



VICTORIA GOVERNMENT GAZETTE.

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No. 356

WEDNESDAY, DECEMBER 17.

[1941

Factories and Shops Acts.

DETERMINATION OF THE RETAIL DAIRY BOARD.

NOTES.—(1) On 18th July, 1938, the Butter Board was deprived of the power to “determine the lowest prices or rates which may be paid to any person or persons whosoever employed in the process, trade, business, or occupation of preparing milk or cream for trade or sale by retail,” and such power was conferred exclusively on the Retail Dairy Board.

(2) 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 appointed to “determine the lowest prices or rates which may be paid to any person or persons or classes of persons whosoever employed in the process, trade, business, or occupation of preparing milk or cream for trade or sale by retail” has made the following Determination, namely:—

(1) That on the 20th December, 1941, the adjusted Determination of this Board which came into operation as from the beginning of the first pay period to commence in November, 1941, shall be revoked and replaced by this Determination.

(2)

Improvers.			Other Employees.						
WAGES.*			WAGES.*						
Per week of 44 hours.			Per week of 44 hours.						
Shift Workers.		All Others.	Shift Workers.			All Others.			
Weekly Rate.	War Loading (Non-adjustable).	Total Weekly Wage.	Weekly Rate.	War Loading (Non-adjustable).	Total Weekly Wage.	Weekly Rate.	War Loading (Non-adjustable).	Total Weekly Wage.	
s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	
Under 16 years	39 10	Manager	115 6	2 0	117 6	109 6	2 0	111 6
16-17 years	46 11	Foreman	115 6	2 0	117 6	109 6	2 0	111 6
17-18	52 9	Operator of—						
18-19	67 5	60 3	Separator, pasteurizer, or milk						
19-20	74 2	67 2	cooler	103 6	2 0	105 6	97 6	2 0	99 6
20-21	79 9	72 8	Washer or sterilizer of cans of	103 6	2 0	105 6	97 6	2 0	99 6
			bottles						
			All others	102 6	2 0	104 6	96 6	2 0	98 6

PROPORTION (IN ANY PLACE).

Males.

One improver to every eight or fraction of eight workers receiving not less than 98s. 6d. per week of 44 hours.

* Adult employees whose usual hours of duty extend over seven days per week shall receive in addition to their usual weekly wage prescribed in this Determination an additional 8s. per week; provided that improvers whose hours of duty are similarly extended shall receive *pro rata* the additional amount prescribed herein for adults.

Any employee employed on a six day week system shall be entitled to one day off in each seven days; provided that any employee who is usually employed six days a week, and who, because of exceptional circumstances, is required to work on his day off shall in such week be paid one extra day's pay exclusive of any overtime earned.

NOTE.—The Wages Board has determined in accordance with section 25 (1) of the *Factories and Shops Act 1934* that this trade is so unskilled that no person should be taken as an apprentice to it.

(3) (a) “Ordinary Worker” is a person who works his 44 hours between the hours of 7 a.m. and 7 p.m., except as varied by clause 4.

(b) “Shift Worker” is a person other than an ordinary worker.

(4) **CONTINUITY OF WORK.**—The work of each day or shift shall be continuous, provided that any break (other than the meal-time set out in Clause (6)) shall be calculated as time worked and paid for at the ordinary rate of pay, provided further that an ordinary worker receiving and treating milk after 7 p.m. shall receive time and a half for the hours so worked after 7 p.m., calculated at and in addition to the ordinary worker's weekly wage.

(5) **OVERTIME.**—(a) All time worked in excess of six hours on Sunday, eight hours on any other day, or 44 hours in any week shall be paid for at the rate of time and a half.

(b) In the case of a worker who in any week has done work subject to this Determination as well as work subject to an Award and/or another Determination the following provisions shall apply (irrespective of the order in which the several duties may have been performed) when the aggregate hours worked in such week exceed 44 hours:—

- (i) When the sum of the hours worked under an Award and/or another Determination is less than 44 he shall be paid overtime for the number of hours by which his work under this Determination carries his total hours beyond 44.
- (ii) When the sum of the hours worked under an Award and/or another Determination is 44 or greater than 44 he shall be paid overtime for all work done under this Determination.

Overtime under this clause shall be at the rate of time and a half calculated on the ordinary worker's rate.

In this clause—

“Award” means an award of the Commonwealth Court of Conciliation and Arbitration.

“Determination” means a determination of a Wages Board appointed under the Factories and Shops Acts.

(6) **MEALTIME.**—No employee shall be permitted to work more than five hours continuously without being allowed a meal period of not less than 30 minutes, and not more than one hour. Such meal period shall not be calculated as time worked.

(7) **TIME BOOK OR OTHER RECORD.**—(a) Each employer shall at the place of employment keep a record or time book in which each employee shall indelibly record daily his or her correct times of beginning and ending work, and in addition in such record or time book shall also indelibly record the total weekly hours worked and the amount of wages received for such week.

(b) Such record or time book shall, on demand, be produced by the employer for inspection to any officials (not more than two at one time) of the Federated Cold Storage and Meat Preserving Employees Union of Australasia duly authorized in writing by the President and Secretary of the local branch or sub-branch of the Union, at the place of employment. Such inspection shall be completed as soon as is reasonably possible.

