



VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, MARCH 24.

[1932

Factories and Shops Act 1928 (No. 3677).

DETERMINATION OF THE STATIONERY BOARD.

NOTE.—This Determination on the 1st April, 1932, applied to the following parts of Victoria, namely:—The Metropolitan District as defined in the *Factories and Shops Act 1928 (No. 3677)*, and the Order in Council thereunder, and such portions of the city of Sandringham as are not included in the said District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the *Factories and Shops Act 1928 (No. 3677)*, the Wages Board appointed to determine the lowest prices or rates which may be paid to any persons employed in the trade of—

- (a) wholly or partially preparing or manufacturing stationery or articles (other than paper flowers or paper patterns), made of paper, cardboard, or similar materials;
- (b) Brushing,
Calendaring,
Cutting from reel, or
Surface coating } Paper, cardboard, or similar materials—

but not including any process subject to the jurisdiction of the—

Cardboard Box Trade Board,
Paper Bag Trade Board,
Paper Trade Board, or
Perambulator Board—

has made the following Determination, namely:—

(1) That on the 1st April, 1932, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

APPRENTICES AND IMPROVERS.

Wages per Week of 44 Hours.			Proportion (in any Place).
	Males.	Females.	
	<i>s. d.</i>	<i>s. d.</i>	
1st year	15 9	15 9	
2nd year	20 3	19 0	
3rd year	24 9	23 0	
4th year	33 9	27 0	
5th year	42 9	37 9	
6th year	60 9	..	

An apprentice or improver working on a night shift shall be paid 1s. 3d. extra for such shift, and if he works on night shift for one week he shall be paid 8s. extra for such week.

APPRENTICES.

Males.

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

Females.

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

IMPROVERS.

Males.

One male improver to every fifteen or fraction of fifteen male workers receiving not less than 65s. 9d. per week.

Females.

Five female improvers to every two or fraction of two female workers receiving not less than 42s. 9d. per week.

JUVENILE WORKERS.

Juvenile workers, i.e., persons under 21 years of age (other than apprentices or improvers) who, if males, are engaged on any work for which the rate of wages fixed for adults in this Determination does not exceed 83s. 9d. per week, or who, if females, are engaged on any work for which the rate of wages fixed for adults in this Determination does not exceed 42s. 9d. per week.

	Wages—Per week of 44 hours.						
	Under 15 Years of Age.	15 to 16 Years.	16 to 17 Years.	17 to 18 Years.	18 to 19 Years.	19 to 20 Years.	20 to 21 Years.
Males	<i>s. d.</i> 15 9	<i>s. d.</i> 20 3	<i>s. d.</i> 24 9	<i>s. d.</i> 33 9	<i>s. d.</i> 42 9	<i>s. d.</i> 51 9	<i>s. d.</i> 60 9
	1st Year's Experience.	2nd Year's Experience.	3rd Year's Experience.	4th Year's Experience.	5th Year's Experience.	After Five Years' Experience.	
Females	<i>s. d.</i> 15 9	<i>s. d.</i> 19 0	<i>s. d.</i> 23 0	<i>s. d.</i> 27 0	<i>s. d.</i> 37 9	Minimum adult wage for the particular class of work	

"Experience" means experience in the industry, including experience in the employ of more than one employer, and any female employee on leaving or being discharged from her employment shall be entitled to a certificate from her employer stating the date when such employment began and the date of its termination, duly signed or otherwise authenticated by the employer. Such certificate shall be the property of the employee, and shall be returned to her by any subsequent employer within seven days of her engagement.

A juvenile worker, working on a night shift, shall be paid 1s. 3d. extra for such shift, and if he works on night shift for one week he shall be paid 8s. extra for such week.

No department shall be manned exclusively by persons under 21 years of age, nor shall more than two male persons under 21 years of age be employed to each adult, in any department.

OTHER EMPLOYEES.

