



VICTORIA GOVERNMENT GAZETTE.

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[1951

Factories and Shops Acts.

DETERMINATION OF THE PRINTERS BOARD.

NOTE.—(a) This Determination applies to the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder.

(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. Letterpress 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, 103 Russell-street, Melbourne. (Price 3d.)

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which since the 25th day of May, 1937, has had the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of :—

- (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," has made the following Determination, namely :—

1. That as from the beginning of the first pay period to commence in November, 1951, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. 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.		£ s. d.
1	Machine compositor—that is, a person operating the keyboard of any class of slug-casting or type-setting machine (including time occupied in cleaning the machine and/or remedying defective working of machine)	13 7 6
2	Probationary machine compositor—	
	(a) For a first period of six months' probation	12 17 0
	(b) For a second period of six months' probation	13 0 6
	(c) Thereafter the rate for a machine compositor	

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
TABLES "A"—ADULT MALES— <i>continued.</i>		£ s. d.
3	Provided that any probationary machine compositor who during the second six months of his period of probation attains an efficiency of 7000 ems per hour over a maximum period of four hours on plain matter corrected of not less than 13 ems measure in six-point type shall be paid	13 7 6
4	Working mechanic in charge (whether or not under a foreman or other person in authority) of a slug-casting machine	12 17 0
5	Operator of a Wells' cross-rule form machine	13 7 6
6	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)	11 14 6
7	Working mechanic in charge (whether or not under a foreman or other person in authority) of a type-casting machine	12 17 0
8	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)	11 14 6
9	Proof reader and/or reviser	13 0 6
10	Copy holder	11 5 0
11	Hand compositor (which shall include any person employed as a slugger, bulk hand, stone hand, or Ludlow machine compositor)	12 17 0
12	Electrotypist (which shall include an employee preparing lead for matrix moulding purposes)	12 17 0
13	Stereotypist	12 17 0
14	Engraver on wood or metal	12 17 0
15	Letterpress machinist	12 17 0
16	Railway ticket printer—single machine	12 0 6
17	Railway ticket printer—multiple machine	12 2 6
18	Machinist working a flat-bed machine printing from a reel	12 17 0
19	Letterpress rotary machinist	12 17 0
20	Letterpress 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	11 17 6
21	Collapsible tube printing machinist	12 17 0
22	Universal process machine operator	12 17 0
23	Lithography— (a) Artist and/or designer (b) Photo lithographic metal plate coater and/or photo lithographic photo composer and/or contact printer—down on lithographic metal plate (c) Lithographic pressman and/or lithographic manual transferer (d) Lithographic stone polisher and/or lithographic plate grainer and/or photo lithographic glass plate cleaner, but not including an employee processing photo lithographic glass plates (Where the plate grainer cronaxes or brunaxes zinc or aluminium plates he shall be paid the margin shown herein and 6s. in addition.) (e) Lithographic machinist, including lithographic tin printer	13 3 6 12 19 0 12 17 0 11 7 0
24	Photogravure machinist	12 17 0
25	Bookbinder	12 17 0
26	Marbler	12 17 0
27	Hand indexer	12 17 0
28	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)	12 17 0
29	Finisher	12 17 0
30	Pocket-book maker	12 17 0
31	Ticket maker, turned-in work	12 17 0
32	Blotting pad maker	12 17 0
33	Portfolio maker	12 17 0
34	Person engaged in sawing and/or rolling books	12 17 0
35	Loose sheet cover maker	12 17 0
36	Edge-gilder	12 17 0
37	Leather cutter	12 17 0
38	Where an employee employed in any class for which a margin is prescribed by items 25 to 36 inclusive 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 38 the words "cutting of material" do not include the work of a leather cutter, for which work a wage has been prescribed by Item 37)	11 10 6
39	Embossing machinist	12 17 0
40	Map and plan mounter and/or varnisher	12 17 0
41	Paper ruler—that is, a person in charge of any ruling machine or who makes ready, sets pens or dics on the machine, mixes inks, rules proofs or regulates the supply of ink to the machine	12 17 0
42	Guillotine machine operator	12 17 0
43	Employee operating a milk bottle wad making machine	11 14 0
44	Waxer	11 12 0
45	Sheet varnishing and/or sheet gumming machinist	11 7 0
46	Rotary reel gumming machinist	11 10 6
47	Metal maker for slug-casting or type-casting machines or Elrod machines or stereotyping or electrotyping	11 3 0
48	Printing ink mixer and/or maker	11 4 0
49	Bronzing machine operator	11 7 0
50	Roller maker	11 4 0
51	Feeder on any kind of machine	10 19 0

