



VICTORIA GOVERNMENT GAZETTE.

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[1955

Labour and Industry Act 1953.

DETERMINATION OF THE BEDSTEADMAKERS BOARD.

NOTE.—Since the 2nd July, 1946, this Determination has applied to the whole of the State of Victoria.

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons (including the moulders of bedsteads and excluding the moulders of fenders) employed in the process, trade, or business of a maker of metal bedsteads or fenders, or parts thereof" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

	Wages per Week of 40 Hours.	
	Within the Metropolitan District; the Cities of Geelong, Geelong West, Newtown and Chilwell, and Warrnambool.	Other Parts of Victoria where the Determination Applies.
	<i>s.</i> <i>d.</i>	<i>s.</i> <i>d.</i>
Bedstead smith	261 6	258 6
Chill fitter called on to design and model	291 6	288 6
Other chill fitter	261 6	258 6
Machinist	256 0	253 0
Plater in charge	284 0	281 0
Plater's assistant	257 0	254 0
Polisher and grinder	259 0	256 0
Chipper and caster	255 0	252 0
Bedstead fitter and mounter	261 6	258 6
Employee engaged cutting, binding, straightening, drilling, or squaring up parts of bedsteads and frame setter	259 0	256 0
Japanner and lacquerer	256 0	253 0
Other employees with not less than three months' experience in the industry	243 0	240 0
All others	237 0	234 0

SPECIAL RATES.

3. In addition to the wages prescribed in clause 2 hereof the following special rates and allowances shall be paid:—
- Leading hands in charge of not less than three and not more than ten employees, including apprentices, 15s. per week extra; more than ten and not more than twenty employees, including apprentices, 30s. per week extra; more than twenty employees, including apprentices, 45s. per week extra.
 - Working in wet places, 1½d. per hour extra. Working in confined spaces, 3d. per hour extra.
 - Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.
 - Dirty work, i.e., work which a foreman and workman shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.
 - Compensation to the extent of the damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.
 - Where more than one of the disabilities entitling a workman to extra rates exist on the same job, the employer shall be bound to pay only one rate, viz., the highest for the disabilities so prevailing.

JUNIOR MALE AND FEMALE LABOUR.

4. Wages Per Week of 40 Hours.

	*Percentage of Basic Wage.	Additional Amount.	War Loading.	Total Wage Payable—	
				Within the Metropolitan District; the Cities of Geelong, Geelong West, Newtown and Chilwell, and Warrnambool.	Other Parts of Victoria where the Determination Applies.
	Per Week.	Per Week. <i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
<i>I.—Adult Females.</i>					
Under one month's experience	75	175 6	173 0
All others	75	16 0	..	191 6	189 0
<i>II.—Junior Females.</i>					
17 years of age and under	52	3 6	..	95 0	93 6
18 years of age	62	4 0	..	113 0	111 6
19 years of age	72	4 6	..	131 0	129 0
20 years of age	82	5 0	..	149 0	147 0
<i>III.—Junior Males.</i>					
Under 16 years of age	24	2 0	..	58 0	57 6
16 years of age	34	3 0	..	82 6	81 6
17 years of age	46	4 0	..	111 6	110 6
18 years of age	58	5 0	..	140 6	139 0
19 years of age	73	6 0	..	177 0	174 6
20 years of age	88	7 0	..	213 0	210 6
A junior employee of eighteen years or more shall be paid 3s. per week in addition to the rates prescribed herein while he is employed as a furnaceman or assistant to a furnaceman.					
<i>IV.—Junior Males (Foundries).</i>					
Under 16 years of age	24	2 0	1 0	59 0	58 6
16 years of age	32	2 6	1 9	79 0	78 0
17 years of age	58	5 0	3 0	143 6	142 0
18 years of age	73	6 0	4 0	181 0	178 6
19 years of age and over	88	7 0	4 6	217 6	215 0

* The percentages for junior females relate to the female basic wage, but in all other cases relate to the male basic wage.

Females and unapprenticed male juniors may be employed on piecework subject to clause 17 hereof.

The total wage shall be calculated to the nearest 6d., any broken part of 6d. in the result not exceeding 3d. to be disregarded.

HOURS OF EMPLOYMENT.

Day Workers.

5. (a) The ordinary hours of work shall be 40 per week to be worked in five days of not more than 8 hours (Monday to Friday inclusive) and one day (Saturday) of not more than 4 hours; or five days (Monday to Friday inclusive) of 8 hours each continuously except for meal breaks at the discretion of the employer, between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday.

In localities where the recognized half-holiday is on a day other than Saturday the day so recognized may be substituted for Saturday for all the purposes of this Determination.

Provided that the spread of hours or the daily hours prescribed may be altered as to all or a section of the employees by mutual agreement between an employer and the representative of the union in that shop.

Five-Days Week.

(b) In any case in which the ordinary week's work of 40 hours can be performed in five days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled;
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service.

the employer shall allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant and it is a condition of the allowing of a five-days week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the work of overtime on Saturday.

EMERGENCY PROVISIONS.

5A. (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 Fridays 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 on afternoon and night 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 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.

OVERTIME.

6. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work. Provided that in the case of an apprentice or a junior the rate for overtime shall be not less than the rate herein prescribed or 1s. 6d. per hour, whichever is the higher.

Excepted as provided in sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period After Overtime.

(b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) hereof where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-days Week.

(d) A day worker on a five-days week required to work overtime on a Saturday shall be afforded at least three hours work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the previous day.

Standing By.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so required to hold himself in readiness.

Meal Hours—General.

(f) For work done during meal hours and thereafter until a meal-hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

Meal Hours—Maintenance Employees.

(g) Subject to the provisions of the second part of sub-clause (f) hereof an employee employed as a regular maintenance man shall work during meal breaks at the ordinary rates herein prescribed whenever instructed to do so for the purpose of making good break-downs of plant or upon routine maintenance of plant which can only be done while such plant is idle.

Crib Time.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of overtime worked if the employee continues work after such crib time.

Provided that where a day worker on a five-days week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

Unless the period of overtime is less than one and a half hours an employee before starting overtime after working ordinary hours shall be allowed a meal break of twenty minutes which shall be paid for at ordinary rates. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of twenty minutes.

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall be either supplied with a meal by the employer or paid 5s. and 3s. 4d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

(j) When an employee, after having worked overtime, or a shift for which he has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably occupied in reaching his home.

Compulsory Overtime.

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

SHIFT WORK.

7. (a) For the purpose of this clause—

“Afternoon shift” means any shift finishing after 6 p.m. and at or before midnight.

“Continuance work” means work carried on with consecutive shifts of men throughout the twenty-four hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks, or due to unavoidable causes beyond the control of the employer.

“Night shift” means any shift finishing subsequent to midnight and at or before 8 a.m.

“Rostered shift” means a shift of which the employee concerned has had at least 48 hours’ notice.

Hours—Continuous Work Shifts.

(b) This sub-clause shall apply to shift workers on continuous work as hereinbefore defined.

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any one day; or
- (ii) 48 in any one week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 160 in 28 consecutive days.

Subject to the following conditions such shift workers shall work at such times as the employer may require—

- (i) a shift shall consist of not more than 8 hours, inclusive of crib time;
- (ii) except at the regular change-over of shifts an employee shall not be required to work more than one shift in each 24 hours;
- (iii) twenty minutes shall be allowed to shift workers each shift for crib, which shall be counted as time worked.

Hours—Other Than Continuous Work.

(c) This sub-clause shall apply to shift workers not upon continuous work as hereinbefore defined. The ordinary hours of such shift workers shall not exceed—

- (i) 40 in any week to be worked in five shifts of 8 hours on Monday to Friday inclusive, or five shifts of not more than 8 hours and one shift (Saturday) of not more than four hours; or
- (ii) 80 in 14 consecutive days in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week; or
- (iii) 120 in 21 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than 8 consecutive hours on any shift or more than six shifts in any week.

Such ordinary hours shall be worked continuously, except for meal breaks, at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.

Except at regular change-over of shifts an employee shall not be required to work more than one shift in each 24 hours.

Rosters.

(d) Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

Variation by Agreement.

(e) The method of working shifts may in any case be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment, or in the absence of agreement by seven days’ notice of alteration given by the employer to the employees.

Afternoon or Night Shifts.

(f) Shift workers on continuous work whilst on afternoon or night shifts shall be paid $7\frac{1}{2}$ per cent. more than the ordinary rates for such shifts.

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop or for at least six successive afternoons or nights in a six-day workshop shall be paid at the rate of time and a half.

An employee who—

- (i) during a period of engagement on shift works night shift only; or
- (ii) remains on night shift for a longer period than four consecutive weeks; or
- (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle.

shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

(fi) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

Overtime.

(g) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Determination or on a shift other than a rostered shift shall—

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter, except in such case when the time is worked—
 - (iii) by arrangement between the employees themselves;
 - (iv) for the purpose of effecting the customary rotation of shifts; or
 - (v) is due to the fact that the relief man does not come on duty at the proper time; or
 - (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 13 (b) hereof.

Provided that when not less than 8 hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved the unrelieved employee shall be paid at the rate of time and a half for the first 4 hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

Compulsory Overtime.

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

Sundays and Holidays.

(h) Shift workers on continuous work shifts for work done on a rostered shift the major portion of which is performed on a Sunday or holiday shall be paid at the rate of time and a half.

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 8 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Junior and Female Employees.

(i) Female shift workers, apprentices or juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. per shift whichever is the higher.

HOLIDAYS AND SUNDAY WORK.

8. (a) Employees shall be entitled to the following public holidays without loss of pay as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Labour Day Anzac Day, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

Any employer who has given to his employees notice under paragraph (i) of sub-clause (m) of clause 9 of this Determination of his intention to close down his plant or section or sections thereof for the purpose of allowing annual leave may alter the date of such intended closing down by substituting a date no more than two days earlier than the date of which notice was given upon at least one week's notice of such alteration.

By agreement between any employer and his employees, other days may be substituted for the said days or any of them as to such employer's undertaking.

(b) An employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays such double time to continue until he is relieved from duty.

(c) An employee, other than a casual employee, not engaged in continuous work who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work shall on being relieved from duty, be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay, for ordinary time of duty occurring during such absence.

(d) Employees, other than on shift, required to work on Sundays or public holidays or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays shall be paid for a minimum of three hours' work.

ANNUAL LEAVE.

Period of Leave.

9. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee on weekly hiring in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

(b) In addition to the leave hereinbefore prescribed seven-day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed seven consecutive days' leave including non-working days.

Where an employee with twelve months' continuous service is engaged for part of the twelve monthly period as a seven-day shift worker, he shall be entitled to have the period of fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 8 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Where a holiday falls as aforesaid and the employee fails without reasonable cause, proof whereof shall be upon him, to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

(e) For the purpose of this clause service shall be deemed to be continuous notwithstanding—

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 14 shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting to each union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering same to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. Provided however, that in respect of service before the 1st January, 1946, the annual leave shall be allowed at the rate of 3½ hours for each completed one month of continuous service and in respect of service after that date at the rate of 6½ hours for each completed one month of continuous service. Any broken part of a month served before the 1st January, 1946, shall for the purposes of this clause be deemed to be service after the 1st January, 1946. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day, any broken part of a day in the result not exceeding half a day to be disregarded.

Where the employer is a successor or assignee or transferee of a business if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transferee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause be deemed to be in the service of the employer.

Calculation of Month.

(g) For the purpose of this clause a month 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.

Leave to be Taken.

(h) The annual leave provided for by this clause shall be allowed and shall be taken and except as provided by sub-clauses (l) and (m) hereof payment shall not be made or accepted in lieu of annual leave.

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

(j) An employer may allow annual leave to an employee before the right thereto has accrued due, but where leave is taken in such a case a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 8 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a shift worker or an employee taking his leave pursuant to sub-clause (d) hereof either of whom shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause and sub-clause (l) hereof, wages shall be at the rate prescribed by clauses 2 and 4 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 3½ hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 6½ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

(m) Where an employer closes down his plant, or a section or sections thereof, for the purposes of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall subject to sub-clause (f) hereof also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned, is re-opened for work. Provided that all time during which an employee is stood off without pay for the purposes of this sub-clause shall be deemed to be time of service in the next twelve-monthly qualifying period.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

SHOP STEWARDS.

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

RIGHT OF ENTRY OF UNION OFFICIALS.

11. A duly accredited representative of the Association shall have the right to enter employers' workshops during the midday meal hour for the purposes 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 places 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.
- (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.
- (vi) 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.

TRAVELLING TIME, ALLOWANCE AND BOARD.

Travelling and Board.

12. (a) An employee who on any day or from day to day is required to work at a job away from his accustomed workshop or depot shall at the direction of his employer present himself for work at such job at the usual starting time; but for all time reasonably spent in reaching and returning from such job (in excess of the time normally spent in travelling from his home to such workshop or depot and returning) he shall be paid travelling time, and also any fares reasonably incurred in excess of those normally incurred in travelling between his home and such workshop or depot.

- (b) An employee—
 - (i) engaged in one locality to work in another; or
 - (ii) sent from his usual locality to another for employment which can reasonably be regarded as permanent, involving a change of residence, shall be paid travelling time whilst necessarily travelling between such localities, and, for a period not exceeding three months, expenses.
- (c) An employee sent from his usual locality to another (in circumstances other than those prescribed in sub-clause (b) hereof) and required to remain away from his usual place of abode shall be paid travelling time whilst necessarily travelling between such localities, and expenses whilst so absent from his usual locality.
- (d) The rate of pay for travelling time shall be ordinary rates, except on Sundays and holidays, when it shall be time and a half.
- (e) The maximum travelling time to be paid for shall be twelve hours out of every twenty-four hours, or when sleeping berth is provided by the employer for all-night travel, eight hours out of every twenty-four.
- (f) "Expenses" for the purpose of this clause means:—
 - (i) All fares reasonably incurred.
For boat travel the fares allowed shall be first-class on coastal boats, and on interstate boats where there is no second-class as distinct from sterrage; and for rail travel, second-class, except where all-night travelling is involved, when they shall be first-class, with sleeping berth where available.
 - (ii) Reasonable expenses incurred whilst travelling, including 5s. for each meal taken.
 - (iii) A reasonable allowance to cover the cost incurred for board and lodging.

CONTRACT OF EMPLOYMENT.

13. (a) Except as hereinafter provided, employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed 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 employees 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 14 hereof lose his pay for the actual time for such non-attendance.

Casual Employment.

(d) A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs plus 10 per cent.

Late Comers.

(e) Notwithstanding anything elsewhere contained in this Determination an employer may select and utilize for time-keeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purpose shall apply the same proportion for the calculation of overtime.

SICK LEAVE.

14. (a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of injury by 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 the 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 employee entering 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 Absence.

(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 to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioners' opinion, the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights 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 two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospital, &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 his employment (not being an injury in respect of which he is entitled to workers compensation) necessitating this 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 (nor 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.

(e) For the purpose of this clause "year" means the period between the 1st day of May in each year and the next 30th day of April.

PAYMENT OF WAGES.

15. (a) Wages shall be paid weekly.

(b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employers who make a practice of allowing advances to employees approximating wages due.

(c) Upon termination of the employment, wages due to an employee shall be paid to him on the day of such termination or forwarded to him by post on the next working day.

(d) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid at overtime rates after that quarter hour, with a minimum of a quarter of an hour.

(e) On or prior to 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.

TIME AND WAGES BOOK.

16. Each employer shall keep a time and wages book showing the name of each employee and his occupation, and the hours worked each day and the wages and allowances paid each week.

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

The time and wages book shall be open for inspection at the employer's office or other convenient place to a duly accredited official of the Association during the usual office hours. Provided that no inspection shall be demanded unless the Secretary of the Association or the district secretary or organizer of any division of the Association suspects that a breach of this Determination has been or is being committed. Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The officer making such inspection shall be entitled to take a copy of the entry in the time and wages book relating to such suspected breach of this Determination.

PAYMENT BY RESULTS.

17. (a) Subject to the minimum wages herein prescribed, an employer may remunerate any of his employees under any system of payment by results based on rates which will enable workers of average capacity to earn at least 10 per cent. in excess of their hourly or weekly rates.

(b) Any increases in prevailing daily and hourly wages resulting from this Determination shall not of themselves compel any increase in piecework rates during the term of this Determination. If in a factory piecework is extended to processes now done on weekly or hourly rates sub-clause (a) hereof shall apply.

MISCELLANEOUS.

Accommodation and Conveniences.

Boiling Water.

18. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubblers, taps, or other suitable drinking fountains.

First-Aid Outfit.

(iii) In each workshop and other places where employees are regularly employed, the employer shall provide and continuously maintain at a place or places reasonably accessible to all employees an efficient first-aid outfit.

Regulations require that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles:—

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

Lockers.

(iv) The employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes.

Showers.

(v) Employers shall provide for all workmen employed in foundaries hot and cold shower baths, which shall be situated away from lavatories.

Washing and Sanitary Conveniences.

(vi) Employers shall provide proper and sufficient washing and sanitary conveniences.

*Clothing, Equipment and Tools.**Damage to Clothing and Tools.*

(b) (i) Compensation to the extent of the damage sustained shall be made where in the course of the work clothing or tools are damaged or destroyed by fire or molten metal or through the use of corrosive substances. Provided that the employer's liability in respect of tools shall be limited to such tools of trade as are ordinarily required for the performance of the employee's duties.

Gloves.

(ii) Suitable canvas or leather gloves shall be provided by employers for operators of pneumatic tools and/or punch and shearing machines and suitable gloves or pads for such other work as the foreman and employee may agree.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the workman'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 workman's claim within 48 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 equipment shall be provided.

Goggles.

(iii) Suitable mica or other goggles shall be provided by the employer for each employee using emery wheels or where used by more than one employee such goggles shall be sterilized before being used by another employee. An employee when working on emery wheels shall wear the goggles provided for his protection.

Protective Clothing—Galvanizing, &c.

(iv) Employers shall provide suitable protective aprons, rubber gloves, and rubber boots or clogs, to employees engaged in the manual handling of materials over hot galvanizing or tinning pots or pickling or plating baths.

Protective Equipment—Welding.

(v) Where necessary employers shall provide electric arc and oxy acetylene operators and their assistants with the following equipment—

- (a) Suitable asbestos sheets,
- (b) Hand screens or helmets fitted with coloured glass (or in the case of oxy-acetylene operators protective glasses with side shields),
- (c) Anti-flash goggles,
- (d) Aprons, leather sleeves and leggings (or overalls of flame-proof material) and gauntlet gloves; and
- (e) Gum or other insulating boots when working in places so damp that danger of electric shock exists.

An employee who is pursuant to this paragraph supplied with any of the equipment specified herein shall wear or use as the case may be such equipment in such a way as to achieve the purpose for which it is supplied.

Tools.

(vi) Until further order the employer shall provide for each employee such tools as were customarily provided at the time of the making of this Determination and for sheet metal workers, snips used in the cutting of stainless steel, monel metal and similar hard metal. The employee shall replace or pay for any tools so provided if lost through his negligence.

Dressing Castings.

(c) Where practicable, the dressing and rumberling of castings shall not be carried out in close proximity to employees not doing that work.

Hand-rivetting.

(d) Hand-rivetting on rivets $\frac{3}{8}$ -inch diameter and upwards shall be performed double handed.

Ladles.

(e) (i) All ladles of a holding capacity of 15 cwt. or more in use at the time of the making of this Determination shall be fitted with safety-worm gear or an equivalent safety fitting; and all ladles of a holding capacity of 10 cwt. or more hereafter brought into operation shall be fitted with safety-worm gear.

(ii) Where molten metal is carried in ladles by hand the weight of molten metal shall not exceed:—

Single-handled ladles—60 lb., including the weight of the ladle.

Other ladles— $\frac{3}{4}$ cwt. per man.

(iii) Where molten metal is carried by hand, a clear passageway not less than 2 ft. 6 in. wide shall be made.

Females—Rest Period.

(f) Female employees shall be allowed a rest period of not less than ten minutes during each day or shift, to be taken during the first or second half of the day or shift as may be decided by a majority of the female employees in a shop.

When requested by employees and where practicable suitable seats shall be provided by the employer for female employees.