Wages—Per week of 44 hours.	Weekly Wage. Day Shift. *See Note re Night Shift.
ADULT MALES.	
Blocker (an employee engaged on the work of blind blocking is not by reason only of the fact that he is doing such work entitled to this rate)	£ <i>s. d.</i> 4 7 3
Guillotine machine operator	4 7 3
Edge gilder	4 7 3
Envelope angle cutter	4 3 9
Envelope cutter and/or die-cutter	3 16 6
Tag machinist	3 16 6
Tag material slitter	3 16 6
Cutter of playing cards	3 16 6
Surface coater	3 16 6
Calendarer	3 13 0
Brusher	3 13 9
Cutter from reel and/or slitter	3 13 0
Water-proofer	3 13 0
Plate roller	3 13 9
Person employed edge staining, board cutting, bevelling, blind blocking, or cutting material (except leather) solely and continuously	3 16 6
Man in charge of envelope-making machine or machines, whether working under a foreman or otherwise	4 7 3
Male employees not otherwise specified	3 5 9
*An employee working on a night shift shall be paid 1s. 9d. extra for such shift, but if he work on a night shift for one week he shall be paid 10s. 9d. extra for such week.	
ADULT FEMALES.	
Female employee of more than five years' experience employed in connexion with stationery	£ <i>s. d.</i> 2 2 9
Female feeder employed on varnishing machine	2 1 9
Female feeder employed on waxing machine	2 1 9
Female feeder employed on folding machine	2 1 9
A female employee in charge of or who supervises, directs, or is responsible for the work of—	
(a) from three to eight employees (both inclusive)	2 6 3
(b) from nine to fifteen employees (both inclusive)	2 11 9
(c) over fifteen employees	2 17 3
Female employees not otherwise specified	1 15 6
Where a female is employed to do any work for which a female rate is not prescribed, and for which a male rate is prescribed, the female shall be paid the rate which is prescribed for the male, but this clause does not apply in respect of work which at the date of this Determination is being done by women and for which no rate has been prescribed by this Determination.	

(3) ORDINARY WEEK'S WORK.—The number of hours which shall constitute an ordinary week's work shall be as follows:—

Day shift 44 hours.
Night shift 44 hours.

(4) SHIFTS:—

Day shift—

The hours of duty shall not exceed eight hours on Monday to Friday inclusive, and four hours on Saturday, to be worked between 8 a.m. and 6 p.m. on Monday to Friday inclusive, and between 8 a.m. and 12 noon on Saturday.

Night shift—

- (a) Night shift (i.e., work, other than overtime work, performed between 6 p.m. and 8 a.m.) must be worked within ten hours a night on Monday to Friday inclusive.
(b) The hours of duty on night shift or unusual shift shall be arranged between each particular employer and the employees.
(c) A female employee or an employee under seventeen years of age shall not perform night shift work.
(d) When the hours of any night shift overlap the day shift hours, the night shift hours shall be observed, and the night shift wage shall be paid for such day.

The daily working hours of each factory shall be conspicuously displayed in the work-room.

(5) FIVE-DAY WEEK.—When the employer desires to work the ordinary working hours in a five-day week, he may do so provided that the majority of his employees consent in writing.

(6) OVERTIME.—(a) The following rates shall be paid for all work done:—

(i) In excess of or outside the hours fixed in clause (3) or (4)—

	Time-workers.	Piece-workers.
(a) On Saturday after 12 noon	Double time ..	Double rate.
(b) Any other time—		
First three hours	Time and a half ..	Rate and a half.
Thereafter	Double time ..	Double rate.

(ii) On the sixth day or night, where the hours of the ordinary working week are worked within five days or five nights] Double time .. Double rate.

(b) Where an employee is called upon to work overtime in excess of one hour after the usual finishing time of any shift, such employee shall be paid for two hours' work at overtime rates at the least. Where notice of overtime in excess of one hour has not been given during the previous shift, 2s. shall be paid as an allowance for tea money, and the same allowance shall be made for each meal reasonably occurring during such overtime work.

(c) Any employee required to work more than six consecutive shifts without a clear interval of 36 hours after the sixth shift shall be paid double rates for all work performed by him after the sixth shift until he shall have had such clear interval of 36 hours between shifts.

(d) No improver or juvenile worker under seventeen years of age, nor any female or apprentice, shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day.