First Column. Number of Rate.	Second Column. Description of Employment.	Third Column. Weekly Wage.
TABLE "A"—ADULT MALES— <i>continued</i> .		£ s. d.
52	Bronze powder cleaner (or similar powder)—that is, an employee engaged in cleaning or reclaiming such bronze or other powder, sifting bronze or similar powder for the purpose of removing foreign matter (including disability allowance)	12 10 0
53	Roller maker—that is an employee who uses composition and acid in the making of rollers (including disability allowance)	12 10 0
54	Storeman	11 7 0
55	Packer and/or despatcher	11 7 0
56	Any other adult male	10 15 0
57	An employee working on a night shift for a week shall be paid 16s. 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. Provided that until the beginning of the pay period at or about the 10th October, 1949, the rates for a night shift when working because of day-time light or power restrictions, shall be 12s.	
TABLE "B"—ADULT FEMALES: (Including non-adult females of at least five years' experience.)		
1	Operator of a writer-press, multigraph machine, roneotype 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	12 17 0
2	Female head packer when employed as such	8 15 0
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 before mentioned	8 15 0 8 14 0
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, or (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	8 13 0 8 13 0
5	Female hand or machine sewer and taker down or repairer of letterpress work ..	8 13 0
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, interleaving, 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)	8 13 0
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 weekly wage in Table "A"	8 13 0
8	Female copy holder	8 13 0
9	Female embosser	8 14 0
10	Female feeder employed on letterpress printing machine, lithographic printing machine, gravure printing machine, varnishing machine, gumming machine, waxing machine, folding machine, or ruling machine	8 13 0
11	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	8 17 0 9 8 6 9 16 0
12	Females employees not otherwise specified	8 1 6

NOTE.—See clause 36 (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.

3. 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 prescribed for the male provided that this clause shall not apply to any individual female employee in respect of work which at 31st December, 1936, was being done by her and for which no marginal rate for females is herein specifically prescribed.

RATES FOR JUNIORS AND APPRENTICES.

4. Where the work is performed by a male junior, not being an apprentice—

	Third Column. Weekly Wage.
Where the work is performed by a male junior, not being an apprentice :	£ s. d.
Under 15 years of age	2 7 6
Between 15 and 16 years of age	2 18 0
Between 16 and 17 years of age	3 15 0
Between 17 and 18 years of age	5 1 0
Between 18 and 19 years of age	6 7 0
Between 19 and 20 years of age	7 15 0
Between 20 and 21 years of age	9 2 6
Where the work is performed by a male apprentice :	
First year	2 18 0
Second year	4 3 6
Third year	4 16 6
Fourth year	5 15 6
Fifth year	7 1 6
Sixth year	9 12 6
A junior 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.	
Provided that any apprentice who has passed Grade III (Trade Theory and Practice) examination referred to in the regulations of the Apprenticeship Commission and has also become entitled under the said regulations to an increased rate of pay for proficiency for such examination, shall have the amount of such increase paid to him each week beyond any period provided for in the said regulations until the completion of his apprenticeship, together with the rate herein prescribed appropriate for the year of his apprenticeship.	
Where the work is performed by a female junior—	
First year's experience	2 12 0
Second year's experience	3 9 0
Third year's experience	4 6 6
Fourth year's experience	5 4 0
Fifth year's experience	6 9 6
And thereafter the minimum wage prescribed for females for the class of work she is doing.	
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 10s. per week extra, until she reaches the age of 21 years, when she shall be paid the minimum wage prescribed for females for the class of work which she is doing.	
In the above provisions as to work performed by females, " experience " means experience in a branch of 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.

5. (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) An employer shall not permit or require a male under the age of 18 years (unless an apprentice) to be employed on a power-driven guillotine.
- (e) 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 as far as practicable be in accordance with those prescribed by the Apprenticeship Commission.

GUILLotine MACHINE WORK.

6. Not more than one person operating a guillotine machine shall place work in or remove it from within a guillotine machine, and no other persons shall place work on or remove it from a guillotine machine.

GLUING MACHINES.

7. Only an adult male employee or an apprentice shall operate a gluing machine when such machine is being used in any operation covered in this Determination under the male classifications in bookbinding.

WEIGHTS.

- 7A. No female shall be required to lift or carry by hand a greater weight than—
- Females under 18 years of age, 25 pounds.
- Females of 18 years and over, 30 pounds.

LETTERPRESS AND LITHOGRAPHIC PRINTING CONDITIONS.

8. (a) No employee, other than a lithographic machinist or a letterpress machinist, or an apprentice, shall mix, match or adapt colours on a machine, or make ready a machine, or do other than minor adjustments in the setting of an automatic feeder.

(b) No lithographic printer shall be required to wash-up or clean his machine where it is practicable for the work to be done by some other person.

(c) No lithographic printer or apprentice shall be required to prepare plates or mix colours for a future run or make dampers while his machine is running.

(d) A lithographic machinist or apprentice operating a larger than double crown machine shall have an apprentice or an assistant of not less than eighteen years of age to assist him.

