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[1938

Factories and Shops Acts.

## DETERMINATION OF THE PRINTERS BOARD.

Adjusted pursuant to section 21 of the *Factories and Shops Act 1934* (No. 4275).

NOTE.—(a) This Determination applies to the Metropolitan District as defined in the *Factories and Shops Acts* and the Order in Council thereunder, and such portion of the City of Sandringham as is not included in the said District.

(b) The following Printing Trades were proclaimed on 27th February, 1929, as apprenticeship trades under the *Apprenticeship Act 1928* for the Metropolitan District:—

1. Hand composition.
2. Hand and machine composition, and attending and adjusting slug-casting and type-casting machines.
3. Bookbinding or guillotine machine operating.
4. Paper ruling.
5. Edge gilding.
6. Letter-press printing.
7. Lithographic printing.
8. Stereotyping or electrotyping.

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

FRANCIS ANTHONY MARZORINI, in pursuance of the powers contained in the *Factories and Shops Acts* and in consequence of the provisions contained in a determination made on the 7th October, 1937, by the Printers Board, and published in the *Government Gazette* on the 11th November, 1937, hereby issue an adjusted determination showing the adjusted rates and piecework prices to be paid as from the beginning of the first pay period to commence in December, 1938, to any person or persons or classes of persons employed in the process, trade, or business of—

- (a) Printing;
  - (b) Bookbinding (including making loose sheet covers of any kind);
  - (c) Paper ruling;
  - (d) Stereotyping or electrotyping;
  - (e) Preparing lithographic work by drawing or lettering on a lithographic plate or on any other material;
  - (f) Preparing printed matter for sale or distribution;
  - (g) Carbonizing, gumming, varnishing, or waxing paper, cardboard, or similar materials;
- but not including any process subject to the jurisdiction of the Stationery Board."

(1) ALL CLASSES OF WORKERS (OTHER THAN THOSE EMPLOYED IN DAILY NEWSPAPER OFFICES)—

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
TABLE "A"—ADULT MALES.		
1	Machine compositor—that is a person operating the keyboard of any class of slug-casting or type-casting machine (including time occupied in cleaning the machine and/or remedying defective working of machine)	£ s. d. 5 15 0
2	Probationary machine compositor—	
	(a) For a first period of six months' probation	5 6 0
	(b) For a second period of six months' probation	5 9 0
	(c) Thereafter the rate for a machine compositor	5 15 0
3	Provided that any probationary machine compositor who during the second six months of his period of probation attains an efficiency of 7,000 ems per hour over a maximum period of four hours on plain matter corrected of not less than thirteen ems measure in six-point type shall be paid	5 15 0
4	Working mechanic in charge (whether or not under a foreman or other person in authority) of a slug-casting machine	5 6 0
5	Attendant or assistant mechanic on a slug-casting machine (an attendant or assistant mechanic shall be a person working under the direction of a foreman or other person in authority, whose duties include attention to the machine and all its accessories and parts to maintain it and them in an efficient state and to do any adjustments and replacements of accessories and parts but not any repairs)	4 13 0

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
TABLE "A"—ADULT MALES— <i>continued.</i>		
6	Working mechanic in charge (whether or not under a foreman or other person in authority) on a type-casting machine	£ 5 6 0
7	Caster or assistant mechanic on a type-casting machine (a caster or assistant mechanic shall be a person working under the direction of a foreman or other person in authority whose duties include attention to the type-casting machine and all its accessories and parts to maintain it and them in an efficient state and to do any adjustments and replacements of accessories and parts but not any repairs)	4 13 0
8	Proof reader and/or reviser	5 9 0
9	Hand compositor (which shall include any person employed as a slugger, bulk hand, or stone hand)	5 6 0
10	Electrotypist	5 6 0
11	Stereotypist	5 6 0
12	Letterpress machinist	5 6 0
13	Operator of a writer-press, multigraph machine, ronotype machine, or a similar machine printing from movable type, stereotypes, electros, zincos or the like	5 6 0
14	Railway ticket printer—single machine	4 17 0
15	Railway ticket printer—multiple machine	4 19 0
16	Machinist working a flat-bed machine printing from a reel	5 6 0
17	Rotary machinist	5 6 0
18	Rotary machinist's assistant—that is, a person who assists the machinist in the care and control of the machine and the proper printing of the paper	4 15 0
19	Persons engaged in lithographic drawing and/or designing	5 10 0
20	Lithographic machinist (including lithographic tin printer, lithographic transferrer and/or pressman)	5 6 0
21	Stone and/or plate preparer	4 7 0
22	Bookbinder	5 6 0
23	Marbler	5 6 0
24	Hand indexer	5 6 0
25	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)	5 6 0
26	Finisher	5 6 0
27	Pocket-book maker	5 6 0
28	Ticket-maker, turned-in work	5 6 0
29	Blotting pad maker	5 6 0
30	Portfolio maker	5 6 0
31	Person engaged in sawing and/or rolling books	5 6 0
32	Loose sheet cover maker	5 6 0
33	Edge gilder	5 6 0
34	Leather cutter	5 6 0
35	Where an employee employed in any class for which a margin is prescribed by Items 21 to 32 does edge-staining, board cutting, bevelling, blind blocking and/or cutting of material, he is to be paid the above prescribed margin, but where an employee is employed solely on the last-mentioned classes of work (In the foregoing Item 35 the words "cutting of material" do not include the work of a leather cutter, for which work a wage has been prescribed by Item 34)	4 11 0
36	Map and plan mounter and/or varnisher	5 6 0
37	Paper ruler—that is, a person in charge of any ruling machine or who makes ready, sets pens or discs on the machine, mixes inks, rules proofs, or regulates the supply of ink to the machine	5 6 0
38	Guillotine machine operator	5 6 0
39	Waxer	4 12 0
40	Varnisher	4 3 0
41	Metal maker for slug-casting or type-casting machines or Elrod machines, or stereotyping or electrotyping	4 5 0
42	Printing ink mixer and/or maker	4 3 0
43	Bronzing machine operator	4 8 0
44	Roller maker	4 3 0
45	Feeder on any kind of machine when printing more than one colour	4 3 0
46	Storeman	4 5 0
47	Packer and/or despatcher	4 5 0
48	Any other adult male	3 19 0
49	An employee working on a night shift for a week shall be paid 12s. extra for such night shift work; if he works less than a week he shall be paid <i>pro rata</i> for the hours worked by him.	
TABLE "B"—ADULT FEMALES. (Including non-adult females of at least five years' experience.)		
1	Operator of a writer-press, multigraph machine, ronotype machine, or a similar machine printing from movable type, stereotypes, electros, zincos or the like when employed on work other than circular letters that are wholly composed in the one face and size of type and of a typewriter character, in imitation of a typewritten letter or circular	5 6 0
2	Female head packer when employed as such	2 12 6
3	Female bookbinder—that is, an employee engaged in the binding of quarter bound work cut flush with turned-in paper sides and the binding of all cut flush work not turned in:— (a) When engaged on work which exceeds 1½ inches in thickness of back and 108 superficial inches measured over length and breadth of either side, whether wired, sewn, stabbed, stapled or otherwise held together (b) When engaged on work which does not exceed both the measurements above mentioned	2 12 6 2 11 6
4	Female bookbinder—that is, an employee engaged in:— (a) Making blotting pads, without corners, paper bound around four edges, or (b) Making blotting pads, with corners of any material other than leather; but not with (i) corners which are turned in before being affixed to the pad, (ii) base boards having cloth-bound edges, or (c) Making covers for school papers which are cut flush or turned in, but not when such covers are of full leather, cloth, or similar material, or (d) Affixing projecting index tabs made of paper and not reinforced, or (e) Making letter or other types of files, or (f) Making loose sheet covers (including portfolios) of which covers no part is leather or is a metal fixture bound in the cover. (g) Mounting showcards, maps, plans, envelope paper, and other plain or printed paper, but not maps or plans when mounted on calico or sheeting or similar material which is stretched on a flat or circular surface preparatory to the mounting being done	2 10 6
5	Female hand or machine sewer and taker down or repairer of letterpress work	2 11 6

