



VICTORIA GOVERNMENT GAZETTE.

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[1936

Factories and Shops Acts.

DETERMINATION OF THE CORDAGE BOARD.

NOTE.—(a) This Determination on 23rd April, 1936, applied to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, 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 process, trade, or business of a maker of rope, twine, cordage, halters, coir mats, or coir matting," has made the following Determination, namely:—

(1) That on the 23rd April, 1936, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

APPRENTICES OR IMPROVERS.

Age.	Wages per Week of 44 Hours.		Proportionate Number.
	Males.	Females.	
	£ s. d.	£ s. d.	
Under 16 years of age	0 16 6	0 15 6	<i>Apprentices.</i> One male apprentice to every three or fraction of three male workers employed and receiving not less than 68s. per week of 44 hours
16 and under 17 years of age	1 1 0	0 19 6	
17 " 18 " "	1 5 6	1 2 6	One female apprentice to every three or fraction of three female workers employed and receiving not less than 35s. 6d. per week of 44 hours
18 " 19 " "	1 10 0	1 6 0	
19 " 20 " "	1 16 0	1 10 0	
20 " 21 " "	2 5 6	1 12 6	
			<i>Improvers.</i> One male improver to every twenty male workers employed and receiving not less than 68s. per week of 44 hours One female improver to every twenty female workers employed and receiving not less than 35s. 6d. per week of 44 hours

JUVENILE WORKERS.

	Per Week of 44 Hours.	Per Week of 44 Hours.	
		Males.	Females.
<i>Hard Fibre Department.</i>			
	s. d.	s. d.	s. d.
Males.			
Hand reelers	52 0	16 6	15 6
Attendants to rope house machine—as for under 2 inches circumference	45 0	21 0	19 6
Lappers of clothes lines	44 0	25 6	22 6
Persons balling lashing	33 0	30 0	26 0
Persons balling binder twine	32 0	36 0	30 0
		45 6	32 6
Females.			
All females	35 6		
<i>Other Juvenile Workers.</i>			
Under 16 years of age		16 6	15 6
From 16 to 17 years of age		21 0	19 6
" 17 " 18 " "		25 6	22 6
" 18 " 19 " "		30 0	26 0
" 19 " 20 " "		36 0	30 0
" 20 " 21 " "		45 6	32 6

PROPORTION OF JUNIORS.

Not more than five persons under 21 years of age may be employed to every two adults in the Hard Fibre section of a factory or place and not more than five persons under 21 years of age to one adult in the Soft Fibre section of a factory or place.

OTHER EMPLOYEES.

	Per Week of 44 Hours.
(a) Adult Males.	
First rope layer on heavy type 12 strand machine	88 0
Rope layer on heavy type 9 strand machine	83 0
Foreman in charge of spinning and preparing departments	84 0
Other rope layers in walk with travellers	79 0
Rope splicer on driving ropes and springs	76 6
Storeman in charge	76 0
Packer working press (hand or power), pressing over 28 lb. in weight	73 0
Rope house machine making 2 inches up to and including 4 inches	73 0
Rope house machine making over 4 inches	76 6
Power reeler or finisher in connexion with heavy type 12 strand machine	72 0
Feeder of 1st spreader	72 0
Traveller driver on heavy type 12 strand machine	71 0
Damp mixer or batcher	70 0
Feeder of softeners of batchers	71 0
Rope and binder twine packer	71 0
Winder and warper in tarring department	71 0
Winding, oiling, and tarring yarn	71 0
Oiler and/or belt repairer	71 0
Maker of rope fenders	71 0
Maker of pig nets	70 0
Power reeler or finisher in walk	69 0
Other traveller drivers (except on light-travellers for cords and lines not exceeding 1½ inches in circumference)	68 0
Opening manila hemp	68 0
Scutcher	68 0
Lumping hemp, flax, or binder twine in store	68 0
Feeder of tow breaker card	68 0
Lumping hemp, flax, or binder twine on wharf	74 0
Packing and balling shop twine	71 0
Mat finisher	70 0
Layer of lines or cords in walk	73 6
Twister or layer of yarn in walk	69 6
Maker of fishing lines	70 0
Hand reeler	68 6
All others	68 0
(b) Adult Females.	
Hard Fibre Department.	
Balling binder twine	38 6
Balling lashing	38 6
Bagging binder twine	37 6
Soft Fibre Department.	
Feeding breaker card with clock	38 6
Feeding spreaders	36 6
Feeding finished cards (hemp)	36 6
Spinning	38 6
All other adult females	35 6

(3) NIGHT SHIFT.—Any employee working on night shift shall be paid 5s. per week in addition to the above rates.