(e) An employer shall not require or permit any female employee to work overtime after 6 p.m. unless at least one other female person is working with her.

(f) An employer shall not require or permit an employee to work overtime, or on night shift in connexion with power-driven machinery, unless he works in company with at least one other person.

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

(h) All overtime rates earned by an employee shall be paid in full, and no deduction shall be made from such overtime rates by reason of any time not worked by such employee.

(7) EMPLOYEE MISSING USUAL CONVEYANCE.—Whenever the finishing time of any worker working overtime or working on any temporary night shift is such as to cause him to miss the usual means of conveyance home, he shall be conveyed home in a suitable manner, without delay, at the expense of the employer.

(8) TERMS OF EMPLOYMENT.—(a) No employee shall be employed other than as a weekly time-work employee, or a weekly piece-work employee, or a temporary time-work employee, or a temporary piece-work employee.

(b) A weekly time-work employee, to become entitled to payment of a weekly wage, shall perform such work as the employer shall from time to time require on the days and during the hours usually worked by such employee.

(c) Any weekly time-work employee not attending for duty will lose his pay for the actual time lost, unless he produces or forwards, within 28 hours of the commencement of such absence, evidence satisfactory to the employer that his non-attendance was due to personal ill-health necessitating such absence, but he shall not be entitled to payment for non-attendance on the ground of personal ill-health for more than six days in each year. Such year begins on the 9th day of October each year. An employee is to be entitled to not more than six days' payment in any year under this clause, notwithstanding that he may be employed by different employers.

(d) The following conditions apply to the employment of a weekly piece-worker:

(i) On each working day or night of the week the weekly piece-worker shall present himself for employment, at the usual time for beginning work at the place of business of the employer, unless informed by the employer that his attendance on any day or any night is not required.

(ii) If the weekly piece-worker begins work on any such day or night he shall receive not less than four hours continuous employment, or be paid for such four hours at his average weekly earnings, calculated on the earnings of the four preceding full weeks, or if he shall not have worked four full weeks then on the average earnings for the period during which he has worked.

(iii) A weekly piece-worker shall be allotted in any working week sufficient piece-work to enable such piece-worker to earn at least 65s. 9d., and if a female, at least 35s. 6d., and a junior weekly piece-worker shall be allotted sufficient piece-work to enable such piece-worker to earn, if a male, at least the rates set out in this Determination for junior male workers according to his year of experience, and if a female, at least the rates set out in this Determination for junior female time-workers according to her year of experience. If such work is not provided in any week, and in such week the piece-worker complies with the provisions of sub-clause (i) of this clause, and faithfully performs all work provided for him during that week at his usual rate of speed, he shall be paid such amount at the least and this notwithstanding that any public holiday or holidays occur in such week.

(iv) For a period or periods making in the aggregate not more than the hours of an ordinary week's work for a time-worker in any year such weekly piece-worker will be excused for not presenting himself for employment at the proper time and place, and such non-attendance shall not disentitle such piece-worker to the provisions of this Determination to the payment of the amount of 65s. 9d., if a male adult, or of 35s. 6d., if a female adult, or to the rate of pay fixed by this Determination according to his or her year of experience if a junior piece-worker for any week in which such absence occurs, if such weekly piece-worker within 28 hours of the commencement of such absence produces or forwards to the employer evidence satisfactory to the employer that his non-attendance was due to personal ill-health necessitating such absence. The year begins on the 9th day of October each year. A weekly piece-worker shall be entitled to take the benefits of this clause in respect of not more than the hours of the ordinary week's work for a time-worker during any such year, notwithstanding that he may be employed by different employers. In any calculation of the hours lost by an employee under this clause in any week only such hours shall be counted as were paid for by the employer to make up 65s. 9d., if a male, or 35s. 6d., if a female, notwithstanding that the period of absence in such week may have exceeded the hours paid for as aforesaid.

(v) In respect of each public holiday, prescribed by this Determination, which occurs in any week, and in which the weekly piece-worker is not required to work by the employer, there shall be added to the aggregate earnings of such piece-worker the following amount—

Adult male	11s. 0d.
Adult female	6s. 0d.
Juvenile worker one-sixth of the amount fixed in this Determination for the respective age or year of experience.	

