons employed under this Determination.

PERIODICAL ADJUSTMENT OF WAGES.

1. The wages rates set out in clause 1 of Parts I., II., III., and IV., hereof 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 such basic wage as prescribed in clause 2 of this Part.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	11 14 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

2. (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 1 of this Part.

(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.

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

J. W. RYAN, Secretary.

Melbourne, 2nd March, 1955.

DETERMINATION OF THE SHOPS BOARD No. 7 (COUNTRY SHOP ASSISTANTS).

NOTE.

Notices of appeal to the Industrial Appeals Court have been lodged against certain parts of the Determination.

Section 45 (b), Act 5771, provides that, when an appeal is made in accordance with that Act, the parts of the Determination appealed against shall not come into operation until the appeal has been dealt with by the Court.

7452/55.

OTHER EMPLOYEES.

	Wages per Week of 40 Hours.	
	Males.	Females.
	s. d.	s. d.
Shop Assistant—		
In charge of a shop, i.e., the person for the time being entrusted with the control or superintendence of a shop, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to supervising such shop—		
(a) working singly	315 6	269 0
(b) in charge of one or more persons	333 6	279 6
In charge of a department, i.e., the person for the time being entrusted with the control or superintendence of a department in which are employed two or more other persons notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to supervising such department	304 6	222 6
Other shop assistants—		
Between the ages of 21 years and 60 years	279 6	196 3
†60 years of age or over	266 9	
Packer or storeman	268 9	
Carter driving horse-drawn vehicle	267 6	267 6
Driver of motor vehicle with a carrying capacity of not more than 25 cwt.	269 9	269 9
Driver of motor vehicle with a carrying capacity of over 25 cwt.	274 3	274 3
All others	268 9	

† This classification shall not apply in the case of an employee 60 years of age or over who is in the service of an employer by whom he has been continuously employed for a period of at least three years. Such an employee shall be entitled to receive the rate prescribed herein for an employee between 21 and 60 years of age.

3. TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
On Saturday	8 a.m.	noon.
On the other working days of the week	8 a.m.	5.30 p.m.

OVERTIME.

- 4. (a) The rate of time and a half shall be paid for all work done—
 - (i) Outside the hours fixed as the times of beginning and ending work.
 - (ii) Within the hours fixed as the times of beginning and ending work in excess of 40 hours in any week.
- (b) When an employee is required to work more than one hour's overtime after the usual time of ceasing work for the day, he shall be paid 3s. meal money in addition to the prescribed overtime rate; but such payment need not be made to an employee living within the town or township boundary who can reasonably return home for a meal.

TIME WAGES.

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

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

SUNDAYS AND HOLIDAYS.

6. All work done on Sundays, Good Friday, Easter Saturday (except in localities in which the weekly half-holiday is observed on a day other than a Saturday), Easter Monday, and the days on which Australia Day, Labour Day, Queen's Birthday, Christmas Day, Boxing Day, and New Year's Day are observed as public holidays, and after noon on Melbourne Show Day, or on some other afternoon, except a Saturday afternoon, in substitution therefor, shall be paid for at the rate of double time.

All employees shall be entitled to the above-named holidays without deduction of pay. Provided that an employee who fails to attend for work on the working day before and/or after such public holiday without reasonable excuse shall not be entitled to be paid for such public holiday.

ANNUAL LEAVE.

7. 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.

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

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

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

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

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.

MIDDAY MEAL.

9. An interval of one hour shall be allowed for the midday meal between the hours of noon and 2 p.m.

CLOTHING.

10. Where any employee is required to wear any special uniform, dress, or clothing, it shall be supplied, paid for, and if necessary, except as provided hereunder, laundered by the employer. Any such garment shall remain the property of the employer.

Where the employee is required to launder the garment an allowance of 3s. 9d. per week, in addition to the ordinary wage shall be paid.

BICYCLE ALLOWANCE.

11. Where an employee is required to use his or her own bicycle in connexion with the business of an employer, he or she shall be entitled to an allowance of 6d. for each day or part thereof upon which he or she is so required to use such bicycle.

PAYMENT OF WAGES.

