



VICTORIA GOVERNMENT GAZETTE.

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[1951

Factories and Shops Acts.

DETERMINATION OF THE BOOT BOARD.

NOTE—(1) This Determination applies to the whole of the State of Victoria.

(2) Clicking, stuff cutting, making, and finishing were proclaimed on 13th January, 1932, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.

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 nineteenth day of May, 1936, has had the power to "determine the lowest prices or rates which may be paid to any person—

(a) wholly or partly preparing or manufacturing, either inside or outside a factory, boots, shoes, or slippers of every description;

(b) designing or cutting patterns of boots, shoes, or slippers from metal or any other material"—

has made the following Determination, namely:—

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

APPRENTICES AND IMPROVERS.

2. **MALES*—Apprentices** (Other than those covered by the Apprenticeship Commission).

Wages per Week of 40 Hours.

Five Years' Terms.

Experience.	Percentage of Basic Wage.	Industry Loading.	Total Wage Payable.	
			Until the Beginning of the First Pay Period to Commence in May, 1951.	Thereafter.
	Per Week.	Per Week.	£ s. d.	£ s. d.
First year's experience—				
1st six months	30	0 9	2 11 6	2 13 6
2nd six months	37½	0 9	3 4 0	3 6 6
Second year's experience—				
1st six months	45	1 0	3 17 0	4 0 0
2nd six months	52½	1 0	4 9 6	4 13 6
Third year's experience—				
1st six months	60	1 6	5 3 0	5 7 0
2nd six months	70	1 6	6 0 0	6 4 6
Fourth year's experience—				
1st six months	77½	2 3	6 13 0	6 18 6
2nd six months	85	2 3	7 6 0	7 12 0
Fifth year's experience—				
1st six months	95	3 0	8 3 6	8 10 0
2nd six months	100 plus 5s.	3 0	8 17 0	9 4 0
Thereafter the adult male minimum wage.				

Four Years' Terms.

First year's experience—				
1st six months	37½	0 9	3 4 0	3 6 6
2nd six months	45	0 9	3 17 0	4 0 0
Second year's experience—				
1st six months	60	1 6	5 3 0	5 7 0
2nd six months	70	1 6	6 0 0	6 4 6
Third year's experience—				
1st six months	77½	2 3	6 13 0	6 18 6
2nd six months	85	2 3	7 6 0	7 12 0
Fourth year's experience—				
1st six months	95	3 0	8 3 6	8 10 0
2nd six months	100 plus 5s.	3 0	8 17 0	9 4 0
Thereafter the adult male minimum wage				

* Wages of apprentices and improvers in the Metropolitan District are regulated by the Apprenticeship Commission.

2. MALES*—Apprentices (Other than those covered by the Apprenticeship Commission)—continued.

Three Years' Terms.

Experience.	Percentage of Basic Wage.	Industry Loading.	Total Wage Payable.	
			Until the Beginning of the First Pay Period to Commence in May, 1951.	Thereafter.
	Per Week.	Per Week. s. d.	£ s. d.	£ s. d.
First year's experience—				
1st six months	45	1 6	3 17 6	4 0 6
2nd six months	60	1 6	5 3 0	5 7 0
Second year's experience—				
1st six months	77½	2 3	6 13 0	6 18 6
2nd six months	85	2 3	7 6 0	7 12 0
Third year's experience—				
1st six months	95	3 0	8 3 6	8 10 0
2nd six months	100 plus 5s.	3 0	8 17 0	9 4 0
Thereafter the adult male minimum wage				

Experience for the purposes of this Clause means actual experience whether as an apprentice or otherwise.

Proportion.

(In any factory or place.)

An employer shall not employ male apprentices in excess of the proportion of one male apprentice to every three male workers or fraction thereof receiving wage rates or earning at piecework prices not less than the minimum hourly wage for adult males. Such proportion shall be based on the average number of workers employed during the previous six months receiving wage rates or earning at piecework prices not less than the minimum hourly wage for adult males.

An amended indenture of apprenticeship has been prescribed by the Board.

See Clause 7 for wages and proportion of unapprenticed Junior Workers.

FEMALES—Improvers.

