



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 276]

FRIDAY, AUGUST 28.

[1942

Factories and Shops Acts.

DETERMINATION OF THE GENERAL BOARD.

(Blue Print Section.)

NOTES.—(a) This Determination applies to the whole of the State of Victoria.

(b) On 18th July, 1938, 11th November, 1940, and 30th September, 1941, respectively, by Orders in Council, the following additional trades and branches of trades were specified to be trades, or branches of trades, for the purposes of section (6) of the *Factories and Shops Act 1936*, that is to say:—

Gold beating.

Ornamenting cakes, where such work is not subject to the Determination of the Pastrycooks Board.

Manufacturing or preparing—

Designs for paper patterns or for other paper articles whatsoever.

Paper crackers or bon-bons.

Lamp-shades of all types other than those made of silk, parchment, glass, metal, porcelain, earthenware synthetic resin, casein, or other substance of a nature similar to synthetic resin or casein.

Abrasive articles (other than abrasive paper or cloth), including carborundum wheels, emery wheels, and sharpening stones.

Articles made of feathers, including dress ornaments and boas.

Vinegar and yeast

Carbon dioxide or other industrial gases for trade or sale in gas, liquid, or solid form.

Mineral earths by milling, grinding, or pulverizing rocks, earths, or clays other than mineral ores.

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 following trades and branches of trades, that is to say:—

Renovating carpets ;
 Preparing feathers ;
 Treating flax ;
 Treating pyrites and other metalliferous ores ;
 Mixing seed and making poultry foods ;
 Glass badging ;
 Gold stamping ;
 Ivory working ;
 Show-card and ticket-writing ;
 Manufacturing or preparing—
 Abrasive paper or cloth ;
 Asbestos articles ;
 Blue prints ;
 Buttons and buckles other than those subject to the
 Determination of the Plastic Moulding Board ;
 Button badges ;
 Carbon articles ;
 Chalk, crayons, or other articles from mineral earth ;

Cinematograph film ;
 Composition flooring ;
 Cutlery ;
 Artificial flowers and bouquets ;
 Paper articles not subject to any Board heretofore appointed ;
 Honey ;
 Ink or adhesives ;
 Lead and shot ;
 Silk or parchment lamp shades ;
 Mica products ;
 Fishing and other nets ;
 Ornaments for cakes ;
 Plaster models ;
 Sporting goods not provided for under any Board heretofore
 appointed ;
 Surgical instruments ;
 Toys ;
 Watch cases "

has made, in respect of the manufacturing or preparing of blue prints, the following Determination, namely:—

(1) That, on and after 7th September, 1942, the adjusted Determination for this section which came into force as from the beginning of the first pay period to commence in August, 1942, shall be revoked and replaced by this Determination.

(2) WAGES PER WEEK OF 44 HOURS.

(a) Improvers.				(b) Other Employees.		
Males.		Females.		Within a Radius of 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrumbbool and within Mildura and Gippsland Districts.	Other Parts of Victoria where this Determination Applies.	
	s. d.		s. d.			s. d.
1st year's experience	19 6	1st six month's experience..	15 9			
2nd "	27 6	2nd "	19 6			
3rd "	38 0	3rd "	23 3			
4th "	51 3	4th "	27 0			
5th "	65 6	5th "	30 9			
6th "	75 6	6th "	34 9			
7th "	80 6	7th "	38 6			
		8th "	43 6			

and thereafter the minimum wage.

NOTE.—The rates prescribed for improvers shall apply only to such employees as are under 21 years of age, or who being over 21 years of age, are the holders of improvers' licences.

PROPORTION.
One improver to each person of the same sex receiving not less than the minimum wage.

Operators of blue-printing machines—	s. d.	s. d.
Males	97 0	94 0
Females	55 3	55 3
All other persons—		
Males	94 0	91 0
Females	51 6	51 6

(3) PROHIBITION OF EMPLOYMENT.—The Board determines that no person shall be employed as an apprentice.

(4) WEEKLY HOURS.—That the number of hours to constitute an ordinary week's work shall be 44.