12. Wages shall be paid not later than Thursday in each week, and must be paid during working hours.

REFERENCE.

13. An employee, on severing his or her connexion with an employer, shall be entitled to and shall receive immediately from such employer a reference in writing, stating his or her period of service and qualifications.

TRANSFER OF EMPLOYEE.

14. Where any employer transfers an employee from one township to another, the employer shall be responsible for and shall pay the whole of the moving expenses, including fares and transport charges, for the employee and his family.

TERMINATION OF EMPLOYMENT.

15. Except in a case where an employee or an employer has been guilty of misconduct, or where an employee has been engaged temporarily for a period not exceeding six weeks in duration, seven days' notice of termination of employment shall be given by either party or one week's wages paid or forfeited, as the case may be, in lieu thereof.

RENT OF RESIDENCE.

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

TIME AND WAGES RECORD.

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

DETERMINATION TO BE AVAILABLE.

18. A copy of this Determination shall be kept in a conspicuous place on each floor of a building in which work covered by this Determination is done. Such Determination shall be readily available for inspection at any time.

REST PERIOD.

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

FIRST-AID OUTFIT.

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

PERIODICAL ADJUSTMENT OF WAGES.

21. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to and in accordance with the provisions of section 30 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 such basic wage as prescribed in clause 22.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	Per Week.	
	£ s. d.	
Within the area to which this Determination applies	11 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1955, the amount of the basic wage shall be as prescribed in clause 21.

(c) During each future successive period beginning with the first pay period to commence in a 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 $\cdot 103$ 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 $\cdot 5$ or more the basic wage shall be taken to the next higher shilling.

(d) The wages rates for adult females (excepting female carters or drivers) 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 such 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.

The wages rates for adult female carters or drivers shall be adjusted to co-incide with the appropriate male rates.

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

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

J. W. RYAN, Secretary.

Melbourne, 20th April, 1955.

NOTE.—This Determination was made pursuant to the provisions of the *Labour and Industry Act 1953*, and in his or her own interest each employer of labour should obtain a copy of the said Act which may be purchased from the Government Printer, Melbourne.



VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, JULY 22.

[1955

Labour and Industry Act, 1953.

DETERMINATION OF THE LEATHER-GOODS 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 (other than persons subject to the Determination of any Wages Board heretofore appointed) employed in the trade of—

(a) manufacturing or repairing—

- (1) leather or fabric gloves;
- (2) ladies' evening bags;
- (3) articles made wholly or partly of leather or a substitute for leather including bags, braces, cases, cricket balls, pads or other sporting goods, garters, pocket book covers, portmanteaux, purses, trunks, wallets, travel goods, suit and attache cases;
- (4) machine belting of all descriptions;
- (5) any other kind of leather goods;

(b) covering or lining with leather or a substitute for leather spectacle cases, portable gramophones, wireless cabinets, travellers' sample cases, music cases, surgical cases, or similar goods—

has made the following Determination, namely:—

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

2. WAGES PER WEEK

	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	£ s. d.	£ s. d.
Clicking and/or hand cutting	14 9 0	14 6 0
Manufacture and/or repair of portmanteaux, bags and trunks, suit and attache cases, travel goods, musical instrument and other similar cases, leggings, razor straps, as are made of leather	14 7 0	14 4 0
Manufacture and/or repair of handbags, shopping bags, brief cases, wallets, purses, spectacle cases, pouches of all descriptions, gloves surgical belts and appliances, as are made of leather or a substitute for leather	14 7 0	14 4 0
Press cutting	14 7 0	14 4 0
Manufacture and/or repair of sporting goods of all descriptions	14 7 0	14 4 0
Manufacture and/or repair of machine belting, gaskets and pump washers or similar articles	13 17 0	13 14 0
All other Journeymen	14 3 0	14 0 0
Journeywomen engaged in the trimming of gloves, cutting out forecetts and quirks, or cutting cotton ends	9 11 0	9 9 0
Other Journeywomen	9 17 6	9 15 6

NOTE.—Females working on large machines (7.5, 45K, 7.27, or any similar class of machine, and Grummet) shall be paid 3s. 6d. per week extra.

FEMALES TO BE PAID MALE RATE.