Ventilation.

(g) (i) While any work is being carried on in any confined or enclosed space in which—

(a) fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(b) the atmosphere may otherwise become vitiated—

the employer shall instal a suction exhaust apparatus, through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed.

Where it is impracticable to install such suction exhaust apparatus the employer shall take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes and Dust Regulations 1945 (published in the *Victoria Government Gazette* No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

(ii) Employers shall provide adequate ventilation in workshops where tinning or galvanizing and pickling is carried on, and in workshops where fusing or wet enamel is carried on, facilities for the free circulation of air.

DEFINITIONS.

- 19. (a) "Wet place" means a place in which water is continually dripping from overhead to such an extent as to saturate the clothing of a workman, or a place where water accumulates underfoot to a depth exceeding 2 inches.
- (b) "Confined space" means a working place, the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, or where confinement within a limited space is productive of unusual discomfort.
- (c) "Association" or "Union" means The Federated Agricultural Implement Machinery and Ironworkers' Association of Australia.

NOTICE BOARD.

20. An employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, and representatives of the Association shall be permitted to post notices of Association meetings upon such board.

POSTING DETERMINATION.

21. A copy of the Determination relating to work carried on in the establishment shall be kept posted in a prominent position by the employer.

MIXED FUNCTIONS.

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

EXTRA RATES NOT CUMULATIVE.

23. Extra rates prescribed in this Determination are not cumulative so as to exceed the maximum of double the ordinary rates.

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage for adult males and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage, as prescribed by clause 25.

Basic Wage.

Place.	Adult Males Basic Wage.	Index Number Set Assigned.
	Per Week.	
	£ s. d.	
Within the Metropolitan District, the Cities of Geelong, Geelong West, and the Town of Newtown and Chilwell, and the City of Warrnambool	11 14 0	Melbourne
Elsewhere—3s. less than the contemporaneous basic wage for Melbourne		

The basic wage for adult females shall be 75 per cent. of the basic Wage for adult males, calculated to the nearest 6d. half or less than half of 6d. in a result to be disregarded.

ADJUSTMENT OF BASIC WAGE.

25. (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, 1955, the amount of the basic wage shall be as prescribed in clause 24.

(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 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 addition to the basic wage prescribed by clause 24, any adult employee of a classification specified hereunder shall be paid the margin and loading hereinafter assigned to that classification, and such loading shall be deemed to be part of his ordinary rate of wage for all purposes of this Determination:—

Classification.	Margin.
	s. d.
Bedstead smith	27 6
Chill fitter called on to design and model	57 6
Other chill fitter	27 6
Machinist	22 0
Plater in charge	50 0
Plater's assistant	23 0
Polisher and grinder	25 0
Chipper and caster	21 0
Bedstead fitter and mounter	27 6
Employee engaged cutting, binding, straightening, drilling or squaring up parts of bedsteads and frame setter	25 0
Japanner and lacquerer	22 0
Other employees with not less than three months' experience in the industry	9 0
All others	3 0

A. V. BARNS, J.P., Chairman.
J. W. RYAN, Secretary.

Melbourne, 13th January, 1955.



VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE CARPENTERS BOARD.

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

Carpentry and Joinery have been proclaimed as Apprenticeship Trades under the *Apprenticeship Act 1928* for the whole of the State.

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 *Labour and Industry Act 1953* the Wages Board which now has the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons—

(a) employed in the process, trade, or business of—

(i) a carpenter or joiner (other than a carpenter or joiner subject to the Determinations of the Agricultural Implements Board and the Wharfs and Jetties Board);

(ii) fixing or repairing in or on buildings, architraves, skirtings, or mouldings made of sheet metal 10-gauge or lighter;

(iii) fixing metal ceilings or laying wood block or parquetry flooring.

(b) fixing corrugated asbestos-cement sheeting on walls of buildings—

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES.

2. (i) Applicable to employees engaged on hourly hiring.

Adult Employees (other than Apprentices).	*Total Wage Payable—		
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
(i) For stock work	7 8	7 10	7 7
(ii) For shop work whether performed in shop or joinery mills or in a mixed enterprise	8 6	8 8½	8 5
(iii) For work of employees in a mixed enterprise	8 6	8 8½	8 5
(iv) For building construction work	8 7½	8 10	8 6½

* These rates are loaded to cover payment for Public Holidays, Sick Leave, and time lost in following the job.

A casual hand (as defined) shall be paid an additional amount at the rate of 4d. per hour with a minimum payment as for two hours of employment.

(ii) Applicable to employees engaged on weekly hiring.

Adult Employees (other than Apprentices).	†Total Wage Payable—		
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	At Yallourn.	Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
(i) For stock work	14 2 9	14 9 3	13 19 9
(ii) For shop work whether performed in shop or joinery mills or in a mixed enterprise	15 14 0	16 0 6	15 11 0
(iii) For work of employees in a mixed enterprise	15 14 0	16 0 6	15 11 0
(iv) For building construction work	15 19 6	16 6 0	15 16 6

† Employees on weekly hiring are entitled to the provisions of clauses 12 and 23 in respect of Public Holidays and Sick Leave.

EXCEPTIONS AND MODIFICATIONS.

NOTE.—Notwithstanding anything elsewhere in this Determination contained or prescribed:—

- (a) The provisions of clauses 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 21, 22, 23, 24, and 25 of this Determination shall not apply to or in respect of the employment of an employee ordinarily employed by the employer upon maintenance in or in connexion with a mixed enterprise but in lieu thereof the employer shall be bound to observe towards any such employee the provisions of any award, determination, or agreement applicable to the majority of the other persons employed by him in such a mixed enterprise. The employer shall nevertheless be bound to apply to and in respect of such an employee the provisions of the other clauses not specifically in this sub-clause mentioned in this Determination.
- (b) The provisions of clauses 9, 15, and 21 shall not apply to or in respect of the employment of an employee in or in connexion with a carpentry or joinery shop or a carpentry or joinery mill.
- (c) (i) Where an employee, employed in an employer's shop, works by direction of his employer on a building, fixing therein or thereon material made in such shop, he shall be paid for such work as for shop work and in addition shall be paid (to the nearest 1d.) a proportionate amount of the disabilities allowance set out in Section A—Weekly Employees clause 32, for building construction work, for the time so employed.
- (ii) Where a maintenance carpenter or joiner is employed on building construction work, as herein defined, he shall be paid for such work as for work in a mixed enterprise and in addition shall be paid (to the nearest 1d.) a proportionate amount of the disabilities allowance set out in Section A—Weekly Employees clause 32, for building construction work for the time so employed; for the purposes of this sub-clause a maintenance carpenter or joiner shall be regarded as employed on building construction when he is required to and does work on the site in connexion with the erection or demolition of a building exceeding 250 square feet in floor area; or the repair, maintenance, renovation, or ornamentation of buildings or structures which are not directly concerned with the activities of the establishment in which, or the employer by whom, he is employed.

Clauses, other than clause 2 of the said Determination, shall remain in force.

SPECIAL RATES.

3. In addition to the rates prescribed in clause 2 hereof the following special rates shall be payable to adult employees—

- (i) a leading hand shall be paid—
 - (a) if responsible for the direction and/or supervision of the work of not less than two nor more than six tradesmen carpenters or joiners. 1s. 0d. per day
 - (b) if responsible for the direction and/or supervision of the work of more than six tradesmen carpenters and/or joiners 2s. 0d. per day
- (ii) an employee who has been employed at insulation work shall be paid for the period so employed at the rate of 6d. per hour
- (iii) an employer who has worked for a continuous period of more than an hour in the shade in a place where the temperature has been raised by artificial means to more than 115 degrees Fahrenheit shall be paid for such a period of work at the rate of 3d. per hour
- (iv) an employee who has worked for a continuous period of more than an hour in the shade in a place where the temperature has been raised by artificial means to over 130 degrees Fahrenheit shall be paid for such a period of work at the rate of 6d. per hour
- (v) an employee who has worked for a continuous period of more than an hour in a place where the temperature has been lowered by artificial means to less than 32 degrees Fahrenheit shall be paid for such a period of work at the rate of 3d. per hour
- (vi) an employee who has worked in a place where the fumes of sulphur or acids or other offensive fumes were present shall be paid such a rate per hour for the period of such working as may be agreed upon between him and the employer —
- (vii) an employee who has worked in a wet place shall be paid for the period of such work at the rate of 3d. per hour
- (viii) an employee who has worked at dirty work shall be paid for the period of such work at the rate of 3d. per hour
- (ix) an employee who has worked in a confined space shall be paid for the period of such work at the rate of 3d. per hour
- (x) an employee who has worked in a boson's chair or on a single-plank swing scaffold on any date shall be paid for the period so worked as follows:—
 - For any period up to 4 hours on that day 1s.
 - For each hour thereafter 3d.

Provided always that—

- (1) where the temperature of a place where work is performed is raised, lowered or maintained by artificial means and a reading thereof is requested by an employee for the purpose of (iii), (iv) or (v) above such reading shall be made and taken by the employer or his foreman in the presence of such employee

- (2) in the case of an employee's claim for any special rate prescribed above for the work which he is performing or has performed being denied by the employer's foreman the employee shall be entitled within twenty-four hours of such denial to ask for a decision thereon by the employer and such decision shall be given within forty-eight hours of its being asked for (unless that time expired on a non-working day, in which case it shall be given during the next working day), or else the said claim shall be allowed. Provided always that nothing hereinbefore contained shall be construed as affecting any other right of either the employee or the employer in relation to the work, the payment or recovery of payment for it or the employee's claim.
- (3) The special rates in this clause severally proscribed shall not be cumulative in respect of the same work; but the employer shall be bound to pay only one of such special rates namely the highest special rate applicable to the work in question.
- (4) The special rates in this clause prescribed shall be applicable as prescribed irrespective of the time at which or the day upon which any work is performed and they shall not be added to or supplemented by any overtime, special time, Sunday or holiday premium, penalty or addition.

RIGHT TO DEDUCT PAY.

4. The employer may deduct payment for any day upon which the employee cannot be usefully employed because of any strike by or participation in any strike by members of a Union, or because of any strike by any members or member of a Union employed by the employer or because of any strike by or participation in any strike by any other Union, organization or association or by any branch thereof or by any members thereof or of any branch thereof who are employed by the employer or because of any breakdown of machinery or failure or lack of power or because of any other stoppage of work for any cause, (other than inclement weather within the allowance prescribed by clause 9), for which breakdown, failure, lack, stoppage or cause the employer is not responsible.

PRESENTING FOR WORK, BUT NOT REQUIRED.

5. An employee who having been engaged for work receives a notice or direction from the employer to present himself therefor and who on presenting himself therefor in accordance with such notice or direction is not required to commence work shall be paid an amount of 5s., together with such allowances as may be applicable in pursuance of the provisions of clause 15 of this Determination.

HOURS.

6. Except as herein provided the ordinary working hours shall be 40 in a week to be worked in five days. The ordinary time of work shall be 8 hours on each of Monday to Friday inclusive. The ordinary time of work shall lie between the hours of 7.45 a.m. and 5 p.m. There shall be a cessation of work and of working time for the purpose of a meal on each day of not less than 45 minutes between the hours of noon and 1 p.m.

COMPULSORY OVERTIME.

All Employees.

6A. An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

SHIFT WORK.

7. Where work is performed in shifts—

- (i) the first shift shall be worked within the hours of half past seven in the forenoon and half past five in the afternoon. It shall not exceed 8 hours 48 minutes in duration. It shall be paid for at the ordinary rates of payment.
- (ii) the second and the third shifts shall be paid for at one and a half times the ordinary rates of payment.

REST PERIODS.

8. (a) An employee who has worked continuously (except for the intervention of cessations for meals or crib-times as allowed by this Determination) for twenty hours shall not be required to continue at or recommence work for at least twelve hours.

(b) There shall be allowed without deduction of pay a rest period of 10 minutes (from the time of ceasing work therefor until the time of resuming work) between the hours of 9.30 a.m. and 11 a.m.

(c) When an employee will be required to work overtime after the usual ceasing time for the day or shift for two hours or more, he shall be allowed to take without deduction of pay a crib-time not exceeding 20 minutes in duration immediately after such ceasing time and thereafter after each four hours of continuous work he shall be allowed to take also without deduction of pay a crib-time not exceeding 30 minutes in duration. In the event of an employee remaining at work after the ceasing time without taking the crib-time of 20 minutes hereinbefore prescribed and continuing at work for a period of two hours, he shall be regarded as having worked two and a third hours since the said ceasing time and be paid accordingly.

(d) Where shift work comprises three continuous and consecutive shifts of eight hours each per day a crib-time of not exceeding twenty minutes in duration shall be allowed without deduction of pay in each shift, such crib-time being in lieu of any other rest period or cessation of work elsewhere by this Determination provided for or prescribed.

(e) When an employee has worked for two hours in a place in the shade where the temperature has been raised by artificial means to more than 130 degrees Fahrenheit he shall be allowed without deduction of pay a rest period of twenty minutes and so also when he has worked any subsequent period of two hours' work in such a place.

(f) When an employee has worked for two hours in a place where the temperature has been lowered by artificial means to less than 32 degrees Fahrenheit he shall be allowed without deduction of pay a rest period of twenty minutes and so also when he has worked any subsequent period of two hours' work in such a place.

(g) The provisions of sub-clauses (b), (c) and (d) hereof shall not be applicable to the case of an employee who is allowed the rest periods prescribed by sub-clauses (e) and (f) hereof.

INCLEMENT WEATHER.

9. Each employee shall be paid an allowance at ordinary rates for time lost through inclement weather, subject to the following conditions:—

- (i) that such allowance shall not exceed the equivalent of 8 hours' pay in any one week;
- (ii) that weather shall not be regarded as inclement for the purposes of this clause unless the employer, or his representative on the job, and the employee or a representative of the employee agree that it shall be so regarded. Failing such agreement, weather shall not be regarded as inclement and work shall continue;
- (iii) that any intermission of work owing to inclement weather so regarded as such as aforesaid shall immediately cease and work shall be immediately resumed on the employer or his representative calling for a resumption of work;
- (iv) that an employee shall not be entitled to payment as provided for in this clause unless he remains on the job until a decision to cease work for the day has been made by agreement between the employer or his representative and the employee or his representative;
- (v) that the intermission of work by employees who would be exposed to or working in inclement weather so regarded in accordance with this clause shall not be a ground for intermission of work in places where employees are not so exposed to or are not called upon to work in such inclement weather.

OVERTIME AND SPECIAL TIME.

10. (a) All time worked beyond the ordinary time of work as prescribed in clause 6 of this Determination shall be paid for at the rate of one and a half times ordinary rates for the first two hours thereof and at twice ordinary rates for such as continues after two hours.

(b) An employee who has left the premises in which he is employed and is recalled to work after the usual ceasing time of work in order to perform work for a duration of less than an hour shall be paid as for an hour at overtime rates.

(c) If an employer require an employee to work during the time prescribed by clause 6 of this Determination for cessation of work for the purpose of a meal he shall allow the employee whatever time is necessary to make up the prescribed time of cessation. If an employer require an employee to work during the time prescribed for such a cessation and to continue at work for any further time thereafter he shall for all work performed in such further time until the beginning of the time substituted for the cessation time during which the employee has worked pay the employee at the rate of double time: Provided, however, that the employer shall not be bound to pay in addition for the time allowed in substitution for the said cessation time: and provided also that if the cessation time is shortened at the request of the employee to the minimum of forty-two minutes prescribed in clause 6 of this Determination or to any other extent (not being less than forty-two minutes) the employer shall not be required to pay more than the ordinary rates of pay for time worked as a result of such shortening, but such time shall form part of the ordinary working time of the day.

(d) Overtime work performed by shift workers employed on the second or third shifts of a day when two or three shifts are worked shall be paid for at twice the ordinary rates of payment.

SUNDAY WORK.

11. All time worked on Sundays shall be paid for at the rate of double time.

HOLIDAYS.

12. (a) An employee engaged by the week shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Anzac Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Melbourne Cup Day, Christmas Day, Boxing Day—

Provided that for employees employed at work beyond a radius of 25 miles of the G.P.O., Melbourne, another day may by agreement between the employer and the majority of the employees on the job be substituted for Melbourne Cup Day.

(b) Subject to the provisions of clause 10 of this Determination all work performed on any of the holidays mentioned in paragraph (a) hereof shall be paid for at the rate of double time.

TIME RECORDS.

13. The employer shall keep a record showing the names of the employees, the number of hours worked, the rates of pay, and the wages paid to the employees from week to week.

MEAL ALLOWANCE.

14. (a) Employers shall provide facilities to enable employees to obtain an adequate supply of boiling water at meal time cessations and at rest periods.

(b) Where an employee is required to work overtime in excess of one hour and has not been given notice of such requirement on the previous working day he shall be paid by his employer an amount of 3s. 6d. to meet the cost of a meal.

ALLOWANCES FOR EXCESS FARES AND TRAVELLING TIME.

15. (a) The following allowances shall be made by employers to compensate for excess fares and travelling time to and from places of work incurred by employees engaged upon construction work.

Within the radii respectively hereinbelow stated treating the G.P.O., Melbourne (Corner of Bourke and Elizabeth-streets) or the principal post offices at Ballarat, Bendigo or Geelong as centres from which they are to be measured:—

	Per Day.	
	s.	d.
Up to and including 12 miles	3	3
Over 12 and up to 20 miles	3	10
Over 20 and up to 30 miles	4	6

Provided nevertheless that—

- (i) that above stated allowances shall not be payable if the employer provides or offers to provide transport free of charge to the employee in which case an allowance of 2s. 5d., per day only shall be paid;
- (ii) when fares and travelling time are incurred in respect of "distant jobs" as defined in clause 16 of this Determination or in respect of work performed beyond thirty miles of any of the abovenamed centres the local post office nearest to the job shall be substituted as a centre for the purpose of this clause.

(b) Subject to the foregoing provisions a fare shall be deemed to have been incurred if the employee has used a bicycle or other means of locomotion, or has walked, instead of using a public conveyance.

(c) The provisions of this clause shall not apply to employees employed on public construction works on which the work performed by such employees is subsidiary and auxiliary to the carrying out of such works; but in lieu of the provisions of this clause employees on such work shall receive the same allowances for fares and travelling time as are paid to the majority of persons employed on the particular construction work on which such employees are employed.

ALLOWANCES FOR DISTANT JOBS.

16. (a) For the purposes of this clause a "distant job" is one in respect of which the distance of which or the travelling facilities available to and from which make it reasonably necessary that the employee should live and sleep at some other place than his usual place of residence.

(b) An employee who is directed by his employer to proceed to construction work on a distant job and who complies with such direction shall be paid the following allowance in order to enable him to provide himself with suitable board and accommodation:—

If employed on the job for less than a full working week	20s. 0d. per day.
If employed on the job for a full working week or longer at the rate of	65s. 0d. per week (of seven days).

Provided that where suitable lodging and sleeping accommodation is not available the employer shall provide a hut or tent with such accommodation therein, including a stretcher and mattress but such provision shall not relieve the employer from his obligation to make the allowances specified above in this sub-clause.

Provided nevertheless that in the event of the employer providing the employee with suitable board as well as suitable lodging and sleeping accommodation the employer shall not be liable to pay any of the allowances prescribed by this sub-clause.

Provided further that the foregoing allowances shall be increased if the employee satisfies the employer that he reasonably incurred a greater outlay than that prescribed.

(c) An employee who is directed by his employer to proceed to construction work on a distant job and who complies with such direction shall not be entitled to any of the allowances prescribed by clause 15 of this Determination but on proceeding to the locality of the work he shall be paid at ordinary rates of payment for the time incurred (not exceeding ordinary working hours for and on each day of travelling) in travelling thereto; he shall also be paid the amount of a second-class return fare and any excess payment due to transporting his tools if such be incurred; he shall also be paid at ordinary rates of payment for the time actually incurred (not exceeding ordinary working hours for and on each day of travelling) in travelling back upon the completion of his job to the place of his residence; he shall also be paid an amount of 5s. 0d. to cover the expenses (if any incurred) of reaching his home railway station and of transporting his tools.