(c) Where an employee performs work for which a special rate is provided, a record of such work and the nature of same shall be recorded in the time book or equivalent record.

(d) The record or time book shall show the particulars herein required for not less than the last preceding three months of employment.

(8) **TERMINATION OF EMPLOYMENT.**—Seven days' notice of termination of employment shall be given by either employer or worker. Notwithstanding anything in this clause an employer may at any time forthwith dismiss an employee for refusal or neglect to obey orders, misconduct, or carelessness in the performance of his duties, or if after receiving seven days' notice of termination of employment the employee does not carry out his duties in the same manner as before such notice.

(9) **HOLIDAYS.**—(a) An employee whose usual hours of duty extend over six days of the week shall be allowed two weeks holiday on full pay at the expiration of each twelve months' service.

(b) An employee whose usual hours of duty extend over seven days of the week shall be allowed two weeks' holiday on full pay at the expiration of each six months' service.

(c) If an employee whose usual hours of duty extend over six days of the week leaves, or is dismissed before the expiration of twelve months' service, he shall be given or paid for holidays *pro rata* in accordance with the length of service, *viz.*:—one day for each month of service.

(d) If an employee whose usual hours of duty extend over seven days of the week leaves, or is dismissed before the expiration of six months' service, he shall be given or paid for holidays *pro rata* in accordance with the length of service, *viz.*:—two and one third days for each month of service.

(e) If the business be sold or transferred during the period of service the employee shall be entitled to the holidays herein prescribed at the conclusion of six or twelve months' service, as the case may be, with the firm or business.

(10) **ALLOWANCE.**—When an employee is required by law or by his employer to wear a washable outer garment such garment (not exceeding two each year) shall be provided by the employer.

(11) **TERMS OF ENGAGEMENT.**—All employees shall be paid the full weekly wage irrespective of the number of hours fixed not exceeding 44 per week.

(12) **SICK LEAVE.**—Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than four days in each year or a proportionate less time during any shorter period of employment.

(13) **PERIODICAL ADJUSTMENT OF WAGES.**—The wages rates set out in clause (2) are based upon the following basic wage and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rate shall be automatically increased or decreased by the same amount, and at the same time, as such basic wage. Provided that the wages of improvers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest *ld.*, half or less than half of *ld.* to be disregarded.

The basic wage rates shown hereunder shall be adjusted as prescribed in clause (14).

Basic Wage.

Place.	Basic Wage.	Additional Constant Loading.	Index Number Set Assigned.
	£ s. d.	s. d.	
Within the area to which this Determination applies	4 2 0	6 0	Melbourne

(14) **ADJUSTMENT OF BASIC WAGE.**—(a) Until the beginning of the first pay period to commence in February, 1942, the amounts of the basic wage shall be as prescribed in clause (13).

(b) 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 according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's 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.

- (1) The index number set to be applied to a place is that assigned to Melbourne.
- (2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period plus the additional constant loading as prescribed in clause 13.

TABLE.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746	3 0 0	908-919	3 14 0
747-759	3 1 0	920-932	3 15 0
760-771	3 2 0	933-944	3 16 0
772-783	3 3 0	945-956	3 17 0
784-796	3 4 0	957-969	3 18 0
797-808	3 5 0	970-981	3 19 0
809-820	3 6 0	982-993	4 0 0
821-833	3 7 0	994-1006	4 1 0
834-845	3 8 0	1007-1018	4 2 0
846-858	3 9 0	1019-1030	4 3 0
859-870	3 10 0	1031-1043	4 4 0
871-882	3 11 0	1044-1055	4 5 0
883-895	3 12 0	1056-1067	4 6 0
896-907	3 13 0		

D. GRANT, Chairman.

J. R. MacPHERSON, Secretary.

Melbourne, 1st December, 1941.



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No. 357]

FRIDAY, DECEMBER 19.

[1941

Factories and Shops Acts.

DETERMINATION OF THE HOTEL AND RESTAURANT BOARD.

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

NOTE.—On the 6th May, 1940, the following trade was proclaimed an Apprenticeship Trade as carried on in the Metropolitan District.

Cooking in hotels, clubs, restaurants, eating houses, coffee palaces in which three or more adults are permanently employed in the kitchen.

Full particulars of the Apprenticeship Regulations for this trade may be obtained on application to the Secretary, Apprenticeship Commission, Gisborne-street, Melbourne.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has had 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 a restaurant, coffee palace, hotel, eating-house, or any premises for which an Australian wine licence or billiard table licence is in force or which are occupied as a club, but not including persons subject to the jurisdiction of any other Board heretofore appointed;
- (b) employed in the business of a caterer;
- (c) employed in connexion with the sale of aerated waters, fruit juice drinks, cordials, coffee, chocolate, cocoa, milk, or any other non-intoxicating beverage whatsoever consumed on the premises;
- (d) employed whole or part time selling confectionery, or pastry in any place in which the business of a restaurant is carried on—

has made the following Determination, namely:—

(1) That on the 19th December, 1941, the last previous Determination of this Board shall be revoked and replaced by this Determination.

HOTELS.

(2) APPRENTICES AND IMPROVERS.

