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Labour and Industry Acts.

DETERMINATION OF THE KNITTING TRADE BOARD.

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

(b) Work on Sunday, except in certain prescribed circumstances, is prohibited by Section 76 of the *Labour and Industry Act, 1953*.

IN accordance with the provisions of the Labour and Industry Acts, the Wages Board which now has the power "to determine the lowest prices or rates which may be paid to any person or persons, or classes of persons, employed in the process, trade, or business of—

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

has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence in February, 1956, the last previous Determination of this Board shall be revoked and replaced by this Determination.

JUNIORS.

2. (a)

Males.	Percentage of Male Basic Wage.	Wages per Week of 40 Hours.	Females.	Percentage of Female Basic Wage.	Wages per Week of 40 Hours
		£ s. d.			£ s. d.
Under 16 years of age	37	4 13 6	Under 16 years of age	49	4 13 0
16 years of age	43	5 9 0	At 16 years of age	54	5 2 6
16½ years of age	47	5 19 0	At 16½ years of age	60	5 13 6
17 years of age	51	6 9 0	At 17 years of age	66	6 5 0
17½ years of age	56	7 1 6	At 17½ years of age	73	6 18 6
18 years of age	67	8 9 6	At 18 years of age	78	7 8 0
18½ years of age	74	9 7 0	At 18½ years of age	84	7 19 0
19 years of age	80	10 2 6	At 19 years of age	89	8 8 6
19½ years of age	90	11 7 6	At 19½ years of age	96	9 2 0
20 years of age	95	12 0 6	At 20 years of age	100	9 9 6
20½ years of age	100	12 13 0			

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

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

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

Proportion of Juniors.

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

3. (a)

ADULT MALES.

	Wages per Week of 40 Hours.
	£ s. d.
<i>Full-fashioned Hosiery.</i>	
Assistant foreman	16 8 0
Mechanic on full-fashioned machines—	
1st year	15 10 6
2nd year	15 18 0
Thereafter	16 3 0
Plierer	15 2 0
Full-fashioned machine operator (including single-unit machines, jacquard machines, single-head machines, heelers, leggers, and footers)—	
1st year's experience	15 0 0
Thereafter	15 10 6
Welt turner and/or assistant operator on full-fashioned machines	14 9 0
Topper	14 1 0
<i>Circular Hosiery and Half-hose.</i>	
Assistant foreman	15 18 0
Leading hand	14 13 0
Mechanic	15 2 0
Knitter (including circular hose, circular half-hose, transfer (including topping and/or rib knitter))	14 8 0
<i>Underwear and Outerwear.</i>	
Assistant foreman	15 18 0
Leading hand	14 13 0
Mechanic (including circular jacquard, other circular, sewing, warp-loom, and/or power flat machines)	15 2 0
Knitter (including circular jacquard, circular fancy, circular plain, warp-loom, and/or power flat machines)	14 8 0
Electric machine cutter	14 15 0
Hand cutter	14 10 0
Layer-up	14 1 0
Hand knitter on flat machines	14 9 0
Warper and/or creeler	14 8 0
<i>All Sections.</i>	
Throwing and Winding—	
Assistant foreman	15 18 0
Leading hand	14 13 0
Mechanic	15 2 0
Yarn conditioning and/or yarn testing	14 1 0
Spinner, twister, winder (including hank, bottle, and/or cone), and/or reeler	14 5 0
Dye-house Bleach House and Scouring—	
Assistant foreman	15 18 0
Leading hand	14 13 0
Man responsible for weighing dye-stuffs	14 9 0
Dye, bleach, kier, scouring, and milling machine, vat and/or hydro-extractor attendant	14 5 0
Man employed on unshrinkable process	14 5 0
Press Room—	
Assistant foreman	15 18 0
Leading hand	14 13 0
Board and/or press hands (including pre-boarding)	14 8 0
Finishing—	
Assistant foreman	15 18 0
Leading hand	14 13 0
Finishing machine attendant (including drying and/or rolling, calendar, stenter and/or tenter, and brushing machine) Bates dryer	14 5 0
General—	
Sulphur house hand (for time engaged on sulphur house work)	14 11 0
Recorder	14 1 0
Yarn supplier and/or storeman	14 1 0
Storeman and/or packer	14 1 0
Trucker and/or wheeler	14 1 0
Warehouseman	14 1 0
Oiler and/or cleaner	14 1 0
All other adult males in any section not elsewhere specified	12 16 0

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

ADULT FEMALES.

