



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 83]

WEDNESDAY, JUNE 20.

[1945

Factories and Shops Acts.

DETERMINATION OF THE PROCESS ENGRAVERS BOARD

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Special Board, which now has power to "determine the lowest prices or rates which may be paid to any person or persons of classes or persons employed :—

- (a) in the process, trade, or business of a process engraver;
- (b) in the process, trade, or business of making blocks or plates for photogravure or rotogravure work :

has made the following Determination namely :—

1. That as from the beginning of the first pay period to commence on or after the 13th June, 1945, the last previous Determination of this Board shall be revoked and replaced by this Determination:

2.

(i)

APPRENTICES AND IMPROVERS.

Wages per Week.							PROPORTION.	
(Other than those subject to the Apprenticeship Commission).							Apprentices.	
(a) Female apprentices or improvers employed as retouchers of negatives or positives in connexion with photogravure or rotogravure work or as negative opaquers, retouchers, and/or plate workers in connexion with photolithography or process engraving work.							(a) Apprentices subject to the Apprenticeship Commission of Victoria, the proportion as prescribed by such Commission.	
Commencing Age.							(b) Apprentices other than those provided for in sub-clause (a) hereof.	
	Under 16 Years.	16 Years.	17 Years.	18 Years.	19 Years.	20 Years.	(i) Females doing work for which a rate has been provided for females in clause 3 of this Determination. One apprentice to every two or fraction of two adult females receiving not less than the minimum wage.	
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	(ii) Other apprentices. One apprentice to every three or fraction of three male adults receiving not less than the minimum wage.	
1st year—								
1st six months	23 6	23 6	28 0	34 9	40 0	42 6		
2nd six months	23 6	23 6	28 0	34 9	40 0	48 3		
2nd year ..	26 6	28 0	33 9	37 6	45 6	..		
3rd year ..	31 3	32 9	36 6	42 0		
4th year ..	39 0	41 0	45 6		
5th year ..	48 3	53 0		
6th year ..	56 9		
(b) Other apprentices or improvers :—								
Apprentices.			Improvers.					
		s. d.			s. d.			
1st year	18 3	1st year	27 6			
2nd year	22 9	2nd year	36 0			
3rd year	31 0	3rd year	50 6			
4th year	41 9	4th year	60 6			
5th year	54 6	5th year	80 0			
6th year	72 9						
Provided that where a person is more than sixteen years of age at the date of execution of the indentures the term may be five years and the wages as follows :—								
		s. d.						
1st year	22 9						
2nd year	31 0						
3rd year	41 9						
4th year	54 6						
5th year	72 9						

NOTE.—The employment of any improvers within the Metropolitan District other than as retouchers of negatives or positives in connexion with photogravure or rotogravure work or as negative opaquers, retouchers, and/or plate workers in connexion with photolithography or process engraving work is prohibited.

One male improver to every four adult male employees receiving not less than the minimum wage.

One female improver to every adult female employee receiving not less than the minimum wage.

(ii) JUVENILE WORKERS.—Wages per week—First six months, 12s. 6d.

(3)

OTHER EMPLOYEES.
Photolithography.

	Wages per Week s. d.
Operator	
Half-tone colour negative separator and/or dot etcher	
Step and repeat printing-down Machine operative	
Printer	
Proofer	
Negative opaquer, retoucher, and/or plate worker	
	} 21 years of age .. 131 0
	} Thereafter .. 136 0
	} Males .. 131 0
	} Females .. 126 0
	} Females .. 73 0
<i>Photogravure.</i>	
Operator employed in connexion with photogravure or rotogravure work	
	} 21 years of age .. 131 0
	} Thereafter .. 136 0
Retouchers of negatives or positives	
All others	
	} 21 years of age .. 131 0
	} Thereafter .. 136 0
<i>Process Engraving.</i>	
Operator	
Half-tone etcher	
Printer	
Line etcher	
Engraver	
Router	
Mounter	
Proofer	
Negative retoucher, opaquer, and/or plate worker	
	} 21 years of age .. 131 0
	} Thereafter .. 136 0
	} 131 0
	} 131 0
	} 131 0
	} Males .. 126 0
	} Females .. 73 0

NOTE.—The expressions "Association," and "Organization" wheresoever appearing in this Determination refer to the Federated Process Engravers, Photo-lithographers, and Photogravure Employees' Association.