	Wages (see below for Deductions where Board or Lodging is Provided).				PROPORTION (IN ANY PLACE). MALES OR FEMALES. <i>Apprentices.</i> One apprentice to every three or fraction of three workers receiving not less than the minimum wage. <i>Improvers.</i> Such number of improvers as shall not, together with apprentices, exceed, in the aggregate, one to every three or fraction of three adult weekly workers receiving not less than the minimum wage.
	Within a radius of 25 miles of the General Post Office, Melbourne; and in the City of Mildura.		In all other parts of Victoria.		
	Males.	Females.	Males.	Females.	
	Per Week of 44 hours.		Per Week of 44 hours.		
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
Improvers employed in the bar—					
18 years of age or under ..	56 0	..	56 0	..	
19 years of age ..	60 6	..	60 6	..	
20 years of age ..	71 6	..	71 6	..	
Apprentices and all other Improvers—					
16 years of age or under ..	36 6	58 3	31 3	55 0	
17 years of age ..	44 0	58 3	38 6	55 0	
18 years of age ..	49 6	58 3	43 3	55 0	
19 years of age ..	56 9	58 3	50 0	55 0	
20 years of age ..	68 3	58 3	60 6	55 0	
Deductions from the above rates when the employee is supplied, by the employer, with board or lodging as follows:—	Deductions per week.				
Board of three meals on each day ..	13 5	13 5	12 3	12 3	
Board of three meals on each day other than the employee's weekly day off ..	11 6	11 6	11 6	11 6	
Lodging ..	4 9	4 9	4 9	4 9	

OTHER EMPLOYEES.

	Wages (see below for Deductions where Board or Lodging is Provided).			
	Within a radius of 25 miles of the General Post Office, Melbourne, within a radius of 5 miles of the principal Post Office at Geelong, and in the City of Mildura.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
	s. d.	s. d.	s. d.	s. d.
Barman	99 6	..	96 6	..
Cellarman	110 6	..	107 6	..
Assistant Cellarman	99 6	..	96 6	..
Steward	99 6	..	96 6	..
Barmaids	72 9	..	69 9
First cook where number of persons employed in kitchen is—				
Eight or more	136 6	98 9	133 6	95 9
Five, six, or seven	119 0	78 9	116 0	75 9
Three or four	113 0	71 9	110 0	68 9
Other first cooks, or cook employed alone	107 0	70 9	104 0	67 9
Second cook where number of persons employed in kitchen is—				
Eight or more	119 0	78 9	116 0	75 9
Five, six, or seven	107 0	70 9	104 0	67 9
Other second cooks	101 0	66 9	98 0	63 9
Night or relieving cook where number of persons employed in kitchen is—				
Eight or more	119 0	78 9	116 0	75 9
Five, six, or seven	107 0	70 9	104 0	67 9
Other night or relieving cooks	101 0	66 9	98 0	63 9
Larder cook	104 0	66 9	101 0	63 9
Pastrycook	107 0	66 9	104 0	63 9
Stove, grill, fish, third or breakfast cook	101 0	62 9	98 0	59 9
Vegetable or assistant cook	99 0	60 9	96 0	57 9
Oysterman	95 0	..	92 0	..
Pantryman or kitchenman	95 0	..	92 0	..
Storeman	97 6	..	94 6	..
Head waiter	100 6	..	97 6	..
Other waiters	95 0	..	92 0	..
Night porter	95 0	..	92 0	..
Day porter	95 0	..	92 0	..
Billiard-room attendant	95 0	..	92 0	..
Commissionaire or messenger	95 0	..	92 0	..
Housekeeper, stewardess, or manageress	74 3	..	71 3
Laundress	62 9	..	59 9
Head waitresses	62 9	..	59 9
Other waitresses	58 9	..	55 9
Pantrymaid or kitchenmaid	59 9	..	56 9
Housemaid	59 9	..	56 9
Persons not otherwise provided for	95 0	59 9	92 0	56 9
Deductions from the above rates when the employee is supplied by the employer with board or lodging as follows—		Deductions	per week.	
Board of three meals on each day	13 5	13 5	12 3	12 3
Board of three meals on each day other than on the employee's weekly day off	11 6	11 6	11 6	11 6
Lodging	4 9	4 9	4 9	4 9
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.)	Per week of 20 hours	..	Per week of 20 hours
		32 0		29 0

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 hotel is required to keep a time-book in the prescribed form wherein each employee shall enter daily a record of the hours worked.

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

(a) Persons employed in the bar—

For all work done outside a period of 11 hours per day from the time of their beginning to the time of their ending work or in excess of 9 hours in any one day	Time and a half	} Calculated on the rates fixed without board and lodging.
For all work done in any week (within a period of 11 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	

(b) All other persons—

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 or in excess of 10 hours in any one day	Time and a half	} Calculated on the rates fixed without board and lodging.
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	

(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 an employee forty-eight hours' notice shall be given by the employer or employee to terminate employment, or in lieu of such notice, two days' 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 employee shall mean and be deemed to be any employee engaged for less period than the working week of 44 hours on the class of employment for which the casual is employed. This clause shall not apply to employees engaged by the week.

Casual employees shall be paid—

Males Time and a half with a minimum of 5s. per day for a lunch waiter, or 6s. per day for any other engagement.

Females 2s. 3d. per hour with a minimum of 4s. 6d. each engagement.

Casual employees shall be entitled to all fares exceeding 3d. per day necessarily incurred.