3. Females employed clicking, designing, or cutting patterns, stuff cutting, stuff fitting, or preparing for makers, or making or finishing, including the following operations in the making of slippers:—Turning, bottom levelling, wood heeling, blocking, steaming, and ironing on the last, irrespective of age or experience shall be paid the same rates as are paid to adult males on the same class of work.

Females employed attaching uppers to soles of shoes, known as or similar to the Sahara Sandal, or interlacing material of the uppers on the last or attaching such uppers to the soles of shoes known as Basket Shoes or any shoe similar thereto shall be paid the same rates as are paid to adult males on the same class of work.

Apprentices and all other improvers†—

Experience.	Percentage of Female Basic Wage.	Industry Loading.	Wages Per Week.	
			Until the Beginning of the First Pay Period to Commence May, 1951.	Thereafter.
	Per Week.	Per Week. s. d.	£ s. d.	£ s. d.
Under 17 years of age—				
1st six months	40	0 9	2 11 0	2 13 6
2nd six months	47½	1 0	3 1 0	3 3 6
3rd six months	55	1 6	3 11 0	3 14 0
4th six months	62½	1 9	4 1 0	4 4 0
5th six months	70	2 0	4 10 6	4 16 6
6th six months	77½	2 3	5 0 6	5 4 6
7th six months	87½	2 6	5 13 0	5 18 0
8th six months	95	2 9	6 3 0	6 8 0
And thereafter not less than the minimum wage for adult females				
17 years of age and over—				
1st six months	55	1 6	3 11 0	3 14 0
2nd six months	62½	1 9	4 1 0	4 4 0
3rd six months	70	2 0	4 10 6	4 16 6
4th six months	77½	2 3	5 0 6	5 4 6
5th six months	87½	2 6	5 13 0	5 18 0
6th six months	95	2 9	6 3 0	6 8 0
And thereafter not less than the minimum wage for adult females				

“Experience” for the purposes of this clause means actual experience, whether as an improver or junior worker.

Proportion.

(In any factory or place.)

One female apprentice to every three or fraction of three female workers employed and receiving at wages rates or earning piecework prices not less than the minimum wage for adult females.

Three female improvers to each female worker employed and receiving at wages rates or earning at piece work prices not less than the minimum wage for adult females.

Provided that the total number of female apprentices and improvers in any factory or place shall not exceed three to each adult female receiving not less than the minimum wage for adult females.

* Wages of apprentices and improvers in the Metropolitan District are regulated by the Apprenticeship Commission.

† Junior females may be employed on the operations set out in paragraphs (c), (d), and (e) of Clause 5 at the above rates.

Other Employees.

4. (a)

MALES.

	Wages Per Week of 40 Hours.	
	Until the Beginning of the First Pay Period to Commence in May, 1951.	Thereafter.
	£ s. d.	£ s. d.
Pattern Cutting—		
Pattern cutters or designers	11 5 0	11 12 0
Clicking—		
Clicking outside (other than felt, fabric, roans or splits)	10 13 0	11 0 0
Clicking felt, linings, fabrics, sheep roans, splits—		
By hand	10 6 0	10 13 0
By machine	10 6 0	10 13 0
All others	10 1 0	10 8 0
Stuff Cutting—		
Cutting out soles, insoles, top pieces, channelling, and ranging by hand	10 13 0	11 0 0
Cutting stiffeners and toes, skiving, heel building and breasting, and lift cutting	10 6 0	10 13 0
All others	10 1 0	10 8 0
Making—		
Making right through by hand including slip lasted and prewelted		
Pulling over hand or machine		
Lasting hand or machine		
Sewing or stitching		
Sole laying		
Operating screwer		
Operating rounding machine		
Pegging, hand or machine		
Pulling up sides, seats or backs, hand or machine		
Heeling, hand or machine	10 13 0	11 0 0
Operating upper roughing machine		
Operating cement press		
First and second lasting of pumps		
Founding		
Lizary, Monash, lacing or plaiting of basket shoes		
Blocking, steaming and drying (slippers)		
Ironing on last		
Inseam trimming		
Operating stitch spearator		
Hungarian nailing by hand or machine and Cutlan nailing		
Slugging		
Riveting, hand or machine		
Drilling for temporary screw		
Operating loose nailer		
Feathering including welt waists		
Levelling, hand or machine		
Turning (slippers)		
Laying linings and shanking	10 1 0	10 8 0
Pulling on—all classes		
Opening and closing channels		
Operating buzzer		
Tingling or trimming, hand or machine		
Putting on heel and toe plates		
Sorting lasts		
Putting in filling, shanks, stiffeners and toes		
Slipping off	9 17 0	10 4 0
Pulling out tacks and nails		
Solutioning and cementing, hand or machine		
Putting on studs or bars		
All others		
Finishing—		
Finishing right through by hand, operating heel trimmer, edge trimmer, edge setter and heel scourer	10 13 0	11 0 0
Operating Naumkeag and/or sandpapering machine and heel breasting	10 6 0	10 13 0
All others	10 1 0	10 8 0
Slipping-off	9 17 0	10 4 0
Upper Closing—		
All employees	10 1 0	10 8 0
Cleaning—		
All employees	9 17 0	10 4 0