(e) No unskilled worker shall mix solutions for washing-out, sensitising, desensitising, or etching, when such solutions are made on the employer's premises.

(f) Plate graining or stone polishing shall be done only by apprentices or adults.

HOLIDAYS.

9. (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 or any day substituted therefor: New Year's Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Christmas Day, Boxing Day, Australia Day, King's Birthday, 13th November, 1951, and Anzac Day.

Provided:

(i) That within 15 miles of the General Post Office at Melbourne, Cup Day shall be substituted for Anzac Day;

(ii) That where a holiday may fall on a non-working day and in the following week a certain working day may be prescribed as an additional holiday, such working day shall be a holiday within the meaning of this clause.

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

(c) Where an employee is dismissed within 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 working day before or the working 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) When an employee is absent from his or her employment for a period exceeding three consecutive working weeks through illness, or with the consent of the employer, the employee shall not be entitled to payment for any public holidays occurring during any period of absence which exceeds three consecutive working weeks.

(g) A working week shall consist of the number of days or nights customarily worked by the employee concerned.

(h) 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.

(i) The provisions of this clause 9 shall apply only to weekly employees.

CONSTANT SERVICE LEAVE.

10. (a) (i) In addition to the holidays provided for by clause 9 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 two weeks' leave of absence on full pay during each year of service, or bonus as provided in sub-clause (e) hereunder where the service is being terminated.

(ii) Each employee before going on leave shall be paid two weeks' wages. For the purpose of this sub-clause the wage shall be at the rate prescribed by clause 2, or 4, as the case may be, of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave, unless the employee was being paid a higher wage, when it shall be that higher wage. A wage shall not be so computed as to include overtime. The wage of an employee who has worked on a night shift or unusual shift for at least four consecutive weeks immediately prior to taking his leave shall include the night work allowance prescribed in clauses 2 and 4 for the period of his leave.

(iii) 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.

(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 week of leave then due, forthwith give the employee two weeks' leave of absence, on full pay. The period of fifteen months referred to in this sub-clause may be extended to sixteen months in any case where the employer and the employee agree to such extension.

(c) The employer may, if he thinks fit, give at any time in advance the period of continuous leave on full pay prospectively due.

(d) Where any of the holidays provided for in clause 9 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.

Provided that if in consequence of compliance with this sub-clause the said period so reckoned includes three Sundays, one additional day, not being a non-working day, shall be added to and form part of the said period.

(e) (i) If an employment which has continued for a period of at least six calendar months is terminated before the employee has received constant service leave, the employee shall be paid a bonus consisting of the percentage of two weeks' wages which the time of service for which no leave has been given bears to twelve calendar months.

Provided that where leave of absence for two weeks instead of one week 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 weeks' pay in respect of each week of leave of absence that has not been so given.

(ii) 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 piece-worker.

(f) An employer shall not require or permit an employee to work during the period of his annual leave unless the consent of the Union has first been obtained. Where consent has been given, the employee shall be paid for eight hours at double time or double rate.

(g) Where the employer is a successor or assignee or transferee of a business, and 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.

(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 termination of the employment by the employer if such interruption or termination has been or be 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.

(j) An employee who is to be given leave as provided in sub-clause (a) herein shall be given at least four weeks' notice of the commencing date on which he will be required to take his leave.

(k) The constant service leave provided for by this clause shall be allowed and shall be taken and except as provided for by sub-clause (e) hereof payment shall not be made or accepted in lieu of such leave.

(l) An employee shall not be permitted, subject to sub-clause (b), to arrange with his employer any delay in the taking of leave to which he is entitled.

(m) Payment under either of the above sub-clauses (a) and (b) shall not excuse an employer whose employee has not taken the leave to which he is entitled under this clause from his obligations under this clause, notwithstanding any agreement whereby the employee purports to waive the leave to which he is entitled.

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

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

11. (a) A female shall not be required or permitted to wash-up or clean a printing machine or a varnishing machine; or operate any guillotine machine or power-driven cutting machine except a small card cutting machine; or feed or work a platen printing machine if under the age of eighteen years.

(b) The employment of females is prohibited at the following work or machinery: Calender rolls; cylinder creasing or cutting presses or cylinder printing machines (except the operations of feeding and taking-off); platen machines (except as provided in sub-clause (a) hereof); ink mills; slug and type-casting machines; and in stereotyping and electrotyping bevelling machines, bowler machines, planing machines and routing machines.

REST INTERVAL FOR FEMALES.

12. There shall be an interval of ten minutes at a time fixed by the employer between 10 a.m. and 11 a.m. for rest on each day, Monday to Friday inclusive, in each week for each female employee 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-SHIFT WEEK.

13. (a) The weekly hours of duty for day workers shall be worked in not more than five shifts on Monday to Friday inclusive of each week.

