VICTORIA

GOVERNMENT GAZETTE.

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Factories and Shops Acts.

DETERMINATION OF THE TANNERS BOARD.

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

(*b*) On 21st April, 1925, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any persons employed in the trade of a tanner of all kinds of furred skins, or a dresser or a dyer of such skins, and such power was conferred on the Tanners (Furred Skins) Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of a tanner, currier, leather dresser, or dyer of all kinds of skins other than a tanner of sheep skins," has made the following Determination, namely :—

(1) That on the 12th June, 1940, the adjusted Determination which came into force as from the beginning of the first pay period to commence in March, 1940, shall be revoked and replaced by this Determination.

(2) JUNIOR LABOUR.—All employees under the age of 21 years, except as hereinafter provided, shall be paid the following rates :—

—	Wages per Week of 44 Hours.
	s. d.
14 to 15 years of age	15 6
15 to 16 years of age	22 6
16 to 17 years of age	30 3
17 to 18 years of age	37 9
18 to 19 years of age	45 3
19 to 20 years of age	53 6
20 to 21 years of age	60 3

The aggregate proportion of juniors (other than those employed as strainers) to adults shall not exceed one junior to three adults or any fraction of three.

In any "department" as hereinafter defined the proportion of juniors shall not exceed two to five adults or a fraction of five. There shall be no limitation of the number of juniors who may be employed as strainers.

No juniors under 19 years of shall be employed rolling, striking or setting out crop leather.

Other Employees.

—	Per Week of 44 Hours.
	£ *s.* *d.*
Currier	5 4 0
Person classing or sorting green hides or sides or skins after being unhaired	4 19 0
Hand flesher	4 16 0
Hand fleshing after machining	4 14 0
Machine flesher	4 14 0
Unhairer, scudder, stoner, puncher, person trimming green hides on tables after being fleshed, person working unhairing and scudding machines	4 9 0
Lime jobber	4 7 0
Drumhand, paddle and/or vat hand, tanpitman, hydraulic presser	4 6 0
Bark bagger	4 6 0
Extract worker in tannery	4 2 0
Barkgrinder in tannery, person boiling down fleshing or rendering down tallow, handling hides, bark or tannin extract	4 2 0
Splitting machinist—	
Operator of big machine	5 2 0
Operator of other machines	5 0 0

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Other Employees—continued.

—	Per Week of 44 Hours. £ s. d.
Man behind splitting machine	4 6 0
Machine shaver—	
New machine—double width	4 14 0
Old machine—single width	4 15 0
Jigger and grainer of bookbinding or furniture leather or japanned or enamelled or morocco leather or person engaged at japanning or enamelling leather or at ovens used for japanning or enamelling leather and operator of spraying machine	4 10 6
Roller, striker and setter out of sole leather	4 9 6
Shedman who applies dressing to sole leather	4 5 0
Whitening machinist and buffing machinist	4 14 6
Fluffing machinist	4 9 0
Fluffing machinist on suede wheel	4 13 0
Leather dresser (table hand)	4 9 0
Person (not otherwise provided for) finishing chamois or fancy leather including ironing by hand	4 8 0
Machinist (not otherwise provided for) working at any machine used for preparing fancy or other leathers	4 7 0
Table hand setting out harness leathers	4 9 6
Table hand and knee staker	4 9 0
Shedman (other than those who apply dressing to sole leather), man unloading hides, bark and other materials used in tanneries	4 2 0
Strainer (over the age of 18 years)	4 5 0
Employee unhairing either on beam or by sweeping	4 9 0
Person classing or sorting hides, sides or skins or splits of leather after tanning	4 18 0
Employee operating measuring machine	4 5 0
Employee operating setting out machine	4 9 0
Employee operating graining machine	4 7 0
Employee operating ironing machine	4 7 0
Employee operating embossing machine	4 7 0
Employee operating squeezing machine	4 7 0
Employee operating bark grinding machine	4 6 0
Assistant on any of the machines 30 to 35	4 5 0
Operator or assistant on any machine used in the industry not otherwise provided for	4 5 0
Glazer	4 9 0
Staker	4 9 0
Person lime jobbing on mechanical reels	4 7 0
Hair washer	4 3 0
All others	4 0 0

Casual employees may be engaged by the day at rates 10 per cent. higher than those prescribed for weekly work.