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
TABLE "B"—ADULT FEMALES—continued. (Including Non-Adult Females of at least Five Years' Experience.)		£ s. d.
6.	Female employee of more than five years' experience employed on any one or more of the following operations :— Folding, paging, numbering, perforating, gathering, collating, inter-leaving, tipping-in and tipping on (but not joining sheets for account books), wire stapling edge staining (excepting the staining or otherwise coloring of the edges of cards and the edges of books other than those books that are quarter bound cut flush with turned in paper sides or are cut flush and not turned in)	2 10 6
7.	Female employee of more than five years' experience employed in connexion with systems work, addressograph work, and/or in printing work not allotted a marginal difference in Table "A"	2 10 6
8.	Female copy holder	2 10 6
9.	Female feeder employed on letterpress printing machine, lithographic printing machine, varnishing machine, waxing machine, folding machine, or ruling machine	2 9 6
10.	A female employee in charge of or who supervises, directs, or is responsible for the work of— (a) from 3 to 8 employees (both inclusive) . . . . . (b) from 9 to 15 employees (both inclusive) . . . . . (c) over 15 employees	2 14 6 3 0 6 3 6 6
11.	Female employees not otherwise specified	2 2 6

NOTE.—See clause 30 (g) re additional rate to be paid to any person employed in bronzing by hand or dusting-off by hand.

FEMALE TO BE PAID MALE RATE.

(2) Where a female is employed to do any work specifically named or described or of the class mentioned in Table "A" which is not specifically named or described in Table "B" she shall be paid the rate which is proscribed for the male; provided that this clause shall not apply to any individual female employee in respect of work which at the date of coming into operation of this Determination was being done by her, and for which no marginal rate for females is herein specifically proscribed.

RATES FOR JUNIORS AND APPRENTICES.

(3) Where the work is performed by a male junior, not being an apprentice—

	Per week.
	£ s. d.
1. Under 15 years of age	0 16 6
2. Between 15 and 16 years of age	1 0 6
3. " 16 " 17 " "	1 6 0
4. " 17 " 18 " "	1 15 6
5. " 18 " 19 " "	2 4 6
6. " 19 " 20 " "	2 14 0
7. " 20 " 21 " "	3 3 0

Where the work is performed by a male apprentice—

8. First year	0 16 6
9. Second year	1 0 6
10. Third year	1 6 0
11. Fourth year	1 15 6
12. Fifth year	2 4 6
13. Sixth year	3 3 0
14. A junior working on a night shift for a week shall be paid 9s. extra for such night shift work; if he works less than a week he shall be paid <i>pro rata</i> for the hours worked by him.	

Where the work is performed by a female junior—

	Per week.
	£ s. d.
1. First year's experience	0 16 6
2. Second year's experience	0 10 6
3. Third year's experience	1 4 0
4. Fourth year's experience	1 8 6
5. Fifth year's experience	1 17 6
6. And thereafter the minimum wage proscribed for females for the class of work which she is doing.	
7. A female junior entering the industry in her eighteenth year or later shall receive the foregoing rate appropriate to her experience and not less than 6s. per week extra until she reaches the age of 21 years, when she shall be paid the minimum wage proscribed for females for the class of work which she is doing.	
8. In the above provisions as to work performed by females, "experience" means experience in the industry, including experience in the employ of more than one employer, and any female employee mentioned in such provisions 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.	

LIMITATION OF EMPLOYMENT OF JUNIORS.

- (4) (a) No department shall be manned exclusively by juniors.
- (b) Not more than two male juniors shall be employed to each male adult employed as a weekly employee in each department. For the purposes of this provision an apprentice shall be deemed to be a junior.
- (c) No junior, unless an apprentice, under 18 years of age, shall be employed on a monotype casting machine or an Elrod or similar casting machine.
- (d) No junior, unless an apprentice, under 18 years of age, shall be employed on a power-driven guillotine, or on a platen machine or cylinder machine used for carton cutting.
- (e) In all parts of the industry, juniors shall (except in any branch of the industry in respect of which provision is made for apprenticeship) be given reasonable opportunities to become proficient in different classes of work, and shall be taught higher grade work as they progress in the knowledge of their work.
- (f) The conditions of employment of juniors in any branch of the industry in respect of which provision is made for apprenticeship shall be as set out in clause 29 (c).

HOLIDAYS.

- (5) (a) An employee shall be entitled to be absent from his employment without deduction of pay on any holiday. In this Determination "holiday" means the day observed as any of the following days: New Year's Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Christmas Day, Boxing Day, Australia Day, King's Birthday, and Melbourne Cup Day.
- (b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays proscribed by this Determination.

(c) Where an employee is dismissed within one week before any holiday (or within one week before the first day of several holidays), his re-engagement by the same employer within one week after such holiday (or, as the case may be, within one week after the last day of such several holidays), shall be prima facie evidence that his employment was terminated in breach of sub-clause (b) hereof.

