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VICTORIA GOVERNMENT GAZETTE.

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No. 170]

TUESDAY, JUNE 13.

[1939

Factories and Shops Acts.

DETERMINATION OF THE BOARDING HOUSES BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 30th June, 1925, has had the power "to determine the lowest prices or rates which may be paid to any persons employed in Boarding Houses with accommodation for four or more boarders" has made the following Determination, namely:—

(1) That on the 19th June, 1939, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

Apprentices or Improvers.			Number (in any Place).	
WAGES PER WEEK.			APPRENTICES.	
	Male.	Female.	<i>Males or Females.</i>	
	<i>s. d.</i>	<i>s. d.</i>	One apprentice to every three or fraction of three workers receiving not less than the minimum wage.	
During 1st 6 months' experience ..	15 6	15 0	IMPROVERS. <i>Males or Females.</i> One improver to every four or fraction of four workers receiving not less than the minimum wage.	
" 2nd " " ..	20 0	18 0		
" 3rd " " ..	24 6	23 0		
" 4th " " ..	28 0	25 0		
" 5th " " ..	33 6	..		
" 6th " " ..	39 0	..		
4th Year's experience ..	54 6	..		
and thereafter the minimum wage.				
OTHER EMPLOYEES.			WAGES PER WEEK.	
			*Minimum Wage, without Board and Lodging.	
			Metropolitan District; the Cities of Ballarat, Bendigo, Geelong, Geelong West, Sandringham, and Warrnambool, the Town of Newtown and Chilwell, and the Boroughs of Eaglehawk and Sebastopol.	All other Parts of Victoria.
			<i>s. d.</i>	<i>s. d.</i>
<i>Males.</i>				
Porter	81 0	78 0
Head Waiter	85 0	82 0
Other Waiters	81 0	78 0
First Cook, where the number of persons employed in the kitchen is eight or more	115 0	112 0
Five, six or seven	100 0	97 0
Three or four	90 6	87 6
Two or less	86 0	83 0
Second Cook, where the number of persons employed in the kitchen is eight or more	95 0	92 0
Five, six, or seven	86 0	83 0
Other Second Cooks	83 6	80 6
Sweets Cook	86 0	83 0
Grill, Relieving, or Assistant Cook	83 6	80 6
Pantryman or Kitchenman	81 0	78 0
Persons not otherwise provided for	81 0	78 0

* Except in the case of an apprentice or an improver, the minimum wage shall be, where the employer—
(a) boards the employee with three meals per day, 15s. per week less, or
(b) boards and lodges the employee, 20s. per week less.

(2)—continued.

OTHER EMPLOYEES.	WAGES PER WEEK.	
	*Minimum Wage, without Board and Lodging.	
	Metropolitan District; the Cities of Ballarat, Bendigo, Geelong, Geelong West Sandringham, and Warrnambool, the Town of Newtown and Chiltwell, and the Boroughs of Eaglehawk and Sebastopol.	All other Parts of Victoria.
	s. d.	s. d.
<i>Females.</i>		
Housekeeper	62 0	59 0
Laundress	50 6	47 6
Housmaid, Parlourmaid, or General	47 6	44 6
Head Waitress	50 6	47 6
Other Waitresses	47 6	44 6
First Cook	62 0	59 0
Second Cooks	54 0	51 0
Sweets Cook	56 0	53 0
Grill, Relieving, or Assistant Cook	52 6	49 6
Pantrymaid or Kitchenmaid	47 6	44 6
Persons not otherwise provided for	47 6	44 6

* Except in the case of an apprentice or an improver, the minimum wage shall be, where the employer—
 (a) boards the employee with three-meals per day, 15s. per week less, or
 (b) boards and lodges the employee, 20s. per week less.

NOTE.—A copy of this Determination shall be displayed at or near the entrance of every establishment where the Determination of this Wages Board applies.

Under the provisions of Section 7 of the Factories and Shops Act 1936 (No. 4461) every employer of any employee in any Boarding House is required to keep a time-book or other record in the prescribed form wherein each employee shall enter daily a record of the hours worked.

(3) HOURS.—The number of hours to constitute an ordinary week's work shall be 48.

(4) TERMS OF EMPLOYMENT.—All employees (other than casual employees) shall be engaged by the week and shall be paid weekly. Except in the case of misconduct by either employer or employee forty-eight hours' notice shall be given by the employer or employee to terminate employment, or in lieu of such notice, two day's wages shall be paid by the employer or forfeited by the employee. When notice of termination of service has been given, employees shall be paid within 24 hours from the expiry of such notice.