(6) LIVING IN ALLOWANCE.—No employee shall be compelled to board on the premises where he or she is employed. If the employer desires the employee to board on the premises where he or she is employed, then meals and accommodation shall be provided by the employer without any deduction in wages. If the employer and employee mutually agree that meals and accommodation shall be provided the amounts to be deducted shall be those set out in clause (2).

(7) SPECIAL RATES.—The special rate to be paid for all work done on Sundays by persons employed in the bar shall be time and a half, and the special rate to be paid to any person for all work done on New Year's Day, Australia Day, Union Picnic Day, Good Friday, Easter Monday, King's Birthday, Labour Day, Christmas Day, or Boxing Day, shall be time and a half calculated on the rates fixed without 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 for work done on the day so substituted.

(8) ANNUAL LEAVE.—Persons employed in the bar shall be granted two weeks' leave of absence on full pay, and all other persons one week's leave of absence on full pay on completion of each twelve calendar months' service. Such leave may be applied for and shall commence at any time within two months of such leave of absence becoming due. A *pro rata* leave of absence on full pay shall be granted to any employee who has worked three months or over. An employee shall receive at least seven days' notice of the day on which his annual leave is to begin.

(9) DEFINITIONS.—

- (a) "Barman" or "Barmaid" shall mean and be deemed to be a person usually employed for more than two hours in any one day or night, in the sale of liquor, over the bar, either wholesale or retail, in any hotel or other licensed premises.
- (b) "Cellarman" is an employee in charge of, responsible for and substantially engaged in looking after the contents of the cellar of an hotel.
- (c) "Assistant Cellarman" shall mean and be deemed to be a person who is substantially engaged in working in the cellar of an hotel.

CLUBS.

(10)

APPRENTICES OR IMPROVERS.

	WAGES PER WEEK OF 44 HOURS.						PROPORTION (IN ANY PLACE).
	Males.			Females.			
	Ordinary Wage.	War Loading.	Total Wage.	Ordinary Wage.	War Loading.	Total Wage.	
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
Under 16 years of age	23 9	1 0	24 9	23 9	1 0	24 9	<p>MALES OR FEMALES.</p> <p><i>Apprentices.</i></p> <p>One apprentice to every three or fraction of three workers receiving not less than the minimum wage.</p> <p><i>Improvers.</i></p> <p>One improver to every four or fraction of four workers receiving not less than the minimum wage.</p>
16 years of age	32 6	1 6	34 0	25 3	1 0	26 3	
17 "	36 6	1 6	38 0	28 9	1 3	30 0	
18 "	43 3	1 9	45 0	31 3	1 6	32 9	
19 "	52 3	2 3	54 6	33 3	1 6	34 9	
20 "	68 6	3 0	71 6	38 6	1 9	40 3	

OTHER EMPLOYEES.

	† WAGES.			
	Within a radius of 25 miles of the General Post Office, Melbourne, the Cities of Bendigo, Ballarat, Geelong, and Warrnambool, and the City of Mildura.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Steward	99 6	..	99 6	..
First cook where the number of persons employed in the kitchen is—				
Eight or more	128 6	84 0	128 6	84 0
Five, six, or seven	112 6	72 0	112 6	72 0
Three or four	103 3	69 6	103 3	69 6
Other first cooks or cook employed alone	99 3	69 6	97 6	69 6
Second, or night or relieving cook, when the number of persons employed in the kitchen is—				
Eight or more	108 6	72 0	108 6	72 0
Five, six, or seven	98 6	64 0	95 6	64 0
Less than five	97 0	62 0	95 6	62 0
Larder cook, stove, grill, fish, or breakfast cook	98 6	62 0	98 0	62 0
Pastrycook shall be paid the rates fixed by the Pastrycooks Board				
Sweets cook	99 0	64 0	98 6	64 0
Third cook	97 0	59 6	95 6	59 6
Vegetable or assistant cook	97 6	59 6	97 6	59 6
Oysterman	98 0	..	96 6	..
Pantryman or kitchenman	95 0	..	93 6	..
Storeman	96 6	..	96 6	..
Head waiter	97 0	..	97 0	..
Other waiters	95 0	..	93 6	..
Night porter	95 0	..	93 6	..
Day porter	95 0	..	93 6	..
Billiard-room attendant	95 0	..	93 6	..
Commissionaire or messenger	95 0	..	93 6	..
Housekeeper, Stewardess, or Manageress	..	69 6	..	69 6
Laundress	..	59 6	..	59 6
Head waitress or Supervisor	..	59 6	..	59 6
Other waitresses	..	55 6	..	55 6
Pantrymaid or kitchenmaid	..	55 6	..	55 6
Counterhand	..	55 6	..	55 6
Housemaid	..	55 6	..	55 6
Linen maid or seamstress	..	60 0	..	60 0
Persons not otherwise provided for	95 0	55 6	93 6	55 6
		Per week of 20 hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.		Per week of 20 hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.)	..	34 0	..	34 0

NOTE.—War Loading.—For convenience War Loadings as follows:—

- Males 4s. per week
- Midday waitresses, midday kitchen maids, or pantrymaids 1s. 6d. "
- Other females 2s. 6d. "

have been included in wages for employees classified under heading of other employees, but war loadings are not to be taken into account when computing the penal rates payable for overtime or for work done on public holidays stated in clause (15).

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.