DEFINITION.

4. A juvenile worker is any person under seventeen years of age (other than an apprentice or improver) who may be employed for not more than six months in cleaning or attending on operator, etcher, or proofer.

HOURS.

5. The number of hours for an ordinary week's work shall be:—

Day shift	44 hours
Night shift (excluding persons engaged in daily newspaper offices)	35 ..

TIMES OF BEGINNING AND ENDING WORK.

6. For all persons other than those engaged in daily newspaper offices:—

Day shift—			
Monday to Friday	Time of beginning.	Time of ending.	
	8 a.m.	6 p.m.	
Night shift—			
Monday to Friday	2 p.m.	11 p.m.	

OVERTIME.

7. (1) In daily newspaper offices—Any employee who works for any time in excess of eight hours in any one day or in excess of 44 hours in any week shall be paid for such extra time at the rate of time and a half.

(2) In all other places—Provided that all work done between midnight and 6 a.m. shall be paid for at double rates calculated on the ordinary rates, overtime shall be paid for as follows:—

- (a) For work done outside the times of beginning, and ending work, or in excess of 9 hours on any day Time and a half.
- (b) For work done in excess of 44 hours per week if day shift, or 35 hours per week if night shift Time and a half for the first 12 hours, and double time thereafter.

EMPLOYMENT FOR LESS THAN A FULL WEEK.

8. Any person who works in any week for less than the number of hours fixed for a week's work, shall be paid for such work at the rate of time and a half, up to, but not exceeding, the ordinary wage rate for an ordinary week's work. Provided that this shall not apply in the case of an employee who works less than the number of hours fixed for a week's work at his own volition. Such an employee shall only be entitled to be paid pro-rata according to the number of hours worked based on the ordinary rate provided for an ordinary week's work.

WORK DONE ON SATURDAYS AND SUNDAYS.

(Work done in daily newspaper offices excepted.)

9. All work done on Saturdays, and Sundays, shall be paid for at the rate of double time.

Provided that any employee required to work on these days shall be given a minimum of two hours' work for the day, or be paid a minimum of two hours' pay.

SPECIAL RATE.

10. All work done (except in daily newspaper offices) on night shift between the hours of 6 p.m. and 11 p.m. shall be paid for at 1s. per hour in addition to the ordinary rate.

PUBLIC HOLIDAYS.

11. (a) Double time shall be paid for all work done (except in daily newspaper offices) on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day (Metropolitan District only), Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays, the special rate shall only be payable for work done on the day so substituted.

Provided that any employee required to work on these days shall be given a minimum of four hours' work for the day, or be paid a minimum of four hours' pay.

(b) Any employee (including any apprentice) who was employed on any one of the six working days immediately preceding any of the holidays mentioned in sub-clause (a) hereof and who is not required to work on any such holiday shall be entitled to be absent from work without deduction of pay.

ANNUAL LEAVE.

12. (a) In addition to the holidays provided for by clause 11 hereof, an employee who remains in the service of the same employer for a period of at least a year, shall, if the employment has not been terminated, be entitled to seven consecutive working days' leave of absence on full pay during each year of service. For the purpose of this clause Saturdays, Sundays, and holidays named in clause 11 hereof shall not be regarded as working days.

(b) Should the services of an employee be brought to a termination after the expiration of six calendar months, but before the expiration of twelve calendar months from the date upon which employment commenced, he shall be granted a proportionate number of days' leave or payment in lieu thereof.

(c) 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 purpose of this clause, be deemed to be in the service of the employer.

SICK LEAVE.

13. (a) Any employee not attending for duty, who has had not less than six months' service with the same employer, shall be paid for the actual time lost if such employee produces or forwards, within 24 hours of the commencement of such absence, evidence satisfactory to the employer that his or her non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than 44 hours of working time in each year. For the purposes of this clause, a year shall be deemed to commence on the first day of January in each year.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave therein prescribed has not been taken in any year, whether before or after the making of this Determination, such portion of the sick leave which was or is not taken shall be cumulative from year to year up to a period not exceeding 132 hours of working time which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay. For the purpose of administering this sub-clause service prior to the 1st January, 1944, shall not be taken into account.

(c) 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 purpose of this clause, be deemed to be in the service of the employer.