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

(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.

(f) The wage payable to a weekly piece-worker under this clause shall be that fixed for a time worker in the same occupation. A junior male shall be paid the time wage appropriate to his age and a junior female the time wage appropriate to her years of experience, provided that a female worker of more than five years' experience shall be deemed to be an adult for the purpose of computing the amount payable to her under this clause.

(g) The provisions of this clause (5) shall apply only to weekly employees.

#### CONSTANT SERVICE LEAVE OR BONUS.

(6) (a) In addition to the holidays provided for by clause (5) hereof, an employee, whether a time-worker or a piece-worker, who remains in the service of the same employer for at least a year, shall, if the employment has not been terminated, be entitled to one day's leave of absence on full pay for every period of two complete consecutive calendar months comprised in his service in respect of which he has not already received leave or bonus hereunder.

(b) The employer shall have the right to fix the time when such leave will be given, but must fix a time so that the leave then accrued due will be wholly given in one continuous period within fifteen months after the beginning of the period of service in respect of which the leave is due, and if he does not so fix the time or so give the leave he shall, for each day of leave then due, forthwith give the employee two days' leave of absence on full pay.

Provided that the employer may, if he think fit, give at any time in advance the period of six or seven days' continuous leave on full pay prospectively due in respect of the six or seven (as the case may be) periods of two months' service comprised within such fifteen months.

Provided further that if the leave be given so that the employee is freed from work for the employer throughout the seven days of a week or throughout a period extended to more than such seven days by reason of holidays as provided in sub-clause (c) hereof, the leave comprised within such seven days or within such extended period shall for the purposes of this clause be deemed to be six days' leave.

(c) Where any of the holidays provided for in clause (5) hereof so falls in the week as in the ordinary course to entitle an employee to be paid in respect of that holiday although he does not work thereon, and that holiday happens to fall within that employee's period of leave of absence, the days in that period shall be reckoned in addition to that holiday.

(d) Any employee who voluntarily leaves or is discharged from his employment after he has been in such employment for at least six complete consecutive calendar months shall be paid a bonus of one day's pay for every period of two complete consecutive calendar months comprised in his service in respect of which he has not already received leave or bonus hereunder, the day's pay to be at the ordinary rate for the class of work usually being done by the employee about the time when he so leaves or is discharged.

Provided that where leave of absence for two instead of one day should have been given in pursuance of sub-clause (b) hereof and has not been so given, such employee shall be paid a bonus of two days' pay in respect of each day of leave of absence that has not been so given.

(e) If the employee is a piece-worker the pay to be given for the period of leave of absence or as a bonus where leave is not given shall be at the rate fixed for a time-worker doing the same class of work as that of the employee.

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

(g) In this clause employee means either a male or female employee, and the clause shall be construed accordingly.

(h) For the purposes of this clause the service shall be deemed to have continued and to continue unbroken and constant notwithstanding any interruption or determination of the employment by the employer if such interruption or determination has been or is made merely with the intention of avoiding obligation hereunder in respect of leave of absence or bonus.

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

Provided that persons in employment on the 1st day of January, 1938, shall for the purposes of this clause be deemed to have commenced their service on that date.

(j) This clause shall come into operation on the 1st day of January, 1938.

(k) On application by any employer, this Wages Board, if satisfied that, because of the economic position of any part of the industry to which this Determination applies, injury to such part will be caused by the operation of this clause, may postpone or suspend such operation for such time as it may think fit.

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

(7) A female shall not be required or permitted to wash-up or clean a printing machine; or feed any Armory press or platen machine used for carton cutting; or operate any guillotine machine; or feed a platen printing machine if under the age of eighteen years.

#### REST INTERVAL FOR FEMALES.

(8) 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 Saturday inclusive, in each week for each female employee on time work or on piece-work, 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.

#### FIVE-DAY WEEK.

(9) When the employer desires to work the ordinary working hours in a five-day week, he may do so. The employer and the employees may thereupon agree upon the hours of commencing and finishing work with a starting time not earlier than 7.30 a.m., and a finishing time not later than 6 p.m., and in the event of such agreement being made, the hours so agreed shall be substituted for the hours fixed by this Determination, notwithstanding anything to the contrary contained in clauses (10) (b), (12) (b) and (c), and (12) (h) hereof. In default of agreement, such hours may be decided by this Wages Board.

#### HOURS.

(10) (a) The day-work hours of duty of employees shall not exceed eight hours on Monday to Friday inclusive and four hours on Saturday, and shall not exceed 44 hours in any week, to be worked between 8 a.m. and 6 p.m. on Monday to Friday inclusive, and between 8 a.m. and noon on Saturday, provided that the time of starting work of the linotype mechanic or other male person who attends to arrange the heating of linotype or like metal pots may be 7.30 a.m.

(b) The daily working hours of each office shall be conspicuously displayed in each workroom, and shall continue unchanged until altered by agreement between the employer and his employees, and in default of such agreement, as settled by this Wages Board.

#### NIGHT WORK.

(11) (a) Night-shift work is work other than overtime work done between the hours of 6 p.m. and 8 a.m.

(b) The hours of duty for night-shift workers shall not exceed 44 per week, to be worked within ten hours a shift on Monday to Friday inclusive, provided that for machine compositors on night shift the hours of duty shall not exceed 42 per week.

(c) The hours of commencing and finishing duty on each shift, of all employees on night shift or unusual shift, shall be arranged between each particular employer and his employees, and in default of such agreement, as settled by this Wages Board.

(d) A female employee or an employee under seventeen years of age shall not perform night-shift work.

(e) On any day when the hours of any night shift overlap the day-shift hours, the night-shift hours shall be observed, and the night-shift wage shall be paid for such day.

