



# VICTORIA GOVERNMENT GAZETTE.

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[1951

Factories and Shops Acts.

## DETERMINATION OF THE TENTMAKERS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages-Board which since the 10th June, 1951, 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 trade of manufacturing :—

(a) articles made of canvas, or a substitute for canvas, such as sails, tents, marquees, ship's gear, wings of aeroplanes, horse rugs, cow rugs, water bags, outside blinds (except Venetian blinds), filters, mail bags, tarpaulins;

(b) any other kind of canvas goods, except those subject to the jurisdiction of any of the following Boards :—

Agricultural Implements Board,  
Country Agricultural Implements Board,  
Boot Board,  
Leather Goods Board,  
Rubber Trade Board, and  
Vehicle Building Industry Board;

(c) flags;

(d) industrial spindle polishing mops.

has made the following Determination, namely :—

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

2.

WAGES PER WEEK (ADULTS).

	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	£ s. d.	£ s. d.
Journeyman engaged in the manufacture or repair of industrial spindle polishing mops	11 3 0	11 0 0
Journeyman engaged in the manufacture and/or repair of canvas goods or like material by use of palm and needle	11 9 0	11 6 0
Other Journeymen engaged in the manufacture or repair of canvas goods of all descriptions	11 3 0	11 0 0
All other Journeymen	11 9 0	11 6 0
Journeywomen engaged in machining industrial spindle polishing mops	7 17 6	7 15 6
Journeywoman engaged in laying up and preparing materials for the manufacture of industrial spindle polishing mops	7 10 0	7 8 0
All other Journeywomen	7 17 6	7 15 6

In addition to the above rates the following shall be paid :—

(a) Repair of canvas goods of all descriptions which the foreman and journeyman or journeywomen shall agree are of an unusually dirty or offensive nature :—3d. per hour extra.

In case of disagreement between the foreman and employee, the employee or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the employee's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the employee's claim within 24 hours of its being asked for (unless that time expires on a non-working day in which case it shall be given during the next working day), or else the said allowance shall be paid.

(b) Females working on large machines (7'5, 45K, 7.27, or any similar class of machine, and Grummet), 3s. 6d. per week extra on above rates.

FEMALES TO BE PAID MALE RATE.

3. Where a female is employed to do any of the following classes of work, she shall be paid the rate which is prescribed for adult males :—

- (a) Cutting by machine any materials, and
- (b) Cutting by hand all classes of material, provided that trimming, cutting patches of material under 12 oz. in weight and cutting any single thicknesses of materials not more than 10 oz. in weight shall be paid for at the appropriate females rates.

APPRENTICES—MALES.

- 4. (a) The probationary period of trainee apprentices or apprentices shall not exceed three months.
- (b) The minimum rates of wage to be paid to apprentices or probationers shall be not less than the following—

	Wages Per Week.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	s. d.	s. d.
<b>Five year terms—</b>		
First year's experience .. .. .	56 6	56 0
Second year's experience .. .. .	66 0	65 0
Third year's experience .. .. .	94 6	93 0
Fourth year's experience .. .. .	151 0	149 0
Fifth year's experience .. .. .	189 0	186 0
<b>Four year terms—</b>		
First year's experience .. .. .	56 6	56 0
Second year's experience .. .. .	94 6	93 0
Third year's experience .. .. .	151 0	149 0
Fourth year's experience .. .. .	189 0	186 0

(c) Experience in this clause means actual experience, whether as an apprentice or otherwise, in any one or more of the operations provided as apprenticeship operations.

(d) Except as otherwise provided minors may be engaged in the following occupations under contracts of apprenticeship or trainee apprenticeship framed in conformity with this Determination :—

- (1) Sail, tent and canvas goods maker ;
- (2) Ship's gear maker.

(e) The period of apprenticeship shall not exceed four or five years, including any period of experience in the occupation to which the minor is being apprenticed prior to entering into the indenture of apprenticeship.

(f) An employer especially qualified to teach apprentices may, with the consent of the Wages Board, employ a greater proportion of apprentices to tradesmen than hereinbefore specified.

(g) Until further order any contract of apprenticeship may contain the following provision :—

If through lack of orders or through financial difficulties the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

(h) Any apprentice who cannot complete his full term of apprenticeship before reaching his twenty-second birthday may by agreement with his master serve as an apprentice until he reaches the age of twenty-three years.