† SUBJECT TO:—(a) A maximum deduction as for two meals a day being made where an employee commences work at 9 a.m. or later and finishes at 4 p.m. or earlier on the same day or where he or she commences for the day between 1 p.m. and 4 p.m.; and (b) a maximum deduction as for one meal a day being made where an employee commences work at or after 4 p.m. The minimum wage shall (except in the case of an apprentice, an improver, a midday waitress, a midday kitchenmaid or pantrymaid, or a casual employee) be, where the employer—

- (i) boards the employee and provides three meals per day, one of which shall be a substantial meal, 14s. 10d. per week less;
- (ii) boards the employee and provides three meals per day, where substantial meals are not provided, 9s. 4d. per week less;
- (iii) provides only two meals per day for an employee who is employed between 6 a.m. and 3 p.m. or between 11.30 a.m. and 11.45 p.m., 9s. 4d. per week less; or
- (iv) boards and lodges the employee, 20s. 1d. per week less.

Notwithstanding any condition in this clause no deduction for meals shall be made for a public holiday when the employee is not required to work on such public holiday.

In computing the amount to be deducted for meals where an employee works for less than six days a week or who is provided with less meals than those provided for in hereof (i), (ii), and (iii) the amount to be allowed as a deduction for each meal shall be one-seventeenth of the amount herein provided for a weekly deduction.

(11) **TERMS OF EMPLOYMENT.**—Employees (other than casual employees, midday waitresses and midday kitchenmaids or pantrymaids) who in any week work for less than 44 hours, shall for such week be paid as follows:—

- (1) (a) For work done during a week in which any of the public holidays mentioned in clause (15) occurs:—
 - (i) Time and a third for all work done on days other than the public holiday
 - (ii) The rate fixed in clause (15) for work done on the public holiday

Provided that the earnings of an employee in any such week shall not exceed ordinary wages rates for an ordinary week's work plus such amount of the special rate fixed in clause (15) as is greater than ordinary time.

(b) For work done during any other week.—Time and a third up to but not exceeding ordinary wages rates for an ordinary week's work.

(c) Any employee subject to this clause absent from work on any day without the permission of the employer shall only be entitled to receive for such week a *pro rata* payment based on the hours actually worked and the rate provided in clause (10) for a week of 44 hours.

(2) All employees (other than casual employees) whose services are not required on any holiday mentioned in clause (15) shall be entitled to such holiday without deduction of pay. Such employees shall not be required to make up time lost through such holiday which shall be deemed to be of 8 hours and any employees who are required to work:—

- (a) In excess of 28 hours in any week in which two holidays occur } shall be paid for such excess at
- (b) In excess of 24 hours in any week in which one holiday occurs } the rate of time and a half.

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

(a) Persons employed in the bar—

For all work done on any day (other than the day locally observed by ordinary shopkeepers as a late trading day) in excess of 10 hours	Time and a half	} Calculated on the rates fixed without any deductions for board and/or lodging.
For all work done outside a period of 12 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 12 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	

(b) All other persons—

For all work done on any day (other than the day locally observed by ordinary shopkeepers as a late trading day) in excess of 10 hours	Time and a half	} Calculated on the rates fixed without any deductions for board and/or lodging.
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	

(13) **CASUAL LABOUR.**—Casual employees (i.e., persons 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—

		Per Hour.	
		s. d.	
Males	3 0	} With a minimum payment for 4 hours for work done on any one day
Females	2 3	

(14) **TRAVELLING.**—The special rate to be paid to employees who work away from their employer's place of business for time occupied in travelling between the employer's place of business and work, or between the employee's residence and work shall be 2s. per hour.

(15) **SPECIAL RATES.**—The special rates payable to persons for work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day shall be time and a half, calculated on the rates fixed without 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 for work done on the day so substituted.

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

(17) **ANNUAL LEAVE.**—All persons (other than Casual Employees) employed in clubs shall be granted one week's leave of absence on full pay on completion of each twelve calendar months' service. Such leave may be applied for and shall commence at any time within two months of becoming due, provided that if an employee leaves or is dismissed before being granted leave, he or she shall be entitled to a week's wage in lieu of same. An employee shall receive at least seven days' notice of the day on which his annual leave is to begin. An employee who leaves or is dismissed after having worked for three months or over shall be entitled to a *pro rata* leave or payment in lieu thereof.

(18) **DEFINITIONS.**—(a) "Sweets Cook" shall include any person manufacturing cakes or pastry for meals supplied by the employer.

(b) "Substantial Meal."—A substantial meal shall consist of food comprising soup, entrée, or joint, vegetables and sweets, and on Fridays, a choice of fish.

(c) "Full Pay" shall mean the rate prescribed in the Determination for the class of work performed, without any deductions whatever.

(d) Storeman shall mean an employee continuously engaged in storing, checking, tallying, or handling stores.

(e) Linen maid or seamstress shall mean a female employee who makes and/or repairs linen, uniforms, or furnishings for use in the club concerned.

(19) UNION OFFICIALS RIGHT OF ENTRY.—Any official of the Federated Liquor and Allied Trades Employees Trades Union of Australasia authorized in writing by the Secretary for Labour shall have the right to enter any establishments or premises covered by this Determination in order to inspect time-sheets and to interview employees on any matter connected with their employment. Such accredited official before entering such establishment or premises shall produce the authority in writing mentioned on a demand by an employer or his representative for such production.