## OVERTIME.

- (12) (a) 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.
- (b) All duty performed by time-workers in excess of or outside the hours mentioned in clauses (10) or (11) hereof, or in excess of the hours of a shift, shall be overtime, and shall be paid for at the rate of time and a half for the first three hours and double time thereafter.
- (c) All duty performed by piece-workers in excess of or outside the hours mentioned in clauses (10) or (11) hereof, or in excess of the hours of a shift, shall be overtime, and shall be paid for at the rate of rate and a half for the first three hours and double rate thereafter.
- (d) (i) Where a weekly time-worker works on any day of his annual leave or on any public holiday mentioned in clause (5) hereof when he is entitled to be away from his employment, he shall be paid therefor at not less per hour than the hourly rate of his weekly wage, in addition to the weekly wage, and shall be given not less than four hours' work, or pay equivalent thereto.
- (ii) Where a weekly piece-worker works on any such day of annual leave, or on any such public holiday, he shall be paid therefor one day's pay of the corresponding time-worker, and the usual piece-work rate or rates for work done by him. He shall also be provided with at least four hours' work, and in the event of insufficient piece-work being provided to keep him continuously employed for such four hours he shall be paid for any non-working time at the time-worker's ordinary hourly rate.
- (iii) Should a weekly time-worker, or weekly piece-worker, who has worked on a holiday within the hours of his ordinary working day, work on such holiday before the ordinary hour of commencing work or after the ordinary hour of finishing work, he shall be paid double the ordinary time-work rate or double the ordinary piece-work rate, as the case may be, for the hours worked before the ordinary hour of commencing work or after the ordinary hour of finishing work.
- (iv) This sub-clause (d) shall, with the necessary changes, be read to apply equally to a night worker as to a day worker.
- (e) (i) Double time or double rate shall be paid for all work done on Saturday afternoon, and (with a minimum of four hours' work or pay equivalent thereto) on Sunday.
- (ii) Where the hours of the ordinary working week are worked within five days any work done on the sixth day shall be paid for at time and a half or rate and a half for the first four hours worked before noon and at double time or double rate thereafter.
- (iii) Where the hours of the ordinary working week are worked within five night shifts, any work done on the sixth night shift shall be paid for at double time or double rate.
- (f) An employee, if called upon to work overtime in excess of one hour after the usual finishing time of any shift, 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 to an adult male employee during the previous shift, or where notice of overtime has been given to him, but overtime has not been worked, 2s. shall be paid as an allowance for tea money. The same allowance shall be made for each meal reasonably occurring during such overtime work. Where any junior, apprentice or female is required to work overtime, or is given notice of overtime and such overtime is not worked, 1s. shall be paid as an allowance for tea money. The same allowance shall be made for each meal reasonably occurring during such overtime work.
- (g) 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.
- (h) No employee under 16 years of age shall be employed on overtime. No employee under 17 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, subject to clauses (9) and (10) (a) hereof.
- (i) 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.
- (j) 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.
- (k) One hour's time at the least, in addition to the actual time worked and/or the time the employee is required to stand by for work shall be paid for as a "call" to any employee brought in to do any work not in the ordinary working hours, such to be paid for at the rate of time and a half or rate and a half, except on Saturday afternoon, and on Sunday, when double time or double rates shall be paid.

## EMPLOYEE MISSING USUAL CONVEYANCE.

- (13) Whenever the finishing time of any employee 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.

## MEAL PERIOD.

- (14) (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) Where an employee is required to work during his usual meal period he shall be paid one-half extra on the hourly rate of his weekly wage for the time so worked, and be allowed his usual meal period as soon as it can be arranged.
- (d) The lunch period of any employee shall be between the hours of noon and 2 p.m.

## TERMS OF EMPLOYMENT AND SICK PAY.

- (15) (a) No person shall be employed except as—
- (i) a weekly time-worker; or
  - (ii) a weekly piece-worker; or
  - (iii) a casual time-worker; or
  - (iv) a casual piece-worker.
- (b) A weekly time-worker, 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) (i) A weekly time-worker not attending for duty shall lose his pay for the actual time lost unless he produces or forwards within twenty-eight hours of the commencement of such absence evidence or a message satisfactory to the employer that his non-attendance was due to personal ill-health necessitating such absence, but notwithstanding that he may be employed by different employers he shall not be entitled to payment for non-attendance on the ground of personal ill-health for more than 44 hours in each year. Such year shall begin on the date on which this Determination came into force.
- (ii) A weekly piece-worker shall be excused from presenting himself for employment at the proper time and place each day because of personal ill-health and shall be paid at the corresponding time-worker's wage for the period of ill-health in all respects as if during such period he had been a weekly time-worker employed on such days and during such hours as are usually worked by time-workers upon any day shift, and he shall comply with and be subject to the conditions for time-workers prescribed in paragraph (i) hereof.
- (iii) If an employer within 48 hours after the receipt by him of a written message sent by (or on behalf of) an absent employee, alleging that his absence is due to personal ill-health, fails to despatch or give to the employee a written notice that he does not accept the message as satisfactory evidence of the facts alleged by it, it shall be deemed to be prima facie evidence that the absence of the employee was due to personal ill-health.
- (iv) If an employer within 48 hours after the receipt by him of such message despatches, or gives to the employee a written notice that he does not accept such message as satisfactory evidence of personal ill-health, but requires further evidence, the employee must within a reasonable time furnish such further evidence. If the employer requires the employee to obtain a medical certificate or other proof of personal ill-health, he shall pay or refund any fee and incidental expenses necessarily paid or incurred by the employee. The employee shall submit to medical examination at the employer's expense if so required, and shall not obstruct or interfere with inquiries deemed to be necessary by the employer.
- (v) If an employer rejects a claim for sick pay this Wages Board shall have power, upon application by the Printing Industry Employees Union of Australia, or by the employee concerned, to hear such claim, and to make such order thereon as it thinks appropriate; and the employee, if required to attend this Wages Board on the hearing of his claim, shall, if his claim succeeds, but not otherwise, be entitled to be paid by the employer for the time of his attendance, if a time-worker, at his usual rate, or if a piece-worker, at the corresponding time-worker's rate.
- (vi) In any case where the period of 48 hours referred to in paragraphs (iii) and (iv) hereof expires after the finish of the last working day in the calendar week, or on a public holiday, the period shall be deemed to extend to noon of the next ordinary working day, and in any case where illness commences after the finish of such last working day the said period of 48 hours shall be deemed to commence at the starting hour of the next ordinary working day.