(5) TIMES OF BEGINNING AND ENDING WORK.—That the times of beginning and ending work shall be :—
 Time of Beginning (not earlier than).
 7.30 a.m. 12 noon on Saturday.
 7.30 a.m. 5.30 p.m. on the other working days of the week.

(6) OVERTIME.—That all time worked—

(a) Outside the times of beginning and ending work prescribed in clause (5); or

(b) Within such prescribed times, but in excess of 44 hours in any one week—

shall be paid for at the rate of time and a half for the first four hours' work, and double time thereafter. Provided that, in computing overtime, each day's work shall stand alone.

(7) HOLIDAYS.—(a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay :—The days observed as New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day.

(b) If any of the above holidays occurs on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half-day only when the working week consists of five and a half days.

(c) All employees, whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

(d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

(e) Any employee who is employed on a Sunday or any holiday provided for herein shall be paid for that day at the rate of double time.

(8) TERMS OF EMPLOYMENT.—(a) That notice equivalent to 44 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to 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 of machinery, or any stoppage of work, or any cause for which the employer cannot be reasonably held responsible.

(b) In lieu of such 44 working hours' notice, except in circumstances referred to above, the employer may pay 44 hours' wages, and vice-versa the employee leaving his employment without notice shall forfeit 44 hours' wages, which may be deducted from any wages due.

(c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays, and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.

(9) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates for males set out in clause 2 (b) are based upon the following basic wage and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. The wages of improvers and of female adults shall be adjusted proportionately to adjustments of the basic wage—such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded, and to be made upon the rates prescribed by the original Determination for this Section, which came into force on the 28th March, 1938.

The basic wage shown hereunder shall be adjusted as prescribed in clause 10.

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	4 8 0	Melbourne

(10) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in November, 1942, the amount of the basic wage shall be as prescribed in clause 9.

(b) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the basic wage shall be adjusted by the following method 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:—

- (i) The index number set to be applied to a place is that assigned to Melbourne.
- (ii) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (iii) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (iv) The basic wage shall be of that amount assigned during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
834-845	3 8 0	970-981	3 19 0
846-858	3 9 0	982-993	4 0 0
859-870	3 10 0	994-1006	4 1 0
871-882	3 11 0	1007-1018	4 2 0
883-895	3 12 0	1019-1030	4 3 0
896-907	3 13 0	1031-1043	4 4 0
908-919	3 14 0	1044-1055	4 5 0
920-932	3 15 0	1056-1067	4 6 0
933-944	3 16 0	1068-1080	4 7 0
945-956	3 17 0	1081-1092	4 8 0
957-969	3 18 0	1093-1104	4 9 0

D. GRANT, Chairman.

REX L. CECIL, Secretary.

Melbourne, 7th August, 1942.

1. Introduction

1.1

The first part of the document discusses the importance of maintaining accurate records and the role of the responsible officer in ensuring compliance with the relevant regulations. It highlights the need for a systematic approach to data collection and analysis, emphasizing the value of regular audits and the use of standardized forms to facilitate the process.

Furthermore, the document outlines the specific requirements for the reporting process, including the frequency of reports and the information that must be included. It also provides guidance on how to handle any discrepancies or irregularities that may arise during the course of the investigation, ensuring that all findings are thoroughly documented and reported to the appropriate authorities.

In addition, the document addresses the issue of data security and confidentiality, stressing the need to protect sensitive information from unauthorized access and disclosure. It provides recommendations for secure storage and transmission of data, as well as procedures for handling any breaches or incidents that may occur.

Finally, the document concludes by summarizing the key points and providing a checklist of the essential steps to be followed in the reporting process. It encourages all staff involved in the process to take their responsibilities seriously and to work together to ensure the highest standards of accuracy and integrity in all reporting activities.

The following sections provide detailed information on the specific requirements for the reporting process, including the format and content of reports, the procedures for submission and review, and the consequences of non-compliance with the relevant regulations.

It is important to note that this document is intended to provide general guidance and should be read in conjunction with the relevant regulations and policies. For more information, please contact the responsible officer or the relevant department.