(b) The weekly hours of duty for night workers shall be worked in not more than five shifts on Monday to Friday inclusive. Work on a shift commencing before midnight on a Friday may continue on Saturday for the remaining hours of the shift.

HOURS—DAY WORK.

14. (a) The day work hours of duty of employees shall not exceed 8 hours on Monday to Friday, inclusive, and shall not exceed 40 hours in any week, to be worked between 8 a.m. and 6 p.m. on Monday to Friday inclusive, provided that the time of starting work of any person employed to clean the premises, and of the linotype mechanic or other male person who attends to arrange the heating of linotype or like metal-pots or other heating apparatus for machines or buildings, 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 the Union.

NIGHT WORK.

15. (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 40 hours in any week, to be worked in five shifts within 8 hours a shift on Monday to Friday inclusive. Work on a shift commencing before midnight on a Friday may continue on Saturday for the remaining hours of the shift.

(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 the Union.

(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.

16. (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 14 or 15 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 14 or 15 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 public holiday mentioned in clause 9 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 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 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) (i) 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.

(ii) Where notice of overtime in excess of one hour has not been given to an employee during the previous shift, or where notice of overtime has been given but overtime has not been worked, 3s. shall be paid as an allowance for tea money. The same allowance shall be made for each meal reasonably occurring during such overtime work.

(ii) Subject to the foregoing paragraph, where any junior, apprentice or female has been given notice of overtime on the previous shift and is required to work overtime, 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) (i) Any employee required to work more than five consecutive shifts without a clear interval from work of 36 hours after the fifth shift shall be paid double rates for all work performed by him after the fifth shift until he shall have had such clear interval of 36 hours between shifts. If an employee is stood off for any period during the ordinary working week in order to allow a 36-hour break, there shall be no reduction in his weekly wage.

(ii) An employee who during the course of a week's work is transferred from day shift to night shift, or from night shift to day shift, shall be allowed at least a ten hours' break between the time of finishing his day shift and the time of commencing his night shift or from the time of finishing his night shift and the time of commencing his day shift, as the case may be. If such ten hours' break is not allowed, the employee shall be paid overtime rates for the shift immediately following the change.

(h) No employee under 16 years of age shall be employed on overtime. No employee under 17 years of age, nor any female, shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day, subject to clause 14 hereof. No employer shall require or permit an apprentice to work overtime unless at least one skilled worker in his calling is employed at the same time as the apprentice.

(i) An employer shall not require or permit any female employee to work overtime unless at least one other female person is working in close association 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 close association 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, with a minimum of four hours, shall be paid for as a "call" to any employee brought in to do any work not in his 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.

(l) When an employee is required to work overtime exceeding 30 minutes but less than one hour, he shall be paid as though he had worked one hour's overtime.

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

(n) An employer shall not insist upon an employee working overtime where the employee declares he is not free to work and discloses a good reason to the employer to support his declaration. No employee shall be dismissed or in any way whatsoever prejudiced in his employment by reason of his refusal to work overtime where he has satisfactorily disclosed he is not free to work.

(o) An employee who has worked overtime shall be granted at least a break of ten hours between the time of finishing work and the time of commencing work on the next shift, and no deductions shall be made from his pay because of any time lost by reason of such break.

(p) In calculating the overtime rate of a piece-worker the rate shall include any amount added to or any amount deducted from the prescribed rate, in accordance with the provisions of Schedule A of this Determination.

EMPLOYEE MISSING USUAL CONVEYANCE.

17. 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.

18. (a) The minimum time allowance for meals shall be three-quarters of an hour, and the maximum allowance one hour. Provided that by agreement with the Union the period may be reduced to 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 he shall 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.

19. (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) 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 paragraph (i) hereof, 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 of 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 any Schedule thereto.

(2) In this paragraph the words "the corresponding time-worker" mean:

- (a) As to an adult male, as defined by clause 40 (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 40 (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-worker's wage.
- (4) For any week in which, though he has complied with the provisions of paragraph (i) of this sub-clause he is not required to work the full hours of duty, he shall be paid for that week the corresponding time-worker's wage.
- (5) If in any week there occurs a public holiday, as provided in clause 9 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 (c). 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.
- (d) (i) The employment of a weekly time-worker or piece-worker may be terminated by a week's notice on either side or by the employer at his option by payment of a week's wages in lieu of notice 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 or through any breakdown of machinery or any stoppage of work for any cause for which the employer cannot be held responsible.
- Provided always that the notice referred to in this paragraph shall not be given so as to take effect concurrently with any constant service leave to which the employee may be entitled and such notice or payment in lieu of notice shall be additional to any bonus payable to the employee under clause 10 of this Determination.
- (ii) In the event of work being temporarily stopped by a break-down 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) of this sub-clause, and he shall be paid such moneys as are due to him under this Determination.
- (e) 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.
- (f) 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 twenty-four 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.