3. Where a female is employed to do any of the following classes of work she shall be paid the rate which is prescribed for adult males :—

Leathergoods Trade.

- (i) Wholly or partly making and/or repairing except as provided hereafter any of the following articles :—
 - (a) Travel bags of all descriptions exceeding 16 inches in length, gladstone bags kit bags and bullion bags.
 - (b) Cases, trunks and hat boxes made of leather, or any substitute therefor, exceeding 13 inches in length.
 - (c) Instrument cases and covered wireless or radio cases.
 - (d) Golf bags of all descriptions.
- (ii) Cutting and/or clicking all classes of work by hand or machine.
- (iii) Machine stitching closed edges of trunks, cases or similar articles by corner stitching machine.
- (iv) Framing up or rivetting by hand or machine bicycle saddles, ladies' handbags or purses.
- (v) Hand stitching cricket, punching or medicine balls, footballs and similar sporting balls and/or pigskin leggings.
- (vi) Working on machines customarily used by males in the manufacture of spectacle cases.

Provided that the following operations on articles enumerated in sub-paragraphs (i) to (vi) above may be paid for at the appropriate female rate :—

- (r) Machining (except when thread passes through wax).
- (b) Lining out.
- (c) Making doors and/or handles
- (d) Hand varnishing.
- (e) Bending by hand cases and hat boxes which have been machine scored.
- (f) Marking out, staining and/or trimming cottons on golf bags of all descriptions.
- (g) Trimming gloves and cutting out forecetts and quirks by hand.
- (h) Wholly or partly making and/or repairing music cases, brief cases, document cases, folio cases, writing cases and vanity cases unless stiffened on the suitcase principle.

Machine Belting, &c., Trade.

Cutting or clicking all classes of work, including machine belting, gaskets and pump washers or similar articles or working on machines customarily used by males.

APPRENTICES—MALES.

- 4. (a) The probationary period of trainee apprentices or apprentices shall not exceed three months.
- (b) The minimum rates of wage to be paid to apprentices or probationers shall be not less than the following :—

Age.	Wages Per Week.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnamboul and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	s. d.	s. d.
Five year terms—		
First year's experience	71 0	70 0
Second year's experience	83 0	82 0
Third year's experience	118 6	117 0
Fourth year's experience	189 6	187 0
Fifth year's experience	237 0	234 0
Four year terms—		
First year's experience	71 0	70 0
Second year's experience	118 6	117 0
Third year's experience	189 6	187 0
Fourth year's experience	237 0	234 0

(c) Experience in this clause means actual experience whether as an apprentice or otherwise, in any one or more of the operations provided as apprenticeship operations.

(d) Except as otherwise provided minors may be engaged in the following occupations under contracts of apprenticeship or trainee apprenticeship framed in conformity with this Determination :—

- Cutting or clicking ;
- Trunks, and/or leather bag and case maker ;
- Fibre, veneer, canvas or other case maker ;
- Machine belt maker ;
- Sporting goods maker of leather ;
- Ladies' hand bag, wallet and purse maker ;
- Leather goods maker ;
- Glove maker (other than sporting goods) ;
- Leather coats, hats or caps maker ;

(e) period of apprenticeship shall not exceed four or five years, including any period of experience in the occupation to which the minor is being apprenticed prior to entering into the indenture of apprenticeship.

(f) An employer especially qualified to teach apprentices may, with the consent of the Wages Board, employ a greater proportion of apprentices to tradesmen than herein specified.

(g) Until further order any contract of apprenticeship may contain 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.

(h) Any apprentice who cannot complete his full term of apprenticeship before reaching his twenty-second birthday may by agreement with his master serve as an apprentice until he reach the age of twenty-three years.

(i) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness to the number of 40 hours of working time per annum.

(j) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in this Determination, or in which he has unlawfully absented himself without the master's consent shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

(k) The ordinary hours of employment of apprentices shall be the same in each workshop as those of the journeymen.

(l) An apprentice under the age of eighteen years shall not be liable to work overtime unless he so desires.

(m) An apprentice shall not work under any system of piecework.