(20) TERMINATION OF EMPLOYMENT.—Employees (other than Casual Employees) shall, except in a case of misconduct by either employer or employee, give or receive two days' notice of termination of employment, or in lieu of such two days' notice two days' pay shall be paid by the employer or forfeited by the employee.

RESTAURANTS, COFFEE PALACES, EATING-HOUSES, AND ALL OTHER PLACES EXCEPT HOTELS AND CLUBS.

(21) APPRENTICES OR IMPROVERS.

	Wages per week of 44 hours.						PROPORTION (IN ANY PLACE).	
	Males.			Females.			MALES OR FEMALES.	
	Ordinary Wage.	War Loading.	Total Wage.	Ordinary Wage.	War Loading.	Total Wage.		
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.		
Under 16 years of age	23 9	1 0	24 9	23 3	1 0	24 3	One apprentice to every three or fraction of three workers receiving not less than the minimum wage.	
16 years of age	32 3	1 6	33 9	23 9	1 0	24 9		
17 "	36 3	1 6	37 9	27 9	1 3	29 0		
18 "	42 6	2 0	44 6	30 9	1 6	32 3		
19 "	52 0	2 3	54 3	32 9	1 6	34 3	One improver to every four or fraction of four workers receiving not less than the minimum wage.	
20 "	67 3	3 0	70 3	38 0	1 9	39 9		

OTHER EMPLOYEES.

	Wages.†			
	Within a radius of 25 miles of the General Post Office, Melbourne.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per week of 44 hours.	Per week of 44 hours.	Per week of 44 hours.	Per week of 44 hours.
	s. d.	s. d.	s. d.	s. d.
Barman, cellarman, assistant cellarman, or barmaids (employed in or in connexion with wine saloons) shall be paid the rates and be subject to the conditions provided for such employees in the Hotels Section of this Determination
First cook where the number of persons employed in the kitchen is—				
Eight or more	125 6	83 6	125 6	83 6
Five, six, or seven	110 0	70 0	110 0	70 0
Three or four	101 9	67 6	101 9	67 6
Other first cooks or cook employed alone	99 6	67 6	97 3	67 6
Second cook where the number of persons employed in the kitchen is—				
Eight or more	105 6	70 0	105 6	70 0
Five, six, or seven	95 6	62 3	95 6	62 3
Other second cooks	95 6	60 0	94 0	60 0
Night or relieving cook	95 9	60 0	93 9	60 0
Larder, stove, grill, fish, or breakfast cook	97 0	60 0	95 0	60 0
Pastrycook shall be paid the rates fixed by the Pastrycooks Board				
Sweets cook	97 0	60 9	95 3	60 9
Third cook	95 6	58 0	93 9	58 0
Vegetable or assistant cook	94 6	58 0	93 3	58 0
Oysterman	95 0	..	95 0	..
Pantryman or kitchenman	92 0	..	90 0	..
Storeman or storewoman	97 0	58 6	97 0	58 6
Head waiter	95 9	..	95 9	..
Other waiters	92 0	..	90 0	..
Night porter	92 0	..	90 0	..
Day porter	92 0	..	90 0	..
Billiard-room attendant	92 0	..	90 0	..
Commissionaire or messenger	92 0	..	90 0	..
Housekeeper or stewardess	..	67 6	..	67 6
Laundress	..	58 0	..	58 0
Head waitress or supervisor	..	58 0	..	58 0
Other waitresses	..	54 6	..	54 6
Pantrymaid or kitchenmaid	..	54 6	..	54 6
Fruit juice, flavour, or soda fountain hand	..	57 6	..	57 6
Counterhand (other than a soda fountain hand as defined)	..	54 6	..	54 6
Housemaid	..	54 6	..	54 6
Linen maid or seamstress	..	60 0	..	60 0
Persons not otherwise provided for	92 0	54 6	90 0	54 6
		Per week of 20 Hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.		Per week of 20 Hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.)	..	34 0	..	34 0

NOTE.—WAR LOADINGS: For convenience War Loadings as follows:—

Males	4s. 0d. per week
Midday waitresses, midday kitchenmaids or pantrymaids	1s. 6d. "
Other females	2s. 6d. "

have been included in wages for employees classified under heading of other employees, but war loadings are not to be taken into account when computing the penal rates payable for overtime or for work done on public holidays stated in clause (28).

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 restaurant is required to keep a time-book in the prescribed form wherein each employee shall enter daily a correct record of the hours worked. Any employer or employee who commits a breach of this section is liable to a penalty not exceeding £2.

† SUBJECT TO—(a) A maximum deduction as for two meals a day being made where an employee commences work at 9 a.m. or later and finishes at 4 p.m. or earlier on the same day, or he or she commences work for the day between 1 p.m. and 4 p.m.; and (b) A maximum deduction as for one meal a day being made where an employee commences work for the day at or after 4 p.m., the minimum wage shall (except in the cases of employees working for an employer who carries on the business of a Restaurant, Dining Room, Eating House, or Cafeteria in connexion with a Departmental Store or Emporium, and of an apprentice, an improver, a midday waitress, a midday kitchenmaid or pantrymaid, or a casual employee, working in other places) be, where the employer—

- (i) boards the employee and provides three meals per day, one of which shall be a substantial meal, 13s. 6d. per week less;
- (ii) boards the employee and provides three meals per day, where substantial meals are not provided, 9s. per week less;
- (iii) provides only two meals per day for an employee who is employed between 6 a.m. and 3 p.m. or between 11.30 a.m. and 11.45 p.m., 9s. per week less; or
- (iv) boards and lodges the employee, 18s. 8d. per week less.