SICK LEAVE.

20. The following provisions shall apply to sick leave and sick pay:—

- (a) 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 of a message satisfactory to the employer that his non-attendance was due to personal ill-health necessitating such absence.
- (b) An employer who deems the evidence or message referred to in paragraph (a) hereof to be unsatisfactory may (within 48 hours from the receipt thereof) forward to the employee by registered post or by telegram or deliver to him a request for further evidence of the personal ill-health necessitating his absence. The employee shall reply within 48 hours from the receipt of the request. He may deliver his reply to the employer or send it by registered post or by telegram.
- (c) If an employer within 48 hours after the receipt by him of the reply referred to in paragraph (b) hereof fails to dispatch, in the manner provided in paragraph (b) hereof, a written notice to the employee that he does not accept the reply 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.
- (d) If an employer within 48 hours after receipt by him of the written reply referred to in paragraph (b) hereof does not accept such as satisfactory evidence of personal ill-health, he may require further evidence and 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.
- (e) In any case where the period of 48 hours referred to in paragraph (c) and (d) 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.
- (f) 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 (a) hereof.
- (g) A weekly employee shall not be entitled to the sick pay benefits of this clause until he has worked in the employment of his employer for a period of three working weeks.
- (h) 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 40 hours in each year. Such year shall begin on the first day of January of each year.
- (i) Wherever in this clause the words corresponding time-worker's rate of wages occur, they shall have the meaning assigned to them by sub-clause (c) (iii) of clause 19; any requirement in "writing" shall be deemed to be complied with where a telegram is received or dispatched. The words "pay for the actual time lost" shall not include the night shift allowance, as provided in clauses 2 and 4, nor any allowance in respect of bronzing and dusting off, as provided in clause 36.

CUMULATIVE SICK LEAVE.

21. (a) Sick leave shall accumulate from year to year so that the period of 40 hours in each year (or any balance of the period) specified in clause 20 hereof which has in any year not been allowed to an employee by an employer as paid sick leave, may be claimed by the employee and subject to the conditions prescribed in clause 20, shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant hereto shall be available to the employee for a period of two years but for no longer from the end of the year in which it accrues.

(b) An employee's rights under this clause shall begin to accrue from the first day of January, 1949.

CASUAL EMPLOYEES.

22. (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) A casual employee has been continuously employed when he or she has worked the same days and hours as a weekly time-worker.

(c) 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, 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.

(d) 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 15 per cent.

(e) A casual employee, when working on a holiday or on overtime or at a time for which a weekly employee is paid above his ordinary rate of pay 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 employee is directed to be increased under this Determination for work done on such holiday, overtime, or other time, with the addition of 15 per cent.

OVERALLS, UNIFORMS, ETC.

23. (a) Each employee in an electrotyping workroom attending copper baths shall be provided by his employer with rubber boots which shall not be removed from the workroom, and the employer shall renew such boots whenever necessary to do so.

(b) The boots shall be provided, in the case of present employees, within two weeks of the date of operation of this Determination and in the case of new employees within two weeks of the employment commencing.

(c) An employer who requires any employee to wear at his or her work a uniform or overall shall provide same and keep it clean and in repair without expense to the employee.

(d) Where a change of dress of employees is rendered necessary by the work to be done, the employer shall provide suitable dressing rooms, and allow each employee dressing time each day.

PROBATIONERS ON SLUG-CASTING OR TYPE-CASTING MACHINES.

24. 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.

25. 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.

26. (a) 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.

(b) The piece-work rates payable to adults and juniors shall be uniform and not differential, and in this Determination are so calculated as to enable an average adult worker to earn (when employed at such piece-work rates), at each class of work at least—

(i) If employed during the hours fixed for time-workers a sum equal to such time-worker's wage with the addition of 12½ per cent.; and

(ii) If employed during any hour or hours or any part of any hour so that he shall earn such proportion of the weekly time-worker's wage as accords with the time the piece-worker is actually employed upon each class of work, with, in addition, the further sum of 12½ per cent. of such proportion.

(c) When an employee is employed upon piece-work to perform any of the functions or duties for which a time wage is fixed by this Determination and for which a piece-work rate is not fixed, then the minimum piece-work rates for such work shall be so calculated by the employer that an average adult worker may earn at the least at such piece-work rate if employed during the hours fixed for work for time-workers, a sum equal to such time-worker's wage, with the addition of 12½ per cent., and such piece-work rates shall be notified to the employee before the work is commenced by him. All such piece-work rates so fixed shall be posted and kept posted in a conspicuous and easily accessible place in the workroom. Any such rate which provides a wage not less than that stipulated herein for an average adult worker, and which has been in operation for one month, shall remain unchanged unless a change is agreed to by the Union.

(d) 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.