(n) An employer shall not, either directly or indirectly, or by any pretence or device receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

(o) *Tools of Trade*.—All tools of trade necessarily required by an apprentice in the learning of his trade shall be supplied by the employer of the apprentice. Such tools of trade shall remain the property of the apprentice on completion of his indenture.

JUNIOR WORKERS—MALES.

5. (a) Junior workers may be employed at the following rates of pay:—

Age.	Wages Per Week.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	71 0	70 0
16 and under 17 years of age	95 0	93 6
17 and under 18 years of age	118 6	117 0
18 and under 19 years of age	142 0	140 6
19 and under 20 years of age	189 6	187 0
20 and under 21 years of age	237 0	234 0

(b) The proportion of Junior Workers and apprentices allowed shall be:—

Male Employee receiving at least Adult Male Rate.	Junior Workers including Apprentices.
1	1
2 to 20	1 for every 2 such male employees
Over 20	A further 1 for every 3 such male employees over 20

In computing the proportion under this sub-clause the number of such male employees employed for the whole of the previous six months shall be taken.

Notwithstanding anything contained herein employers engaged in the manufacture of laminated belting may employ in the exclusive manufacture of such belting three male juniors to each adult employee employed in the manufacture of laminated belts.

JUNIORS WORKERS—FEMALES.

6. (a) Female junior workers may be employed at the following rates of pay:—

Age.	Wages Per Week.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	71 0	70 0
16 and under 17 years of age	88 6	87 6
17 and under 18 years of age	101 0	100 0
18 and under 19 years of age	113 6	112 6
19 and under 20 years of age	124 0	123 0
20 and under 21 years of age	154 6	152 6

and thereafter the minimum wage prescribed for adult females as adjusted from time to time for the class of work which they are doing, provided, however, that a junior female, after four years' experience in the industry covered by this Determination shall be paid the full adult female rate prescribed in clause 2.

(b) For the purposes of this clause "experience" shall mean any form of employment in this industry.

(c) Employers who willfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

(d) The proportion of female apprentices and/or junior workers shall not exceed two to one adult female receiving the minimum wage.

CASUAL WORKER.

7. To meet emergencies, any employer may engage a casual employee for a day or more on paying extra wages calculated at the rate of 12½ per cent. higher than those prescribed for similar work.

DEFINITIONS.

8. (a) "Federation" means the Australian Leather and Allied Trades Employees' Federation.
- (b) "Double-time rates" or "Rate of double time" shall mean when applicable to ordinary hours of work on a week-day, holiday or Sunday, the ordinary hour rate payable as part of the weekly wage and in addition a rate equal to such ordinary hour rate.
- (c) "Casual worker" means an employee (other than a regular employee) employed and paid by the day.
- (d) "Journeyman" shall mean a male employee 21 years of age or over, or one who has completed his term of apprenticeship in the Industry.
- (e) "Journeywoman" shall mean a female employee 21 years of age or over, or one who has worked four years of more on any work in the industry, for which a rate is prescribed in clause 2 of this Determination.
- (f) "Ordinary pay or rates" means in the case of a time worker the ordinary remuneration he receives for the normal weekly number of hours worked by him and in the case of a piece task or bonus worker the ordinary time rate.

CONTRACT OF EMPLOYMENT.

9. (a) Employment shall be terminable on either side by a week's notice given at any time during the week or, if terminated without notice, by payment or forfeiture of a week's wages as the case may be.
- (b) This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases wages shall be paid up to the time of dismissal only: Provided that the employer may deduct payment for any day on which an employee cannot be usefully employed because of any stoppage of work by an organization or group of employees or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

EMERGENCY PROVISIONS.

- 9A. (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 continued 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 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 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.

PART-TIME EMPLOYMENT.

10. Females may be employed as part-time employees in any branch of the industry covered by this Determination upon and subject to the following terms and conditions:—

- (a) They shall be employed for not less than 20 hours in any week.
- (b) They shall be paid for each hour worked during the regular hours of work at the rate of at least 1/40th of the minimum weekly wage prescribed by this Determination for the class of work performed by them.
- (c) The payment or deduction of payment in lieu of notice of termination of employment shall be two-fifths of the pay of the preceding week of the employee concerned.
- (d) Within one week of the employment, written consent of the Secretary for Labour and Industry shall be obtained for the continual employment of a female as a part time worker.