Provided nevertheless—

- (i) that neither the amount of the return fare, nor payment for return travelling time nor the amount of 5s. 0d. aforesaid shall be payable if the employee be dismissed for misconduct or within one working week of his commencing work on the job for incompetency or if the employee terminates or discontinues his work on the job within one month of his commencing it;
 - (ii) that travelling time shall for the purpose of this clause be calculated as the time taken by rail or usual travelling facilities—between the Spencer-street or Flinders-street railway stations or the railway station nearest to the employee's place of residence if he resides outside the Melbourne metropolitan area and the locality of the work.
- (d) An employee who has been directed by his employer to proceed to construction work on a distant job may after three months' continuous service thereon, and thereafter at three-monthly periods of continuous service thereon, return to his home at a week-end. If he does so, he shall be paid the amount of a second-class return railway fare on the pay-day which immediately follows the date on which he returns to the job, provided no delay not agreed to by the employer takes place in connexion with the employee's commencing of work on the morning of the working day following the week-end.

Provided however that if the work upon which the employee is engaged will terminate in the ordinary course within a further twenty-eight days after the expiration of any such period of three months as is hereinbefore mentioned then the provisions of this sub-clause shall not be applicable.

COMPENSATION FOR SPOILT CLOTHES OR TOOLS.

17. An employee whose clothes or tools have been spoilt by acid, sulphur or other deleterious substances, shall be paid such amount to cover the loss thereby suffered by him as may be agreed upon between him and his employer.

TOOLS.

18. (a) The employer shall provide the following tools when they are required for the work to be performed by the employee:—

Dogs and cramps of all descriptions.
 Bars of all descriptions.
 Augers of all sizes.
 Star bits and bits not ordinarily used in a brace.
 Hammers, except claw-hammers.
 Glue-pots and glue-brushes
 Dowel plates.
 Trammels.
 Hand-and-thumb screws.
 Spanners.
 Soldering-irons.

(b) When the number of carpenters and/or joiners on a job exceeds six and the duration of the job exceeds four weeks, the employer shall provide for the use of carpenters and joiners a suitable grindstone together with power (hand or driven) for turning the same.

(c) On any job where paragraph (b) hereof does not apply the employees, if they so desire, shall after eight weeks of employment thereon, and thereafter at eight-weekly periods of their employment thereon, have access to a grindstone which shall be made available to them at the employer's workshop or at some other place agreed upon between the employer and the Union.

PROTECTION OF EMPLOYEES.

19. Suitable asbestos sheets and/or coloured glasses shall be provided by the employer for the protection of employees working at oxy-acetylene or electric arc welding or their assistants.

Where electric arc operators are working suitable screens shall be provided in order to protect employees from flash. The employer shall provide gas-masks for employees engaged upon work where gas is present.

FIRST-AID EQUIPMENT.

20. A first-aid kit as required by Regulations, or if such Regulations be not relevant, as recommended by the St. John's Ambulance Society, shall be provided and maintained by the employer on each job.

CONVENIENCES.

21. (a) The employer shall provide on all jobs sanitary conveniences in accordance with the requirements of the local health authority.

(b) The employer shall provide on all jobs in towns and cities a suitable and secure waterproof lock-up, solely for the purpose of storing employees' tools.

(c) The employer shall provide suitable mess and dressing accommodation with a dry floor and including seating, on all jobs unless it is impracticable to do so due to the site, conditions or building regulations. In order to comply with this sub-clause, where five or more men are employed and the work is estimated to last two weeks or more a shed based on six square feet per employee but with a minimum of 50 square feet shall be provided and shall be for the exclusive use of the employees and shall not be used for the storage of building materials.

ANNUAL HOLIDAY.

22. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, and any amendments which may be made thereto from time to time.

SICK LEAVE.

23. The following provisions shall apply in respect of employees engaged by the week:—

- (a) An employee other than a casual hand who is absent from his work on account of personal illness or on account of injury by 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 such leave of absence for any period in respect of which he is entitled to workers' compensation;
 - (ii) he shall, within forty-eight hours of the commencement of such absence, inform the employer of his inability to attend for work, and as far as may be practicable, state the nature of the illness or injury and the estimated duration of the absence;
 - (iii) he shall prove to the satisfaction of the employer that he was unable on account of such illness or injury to attend for work on the day or days for which the sick leave is claimed;
 - (iv) he shall not be entitled in any year (whether in the employment of one employer or of more) to leave in excess of 40 hours of working time.
- (b) Where under any scheme of insurance or of an accident, relief or provident fund to secure the benefit of which the employer has paid the necessary premium or contribution compensation has become payable for absences due to sickness or injury the employer shall not be bound to pay more of the employee's wage than is sufficient with such compensation to make up the full amount of such employee's wage for the day or days of absence.

- (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 two years, but for no longer from the end of the year in which it accrues.

PAYMENT OF WAGES.

24. (a) All wages, allowances and other moneys due shall be paid not later than the time of cessation of work on Thursday of each working week or otherwise by mutual arrangement.
- (b) On termination of employment by the employer, all wages, allowances, and other moneys due shall be paid at the time of termination.

TERMINATION OF EMPLOYMENT.

25. (a) In the case of employees engaged by the week the following provisions shall apply:—
- (i) subject to the provisions of placitum (ii) hereof a week's notice of the termination of engagement shall be given on either side or one week's wages shall be paid or forfeited in lieu thereof. Such notice may be given on any day during the week to terminate the engagement either on the corresponding day of the following week or on any later day of the following week;
- (ii) the employer may dismiss any employee summarily without notice for malingering, idling, inefficiency, neglect of duty including going slow, or misconduct whereupon he shall pay the employee's wages up to the time of dismissal only.
- (b) In the case of employees engaged by the hour one hour's notice of the termination of the engagement shall be given on either side or one hour's pay shall be paid or forfeited in lieu thereof. In the case of the notice being given by the employer, such hour shall be allowed to the employee to gather, clean, pack, and transport his tools.

STEWARDS.

26. An employee who has been appointed steward on a job shall upon notification of that fact to the employer be recognized by the employer as the accredited representative of a Union. Such an employee shall be allowed all necessary time during working hours without deduction of pay to interview the employer or his representative on any matter affecting the other employees on the job.

JUNIOR LABOUR.

Part I.—Unapprenticed.

27. (a) The proportion of unapprenticed junior employees to journeymen employed by any employer shall not exceed one to four on building construction work performed on site and one to six on work performed in shops or joinery mills: Provided nevertheless that an employer who employs two adult employees may employ one unapprenticed junior employee.
- (b) Unapprenticed junior employees shall be paid the same wages as are prescribed for apprentices under the jurisdiction of the Apprenticeship Commission, and they shall also be paid the special rates prescribed in clause 3 of this Determination according to the exigencies of their employment.
- (c) The provisions of clauses 2 to 25 (both inclusive) of this Determination shall be applicable to and in respect of the employment of unapprenticed junior employees.
- (d) No unapprenticed junior employee shall be permitted or required by his employer to attend winches, sling timber or work power-driven machinery.

Part II.—Apprentices.

The wage rates and conditions of Apprentices shall be in accordance with those prescribed from time to time by the Apprenticeship Commission.

DEFINITIONS.

28. For the purposes of this Determination—unless otherwise by the context implied—
- Carpenter or Joiner* means an employee engaged upon construction work and upon work ordinarily performed by carpenters or joiners in any workshop, establishment or yard.
- Casual hand* means an employee engaged by the hour who is or has been employed for a period of less than five days (exclusive of overtime) and who has not been summarily dismissed for misconduct or inefficiency or has not by his own act terminated his employment. Provided that a person who is engaged on weekly hiring in any other capacity than a carpenter and who without interruption in the continuity of his employment is directed to do carpenter's work shall not be deemed to be a casual hand within the meaning of this definition.
- Confined space* means a place the dimensions or nature of which necessitate working in a cramped position or without sufficient ventilation.
- Construction work* means work in connexion with the erection, repair, maintenance, renovation, ornamentation or demolition of buildings or structures, and the making, preparing, assembling or fixing of all woodwork and fittings in connexion therewith and the making, preparing, assembling and fixing of any material necessitating the use of carpentering tools or machines.
- Dirty work* means work concerning which the employer or his foreman and the employee agree that it is of an unusually dirty or offensive nature.
- Insulation work* means work which involves the handling in loose form of charcoal, pumice, "slag-wool", "insul-wool" or other loose materials of a like nature used in the construction, repair or demolition of roofing, flooring, walls or partitions for providing insulation against heat, cold or noise.
- Leading hand* means a tradesman carpenter or joiner who is given by the employer or his agent the responsibility of directing and/or supervising the work of other tradesmen carpenters or joiners.
- Maintenance* means work performed by carpenters or joiners employed in a mixed enterprise not being work in or in connexion with the erection of structures whose purpose is the extension of the productive, administrative, storage or distributive functions of such an enterprise for the performance of which erection carpenters or joiners additional to the regular staff of carpenters or joiners employed by such enterprise are engaged.
- Mixed enterprise* means an employer's enterprise carried on for the purpose of the production, treatment, distribution or provision of articles, goods, merchandise, materials, gas, electric current or power or any transport, water supply or sewerage service, the production, treatment, distribution or provision whereof is not mainly attributed to or mainly dependent on the work performed by carpenters or joiners therein employed but in which the work performed by carpenters or joiners is subsidiary and auxiliary to the carrying on of the enterprise.
- Rate of double time* means a rate of payment for work done comprised of the rate of payment ordinarily applicable to such work plus a rate equal to once that rate of payment; but in respect of an hourly rate of payment, the rate of double time prescribed by clause 12 of this Determination for work performed on any such prescribed holiday means a rate of payment at the rate which would ordinarily have been payable for such work had it been performed on a working day other than such a holiday.

Stock work means the making and/or cramping and/or assembling of stock doors not larger than 7 feet by 3 feet by 2 inches, double insertion moulder, or ledge doors of the same size, stock sashes not larger than 6 feet by 3 feet by 1½ inches or stock frames for the same, ladders, step-ladders, skirt-ironing boards, shirt-ironing boards, boot-cutting boards, paste-boards, clothes horses, fly-wire doors, fly-wire windows, tree-guards, dog-konnels, wheel-barrows, water-closets (other than pedestal seats).

Wet place means a place where water is dripping so that the clothing of the employee becomes saturated or a place where the employee has to stand in water exceeding 2 inches in depth so that his feet become wet.

POSTING OF NOTICES.

29. The employer shall not prevent an Official of a Union from posting at any time a copy of this Determination or any notice of a Union dealing with industrial matters not inconsistent with compliance with this Determination in a suitable place on any job. Provided that the employer may require that any such notice shall not exceed fourteen inches by nine inches in measurement.

PERIODICAL ADJUSTMENT OF WAGES.

30. The wages rates set out in clause 2 are based upon the following basic wage and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, the Board hereby determines that such rates shall be automatically adjusted as prescribed in clause 31.

Table "A" Basic Wage.

Place.	Basic Wage Adjustable.	Index Number Set Assigned.
Victoria	£ s. d.	
Within 20 miles of G.P.O., Melbourne; 10 miles of G.P.O., Geelong; at Warrnambool and within Mildura and Gippsland Districts	11 14 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.

31. (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 1955, amounts of the basic wage shall be as prescribed in clause 30.

(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 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.

32. The wages rates set out in clause 2 hereof consist of the Basic Wage prescribed in clause 29 and the margins and loadings set out hereunder:—

Section A—Weekly Employees.

	For Stock Work.	For Shop Work whether performed in Shop or Joinery Mills or in a Mixed Enterprise.	For Work of Employees Employed in a Mixed Enterprise.	For Building Construction Work.
	Per Week.	Per Week.	Per Week.	Per Week.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Margin for skill	2 7 6	3 15 0	3 15 0	3 15 0
Tool allowance	0 1 3	0 5 0	0 5 0	0 5 0
Disabilities allowance	0 5 6
Total additions	2 8 9	4 0 0	4 0 0	4 5 6

Section B—Hourly Employees.

An hourly rate (calculated to the nearest farthing), equivalent to one-fortieth of the fifty-two forty-eighths of the weekly rate which would be payable in pursuance of section A of this clause had the employee been engaged by the week: Provided, nevertheless, that a casual hand shall be paid an additional amount at the rate of 4d. per hour with a minimum payment as for two hours of employment.

NOTE.—(1) The disabilities allowance referred to in section A above is to compensate for conditions peculiar to building construction work, namely, working in the open and being thereby subjected to climatic conditions, dusty conditions (i.e., from dust blowing in the wind) brick dust, drippings from concrete, sloppy conditions, lack of usual amenities associated with factory work, e.g., meal rooms, change rooms, lockers, &c., and to compensate for relative handicaps occasioned by the reduction of the standard working hours in industry generally from 48 to 44 hours per week and for all other matters not specifically compensated or allowed for by any other provision of this clause 2 of this Determination.

(2) The calculation of the hourly rate prescribed in this clause takes account of loss of earnings by employees engaged by the hour due to the occurrence of any of the holidays mentioned in clause 12 of this Determination, the non-application to such employees of the benefits of clause 23 of this Determination and the incidence of loss of wages for periods of unemployment between jobs.

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

J. W. RYAN, Secretary.

Melbourne, 14th January, 1955.





VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE INDUSTRIAL GASES BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of manufacturing or preparing carbon dioxide or other industrial gases for trade or sale in gas, liquid or solid form has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 13th December, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK.

(a) Juniors.				(b) Other Employees.	
	Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.	<i>Oxygen, Acetylene, Air, Nitrogen, CO₂, and Hydrogen.</i>	
				<i>s. d.</i>	<i>£ s. d.</i>
Under 16 years of age ..	24	2 0	2 18 0	Acetylene plant attendant	15 1 6
16 years of age ..	34	3 0	4 2 6	Acetylene generator attendant	14 15 0
17 years of age ..	40	4 0	5 11 6	Operator of dry-ice machine	12 19 0
18 years of age ..	58	5 0	7 0 6	Cylinder tester and/or valve hand	14 4 0
19 years of age ..	73	6 0	8 17 0	Cylinder filler	13 19 0
20 years of age ..	88	7 0	10 13 0	Other employees with not less than three months' experience in the industry	12 19 0
				All others	11 17 0

The total wage shall be calculated to the nearest sixpence any broken part of sixpence in the result not exceeding three-pence to be disregarded.

The Board has determined that no apprentice shall be taken to the trade.

Leading Hands.

Leading hands in charge of not less than three and not more than ten employees, 15s. per week extra; more than ten and not more than twenty employees, 30s. per week extra; more than twenty employees, 45s. per week extra.

SPECIAL RATES.

3. In addition to the wages prescribed in clause 2 hereof, the following special rates and allowances shall be paid to employees:—

Cold Places.

(a) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit—4d. per hour extra. Where the work continues for more than two hours, employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

Confined Spaces.

(b) Working in confined space (as defined)—6d. per hour extra.

Dirty Work.

(c) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature—4d. per hour extra. In case of disagreement between the foreman and workman, the workman, or a shop steward on his behalf, shall be entitled, within 24 hours, to ask for a decision on the workman'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 workman's claim within 48 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.

Hot Places.

(d) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 4d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 6d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

Slag Wool.

(e) Employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise, shall when so employed on ship construction or ship repairing or on the construction, repair or demolition of furnaces, walls, floors and/or ceilings be paid 6d. per hour extra.

Wet Places.

(f) An employee working in any place where his clothing or boots become saturated whether by water, oil, or otherwise, shall be paid 4d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear: And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.

Special Rates not Cumulative.

(g) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest for the disabilities so prevailing.

Rates not Subject to Penalty Additions.

(h) The special rates herein prescribed shall be paid, irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

HOURS OF WORK.*Day Workers.*

4. (a) Subject to the exceptions hereinafter provided the ordinary hours of work shall be 40 per week to be worked in five days of not more than eight hours (Monday to Friday inclusive) and one day (Saturday) of not more than four hours; or five days (Monday to Friday inclusive) of eight hours each continuously except for meal breaks at the discretion of the employer, between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday.

In localities where the recognized half-holiday is on a day other than Saturday the day so recognized may be substituted for Saturday for all the purposes of this Determination.

Provided that the spread of hours or the daily hours prescribed may be altered as to all or a section of the employees by mutual agreement between an employer and the representative of the union in that shop.

Five-days Week.

(b) In any case in which the ordinary week's work of 40 hours can be performed in five-days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled;
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service.

the employer shall allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid. Any dispute as to whether the ordinary hours of work can in any case or cases be worked in five days without detriment, loss or reduction as aforesaid shall be determined by the Wages Board upon application made by or on behalf of the employees. Upon such an application proof that the working of a five-days week will result in such detriment, loss or reduction as aforesaid shall be upon the employer.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant.

It is a condition of the allowing of a five-days week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the working of overtime on Saturday.

SHIFT WORK.*Definitions.*

5. (a) For the purposes of this clause—

- “Afternoon shift” means any shift finishing after 6 p.m., and at or before midnight.
- “Continuous work” means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption, except during breakdowns or meal breaks, or due to unavoidable causes beyond the control of the employer.
- “Night shift” means any shift finishing subsequent to midnight, and at or before 8 a.m.
- “Rostered shift” means a shift of which the employee concerned has had at least 48 hours' notice.

Hours—Continuous Work Shifts.

(b) This sub-clause shall apply to shift workers on continuous work, as hereinbefore defined.

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any 1 day; or
- (ii) 48 in any 1 week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 160 in 28 consecutive days.

Subject to the following conditions, such shift workers shall work at such times as the employer may require:—

- (i) a shift shall consist of not more than eight hours, inclusive of crib time;
- (ii) except at the regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours;
- (iii) twenty minutes shall be allowed to shift workers each shift for crib which shall be counted as time worked.

Hours—Other than Continuous Work.

(c) This sub-clause shall apply to shift workers not upon continuous work as hereinbefore defined. The ordinary hours of such shift workers shall not exceed—

- (i) 40 in any week to be worked in five shifts of eight hours on Monday to Friday inclusive, or five shifts of not more than eight hours and one shift (Saturday) of not more than four hours; or
- (ii) 80 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week; or
- (iii) 120 in 21 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.

Except at regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

Rosters.

(d) Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

Variation by Agreement.

(e) The method of working shifts may in any case be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment, or in the absence of agreement by seven days' notice of alteration given by the employer to the employees.

Afternoon or Night Shift Allowances.

(f) Shift workers on continuous work whilst on afternoon or night shifts shall be paid 7½d. per cent. more than the ordinary rates for such shifts.

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop or for at least six successive afternoons or nights in a six-day workshop shall be paid at the rate of time and a half.

An employee who—

- (i) during a period of engagement on shift works night shift only; or
- (ii) remains on night shift for a longer period than four consecutive weeks; or
- (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle.

shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

Overtime.

(g) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Determination or on a shift other than a rostered shift shall—

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter except in each case when the time is worked—
- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 11 (b) hereof.

Provided that when not less than eight hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

Compulsory Overtime.

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

Sundays and Holidays.

(h) Shift workers on continuous work shifts for work done on a rostered shift the major portion of which is performed on a Sunday or holiday shall be paid at the rate of time and a half.

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 8 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Where shifts fall partly on a holiday, that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

Junior Employees.

(i) Juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. 6d. per shift whichever is the higher.

MIXED FUNCTIONS.

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

OVERTIME.

7. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work: Provided that in the case of a junior the rate for overtime shall be not less than the rate herein prescribed or 2s. 3d. per hour, whichever is the higher.

Except as provided in this sub-clause or sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period after Overtime.

(b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) of this clause where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-days Week.

(d) A day worker on a five-days week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

Standing By.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

Meal Hours—General.

(f) For work done during meal hours and thereafter until a meal-hour break is allowed, time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

Meal Hours—Maintenance Employees.

(g) Subject to the provisions of the second part of sub-clause (f) of this clause an employee employed as a regular maintenance man shall work during meal breaks at the ordinary rates herein prescribed whenever instructed to do so for the purpose of making good breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

Crib Time.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of overtime worked if the employee continues work after such crib time.

Provided that where a day worker on a five-days week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

Unless the period of overtime is less than one and a half hours an employee before starting overtime after working ordinary hours shall be allowed a meal break of twenty minutes which shall be paid for at ordinary rates. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of twenty minutes.