(e) The employment of a weekly time-work or piece-work employee may be terminated by a week's notice on either side, and such notice may be given at any time during any week. 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, or to deduct payment for any day the employee cannot usefully be employed because of any strike, or through any breakdown of machinery or any stoppage of work from any cause for which the employer cannot be held responsible.

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

(g) If an employee's service be terminated during the course of a week he shall be paid all money due to him at the termination of his service, or all money due to such employee shall be forwarded to him by post within 24 hours thereafter.

(9) TEMPORARY WORK.—(a) Temporary employees, whether working at piece-work or time-work and whether working on day or night shift, shall be paid for such work the piece-work rate or the hourly rate prescribed for such work, with the addition of twelve and one-half per cent.

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

(c) If a temporary employee commences duty or be directed to attend for duty and actually attends, such employee, if a time worker, shall be paid at the rate herein provided and for six hours (either day or night) at the least, and if a piece-worker, shall be given four hours' work at the least, or paid for four hours at the appropriate rate for a time-worker.

(10) SPECIAL RATES.—All work done on Sunday shall be paid for at double time or double rate, and for all work done on any holiday mentioned in clause (11) the following shall be paid:—

Time-work employees	Ordinary rate in addition to the weekly wage.
Piece-workers	Double rate.

But if any other day be by Act of Parliament or Proclamation substituted for any such holidays, the special rate shall be payable only for work done on the day so substituted.

(11) HOLIDAYS.—(a) An employee shall be entitled to be absent from his employment without deduction of pay on any of the following holidays, viz.:—New Year's Day, Australia Day (26th January), Good Friday, Easter Saturday, Easter Monday, Eight Hours Day, King's Birthday, Melbourne Cup Day, Christmas Day, or Boxing Day.

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

(c) Where an employee is dismissed within a week of any such holiday the re-engagement of such employee within three days of such holiday shall be prima facie evidence that the employment was terminated for the purpose of evading payment for such holiday.

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

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

(12) PAY DAY.—An employee shall be paid on Thursday or Friday in each week, and not more than two days' pay shall be kept in hand by the employer.

(13) REST INTERVAL FOR FEMALES.—There shall be an interval of ten minutes at a time fixed by the employer between 10 a.m. and 11 a.m. for rest on each day, Monday to Friday inclusive, in each week for each female employee, such time to count as time worked. Reasonable facilities shall be provided by the employer for the employee to have refreshments during such interval if the employee so desires.

(14) MEAL HOUR.—(a) The minimum time allowance for meals shall be three-quarters of an hour, and the maximum allowance one hour. Provided that an employer and a majority of not less than three-fourths of his employees may agree to a reduced period, but not less than half an hour.

(b) No employee shall be compelled to break shift except for meals, and no shift shall exceed five hours without a break for meals.

(c) When employees are required to work during a period covering a usual meal hour, they shall be paid overtime rates for the work performed by them during such meal hour, and, in addition, such employee shall be allowed time for a meal.

(15) WORK NOT TO BE TAKEN OFF EMPLOYER'S PREMISES.—No work shall be taken off the employer's premises to be executed by any employees.

(16) TIME BOOK.—Each employer shall keep a time and wages book, written up in ink, showing the name of each employee and his occupation, the hours worked each day or night, and the wages and allowances paid each week.

(17) DEFINITIONS.—A weekly time-work employee is an employee who is engaged by the week and employed on time-work. A weekly piece-work employee is an employee who is engaged by the week and employed on piece-work. A temporary employee is any employee other than a weekly employee.

(18) PIECE-WORK PRICES.—(a) When an employee is employed upon piece-work to perform any of the functions or duties for which a wage rate is fixed by this Determination and for which a piece-work rate is not fixed, then the minimum piece-work rates for such work shall be so calculated that an average worker may earn at such piece-work rate, if employed during the hours fixed for work for wage-earners, a sum equal to such wage rate with the addition of 12½ per cent., and such piece-work rate shall be posted in the factory.