- (e) The provisions of this Determination as regards annual leave, sick leave, and holidays shall apply to such part-time employees, but they shall be paid in respect of the period of such annual leave, sick leave, and in respect of holidays only at the wages rate actually being received by them at such time.
- (f) Save as aforesaid, all the provisions of this Determination shall apply to such part-time employees.

MIXED FUNCTIONS.

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

SUNDAY AND HOLIDAYS RATES.

12. (a) All work performed on Sundays and holidays shall be paid for at the rate of double time.
- (b) An employee called upon to work on a Sunday or holiday shall be paid for a minimum of four hours' duty.

HOURS.

13. (a) 40 hours shall constitute a week's work.
- (b) The regular hours of work shall not be earlier than 7.30 a.m. and not later than 5.30 p.m. on five days of the week.
- (c) Not more than 8 hours (except if paid for at overtime rates) shall be worked in any one day in each week.

MEAL TIME.

14. (a) Employees shall be allowed one meal break of not less than 30 minutes, such meal break to commence not later than 1 p.m.
- (b) Meal intervals having been fixed shall not be altered except on seven days' notice to the employee concerned.
- (c) Any employee called upon to work during a meal hour shall be paid time and a half, and such time and a half shall continue until he or she has a meal break.
- (d) No employee shall be allowed to work more than five hours without a break for midday meals.

REST PERIOD.

15. A rest period of ten minutes shall be given to all employees between the hours of 9.30 a.m. and 11.30 a.m. The interval shall be counted as time off duty without deduction of pay. During such period the employees may leave their seats, but not the premises.

OVERTIME.

16. (a) All time worked on any day before or after the regular working hours or in excess of 8 hours on any one day, or in excess of 40 hours in any one week, shall be paid for at the rate of time and a half for the first three hours and double time thereafter.
- (b) In computing overtime each day's work shall stand alone.
- (c) An employee required to work overtime for more than 2 hours, without being notified on the previous day or earlier that he will be so required to work overtime shall either be supplied with a meal by the employer or paid 5s. Such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals. If an employee, pursuant to notice, has provided a meal 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 the meals which he has provided but which are surplus.
- (d) Any employees required to work overtime on Monday to Friday inclusive for more than 1½ hours on any one day shall be allowed ten minutes' crib time with pay at ordinary rates before commencing such overtime, except in cases where a minimum meal break of 30 minutes is given.
- (e) No junior male worker (under the age of 16 years) or any female employee shall work overtime after 9 p.m.
- (f) Any employee shall have completed his normal daily hours before overtime payment commences for such day, excepting in cases where failure to do so is due to causes outside his control or where time off has been with the employer's consent.
- (g) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

HOLIDAY.

17. (a) All employees shall be entitled to the holidays hereinafter mentioned without deduction of pay:—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above named holidays this provision shall apply only to the day so substituted.
- (b) In the Metropolitan District, as defined in the *Labour and Industry Act, 1953*, Melbourne Cup Day shall be observed as a holiday in lieu of Queen's Birthday.
- (c) Piece-workers shall be paid for such holidays even though not worked at the ordinary rates payable to employees not on piecework doing the same class of work. The rate shall be one-fifth of the appropriate weekly wage.
- (d) If an employee's engagement is legally terminated otherwise than for misconduct within two weeks of any of the holidays above-mentioned, he or she shall be paid for such holiday or holidays unless he or she commences work with another employer and is paid by such employer for such holiday or holidays.
- (e) Where an employee is absent from his or her employment on the working day or part of the working day before or after a holiday without reasonable excuse or without the employer's consent, such employee shall not be entitled to payment for such holiday. The amount to be deducted shall be one-fifth of the appropriate weekly wage.

PAYMENT OF WAGES.