(5) CASUAL LABOUR.—Casual employees, i.e., persons employed for less than the number of hours fixed for an ordinary week's work shall be paid as follows:—

For the first 24 hours Time and a half
 Thereafter Time and a third

Provided that the earnings of a casual employee shall not exceed the ordinary wages rates for an ordinary week's work.

(6) OVERTIME.—The following rates shall be paid for overtime:—

For all work done outside a period of 13 hours per day from the time of their beginning to the time of their ending work Time and a half
 For all work done in any week (within a period of 13 hours per day from the time of their beginning to the time of their ending work) in excess of the maximum number of hours fixed as a week's work Time and a half

} Calculated on the full rate, i.e., the rate fixed before deducting board and lodging

(7) SPECIAL RATES.—The special rate payable to persons for work done on Christmas Day or Boxing Day, and New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, and King's Birthday shall be time and a half, calculated on the rates fixed before deducting board and lodging; but if any other day be by Act of Parliament or Proclamation substituted for any of the above named holidays, the special rate shall only be payable on the day so substituted.

(8) ANNUAL LEAVE.—All persons (other than casual employees) shall receive one week's leave of absence (exclusive of the holidays mentioned in clause (7)) on full pay on completion of each twelve calendar month's service. Such leave may be applied for and shall commence at any time within four months of becoming due provided that if an employee leaves or is dismissed before being granted leave then due he or she shall be entitled to payment of a week's wage in lieu of same. An employee shall receive at least seven days' notice of the day on which the annual leave is to begin. An employee who leaves or is dismissed after having worked for six months or over shall be entitled to a *pro rata* leave or payment in lieu thereof.

For the purpose of this clause no service prior to the 18th May, 1930, shall be taken into account.

(9) PAYMENT FOR TRANSPORT.—Where an employee is engaged for a country or a seaside boarding house, and has to travel 20 miles or more to take up service, he or she shall be paid for his or her transport both ways if—

(a) he or she serves with satisfaction to his or her employer for four weeks; and
 (b) is willing to complete the full period of his or her engagement.

(10) UNIFORMS.—Where any female employee is required by the employer to wear a special uniform (other than a black, white, or black and white dress, white apron and cap) such uniform shall be provided and laundered by the employer.

(11) DEFINITION.—“Sweets Cook” shall include any person manufacturing cakes or pastry for meals supplied by the employer.

D. GRANT, Chairman.

GEO. E. PARR, Secretary.

Melbourne, 26th May, 1939.



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No. 171]

TUESDAY, JUNE 13.

[1939

Factories and Shops Acts.

DETERMINATION OF THE CHAR WORKERS BOARD.

NOTE.—This Determination on the 9th June, 1939, applied to the following parts of Victoria, namely:—The Metropolitan District and the Geelong District as defined in the Factories and Shops Acts and the Order in Council thereunder; such portion of the City of Sandringham as is not included within the Metropolitan District; the cities of Ballarat, Bendigo, and Warrnambool; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board, which since the 18th June, 1929, has had the power "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 jurisdiction of the Boarding Houses Board, of the Hospital and Benevolent Asylum Attendants Board, or of the Hotel and Restaurant Board) employed at office cleaning or general cleaning work of a like character in or about any building in which any process, trade, business, or occupation is carried on for profit," has made the following Determination, namely:—

(1) That on the 9th June, 1939, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

Improvers.			Other Employees.		
MALES.			WAGES.*		
WAGES.			Males.		
		Per week of 46 hours.			Per week of 46 hours.
		<i>s. d.</i>			<i>s. d.</i>
Under 19 years of age
19 and under 20 years of age
20 years of age
		32 0	Office cleaners or general cleaners in charge of—	..	108 8
		40 0	4 or more office cleaners or general cleaners	..	97 0
		47 0	1, 2, or 3 office cleaners or general cleaners	..	86 0
			Other office cleaners or general cleaners	..	
PROPORTION.			Females.		
<i>Improvers.</i>			Per week of 44 hours.		
One male improver to every five male workers receiving not less than 86s. per week of 46 hours.			<i>s. d.</i>		
			Office cleaners or general cleaners in charge of—		
			4 or more office cleaners or general cleaners		
			1, 2, or 3 office cleaners or general cleaners		
			Other office cleaners or general cleaners		
			.. 94 7		
			.. 83 7		
			.. 77 5		
			* Where the employer requires the employee to reside on the premises, no deduction shall be made from the wages of such employee for rent, fuel or light.		
			NOTE.—The employer shall supply all necessary tools and materials free.		
FEMALES.					
WAGES.					
		Per week of 44 hours.			
		<i>s. d.</i>			
Under 19 years of age			
19 and under 20 years of age			
20 years of age			
		25 6			
		33 0			
		40 0			
PROPORTION.					
<i>Improvers.</i>					
One female improver to every ten female workers receiving not less than 77s. 5d. per week of 44 hours.					