(i) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness to the number of forty hours of working time per annum.

(j) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in this Determination, or in which he has unlawfully absented himself without the master's consent shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

(k) The ordinary hours of employment of apprentices shall be the same in each workshop as those of the journeymen.

(l) An apprentice under the age of eighteen years shall not be liable to work overtime unless he so desires.

(m) An apprentice shall not work under any system of piecework.

(n) An employer shall not, either directly or indirectly, or by any pretence or device, receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

(o) *Tools of Trades* :—All tools of trade necessarily required by an apprentice in the learning of his trade shall be supplied by the employer of the apprentice. Such tools of trade shall remain the property of the apprentice on completion of his indenture.

JUNIOR WORKERS—MALES.

5. (a) Junior Workers may be employed at the following rates of pay :—

Age.	Wages Per Week.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria
	s. d.	s. d.
Under 16 years of age .. .. .	56 6	56 0
16 and under 17 years of age .. .. .	75 6	74 0
17 and under 18 years of age .. .. .	94 6	93 0
18 and under 19 years of age .. .. .	113 6	111 6
19 and under 20 years of age .. .. .	151 0	149 0
20 and under 21 years of age .. .. .	189 0	186 0

(b) The proportion of Junior Workers and apprentices allowed shall be :—

Male Employee receiving at least Adult Male Basic Wage.	Junior Workers including Apprentices.
1 .. .. .	1
2 to 20 .. .. .	1 for every 2 such male employees
Over 20 .. .. .	A further 1 for every 3 such male employees over 20

In computing the proportion under this sub-clause, the number of such male employees employed for the whole of the previous six months shall be taken.

**JUNIOR WORKERS—FEMALES.**

6. (a) Female Junior Workers may be employed at the following rates of pay :—

Age.	Wages Per Week.	
	Within 20 Miles of G.F.O., Melbourne; 10 Miles of G.F.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria
	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age .. .. .	56 6	56 0
16 and under 17 years of age .. .. .	70 6	69 6
17 and under 18 years of age .. .. .	80 6	79 6
18 and under 19 years of age .. .. .	90 6	89 6
19 and under 20 years of age .. .. .	99 0	97 6
20 and under 21 years of age .. .. .	123 0	121 6

and thereafter the minimum wage prescribed for adult females as adjusted from time to time for the class of work which they are doing, provided, however, that a junior female, after four years experience in the industry covered by this Determination, shall be paid the full adult female rate prescribed in clause 2.

(b) For the purposes of this clause "experience" shall mean any form of employment in this industry.

(c) Employers who wilfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

(d) The proportion of female apprentices and/or junior workers shall not exceed two to one adult female receiving the minimum wage.

**CASUAL WORKER.**

7. To meet emergencies, any employer may engage a casual employee for a day or more on paying extra wages calculated at the rate of 12½ per cent. higher than those prescribed for similar work.

**DEFINITIONS.**

8. (a) "Federation" means the Australian Leather and Allied Trades Employees' Federation.

(b) "Double-time rates" or "Rate of double time" shall mean when applicable to ordinary hours of work on a week-day holiday or Sunday, the ordinary hour rate payable as part of the weekly wage, and in addition a rate equal to such ordinary hour rate.

(c) "Casual worker" means an employee (other than a regular employee) employed and paid by the day.

(d) "Journeyman" shall mean a male employee 21 years of age or over, or one who has completed his term of apprenticeship in the industry.

(e) "Journeywoman" shall mean a female employee 21 years of age or over, or one who has worked four years or more on any work in the industry, for which a rate is prescribed in clause 2 of this Determination.

(f) "Ordinary pay" means in the case of a time worker the ordinary remuneration he receives for the normal weekly number of hours worked by him and in the case of a piece task or bonus worker the ordinary time rate.

**CONTRACT OF EMPLOYMENT.**

9. (a) Employment shall be terminable on either side by a week's notice given at any time during the week or, if terminated without notice, by payment or forfeiture of a week's wages as the case may be.

(b) 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 wages shall be paid up to the time of dismissal only: Provided that the employer may deduct payment for any day on which an employee cannot be usefully employed because of any stoppage of work by an organization or group of employees or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

**EMERGENCY PROVISIONS.**

9A. (a) 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 Friday 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 on 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.