18. (a) Employers shall pay all moneys due at least once in each week in the employer's time or within five minutes of knocking off, and not later than Thursday in each week, excepting in cases where the local Branch or Section of the Federation gives written permission to an employer to substitute "Friday" in lieu of "Thursday". Time waiting for payment after such five minutes shall be paid for at overtime rates.
- (b) Any employee who has worked only a portion of a week and who is dismissed by his employer or has left his employment after the giving of a week's notice shall be paid on ceasing for all time worked during that week less any deductions that the employer may be lawfully entitled to make hereunder.
- (c) Each employer shall be entitled to retain in hand from each employee an amount equal to two days' wages of such employee.
- (d) On any pay day the employer shall state to each employee in writing the amount of wages to which he is entitled, and the amount of overtime paid or the number of hours of overtime, the amount of deductions made therefrom and the net amount of being paid to him and the date to which wages are paid.

TRAVELLING TIME.

19. Any employee sent to work at a place other than his or her ordinary place of employment shall be paid all fares and out of pocket expenses incurred in going to or from such place of employment, and shall, if the travelling is done outside ordinary hours, be paid at ordinary rates for the time spent in travelling with a maximum of eight hours per day.

SICK AND ACCIDENT PAY.

20. (a) An employee absent through illness or accident shall not be entitled in any year (whether in the employ of one employer or several, except as hereinafter provided) to leave in excess of 40 hours of working time. For this purpose a year shall commence on the 1st day of July.

(b) An employee 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.

(c) An employee before becoming entitled to sick pay shall if required to do so by the employer produce a doctor's certificate or other sufficient evidence of sickness.

(d) An employee shall not be entitled to sick leave unless he has been in the service of the employer concerned for at least four weeks immediately prior to such absence.

(e) If the full period of leave as prescribed above is not granted in any year with an employer such portion as is not granted shall be cumulative from year to year with that employer up to a period not exceeding eighty hours' working time which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

(f) Service before the date of coming into force of this clause shall be counted as service for the purpose of qualifying thereunder.

ANNUAL HOLIDAY.

21. 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.

OUTDOOR WORK.

22. (a) Except as to work in the machine belting trade all work shall be formed at the shop or factory of the employer and no employer shall give out work to be performed at any other place or permit work to be performed at any other place; and no employee shall perform work for an employer at any other place.

(b) No employee (including an apprentice or unapprenticed junior worker) in employment shall make or assist in the production of goods for sale on his own account or for any other employer.

EMPLOYER TO FIND WORKSHOP, ETC.

23. The employer shall find workshops light and bench room and supply all materials used in connexion with the trade free of charge to the employees.

CERTIFICATE OF SERVICE.

24. Any junior worker when leaving or being discharged from his or her employment shall be given by the employer a certificate stating the date when such employment began and the date when such employment terminated.

LIMITATION OF EMPLOYERS LIABILITY.

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

TIME AND WAGES BOOKS, CARDS, ETC.

26. (a) Each employer shall keep in each factory, workshop or place where work is carried on by him, some card or check used in connexion with a mechanical clock or time and wages book showing the name of each employee and his or her occupation, the hours worked each day and the wages and allowances paid each week.

(b) Where a time book is kept it shall be correctly entered up in ink in the English language and shall be signed each week by the employee verifying the accuracy of the hours worked and the wages and allowances paid each week.

(c) The time occupied by an employee in filling in any time books 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 at the beginning or end of duty.

(d) The time and wages book shall be open for inspection to not more than two officers of the Federation duly accredited in writing by the Federation 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 Federation or the district secretary or organizer of any division suspects that a breach of the Determination has been or is being committed. Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment.

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

DINING ACCOMMODATION.

27. (a) In factories where five or more employees are employed and it is or becomes reasonably practicable so to do a separate room or portion of the factory or workshop shall be set aside by the employer as a dining room and therein the employer shall provide adequate table and seating accommodation.

(b) Hot water shall be provided free of charge to be available to employees immediately meal time commences.

(c) The employer shall provide the necessary labour to keep such room clean.

(d) If such dining room is not regularly used by a reasonable number of the employees the employer shall be released from his obligations under sub-clauses (a) and (b) hereof.

REST ROOM.

28. In factories where five or more female employees are employed, a properly ventilated rest room shall be provided for the use of such female employees. It shall contain a suitable couch and seating accommodation.

FIRST-AID OUTFIT.