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 5s., and 3s. 4d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

(j) When an employee, after having worked overtime, or a shift for which he has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably occupied in reaching his home.

Compulsory Overtime.

(k) 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 AND SUNDAY WORK.

8. (a) Employees shall be entitled to the following public holidays, without loss of pay, as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

By agreement between any employer and his employees, other days may be substituted for the said days, or any of them as to such employer's undertaking.

(b) Except as provided in sub-clause (h) of clause 5, an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, such double time to continue until he is relieved from duty.

(c) An employee, other than a casual employee, not engaged in continuous work, who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work, shall on being relieved from duty be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

(d) Employees, other than on shift or engaged in maintaining the continuity of electric light and power, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

(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.

EXTRA RATES NOT CUMULATIVE.

9. Extra rates in this Determination, except rates prescribed in clause 3, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

10. (a) Wages shall be paid weekly or fortnightly.
- (b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employers who make a practice of allowing advances to employees approximating wages due.
- (c) Upon termination of the employment, wages due to an employee shall be paid to him on the day of such termination or forwarded to him by post on the next working day.
- (d) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work, shall be paid at overtime rates after that quarter-hour, with a minimum of a quarter of an hour.
- (e) On or prior to 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.

CONTRACT OF EMPLOYMENT.

Weekly Employment

11. (a) Except as hereinafter provided employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed 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 employees 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 break down in machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

Casual Employment.

- (c) A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs plus 10 per cent.

LATE COMERS.

- (d) Notwithstanding anything elsewhere contained in this Determination an employer may select and utilize for time-keeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purpose shall apply the same proportion for the calculation of overtime.

EMERGENCY PROVISIONS.

11A. (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 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.
- (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 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.

SICK LEAVE.

12. (a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of injury by 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 the absence.
- (iii) He shall prove to the satisfaction of his employer (or in the event of dispute, the Wages Board) 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 employee entering 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 to 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 by accident. Nothing in this sub-clause shall limit the employer's rights 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 two years, but for no longer from the end of the year in which it accrues.

ATTENDANCE AT HOSPITAL, ETC.

(d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his 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.

ANNUAL HOLIDAY.

13. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, and any amendments which may be made thereto from time to time.

MISCELLANEOUS.

Accommodation and Conveniences.

Boiling Water.

14. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First Aid Outfit.

(iii) In each workshop, and at other places where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an efficient first-aid outfit.

Regulations require that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles :—

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

Lockers.

(iv) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes. In any case in which compliance with this paragraph necessitates the provision of lockers or new or improved hanging facilities, they shall be provided by the 1st November, 1947, unless the employer proves to the satisfaction of the Wages Board that he is unable by reason of shortage of material or labour or any other difficulties to provide such new or improved facilities, in which case their provision may be postponed for such period or periods as the Wages Board determines.

Washing and Sanitary Conveniences.

(v) Employers shall provide proper and sufficient washing and sanitary conveniences.

*Clothing, Equipment and Tools.**Damage to Clothing and Tools.*

(b) (i) Compensation to the extent of the damage sustained shall be made where in the course of the work clothing or tools are damaged or destroyed by fire or molten metal or through the use of corrosive substances. Provided that the employer's liability in respect of tools shall be limited to such tools of trade as are ordinarily required for the performance of the employee's duties.

Gas Masks.

(ii) The employer shall ensure that sufficient masks are available to enable each employee when engaged on repairs to refrigeration plants outside the employer's premises, to take one with him.

Gloves.

(iii) Suitable gloves or pads shall be provided by employers for such work as the foreman and employee may agree.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the workman'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 workman's claim within 48 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 equipment shall be provided.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it may bring such case before the Wages Board.

Ventilation.

(c) While any work is being carried on in any confined or enclosed space in which—

(i) fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(ii) the atmosphere may otherwise become vitiated;

the employer shall install a suction exhaust apparatus, through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed.

Where it is impracticable to install such suction exhaust apparatus the employer shall take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes and Dust Regulations 1945 (published in the *Victoria Government Gazette* No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

Shop Stewards.

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

RIGHT OF ENTRY OF UNION OFFICIALS.

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

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

(ii) That he interviews employees only at places where they are taking their meal.

(iii) That not more than one representative of each of not more than three unions be on the premises at any one time.

(iv) That no one representative visit the premises more than once in each week.

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

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

(b) For the purpose of investigating complaints concerning the application of this Determination, or the employment of females upon work which is alleged to be unsuitable for females, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

(i) That he discloses to the employer or his representative the complaint which he desires to investigate.

(ii) That he makes his investigations in the presence of the employer or his representative (if the employer so desires).

(iii) That he does not interfere with work proceeding in the workshop or plant.

(iv) That he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization concerned if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, 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)

Specimen signature of holder.

Strictly not transferable.

General Secretary,
Date.

TIME AND WAGES BOOK.

17. (a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in any time record or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out when entering or leaving the employer's premises.

(c) The time and wages record shall be open for inspection to a duly accredited union official 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 union or the district secretary or organizer of any division suspects that a breach of the Determination has been committed: Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.

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

NOTICE BOARD.

18. The employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, upon which accredited union representatives shall be permitted to post formal union notices, signed or countersigned by the representative posting same.

Any notice posted on such board not so signed or countersigned may be removed by an accredited union representative or by the employer.

DEFINITIONS.

19. "Confined space" means a compartment, space or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, and includes such a space—

(i) in the case of a ship, inside complete tanks, chain lockers, and peaks; in bilges, under engine beds, under engine room and stokehold floors, or under or inside boilers;

(ii) in the case of a locomotive, inside the barrels of boilers, fire boxes, water spaces of tenders, side tanks, bunker tanks, saddle tanks, or smoke boxes;

(iii) in other cases, inside boilers, steam drums, mud drums, fire boxes of vertical or road vehicle boilers, furnaces, flues, combustion chambers, receivers, buoys, tanks, superheaters, or economizers.

"Sunday" means all time between midnight Saturday and midnight Sunday.

"Year" means the period between the first day of June in each year and the next 31st day of May.

PERIODICAL ADJUSTMENT OF WAGES.

20. The wages rates set out in clause 2 (b) are based upon the following basic wage, and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 21.

BASIC WAGE.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 14 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

21. (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, 1955, the amount of the basic wage shall be as prescribed in clause 18.

(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 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 of juniors shall be the percentages of the basic wage and in addition thereto the loadings specified in clause 2 of this Determination.

MARGINAL RATES.

22. In addition to the basic wage provided in clause 20, the margins and loadings set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margins Per Week.
	s. d.
Acetylene plant attendant	67 6
Acetylene generator attendant	61 0
Operator of dry-ice machine	25 0
Cylinder tester and/or valve hand	50 0
Cylinder filler	45 0
Other employees with not not less than three months' experience in the industry	25 0
All others	3 0

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

J. V. WILLOX, Secretary.

Melbourne, 18th January, 1955.



VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE MUSICAL INSTRUMENTS BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board which has the power to determine the lowest prices or rates which may be paid to any person (other than persons subject to the jurisdiction of any Board heretofore appointed) employed—

(a) in manufacturing or tuning any musical instrument of which wood forms a part;

(b) in making or repairing brass or reed musical instruments or parts thereof—

has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence in February, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES

Adults, Journeymen or Journeywomen.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrambool, and in the Mildura and Glippsland Districts.	Elsewhere in Victoria
PART I.—ADULT MALES.		
SECTION "A"—WOOD MACHINISTS AND GENERAL.		
<i>Machinist—"A" Grade.</i>		
1. Boulst's carver	£ 15 2 6	£ 14 19 6
2. Shaper—who grinds cutters and/or sets up and operates or who works freehand	15 2 6	14 19 6
3. Moulder—who grinds cutters sets up and operates	15 2 6	14 19 6
4. Wood turner—who grinds cutters, sets up and operates, or who works freehand	15 2 6	14 19 6
5. Router—who grinds cutters and/or sets up and operates, or who works freehand	15 2 6	14 19 6
6. Lindeman or similar jointer	15 2 6	14 19 6
<i>Machinist—"B" Grade.</i>		
7. Band and/or jig sawyer	13 15 0	13 12 0
8. Circular sawyer—who sets up and operates	13 15 0	13 12 0
9. Dovetailer—who sets up and operates	13 15 0	13 12 0
10. Buzzer—who sets up and operates	13 15 0	13 12 0
11. Planer—who sets up and operates	13 15 0	13 12 0
12. Thicknesser—who sets up and operates	13 15 0	13 12 0
13. Glue jointer—who sets up and operates	13 15 0	13 12 0
14. Tenoner—who sets up and operates	13 15 0	13 12 0
15. Turner—copying or automatic lathe—who sets up and operates	13 15 0	13 12 0
16. Morticer—who sets up and operates	13 15 0	13 12 0
17. Sander—tripledrum—who sets up and operates	13 15 0	13 12 0
18. Belt sander on veneers	13 15 0	13 12 0
19. Multiple borer—three or more bits—who sets up and operates	13 15 0	13 12 0
20. Moulder—who sets up and operates	14 0 0	13 17 0

Adults, Journeymen or Journeywomen.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria
PART I.—ADULT MALES—continued.		
<i>Machinist—"C" Grade.</i>		
	£ s. d.	£ s. d.
21. Sander—others	13 5 0	13 2 0
22. Borer—less than three bits	13 5 0	13 2 0
23. All others—including employees of any of the above-named machines (except classes Nos. 1, 6 and 18) who are not required at any time to grind cutting tools or set up the machine and who are working from templates, dies or jigs, or fences	13 5 0	13 2 0
<i>General.</i>		
24. Timber bender	13 5 0	13 2 0
25. Timber stacker	12 10 0	12 7 0
26. Yardman	12 10 0	12 7 0
27. Tailer out	12 10 0	12 7 0
28. Employees not elsewhere classified	11 18 0	11 15 0
SECTION "B"—POLISHING &c.		
29. Polisher	15 2 6	14 19 6
30. Spray hand—		
(a) engaged on finishing coats of any type	13 15 0	13 12 0
(b) engaged on priming and/or undercoating, and/or sealing	13 5 0	13 2 0
31. Employee cutting or papering down and/or filling and/or staining	13 5 0	13 2 0
SECTION "C"—PIANOS.		
32. Action regulator	14 12 6	14 9 6
33. Tuner and/or action repairer	14 11 6	14 8 6
34. Player mechanic	14 12 6	14 9 6
35. Part maker	14 6 6	14 3 6
36. Side gluer	14 6 6	14 3 6
37. Sound board maker	14 6 6	14 3 6
38. Fly finisher	14 6 6	14 3 6
39. Maker and/or repairer of musical instruments	14 11 6	14 8 6
40. Player action assembler	13 17 6	13 14 6
41. Piano action assembler	13 17 6	13 14 6
42. Iron frame driller	13 5 0	13 2 0
43. Iron frame finisher by hand or spray	13 5 0	13 2 0
44. Spring and brass wire spinner	13 5 0	13 2 0
45. Veneer presser	13 5 0	13 2 0
46. Veneer scraper	13 5 0	13 2 0
47. Gluer up	13 5 0	13 2 0
PART II.—ADULT FEMALES.		
Veneer matcher	9 16 0	9 14 0
Upholstress	9 16 0	9 14 0

Provided that all other adult females employed on work for which a male margin of 40s. or over is prescribed in clause 40 of the Determination published in *Government Gazette* No. 236, of the 12th April, 1954, shall receive a margin equal to 50 per centum of the male margin, but, if the male margin was less than 40s., they shall receive a margin equal to 25 per centum of the male margin. Where there is no male margin prescribed for their work they shall be paid a margin of 4s. per week.

PART III.—SAVING.

No employee shall have his or her rate reduced merely as a result of this Determination.

SPECIAL RATES.

3. (a) *Leading hands*.—In addition to the margins prescribed in clause 2 herein leading hands shall be paid the following allowances:—

- (1) Nine shillings per week if in charge of not less than three and not more than ten employees including apprentices;
- (2) Eighteen shillings per week if in charge of not less than ten and not more than twenty employees including apprentices;
- (3) Twenty-seven shilling per week if in charge of more than twenty employees including apprentices.

(b) In addition to the rates set out in clause 2 herein the following additional rates shall be paid:—

- (i) Sixpence per hour to employees working in confined spaces;

Confined space means a compartment, space or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position or without proper ventilation.

- (ii) Fourpence per hour to employees working in any place where clothing or boots become saturated, whether by water, oil or otherwise. Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear. And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.

- (iii) Sixpence per hour to employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise;
- (iv) Fourpence per hour where a foreman and workman shall agree that the work is of an unusually dirty or offensive nature.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman'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 of superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 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.

Special Rates Not Cumulative.

(c) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest rate for the disabilities so prevailing.

Rates Not Subject To Penalty Additions.

(d) The special rates herein prescribed shall be paid irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

Tool Allowance.

(e) Employees engaged as carvers shall at the end of each three months of service be supplied by their employer with an order for a sum equivalent to 2s. 6d. per week as a tool allowance. Provided that this extra rate shall only be paid in respect of each week in which three days or more have been worked.

MIXED FUNCTIONS.

4. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but if he or she is engaged for more than half of any one day he or she shall be so paid for the whole day. If the period on the higher class of work is half or less than half a week or half or less than half a day then he or she shall be paid at the rate fixed for the work he or she actually performs.

APPRENTICES AND IMPROVERS—RATES OF PAY.

5. The following shall be the rates of pay for apprentices and improvers:—

	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warramboul, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
<i>Male Apprentices.</i>		
£ s. d.		
£ s. d.		
Five-year Term—		
1st year's experience	3 15 0	3 14 0
2nd year's experience	5 1 0	5 0 0
3rd year's experience	6 7 0	6 5 6
4th year's experience	9 15 0	9 12 6
5th year's experience	12 1 0	11 18 0
Four-year Term—		
1st year's experience	4 0 0	3 19 0
2nd year's experience	6 7 0	6 5 6
3rd year's experience	9 15 0	9 12 6
4th year's experience	12 1 0	11 18 0
<i>Male Improvers.</i>		
Under 16 years of age	2 16 6	2 15 6
16 and under 17	3 9 0	3 8 0
17 and under 18	4 12 6	4 11 6
18 and under 19	6 3 6	6 2 0
19 and under 20	9 15 0	9 12 6
20 and under 21	12 0 0	11 17 0
<i>Female Apprentices.</i>		
1st year's experience	4 1 0	4 0 0
2nd year's experience	5 16 0	5 14 6
3rd year's experience	7 15 0	7 13 6
4th year's experience	8 17 0	8 15 6
<i>Female Improvers.</i>		
16 years and under	2 18 0	2 17 6
17 years	4 1 0	4 0 0
18 years	5 16 0	5 14 6
19 years	7 15 0	7 13 6
20 years	8 17 0	8 15 6

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

6. (a) (i) Males.—One male apprentice shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.
- (ii) Females.—One female apprentice shall be allowed to each adult female worker.
- (b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof: Provided that at least three adult male workers must be employed before a male improver can be employed.
- (ii) One female improver shall be allowed to each six adult female workers or fraction thereof.
- (c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.
- (d) The terms "adult workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory: Provided that an apprentice shall not be an adult worker until he has completed his term of apprenticeship prescribed by this Determination.
- (e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.
- (f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

7. (a) *Apprenticeship Trades.*—For the purpose of indentures the following shall be apprenticed trades:—

Musical Instruments.—Cabinet making (including piano and player piano case making), side gluing, fly finishing, veneer scraping and part making.

Sound board making.

Making of other musical instrument.

Tuning.

Player mechanics.

Polishing.

Machining.—Instruction and practice in four of the following machines:—Boult's carver, or shaper, moulding machine, band saw, jig saw, circular saw, dovetailer, buzzer, planer, glue jointer, tenoner, copying lathe and automatic lathe.

Provided that in all types of machining instruction and practice shall be given in one of the following machines, viz.:—shaper, moulder or router.

(b) In such portions of the State of Victoria as come within the purview of the State Apprenticeship Commission, male juniors employed as cabinet makers, wood carvers, and wood turners, shall only be employed as apprentices.

(c) Juvenile workers employed in any of the occupations referred to in sub-clause (b) hereof at the time of the making of this award may, if they so desire, be employed as apprentices and the time that they have been employed in the industry shall be counted as time of apprenticeship. If they do not elect to become apprenticed they may continue to be employed by the same employer as juvenile workers.

- (d) *Term of Apprenticeship.*—

(i) *Males.*—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years, and for those entering apprenticeship trades in their eighteenth and nineteenth years shall be four years.

(ii) *Females.*—The term of apprenticeship for females shall be four years.

- (e) *General Conditions of Apprenticeship.*—

(i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include and all future contracts of apprenticeship shall include 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.

If there occurs a breakdown of power necessitating the standing down of adult employees apprentices may also be stood down over the same period.

- (f) *Technical Training.*—

(i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

CONTRACT OF EMPLOYMENT.

8. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to perform work such as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods. Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

- (ii) *Terminating Employment.*—

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

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

- (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 withing seven days prior to any such holiday the re-engagement of such employee within seven days after such holiday shall be *prima facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.
- (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 for the employment.

Casual Employees.

- (e) A casual employee shall mean an employee who is engaged and paid as such and he may be engaged at hourly rates for weekly hands with the addition of 10 per centum.

EMERGENCY PROVISIONS.

9. (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 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 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 any 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 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.

LIMITATION OF EMPLOYMENT.

10. (a) Except as hereinafter provided, no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned, provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 8 hereof.

DEFINITIONS.

- 11. (a) "An Apprentice" is a person who is bound by indentures of apprenticeship.
- (b) "A Juvenile" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

- 12. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of eight hours per day.
- (b) The hours of employment for day workers may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

SHIFT WORK.

- 13. Shift work may be worked and where such shift work is worked the following conditions shall apply :—
 - (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
 - (b) Except as herein provided employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per cent. more than the ordinary rates.
 - (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
 - (d) Employees who during a period of engagement work only on night shifts shall be paid at the rate of time and a quarter.

- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid ten per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only, they shall change over week and week about and shall be paid ten per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on shift shall not exceed :—
- (i) 8 in any one day ; or
 - (ii) 44 in any one week ; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
- (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

14. (a) Except in the case of shift work all time worked—
- (i) before or after the usual times of beginning and ending work ;
 - (ii) in excess of eight hours per day ;
- shall be paid for at the rate of time and one half for the first two hours and double time thereafter ; Provided that all time worked between the hours of 9 p.m. and 7 a.m. shall be paid for at double time.
- (b) All work done outside the times of beginning and ending work on any holiday specified in clauses 23 and 24 of this Determination shall be paid for at the rate of double ordinary time.
- (c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.
- (d) In computing overtime each day's work shall stand alone.
- (e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.
- (f) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

MID-DAY MEAL.

15. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m. but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30 minutes' break.

MEAL MONEY.

16. All employees required to work beyond the usual finishing time shall be allowed 4s. tea money in addition to overtime rates so prescribed for in this Determination when the usual finishing time is exceeded by more than one hour.

MATERIALS TO BE PROVIDED.

17. Any employee engaged at french polishing shall be supplied with all materials, including rags, brushes, and kit-box.

WASHING TIME FOR POLISHERS.

18. Employees engaged in the polishing shop, and spray paint operators, shall be granted five minutes before lunch time and five minutes before knocking off time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

19. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the shop, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the shop.
- (b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.
- (c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.
- (d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.
- (e) The aforementioned conditions shall not apply to piano tuners who are members of the staff of a retail selling organization as distinct from a factory.
- (f) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

20. When any spell of duty is for four hours or more an interval (ten minutes for females and five minutes for males) to be selected by the employer shall be allowed in the third hour. The interval shall be regarded as time on duty and during such interval employees may leave their seats but not the premises.

SEATING ACCOMMODATION.

21. (a) All chairs provided for employees shall be reasonably comfortable.
- (b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

PAYMENT OF WAGES.

22. (a) All employees shall be paid weekly not later than Wednesday.
- (b) No employer shall hold more than two days' pay in hand except under the provisions of clause 25 of this Determination.
- (c) Any employee kept waiting for his pay on pay day for more than ten minutes after the usual time for ceasing work shall be paid overtime rates for that ten minutes and for ten minutes at the least.
- (d) Any employee dismissed during the course of a week shall have any wages due paid to him forthwith or posted to him within 24 hours of his dismissal.
- (e) Should an employee leave his employment without giving a week's notice as required by this Determination any moneys, due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.
- (f) Sub-clauses (a) and (b) hereof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry but the practice followed for the majority of employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

HOLIDAYS.