3. (b)

	Wages per Week of 40 Hours.		
	First Three Months' Experience.	Second Three Months' Experience.	Thereafter.
	Per Week. £ s. d.	Per Week. £ s. d.	Per Week. £ s. d.
<i>Full-fashioned Hosiery.</i>			
Assistant forewoman	11 17 0	11 17 0	11 17 0
Linker	9 12 0	9 19 0	10 9 6
Seamer	9 12 0	9 19 0	10 9 6
Clocker	9 12 0	9 19 0	10 9 6
Mender	9 12 0	9 19 0	10 9 6
Invisible mender	9 12 0	9 19 0	10 9 6
Topper	9 12 0	9 19 0	10 9 6
<i>Circular Hosiery and Half-hose.</i>			
Assistant forewoman	11 17 0	11 17 0	11 17 0
Linker	9 12 0	9 19 0	10 9 6
Seamer	9 12 0	9 19 0	10 9 6
Welter and/or overlocker	9 12 0	9 19 0	10 9 6
Mender	9 12 0	9 19 0	10 6 0
Knitter (including circular hose, circular half-hose transfer (including topping and/or rib knitter))	9 12 0	9 19 0	10 6 0
Clocker	9 12 0	9 19 0	10 9 6
Trimmer	9 12 0	9 19 0	10 6 0
<i>Underwear and Outerwear.</i>			
Assistant forewoman	11 17 0	11 17 0	11 17 0
Electric machine cutter	9 12 0	10 13 0	11 10 6
Hand cutter	9 12 0	10 9 6	11 7 0
Layer-up	9 12 0	9 19 0	10 6 0
Trimmer (hand or machine)	9 12 0	9 19 0	10 6 0
Knitter (including circular Jacquard, circular fancy, circular plain, warp-loom and power-flat machines)	9 12 0	9 19 0	10 6 0
Hand knitter on flat machines	9 12 0	9 19 0	10 9 6
Warper and/or creeler	9 12 0	9 19 0	10 9 6
Machinists (cornelli, embroidery, welter, seamer, two and three needle, flat-locker, overlocker, interlocker, plain sewer, elastic, button and buttonhole, zigzag and/or picot and/or shell)	9 12 0	9 19 0	10 9 6
Mender	9 12 0	9 19 0	10 6 0
Hand embroiderer	9 12 0	9 19 0	10 9 6
<i>All Sections.</i>			
<i>Throwing and Winding—</i>			
Assistant forewoman	11 17 0	11 17 0	11 17 0
Yarn conditioning and/or yarn testing	9 12 0	9 19 0	10 6 0
Spinner, twister, winder (including hank, bottle and/or cone), and/or reeler	9 12 0	9 19 0	10 6 0
<i>Press Room—</i>			
Assistant forewoman	11 17 0	11 17 0	11 17 0
Board and/or press hand (including pre-boarding)	9 12 0	9 19 0	10 9 6
Presser and/or ironer	9 19 0	10 6 0	10 9 6
Operator of steam press (namely, female employed on a steam-pressing machine)	10 1 0	10 13 0	11 4 6
<i>Finishing—</i>			
Assistant forewoman	11 17 0	11 17 0	11 17 0
Examiner (including fabrics)	9 12 0	9 19 0	10 6 0
Folder	9 12 0	9 19 0	10 6 0
Grader	9 12 0	9 19 0	10 6 0
Fairer	9 12 0	9 19 0	10 6 0
Sorter	9 12 0	9 19 0	10 6 0
Parceller	9 12 0	9 19 0	10 6 0
Boxer	9 12 0	9 19 0	10 6 0
Finisher	9 12 0	9 19 0	10 6 0
<i>General—</i>			
Recorder	9 12 0	9 19 0	10 6 0
Warehousewoman	9 12 0	9 19 0	10 6 0
All other adult females in any section not elsewhere specified	9 12 0	9 12 0	9 12 0

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

ADDITIONAL PAYMENTS.

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

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

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

PAYMENT OF WAGES.

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

DEDUCTIONS FROM WAGES.

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

PAYMENT BY RESULTS SYSTEM.

Piecework.

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

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

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

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

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

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

but, where the pieceworker has not worked on each and every day ordinarily worked in such week, then the aggregate earnings shall be increased or decreased by a part of such sum proportionate to the number of days worked, calculated to the nearest penny.