29. (a) The employer shall provide and continuously maintain an efficient first-aid outfit in each factory controlled by him.
 (b) An efficient first-aid outfit shall contain the following equipment:—

Article.	Quantities to be Kept in Ambulance Chest in any Factory or Workshop.
Antiseptic Solution	1 bottle
Bandages, cotton and gauze	1 doz. assorted sizes
Caster oil	1/2 oz.
Manual, First Aid	1
Iodine, tincture of	1 oz.
Petroleum, carbolized	1 jar
Tannic Acid Jelly	1 tube
Pins, safety	1 packet
Sal volatile	4 ozs.
Scissors	1 pair
Tourniquet	1
Tweezers	1 pair
Eye bath and dropper	1 of each
Cotton, absorbent	} An adequate assortment
Gauze, sterilized, lain	
Lint, absorbent	
Plaster, adhesive	

SHOP STEWARDS.

30. (a) Shop Stewards or Federation representatives shall be granted reasonable facilities for the carrying out of their duties.
 (b) Shop stewards appointed by employees in each workshop shall be allowed the necessary time during working hours to interview the employer or his representatives on matters covered by this Determination affecting the employees whom they represent.

UNION BUSINESS.

31. Officers or members of the Federation or any branch thereof may leave their work to attend to the business of the Federation after at least three days' notice has been given to the employer, but without being paid while absent.

POSTING DETERMINATION AND NOTICES.

32. (a) In each factory in which five or more employees are employed, the employer shall provide a notice board in the workroom of each department and the Federation shall be permitted to post formal shop and Federation notices on such board: Provided that the notices so posted shall be signed by the President, Secretary or Shop Steward of the Federation.
 (b) Every employer shall post and keep posted a copy of the Determination in a place accessible to all employees.

PAYMENT BY RESULTS.

33. Subject to employees receiving at least the appropriate minimum time rate prescribed by this Determination and subject to the following provisions of this clause, any employer may remunerate his employees under any piecework system, individual or group bonus system on other system of payment by results:—
- (a) The employer may fix piecework rates, or other rates based on tasks set (subject to sub-clause (d) hereof), by a method of accurate time measurement determined by the employer provided that such rates enable employees who apply average skill and effort and working under normal conditions, to earn 10 per cent. above ordinary time rates; or
 - (b) The employer may (subject to sub-clause (d) hereof) adopt any form of bonus system including profit sharing or other like systems.
 - (c) A factory board shall be appointed consisting of two representatives nominated by the employer and two of his employees nominated by his employees covered by this Determination.
 - (d) The rates fixed in accordance with sub-clause (a) hereof and the bonus systems adopted in accordance with sub-clause (b) hereof shall be approved by the Factory Board provided that if the employees fail to appoint representation to such board or fail to attend a meeting of such Board called by the employer on a date not less than seven days after the service of notice of a meeting on the employees' representatives the employer may adopt such rates or adopt such system of payment by results as he shall deem reasonable.
 - (e) Piecework and similar rates once fixed shall not, subject to other provisions of this clause, be altered except where warranted by change of circumstances, operations, method or materials or to correct a demonstrable clerical error or by mutual agreement.
 - (f) Determination variations shall be incorporated into the payment by results system on a basis agreed by the Factory Board.
 - (g) Overtime penalties, shift premiums, and other penalty rates prescribed by this Determination shall be a separate addition on the appropriate time rate basis to any earnings calculated by way of any system of payment by results.
 - (h) Employees waiting on the employer's premises, at the employer's request, ready and willing to work shall, for each pay period, receive at least the time rate prescribed for their occupation.
 - (i) Journeymen on piecework teaching learners (not in the employ of the piece worker) on piecework—10 per centum of piecework rates extra whilst so employed.

RIGHT OF ENTRY OF UNION OFFICIAL.

34. (A) A duly accredited representative of the Federation shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate Union business, on the following conditions:—
- (i) that he produces his authority to the gatekeeper or such other person as may be appointed by the employer;
 - (ii) that he interviews employees only at the place where they are taking their meal;
 - (iii) that not more than one representative in all be in any workshop at any one time;
 - (iv) that no one representative visit a workshop more than once in each week; and
 - (v) 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.