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

(f) Piece-workers shall have their work counted out for them and so arranged in a convenient place that no time will be lost. Glue, paste, and all other essentials shall be provided by the employer in proper condition to permit of the work being facilitated, and such materials shall be of good average quality.

(g) (i) The piece-worker shall be provided with a book in which the piece-worker is to enter the work performed by such piece-worker in such a manner as to clearly set out each and every operation performed by such piece-worker.

(ii) To the entries made as set out in the foregoing paragraph the employer shall affix the correct price of the work in ink, and shall return the book to the employee at the end of each day's work or within four hours of commencing work on the following day.

(iii) The piece-worker shall be entitled to take away such book at the end of each day's work, but shall bring such book back to the factory when arriving at the factory to commence work each day. Such book shall be and remain the property of the piece-worker.

(iv) All waiting time shall be entered in such book by the piece-worker.

(v) Nothing in this sub-clause (g) shall operate to prevent an employer from having his own book or other form of record for his own purposes kept in any manner he may desire, and in such book or other form of record he may require the piece-worker to make such entries as he deems to be necessary.

(h) 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.

(j) A weekly piece-worker of more than five years' experience in the branch of the industry in which he is employed shall not for any other reason than inefficiency be changed to time-work (1) unless paid the corresponding time-worker's hourly rate with 12½ per cent. in addition; or (2) unless given one week's notice by the employer of his intention to require him to work as a time-worker.

(k) No system of payment by results other than that authorized by this Determination shall be permitted unless agreed to by the Union.

(l) Any system of payment by results in operation at the commencement date of this Determination may continue to operate, provided that its terms shall be posted in a conspicuous place in each work-room in which the work is being done, and kept posted. The terms of any such system may be changed from time to time with the consent in writing of the Union. Any such system when discontinued shall not be revived, except as provided in sub-clause (k) herein.

WAGES AND PAY DAY.

27. (a) Subject to clause 19 (d) 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.

(b) Notwithstanding anything to the contrary contained herein, an employer shall not be required to pay to an employee any amount which is in dispute as sick pay (should the employee become entitled to the sick pay claimed) until the pay day of the pay week following the pay week in which the claim for sick pay was made to the employer.

RESTRICTIONS ON TAKING WORK OFF AN EMPLOYER'S PREMISES.

28. (a) No work covered by this Determination shall be taken off an employer's premises to be executed by any employee of that employer.

(b) No such work shall be taken off an employer's premises to be executed by any other person, except the employer himself; provided that this sub-clause shall not affect the right of an employer to have work done in a trade supply house.

(c) An employer shall not be entitled to have work done in a trade supply house unless the person conducting that house is bound by the Arbitration Court Award for the industry or this Determination which prescribes wages and conditions relative to that work, which are the same as or more advantageous to employees than the wages and conditions prescribed by this Determination.

TIME BOOK.

29. (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 26 (b) 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 Union, 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. 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) The employer shall also keep for inspection a record of the age of each male junior and the age and experience of each female junior.

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

(d) An employer, in showing the hours worked on each day shift or night shift, shall set out the commencing and finishing time of each such shift, together with the commencing and finishing time of the meal period in each such shift. When the hours of overtime are shown the commencing and finishing time of such overtime shall be set out.

AUTHORIZED PERSONS MAY ENTER FACTORY.

30. (a)—

(i) The secretary-treasurer or assistant secretary of the Union;

(ii) The secretary of the appropriate branch or sub-branch thereof of the Union; or

(iii) An officer of the appropriate branch or sub-branch thereof of the Union accredited in writing by the secretary of the branch—

shall have power to enter and inspect during working hours any part of a factory or workshop where work covered by this Determination is done and to interview the employees in regard to their wages, rates, and conditions of employment.

(b) At least three 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 employee. Upon request of the said person or persons the employer or his representative shall produce or shall permit to be seen any work or part of any work done or in the course of being done by an employee. The work and duties of the employee shall be interfered with as little as possible by any such person or persons.

UNION OFFICIAL VISITING FACTORY.

31. (a) An employer shall permit any authorized person referred to in clause 30 sub-clause (a) hereof, to enter his factory for the purpose of—

(i) Collecting members' contributions;

(ii) Posting Union notices and/or interviewing employees on matters relating to this industry and/or this Determination.

(b) Such authorized person shall inform the person in charge of his arrival before entering the factory. Such person shall have reasonable ingress into the factory and access to employees. The employer or his representative shall be entitled to accompany such person or persons while they are in the factory.

(c) Not more than two authorized persons shall at any one time visit or be in any one working establishment, and not more than two visits shall be made in any week to any employer's factory by authorized persons.

(d) If any employer alleges that an authorized person 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.

UNION DELEGATE.

32. 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 delegate or delegates so chosen be piece-workers they shall be paid for such time the time-worker's wage in their branch of the industry.

DETERMINATION TO BE POSTED.