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

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

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

(g) A pieceworker who also instructs learners shall receive 15s. per week in addition to piecework earnings for the first week, 12s. 6d. for the second week, and 10s. for the third week, but, at the end of the third week, shall not be called upon to continue instructing a learner unless paid 10s. per week in addition to his piecework earnings.

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

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

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

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

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

Bonus Payments.

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

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

MIXED FUNCTIONS.

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

HOURS.

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

OVERTIME.

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

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

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

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

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

Compulsory Overtime.

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

SHIFTS.

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

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

(b) By mutual arrangement between employer and his employees, the hours of duty prescribed herein for night-shift workers may be worked in four shifts.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Definitions.

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

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

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

TERMS OF ENGAGEMENT.

Contract of Employment.

12. (a) Employment in the industry covered by this Determination shall be by the week, except in the case of part-time workers.

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

Termination of Employment.

(c) Employment shall be terminated by a week's notice on either side given at any time during the working week, or by the payment or forfeiture of a week's wages, as the case may be.

(d) Notwithstanding anything elsewhere contained in this clause, the employer shall have the right to dismiss an employee without notice for inefficiency, neglect of duty, malingering, or misconduct, in which case wages shall be paid up to the time of dismissal only, or to deduct payment for any time the employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible, or for a stand down of employees at any time when no work is offering. Provided that, when a weekly employee has been given notice of termination, he shall not be stood down when no work is offering.

Subject to the continuance of existing practices in the weaving section of the industry, any worker starting work shall be entitled to at least half a day's pay and any pieceworker to half a day's work.

Power Stoppages.

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

Termination of Employment prior to a Holiday.

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

Part-time Employment.

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

MEAL HOURS.

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

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

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

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

HOLIDAYS AND SUNDAY WORK.

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

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

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

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

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

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

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

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

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

SICK LEAVE.

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

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

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

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

(iv) He shall prove to the satisfaction of the employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed. For such purpose the employer may require an employee to make a statutory declaration verifying the cause of his absence.

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

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

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

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

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

Cumulative Sick Leave.

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

ANNUAL LEAVE.

16. The annual holiday shall be as prescribed by the provisions of the Labour and Industry Acts.

LIMITATIONS.

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

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

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

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

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

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

(g) An employer shall not require or permit any female employee to work after 6 p.m. on any day unless one other person is in close association with her or another person is on the premises within ready call.

(h) An employer shall not require or permit a male employee to work after 6 p.m. on any day or on a night shift in connexion with power driven machinery unless he works in close association with one other person or another person is on the premises within ready call.

GENERAL.

Hot Water.

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

Seats for Female Employees.

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

Rest Room.

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

Dining Room.

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

First Aid.

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

Clothing.

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

Cleaning Materials.

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

Changing Accommodation.

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

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

Washing Facilities.

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

Tea Break.

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

Provided—

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

Garbage Utensils.

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

Floor Coverings.

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

Guarding Machinery.

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

Lighting Facilities.

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

Drinking Water.

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

Heating and Cooling Facilities.

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

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

Where steam pipes are installed in close proximity to the work place or machines of employees, such pipes shall be covered in such a way as to protect employees from risk of injury.

NOTICE BOARDS.

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

DETERMINATION POSTED.

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

SHOP STEWARDS.

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

RIGHT OF ENTRY.

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

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

UNION CONFERENCE DELEGATES.

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

CERTIFICATE OF SERVICE.

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

TIME AND WAGES BOOK.

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

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

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

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

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

OUTSIDE WORKERS.

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

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

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

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

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

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

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

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

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

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

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

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

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

LIMITATION OF EMPLOYER'S LIABILITY.

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

DEFINITIONS.

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

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

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

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

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

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

PERIODICAL ADJUSTMENT OF WAGES.

29. (a) *Adult Males.*—The wages rates for adult males set out in clause 3 are based upon the following basic wage rate, and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, the Board determines that such rates shall be automatically adjusted as prescribed by clause 30.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 12 13 0	Sydney ..
		Melbourne ..
		Adelaide ..
		Perth ..
		Hobart ..
		} Weighted average.

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

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

ADJUSTMENT OF BASIC WAGE.

30. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's "C" series 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, 1956, the amount of the basic wage shall be as prescribed in clause 29.

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

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

Return for the month of.....

Name of employer.....

Address.....

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

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

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

Signature of employer.....

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

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

For month of.....

Name of outside worker.....

Address.....

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

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

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

Signature of outside worker.....

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

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

Melbourne, 13th February, 1956.