Notwithstanding any condition in this clause no deduction for meals shall be made for a public holiday when the employee is not required to work on such public holiday.

In computing the amount to be deducted for meals where an employee works for less than six days a week or who is provided with less meals than those provided for in sub-clauses (i), (ii), and (iii) hereof the amount to be allowed as a deduction for each meal shall be one-seventeenth of the amount herein provided for a weekly deduction.

(22) TERMS OF EMPLOYMENT.—Employees (other than casual employees, midday waitresses, and midday kitchenmaids or pantrymaids), who in any week work for less than 44 hours shall for such week be paid as follows:—

- (1) (a) For work done during a week in which any of the public holidays mentioned in clause (28) occurs:—
 - (i) Time and a third for all work done on days other than the public holiday
 - (ii) The rate fixed in clause (28) for work done on the public holiday
 Provided that the earnings of an employee in any such week shall not exceed ordinary wages rates for an ordinary week's work plus such amount of the special rate fixed in clause (28) as is greater than ordinary time.

(b) For work done during any other week:—Time and a third up to but not exceeding ordinary wages rates for an ordinary week's work.

(c) Any employee subject to this clause absent from work on any day without the permission of the employer shall only be entitled to receive for such week a *pro rata* payment based on the hours actually worked and the rate provided in clause (21) for a week of 44 hours.

(2) All employees (other than casual employees) whose services are not required on any holiday mentioned in clause (28) shall be entitled to such holiday without deduction of pay. Such employees shall not be required to make up time lost through such holiday which shall be deemed to be of 8 hours, and any employees who are required to work:—

- (a) In excess of 28 hours in any week in which two holidays occur
 - (b) In excess of 36 hours in any week in which one holiday occurs
- Shall be paid for such excess at the rate of time and a half.

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

(a) Persons employed in wine saloons—

For all work done on any day (other than the day locally observed by ordinary shopkeepers as a late trading day) in excess of 10 hours	Time and a half	} Calculated on the rates fixed without any deductions for board and/or lodging.
For all work done outside a period of 11 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 11 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	

(b) All other persons—

For all work done on any day (other than the day locally observed by ordinary shopkeepers as a late trading day) in excess of 10 hours	Time and a half	} Calculated on the rates fixed without any deductions for board and/or lodging.
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	

(24) FEMALES EMPLOYED ON BROKEN NIGHT SHIFT.—Any female required to resume work at 10 p.m. or later after having been stood down earlier in such day (except for a meal interval not exceeding 40 minutes) shall be paid for all work done between 8 p.m. and midnight at the rate of 2s. per hour.

(25) FEMALES EMPLOYED AFTER MIDNIGHT.—Females (other than casuals) required to do any work between midnight and 6 a.m. shall be paid for such work at the rate of double time.

(26) CASUAL LABOUR.—Casual employees (i.e., persons 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—

(a) All casual workers other than those employed by caterers—

	For the first 5 hours' work done on any one day.	Thereafter.	
	Per Hour.	Per Hour.	
	s. d.	s. d.	
Males	2 9	2 1	With a minimum of 3 hours' pay for work done on any one day.
Females	2 0	1 6	

(b) Casual workers employed in the business of a caterer—

Persons employed on racecourses—			
Barmen	4s. 3d. per hour
All others—			
Males	3s. 7d. per hour
Females	2s. 3d. per hour
Persons employed on show grounds, picnic grounds, or recreation grounds—			
Males	3s. 7d. per hour
Females	2s. 3d. per hour

With a minimum of 4 hours' pay for work done on any one day.

Persons employed on a shop day (i.e., persons employed preparing for a function on the day before such function or cleaning up on the day after such function)—

(i) For a function held on a racecourse, showground, picnic ground, or a recreation ground—

Males 24s. per day of 8 hours.
 Females 18s. per day of 8 hours.

(ii) For a function other than a function provided for in sub-clause (i)—

Males 2s. 10d. per hour with a minimum payment for 5 hours on any day.
 Females 2s. 1d. per hour with a minimum payment for 5 hours on any day

Where the employer does not provide a midday meal for a casual worker employed on a shop day such worker shall be paid 1s. per day extra.

All others—

	For the first 5 hours' work done on any one day.	Thereafter.	With a minimum for each day as follows:—	
	Per Hour.	Per Hour.	For employees who work at any function which takes place between 12.30 p.m. and 3 p.m. or between 5.30 p.m. and 8 p.m. on any day—	
Males ..	2s. 10d.	2s. 2d.	Males	7s. 6d.
Females ..	2s. 1d.	1s. 7d.	Females	6s. 0d.
			For any other employee	4 hours' pay

(c) Notwithstanding any provision in sub-clauses (a) and (b) hereof the minimum payment for employees who work only during a theatre interval, viz., between 8.45 p.m. and 10.15 p.m. for a period not exceeding one hour shall be 2s. 6d. for each day.