(b) In addition to the rates prescribed herein "Surgical Bootmakers" i.e., bootmakers making footwear for deformed, crippled, or mis-shapen feet, shall be paid 18s. per week, and "Bespoke Bootmakers" i.e., bootmakers making by hand footwear in accordance with individual specifications shall be paid 10s. per week.

FEMALES.

5. (a) Females employed pattern cutting, clicking, designing, or cutting patterns, stuff cutting, stuff fitting, or preparing for makers, or making or finishing, including the following operations in the making of slippers:—Turning, bottom levelling, wood heeling, blocking, steaming, and ironing on the last, irrespective of age or experience shall be paid the same rates as are paid to adult males on the same class of work.

(b) Females employed attaching uppers to soles of shoes, known as or similar to the Sahara Sandal, or interlacing material of the uppers on the last or attaching such uppers to the soles of shoes known as Basket Shoes or any shoe similar thereto shall be paid the same rates as are paid to adult males on the same class of work.

(c)

	Wages Per Week of 40 Hours.	
	Until the Beginning of the First Pay Period to Commence in May, 1951.	Thereafter.
Females with less than twelve months' experience	6 9 6	6 15 0
Females with twelve months' experience or more	7 4 6	7 10 0

(d) In addition to the rates prescribed herein any female employee:—

- (i) operating a machine with hot or liquid wax shall be paid 7s. 6d. per week.
- (ii) operating a wax thread or cord machine not using hot or liquid wax shall be paid 5s. per week.

FEMALE WORK.

6. The following classes of work may be performed by female employees at the rates prescribed in clause 6, sub-clause (c):—

- (a) making cosy slippers with soles of upper leather or other soft material with felt or compo filling (excepting the operation set out in clause 5 (a));
- (b) attaching felt to leather soles by Union Special Machine No. 75B 80,100 or any similar table machine;
- (c) marking, stamping, fitting of uppers, machining of uppers, pasting of uppers, lacing of uppers or preparing slipper for the slipper turn sewing machine;
- (d) ironing off the last;
- (e) soaking;
- (f) pomming;
- (g) attaching ornaments;
- (h) final trimming and boxing;
- (i) cleaning;
- (j) spraying;
- (k) branding;
- (l) final polishing;
- (m) final brushing;
- (n) sizing;
- (o) treeing after boot is finished;
- (p) patent and coloured leather repairing;
- (q) solutioning and covering wood heels;
- (r) skiving or trimming the insides and outsides of uppers (including cut outs);
- (s) interlacing of uppers before or after making (excluding hand made basket shoes);
- (t) making (in all stages) infants' 0s to 6s footwear with soles of upper leather or other soft material;
- (u) preparing toe puffs of material other than crop;
- (v) all work on which females can be employed in the heel and last-making industry.

JUNIOR WORKERS—MALES.