(d) A weekly piece-worker is a piece-worker engaged as a weekly employee. The following conditions apply to the employment of a weekly piece-worker :—

- (i) On each working day or night of the week he shall present himself for employment at the usual time for beginning work at the place of business of the employer unless informed before leaving work by the employer that his attendance on any day or any night is not required.
- (ii) If he has not been informed as provided in the foregoing paragraph, and actually presents himself on any such day or any such night he shall receive not less than four hours' continuous employment or be paid for such four hours (or any part of such four hours as would be non-working time) at the appropriate rate for a time-worker. Provided that a weekly piece-worker on day work working on a Saturday shall receive not less than three hours' work or be paid for such three hours (or any part of such three hours as would be non-working time) at the rate aforesaid, and his shift shall finish not later than noon.
- (iii) (1) The provisions of this paragraph (iii) shall have full force and effect notwithstanding anything contained in this Determination, or in the Schedule thereto.
- (2) In this paragraph the words "the corresponding time-worker" mean—
  - (a) As to an adult male, as defined by clause (33) (d) hereof—an adult male weekly time-worker employed in the same calling as the weekly piece-worker who is concerned;
  - (b) As to an adult female, as defined by clause (33) (d) hereof—an adult female weekly time-worker employed in the same calling as the weekly piece-worker who is concerned; and
  - (c) As to a male junior—a male junior weekly time-worker of the same age employed in the same calling as the weekly piece-worker who is concerned; and
  - (d) As to a female junior or any female of less than five years' experience—a female junior weekly time-worker of corresponding experience employed in the same calling as the weekly piece-worker concerned.
- (3) For any week in which he has worked the full hours of duty, the weekly piece-worker shall be paid at least the corresponding time-workers' wage.
- (4) For any week in which, though he has complied with the provisions of paragraph (i) hereof, he is not required to work the full hours of duty, he shall be paid for that week the corresponding time-workers' wage.
- (5) If in any week there occurs a public holiday, as provided in clause (5) hereof, upon which the weekly piece-worker is not required to work, he shall be paid, in addition to his aggregate piece-work earnings for that week, a sum equivalent to that paid to the corresponding time-worker for such public holiday.
- (iv) Notwithstanding anything in this Determination contained, lateness shall not, except as in this condition provided, affect the right of a piece-worker to the benefits of this sub-clause (d). A piece-worker's earnings shall not be subjected to deduction for lateness or lost time unless such lateness or lost time would cause an employer to make a payment which he otherwise would not be required to make. Subject to this condition, where a piece-worker is late or loses time on any day he shall be subject only to such a deduction from any moneys due to him as is proportionate to the time actually lost by him.
- (e) (i) The employment of a weekly time-worker or piece-worker may be terminated by a week's notice on either side, and such notice may be given on any day of the week to take effect one week after the day on which it is given. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such case wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot usefully be employed because of any strike of the Printing Industry Employees Union of Australia, or any other union, or through any breakdown of machinery or any stoppage of work for any cause for which the employer cannot be held responsible.
- (ii) In the event of work being temporarily stopped by a breakdown of machinery, or by any cause for which the employer cannot be held responsible, and the employee has lost at least two days' pay the employee, whether a weekly time-worker or weekly piece-worker, may inform the employer of his intention to terminate his employment, whereupon the employment shall be terminated without the employee being required to give the week's notice mentioned in paragraph (i) hereof, and he shall be paid such moneys as are due to him under this Determination.
- (f) Where a weekly piece-worker 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 services be terminated during the course of the 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. Without prejudice to his liability to legal proceedings in respect of such non-observance, an employer not observing this provision shall pay such employee an extra full day's pay for each day after the employer's usual pay day upon which he applies at the employer's place of business for payment of the amount due to him, and does not receive it.

#### CASUAL EMPLOYEES.

- (16) (a) An employer when engaging a person for casual employment shall inform him then and there that he is to be employed as a casual. Except where this is done the employee shall be a weekly time-worker or weekly piece-worker. A casual employee, after two weeks of continuous employment as a casual employee, shall become a weekly time-worker or weekly piece-worker.
- (b) If a casual employee commences duty on any day, or is directed to attend for duty and actually attends on any day, such employee, if a time-worker, shall in respect of such day be paid at the rate herein provided and for six hours (either day or night) at the least, except on Saturday, when he shall be paid for three hours at the least, and if a piece-worker, shall, in respect of such day, be given four hours' work at the least, or paid for four hours (or any part of such four hours as would be non-working time) at the appropriate rate for a time-worker, except on Saturday, when he shall be given three hours' work at the least or paid for three hours (or any part of such three hours as would be non-working time) at the corresponding time-worker's rate.
- (c) A casual employee, 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 12½ per cent.
- (d) A casual employee, when working overtime shall have his rate of pay as a casual employee increased by the same proportion (e.g., one-half, or double as the case may be) as the weekly worker's rate applicable to the class of work done by the casual employees directed to be increased under this Determination for work done on overtime, with the addition of 12½ per cent.

#### PROBATIONERS ON SLUG-CASTING OR TYPE-CASTING MACHINES.

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

#### MIXED FUNCTIONS.

(18) Where during any day a time-worker or piece-worker is employed on work requiring the performance of functions involving different rates of wages prescribed by this Determination, the minimum rate of wage to be paid to the employee for that day shall be calculated as if the employee performed such only of the said functions as involved the highest rate of wage.

#### PIECE-WORK.

(19) (a) Without prejudice to the rights of a weekly piece-worker under clause (15) (d) hereof no piece-work shall be performed by any employee other than in respect of work done in connexion with machine composition.

(b) The minimum piece-work rates payable to an employee by an employer shall be the rates prescribed in the schedule to this Determination.

The schedule hereinbefore mentioned is hereby incorporated in this Determination.

(c) 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.

(d) 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 the corresponding time-worker's rate. A piece-worker shall be deemed to be waiting for work unless directed not to remain on the employer's premises for work.

#### WAGES AND PAY DAY.

(20) Subject to clause (15) (e) hereof, an employee shall be paid his wages on Thursday or Friday in each week, and not more than two days' pay shall be kept in hand by the employer.

#### WORK NOT TO BE TAKEN OFF EMPLOYER'S PREMISES.

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

**TIME BOOK.**

(22) (a) Each employer shall keep a time and wages book, correctly and fully written in ink, showing the name of each employee, and his occupation, the hours worked (including overtime) each day or night, and in respect of waiting time paid for under clause (19) (d) hereof the time of the commencement and the ending of each period of waiting time, and the wages, overtime and allowance paid each week: provided that the employer may at his option use a mechanical clock in lieu of a time book for the purpose of recording the time of each employee. The book, or, when a clock is installed, the time cards, shall be open for inspection by a duly accredited official of the Printing Industry Employees Union of Australia, or of the employer's employees, during the usual office hours at the office or other convenient place. The inspecting official shall be entitled to take and carry away a copy of any entry in such book or time card, and may in any relevant proceeding tender such copies in evidence. Every book or time card kept or made under this clause shall for at least twelve months after the making of any record thereon be kept by the employer at his place of business and shall be there open for inspection under this clause.