(27) TRAVELLING.—The special rate to be paid to employees who work away from their employer's place of business for time occupied in travelling between the employer's place of business and work, or between the employee's residence and work, shall be 2s. per hour.

(28) SPECIAL RATES.—The special rate to be paid to casual workers employed in the business of a caterer for work done on Sunday, Good Friday, or Christmas Day shall be double time, and the special rate to be paid to all other employees for work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day shall be time and a half, calculated on the rates fixed without 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 for work done on the day so substituted.

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

(30) ANNUAL LEAVE.—All persons (other than casual employees) employed in connexion with this section of the Determination shall receive one week's leave of absence (exclusive of the holidays mentioned in clause (28) on full pay on completion of each twelve calendar months' 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 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 three months or over shall be entitled to a *pro rata* leave or payment in lieu thereof.

(31) DEFINITIONS.—(a) "Sweets cook" shall include any person manufacturing cakes or pastry for meals supplied by the employer.

(b) "Substantial meal" shall consist of food comprising soup, entrée, or joint, vegetables and sweets, and on Fridays, a choice of fish.

(c) Full pay shall mean the rate prescribed in the determination for the class of work performed without any deductions whatever.

(d) Departmental store or emporium shall mean an establishment where more than one class of business is carried on, and where under Section 83 of the Factories and Shops Acts such establishment is required to close at the hours prescribed by such section.

(e) Linen maid or seamstress shall mean a female employee who makes and/or repairs linen, uniforms, or furnishings for use in connexion with a business covered by this Determination.

(f) Fruit juice, flavour, or soda fountain hand shall mean a female employee who as required prepares fruit juices and/or flavours.

(g) Storeman or storewoman shall mean an employee continuously engaged in storing, checking, tallying, or handling stores.

(32) TERMINATION OF EMPLOYMENT.—Employees (other than casual employees) shall except in a case of misconduct by either employer or employee, give or receive two days' notice of termination of employment, or in lieu of such two days' notice two day's pay shall be paid by the employer or forfeited by the employee.

(33) UNION OFFICIALS RIGHT OF ENTRY.—Any official of the Federated Liquor and Allied Trades Employees Trades Union of Australasia authorized in writing by the Secretary for Labour shall have the right to enter any establishments or premises covered by this Determination in order to inspect time-sheets and to interview employees on any matter connected with their employment. Such accredited official before entering such establishment or premises shall produce the authority in writing mentioned on a demand by the employer or his representative for such production.

(34) ACCOMMODATION.—Adequate accommodation apart from rooms to which the public have access shall be provided for dressing, and reasonable accommodation shall be provided for employees to have their meals.

(35) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates set out in clauses (2), (10), and (21) are based upon the following basic wage rates and pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates.
 The basic wage rates hereunder shall be adjusted as prescribed in clause (36).

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. £ s. d.	Per week. £ s. d.	
Within the area to which this Determination applies	4 2 0	Adult Males. 0 6 0	4 8 0	Melbourne

(36) ADJUSTMENT OF WAGE RATES.—(a) For work done between 10th December, 1941, and the beginning of the first pay period to commence in February, 1942, the wages rates hereinbefore prescribed shall be paid.

(b) For work done during each future period of or near a quarter beginning with the first pay period to commence in a February, a May, an August, or a November, the amounts of the said rates shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this agreement 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 Industrial Registrar.

- (1) Adjustment is to be based upon the equating of index number 81.0 with a needs basic wage of 81s., the amount assessed upon that number of the Commonwealth Statistician's declared needs basic wage per week for an adult male.
- (2) The index number for Melbourne is to be applied.
- (3) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is to be ascertained.
- (4) The amount of addition or deduction assigned in the following table (or in any extension thereof) to the index number division comprising such number is to be ascertained.
- (5) That the assigned amount shall for work done during such period of or near a quarter be added to or deducted from the originally prescribed amounts of the rates in accordance with that table.
- (6) The division called "original" in the following table is that for the amount of the needs basic wage upon which the rates are to be deemed to have been originally prescribed:—

TABLE.
Original Index Number Division 871—882. (£3 11s.)

Index Number Divisions.				Amounts of Additions or Deductions per Week.	
For Additions.		For Deductions.		Adult Male Employees.	Rates of £1 16s. 6d. or more for Female Employees.
				s. d.	s. d.
871-882	871-882	0 0	0 0
883-895	859-870	1 0	0 6
896-907	846-858	2 0	1 0
908-919	834-845	3 0	1 6
920-932	821-833	4 0	2 0
933-944	809-820	5 0	2 6
945-956	797-808	6 0	3 0
957-969	784-796	7 0	3 6
970-981	772-883	8 0	4 0
982-993	760-771	9 0	4 6
994-1006	10 0	5 0
1007-1018	11 0	5 6
1019-1030	12 0	6 0
1031-1043	13 0	6 6
1044-1055	14 0	7 0
1056-1067	15 0	7 6

Any extension of this table must be of the same construction as the table.

(c) The amounts of the rates of male improvers or juniors and of rates of less than £1 16s. 6d. for female employees shall be adjusted proportionately to the rate of £3 11s. for a male adult calculated to the nearest 6d., any broken part of 6d. in the result not exceeding 3d. to be disregarded.

A. C. TINGATE, P.M., Chairman.

J. W. RYAN, Secretary.

Melbourne, 11th December, 1941.