23. (a) The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

24. (a) Any time work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.
- (b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE, AND ANNUAL LEAVE.

25. (a) All weekly wage employees shall be granted their annual leave at Christmas time. Such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 23 hereof and if any of such holidays falls within the period of annual leave and is observed on a day which would have been an ordinary working day there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas-New Year holidays.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned :—

- (i) In all Sections where employers are under contract to service ships in port;
 - (ii) In Retail Shops for the purpose of servicing musical instruments;
 - (iii) In any other section where the said representatives of the parties consider special provision necessary.
- (b) Loaded rate shall provide credits from which payment for holidays, annual leave and sick pay shall be made under the following conditions :—
- (i) Each weekly wage employee including a piece worker or a task worker shall be credited by the employer with a sum equal to four hours' pay for each week of continuous service commencing at the beginning of the second week in each year and continuing until the end of the fifty-first week in each year.
 - (ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the time wage equivalent of such time shall be ascertained.
 - (iii) If on the pay day following the holiday there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent the employer shall on that pay day pay to the employee an amount equal to that wage equivalent and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas-New Year holidays any payments due under this paragraph will be made on the day preceding such holidays.
 - (iv) If on the pay day following the holiday the amount standing to such credit is less than such wage equivalent the employer shall on that pay day pay to the employee the amount then standing to such credit and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas-New Year holidays any payment due under this paragraph will be made on the pay day preceding such holidays.
 - (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week pay to him such amount and if there be not sufficient for this purpose then the employer shall pay to the employee such amount as is standing to his credit and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated the employee may at his own request be paid the difference when he has accumulated sufficient credit to cover the necessary amount.
 - (vi) On the pay day preceding the Christmas-New Year holidays the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-first week in the year.
 - (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year the employer may reduce the amount to be credited to such employee by an amount *pro rata* to such absence.
 - (viii) If an employee lawfully leaves or his employment is terminated by the employer through no fault of the employee he shall be paid such amount as is then standing to his credit.
- (c) The provisions of this clause shall not apply to an employer in which the work of employees covered by this Determination is only subservient to the main operation of such employer but the practice followed for the majority of employees in the establishment of that employer shall be applied to employees therein covered by this Determination.
- (d) An employee whilst absent from duty on National Service Training shall be credited with two and two-fifths hours in respect of annual leave in lieu of four hours as prescribed in sub-clause (b) hereof.

INSURANCE OF TOOLS.

26. Employers shall insure the tools of trade of each employee in the furniture section against loss by fire up to a maximum of £20.

FIRST-AID OUTFIT AND ATTENDANT.

27. (a) Every factory, shop, or work-shop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

Antiseptic solution 1 bottle; Bandages, cotton and gauze, 1 dozen assorted sizes; Castor oil, 2 ozs.; Iodine, tincture of, 2 ozs.; Manual, First-Aid, 1; Petrolatum, carbolized, 1 jar; Picric acid solution made according to the following recipe or prescription:— $1\frac{1}{2}$ teaspoonful of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water; 1 pint; Pins, safety, 1 packet; sal volatile, 6 ozs.; Scissors, 1 pair; Tourniquet, 1; Tweezers, 1 pair; Gauze, sterilized plain, cotton absorbent; Lint absorbent; Plaster, adhesive, an adequate assortment.

(b) In factories, shops, work-shops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first aid attendant an additional 10s. per week for each week in which three days or more have been worked shall be paid to such employee and shall be payable in addition to any amounts paid for annual leave, sick leave and public holidays, provided that this allowance shall not be subject to any premiums or penalty additions.

AMENITIES.

28. (a) Each employer shall install in each factory, shop or workroom or place wherein employees are working a proper system of ventilation and dust prevention.

(b) Employers shall make available an adequate and proper supply of boiling water boiled in clean receptacles at rest periods and at meal hours.

(c) Employers shall provide for the use of employees a sufficient supply of wholesome cool drinking water.

(d) Each employer shall provide proper and sufficient washing facilities.

(e) Each employer shall provide an enclosed dining room with adequate table and seating accommodation therein.

(f) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop.

(g) Suitable masks and goggles or other approved appliances shall be provided for employees for spray painting. An employee when performing such work shall wear the mask and goggles provided for his protection. Masks and goggles containing celluloid shall not be considered suitable for the purpose of this provision. Goggles shall be supplied to employees when grinding tools.

(h) While any work is being carried on in any confined or enclosed space and/or on the following operations in which—

(i) Fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(ii) Furniture polishing is done where the atmosphere becomes vitiated, the employer shall install a suction exhaust apparatus through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed. Where it is impracticable to install such suction exhaust apparatus the employer shall, before requiring any employee to work therein, take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

TIME AND WAGES BOOK OR RECORD.

29. (a) Employers shall provide at each shop, factory or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the total hours worked, the time spent on work of a higher function, and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only 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 take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

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

RIGHT OF ENTRY OF UNION OFFICIAL.

30. A duly accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the midday meal hour for the purposes of interviewing employees on legitimate union business on the following conditions:—

(a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(b) That he interviews employees only at the places where they are taking their meal.

(c) That not more than one representative in all be in any workshop at any one time.

(d) That no one representative visit a workshop more than once a week.

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

SHOP STEWARDS.

31. In cases where shop stewards have been appointed and recognized by the employers the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department, he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

32. Where the appointment of a shop steward is not approved of or recognized by the employer a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

33. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings of the Federated Furnishing Trade Society if Australasia.

(b) The notice boards shall be in a prominent position.

(c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

34. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store or shop.

WORK TO BE DONE IN FACTORY, SHOP OR PLACE.

35. (a) All work shall be done in a factory, shop or place duly registered under State laws; but this shall not prevent an employer sending employees from his factory, shop or place to any building or ship for the purpose of repairing, completing, fitting or fixing any work covered by this Determination.

(b) For the purposes of this Determination "factory, shop or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared or manufactured.

(c) No persons shall use, allow or permit to be used as a sleeping place, any part of a factory, shop or place.

PIECEWORK.

36. (a) The employer in conjunction with his employees may fix his own piecework or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piecework rates shall be paid to all pieceworkers doing the same operation in the factory or workshop whether they be apprentices or improvers on piecework or otherwise.

(b) All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and in the case of females, not less than 75 per centum of the base rate.

CONTRACT WORK.

37. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piecework in clause 36) by contracting sub-contracting, sub-letting or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

38. The wages rates set out in clause 2 are based upon the following basic wage for adult males, and, pursuant to the provisions of Section 33 of the *Labour and Industry Act 1953*, shall be automatically adjusted as prescribed by clause 39.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Within 20 miles of G.P.O., Melbourne	£ s. d. 11 15 0	Melbourne
Males		
Within 10 miles of G.P.O., Geelong, same as the contemporaneous basic wage and minimum wage for Melbourne		
Warrnambool, same as the contemporaneous basic wage and minimum wage for Melbourne		
Mildura and Gippsland districts, same as the contemporaneous basic wage and minimum wage for Melbourne		
Yallourn, until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere, 3s. less than the contemporaneous basic wage and minimum wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

39. (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 May, 1955, the amount of the Basic Wage shall be as prescribed in clause 38.

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

(d) The minimum rate of wage to be paid to adult females shall be 75 per cent. of the basic wage for adult males as provided in clause 38.

(e) The rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

MARGINS.

40. In addition to the basic wage prescribed in clause 38 and the minimum wage for females prescribed in clause 39, the following additional margins (including war loadings) shall be paid:—

Classification.	Margin.
PART I.—ADULT MALES.	
SECTION "A"—WOOD MACHINISTS AND GENERAL.	
<i>Machinist—"A" Grade.</i>	
	£ s. d.
1. Boults carver	3 7 6
2. Shaper—who grinds cutters and/or sets up and operates or who works freehand	3 7 6
3. Moulder—who grinds cutters, sets up and operates	3 7 6
4. Wood turner—who grinds cutters, sets up and operates, or who works freehand	3 7 6
5. Router—who grinds cutters and/or sets up and operates, or who works freehand	3 7 6
6. Lindeman or similar joiner	3 7 6

Classification.	Margin.
PART I.—Adult Males—continued.	
<i>Machinist "B" Grade.</i>	
	<i>£ s. d.</i>
7. Band and/or jig sawyer	2 0 0
8. Circular sawyer—who sets up and operates	2 0 0
9. Dovetailer—who sets up and operates	2 0 0
10. Buzzer—who sets up and operates	2 0 0
11. Planer—who sets up and operates	2 0 0
12. Thicknesser—who sets up and operates	2 0 0
13. Glue Jointer—who sets up and operates	2 0 0
14. Tenoner—who sets up and operates	2 0 0
15. Turner—copying or automatic lathe—who sets up and operates	2 0 0
16. Morticer—who sets up and operates	2 0 0
17. Sander—tripledrum—who sets up and operates	2 0 0
18. Belt sander on vencers	2 0 0
19. Multiple Borer—three or more bits—who sets up and operates	2 0 0
20. Moulder—who sets up and operates	2 5 0
<i>Machinist—"C" Grade.</i>	
21. Sander—others	1 10 0
22. Borer—less than three bits	1 10 0
23. All others—including employees of any of the abovenamed machines (except classes Nos. 1, 6 and 18) who are not required at any time to grind cutting tools or set up the machine and who are working from templates, dies or jigs, or fences	1 10 0
<i>General.</i>	
24. Timber bender	1 10 0
25. Timber stacker	0 15 0
26. Yardman	0 15 0
27. Tailer out	0 15 0
28. Employees not elsewhere classified	0 3 0
SECTION "B"—POLISHING, &c.	
29. Polisher	3 7 6
30. Spray hand— (a) engaged on finishing coats of any type	2 0 0
(b) engaged on priming and/or undercoating, and/or sealing	1 10 0
31. Employee cutting or papering down and/or filling and/or staining	1 10 0
SECTION "C"—PIANOS.	
32. Action regulator	2 17 6
33. Tuner and/or action repairer	2 16 6
34. Player mechanic	2 17 6
35. Part maker	2 11 6
36. Side gluer	2 11 6
37. Sound board maker	2 11 6
38. Fly finisher	2 11 6
39. Maker and/or repairer of musical instruments	2 16 6
40. Player action assembler	2 2 6
41. Piano action assembler	2 2 6
42. Iron frame driller	1 10 0
43. Iron frame finisher by hand or spray	1 10 0
44. Spring and brass wire spinner	1 10 0
45. Vencer presser	1 10 0
46. Vencer scraper	1 10 0
47. Gluer up	1 10 0
PART II.—ADULT FEMALES.	
Vencer matcher	1 0 0
Upholstress	1 0 0

41. The wages of apprentices and improvers shall be the under-mentioned percentages of the basic wage and in addition thereto the loading specified calculated to the nearest sixpence, threepence or less than threepence to be disregarded.

	Percentage of Basic Wage.	War Loading.
<i>Male Apprentices.</i>		
<i>s. d.</i>		
Five-year Term—		
1st year's experience	32	..
2nd year's experience	43	..
3rd year's experience	54	..
4th year's experience	83	..
5th year's experience	100 plus 6s.	..
Four-year Term—		
1st year's experience	34	..
2nd year's experience	54	..
3rd year's experience	83	..
4th year's experience	100 plus 6s.	..

	Percentage of Basic Wage.	War Loading.
<i>Male Improvers.</i>		
		<i>s. d.</i>
Under 16 years of age	24	..
16 and under 17 years of age	29	0 9
17 and under 18 years of age	39	1 0
18 and under 19 years of age	52	1 6
19 and under 20 years of age	82	2 3
20 and under 21 years of age	100 plus 2s.	3 0
 <i>Female Apprentices.</i>		
1st year's experience	46	..
2nd year's experience	65	1 6
3rd year's experience	87	2 0
4th year's experience	99	3 0
 <i>Female Improvers.</i>		
16 years and under	33	..
17 years	46	..
18 years	65	1 6
19 years	87	2 0
20 years	99	3 0

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

Melbourne, 9th February, 1955.





VICTORIA
GOVERNMENT GAZETTE

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No. 153]

FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE ORGAN BOARD.

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

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to “determine the lowest prices or rates which may be paid to any person, or classes of persons, employed in the process, trade, or business of a builder of pipe organs,” has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in February, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES.

Adults or Journeymen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool; and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
Organ builder	15 2 6	14 19 6
Employee erecting, dismantling or repairing organs	15 2 6	14 19 6
Wood worker	15 2 6	14 19 6
Voicer	15 2 6	14 19 6
Tuner	15 2 6	14 19 6
Metal pipe maker	15 2 6	14 19 6
Polisher	15 2 6	14 19 6
Spray hand—		
(a) engaged on finishing coats of any type	13 15 0	13 12 0
(b) engaged on priming and or undercoating, and/or sealing	13 5 0	13 2 0
Employee cutting or papering down and/or filling and/or staining	13 5 0	13 2 0

SPECIAL RATES.

3. (a) *Leading Hands*.—In addition to the wages prescribed in clause 2 herein leading hands shall be paid the following allowances:—

- (1) Nine shillings per week if in charge of not less than three and not more than ten employees including apprentices;
- (2) Eighteen shillings per week if in charge of not less than ten and not more than twenty employees including apprentices;
- (3) Twenty-seven shillings per week if in charge of more than twenty employees including apprentices.

(b) In addition to the rates set out in clause 2 herein the following additional rates shall be paid:—

- (i) Sixpence per hour to employees working in confined spaces;
 Confined space means a compartment, space or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position or without proper ventilation.
- (ii) Fourpence per hour to employees working in any place where clothing or boots become saturated, whether by water, oil or otherwise. Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear. And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.
- (iii) Sixpence per hour to employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise;

- (iv) Fourpence per hour where a foreman and workman shall agree that the work is of an unusually dirty or offensive nature.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman's claim by the employers 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 workman's claim within 48 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.

Special Rates Not Cumulative.

- (c) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest rate for the disabilities so prevailing.

Rates Not Subject to Penalty Additions.

- (d) The special rates herein prescribed shall be paid irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

Tool Allowance.

- (e) Employees engaged as carvers shall at the end of each three months of service be supplied by their employer with an order for a sum equivalent to 2s. 6d. per week as a tool allowance. Provided that this extra rate shall only be paid in respect of each week in which three days or more have been worked.

MIXED FUNCTIONS.

4. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but if he or she is engaged for more than half of any one day he or she shall be so paid for the whole day. If the period on the higher class of work is half or less than half a week or half or less than half a day then he or she shall be paid at the rate fixed for the work he or she actually performs.

APPRENTICES AND IMPROVERS—RATES OF PAY.

5. The following shall be the rates of pay for apprentices and improvers :—

	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool; and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
<i>Apprentices.</i>	£ s. d.	£ s. d.
Five-year Term—		
1st year's experience	3 15 0	3 14 6
2nd year's experience	5 1 0	5 0 0
3rd year's experience	6 7 0	6 5 6
4th year's experience	9 15 0	9 12 6
5th year's experience	12 1 0	11 18 0
Four-year Term—		
1st year's experience	4 0 0	3 19 0
2nd year's experience	6 7 0	6 5 6
3rd year's experience	9 15 0	9 12 6
4th year's experience	12 1 0	11 18 0
<i>Improvers.</i>		
Under 16 years of age	2 16 6	2 15 6
16 and under 17	3 9 0	3 8 0
17 and under 18	4 12 6	4 11 6
18 and under 19	6 3 6	6 2 0
19 and under 20	9 15 0	9 12 6
20 and under 21	12 0 0	11 17 0

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

6. (a) One apprentice shall be allowed to the first three adult workers or fraction thereof, and thereafter one additional apprentice to every three such workers.
- (b) One improver shall be allowed to each six adult workers or fraction thereof; provided that at least three adult workers must be employed before an improver can be employed.
- (c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.
- (d) The terms "Adult workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory; provided that an apprentice shall not be an adult worker until he has completed his term of apprenticeship prescribed by this Determination.
- (e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.
- (f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

Apprenticeship Trades.

7. (a) For the purpose of indentures the following shall be apprenticed trades.

Organ Building.

Organ building and wood working, voicers, metal pipe making, tuning.
Polishing.

Machinist—Instruction and practice in four of the following machines :—

Bolts carver or shaper, moulding machine, band saw, jig saw, circular saw, dovetailer, buzzer, planer, glue jointer, tenoner, copying lathe and automatic lathe.

(b) In such portions of the State of Victoria as come within the purview of the appropriate State Apprenticeship Commission, male juniors employed as wood carvers, and wood turners, shall only be employed as apprentices.

(c) Juvenile workers employed in any of the occupations referred to in sub-clause (b) hereof at the time of the making of this Determination may, if they so desire, be employed as apprentices and the time that they have been employed in the industry shall be counted as time of apprenticeship. If they do not elect to become apprenticed they may continue to be employed by the same employer as juvenile workers.

Term of Apprenticeship.

(d) The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years, and for those entering apprenticeship trades in their eighteenth and nineteenth years shall be four years.

General Conditions of Apprenticeship.

(e) (i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include and all future contracts of apprenticeship shall include the following provisions :—

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.

If there occurs a breakdown of power necessitating the standing down of adult employees, apprentices may also be stood down over the same period.

Technical Training.

(f) (i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

CONTRACT OF EMPLOYMENT.

8. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods.

Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

Terminating Employment.

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

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

(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 seven days prior to any such holiday the re-engagement of such employee within seven days after such holiday shall be *prime facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.

(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.

Casual Employees.

(e) A casual employee shall mean an employee who is engaged and paid as such and he may be engaged at hourly rates for weekly hands with the addition of 10 per centum.

EMERGENCY PROVISIONS.

9. (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 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 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 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 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.

LIMITATION OF EMPLOYMENT.

10. (a) Except as hereinafter provided no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned, provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 8 hereof.

DEFINITIONS.

11. (a) "An Apprentice" is a person who is bound by indentures of apprenticeship.

(b) "A Juvenile" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

12. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of 8 hours per day.

(b) The hours of employment for day workers may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

SHIFT WORK.

13. Shift work may be worked and where such shift work is worked the following conditions shall apply :—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
- (b) Except as herein provided, employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per centum more than the ordinary rates.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who during a period of engagement work only on night shifts shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid ten per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only they shall change over week and week about and shall be paid ten per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meals breaks off duty (if any) of employees working on shift shall not exceed :—
 - (i) 8 in any one day; or
 - (ii) 44 in any one week; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
- (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

14. (a) Except in the case of shift work all time worked :—

- (i) before or after the usual times of beginning and ending work;
- (ii) in excess of eight hours per day;

shall be paid for at the rate of time and one half for the first two hours and double time thereafter: Provided that all time worked between the hours of 9 p.m. and 7 a.m. shall be paid for at double time.

(b) All work done outside the times of beginning and ending work on any holiday specified in clauses 23 and 24 of this Determination shall be paid for at the rate of double ordinary time.

(c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.

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

(e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.

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

MID-DAY MEAL.

15. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m., but such interval may be reduced to 30 minutes if an employer and the union mutually arrange for a 30 minutes' break.

MEAL MONEY.

16. All employees required to work beyond the usual finishing time shall be allowed 4s. tea money in addition to overtime rates as prescribed for in this Determination, when the usual finishing time is exceeded by more than one hour.

MATERIALS TO BE PROVIDED.

17. Any employee engaged at french polishing shall be supplied with all materials, including rags, brushes and kit-box.

WASHING TIME FOR POLISHES.

18. Employees engaged in the polishing shop and spray paint operators shall be granted five minutes before lunch time and five minutes before knocking off time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

19. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his home to a job outside the shop, he shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his home to the shop.

(b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.

(c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.

(d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.

(e) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

20. When any spell of duty is for four hours or more an interval of five minutes to be selected by the employer shall be allowed in the third hour. The interval shall be regarded as time on duty and during such interval employees may leave their seats but not the premises.

SEATING ACCOMMODATION.

21. All chairs provided for employees shall be reasonably comfortable.

PAYMENT OF WAGES.