(b) Notwithstanding anything elsewhere contained in this determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purposes 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 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.

#### PART-TIME EMPLOYMENT.

10. Females may be employed as part-time employees in any branch of the industry covered by this Determination upon and subject to the following terms and conditions:—

- (a) They shall be employed for not less than 20 hours in any week.
- (b) They shall be paid for each hour worked during the regular hours of work at the rate of at least 1/40th of the minimum weekly wage prescribed by this Determination for the class of work performed by them.
- (c) The payment or deduction of payment in lieu of notice of termination of employment shall be two-fifths of the pay of the preceding week of the employee concerned.
- (d) No female employee shall be employed as a part-time worker, unless a permit in writing is obtained from the Secretary for Labour.
- (e) The provisions of this Determination as regards annual leave, sick leave, and holidays shall apply to such part-time employees, but they shall be paid in respect of the period of such annual leave, sick leave, and in respect of holidays only at the wages rate actually being received by them at such time.
- (f) Save as aforesaid, all the provisions of this Determination shall apply to such part-time employees.

#### MIXED FUNCTIONS.

11. An employee engaged for more than half of one day on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day. If for less than half of one day, he shall be paid the higher rate for the time so worked.

#### SUNDAYS AND HOLIDAY RATES.

12. (a) All work performed on Sundays and holidays shall be paid for at the rate of double time.
- (b) An employee called upon to work on a Sunday or holiday shall be paid for a minimum of four hours' duty.

#### HOURS.

13. (a) 40 hours shall constitute a week's work.
- (b) The regular hours of work shall not be earlier than 7.30 a.m. and not later than 5.30 p.m. on five days of the week.
- (c) Not more than eight hours (except if paid for at overtime rates) shall be worked in any one day in each week.

#### MEAL TIME.

14. (a) Employees shall be allowed one meal break of not less than 30 minutes, such meal break to commence not later than 1 p.m.
- (b) Meal intervals having been fixed shall not be altered except on seven days' notice to the employee concerned.
- (c) Any employee called upon to work during a meal hour shall be paid time and a half, and such time and a half shall continue until he or she has a meal break.
- (d) No employee shall be allowed to work more than five hours without a break for midday meals.

#### REST PERIOD.

15. A rest period of ten minutes shall be given to all employees between the hours of 9.30 a.m. and 11.30 a.m. The interval shall be counted as time off duty without deduction of pay. During such period the employees may leave their seats but not the premises.

#### OVERTIME.

16. (a) All time worked on any day before or after the regular working hours or in excess of 8 hours on any one day, or in excess of 40 hours in any one week, shall be paid for at the rate of time and a half for the first three hours and double time thereafter.
- (b) In computing overtime each day's work shall stand alone.
- (c) Any employees required to work overtime after the recognised finishing time, on Monday to Friday inclusive for more than two hours in any one day shall be paid 3/- meal money.
- (d) If any employee pursuant to notice under sub-clause (c) has provided a meal and is not required to work overtime, he or she shall be paid 3/- for the meal so provided.
- (e) Any employees required to work overtime on Monday to Friday inclusive for more than 1½ hours on any one day shall be allowed ten minutes' crib time with pay at ordinary rates before commencing such overtime, except in cases where a minimum meal break of 30 minutes is given.
- (f) No junior male worker (under the age of 16 years) or any female employee shall work overtime after 9 p.m.
- (g) Any employee shall have completed his normal daily hours before overtime payment commences for such day, excepting in cases where failure to do so is due to causes outside his control or where time off has been with the employer's consent.
- (h) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

## 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, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, and Boxing Day. The 9th May, 1951, and the 13th November 1951, shall be granted to employees without deduction of pay as though such holidays were included in sub-clause (a) hereof provided they are then proclaimed or gazetted public holidays.

(b) In the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder, Melbourne Cup Day shall be observed as a holiday in lieu of King's Birthday.

(c) Piece-worker shall be paid for such holidays, even though not worked, at the ordinary rates payable to employees not on piece-work doing the same class of work. The rate shall be one-fifth of the appropriate weekly wage.

(d) If an employee's engagement is legally terminated otherwise than for misconduct within two weeks of any of the holidays above-mentioned, he or she shall be paid for such holiday or holidays unless he or she commences work with another employer and is paid by such employer for such holiday or holidays.