(b) Twenty-four hours notice of the intention to inspect the time book shall be given to the employer whose book is to be inspected.

**AUTHORIZED PERSON MAY ENTER FACTORY.**

- (23) (a) (1) The secretary-treasurer of the Printing Industry Employees Union of Australia, and  
(2) The secretary of the appropriate branch or sub-branch thereof of the said union, or  
(3) An officer of the appropriate branch or sub-branch thereof of the said union accredited in writing by the secretary of the branch

shall have power to enter and inspect during working hours any part of a printing factory or workshop in which any piece-work operation is being carried on, and to interview the employees in regard to piece-work rates and conditions of employment.

(b) At least four hours' notice shall be given to the employer or his representative by any such person or persons prior to his or their actual going on the premises, and the employer shall be notified of his or their arrival, and he or his representative shall be entitled to accompany any such person or persons, and shall provide access to the wages book and time sheet and records of any piece-work employee. Upon request of the said person the employer or his representative shall produce any work or part of any work done or in the course of being done by a piece-work employee. The work and duties of the employees shall be interfered with as little as possible by any such person.

**UNION OFFICIAL VISITING FACTORY.**

(24) Duly accredited representatives of the Printing Industry Employees Union of Australia shall have the right to enter employers' working establishments during the midday meal time for the purpose of interviewing employees on legitimate union business, on the following conditions:—

- (a) That the representative produces his authority to the employer or his representative.  
(b) That the representative interviews employees only at places where they are taking their meals.  
(c) That not more than two such representatives shall at any one time visit or be in any one working establishment, and if there are two representatives they shall both be there at the same time.  
(d) That if a working establishment shall have been visited by any such representative during a week it shall not be visited afterwards during the same week by any such representative.  
(e) That if any employer alleges that a representative is unduly interfering with his working establishment, or is creating disaffection amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the said union shall have the right to bring such refusal before this Wages Board which may thereupon rescind or otherwise deal with such refusal.

**UNION DELEGATE.**

(25) Not more than two delegates, chosen by and from the employees of an employer, shall be allowed the necessary time in working hours to interview the employer or his representative for the purpose of submitting grievances. If the members so chosen be piece-workers they shall be paid for such time the time-worker's wage in their branch of the industry.

**SEATING PROVISION.**

(26) (a) Any male employee whose work requires him to be seated shall be provided with a reasonably comfortable seat.  
(b) Any female employee whose work permits of her being seated or requires her to be seated shall be provided with a reasonably comfortable seat.

**DETERMINATION, ETC., TO BE POSTED.**

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

**HEALTH NOTICES.**

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

**APPRENTICES.**

(29) (a) A beginner shall be apprenticed to learn and shall be fully and thoroughly taught and instructed by the employer in one, but not more than one, of the following branches of the printing industry:—

- (i) Hand composition.  
(ii) Hand and machine composition with instruction in the mechanism of slug-casting or type-casting machines.  
(iii) Stereotyping and/or electrotyping.  
(iv) Bookbinding and/or guillotine machine operating.  
(v) Paper ruling and/or guillotine machine operating.  
(vi) Edge gilding.  
(vii) Letterpress printing.  
(viii) Lithographic printing.  
(ix) Lithographic drawing and/or designing.

(b) An apprentice to lithographic drawing and/or designing shall be taught and instructed in all phases of lithographic drawing or designing, and all things incidental thereto.

(c) In connexion with any branch of the industry in respect of which provision is made for apprenticeship, no employer shall engage any male persons under the age of 21 years, or continue the employment of any such male person engaged but not indentured before the commencement of this Determination (subject to sub-clause (c) (ii) hereof), except as an apprentice or probationer for apprenticeship (provided that the period of such probation shall not exceed six months from the engagement of such male person, and that such person shall not at any time during his probation be more than eighteen years of age).

Nothing in this sub-clause shall affect the employment of boys in such work as going messages, sweeping-up, and cleaning or feeding printing machines.

(d) Except as provided in this sub-clause, a boy shall be indentured for a period of six years, in which period shall be included his period of probation (if any). A boy sixteen years of age or over at the date of his indenture shall be indentured for five years in which period shall be included his period of probation (if any). A boy above the age of eighteen years shall not be indentured without the consent of the Wages Board, and shall not be employed as a probationer. The wages of a boy indentured for five years' apprenticeship, or employed as a probationer for such apprenticeship, shall be calculated as if immediately before commencing his period of probation or of apprenticeship (if he has had no period of probation) he had completed his first year of apprenticeship. The duties of an apprentice shall be so arranged by the employer that as the apprentice progresses in knowledge and skill, his duties shall be varied and he shall from time to time be placed on higher or more skilled work.

(e) (i) The maximum proportion of apprentices shall be as follows:—In the composing, stereotyping and/or electrotyping, bookbinding and/or guillotine machine operating, paper ruling, edge-gilding, letterpress printing, or lithographic printing departments, where one or more skilled adults are permanently employed at full rates as prescribed in this Determination, one apprentice or boy working on probation as hereinbefore provided may be employed (subject to paragraph (1) hereof) to the first three or fraction of three skilled adult employees permanently employed in such department.

(ii) A member of an employer's family, not an apprentice, if under 21 years of age, shall be regarded as an apprentice for the purpose of this clause if working in any department where not more than three skilled adults are employed. Where more than three skilled adults are permanently employed in any department one non-apprentice member of an employers' family may be employed in that department. Employer, for the purposes of this paragraph, means a proprietor, partner, or director.

(iii) In this sub-clause "permanently employed" means continuously employed for a period of not less than six calendar months.