7. (a) Unapprenticed male juniors may be employed in the following occupations:—Tacking on insoles, putting in stiffeners or toes, putting in bottom fillings and shanks, putting in and slipping lasts, last carrying, last sorting, heel nail feeding, inking edges, solutioning or cementing by hand or machine, inking and colouring (one colour only), rubbing off heels, drawing tacks or nails, soaking and sizing, tacking up stuff (including the cutting and preparation of football studs), putting in followers, branding or stamping, any other occupation usually performed by females under this Determination.

(b) The maximum number of unapprenticed male juniors who may be employed in any factory shall not exceed the proportion of one junior to ten or fraction of ten of the average number of male adults employed for the previous six months.

(c) Unapprenticed male juniors shall be paid the rates provided for apprentices plus 10 per cent.

(d) Any unapprenticed junior who has had five years' experience in the industry and who has not reached twenty-one years of age shall be paid the adult rate for the class of work he is performing.

CONTRACT OF EMPLOYMENT.

8. (a) Employment shall be by the week.

(b) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages, as the case may be. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the wages shall be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(c) An employee not attending for duty shall, except as provided by clause 19 of this Determination, lose his pay for the actual time of such non-attendance.

(d) Deduction in wages may be made only for such time as is actually lost by an employee. Such deduction shall not be made from the wages of apprentices except in accordance with the Indentures of Apprenticeship.

(e) Notwithstanding anything herein contained but subject to sub-clause (f), any employer who, by reason of the failure or shortage of electric power is unable to carry on his undertaking during all the working hours of the day, may deduct from the wages of an employee, other than an employee directed not to attend work, payment for any part of a day in excess of 20 minutes such an employee cannot be usefully employed.

Provided that any employee who is required to attend for work on any day but for whom the reasons above-mentioned no work is provided, shall be entitled to two hours' pay, and provided further that where any employee commences work he shall be entitled to be provided with four hours' employment or be paid as for four hours' work.

(f) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

- (i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—
 - (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
 - (2) where an employee commences work he shall be entitled to be paid for four hours' work;
 - (3) this sub-clause shall not apply to apprentices.

- (ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—
- (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
 - (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.
 - (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.
- Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.
- (iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work :—
- (1) for day work or day shift work—ordinary time;
 - (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent;
 - (3) for afternoon and night shifts—ordinary rates plus 10 per cent.
- Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.
- (4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.
- (iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.
- (g) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of any employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—
- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
 - (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

MIXED FUNCTIONS.

9. An employee engaged for more than two hours of one day on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for the whole of such day; and if so engaged for less than two hours of one day he shall be paid the higher rate for the time so worked.

INCENTIVE SYSTEMS.

10. (a) For the purposes of this clause the expression "Incentive System" shall be deemed to embrace and include piece work, bonus or task rates, or any other like system of production incentive or payment by results.

(b) Any employer may establish and pay under an incentive system so long as such a system permits an employee of average capacity to earn at least 10 per cent. more than the minimum time rate of pay prescribed for an employee engaged on the class of work to which an incentive system has been applied.

(c) Where an employee works part of a full week under an incentive system and part at time rates, he or she shall be paid so much as he or she is entitled to receive under the incentive system plus the proportionate amount he or she is entitled to receive under this Determination at time rates for the class of work performed.

(d) An employee who, while working under an incentive system is called upon to work overtime or on a public holiday or on a Sunday, shall be paid in addition to his or her normal rate under the incentive system the additional rate over and above ordinary time prescribed for such an employee when working on a time basis.

(e) No employee working on an incentive system shall receive less than the minimum time rate prescribed for his or her occupation for the time so worked.

(f) For all periods of absence from work for which this Determination provided payment, employees working under an incentive system shall receive the same payment as prescribed for employees of the same class working on a time rate basis.

(g) For any period during which an employee is working under an incentive system fixed by an employer under sub-clause (b) hereof, the remuneration due to him under such an incentive system shall be, and is, the minimum rate prescribed by this Determination for the payment of such an employee during such period.

(h) (i) A copy of rates fixed shall within forty eight hours of their being fixed be displayed by the employer in a conspicuous place in each and every room of the factory where such tasks respectively are being performed and shall be kept displayed.

(ii) Such rates shall be fixed by conference with a representative or representatives of the employees working under an incentive system. Such representatives shall be elected by the said employees in accordance with the following :—

- Under 20 employees—1 or 2 representatives;
20 employees or over—2 or 3 representatives.