22. (a) All employees shall be paid weekly not later than Wednesday.

(b) No employer shall hold more than two days' pay in hand except under the provisions of clause 25 of this Determination.

(c) Any employee kept waiting for his pay on pay day for more than ten minutes after the usual time for ceasing work shall be paid overtime rates for that ten minutes and for ten minutes at the least.

(d) An employee dismissed during the course of a week shall have any wages due paid to him forthwith or posted to him within 24 hours of his dismissal.

(e) Should an employee leave his employment without giving a week's notice as required by this Determination any moneys, due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.

(f) Sub-clauses (a) and (b) hereof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry, but the practice followed for the majority of employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

HOLIDAYS.

23. The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

24. (a) Any time-work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.

(b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE AND ANNUAL LEAVE.

25. (a) All weekly wage employees shall be granted their annual leave at Christmas Time. Such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 23 hereof and if any such holidays falls within the period of annual leave and is observed on a day which would have been an ordinary working day there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas-New Year holidays.

Provided that skeleton staffs may be retained where employers are under contract to service organs in churches or other buildings.

(b) Loaded rate shall provide credits from which payment for holidays, annual leave and sick pay shall be made under the following conditions:—

(i) Each weekly wage employee including a pieceworker or a task worker shall be credited by the employer with a sum equal to four hours' pay for each week of continuous service, commencing at the beginning of the second week in each year and continuing until the end of the fifty-first week in each year.

(ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the time wage equivalent of such time shall be ascertained.

- (iii) If on the pay day following the holiday there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent the employer shall on that pay day pay to the employee an amount equal to that wage equivalent and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas-New Year holidays any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If on the pay day following the holiday the amount standing to such credit is less than such wage equivalent the employer shall on that pay day pay to the employee the amount then standing to such credit and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas-New Year holidays any payment due under this paragraph will be made on the pay day preceding such holidays.
- (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week pay to him such amount and if there be not sufficient for this purpose then the employer shall pay to the employee such amount as is standing to his credit and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated the employee may at his own request be paid the difference when he has accumulated sufficient credit to cover the necessary amount.
- (vi) On the pay day preceding the Christmas-New Year holidays the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-first week in the year.
- (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year the employer may reduce the amount to be credited to such employee by an amount *pro rata* to such absence.
- (viii) If an employee lawfully leaves or his employment is terminated by the employer through no fault of the employee he shall be paid such amount as is then standing to his credit.
- (c) The provisions of this clause shall not apply to an employer in which the work of employees covered by this Determination is only subservient to the main operation of such employer but the practice followed for the majority of employees in the establishment of that employer shall be applied to employees therein covered by this Determination.
- (d) An employee whilst absent from duty on National Service Training shall be credited with two and two-fifths hours in respect of annual leave in lieu of four hours as prescribed in sub-clause (b) hereof.

FIRST-AID OUTFIT AND ATTENDANT.

26. (a) Every factory, shop, or work-shop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

Antiseptic solution 1 bottle; Bandages, cotton and gauze 1 dozen assorted sizes; Castor oil 2 ozs; Iodine, tincture of, 2 ozs; Manual, First-aid 1; Petrolatum carbolized 1 jar; Picric acid solution made according to the following recipe or prescription:— $1\frac{1}{2}$ teaspoonful of powdered picric acid, 3 ozs. of absolute alcohol, and 2 pints of distilled water; 1 pint; Pins, safety 1 packet; sal volatile 6 ozs.; Scissors 1 pair; Tourniquet 1; Tweezers 1 pair; Gauze, sterilized plain, Cotton absorbent, Lint absorbent, Plaster, adhesive, an adequate assortment.

(b) In factories, shops, workshops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first-aid attendant an additional 10s. per week for each week in which three days or more have been worked shall be paid to such employee and shall be payable in addition to any amounts paid for annual leave, sick leave and public holidays provided that this allowance shall not be subject to any premiums or penalty additions.

AMENITIES.

27. (a) Each employer shall install in each factory, shop or workroom or place wherein employees are working a proper system of ventilation and dust prevention.

(b) Employers shall make available an adequate and proper supply of boiling water boiled in clean receptacles at rest periods and at meal hours.

(c) Employers shall provide for the use of employees a sufficient supply of wholesome cool drinking water.

(d) Each employer shall provide proper and sufficient washing facilities.

(e) Each employer shall provide an enclosed dining room with adequate table and seating accommodation therein.

(f) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop.

(g) Suitable masks and goggles or other approved appliances shall be provided for employees for spray painting. An employee when performing such work shall wear the mask and goggles provided for his protection. Masks and goggles containing celluloid shall not be considered suitable for the purpose of this provision. Goggles shall be supplied to employees when grinding tools.

(h) While any work is being carried on in any confined or enclosed space in which fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work the employer shall install a suction exhaust apparatus through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed. Where it is impracticable to install such suction exhaust apparatus the employer, shall, before requiring any employee to work therein, take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

TIME AND WAGES BOOK OR RECORD.

28. (a) Employers shall provide at each shop, factory or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the total hours worked, the time spent on work of a higher function, and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only 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 take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

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

RIGHT OF ENTRY OF UNION OFFICIAL.

29. A duly accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the mid-day meal hour for the purposes of interviewing employees on legitimate union business on the following conditions:—

(a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(b) That he interviews employees only at the places where they are taking their meal.

- (c) That not more than one representative in all be in any workshop at any one time.
- (d) That no one representative visit a workshop more than once in each week.
- (e) That if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions such employer may refuse the right of entry but the representative shall have the right to bring such refusal before the Chief Inspector of Factories.

SHOP STEWARDS.

30. In cases where shop stewards have been appointed and recognized by the employers the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

31. Where the appointment of a shop steward is not approved of or recognized by the employer a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

- 32. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings of the Federated Furnishing Trade Society of Australasia.
- (b) The notice boards shall be in a prominent position.
- (c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

33. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store or shop.

WORK TO BE DONE IN FACTORY, SHOP OR PLACE.

- 34. (a) All work shall be done in a factory, shop or place duly registered under State laws: but this shall not prevent an employer sending employees from his factory, shop or place to any building for the purpose of repairing, completing, fitting or fixing any work covered by this Determination.
- (b) For the purposes of this Determination "factory, shop or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared or manufactured.
- (c) No persons shall use, allow or permit to be used as a sleeping place any part of a factory, shop or place.

PIECEWORK.

- 35. (a) The employer in conjunction with his employees may fix his own piecework or task rates, provided such rates enable a journeyman of average capacity working under like conditions to earn at least ten per centum more than the minimum weekly wage in their respective classes. The same piecework rates shall be paid to all pieceworkers doing the same operation in the factory or workshop whether they be apprentices or improvers on piecework or otherwise.
- (b) All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—not less than the base rate.

CONTRACT WORK.

36. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piecework in clause 35) by contracting, sub-contracting, sub-letting or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

37. The wages rates set out in clause 2 are based upon the following basic wage for adults, and, pursuant to the provisions of section 33 of the *Labour and Industry Act 1953*, shall be automatically adjusted as prescribed by clause 38.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Within 20 miles of G.P.O., Melbourne— Males	£ s. d. 11 15 0	Melbourne
Within 10 miles of G.P.O., Geelong, same as the contemporaneous basic wage and minimum wage for Melbourne		
Warrnambool, same as the contemporaneous basic wage and minimum wage for Melbourne		
Mildura and Gippsland districts, same as the contemporaneous basic wage and minimum wage for Melbourne		
Yallourn, until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere, 3s. less than the contemporaneous basic wage and minimum wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

- 38. (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 May, 1955, the amount of the basic wage shall be as prescribed in clause 37.
- (c) During each futuro successive period period beginning with the first pay period to commence in a May, an August, a November, or a February, 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 rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen in the respective classes.

MARGINS.

39. In addition to the basic wage prescribed in clause 37, the following additional margins (including war loadings) shall be paid:—

Classification.	Margin.
	<i>£ s. d.</i>
Organ builder	3 7 6
Employee erecting, dismantling or repairing organs	3 7 6
Wood worker	3 7 6
Voicer	3 7 6
Tuner	3 7 6
Metal pipe maker	3 7 6
Polisher	3 7 6
Spray hand—	
(a) engaged on finishing coats of any type	2 0 0
(b) engaged on priming and/or undercoating, and/or sealing	1 10 0
Employee cutting or papering down and/or filling and/or staining	1 10 0

40. The wages of apprentices and improvers shall be the under-mentioned percentages of the basic wage, and in addition thereto the loadings specified calculated to the nearest 6d., 3d. or less than 3d. to be disregarded.

	Percentage of Basic Wage.	War Loading.
	%	<i>s. d.</i>
<i>Apprentices.</i>		
Five-year Term—		
1st year's experience	32	..
2nd year's experience	43	..
3rd year's experience	54	..
4th year's experience	83	..
5th year's experience	100 plus 6s.	..
Four-year Term—		
1st year's experience	34	..
2nd year's experience	54	..
3rd year's experience	83	..
4th year's experience	100 plus 6s.	..
<i>Improvers.</i>		
Under 16 years of age	24	..
16 and under 17 years of age	29	0 9
17 and under 18 years of age	39	1 0
18 and under 19 years of age	52	1 6
19 and under 20 year of age	82	2 3
20 and under 21 years of age	100 plus 2s.	3 0

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

J. V. WILLOX, Secretary.

Melbourne, 9th February, 1955.



VICTORIA
GOVERNMENT GAZETTE

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FRIDAY, APRIL 1.

[1955

Labour and Industry Act 1953.

DETERMINATION OF THE COUNTRY PRINTERS BOARD.

NOTE.—This Determination applies to the whole of the State *outside and excepting* the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder; the cities of Ballarat, Bendigo, Geelong, Geelong West, Mildura, Warrnambool, and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

The following Printing Trades were proclaimed on the 5th day of May, 1942, as Apprenticeship Trades under the Apprenticeship Acts for the whole of the State of Victoria *outside and excepting* the Metropolitan District:—

- (a) Hand Composition;
- (b) Hand and Machine Composition;
- (c) Hand Composition and General Printing.

IN accordance with the provisions of the *Labour and Industry Act 1953*, the Wages Board appointed to “determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons subject to the Determinations of the Printers Board or the Provincial Printers Board) 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 printed matter for sale or distribution;
- (f) Carbonizing,
Varnishing,
Gumming, or
Waxing. } Paper, cardboard, or similar materials;

(g) Preparing lithographic work by drawing or lettering on a lithographic plate or on any other material; 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 February, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Table A.—Adult Males.

Number of Rate.	Description of Employment.	Weekly Wage—Grades.	
		A*.	B*.
		£ s. d.	£ s. d.
1	Machine compositor; that is, a person operating any class of composing and/or slug-casting machine keyboard (including time occupied in cleaning the machine and/or remedying defective working of machine)	16 17 6	16 15 6
2	Probationary machine compositor—		
	(a) For a first period of six months' probation	15 15 0	15 13 0
	(b) For a second period of six months' probation	16 2 6	16 0 6
	(c) Thereafter the rate for a machine compositor	16 17 6	16 15 6
3	Provided that any probationary machine compositor who during the second six months of his period of probation attains an efficiency of 7,000 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, and who also has ability to do tabulated and other matter in workmanlike manner, shall be paid	16 17 6	16 15 6
4	Proof reader and/or revisor	16 2 6	16 0 6
	(a) In newspaper and commercial printing offices	16 2 6	16 0 6
	(b) Commercial printing only	16 2 6	16 0 6

* See clause 3 for definition of grades.

Table A.—Adult Males—continued.

Number of Rate.	Description of Employment.	Weekly Wage—Grades.			
		A*.	B*.		
		£ s. d.	£ s. d.		
5	Working mechanic in charge of a slug-casting and/or type-casting machine ..	15 15 0	15 13 0		
6	Hand compositor				
7	Sluggier				
8	Bulk hand				
9	Stonehand				
10	Electrotyper				
11	Stereotyper				
12	Letterpress Machinist				
13	Machinist working a flat-bed machine printing from a reel				
14	Lithographic machinist, including lithographic tin printer, lithographic transferror and/or pressman				
15	Stone and/or plate preparer			15 15 0	15 13 0
16	Ink grinder and/or varnisher			13 8 0	13 0 0
17	Bookbinder (an employee engaged in the work of folding, numbering, perforating, and/or sewing and/or binding all cut flush work not turned in and/or binding quarter bound work cut flush turned in paper sides only is not by reason only of the fact that he is doing such work entitled to this rate)			13 3 0	13 1 0
18	Marbler			15 15 0	15 13 0
19	Hand Indexer	15 15 0	15 13 0		
20	Finisher	15 15 0	..		
21	Pocket-book maker	15 15 0	..		
22	Loose-sheet cover maker	15 15 0	..		
23	Ticket maker, turned in work	15 15 0	..		
24	Blotting-pad maker	15 15 0	..		
25	Portfolio maker	15 15 0	..		
26	Where an employee employed in any class for which a wage is prescribed by items 17 to 25 does edge-staining, board cutting, bevelling, blind blocking and/or cutting material he is to be paid the above prescribed wage				
27	Map and plan moulder and/or varnisher	15 15 0	..		
28	Paper ruler—that is a person in charge of any ruling machine or who makes ready, sets pens or discs on the machine, mixes ink, rules proofs or regulates the supply of ink to the machine	15 15 0	15 13 0		
29	Guillotine machine operator	15 15 0	15 13 0		
30	Operator of a duplicating machine operating from a photographic stencil				
31	Feeder of any kind of machine				
32	Storeman, packer and/or despatcher				
33	Male employee not otherwise specified	13 2 0	..		
		13 8 0	..		
		12 16 0	12 14 0		

* See clause 3 for definition of grades.

Table B.—Adult Females.

First Column. No. of Rate.	Second Column. Description of Employment.	Third Column. Total Wage.
		Per Week. £ s. d.
1	Female employee of more than five years' experience employed in connexion with bookbinding, systems work, and/or printing on work not allotted a classified wage in Table "A", or as copyholder, embosser and/or numberer, or as a feeder on letterpress and/or lithographic printing machine, ruling machine, varnishing machine, waxing machine, folding machine	10 7 6
2	Female employee not otherwise specified	9 11 6
	Female Supervisors.	
3	Female employee in charge of or who supervises, directs or is responsible for the work of—	
	(a) Up to 8 employees	10 9 6
	(b) From 9 to 15 employees (both inclusive)	10 18 6
	(c) Over 15 employees	11 4 6

Table "C."—Male Juniors.

Where the work is performed by a male junior, not being an apprentice, the minimum rates of wages shall be the undermentioned percentages of the rate plus 2s. prescribed for the classification "Male employee not otherwise specified".

No. of Rate.	Male Juniors.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	Under 15 years of age	22	2 17 0
2	Between 15 and 16 years of age	27	3 9 6
3	Between 16 and 17 years of age	35	4 10 6
4	Between 17 and 18 years of age	47	6 1 6
5	Between 18 and 19 years of age	59	7 12 0
6	Between 19 and 20 years of age	72	9 6 0
7	Between 20 and 21 years of age	85	10 19 6

Table "D."—Apprentices.

(Other than those covered by the Apprenticeship Commission.)

Where the work is performed by an apprentice the minimum rates of wages shall be the under-mentioned percentages of the rate plus 2s. prescribed for the classification "Hand compositor".

No. of Rate.	Apprentices.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	First year	22½	3 11 6
2	Second year	32½	5 3 0
3	Third year	37½	5 19 0
4	Fourth year	45	7 2 6
5	Fifth year	55	8 14 6
6	Sixth year	75	11 17 6
7	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.		

Table "E."—Female Juniors.

Where the work is performed by a female junior, the minimum rates of wages shall be the undermentioned percentages of the rate (less 2s.) prescribed for classification 1 of Table B—Adult females.

No. of Rate.	Female Juniors.	Percentage.	Total Wage.
			Per Week. £ s. d.
1	Under 17 years of age	30	3 1 6
2	Between 17 and 18 years of age	40	4 2 0
3	Between 18 and 19 years of age	50	5 2 6
4	Between 19 and 20 years of age	60	6 3 6
5	Between 20 and 21 years of age	75	7 14 0
6	And thereafter the minimum wage prescribed for females for the class of work which she is doing.		

DEFINITION OF GRADES.

3. For the purposes of this Determination—

Grade "A" means—

Ararat	Echuca	Mornington	Swan Hill
Bairnsdale	Hamilton	Portland	Terang
Belgrave	Healesville	Red Cliffs	Traralgon
Benalla	Horsham	Ringwood	Wangaratta
Camperdown	Kerang	Sale	Warburton
Castlemaine	Kyabram	Shepparton	Warragul
Chelsea	Kyneton	Stawell	Winchelsea
Colac	Maryborough	St. Arnaud	Wonthaggi
Dandenong	Mordialloc		

Grade "B" means—

All other places within the area to which this Determination applies but not specified in Grade "A" of this Determination.

NIGHT WORK ALLOWANCE.

4. (a) An adult male weekly time work employee employed on night shift shall be entitled to receive the rate of wages prescribed by Table "A" of clause 2, together with an allowance of 16s. extra if so employed for one week; if he works less than one week he shall be paid *pro rata* for the hours worked by him.

(b) A male junior employed on night shift shall be entitled to receive the rate of wages prescribed by Table "C" of clause 2, together with an allowance of 10s. extra if so employed for one week when under 19 years of age, and of 12s. extra when 19 years of age or over; if he be employed for less than one week he shall be paid *pro rata* for the hours worked by him.

(c) An apprentice employed on night shift shall be entitled to receive the rate of wages prescribed by Table "D" of clause 2, together with the same allowance as is prescribed for a male junior by sub-clause (b) hereof.

STEREOTYPING AND ELECTROTYPING.

5. Where an employer has not taken an apprentice or apprentices he shall be subject to clauses 6 and 15 of this Determination.

NUMBER AND PROPORTION OF STEREOTYPERS' ASSISTANTS.

6. Not more than one adult stereotyper's assistant shall be employed in any newspaper office for each stereotyper permanently employed. For the purpose of this clause "permanently employed" means continuously employed for a period of not less than six calendar months.

REST INTERVALS FOR FEMALES.

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

WORK NOT TO BE TAKEN OFF EMPLOYER'S PREMISES.

8. No work shall be taken off the employer's premises to be executed by any employee.

FEMALE TO BE PAID MALE RATE.

9. Where a female is employed to do any work specifically named or described or of the class mentioned in Table "A" of clause 2 of this Determination, which is not specifically named or described in Table "B" of clause 2 of this Determination, she shall be paid the rate which is prescribed for the male.

LIMITATION OF EMPLOYMENT OF FEMALES.

10. A female employee shall not be employed in the mechanical departments of any office, except as a feeder on a letterpress, lithographic, or ruling machine, or as a copyholder, or on an addressograph machine, or on such work as is now usually done by a female in a bookbinding department.

FEMALES NOT TO OPERATE GUILLOTINE MACHINES.

11. A female shall not operate any guillotine machine.

GUILLOTINE MACHINE WORK.

12. Not more than one person operating a guillotine machine shall place work in or remove it from within a guillotine machine, and, unless with the consent of the Branch of the Union in the State concerned, no other persons shall place work on or remove it from a guillotine machine.

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

13. A female shall not be required or permitted to wash-up or clean a printing machine, or feed a platen printing machine if under the age of 18 years.

GLUING MACHINES.

14. 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. Gluing when referred to in this clause shall not include work gummed.

JUNIORS.

15. (a) No department shall be manned exclusively by juniors.

(b) The proportion of juniors shall, subject to clause 31 of this Determination, be as follows:—

(i) Not more than one junior of not less than 17 years of age (other than a junior carrying papers from a machine to the publishing room) in any crew of a rotary machine or of a flat-bed rotary machine, where the crew comprises three or less than three adults permanently employed; and

(ii) Not more than one additional junior of not less than 20 years of age, where any crew of a rotary machine is comprised of four or more adults permanently employed.

(iii) Not more than one junior of not less than 16 years of age shall be employed for every three or part of three adults employed permanently as publishing employees.

(iv) Not more than one junior galley puller shall be employed in any office.

(v) Not more than one junior of not less than 17 years of age shall be employed in the storetyping department of any daily newspaper office.