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

## PAYMENT OF WAGES.

18. (a) Employers shall pay all moneys due at least once in each week in the employer's time or within five minutes of knocking off, and not later than Thursday in each week, excepting in cases where the local Branch or Section of the Federation gives written permission to an employer to substitute "Friday" in lieu of "Thursday". Time waiting for payment after such five minutes shall be paid for at overtime rates.

(b) Any employee who has worked only a portion of a week and who is dismissed by his employer or has left his employment after the giving of a week's notice shall be paid on ceasing for all time worked during that week less any deductions that the employer may be lawfully entitled to make hereunder.

(c) Each employer shall be entitled to retain in hand from each employee an amount equal to two days' wages of such employee.

(d) On any pay day the employer shall state to each employee in writing the amount of wages to which he is entitled, the amount of deductions made therefrom and the net amount being paid to him and the date to which wages are paid.

## TRAVELLING TIME.

19. Any employee sent to work at a place other than his or her ordinary place of employment shall be paid all fares and out of pocket expenses incurred in going to or from such place of employment, and shall, if the travelling is done outside ordinary hours, be paid at ordinary rates for the time spent in travelling with a maximum of eight hours per day.

## SICK AND ACCIDENT PAY.

20. (a) An employee absent through illness or accident shall not be entitled in any year (whether in the employ of one employer or several, except as hereinafter provided) to leave in excess of 40 hours of working time. For this purpose a year shall commence on the 1st day of July.

(b) An employee 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 the absence.

(c) An employee before becoming entitled to sick pay shall if required to do so by the employer produce a doctor's certificate or other sufficient evidence of sickness.

(d) An employee shall not be entitled to sick leave unless he has been in the service of the employer concerned for at least four weeks immediately prior to such absence.

(e) If the full period of leave as proscribed above is not granted in any year with an employer such portion as is not granted shall be cumulative from year to year with that employer up to a period not exceeding eighty hours' working time, which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

(f) Service before the date of coming into force of this clause shall be counted as service for the purpose of qualifying thereunder.

## ANNUAL HOLIDAY.

21. 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.

## OUTDOOR WORK.

22. (a) Except as to erecting marquees and tents, fitting and fixing of blinds, awnings, waggon covers, machinery covers, and other like operations, all work shall be performed at the shop or factory of the employer and no employer shall give out work to be performed at any other place or permit work to be performed at any other place; and no employee shall perform work for an employer at any other place.

(b) No employee (including an apprentice or unapprenticed junior worker) in employment shall make or assist in the production of goods for sale on his own account or for any other employer.

## EMPLOYER TO FIND WORKSHOP, ETC.

23. The employer shall find workshops, light, and bench room and supply all materials used in connexion with the trade free of charge to the employees.

## CERTIFICATE OF SERVICE.

24. Any junior worker when leaving or being discharged from his or her employment shall be given by the employer a certificate stating the date when such employment began and the date when such employment terminated.

## LIMITATION OF EMPLOYER'S LIABILITY.

25. Where an employer has made a payment to an employee which payment purports to be a payment of the wages payable under this Determination to the employee for any period, such employee shall not recover from his employer any further sums prescribed by this Determination in respect of any services rendered to such employer during such period, unless within a period of three calendar months after the last day of such period a demand in writing of such further sum claimed has been given to the employer by the employee or some person on his behalf.

## TIME AND WAGES BOOKS, CARDS, ETC.

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

(b) Where a time-book is kept it shall be correctly entered up in ink, in the English language and shall be signed each week by the employee verifying the accuracy of the hours worked and the wages and allowances paid each week.

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

(d) The time and wages book shall be open for inspection to not more than two officers of the Federation duly accredited in writing by the Federation during the usual office hours at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the Secretary of the Federation or the district secretary or organizer of any division suspects that a breach of the Determination has been or is being committed: Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment.

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

DINING ACCOMMODATION.

27. (a) In factories where five or more employees are employed, and it is or becomes reasonably practicable so to do, a separate room or portion of the factory or workshop shall be set aside by the employer as a dining-room and therein the employer shall provide adequate table and seating accommodation.

(b) Hot water shall be provided free of charge, to be available to employees immediately meal time commences.

(c) The employer shall provide the necessary labour to keep such room clean.