33. A copy of the Determination shall be kept posted in a prominent place in each workroom where it may be read by employees. The Union shall be permitted to post notices as to union meetings on a board at each establishment in a reasonable manner.

SEATING PROVISION.

34. (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.
(c) The use of metal seating accommodation shall not be permitted unless effectively covered with felt or similar material.

HEALTH NOTICES.

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

BRONZING OR DUSTING-OFF.

36. (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 connection 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 or in feeding a bronzing machine, 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, or in feeding a bronzing machine, a suitable place or places for clothing put off during working hours.
(d) Every person employed in bronzing or dusting-off, or in feeding a bronzing machine, 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;
(iv) Be allowed 10 minutes working time at the end of the shift to enable him to change his clothing.
(e) Where bronzing or dusting-off, or feeding a bronzing machine, 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, or in feeding a bronzing machine, 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 9d. 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 to do bronzing or dusting-off work.
(i) A female shall not feed a bronzing machine.
(j) Each person shall be supplied free of charge by the employer with half a pint of milk each morning and each afternoon where employed in bronzing or dusting-off for two hours or more in any morning or afternoon period.
(k) An employer shall not require or permit a junior of less than 16 years of age to do bronzing or dusting-off work, or work at or in connexion with a bronzing machine.

HEALTH PROVISIONS.

37. (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 sweeping 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 male employees and a separate suitable place for female employees to wash their hands, and a sufficient number of wash basins for their use. As early as possible, but within a period of two years from the operative date of this Determination, each employer shall provide an adequate supply of hot water for the use of his employees.
(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) Each workroom, lavatory and convenience of any factory or workshop shall be thoroughly swept and cleaned at least once each day, and at least once each week each lavatory or convenience shall be thoroughly scrubbed out with phenyle or other disinfectant.
(h) All type cases and other receptacles for the holding of type installed after the date of this Determination shall be kept in dustproof cabinets, and such type cabinets and all other frames, bulks, furniture or equipment of a composing room shall be fixed to the floor in such manner that no dust can accumulate under the same, or shall rest on supports so that there remains a sufficiently high intermediate space for sweeping and washing the floor without difficulty.
(i) In each factory or workshop where the floors are composed of materials known as granolithic, or concrete, or combinations of cement, stone or asphalt, employers shall provide some suitable covering material, to eliminate cold and damp, upon which the worker may stand whilst at work.
(j) All saws shall, so far as possible, be so enclosed as to minimise noise and prevent the spraying of particles of metal and wood.
(k) An employee whose work entails the use of solutions or acids which injure his hands or any part of his body shall be provided with gloves in good condition by his employer.

LIGHTING OF WORKROOMS.

38. (a) Each employer shall make provision in his factory or workshop for adequate light for employees to perform their work, and as far as possible artificial light shall be avoided.
(b) 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.
(c) Light shades shall be kept clean.
(d) All external windows of each workroom shall be kept clean on both the inner and outer surfaces,

FIRST-AID CHEST.

39. 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 in the factory. Such chest shall be equipped and supplied with the following articles, namely:

Article.	Quantities to be Kept in Ambulance Chest in—	
	Factories and Work-shops in which not more than 30 Persons are Employed.	Factories or Work-shops in which more than 30 Persons are Employed.
Olive Oil	2 oz.	4 oz.
Proflavine or Dettol	2 oz.	4 oz.
Sal Volatile	4 oz.	8 oz.
Cotton Wool	4 oz.	8 oz.
Burn Dressings	1 packet	2 packets
Gauze	1 packet	1 packet
Lint	1 packet	1 packet
Sterilised Dressings	1 packet	2 packets
Bandages, including four Triangular Bandages	Assorted sizes	Assorted sizes
Adhesive Plaster	Assorted sizes	Assorted sizes
Safety Pins	Assorted sizes	Assorted sizes
Scissors	1 pair	1 pair
Forceps, Removing	1 pair	1 pair
Eye Dropper	1	1
Eye Bath	1	1
Kidney Bowl	1	1
Magnifying Glass	1	1
Basin	1	1
Medicine Measure, graduated to 2 tablespoons	1	1
Tourniquet	1	1
First-aid Manual	1	1

An employer shall endeavour to have at least one employee on day staff or night shift trained to render first aid.

INTERPRETATION OF THE DETERMINATION.

40. (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 other than an apprentice who has not concluded his period of apprenticeship, 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 any of the branches of the industry described in Table "B" of clause 2 hereof.

(e) A duly accredited or authorized official or person, member of the Union shall mean any officer or member of such a union or of the appropriate branch or sub-branch thereof who may be accredited in writing by its secretary-treasurer, assistant secretary, or appropriate branch secretary, and shall include its secretary-treasurer, assistant secretary, and branch secretary.

(f) A copy-holder or a junior, unless an apprentice to hand composition or hand and machine composition, shall not do the work of reading, revising, checking or correcting proofs.