(4) DEFINITION OF FEMALES' WORK.

Females performing any work other than that specified below shall be paid the rates fixed for adult males:—

Hard Fibre Department.

Opening hemp; delivery end first spreader; feeding and delivery of all subsequent spreaders and drawing frames; balling binder twine; spooling binder twine; balling lashing; bagging binder twine; sweeping.

Tow Department.

Delivery end breaker card; feeding and delivery other cards and drawing frames; sweeping.

Soft Fibre Department.

Spreaders; breaker cards; finishing cards; drawing frames, roving frames; spinning frames; winding frames; twisting and laying machines; balling shop twine; reeling and spooling shop twine; weighing and parcelling shop twine; pressing and parcelling bagging twine; reeling; plaiting and braiding, covering cordage with canvas and paper, sweeping; making cores for spooling machine, lapping; doffing, piecing and spinning.

Cordage Department.

Hanking and parcelling plough reins and sash lines; making nets from small rope twine and cords; opening, plaiting, and finishing halters; making shanks for halters; hanking, making up, and parcelling fish and other lines.

Mat Department.

Mat makers on looms; mat makers on frames; making bordered mats; carders; plaiters; and winders (including cop winders).

(5) DEFINITION OF JUVENILE WORKERS.

Persons under 21 years of age (other than apprentices and improvers) who, if males, are engaged on any work for which the rate of wages fixed for adults in this Determination does not exceed 68s. per week, or who, if females, are engaged on any work for which the rate of wages fixed for adults in this Determination does not exceed 35s. 6d. per week.

(6) SHIFTS.—Times of beginning and ending work:—

Time of Beginning.	Day Shift.	Time of Ending.
7.30 a.m.	6 p.m. on Monday to Friday.
7.30 a.m.	12 noon on Saturday.
	<i>Night Shift.</i>	
6 p.m.	7.30 a.m. on Monday to Friday.

(7) **OVERTIME.**—Hours of work shall be fixed in each factory within the hours fixed in Clause 5. Time and a half shall be paid for the first four hours for all work done outside the hours so fixed and double time thereafter.

(8) **NIGHT SHIFT.**—

- (a) An employee transferred from day work to night work shall be guaranteed his position on day work after he has completed his work on the night shift.
- (b) A night shift shall be deemed to be any shift where the majority of the hours of the shift are worked outside the ordinary hours of day work.
- (c) A juvenile under the age of 18 years shall not be required to work at night.
- (d) A female employee shall not be employed on night shift.
- (e) The employment of adult workers on night shift who are not eligible for transfer to day work may be terminated by 24 hours notice on either side.
- (f) The employment of male juveniles between 18 and 21 years of age on night shift may be terminated without notice.
- (g) For all time worked in excess of 44 hours employees on night shift shall be paid time and a half for the first 4 hours and double time thereafter.

(9) **MEAL INTERVAL.**—An interval for a meal shall be granted between 12 noon and 1 p.m. on each day from Monday to Friday inclusive, and any employee called upon to oil, repair, or clean machinery during the said interval shall be granted equivalent time immediately preceding the said meal interval or shall be paid time and a half until such meal hour is granted.

(10) **PAYMENT FOR MEAL.**—(a) An employee residing more than half-a-mile from his work required to work overtime for more than two hours without being notified before the previous meal hour break that he will be so required shall either be supplied with a meal by the employer or paid 1s. 6d.

- (b) If an employee is notified that overtime will be worked and such overtime is not worked, then 1s. 6d. meal money shall be paid.
- (c) For work done during meal hours and thereafter until a meal hour break is allowed, time and a half shall be paid. A not an employee shall not be compelled to work more than six hours without a break for a meal.