(3) Payment by Results.—Subject to the following provisions piece-work or any other system of payment by results may be adopted by an employer so long as such rates permit employees of average capacity to earn at least 10 per cent. in addition to the total wages to which they are entitled under clause 2 hereof.

(*a*) The piece-work rates now operating shall not be varied except in manner hereinafter provided.

(*b*) Piece-work rates may be fixed or varied by factory boards consisting of two representatives of any employer, one of his employees and one representative of the Federation. If any such board is unable to agree on any rate or rates proposed by the employer the matter in dispute shall be referred to the Chairman of the Wages Board whose decision shall be final.

(*c*) If the employees of any factory or the Federation fail to appoint representation to any such board or fail to attend a meeting of such board called by the employer on a date not less than seven days after the service of notice on the State Secretary of the Federation, the employer may adopt such piece-work rates which he deems reasonable without the authority of a board.

(4) Contract of Employment.—(*a*) Except as to piece-workers and casual workers and subject to the undermentioned provisos employment shall be by the week. Each employee shall be entitled to a week's notice of dismissal given on any day, or a week's pay in lieu of notice unless such dismissal is for wilful failure to attend for duty, malingering, misconduct or neglect of duty.

(*b*) Absence through sickness shall not be regarded as failure to attend, but an employee shall not be entitled to payment for more than four days in each year on which he is absent by reason of sickness.

(*c*) An employer may require satisfactory proof of sickness before paying for days of absence on account of sickness.

(*d*) An employee leaving his employment without giving a week's notice (unless his employer dispenses with such notice) shall forfeit a week's pay.

(*e*) If the operations of any factory are suspended owing to a stoppage, over which the employer has no control, of the power plant, or of the supply of power or fuel used in generating power, such employer shall be entitled to terminate temporarily employment of all or any of his employees without liability to any payment of wages beyond the time of such termination.

(*f*) Employees shall be paid for the holidays set out in clause (7) hereof as if worked.

(*g*) If the engagement of any employee is terminated by his employer within fourteen days preceding any of the prescribed holidays the holiday or holidays occurring during such period shall be paid for unless the employee has started work with another employer with the right of payment for the holiday or holidays.

(*h*) An employer shall be entitled to close his tannery on Easter Saturday morning and in such case his employees shall not be entitled to payment for such half-day.

(5) Hours.—The ordinary hours of employment shall be 44 per week, such hours to be worked between 7.30 a.m. and 5.15 p.m. on Monday to Friday inclusive (with 45 minutes' break for meals between the hours of noon and 1 p.m.) and between 7 a.m. and noon on Saturday: Provided that the 44-hour week may, by agreement between the employer and his employees, be worked in five days of 8 hours 48 minutes per day.

(6) Overtime.—(*a*) All time worked on any day before or after the regular working hours or in excess of 8 hours 48 minutes on any one day, or in excess of 44 hours in any one week, shall be paid for at the rate of time and a half for the first four hours and double time thereafter.

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

(*c*) Any employees required to work overtime for more that two hours in any one day without being notified the day before that they will be so required to work, shall either be supplied with a meal by the employer or paid 2s., but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.

(*d*) If any employee pursuant to notice under sub-clause (*c*) hereof has provided a meal and is not required to work overtime he or she shall be paid 2s. for the meal so provided.

(*e*) For work done outside ordinary hours piece-work rates shall be increased by 50 per cent. for the first four hours of each period worked and 100 per cent. thereafter.

(*f*) In cases where a fresh shift of men is brought on to work outside ordinary hours the following rates shall be paid :—

(i) For work performed before 5.30 p.m.—Ordinary rates.