(b) Where a Union official holding the right of entry under this clause suspects that a breach of the Determination is occurring or has occurred he shall be afforded the opportunity to enter the factory during working hours and view the work in question: Provided that during such inspection the official shall not obstruct or interfere with the work in any way or converse with the employees while at work.

A Union representative shall be a duly accredited representative of the Federation if he be the holder for the time being of a certificate, signed by the General Secretary 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)

General Secretary

(Specimen signature of holder).....

Date.....

Strictly not transferable.

PERIODICAL ADJUSTMENT OF WAGES.

35. *Adult Males.*—The wages rates set out for males in clause 2 are based upon the following basic wage rates, and pursuant to the provisions of Section 33 of the *Labour and Industry Act* 1953, the Board determines that such rates shall be automatically adjusted as prescribed by clause 36.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

36. (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 August, 1955, the amount of the basic wage shall be as prescribed in clause 35.

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

In all cases where for the same class of work the same rates have been prescribed for journeywomen as are prescribed for journeymen, the rates for such journeywomen shall be increased or decreased in the same manner and by the same amount as the rates for journeymen.

MARGINS.

37. (a) *Adult Males.*—In addition to the basic wage prescribed in clause 35 the following margins shall be paid:—

Classifications.	Margin.
	Per Week.
	£ s. d.
Clicking and/or hand cutting	2 12 0
Manufacture and/or repair of portmanteaux, bags and trunks, suit and attache cases, travel goods, musical instrument and other similar cases, leggings, razor strops, as are made of leather .. .	2 10 0
Manufacture and/or repair of handbags, shopping bags, brief cases, wallets, purses, spectacle cases, pouches of all descriptions, gloves, surgical belts and appliances, as are made of leather or a substitute for leather	2 10 0
Press cutting	2 10 0
Manufacture and/or repair of sporting goods of all descriptions	2 10 0
Manufacture and/or repair of machine belting, gaskets and pump washers or similar articles .. .	2 0 0
All other Journeymen	2 6 0

(b) *Adult Females.*—The minimum rate per week to be paid to adult female employees shall be the equivalent of the below stated percentage of the basic wage for adult male employees indicated in clause 35 hereof calculated to the nearest sixpence (half or less than half of sixpence to be disregarded) and in addition thereto the special allowance and marginal rate specified:—

Percentage of Total Base Rate.	Margin.
	Per Week.
	s. d.
75%	20 0

Provided that, adult females engaged in the trimming of gloves, cutting out forecetts and quirks, or cutting cotton ends, shall receive a margin of 13s. 6d. per week.

(c) *Apprentices—Males.*—The minimum rates of wage to be paid to apprentices or probationers shall be not less than the following:—

Experience.	A total payment per week at the equivalent of the below stated percentage of the basic wage for adult male employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).
	Per cent.
Five-year term—	
First year's experience	30
Second year's experience	35
Third year's experience	50
Fourth year's experience	80
Fifth year's experience	100
Four-year term—	
First year's experience	30
Second year's experience	50
Third year's experience	80
Fourth year's experience	100

(d) *Junior Workers—Males.*—Junior workers may be employed at the following rates of pay:—

Age.	A total payment per week at the equivalent of the below stated percentage of the basic wage for adult male employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).
	Per cent.
Under 16 years of age	30
16 and under 17 years of age	40
17 and under 18 years of age	50
18 and under 19 years of age	60
19 and under 20 years of age	80
20 and under 21 years of age	100

(e) *Junior Workers—Females.*—Female junior workers may be employed at the following rates of pay:—

Age.	A total payment per week at the equivalent of the below stated percentage of the basic wage for adult female employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).
	Per cent.
Under 16 years of age	40
16 and under 17 years of age	50
17 and under 18 years of age	57
18 and under 19 years of age	64
19 and under 20 years of age	70
20 and under 21 years of age	87

Melbourne, 9th May, 1955.

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

J. V. WILLOX, Secretary.

[The body of the document contains several paragraphs of text that are extremely faint and illegible. The text appears to be a formal letter or report, but the specific content cannot be discerned.]