PAYMENT OF WAGES.

11. (a) Wages shall be paid on Wednesday or Thursday or Friday in each week. Separate pay days for male and female employees may be fixed in any factory.

(b) Not more than one day's wages shall be kept in hand excepting that where a holiday occurs on the actual pay day, the following day may be substituted as pay day.

(c) Upon termination of the employment wages due to an employee shall be paid to him on the day of such termination, provided that in cases of summary dismissal such wages may be forwarded to him by post on the next working day.

(d) On or prior to pay day the employer shall state to each employee in writing the amount of deductions from the employees wages for that pay week.

(e) Employees kept waiting for their pay after ceasing work at the usual hour shall be paid at overtime rates for all the time they are kept waiting as aforesaid.

HOURS OF WORK.

12. (a) The ordinary hours of work shall not exceed 40 per week to be worked in five days of eight hours each between the hours of 7.30 a.m. and 5.30 p.m. on Monday to Friday inclusive. Provided that this spread of hours may be altered by mutual agreement.

(b) Each employer may fix starting and finishing times for his own factory and such starting and finishing times, when fixed, shall not be altered except on fourteen days' notice to the employees concerned.

MEAL TIME.

13. (a) Not less than 30 nor more than 60 minutes, shall be allowed each working day for a midday meal.
 (b) An employee shall not work or be worked for more than five hours consecutively without a break for a meal.
 (c) An employee working on production called upon to work during his meal hour shall be paid at the rate of double time for the time so worked, and such payment shall be continued until an employee has been relieved for a meal.

REST PERIOD.

14. (a) All employees shall be allowed a morning rest period of ten minutes at a time to be mutually arranged in each factory.
 (b) Facilities for making tea shall be provided by the employer for employees at the commencement of rest periods and meal hours.

OVERTIME.

15. (a) All time worked by an employee before his or her starting time or after his or her finishing time shall be paid for at the rate of time and a half for the first two hours and double time thereafter.
 (b) In computing overtime, each day's work shall stand alone.
 (c) Junior workers and apprentices shall not work overtime unless a proportionate number of adult males or fully experienced females is employed in the respective departments.
 (d) Employees called upon to work overtime exceeding one hour and a half shall be allowed at least 30 minutes for a meal, and shall in addition to any overtime payable be allowed 3s. for such meal, provided that in the case of Saturday overtime 3s. shall be payable only if the work extends beyond the ordinary time for ceasing work for the midday meal.
 (e) An employer may require any employee to work reasonable overtime at overtime rates, and such employee shall work overtime in accordance with such requirement.

SUNDAY WORK.

16. All time worked on a Sunday shall be paid for at the rate of treble time, payment being made for a full day, namely 8 hours, whether such full day is worked or not. Provided that time worked on Saturday or Sunday in the alteration or removal of plant or machinery necessary for resumption of work the next following working day or for the purposes of stocktaking shall be paid for at the rate of time and half.

NOTE.—Section 8 of the Factories and Shops Act No. 4275 prohibits work on Sundays, but the Minister of Labour may suspend this section in exceptional circumstances.

HOLIDAYS.

17. (a) All employees shall be entitled to the holidays hereinafter mentioned or any day observed in lieu thereof without deduction of pay—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day and Boxing Day.

In the Metropolitan District of Melbourne, Cup Day shall be substituted for King's Birthday, providing that where agreement is reached between the employer and 75 per cent. of his employees, this substitution shall also apply to districts of Victoria outside the Metropolitan District.

The day known as "Show Day" in the Districts of the State outside the Metropolitan District may be substituted for any of the above-mentioned holidays providing there is agreement between the employer and 75 per cent. of his employees.

- (b) All work performed on any of the abovementioned holidays shall be paid for at the rate of double time.
 (c) The 9th May, 1951, and the 13th November, 1951, shall be granted to employees without deduction of pay, as though such days were included in sub-clause (a) hereof provided they are then proclaimed or gazetted public holidays.

ANNUAL HOLIDAY.

18. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111, and any amendments which may be made thereto from time to time.