(ii) For the first six hours after 5.30 p.m. in the case of a shift commenced before 5.30 p.m.—Time and a quarter.

(iii) For the first six hours in the case of a shift which commences at 5.30 p.m. or thereafter.—Time and a quarter.

(iv) After six hours in the case of employees under sub-paragraphs (ii) or (iii) hereof.—Double time.

(*g*) Any employee called upon to work during a meal hour shall be paid time and a half, and such time and a half shall continue until he has had a meal break.

(7) HOLIDAYS.—(*a*) All employees shall be entitled to the holidays hereinafter mentioned or any day observed in lieu thereof without deduction of pay :—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, Boxing Day and Picnic Day if held on a Saturday not preceding a Monday prescribed as a holiday.

(*b*) In Melbourne, Melbourne Cup Day shall be observed as a holiday in lieu of King's Birthday.

(*c*) Piece-workers shall be paid for such holidays even though not worked at the ordinary rates payable to employees not on piece-work doing the same class of work. The rate shall be one-sixth of the appropriate weekly wage in factories working six days per week and one-fifth in factories working five days per week.

(*d*) Where an employee is absent from his or her employment on the working day or part of the working day before or after a holiday without reasonable excuse or without the employer's consent such employee shall not be entitled to payment for such holiday. The amount to be deducted shall be one-sixth or one-fifth as the case may be of the appropriate weekly wage.

(8) ANNUAL HOLIDAY.—(*a*) Except as hereinafter provided employers shall in each year commencing with the year 1940 give their employees continuously employed as defined herein a holiday from and after the day observed as Boxing Day to the 31st day of December inclusive and shall pay wages for ordinary working days included in that period. Piece-workers receiving such holiday shall be paid time-work rates.

(*b*) Employees entitled to such holiday and required to work during that period shall be given a week's holiday on full pay at some other time during the year or if dismissed from employment before receiving such holiday shall be paid an extra week's wage on dismissal.

(*c*) "Continuously employed" for the purpose of this clause means employed (breaks arising from slackening of work being reckoned as being employed) for the six months immediately preceding the 25th day of each December. Any employee continuously employed who is dismissed during the three weeks immediately preceding the 25th day of December shall be entitled to payment of one week's wages for such annual holiday.

(*d*) Any dispute as to the right of an employee to such holiday shall be referred to the Secretary for Labour.

(9) PAYMENT FOR WORK ON SUNDAYS AND HOLIDAYS.—(*a*) All work performed on Sundays and holidays shall be paid for at the rate of not less than double time.

(*b*) An employee called upon to work on a Sunday shall be entitled to a minimum of two hour's pay and on public holidays to a minimum of four hour's pay unless work is prevented by rain, in which event he shall receive a payment of 4s.

(10) MIXED FUNCTIONS.—Where an employee is engaged on any day on mixed functions or on work carrying a higher rate of pay than his ordinary classification he shall be paid at the higher rate for the time so worked on such higher classification. If the aggregate hours worked by an employee on such higher classification exceed sixteen in the week he shall be paid at the higher rate for the week.

Provided further that an employee employed at any two or more of the operations of buffing, fluffing, or fluffing on the suede wheel not entitled to the higher rate for any week shall for each day on which he is called on to do any two or more of such operations be paid the higher rate of pay.

(11) PAYMENT OF WAGES.—(*a*) Wages shall be paid not later than Thursday of each week in the employer's time or within five minutes of knock off time. Time waiting for payment after such five minutes shall be paid for at overtime rates.

(*b*) Any employee who has worked only a portion of a week and who is dismissed by his employer shall be paid on ceasing work for all time worked during that week, less any deductions that the employer may be lawfully entitled to make.

(*c*) Each employer shall be entitled to retain in hand from each employee an amount equal to one day's wages of such employee.

(12) TOOLS OF TRADE.—(*a*) The employer shall provide all tools, leggings, gloves (rubber and other), aprons, respirators and other tools and implements of trade necessarily required by an employee in the performance of his duties.