NOTE.—The Board has determined in accordance with section 25 (1) of the amended *Factories and Shops Act* 1934, that the process, trade, business or occupation is so unskilful that no person shall be taken as an apprentice.

(3) TIMES OF BEGINNING AND ENDING WORK (other than casual employees)—

(a) For males who reside on the premises—

Times of Beginning.		Times of Ending.	
6 a.m.	1 p.m.	on Saturday.
6 a.m.	9 p.m.	on the other working days of the week.

(b) For other Males—

6 a.m.	1 p.m.	on Saturday.
6 a.m.	6 p.m.	on the other working days of the week.

(c) For Females—

6 a.m.	1 p.m.	on Saturday.
6 a.m.	9 p.m.	on the other working days of the week.

(4) OVERTIME.—That the following rates shall be paid for overtime :—

Outside the hours fixed in clause 3	Time and a quarter except that males shall be paid at the rate of time and a half and females double time for all work performed by them on Saturday after 1 p.m.
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Within the hours fixed in clause 3 in excess of 3s. per hour.
the number of hours as fixed for a week's work

(5) EMPLOYMENT FOR LESS THAN FULL WEEK.—(a) MALES.—Casual male employees, that is to say persons who are employed during any week for less than the working week of 46 hours, shall be paid for the first 23 hours at the rate of time and a quarter, and for every hour thereafter ordinary time up to but not exceeding the ordinary wages rates for an ordinary week's work.

Provided that any male person who is not engaged for a week who earns a sum in wages equal to the wages of an ordinary week's work may be required by the employer to complete the week's work without further pay, and if such person refuses to do so he shall forfeit his right to any payment for that week unless his refusal is caused by his illness inability or some other sufficient cause beyond his control.

(b) (i) FEMALES.—Casual female employees, that is to say persons who are employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work, shall be paid at the rate of time and a quarter.

(ii) Female persons who are employed during any week for more than one-half the maximum number of hours fixed in this Determination as a week's work, but for less than 44 hours shall be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

(6) ALLOWANCES.—(i) If a cleaner is required to clean windows and it is necessary to go wholly outside the window, or climb around an outside column to do such cleaning, and if such cleaning is at a height of more than 10 feet from the ground or verandah, he shall be paid 1½d. extra for every such window cleaned unless the outside window or column ledge is more than 24 inches wide. Provided that nothing in this sub-clause shall apply to cleaning from a ladder resting on the ground.

(ii) Where cleaning is done from a ladder, and the height of any portion of the window to be cleaned exceeds 25 feet from the ground, the employee shall be paid 1½d. extra for each window so cleaned.

(iii) Provided that where an efficient safety device is provided this clause shall not apply.

(iv) The amount payable under this clause shall not exceed 1s. per day.

(7) RESTRICTION AS TO CLEANING OF SANITARY CONVENIENCES.—No employee shall be required to clean or attend to any sanitary convenience provided for persons of the opposite sex to himself or herself.

(8) ANNUAL LEAVE.—Any employee who has been in the service of an employer for a period of not less than twelve months, shall be granted with pay, one week's holiday in each year (exclusive of the holidays mentioned in clause 9) and such holiday shall be given within three months of the completion of twelve months' service, provided that, for the purposes of this clause, any service prior to the 7th August, 1937, shall not be taken into account, and that payment for such holiday pay shall be calculated on an average of the four weeks immediately preceding such holiday.

Provided further, that any employee who leaves or is dismissed before the expiration of twelve months shall be given or paid for holidays *pro rata* in accordance with the length of service, viz., one day for each complete two months of service.

(9) PAYMENT FOR HOLIDAYS.—All employees other than casual employees 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, King's Birthday, Christmas Day, and Boxing Day.

(10) SPECIAL RATES.—Double time shall be the rate for all work done on Sunday, Good Friday, 21st April (Labour Day), Anzac Day, or Christmas Day; and time and a half shall be the rate for all work done on New Year's Day, 26th January (Australia Day), King's Birthday, Boxing Day, or Easter Monday; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

RAY H. BEERS, P.M., Chairman.

C. W. TREVETHAN, Secretary.

Melbourne, 22nd May, 1939.