**BRONZING OR DUSTING-OFF.**

- (30) (a) Bronzing and dusting-off by machine shall not be done except under such conditions as to prevent, as far as practicable, the escape of dust into the air of any occupied room.
- (b) Bronzing or dusting-off by hand shall not be done except in connexion with—
- (i) An efficient exhaust draught which effectively carries away bronze dust in the atmosphere: or
  - (ii) An appliance or within a structure of canvas, wood, or other suitable material so constructed as to prevent, as far as practicable, the escape of dust into any occupied room.
  - (iii) The foregoing conditions shall not be enforced where bronzing or dusting-off is not done in any workroom for more than two hours in any one day.
- (c) There shall be provided—
- (i) Suitable overalls and head coverings for all persons engaged in bronzing or dusting-off, which shall be washed or otherwise effectively cleansed at least once every week when in use.
  - (ii) For all persons engaged in bronzing or dusting-off a suitable place or places for clothing put off during working hours.
- (d) Every person employed in bronzing or dusting-off shall—
- (i) Wash the face and hands before partaking of any food or leaving the premises;
  - (ii) wear the overalls and head coverings supplied as provided herein;
  - (iii) deposit clothing put off during working hours in the place or places provided in pursuance of these regulations.
- (e) Where bronzing or dusting-off is regularly done there shall be provided and maintained in a clean state and in good repair for the use of all persons employed in bronzing or dusting-off a lavatory with a sufficient supply of clean towels and soap and nail brushes, and having a supply of hot and cold water.
- (f) Where bronzing or dusting-off is not done regularly, a reasonable supply of hot water shall be available for each person engaged in bronzing or dusting-off.
- (g) Any person employed in bronzing by hand or dusting-off by hand, shall be paid 6d. an hour, in addition to any other money payable under this Determination.
- (h) Where the bronzing surface does not exceed in size large post octavo, females may be employed at bronzing or dusting-off for a period not exceeding two hours in any one day, but except under such conditions an employer shall not require or permit any female employee to do bronzing or dusting-off work.
- (i) Each person shall be supplied free of charge by the employer with milk each morning and each afternoon where employed in bronzing or dusting-off by hand for two hours or more in any morning or afternoon period.

**HEALTH PROVISIONS.**

- (31) (a) Type metal or type metal shavings shall not be permitted to accumulate on the floor or in the vicinity of slug-casting or type casting machines or on the floor of the stereotyping and/or electrotyping departments.
- (b) Dry cleaning shall not be permitted or carried out in any printing factory, workshop, or place. All establishments and workshops shall be efficiently ventilated.
- (c) The employer shall provide a suitable place for employees to wash their hands.
- (d) Proper facilities shall be provided by the employer so that the clothing of employees taken off during working hours may be protected from the dust of the workroom.
- (e) All metal pots, other than those electrically heated, shall be provided with proper and suitable hoods, which shall be so fitted that all fumes and heavy gases are sucked off and conducted into the open air.
- (f) The melting down of linotype or stereotype or like metal, or the cleaning of linotype plungers, shall be done away from the workrooms, or, where this is not practicable, shall be done in such a manner as to cause the fumes or dust to be carried away from the workroom into the open air.
- (g) Where artificial light is in use, effective shades shall be provided by the employer to prevent eye strain. Artificial light shall be so situated as to enable the employee to work without unnecessary strain to the eyes.

**FIRST-AID CHEST.**

(32) The employer shall provide a first-aid chest, which shall be a suitable dustproof receptacle, made of either metal or wood, for the use of the employees, in some accessible place. Such chest shall be equipped and supplied with the following articles, namely:—

Article.	Quantities to be Kept in Ambulance Chest in—	
	Factories and Workshops in which not more than 30 Persons are Employed.	Any factory or Workshop in which more than 30 Persons are Employed.
Antiseptic solution .. .. .	1 bottle .. .. .	1 bottle .. .. .
Bandages, cotton and gauze .. .. .	½ doz. assorted sizes .. .. .	1 doz. assorted sizes .. .. .
Castor oil .. .. .	½ ounce .. .. .	2 ounces .. .. .
Iodine, tincture of .. .. .	1 ounce .. .. .	2 ounces .. .. .
Manual, First-aid .. .. .	.. .. .	.. .. .
Petrolatum, carbolized .. .. .	1 jar .. .. .	1 jar .. .. .
Picric acid solution, made according to the following recipe or prescription:—1½ teaspoonsful of powdered picric acid, 3 ounces of absolute alcohol, and 2 pints of distilled water .. .. .	.. .. .	.. .. .
Pins, safety .. .. .	1 packet .. .. .	1 packet .. .. .
Sal-volatile .. .. .	1 ounce .. .. .	6 ounces .. .. .
Scissors .. .. .	1 pair .. .. .	1 pair .. .. .
Tourniquet .. .. .	1 .. .. .	1 .. .. .
Tweezers .. .. .	1 pair .. .. .	1 pair .. .. .
Cotton, absorbent .. .. .	} An adequate assortment	An adequate assortment
Gauze, sterilized, plain .. .. .		
Lint, absorbent .. .. .		
Plaster, adhesive .. .. .		

**INTERPRETATION OF THE DETERMINATION.**

- (33) (a) A time-worker's hourly rate for any work for which a weekly rate is prescribed by this Determination shall be ascertained by dividing the weekly rate by the number of hours which constitute the employee's ordinary working week.
- (b) The word "factory" or the words "factory or workshop" shall include every room or place where work in respect of which a wage is prescribed by this Determination is carried out by employees.
- (c) A day's work shall mean work done between the usual hours of commencing and finishing work on any day or night shift, or any mixed day and night shift.
- (d) "Adult male" shall mean (1) any male employee over 21 years of age, or (2) any employee who has completed his period of apprenticeship but is under 21 years of age; and "adult female" shall mean (1) any female employee over 21 years of age, or (2) any female employee of any age who has had five years' experience in the industry.
- (e) A duly accredited or authorized official or person, member of the Printing Industry Employees Union of Australia, shall mean any officer or member of the said union or of the appropriate branch or sub-branch thereof who may be accredited in writing by the secretary-treasurer of the said union or by the appropriate branch secretary, and shall include the said secretary-treasurer and branch secretary. The words "branch secretary" shall mean the secretary of any State Branch of the said union.
- (f) A copy-holder, unless an apprentice to hand composition or hand and machine composition, shall not be entitled to do the work of reading, revising, checking, or correcting proofs.



## SCHEDULE "A"—MACHINE COMPOSITION.

In addition to the piece-work rates set out in this schedule a piece-worker shall be paid 10s. for each full week worked or *pro rata* amount according to the time actually worked if less than a full week be worked.

## PIECE-WORK RATES FOR MACHINE COMPOSITION.

1. The piece-work rate for machine composition shall be 4d. per thousand ems, but where such work is done on a night shift the rate shall be 5d. per thousand ems, and such piece-work shall be done subject to the provisions of the Determination and of this schedule.

## CAST-UP AND MINIMUM MULTIPLIER.

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

## LARGE TYPE.

3. Matter 13 ems and under 13 ems measure, composed in 10-point type, shall be charged 4d. per thousand ems extra, and all types above 10-point in size shall be charged 4d. per thousand ems extra.

## BORDERED MATTER.

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

## DIALECTS, ETC.

5. Matter set in dialectic English or in illiterate spelling, where such matter is of four lines or more, or where the dialectic English or illiterate spelling is recurrent through the matter, shall be paid at rate and a half.