TERMINATION OF EMPLOYMENT.

14. Except when the conduct of an employee justifies instant dismissal, or the conduct of the employer justifies an employee ceasing work without giving notice, seven days' notice of termination of employment shall be given by either employee or employer, and any employee or employer failing to give such notice shall be liable to forfeit or pay respectively one week's pay in lieu thereof. This clause shall not apply to any employee who is employed for less than two consecutive weeks.

MEAL PERIOD.

15. (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 the employee concerned 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.

MEAL ALLOWANCE.

16. An employee required to work any overtime in excess of one hour beyond the usual time of ceasing duty shall be paid a meal allowance of 2s. Such allowance shall be paid on the day upon which the overtime is worked and shall be in addition to any payment due for such overtime.

EMPLOYEE RECALLED TO WORK.

(Employees in daily newspaper offices excepted.)

17. Any employee having ceased work for the day and who after a period of not less than one hour has been recalled to work shall receive at least the equivalent of three hours' pay for the class of work done.

OVERTIME TO BE CONTINUOUS.

18. Where overtime after the usual time of ceasing work is worked it shall with the exception of a break of not more than one hour for a meal, be continuous, provided that this clause shall not operate in the case of an employee recalled to work as provided in clause 17.

TRANSPORT.

19. Where an employee is required to work so late that the ordinary transport services are not available for his conveyance home, special means shall be provided by the employer.

SEATING ACCOMMODATION.

20. An employee whose work requires him to be seated, shall be provided with a reasonably comfortable seat.

FIRST-AID OUTFIT.

21. Each employer shall cause a first-aid ambulance chest to be kept in some accessible place upon the premises, and such chest shall be equipped and supplied with the following articles:—

Articles.	Quantities to be kept in Ambulance Chest—
Antiseptic solution	1 bottle
Bandages, cotton, and gauze	1 dozen assorted sizes
Carbonate of soda	8 oz.
Castor oil	2 oz.
Iodine, tincture of	2 oz.
Manual, first-aid	1
Petrolatum, carbolized	1 jar
Picric acid solution; made according to the following recipe or prescription — 1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water	1 pint
Pins, safety	1 packet
Sal volatile	6 oz.
Scissors	1 pair
Tourniquet	1
Tweezers	1 pair
Cotton, absorbent	} An adequate assortment
Gauze, sterilized, plain	
Lint, absorbent	
Plaster, adhesive	

SHOP STEWARDS.

22. An employee appointed shop steward by and from the employees in the shop or department in which he is employed shall, upon notification thereof to his employer, be recognized as the accredited representative of the association to which he belongs, and he shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom he represents.

RIGHT OF ENTRY OF ASSOCIATION OFFICIALS.

23. For the purpose of interviewing employees on legitimate association business, a duly accredited association representative shall have the right to enter employers' premises during the midday meal break on the following conditions:—

- (i) That he produces his authority to the employer or such other person as may be appointed by the employer.
- (ii) That he interviews employees only at places where they are taking their meal.
- (iii) That not more than one representative of the organization be on the premises at any one time.
- (iv) That no one representative visit the premises more than once in each week.
- (v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction amongst his employees, or is offensive in his methods, or is committing a breach of any of the previous conditions such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Secretary for Labour.

Provided that where certain employees are working under a system of shift work which precludes a representative from interviewing them during the midday meal break the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement, at such times and under such conditions as the Secretary for Labour may decide.

TIME AND WAGES BOOK.

24. (a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his 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 record 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 when entering or leaving the employer's premises.

(c) The time and wages record shall be open for inspection to a duly accredited representative of the employees' organization during the usual office hours at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the secretary of the organization suspects that a breach of the Determination has been committed: Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.

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

TIME BOOK OR OTHER RECORD.

25. Every employee shall indelibly record daily his or her correct times of beginning and ending each working period in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer.

HEALTH PROVISIONS.

26. Notices containing advice for the preservation of health and protection of employees shall, if provided by the Association, be kept prominently displayed and posted in all workrooms by the employer.

PERIODICAL ADJUSTMENT OF WAGES.

27. Pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the wage rates for adults (other than females employed as retouchers of negatives or positives in connexion with photogravure or rotogravure work, or as negative opaques, retouchers, and/or plate workers in connexion with photolithography or process engraving work) shall be automatically increased or decreased by the same amount, and at the same time, as the needs basic wage shown in Table B hereunder is adjusted in accordance with the following provisions of this clause:—

(a) For work done before the beginning of the first pay period to commence in November, 1945, the amount of the needs basic wage shall be 92s.

(b) For work done during each future successive period beginning with the first pay period to commence in a November 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 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:—

(i) Adjustment is to be based upon the equating of index number 1,000 with a wage of 81s.

(ii) The index number to be applied is that assigned to Melbourne.

(iii) The index number for the six months ending September or March next preceding the half-year for which the adjustment is made is to be ascertained.

(iv) The amount assigned in the following Table A (or in any extension thereof) to the index number division comprising that number is to be ascertained.

(v) The basic wage shall be of that assigned amount during such half-year.

Provided, however, that if that assigned amount of the needs basic wage be different by less than 1s. from the last current amount of the needs basic wage, then that last current amount of all rates shall continue unchanged during such period.

The wages of adult females and all juniors employed as retouchers of negatives or positives in connexion with photogravure or rotogravure work, or as negative opaques, retouchers, and/or plate workers in connexion with photolithography or process engraving work shall be adjusted proportionately to adjustments of the needs basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

Table A.

Index Number Divisions.	Needs Basic Wage.	Index Number Divisions.	Needs Basic Wage.
	£ s. d.		£ s. d.
994-1006	4 1 0	1118-1129	4 11 0
1007-1018	4 2 0	1130-1141	4 12 0
1019-1030	4 3 0	1142-1154	4 13 0
1031-1043	4 4 0	1155-1166	4 14 0
1044-1055	4 5 0	1167-1179	4 15 0
1056-1067	4 6 0	1180-1191	4 16 0
1068-1080	4 7 0	1192-1203	4 17 0
1081-1092	4 8 0	1204-1216	4 18 0
1093-1104	4 9 0	1217-1228	4 19 0
1105-1117	4 10 0	1229-1240	5 0 0

The index number divisions in this table are based upon the equating of the index number, 1,000 with a basic wage of 81s. per week, and any necessary extension of the Table shall be of the same construction as the Table.

The minimum rates of wages to be paid to persons working on a day shift shall be determined in the following manner.

Where the work is performed by an adult in the area to which this Determination applies, the employee shall be paid the sum (being the "total basic" wage) mentioned in Table B, and where the employee is performing the work usually performed by any class of employee mentioned in Table C, he shall be paid the sum (being the marginal difference) prescribed in the said Table C, applicable to such class of work.

Table B.

1st Column.	2nd Column.	3rd Column.	4th Column.	5th Column.
Place.	Needs Basic Wage for Adults.	Constant Loading.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	4 12 0	6 0	4 18 0	Melbourne

The total basic wage for females employed as retouchers of negatives or positives in connexion with photogravure or rotogravure work, or as negative opaques, retouchers, and/or plate workers in connexion with photolithography or process engraving work shall be 54 per cent. of the total basic wage shown in the 4th column.

MARGINAL RATES.

In addition to the basic wage mentioned in Table B, the margins set out in Table C shall be the minimum rate payable to employees therein named.

TABLE C.

		Per Week.
		£ s. d.
<i>Photolithography.</i>		
Operator } Twenty-one years of age	.. 1 13 0
Half-tone colour negative separator and/or dot etcher } Thereafter 1 18 0
Step and repeat printing down machine operative		
Printer 1 13 0
Proofer 1 8 0
Negative opaquer, retoucher, and/or plate worker		
<i>Photogravure.</i>		
Operator employed in connexion with photogravure or rotogravure work } Twenty-one years of age	.. 1 13 0
All others } Thereafter 1 18 0
<i>Process Engraving.</i>		
Operator } Twenty-one years of age	.. 1 13 0
Half-tone etcher } Thereafter 1 18 0
Printer		
Line etcher		
Engraver		
Router 1 13 0
Mounter 1 8 0
Proofer		
Negative retoucher, opaquer and/or plate worker		
Females employed as retouchers of negatives or positives in connexion with photogravure or rotogravure work, or as negative opaques, retouchers, and/or plate workers in connexion with photolithography or process engraving work 1 0 0

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

J. W. BYAN, Secretary.

Melbourne, 14th June, 1945.

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