(*b*) Employees working outdoor in wet weather shall be provided by the employer with waterproof capes for use whilst so working.

(13) PUTTING ON AND TAKING OFF COVERINGS.—Each employer shall allow his employees a reasonable period in the employer's time not exceeding five minutes either at the commencement or termination of work each day for putting on or removing (as the case may be) leggings, gloves and aprons. In the event of any disagreement between an employer and his employees as to whether the period shall be at the commencement or termination of work or as to whether the time allowed is reasonable the dispute shall be referred to the Secretary for Labour.

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

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

(*c*) The time and wages book shall be open for inspection to an officer of the Federation duly accredited in writing by the Federation bound by this Determination during the midday meal hour at the employer's office or other convenient place : Provided that an inspection shall not be demanded unless the Secretary of the Federation or the district secretary or organizer of any division suspects that a breach of this Determination has been or is being committed : Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment : And provided further that if the meal hour shall not be a convenient time for any employer he may fix some other time of at least one hour for any such inspection.

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

15. RIGHT OF ENTRY OF UNION OFFICIAL.—A duly accredited representative of the Federation bound by this Determination shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate Federation business on the following conditions :—

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

(ii) that he interviews employees only at the place where they are taking their meal ;

(iii) that not more than one representative in all be in any workshop at any one time ;

(iv) that no one representative visit a workshop more than once in each week ; and

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

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

(17) Shop Steward.—(a) Shop stewards or Federation representatives shall be granted every facility in carrying out their duties.

(b) Shop stewards appointed by employees in each workshop shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom they represent.

(18) Posting Notices.—(a) An employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with meetings or other business of the Federation.

(b) Such notice boards shall be in a prominent position, and notices exhibited thereon shall be signed by the branch secretary, president or shop steward of the Federation.

(c) Every employer shall post and keep posted a copy of this Determination and variations thereof in a place accessible to all employees.

(19) Accident Pay.—When an employee meets with an accident whilst at work which accident necessitates his absence from work he shall, for the period not exceeding one week for which he does not receive any payment under the provisions of the appropriate State laws, be paid at the rate of half the payment prescribed by this Determination for the class of work on which he was engaged prior to being so absent.

(20) Accommodation.—(a) Boiling water shall be supplied by the employer for tea for the employees at lunch time.

(b) Suitable washing facilities shall be provided by the employer for all employees.

(21) First-aid Outfit.—(a) The employer shall provide and continuously maintain an efficient first-aid outfit in each factory controlled by him.

(b) An efficient first-aid outfit shall be that prescribed by the laws and regulations of the State in which the factory is situated, but, where there is no legislation on the subject, the first-aid outfit shall contain the following equipment:—

Article.	Quantities to be kept in Ambulance Chest.	
	Factories and Workshops in which not more than 30 persons are employed.	Factories and Workshops in which more than 30 persons are employed.
Antiseptic solution	1 bottle	1 bottle
Bandages, cotton and gauze	½ doz. assorted sizes	½ doz. assorted sizes
Iodine, tincture of	1 oz.	2 oz.
Castor oil	1 oz.	2 oz.
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 oz. absolute alcohol; 2 pints distilled water.		
Pins, safety	1 packet	1 packet
Sal volatile	1 oz.	6 oz.
Scissors	1 pair	1 pair
Tourniquet	1	1
Cotton, absorbent; Gauze, sterilized and plain; Lint, absorbent; Plaster, adhesive	An adequate assortment	An adequate assortment

(22) Members shall not be Compelled to Resign Membership.—An employer shall not compel an employee to resign his membership of the Federation through the fact of such member being made a foreman or being placed on the staff.

(23) Formaldehyde.—(a) Where formaldehyde is used so as to create obnoxious or injurious fumes there shall be sufficient ventilation to take the fumes away.

(b) Suitable goggle protectors shall be provided by the employer, if requested, for employees using formaldehyde or breaking down sulphide.