(g) "Lithography" and "lithographic" shall mean and refer to the trade of lithography and without limiting the meaning of such words shall include the lithographic processes known as photo-lithography, photo-lithographic, lithographic offset, photo offset, offset lithography, offset printing, metalithography, metalography, planeography, chronolithography, and dry lithography.

(h) Lithographic art work shall mean and refer to the work of an employee in or in connexion with lithography when engaged in designing, sketching, or drawing, or in such other operations as may be determined by the Apprenticeship Commission.

(i) "Lithographic plate making" shall mean and refer without limiting the meaning of such words to that group of operations or any of them applied in the processing, preparation and production of lithographic printing plates (other than the operations of lithographic and/or photo-lithographic art work, photo-lithographic camera work and lithographic printing or machining) and shall include stone polishing and/or plate graining; manual, mechanical, and/or photo mechanical transferring (as defined in sub-clause (j) hereof); plate coating, sensitising, developing, deep-etching, processing, rolling up, proving and preparing lithographic plates for lithographic printing.

(j) "Lithographic transferring" shall mean and refer to the process of transferring an image or images upon lithographic plate or stone and without limiting the meaning of such words shall include the operations or any of them of (a) lithographic manual transferring (including the operating of lithographic hand and power transfer presses); (b) lithographic mechanical transferring (including the operating of lithographic multi-transferring machines and/or lithographic duplicating presses).

(k) "Lithographic printing" shall mean and refer to that group of operations or any of them by direct or offset printing processes from surfaces of stone, rubber, metal, or other material (including zinc or aluminium or similar metal) on paper, tin or other material, and shall mean and refer to printing when done by any process prescribed for Apprenticeship by the Apprenticeship Commission.

(l) "Gravure" shall mean gravure printing of any kind, and shall include photo-gravure, rotogravure, colorgravure gravure printing however designated.

(m) "Letterpress printing" shall mean and refer to that group of operations applied in printing from electrotypes, stereotypes, photo-engraved blocks, type, and any other form of printing by relief processes.

PERIODICAL ADJUSTMENT OF WAGES.

41. The wages rates set out in clause 2 are based upon the following basic wage and pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, this Board hereby determines that the rates for male adults and female adults shall be automatically adjusted by the same amount and at the same time as such Basic Wage as prescribed in clause 42.

BASIC WAGE.

	Basic Wage for Adult Males. (Adjustable).	Base Rate for Females (i.e., 75 per cent. of Basic Wage for Males to Nearest 6d.).	Index Number Set Assigned.
	£ s. d.	£ s. d.	
Within the area to which this Determination applies	9 19 0	7 9 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

42. (a) 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.

(b) Until the beginning of the first pay period to commence in February, 1952, the amounts of the basic wage shall be as prescribed in clause 41.

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

(d) The wages for male juniors and apprentices and for female juniors shall be the undermentioned percentages of the total wage of an employee working at the following classes of work:—

(a) Male junior not being an apprentice.—Percentage of rate prescribed for "Any other adult male".

(b) Apprentices.—Percentage of rate prescribed for "Head compositor".

(c) Female junior.—Percentage of rate prescribed for a female employed at work prescribed in Table "B", classification 6, of clause 2.

	Percentage.
MALE JUNIOR, NOT BEING AN APPRENTICE.	
Under 15 years of age	22
Between 15 and 16 years of age	27
Between 16 and 17 years of age	35
Between 17 and 18 years of age	47
Between 18 and 19 years of age	59
Between 19 and 20 years of age	72
Between 20 and 21 years of age	85
APPRENTICE.	
First year	22½
Second year	32½
Third year	37½
Fourth year	45
Fifth year	55
Sixth year	75
FEMALE JUNIOR.	
First year's experience	30
Second year's experience	40
Third year's experience	50
Fourth year's experience	60
Fifth year's experience	75

The rates prescribed for male juniors and apprentices and for female juniors shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

SCHEDULE "A"—MACHINE COMPOSITION.

In addition to the piece-work rates set out in this Schedule a piece-worker shall be paid 7s. 6d. for each full week worked or a *pro rata* amount according to the time actually worked if less than a full week be worked. Such piece-work additions were originally based on a Basic Wage of £6-10-0 per week, and have been varied by the addition of 12½ per cent. to the amount of the variation in the Basic Wage. Future adjustments shall be on the same principle.

PIECE-WORK RATES FOR MACHINE COMPOSITION.

1. The piece-work rate for machine composition shall be 9½d. per thousand ens except where such work is done on a night shift, when the rate shall be 10d. per thousand ens.

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 en, if more than 5, shall count an en 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 ¼d. per thousand ems extra, and all types above 10-point in size shall be charged ¾d. 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 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 revise 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.

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 indelible 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.	Minion 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

A. V. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 23rd October, 1951.