(d) If such dining-room is not regularly used by a reasonable number of the employees, the employer shall be released from his obligations under sub-clauses (a) and (b) hereof.

REST ROOM.

28. In factories where five or more 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.

FIRST-AID OUTFIT.

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

(b) An efficient first-aid outfit shall be that prescribed by the Factories and Shops Acts and the Regulations thereunder, but in cases where there is no legislation on the subject, the first-aid outfit shall contain the following equipment :—

Article.	Quantities to be kept in Ambulance Chest in any Factory or Workshop.
Antiseptic Solution .. .. .	1 bottle
Bandages, cotton and gauze .. .. .	½ doz. assorted sizes
Castor oil .. .. .	½ oz
Manual, First Aid .. .. .	1
Iodine, tincture of .. .. .	1 oz.
Petroleum, carbolized .. .. .	1 jar
Tannic Acid Jelly .. .. .	1 tube
Pins, safety .. .. .	1 packet
Sal volatile .. .. .	4 ozs.
Scissors .. .. .	1 pair
Tourniquet .. .. .	1
Tweezers .. .. .	1 pair
Eye bath and dropper .. .. .	1 of each
Cotton, absorbent .. .. .	} An adequate assortment
Gauze, sterilized, plain .. .. .	
Lint, absorbent .. .. .	
Plaster, adhesive .. .. .	

SHOP STEWARDS.

30. Shop stewards in each workshop shall be allowed the necessary time during working hours to interview the employer or his representatives on matters covered by this Determination affecting the employees whom they represent.

UNION BUSINESS.

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

POSTING DETERMINATION AND NOTICES.

32. (a) In each factory in which five or more employees are employed the employer shall provide a notice board in the workroom of each department and the Federation shall be permitted to post formal shop and Federation notices on such board: Provided that the notices so posted shall be signed by the President, Secretary, or shop steward of the Federation.

(b) Every employer shall post and keep posted a copy of the Determination in a place accessible to all employees.

PAYMENT BY RESULTS.

33. Subject to employees receiving at least the appropriate minimum time rate prescribed by this Determination and subject to the following provisions of this clause, any employer may remunerate his employees under any piecework system, individual or group bonus system or other system of payment by results :—

(a) The employer may fix piecework rates, or other rates based on tasks set (subject to sub-clause (d) hereof), by a method of accurate time measurement determined by the employer provided that such rates enable employees who apply average skill and effort and working under normal conditions, to earn 10 per cent. above ordinary time rates; or

(b) The employer may (subject to sub-clause (d) hereof) adopt any form of bonus system including profit sharing or other like systems.

(c) A factory board shall be appointed consisting of two representatives nominated by the employer and two of his employees nominated by his employees covered by this Determination.

(d) The rates fixed in accordance with sub-clause (a) hereof and the bonus systems adopted in accordance with sub-clause (b) hereof shall be approved by the Factory Board provided that if the employees fail to appoint representation to such board or fail to attend a meeting of such Board called by the employer on a date not less than seven days after the service of notice of a meeting on the employees' representatives, the employer may adopt such rates or adopt such system of payment by results as he shall deem reasonable.

(e) Piecework and similar rates once fixed shall not, subject to other provisions of this clause, be altered except where warranted by change of circumstances, operations, method or materials or to correct a demonstrable clerical error or by mutual agreement.

(f) Determination variations shall be incorporated into the payment by results system on a basis agreed by the Factory Board.

(g) Overtime penalties, shift premiums, and other penalty rates prescribed by this Determination shall be a separate addition on the appropriate time rate basis to any earnings calculated by way of any system of payment by results.

(h) Employees waiting on the employer's premises, at the employer's request, ready and willing to work shall, for each pay period receive at least the time rate prescribed for their occupation.

(i) Journeymen on piecework teaching learners (not in the employ of the pieceworker) on piecework—10 per centum of piecework rates extra whilst so employed.

**RIGHT OF ENTRY OF UNION OFFICIAL.**

34. (a) A duly accredited representative of the Federation shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate Union business, on the following conditions:—

- (i) that he produces his authority to the gatekeeper or such other person as may be appointed by the employer;
- (ii) that he interviews employees only at the place where they are taking their meal;
- (iii) that not more than one representative in all be in any workshop at any one time;
- (iv) that no one representative visit a workshop more than once in each week; and
- (v) that if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.