## FOREIGN LANGUAGES.

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

## "TAKE" OF COPY.

7. Twelve lines of 16 ems measure, or their equivalent in wider measures, shall constitute a machine "take" of copy. Provided that the matter given out at any one time, whether referring to the same or different articles, shall constitute one "take".

## TOP AND BOTTOM RULES.

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

## COLUMN OR TABULAR MATTER.

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

## HEADINGS.

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

## SMALL CAPITALS, ITALICS OR SORTS NOT ON KEYBOARD.

11. (a) For small capitals, italics, clarendon or other faces and sorts of type or characters of any kind, not on the keyboard but fed in by hand, one line extra shall be allowed for each word of six letters or less and two lines extra for each word of more than six letters.

(b) Where intermittent words are set on the keyboard in such faces and sorts, one line extra shall be paid for each line containing such words, excepting small capitals, which shall be paid one line extra for each word. When double letter matrices are used, and matter is set up on the upper tier or by the two-letter or leaf attachment for elevator head elevation, such matter up to 25 continuous lines shall be paid at rate and a half, and all matter beyond 25 continuous lines shall be paid at rate and a quarter.

## RUN-ON LISTS AND SIMILAR MATTER.

12. Run-on subscription lists, share lists, land sales, wool sales, show-prize lists, cargo lists, tennis results, egg-laying competition results, pawnbrokers' advertisements, balance-sheets, University or other school lists (other than those which are figures only), cricket scores, rifle scores, quoit scores, mining and market reports, racing weights, racing results and similar matter, shall be paid for at rate and a half. University and other school lists and examination results, consisting of figures only, lottery results, consisting of figures only and other run-on figure matter, consisting of figures only, shall be paid for at double rate.

## LEADERED MATTER.

13. All leadered matter, if leaders are ranged, and other leadered matter of 20 ems measure or over, shall be paid for at rate and a third.

## INDENTED MATTER.

14. All matter set to 13 ems measure or less in 8-point or over, indented one or more ems each end or two ems or over on one end, shall be paid for at rate and a half.

## HOUSE MARKS—AUTHOR'S PROOFS.

15. (a) Alterations from copy to the first proof shall be paid for at double rate. House marks or author's proofs shall be paid for at double rate, but twelve lines shall be the minimum charge. New matter or additions to copy shall be paid for at the ordinary rate if exceeding twelve consecutive lines.

(b) When an author's proof contains matter to be set in various measures, and the appropriate matter for one measure is intermixed with that of other measures necessitating the proof and/or copy being traversed three or more times before being completed, the charge shall be increased by one-third except where the matter makes nine lines or less.

(c) The House shall be entitled to correct all author's proofs or revises on time.

## CORRECTION OF PROOFS ON TIME.

16. The House may at any time, in its discretion, correct proofs on time and deduct from the machine compositor the number of lines requiring alteration. The machine compositor shall have the opportunity of seeing proofs containing any correction charged against him.

## SLUGGING, ETC.

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

## WHITE LINES, ETC., INSERTED BY THE HOUSE.

18. The machine compositor shall not be paid for white lines, rules or other matter, inserted by the House, except where the same are set or are required by the House to be inserted as part of a "take."

## MULTIPLE BAR MATTER TO BE LAID OUT BY THE HOUSE.

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

## EXTRA CHARGE FOR MULTIPLE BAR MATTER.

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

## FULL LINES.

21. Each line cast by the machine shall be paid for as a full line, except when the vice jaw is reduced, when the full measure shall be charged for the first twenty lines only.

## COPY TOO BIG FOR TRAY.

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

**BAD OR INDISTINCT COPY.**

23. Bad or indistinct copy, or copy written with an indolible pencil, or matter having to be transposed by the machine compositor (that is, matter which is not to be set up in the order in which it appears in the copy), shall be paid for at rate and a third.

**CONTRACTIONS—EXTRA CHARGE.**

24. Where the machine compositor has to make contractions, he shall be paid rate and a half for each line affected. This provision does not apply to ordinary recognized contractions such as St. for street, Rd. for road, Co. for Company, Ltd. for Limited, lb. for pound, oz. for ounce, &c. Further, this provision does not apply to work done on a directory or a telephone list.

**DEFECTIVE MACHINES.**

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

**LOWER MAGAZINE**

26. Where a machine compositor sets from a lower magazine from which the matrices assemble down a chute, the machine compositor may at his option do such work at the time rates for a machine compositor.

**TIME-WORK.**

27. A machine compositor, who may be temporarily required to do hand work on any day on which he is employed as a machine compositor, shall be paid therefor not less than the time rate for a machine compositor.

**WAITING TIME.**

28. Waiting time shall be paid for at the time-rate for a machine compositor. All stoppages shall be cumulative, and shall be charged as waiting time, provided that such stoppages have not been caused by the fault of the machine compositor.

**CHANGING MAGAZINE.**

29. For changing magazine or mould in any slug-casting machine, the machine compositor shall be paid 5d., and for emptying or refilling magazine, 1s. 3d. In the case of a multi-magazine machine, or a machine of similar design, he shall be paid 1d. for each change, and 1d. for each return where the change and return of magazine is made by manipulation of handle or lever.

**ATTENDING AND ADJUSTING.**

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

**LONG MEASURE.**

31. Slugs of 26-ems pica measure and over set in 6-point or smaller type shall be paid ½d. per 1,000 ems in addition to the rate. Measures of 27-ems pica and over set in type larger than 6-point shall be paid ¾d. per 1,000 ems in addition to the rate.

**CHANGING MACHINE OR MAGAZINE.**

32. If a machine is changed by order to a different type, the machine compositor shall not be required to change again to make corrections. Such corrections shall be done on a vacant machine if possible, but when they are done by another machine compositor, at the order of the House, one line shall be charged against the machine compositor who set the matter, and one line against the House for each line re-set.

**INSTRUCTIONS.**

33. Instructions shall be given to the machine compositor with the first "take" in each job.

**CATCHLINES.**

34. A piece-work machine compositor shall be paid for all catchlines when set by him.

**FULL FOUNT OF MATRICES.**

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

**CROSS RULES.**

36. All cross rules when set by the machine compositor, whether in reading or advertisements, shall be paid for as separate lines.

**TABLE OF MULTIPLIERS.**

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

F. A. MARZORINI,  
Secretary for Labour.

Melbourne, 16th November, 1938.