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

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

(d) Piece-workers shall have their work counted out for them and so arranged in a convenient place that no unnecessary time will be lost. The employee shall be provided with a book in which the employee is to enter the work done by such employee, which work is to be priced by the employer and the book returned to the employee. Glue, paste, and all other essentials shall be provided by the employer in proper condition to permit of the work being facilitated, and such materials shall be of good average quality.

(e) When piece-workers are kept waiting for work or any materials all waiting time shall be totalled up when the day's work is finished, and paid for at not less than such employee's average hourly earnings, the average to be calculated on the earnings of the four preceding full weeks.

PIECE-WORK SCHEDULE.

The weekly earnings of female piece-workers shall be computed by:—

- (a) Applying the rates set out in the following Schedule; and
- (b) Adding 10 per cent.; and
- (c) Deducting 7s. from the amount so earned; and
- (d) From the amount remaining deducting 10 per cent.

Fixing Paper and Gelatine Panels to Envelopes.

										Per 1,000.		
										Taking off.	Laying on.	
Business sizes	9d.	8d.	
Official sizes	10d.	9d.	
<i>Embossing.</i>												
Hand machine—											Per 1,000.	
Envelopes, relief	4s. 6d.		
Sheets, "	4s. 6d.		
Cards, "	4s. 6d.		
Seals and gummed labels	4s. 9d.		
Mounts, without covers	4s. 9d.		
" with covers attached	4s. 9d.		
Gold bronze, envelopes, cards, and labels	8s. 0d.		
Cameo	2s. 3d.		
										Per Octavo Ream.		
Note paper, relief	3s. 0d.		
" " in gold	4s. 9d.		
Hand self-inking press—											Per 1,000.	
Envelopes, cards, and note paper	3s. 0d.		
Self-inking power press—											Per Octavo Ream.	
Cameo envelopes and cards	1s. 4d.		
Envelopes and cards in relief	1s. 9d.		
" " gold	4s. 6d.		
Note paper in relief	2s. 8d.		
" " gold	3s. 9d.		
Envelopes, plain embossed (before making up)	5d.		
All hand sizes, including photo mounts and covers	7d.		
<i>Black Bordering—Brushwork.</i>												
Envelopes, note, and letter paper—											Per 1,000.	

Class of Work.	Envelopes.		Note Paper.	Quarto Letter Paper Single, one Side only.
	Fronts.	Flaps.	Per Octavo Ream.	Per 1,000.
	Per 1,000.	Per 1,000.		
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Italian	3 2	2 10	1 3	2 6
Narrow and middle	1 10	1 8	1 0	2 6
Broad	2 2	1 10	1 1	2 10
Extra broad	2 2	2 3	1 3	3 8
Double broad	2 7	2 4	1 10	3 8

	Per 1,000.
Foolscap-letter paper single sheets, one side only—all widths	4s. 9d.
Quarto fly first and fourth pages—all widths	6s. 3d.
Large 6mo. and octavo single, one side only—all widths	2s. 9d.
Quarto fly first pp. only (all widths)	3s. 3d.

Class of Work.	Prices per Dozen Packets.					
	Thirds, Reduced Small, or Small.		Albert—Large and Double Small.		Double Large.	
	Square Corners.	Round Corners.	Square Corners.	Round Corners.	Square Corners.	Round Corners.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Narrow and middle	1 7	2 6	1 8	2 9	2 1	3 1
Broad	1 10	2 6	2 2	3 1	2 6	3 1
Extra broad	2 2	3 1	2 9	3 8	2 9	4 0
Double broad	2 6	3 8	3 8	4 8	4 3	5 6

Friction glazed paper (envelope fronts)	2½d. per 1,000 extra.
Envelopes made by hand (fronts only)	2½d. " "
Bank paper, 12 lb., large post and under	15 per cent extra.
Wallet envelopes—flaps only	50 " "
Purple border	25 " "

H. J. RICHARDSON, J.P. Chairman.
S. W. McNAMARA, Secretary.

Melbourne, 12th March, 1932.

By Authority: H. J. GREEN, Government Printer, Melbourne.

See clause 18 re Computation of Piece-work prices.