(11) **TERMS OF ENGAGEMENT.**—Employment shall be terminated only by a week's notice on either side, and such notice may be given at any time during the week. This shall not affect the right of the management to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases wages shall be paid up to the time of dismissal only; or to deduct payment for any day the employee cannot usefully be employed because of any strike or through any breakdown of machinery or by any stoppage of work by any cause which the employer cannot reasonably prevent. This clause shall not apply to employees under 21 years of age. Provided, however, that if 33 per cent. of the adult employees of any employer do not desire to work on the days between Boxing Day and New Year's Day, the employer shall be entitled to close his works on such days, and none of his employees shall be entitled to payment for such days.

(12) **SICK PAY.**—Any adult employee unable to attend work on the grounds of personal ill-health shall be entitled to payment for not more than four days in each year.

(13) **PAYMENT OF WAGES.**—(a) All wages due shall be paid not later than Friday in each week.

- (b) An employer shall not be allowed to keep more than one day's pay in hand.
- (c) If an employee leaves or is dismissed he shall be paid his wages on leaving or being dismissed, provided that necessary money is available at the factory office.
- (d) All wages shall be paid during ordinary working hours.

(14) **TOOLS OF TRADE.**—The employer shall provide all tools of trade excepting knives.

(15) **HEAVY WEIGHTS.**—(a) A male employee shall not be employed to pull, drag, or push more than 8 cwt. on a level surface, except in trucks on rails, the floor or surface to be kept in good order and repair.

(b) A female employee under 18 years of age shall not be obliged to lift or carry a greater weight than 25 lb.

(16) **DINING ROOM ACCOMMODATION.**—Proper dining room accommodation, with sufficient supply of boiling water at meal hours, shall be provided.

(17) **FEMALE WORKERS.**—Where practicable seats shall be provided for all female workers who are on duty. A rest-room shall be provided for all female workers who may be temporarily indisposed during working hours.

MIXED FUNCTIONS.

(18) When an employee works for any part of a day on work of a higher grade than that which he usually performs he shall be paid for the whole day at the higher rate provided in the award.

(19) **TRAVELLING.**—All rope splicers shall be paid expenses when working away from the factory. All time shall start from the time the worker leaves the factory.

(20) **HOLIDAYS.**—All employees shall be entitled to the nine holidays hereinafter mentioned without deduction of pay :—

New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Christmas Day, Boxing Day, and Picnic Day, but if no picnic is held, any public holiday not included in this list.

Employees working on any of these days shall, except those engaged on repair work or the cleaning of the plant, shall be paid ordinary time for the time worked in addition to the weekly wage, with a minimum of four hours.

Employees engaged on repair work or the cleaning of the plant on Sundays and the above holidays shall be paid :—

For such work done on the above holidays—Half time, in addition to the weekly wage.

For such work done on Sundays—Double time.

H. J. RICHARDSON, J.P., Chairman.

W. L. HARRINGTON, Secretary.

Melbourne, 3rd April, 1936.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and financial management. The text highlights that records should be maintained in a clear, organized, and accessible manner to facilitate audits and ensure compliance with relevant laws and regulations.

2. The second part of the document addresses the challenges associated with record-keeping, such as the volume of data, the complexity of information, and the risk of data loss or corruption. It suggests that implementing robust information management systems and protocols can help mitigate these risks and ensure the long-term preservation and integrity of records. The text also notes the importance of regular backups and disaster recovery plans to protect against potential data loss events.

3. The third part of the document focuses on the role of records in decision-making and policy development. It argues that well-maintained records provide valuable insights and evidence that can inform the formulation of policies and the evaluation of programs. The text suggests that records should be analyzed and synthesized to identify trends, patterns, and areas for improvement, thereby supporting evidence-based decision-making and continuous improvement in public administration.

4. The fourth part of the document discusses the legal and ethical implications of record-keeping. It highlights that records often contain sensitive information and must be handled in accordance with applicable laws and regulations regarding data privacy and security. The text emphasizes the importance of ensuring that records are stored and accessed securely, and that access is restricted to authorized personnel only. Additionally, it notes that records should be maintained in a manner that respects individual privacy and confidentiality.

5. The fifth part of the document concludes by reiterating the significance of records in public administration and the need for ongoing commitment to record-keeping practices. It suggests that regular training and education for staff on record-keeping procedures and best practices are essential for ensuring the effectiveness and sustainability of record-keeping efforts. The text also encourages the adoption of innovative technologies and approaches to enhance record-keeping efficiency and effectiveness.