(24) Definitions.—(a) "Currier" is a person who in his work uses a whitening knife, skiver, slicker, whitening slicker, or shaving knife, or buffing knife, or buffing slicker.

(b) "Handflesher" is a person who uses in his work a knife for the purpose of fleshing green hides or cutting down hides or skins or pieces before or after being fleshed by a machine.

(c) "Table hand" is a person engaged on any class of work done on tables, except in sole leather or as otherwise provided.

(d) "Slab work" shall mean the pasting of pieces of split leather together for sale or use as soles, insoles, heel or toe pieces, or stiffeners, or any purpose whatsoever.

(e) "Strainer" shall mean a person engaged at straining or tacking out or stripping or toggling or carrying boards or frames used for straining or tacking out or toggling.

(f) "Federation" shall mean the Australian Saddlery Leather Sail Canvas Tanning Leather Dressing and Allied Workers Employees Federation.

(25) Departments.—"Departments" of a tannery or leather-dressing establishment refer only to each of the following departments:—

Beamshed department;
Tanning department (including all wet work);
Curriers' department (including rolling);
Finishing department (other than rolling).
"Japan shop."—Japan shop means places where persons japanning or enamelling leather are engaged.

(26) Basic Wage.—The minimum amount to be paid as a weekly wage to adult employees, subject to adjustment as provided in clause (27) hereof, shall be £4 per week, being £3 15s. needs basic wage plus 5s. prosperity loading.

26A. Periodical Adjustment of Wages.—The wages rates, for adults, set out in clause (2) are based upon the basic wage rate as prescribed in clause (26), and, pursuant to the provisions of section 21 of the *Factories and Shops Act* 1934, the Board determines that such wage rates shall be automatically increased or decreased by the same amounts and at the same time as such basic wage rate.

(27) Adjustment of Basic Wage.—(a) The needs basic wage prescribed in clause (26) hereof shall be payable before the beginning of the first pay period to commence in the month of August, 1940.

(b) During each future period of or near a quarter beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the needs basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

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

(1) The index number set to be applied is that for the six capital cities (weighted average).

(2) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.

(3) The amounts assigned in the following table (or in any extension thereof) to the index number division comprising that number are to be ascertained.

(4) The basic wage shall be of those assigned amounts during such period of or near a quarter.

Table.

Index Number Divisions.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.
	Per week.	Per week.	Per week.
	£ s. d.	£ s. d.	£ s. d.
797– 808	3 5 0	0 5 0	3 10 0
809– 820	3 6 0	0 5 0	3 11 0
821– 833	3 7 0	0 5 0	3 12 0
834– 845	3 8 0	0 5 0	3 13 0
846– 858	3 9 0	0 5 0	3 14 0
859– 870	3 10 0	0 5 0	3 15 0
871– 882	3 11 0	0 5 0	3 16 0
883– 895	3 12 0	0 5 0	3 17 0
896– 907	3 13 0	0 5 0	3 18 0
908– 919	3 14 0	0 5 0	3 19 0
920– 932	3 15 0	0 5 0	4 0 0
933– 944	3 16 0	0 5 0	4 1 0
945– 956	3 17 0	0 5 0	4 2 0
957– 969	3 18 0	0 5 0	4 3 0
970– 981	3 19 0	0 5 0	4 4 0
982– 993	4 0 0	0 5 0	4 5 0
994–1006	4 1 0	0 5 0	4 6 0
1007–1018	4 2 0	0 5 0	4 7 0
1019–1030	4 3 0	0 5 0	4 8 0
1031–1043	4 4 0	0 5 0	4 9 0

Any extension of this table must be of the same construction as the table.

(5) The rates for junior labour shall be adjusted (to the nearest threepence) in proportion to the adjustment of the basic wage prescribed.

W. W. HARRIS, Chairman.

E. G. WILLIAMS, Secretary.

Melbourne, 28th May, 1940.

By Authority: T. Rider, Government Printer, Melbourne.