(vi) In commercial printing offices, not more than two male juniors shall be employed to each adult in any department.

(c) A male under the age of 17 years shall not be employed as a stereotyper's assistant, or rotary machinist's assistant, or flat-bed machinist's assistant working from a reel, and a male under the age of 16 years shall not be employed as a publishing assistant.

(d) Juniors shall be given opportunities to become proficient in different classes of work, and where the variety of work permits, shall be taught higher grade work as they progress in the knowledge of their work.

FOREMAN OR LEADING HAND.

16. In any office where three adult employees are permanently employed and one of their number, in addition to his ordinary work, has added responsibility, he shall be paid not less than 7s. 6d. per week above the minimum rate prescribed in this Determination for the work ordinarily done by him, but if four or more adult employees are permanently employed, such an employee shall be paid not less than 12s. 6d. per week above the minimum rate prescribed in this Determination for the work ordinarily done by him.

MEAL PERIOD.

17. (a) In daily newspaper offices, the commencing time for meals shall be such as may be mutually arranged between each employer and the employees. The meal period shall be fixed by the printer, and may vary from night to night, but shall not be less than 30 minutes or more than one hour.

(b) In other than daily newspaper offices, 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 said Union, the period may be reduced to not less than half an hour. The meal period shall be between the hours of noon and 2 p.m.

(c) No employee shall be compelled to break shift except for meals, and a shift shall not exceed 5 hours without a break for meals.

(d) 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 be allowed his usual meal period as soon as it can be arranged.

HOURS AND OVERTIME.

COMMERCIAL PRINTING.

18. (a) The following shall apply in any commercial printing office.

Day Work.

(i) The hours of duty of employees on day work shall not exceed 40 a week to be worked in five shifts within eight hours a day on Monday to Friday inclusive, between the hours of 8 a.m. and 6 p.m.

Night Work.

(ii) Night shift work is work other than overtime work done between the hours of 6 p.m. and 8 a.m.

(iii) The hours of duty for night shift workers shall not exceed 40 a week, to be worked in five shifts within 8 hours a night on Monday to Friday inclusive.

- (iv) A female employee shall not perform night shift work.
- (v) A male employee under 17 years of age shall not perform night shift work.
- (vi) 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.

- (vii) 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.
- (viii) When overtime is to be worked after the ordinary hours of the fifth shift have been completed, it shall be in continuation (except for a meal break of not more than one hour) of the work of such shift.
- (ix) All duty performed by time workers in excess of or outside the hours mentioned above in this sub-clause, or in excess of the hours of a shift, shall be overtime, and shall (subject to paragraph (xi) hereof) be paid for at the rate of time and a half for the first three hours on any one shift, and double time thereafter.
- (x) All duty performed by piece-workers in excess of or outside the hours mentioned above in this sub-clause, or in excess of the hours of a shift, shall be overtime, and shall (subject to paragraph (xi) hereof) be paid for at the rate of rate and a half for the first three hours on any one shift and double rate thereafter.
- (xi) Double time or double rate shall be paid for all work done on Saturday and on Sunday.
- (xii) Where notice of overtime in excess of one hour has not been given during the previous shift, and where the tea interval is insufficient to enable an employee to visit his home, 3s. shall be paid as an allowance for tea money, and the same allowance shall be made for each meal reasonably occurring during such overtime work.
- (xiii) Any employee required to work more than five consecutive shifts without a clear interval of 36 hours after the fifth shift, shall be paid double time or 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.
- (xiv) No junior worker under 17 years of age, or any female or apprentice shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day.
- (xv) An employer shall not require or permit any female employee to work overtime after 6 p.m., unless at least one other female person is working with her.
- (xvi) No employee under 16 years of age shall be employed on overtime.

NEWSPAPER PRINTING.

(b) The following shall apply in a newspaper office (including work done for a weekly paper), or a mixed newspaper and commercial printing office other than as in sub-clause (a) of this clause.

Day Work.

(i) The hours of duty of time work employees on day work shall not exceed 40 hours per week to be worked in five shifts within 8 hours a day (subject to paragraph (ix) hereof) on Monday to Saturday inclusive between the hours of 8 a.m. and 6 p.m. *provided however*, as to Saturday work, only such work as was done in any office on 1st March, 1951, whether finishing at noon or later, may continue to be done under the rates and conditions as observed at that date (whether or not provided for in this Determination) unless such rates and conditions are altered by agreement between a branch of the Union and the employer concerned.

Night Work.

- (ii) Night-shift work is work other than overtime work done between the hours of 6 p.m. and 8 a.m.
- (iii) The hours of duty for night shift time workers shall not exceed 40 hours per week to be worked in five shifts within 8 hours a shift (subject to paragraph (ix) hereof) from Sunday to Friday inclusive.
- (iv) 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 shift.
- (v) No employee under the age of 16 years shall be employed as a copy-holder on night-shift, and no employee under the age of 17 years shall perform any other class of work on night shift.
- (vi) Except as provided in paragraph (v) hereof, or in clause 20 of this Determination, no junior worker under the age of 17 years shall be on duty in any event before 8 a.m. or later than 9 p.m. on any working day.

Overtime.

- (vii) 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.
- (viii) Where overtime is to be worked after the ordinary hours of the fifth shift have been completed, it shall be in continuation (except for a meal break of not more than one hour) of the work of such shift.
- (ix) All work done by a time worker in excess of or outside the weekly hours mentioned above in this sub-clause, or in excess of the hours of the prescribed shift, shall be overtime, and shall, subject to paragraph (xiii) hereof be paid for at the rate of time and a half for the first three hours on any one shift, and double time thereafter; provided that work may continue, without incurring overtime charges, for up to :—
 - (1) Nine hours on any day where work not exceeding four hours is done before noon on Saturday; or
 - (2) Nine hours on one shift in any week on a daily newspaper; or
 - (3) Nine hours on publication day, or the preceding day, on a newspaper other than a daily newspaper.
- (x) All overtime work done by a pieceworker shall be done under the conditions prescribed for a time-worker in the preceding paragraph, and his piecework rate shall be increased correspondingly with that of a timeworker for work done at all relevant times.
- (xi) Where notice of overtime in excess of one hour has not been given to any day worker during the previous shift, and where the tea interval is insufficient to enable the employee to visit his home, 3s. shall be paid as an allowance for tea money, and the same allowance shall be made for each meal reasonably occurring during such overtime work.
- (xii) Any employee required to work more than the usual number of shifts in his working week without a clear interval of 36 hours after the last shift, shall be paid double time or double rate for all work performed by him after such shift, until he shall have had such clear interval of 36 hours between shifts, with a minimum of three hours' work, or payment therefor: provided that this clause shall not apply where shifts are being changed, or to a case where it is necessary for an employee to work in the place of an employee who is absent through sickness. In any case where conditions satisfactory to the Printing Industry Employees' Union of Australia are arranged in writing with an employer with respect to the minimum of three hours' work, or payment therefor, a shorter interval than 36 hours after such last shift may be adopted.
- (xiii) Double time or double rate shall be paid for all work done on Saturday after the finishing time of an employee or in excess of the weekly hours prescribed above in this sub-clause, and on Sunday, provided that work for a morning daily newspaper done after 6 p.m. (and in such other offices as may be agreed to between the Printing Industry Employees' Union of Australia and the employer) on Sunday, shall be classed as ordinary work, and included in the employee's usual weekly hours.
- (xiv) Notwithstanding anything contained in paragraph (xiii) hereof, where at the 6th March, 1950, work is done regularly on Sunday in lieu of Saturday, such Sunday work may continue to be performed at ordinary rates of pay, and as part of an employee's usual working week, and any work done on Saturdays shall be overtime and be paid for at double time or double rate.
- (xv) No employee under 16 years shall be employed on overtime.

Special Conditions.

(xvi) Notwithstanding anything hereinbefore contained in sub-clause (b), the conditions prescribed for a commercial printing office in sub-clause (a) of this Section, shall apply in all respects to an employee employed for the whole of his time, or substantially the whole of his time, upon commercial printing work in a mixed newspaper and commercial printing office.

PROVISIONS APPLYING GENERALLY.

- (c) The following shall apply to sub-clauses (a) and (b) of this clause 18.
- (i) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.
- (ii) 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.
- (iii) Where an employee is to work overtime or on night shift in connexion with power-driven machinery the employer shall wherever possible arrange for another employee to work with him.
- (iv) 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. Where the employee is required to work before he has completed a break of ten hours he shall be paid double time or double rate for all time worked until he shall have had a break of at least ten hours between shifts. The 10 hour provision herein shall not apply in any case where with the consent of the Union or a branch (which consent shall not unreasonably be withheld), time work or piecework employees work overtime in the afternoon preceding the night shift.
- (v) Should a time-worker or piece-worker, who is required to work 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 time work rate or double the piecework 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. The provisions herein shall with the necessary changes, be read to apply equally to a night worker as to a day worker. A public holiday means a public holiday as defined in clause 24 (d) hereof on which, if the employee had worked, he would have been entitled to double pay.
- (vi) Wherever the last shift of the working week of an employee finishes on a Friday, any overtime to be worked shall be continuous (except for a meal break of not more than one hour) with the work; if done on the next succeeding day it shall be paid for at double time or double rate, as the case may be.
- (vii) *Pieceworkers' Added Amounts*.—In calculating the overtime rate appropriate to a pieceworker who has worked overtime the rate shall include any amount to be added to or any amount to be deducted from the earnings of the pieceworker where such additions or deductions are effective as a consequence of an alteration in the basic wage should the prescribed piecework rate not have been altered following any such alteration.

HOURS TO BE POSTED.

19. (a) The commencing and finishing times of any shift (other than an emergency shift or as provided in (b) hereof) of any office shall be conspicuously displayed in each workroom, and shall continue unchanged until altered by agreement between the employer and the Union.
- (b) The commencement time of any day or night shift (other than an emergency shift) for a daily newspaper shall be conspicuously displayed in each workroom at least one hour prior to the finish of the preceding day or night shift, as the case may be, but such time shall be within the appropriate spread of hours prescribed for daily newspaper shifts in this Determination.

DUTIES AT UNUSUAL HOURS.

20. A junior or apprentice employed in any printing office may, subject to the written approval of the said Union, agree with his employer to attend the place of employment outside the usual working hours to arrange the heating of linotype metal-pots, and for such attendance shall be given such allowance in time or money as is reasonable for time so occupied by him. Any agreement made in accordance with this clause shall not be deemed to contravene any prescribed condition in the Determination relating to wages or the starting or finishing times of any shift or weekly hours of employment.

TERMS OF EMPLOYMENT.

21. (a) No employee shall be employed other than as a weekly time work employee or a weekly piecework employee or a casual time work employee or a casual piecework employee.
- (b) Weekly time work employee 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; but such work shall be of a similar class to the work usually performed by such employee.
- (c) A weekly pieceworker is a pieceworker engaged as a weekly employee. The following conditions apply to the employment of a weekly pieceworker:—
- (i) On each working day or night of the week, the weekly pieceworker shall present himself for employment at the usual time for beginning work at the place of business of the employer, unless informed by the employer that his attendance on any day or on any night is not required, but in any case where an employer has no work for a pieceworker to do on the next following shift, he shall so inform the employee prior to his terminating work, and in any such case the employee shall not be obliged to present himself for work on the following shift.
- (ii) If the weekly pieceworker begins work on any such day or any night, he shall (subject to the provisions of sub-clause (d) hereof) receive not less than four hours' continuous employment, or be paid for such four hours at the rate prescribed for a machine compositor on time work.
- (iii) Subject to the provisions of sub-clause (d) hereof, a weekly pieceworker shall be guaranteed at least 30 hours' employment in any working week. If such employment is not provided for him in any week, and in such week he complies with the provisions of paragraph (i) of this sub-clause, and faithfully performs all work provided for him during that week, he shall be paid for any hours short of this guarantee at the rate prescribed for a machine compositor on time work, and this notwithstanding that any public holiday or holidays occur in such week.
- (iv) In respect of each public holiday referred to in clause 24 hereof, which occurs in any week, and on which the weekly pieceworker is not required to work by the employer, he shall be paid for five hours at the rate prescribed for a machine compositor on time work.
- (d) The employment of a weekly time work or piecework employee may be terminated by one week's notice on either side, and such notice may be given at any time during any 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 (but only where the employee has less than one week's service), 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 of the said Union, or any other Union or through the breakdown of machinery or any stoppage of work for any cause for which the employer cannot be held responsible.
- (e) Where a weekly piecework employee gives or receives one week's notice of the termination of his employment, he shall during the week that such notice runs, be given the same amount of piecework as it has been customary for him to perform during the period of his employment.
- (f) If an employee's services be terminated during the course of a 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 24 hours thereafter.

SICK LEAVE.

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

- (a) Any weekly time work employee not attending for duty will lose his pay for the actual time lost unless he produces, or forwards within 28 hours of the commencement of such absence, evidence satisfactory to the employer that his non-attendance was due to personal ill health necessitating such absence.
- (b) A weekly pieceworker not attending for duty will be excused for not presenting himself for employment at the proper time and place, and such non-attendance shall not disentitle such pieceworker to payment for such absence if within 28 hours of the commencement of any such absence he produces or forwards to the employer evidence satisfactory to the employer, that his non-attendance was due to personal ill health necessitating such absence.
- (c) A weekly pieceworker shall be paid for the actual hours of his absence or absences (subject to sub-clause (e) herein), at the rate prescribed for a machine compositor on time work. An employer shall be entitled to count time of absence in any week in which a pieceworker has been sick to make up the weekly guarantee of hours in any week in which a pieceworker has worked less than 30 hours.
- (d) The year to be observed herein shall begin on the first day of January in each year.
- (e) A time worker or a pieceworker shall be entitled to not more than 40 hours' payment in any year under this clause of the Determination, notwithstanding that he may be employed by different employers.

CUMULATIVE SICK LEAVE.

23. (a) Sick leave shall accumulate from year to year so that the period of 40 hours in each year of employment (or any balance of the period) specified in clause 22 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 22 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 of employment in which it accrues.

(b) Notwithstanding anything to the contrary contained herein, any employee who at the commencement of this Determination has acquired rights under the Determination hereby rescinded shall have such rights preserved to him as though they were prescribed in this Determination and his employer shall grant them to the employee on application.

LEAVE OF ABSENCE.

24. (a) Nothing in this clause has reference to absence occasioned by ill health.

(b) In any daily newspaper office every employee shall be entitled to and be allowed three calendar weeks' and two days' leave (excluding Christmas Day and Good Friday) on full pay in respect of each completed period of twelve calendar months' service, of which three calendar weeks and two days, two calendar weeks at least shall be consecutive during the continuance of this Determination. Should any employee be required to work on Christmas Day or Good Friday, he shall, within seven days of either holiday, be given a day off in lieu thereof.

(c) In other than a daily newspaper office (including a commercial printing office) every employee shall be entitled to and be allowed two calendar weeks' leave and ten public holidays on full pay in respect of each completed period of twelve calendar months' service during the continuance of this Determination, such two calendar weeks' leave to be consecutive, provided that by agreement between the Union and the employer the period of consecutive leave may be reduced to meet special circumstances in the case of weekly newspapers (but not so as to deprive the employee of any part of the leave provided) and provided further that the ten public holidays may be either public and/or local holidays as the employer and the employee may agree upon.

(d) In this Determination "public holiday" means the day observed as any of the following days or any days substituted therefor:—New Year's Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Christmas Day, Boxing Day, Australia Day, Queen's Birthday, Anzac Day, together with such district or local holidays as may be observed in the district or place in which an employee works. Where a holiday may fall on a non-working day and the State may with regard to its own employees prescribe in the following week a certain working day as an additional holiday, such working day shall be a public holiday within the meaning of this clause.

(e) An employee, for his own purposes, and with the consent of the employer, may elect to take off an equivalent number of days in lieu of and in substitution for one or more of the public holidays to which this clause entitles him.

(f) The period of consecutive weeks' leave prescribed in sub-clause (b) hereof shall include public holidays occurring within the period, but shall not include Good Friday or Christmas Day. The period of consecutive weeks' leave prescribed in sub-clause (c) hereof shall not include public holidays but should a public holiday fall within the period it shall not reduce the number of ten public holidays to which the employee is entitled under this sub-clause.

(g) Leave shall be taken at such time as the employer deems convenient, but within three months of such leave becoming due. The employer may, at his option, allow an employee to take such leave before the completion of such twelve calendar months' service. An employee shall be given at least one month's notice of the commencing date on which he will be required to take his leave.

(h) If the employment be terminated after any leave shall become due and the leave not have been taken, the employee shall be entitled to the payment of wages in lieu thereof appropriate for his period of leave as prescribed in sub-clauses (b) and (c) hereof, less any days of leave which may have been taken by him, the wages to be calculated as of the date when the leave accrued due.

(i) If during any twelve months of his service the employment of an employee who has been employed for more than three calendar months is terminated, such employee shall be paid the proportion of wages appropriate for his period of leave as prescribed in sub-clauses (b) and (c) hereof, which the period of employment bears to twelve calendar months, less any paid holidays occurring within the period on which the employee had not worked. For the purposes of this clause, "the period of employment" shall mean the period commencing with his first employment, or upon the expiration of any twelve months of his employment. Any employee, other than a casual employee, whose period of employment when terminated is less than thirteen weeks, shall have a day's pay granted to him for any holiday worked by him falling within the period of employment unless a day's leave in lieu thereof has been given.

(j) Each employee before going on leave, shall be paid his wages for the period of leave. For the purpose of this sub-clause the wage shall be at the rate prescribed by clause 2 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. If the employee is a pieceworker, the pay to be given for the period of leave of absence shall be at the rate fixed for a time worker doing the same class of work as that of the employee.

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

(l) If during any twelve months of his service an employee entitled under this clause to ten public holidays on full pay has not been allowed at least ten public holidays, he shall be paid, if a time worker, an ordinary day's pay, or if a pieceworker, an ordinary day's pay for a time work machine compositor, in respect of each public holiday (not exceeding in all the number of ten) on which he has been required to work notwithstanding that for the week including such public holidays he has been paid his full weekly wage or piecework rate, as the case may be, and such amount may be claimed within twelve months after the expiration of such twelve months.

(m) If in any twelve months of his service an employee entitled under this clause to leave on full pay as prescribed in sub-clauses (b) and (c) hereof, has not been allowed such leave, he shall be paid for each of the days mentioned, if a time worker, at the full rate of payment, or if a pieceworker at the rate for a time work machine compositor, notwithstanding that in respect of each of such days he has already received his wages or piecework payment, as the case may be, without deduction, and such amount may be claimed within twelve months after the expiration of such twelve months.

(n) Payment under either of sub-clauses (l) and (m) hereof shall not excuse an employer for failure to allow an employee to take a holiday or leave to which he is entitled under this clause and such failure shall be a breach of this Determination, notwithstanding any agreement whereby the employee purports to waive the holiday or leave to which he is entitled.

TIME BOOK.

25. (a) Each employer shall keep a time and wages book, correctly and fully written up in ink in English, showing the name of each employee and his occupation, the hours worked (including overtime) each day or night, and the wages, overtime and allowances 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.

(b) The employer shall also keep for inspection a record of the age of each female or male junior and each apprentice.

(c) A duly accredited official of the Union shall mean any officer of such organization or of the appropriate branch thereof, who may be accredited in writing by the general secretary, or by the appropriate branch secretary, and shall include the branch secretary.

POWER TO ENTER.

26. The secretary of the appropriate branch of the Printing Industry Employees' Union of Australia, or an officer of the said Union, shall, by arrangement with the employer or his representative in charge, have the right to enter and inspect during working hours any part of a printing factory or workshop and to interview the employees in working hours. The official shall exercise this right reasonably, and shall interfere with the work and duties of an employee as little as possible.

CASUAL EMPLOYEES.

27. (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 pieceworker. A casual employee after two weeks of continuous employment as a casual employee shall become a weekly time worker or weekly pieceworker.

(b) Where a casual employee commences duty, or where the employer expressly agrees to employ a casual employee on any employment, and the casual employee, in pursuance of such agreement, actually attends for duty, such employee:

(i) If a time-worker engaged in the publishing department, shall be paid for three hours of employment at the least.