SICK LEAVE.

19. (a) An employee who has been in the service of an employer for three months and who is absent from his work on account of personal sickness, or on account of accident arising out of and in the course of his employment, shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
 (ii) He shall within 24 hours of the commencement of such absence inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of his absence.
 (iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
 (iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) of this sub-clause an employer may within one month of this Determination coming into operation or within two weeks of the employees entering into his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

Single Day Absences.

- (b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only shall not be entitled to payment for the day claimed unless he produces at the request of the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioner's opinion, the employee was unable to attend for duty on account of personal illness or on account of injury or accident. Nothing in this sub-clause shall limit the employer's right under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

- (c) Sick leave shall accumulate from year to year, so that any balance of the period specified in sub-clause (a) (iv) of this clause 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 hereinbefore prescribed 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 to this sub-clause shall be available to the employee for a period of three years, but for no longer from the end of year in which it accrues.

Attendance at Hospitals, &c.

- (d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

Year.

(e) For the purposes of this clause a year shall be deemed to be from the 1st January to the 31st day of December inclusive.

TIME AND WAGES BOOK.

20. (a) Each employer shall keep a time and wages book or record, showing the name of each employee, his or her occupation, the hours worked each day and the wages and allowances paid each week.

(b) The time occupied by an employee filling in time books or cards or in the making of records other than checking in or out at the beginning or end of duty shall be treated as time of duty.

(c) The time and wages book or records shall be open for inspection by a duly accredited permanent official of the Australian Boot Trade Employees Federation during the usual office hours at the employer's office or other convenient place.

An inspection by such an official as aforesaid shall not be demanded unless the secretary of the Federation or the branch secretary or other salaried officer of any branch of the Federation suspects that a breach of this Determination has been or is being committed, and not more than one demand for such inspection shall be made in any one fortnight at the same establishment.

The official making such inspection shall be entitled to make and retain a copy of entries in a time and wages book or record relating to the suspected breach of this Determination.

DETERMINATION POSTED.

21. A copy of this Determination, together with all adjustments thereof, shall be posted and kept posted by the employer in each factory or workshop in a prominent place accessible to employees.

TOOLS.

22. (a) The employer shall provide all needles and findings, grindery, tool for finishers, viz., feather knives, fudge wheels, ordinary top irons, waist wheels and brushes (paint and ink), workshops and light and all colours and material used in connexion with the trade.

(b) The employer shall provide the following tools, viz., clicking knives, scissors for females who are required to use them, and the employer shall, at his own expense, keep the scissors properly ground.

(c) Until such time as the employer replaces the scissors now in use an operative shall continue to use her own scissors, and during the time of such use the operative shall be paid an allowance of 3d. per week.

(d) Notwithstanding anything herein contained, employers shall provide apprentices with all necessary tools.

AMENITIES.

23. (a) *Heating and Cooling.*—In each factory or workshop the employer shall make provision for adequate warmth during the winter period and a system for cooling in summer. Cooling for the purposes of this sub-clause shall be considered adequate if air circulating apparatus is used.

(b) *Dining accommodation.*—In any factory or workshop where more than five persons are employed a room properly furnished shall be set apart for use as a dining room

(c) *Rest Room.*—In factories where female employees are employed a properly ventilated rest room shall be provided for the use of such female employees. It shall contain a suitable couch and seating accommodation.

(d) *Lockers.*—In each factory or workshop the employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee or alternatively shall provide a suitable dressing room for each of the sexes employed by him.

(e) *Seats.*—Where it is necessary for employees to sit at their work seats which shall be reasonably comfortable shall be provided by the employer for the employees.

(f) *Washing Accommodation.*—The employer shall provide suitable washing accommodation for all employees.

(g) *Drinking Water.*—In each factory or workshop the employer shall at some suitable place or places on his premises provide cool drinking water for the use of employees.

FIRST-AID OUTFIT.

24. Each employer shall provide a properly equipped first-aid chest. Such chest shall comply, as to its contents, with the requirements of the Factories and Shops Acts.

RIGHT OF ENTRY.