(b) Where a Union official holding the right of entry this clause suspects that a breach of the Determination is occurring or has occurred he shall be afforded the opportunity to enter the factory during working hours and view the work in question: Provided that during such inspection the official shall not obstruct or interfere with the work in any way or converse with the employees while at work.

A Union representative shall be a duly accredited representative of the Federation if he be the holder for the time being of a certificate, signed by the General Secretary in the following form, or in a form not materially differing therefrom:—

(Name of Organization).

This is to certify that \_\_\_\_\_ is a duly accredited representative of the above-named organization.

(SEAL)

\_\_\_\_\_  
General Secretary.

Specimen signature of holder \_\_\_\_\_

Date \_\_\_\_\_

Strictly not transferable.

**PERIODICAL ADJUSTMENT OF WAGES.**

35. *Adult Males.*—The wages rates set out for males 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*, the Board determines that such rates shall be automatically adjusted as prescribed by clause 36.

*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria—		
Within 20 miles of G.P.O., Melbourne, 10 miles [of G.P.O., Geelong, at Warrnambool, and within Mildura and Gippsland Districts	9 9 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.		
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.		

**ADJUSTMENT OF BASIC WAGE.**

36. (a) For the purpose 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 November, 1951, the amount of the Basic Wage shall be as prescribed in clause 35.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, 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.

In all cases where for the same class of work the same rates have been prescribed for journeywomen as are prescribed for journeymen, the rates for such journeywomen shall be increased or decreased in the same manner and by the same amount as the rates for journeymen.

**MARGINS.**

17. (a) *Adult Males.*—In addition to the basic wage prescribed in clause 35 the following margins shall be paid:—

Classifications.	Margin.
	Per Week.
	£ s. d.
Journeymen engaged in the manufacture or repair of industrial spindle polishing mops	1 14 0
Journeymen engaged in the manufacture and/or repair of canvas goods or like material by use of palm and needle	2 0 0
Other Journeymen engaged in the manufacture or repair of canvas goods of all descriptions	1 14 0
All other Journeymen	2 0 0

(b) *Adult Females*.—The minimum rate per week to be paid to adult female employees shall be the equivalent of 75 per cent of the basic wage for adult male employees indicated in clause 35 hereof calculated to the nearest sixpence (half or less than half of sixpence to be disregarded) and in addition thereto the marginal rate specified:—

Percentage of Total Base Rate.	Margin.
	Per Week.
	s. d.
Journeywomen engaged in machining industrial spindle polishing mops .. .. .	16 0
Journeywomen engaged in laying up and preparing materials for the manufacture of industrial spindle polishing mops .. .. .	8 6
All other Journeywomen .. .. .	16 0

(c) *Apprentices—Males*.—The minimum rates of wage to be paid to apprentices or probationers shall be not less than the following—

Experience.	Per cent.
A total payment per week at the equivalent of the below stated percentage of the basic wage for adult male employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).	
Per cent.	
<b>Five-year term—</b>	
First year's experience .. .. .	30
Second year's experience .. .. .	35
Third year's experience .. .. .	50
Fourth year's experience .. .. .	80
Fifth year's experience .. .. .	100
<b>Four-year term—</b>	
First year's experience .. .. .	30
Second year's experience .. .. .	50
Third year's experience .. .. .	80
Fourth year's experience .. .. .	100

(d) *Junior Workers—Males*.—Junior workers may be employed at the following rates of pay:—

Age.	Per cent.
A total payment per week at the equivalent of the below stated percentage of the basic wage for adult male employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).	
Per cent.	
Under 16 years of age .. .. .	30
16 and under 17 years of age .. .. .	40
17 and under 18 years of age .. .. .	50
18 and under 19 years of age .. .. .	60
19 and under 20 years of age .. .. .	80
20 and under 21 years of age .. .. .	100

(e) *Junior Workers—Females*.—Female junior workers may be employed at the following rates of pay:—

Age.	Per cent.
A total payment per week at the equivalent of the below stated percentage of the basic wage for adult female employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).	
Per cent.	
Under 16 years of age .. .. .	40
16 and under 17 years of age .. .. .	50
17 and under 18 years of age .. .. .	57
18 and under 19 years of age .. .. .	64
19 and under 20 years of age .. .. .	70
20 and under 21 years of age .. .. .	87

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 27th July, 1951.