(ii) If a time worker engaged as a machine compositor, shall be paid for four hours at the least.

(iii) If a time worker engaged in any other work, shall be paid for four hours at the least.

(iv) If a piece worker, shall be given four hours' work at the least or paid for four hours at the appropriate rate for a time worker.

(c) The hourly rate for any work for which a weekly rate is prescribed by this Determination is to be ascertained by dividing the weekly rate by the number of hours which constitute the employee's prescribed working week.

(d) A casual employee, other than a casual publishing employee, whether working at piecework or time work and working on day shift, shall be paid for such work the piecework rate or the hourly rate prescribed for such work, with the addition of 15 per cent.

(e) A casual employee, other than a casual publishing employee, whether working at piecework or time work, and whether working mixed day and night shift, or night shift, or on work extending to not later than 6 o'clock Sunday morning, shall be paid for such work the piecework rate or the hourly rate prescribed for night work, with the addition of 15 per cent.

(f) A casual publishing employee working on day shift, shall be paid for such work the hourly rate of 5s. per hour.

(g) A casual publishing employee, whether working mixed day and night shift, or night shift, shall be paid for such work the hourly rate of 5s. 6d. per hour.

(h) A casual employee, when working overtime, 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 such work done on overtime with the addition of 15 per cent.

PROBATIONERS ON TYPE-CASTING OR SLUG-CASTING MACHINES.

28. An employer shall not employ an employee as a probationer on the keyboard of a type-casting or slug-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.

PIECEWORK.

29. (a) No work shall be performed by any employee by contract or sub-contract or other similar system.

(b) No piecework shall be performed by an employee other than in respect of work done in connexion with machine composition in a newspaper office in Hamilton, and in any other newspaper office where four or more slug-casting machines are in use, as may be agreed upon between the Union and an employer.

(c) (i) Subject to adjustments pursuant to clause 42 hereof, in conformity with increases or decreases in the basic wage, the minimum piecework rates payable to an employee by an employer shall be the rates prescribed in Schedule "A", Machine Composition, of this Determination.

(ii) The said Schedule "A" is hereby incorporated in this Determination.

(d) At the end of each working week the aggregate earnings of a pieceworker employed upon work covered by Schedule "A" shall be ascertained for such week according to the provisions of this Determination, and where such pieceworker (when employed in Grade "A", as defined in clause 3 of this Determination) has worked on each and every day ordinarily worked in such week, such aggregate earnings shall be increased or decreased by the amount by which the basic wage of this Determination is greater or less than £6 9s.; but where such pieceworker has not worked on each and every day ordinarily worked in such week, then the aggregate earnings of such pieceworker shall be increased or decreased, as the case may be, by a part of such £6 9s. proportionate to the number of days worked calculated to the nearest penny.

CALL CLAUSE.

30. (a) In respect of newspaper work, two hours shall be paid for as a call to any employee brought in on any week-day to issue any special edition or do any work not in his ordinary working hours for that week. Such call, together with the time worked, shall be paid for at the rate of time and a half or rate and a half, except on Sundays. On Sundays, double time or double rate shall be paid for the call, and for the time worked, with a minimum of two hours. This clause shall only apply when an employee is not notified before he leaves work that he will be required for special duty. In any case where an employee is brought in without notice because of another employee having unexpectedly absented himself from his work, the provisions of this clause shall not apply, but the employee so brought into work shall be paid double time or double rate for the hours worked by him should such hours be outside his ordinary working hours for that week.

(b) In respect to commercial printing work, 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, shall be paid for as a call to any employee brought in to do any work not in the 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 Sunday, when double time or double rates shall be paid.

APPRENTICES.

31. The general conditions for apprentices shall accord with those prescribed from time to time for apprentices under the jurisdiction of the Apprenticeship Commission.

PAY DAY.

32. An employee shall be paid his wages weekly, in cash, and not later than Friday in the week in which the wage is due. Not more than two days' pay may be kept in hand by any employer.

MIXED FUNCTIONS.

33. Where an employee is employed on work which involves the payment of a higher rate of wage than the rate prescribed in this Determination for the work usually performed by such employee, the employee shall be paid such higher rate of wage for the time occupied by him in the performance of such work provided that if he be employed for four hours or more on any day on such work the employee shall be paid for the full day at the higher rate of wage. This clause shall not apply to rotary machine workers who for brief periods during the running time of the machine perform mixed functions.

HEALTH PROVISIONS.

34. (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 department.

(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 employees to wash their hands.

(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, except 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) In connexion with stereotype and/or electrotype installations proper and adequate provision shall be made for carrying off the fumes arising from the melting down of old stereotype plates or linotype slugs and from the refining of dross.

(g) The cleaning of linotype plungers 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.

LIGHTING OF WORKROOMS.

35. (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 cleaned on both the inner and outer surfaces, and kept clean.

BRONZING OR DUSTING-OFF.

36. (a) Bronzing or 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 connexion with—

(i) An efficient exhaust draught which effectively carries away bronzing 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 possible 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 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 a suitable place or places for clothing put off during working hours.

(d) Every person employed in bronzing or dusting-off 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 this clause.

(e) Where bronzing or dusting-off 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 a sufficient supply of clean towels and soap and nail brushes and 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 6d. 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 employee to do bronzing or dusting-off work.

(i) Upon request being made each person shall be supplied free of charge by the employer with milk each morning and each afternoon where employed in bronzing or dusting-off by hand for two hours or more in any morning or afternoon period.

UNION DELEGATE.

37. Delegates chosen from the members of the Union (but not more than two) shall be allowed the necessary time in working hours to interview their employer or his representative for the purpose of submitting grievances. If such delegates be pieceworkers they shall be paid for such time at the time rate for machine compositors. The time of any interview shall be so fixed as not to delay the publication of a newspaper.

DETERMINATION TO BE POSTED.

38. (a) A copy of this Determination shall be kept posted in a prominent place in each workroom where it may be read by employees. The Printing Industry Employees' Union of Australia shall be permitted to post notices as to Union meetings on a board at each establishment in a reasonable manner.

(b) Notices containing advice for the preservation of the health and protection of workmen, if provided by the Printing Industry Employees' Union of Australia, shall be kept prominently posted and displayed in all workrooms by the employer.

INTERPRETATION OF THIS DETERMINATION.

39. (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 as prescribed by this Determination.

(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 (i) any male employee over 21 years of age other than an apprentice, or (ii) any employee who has completed his period of apprenticeship but is under 21 years of age; and "adult female" shall mean any female employee over 21 years of age.

(e) A duly accredited or authorized official or person, member of the Printing Industry Employees' Union of Australia, shall mean any officer or member of the said Union or of the appropriate branch or sub-branch thereof who may be accredited in writing by the secretary-treasurer of the said Union or by the appropriate branch secretary, and shall include the said secretary-treasurer and branch secretary. The words "branch secretary" shall mean the secretary of the State branch of the said Union.

(f) The "said Union" or "Union" shall mean the Printing Industry Employees' Union of Australia.

(g) A copyholder, unless an apprentice to hand composition or hand and machine composition, shall not be entitled to do the work of reading, revising, checking, or correcting proofs.

(h) "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 and shall mean and refer to printing when done by any process prescribed for Apprenticeship by the Apprenticeship Commission of Victoria.

It shall mean and refer to the operation of multilith, rota-print, or any similar type of printing machine but shall not apply to or in any way regulate the employment of persons engaged upon work which is produced wholly by ribbon process using a stencil of waxed paper or prepared tissue paper.

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

It shall mean and refer to the operation of multigraph, writer-press, rotype, or similar machines printing from movable type, sterios, electros, zincos, photo-engravings, or the like, but shall not apply to or in any way regulate the employment of persons where the work is produced wholly by ribbon process using a stencil of waxed paper or prepared tissue paper.

PERIODICAL ADJUSTMENT OF WAGES.

40. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 33 of the *Labour and Industry Act* 1953, the Board hereby determines that such rates shall be automatically adjusted by the same amount, and at the same time as each basic wage as prescribed in clause 41.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Victoria	£ s. d. 12 2 0	Sydney, Melbourne, Adelaide, Perth and Hobart

ADJUSTMENT OF BASIC WAGE.

41. (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 May, 1955, the amount of the basic wage shall be as prescribed herein.

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

ADJUSTMENT OF WAGES RATES FOR EMPLOYEES, OTHER THAN ADULT MALES.

42. (a) The wages rates for adult females shall be adjusted by increasing or decreasing the said rates by an amount of 75 per cent. of any increase or decrease in the basic wage for adult males.

(b) The wages rates for male juniors, apprentices, and female juniors shall be adjusted from time to time by calculating the percentages set out in Tables "C," "D," and "E" of clause 2.

(c) The earnings of a pieceworker shall be adjusted by adding or subtracting, as the case may be, to such earnings an amount of 1s. 1½d. for each variation of 1s. in the basic wage.

SCHEDULE "A"—MACHINE COMPOSITION.
(Vide Clauses 42 (c), and 29 of the Determination.)

PIECEWORK RATES AND CONDITIONS.

1. (a) Piecework machine composition shall be done subject to the provisions of the Determination and of this schedule, and not otherwise.

(b) Subject to the provisions of sub-clause (c) hereof, the piecework rate for machine composition shall be 8d. per thousand ens; but where such work is done on a night shift, the rate shall be 8½d. per thousand ens.

(c) The rates specified in sub-clause (b) hereof have been fixed in relation to a total basic wage of £8 10s. per week, and in accordance with the provisions of sub-clause (c) of clause 42, as from the date of operation of this Determination an amount of £5 19s. 6d. per week shall be added to the earnings of a pieceworker.

CAST-UP AND MINIMUM MULTIPLIER.

2. (a) 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 decimal 5 shall count an en for the machine compositor, and if less shall not be counted. If it is decimal 5 it shall count alternately for the house and the machine compositor.

(b) All matter set for advertisements in type larger than 8-point shall carry a minimum multiplier of 45, and where the type used in the advertisements is larger than the predominant body matter type of the newspaper it shall be measured in depth by such predominant body matter type.

(c) The multipliers for newspapers having columns of 11½-ems measure shall be as follows: 7-point type, 45; 6-point type, 48; 5½-point type, 50.

PIECEWORK AND TIME WORK MATTER.

3. Matter set in type up to and including 8-point shall be reserved to the piecework machine compositors. Should such be set on time by the house, it shall be charged by the pieceworkers as plain matter. Matter set in type larger than 8-point may be set on time by the house. Provided that in any morning daily newspaper office display advertisements (that is, advertisements in which there are three or more different sizes of type other than public and Government notices) may be set in their entirety by time workers.

10-POINT AND LARGER TYPE.

4. Matter (other than multiple-bar matter, headlines, display lines or body matter in advertisements) of 13-ems measure and under composed in 10-point type shall be charged one farthing extra per thousand ens; all types above 10-point in size shall be charged three arthings extra per thousand ens.

HEADLINES AND DISPLAY LINES.

5. (a) Headlines to articles when set by the piecework machine compositor shall be charged according to the depth and multiplier of the type used in the article to which they belong, with one-third extra for types up to and including 14-point.

(b) Display lines in advertisements larger than body type when set by the piecework machine compositor shall be charged in accordance with sub-clause (b) of clause 2 hereof, with one-third extra for all types up to and including 14-point.

LEAVING MACHINE.

6. When a machine compositor has to leave his machine to work on another machine in connexion with his "take," he shall be entitled to charge twelve lines of body matter of the "take" in addition to the value of the matter set.

BORDERED MATTER.

7. 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.

8. 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 for at rate and a half. An unintentional error in spelling is not illiterate spelling within the meaning of this clause.

FOREIGN LANGUAGES.

9. Matter set in any language other than English shall be paid for at double rate.

"TAKE" OF COPY.

10. Twelve lines of 13-ems measure or their equivalent 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", and provided further that during the last fifteen minutes of the work done by the machine compositor when finishing prior to the last forme leaving the composing room, the "take" may be reduced to six lines.

TOP AND BOTTOM RULES.

11. 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 to be reckoned in the depth.

INTRODUCTORY LINES IN TABULAR MATTER.

12. Introductory lines or footnotes or lines between tabular matter in any case not exceeding six lines shall be paid for as part of the table.

COLUMN OR TABULAR MATTER.

13. Column or tabular matter cast on one bar shall be charged: Two columns (two justifications or arrangements), rate and a 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 a time rate to be calculated on the weekly machine compositor's rate, with the addition of 12½ per cent.

HEADINGS.

14. Column or tabular matter with headings in smaller type than the body shall be cast-up at the value of each body.

RUN-OUT LISTS, ETC.

15. Matter consisting of subscribers' names with the sums of money run out to the end of the lines, names of horses with "st." and "lb." run out, measurements of land with acres, roods and perches run out, and similar matter shall carry no extra charge, but where there are two columns of figures in the measure, such matter shall be paid for at rate and a half; and where there are three columns of figures, at double rates. In other matter which requires to be cast-off to ascertain the proper widths of columns, or to be ranged, whether such matter consists of words or figures, each column and each group of ranged matter shall be considered a column, whether with or without rules or headings, and shall be paid for accordingly.

RUN-ON LISTS AND SIMILAR MATTER.

16. Run-on matter consisting of mixed figures and words, such as subscription lists, share lists, land sales, wool sales, show prize lists, cargo lists, mixed names and figures, tennis results, egg-laying competition results, pawnbrokers' advertisements, balance-sheets, University or other school lists (other than those which consist of figures), cricket scores, rifle scores, quoit scores, mining and market reports, racing weights, racing results and similar matter, and also passenger lists, shall be paid for at rate and a third, but lines not containing such run-on matter shall be charged plain. University and other school lists and examination results (consisting of figures), lottery results (consisting of figures), and other run-on figure matter (consisting of figures), shall be paid for at double rate.

LEADERED MATTER.

17. All leadered matter, if leaders are ranged, shall be paid for at rate and a third.

SMALL CAPITALS, ITALICS, OR SORTS.

18. (a) For small capitals, italics, clarendon or other faces and sorts of type not on the principal keyboard, but fed in by hand or (except in the cases provided for in sub-clauses (d) and (e) hereof) fed in from an auxiliary keyboard, 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 single lines or intermittent words are set on the keyboard in such faces and sorts, one line extra shall be paid for each line containing such words, except small capitals, which shall be paid one line extra for each word.
- (c) One line extra shall be allowed for every two (or fraction of two) two-line initial letters inserted by hand.
- (d) One line extra shall be allowed for every three (or fraction of three) two-line initial letters set from an auxiliary keyboard.
- (e) One line extra shall be allowed for every five (or fraction of five) two-line letters set from an auxiliary keyboard as display words.
- (f) When double-letter matrices are used and matter is set on the upper tier or by the two-letter or leaf attachment for elevator head elevation, such matter (excluding headlines and display lines) up to 25 continuous lines shall be paid at rate and a half.

CORRECTIONS.

19. (a) Alterations from copy to the first proof shall be paid for at double rate. House marks or authors' proofs shall be paid for at double rate, but six lines shall be the minimum charge where corrections to single proofs are requested and the machine compositor has not to leave his machine. New matter or additions to copy shall be paid for at the ordinary rate if exceeding twelve consecutive lines. The house shall be entitled to correct all authors' proofs or revises on time.
- (b) A machine compositor shall have a reasonable opportunity to correct his own proofs. Should the exigencies of the work require it, proofs may be corrected on time at the discretion of the printer, and the house shall have the right to correct and deduct from the machine compositor the number of lines requiring correction. The machine compositor shall have the opportunity of seeing the proofs containing any corrections charged against him.
- (c) When a reader is not employed on any shift or is employed for a part of a shift only, and proofs as a consequence are not available to a machine compositor for correction, the house shall correct such proofs and make no charge against the machine compositor.
- (d) It shall be permissible for a machine compositor to arrange with another machine compositor for the correction of his proofs where such arrangement will not cause delay.

SLUGGING, ETC.

20. 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.

21. (a) The machine compositor shall not be paid for white lines, leads, rules or other matter inserted by the house, except where the same are set or required by the house to be inserted as part of a "take."
- (b) Matter set on a larger body than the face size shall be charged the face multiple and body size for number of lines.

MULTIPLE-BAR MATTER TO BE LAID OUT BY HOUSE.

22. 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 mistakes made by him.

EXTRA CHARGE FOR MULTIPLE-BAR MATTER.

23. 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.

24. Each line cast by the machine shall be paid for as a full line of the width of the standard column of the paper concerned, provided that each line of wider measure than such standard width shall be charged as a full line of the measure to which the vice-jaw is set.

COPY TOO BIG FOR TRAY.

25. 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 one-third.

BAD OR INDISTINCT COPY.

26. Bad or indistinct copy classed as such by the printer and the Father of the Chapel, 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 one-third.

CONTRACTIONS—EXTRA CHARGE.

27. 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. No extra charge shall be made where occasional contractions appear in the copy and are required to be followed by the machine compositor.

DEFECTIVE MACHINES.

28. 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.

29. The piecework rate for machine composition from any lower magazine from which the matrices assemble down a chute (as in the Mergenthaler Model No. 4), shall be such as may be agreed upon between the printer and the Father of the Chapel in the establishment concerned: and in default of such agreement the machine compositor may at his option work such machine at the time rate for machine compositors.

TIME WORK.

30. A machine compositor who may be temporarily required to do hand work shall be paid therefor not less than the time rate for a machine compositor.

WAITING TIME.

31. All stoppages of five minutes or more at any one time shall be charged as waiting time, and be paid for at the time rate for a machine compositor, provided that such stoppages have not been caused by the fault of the machine compositor.

CHANGING MAGAZINES.

32. The machine compositor shall be entitled to charge—
- (a) Each time he has to remove the mould from the machine and replace it by another, or insert a fresh mould, or change the measure of the mould, 4d.
- (b) Each time he changes the magazine of a machine where such change is not accomplished by the manipulation of handle or lever, 4d.

(c) Each time he changes and returns the magazine of a multi-magazine machine or a machine of similar design where such change and return of the magazine are made by the manipulation of a handle or lever, 1d.

(d) Each time he empties or refills a magazine, 9d.

(e) Each time he empties and refills a magazine, 1s. 3d.

The machine compositor shall be entitled to make any of the foregoing charges where the work is done by a mechanic while the machine compositor is waiting or assisting.

SUPPLIED MATTER.

33. Linotype composition supplied to a newspaper office, whether supplied in the form of type, slug, stereotypes, electrotypes or fongs, shall be charged by the piecework machine compositors at the prescribed piecework rates for such class of composition.

LONG MEASURE.

34. Slugs of 26-ems pica measure and over set in 6-point or smaller type shall be paid $\frac{1}{2}$ d. per 1,000 ems in addition to the rate.

ALTERATIONS IN STANDING ADVERTISEMENTS.

35. Alterations made in standing advertisements shall be charged as "house marks," provided that more than six consecutive lines shall be charged plain with a minimum charge of twelve lines.

INSTRUCTIONS.

36. Instructions shall be given to the machine compositor with the first "take" of copy of each article.

CATCHLINES.

37. All catchlines shall be charged for by the machine compositor when set by him.

FULL FOUNT OF MATRICES.

38. Each machine shall be provided with at least 25 spacebands and such a fount of matrices as will enable the machine compositor to do his work without delay.

REPEAT LINES OF EXTRA CHARGE MATTER.

39. The fifth and subsequent repeat lines of extra charge matter shall be charged plain and repeated by re-casting.

CUMULATIVE CHARGES.

40. Each extra charge under this schedule shall be computed independently of any other extra charge which the same matter may carry, and on the basis of the same being plain matter. In no case shall extra charges accumulate beyond the plain rate plus rate and one-half.

ATTENDING AND ADJUSTING.

41. On any shift a machine compositor on piecework 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 pieceworker, 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.

TABLE OF MULTIPLIERS.

Measure— Pica Ems.	Pearl or 5-pt.	Agate or 5½-pt.	Non- pariel or 6-pt.	Minion or 7-pt.	Brevier of 8-pt.	Bourgeois or 9-pt.	Long Primer or 10-pt.	Small Pica or 11-pt.	Pica or 12-pt.	English or 14-pt.
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. BARNES, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 8th February, 1955.

[The body of the page contains extremely faint and illegible text, likely bleed-through from the reverse side of the document. The text is too light to be transcribed accurately.]