25. Any duly accredited permanent official of the Australian Boot Employees Federation authorized in writing by the Secretary for Labour shall for the purpose of interviewing or conversing with the employees in any factory or place have the right to enter such factory or place if therein a member of such Federation or persons in the same callings are employed by an employer covered by this Determination.

(b) Officials authorized as aforesaid shall not wilfully hamper or hinder the employees during their working time, but may for the purpose of collecting dues, posting Union notices and attending to other Union matters relating to the industry, interview any employee or converse with them during any luncheon or non-working time.

(c) If any employer alleges that an official is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the foregoing conditions, the employer may refuse the right of entry.

SHOP PRESIDENTS.

26. An employer shall allow a shop president appointed by employees in each workshop the necessary time during working hours to interview him or his representative on matters affecting the employees whom the shop president represents.

PERIODICAL ADJUSTMENT OF WAGES.

27. The wages rates for adult males set out in clause 4 are based upon the following basic wage, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934* the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 28.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	Per Week.	
	£ s. d.	
Whole of the State	8 16 0	Six Capital Cities (Weighted Average)

ADJUSTMENT OF BASIC WAGE.

28. (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 August, 1951, the amount of the basic wage shall be as prescribed in clause 27.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, 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 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 rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices and improvers shall be the appropriate percentages and industry loading as set out in clauses 2 and 3. such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

MARGINS.

29. In addition to the amounts prescribed in clauses 27 and 28, the following margins and Industry Loadings shall be paid:—

Classification.	Margin.		Industry Loading.
	Per Week.		Per Week.
	s.	d.	s. d.
<i>Males.</i>			
Pattern Cutting—			
Pattern cutters or designers	52	0	4 0
Clicking—			
Clicking outside (other than felt, fabric, roans or splits)	40	0	4 0
Clicking felt, linings, fabrics, sheep roans, splits—			
By hand	33	0	4 0
By machine	33	0	4 0
All others	28	0	4 0
Stuff Cutting—			
Cutting out soles, insoles, top pieces, channelling, and fanging by hand	40	0	4 0
Cutting stiffeners and toes, skiving, heel building and breasting, and lift cutting	33	0	4 0
All others	28	0	4 0
Making—			
Making right through by hand including slip lasted and prewelted			
Pulling over hand or machine			
Lasting hand or machine			
Sewing or stitching			
Sole laying			
Operating screwer			
Operating rounding machine			
Pegging, hand or machine			
Pulling up sides, seats or backs, hand or machine			
Heeling, hand or machine			
Operating upper roughing machine	40	0	4 0
Heeling, hand or machine			
Operating cement press			
First and second lasting of pumps			
Pounding			
Lizary, Monash, lacing or plaiting of basket shoes			
Blocking, steaming and drying (slippers)			
Ironing on last			
Inseam trimming			
Operating stitch separator			
Hungarian nailing by hand or machine and Cutian nailing			
Slugging			
Rivetting, hand or machine			
Drilling for temporary screw			
Operating loose nailer			
Feathering including welt waists			
Levelling hand or machine			
Turning (slippers)			
Laying linings and shanking	28	0	4 0
Pulling on—all classes			
Opening and closing channels			
Operating buzzer			
Tingling or trimming, hand or machine			
Putting on heel and toe plates			
Sorting lasts			
Putting in filling, shanks, stiffeners and toes			
Slipping off			
Pulling out tacks and nails	24	0	4 0
Solutioning and cementing, hand or machine			
Putting on studs or bars			
All others			
Finishing—			
Finishing right through by hand, operating heel trimmer, edge trimmer, edge setter and heel scourer	40	0	4 0
Operating Naumkeag and/or sandpapering machine and heel breasting	33	0	4 0
All others	28	0	4 0
Slipping off	24	0	4 0
Upper Closing—			
All employees	28	0	4 0
Cleaning—			
All employees	24	0	4 0
<i>Females.</i>			
Females with less than twelve months' experience	Nil		3 0
Females with twelve months' experience or more	15	0	3 0

P. A. RANGLES, J.P., Chairman.
J. V. WILLOX, Secretary.

Melbourne, 9th April, 1951.

By Authority: J. J. GOULLEY, Government Printer, Melbourne.