



VICTORIA GOVERNMENT GAZETTE.

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[1947

Factories and Shops Acts.

DETERMINATION OF THE PLATE GLASS BOARD.

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

(b) On the 18th December, 1939, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed fixing in position glass sheets or pieces, of surface area not exceeding 2½ square feet each, as substitute for tiles, and conferring such power exclusively on the Tilayers Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 5th November, 1924, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in the trade of—

(a) designing, bevelling, cutting, embossing, glazing, painting, silvering, or otherwise working all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(b) fixing in position all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(c) packing all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

including any labouring work in connexion with any such operations," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st December, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. APPRENTICES AND IMPROVERS.

Apprentices.*				Improvers.					
WAGES PER WEEK OF 44 HOURS.				WAGES PER WEEK OF 44 HOURS.					
				Males.			Males.	Females.†	
				<i>s.</i>	<i>d.</i>			<i>s.</i>	<i>d.</i>
1st year	22	6	Under 16 years of age	..	20	3
2nd "	34	1	16 and under 17 years of age	..	22	6
3rd "	45	5	17 " 18 " "	..	34	1
4th "	67	11	18 " 19 " "	..	45	5
5th "	89	10	19 " 20 " "	..	67	11
and thereafter the minimum wage.			20 " 21 " "	..	89	10

* Persons may only be apprentices to the following:—Bevelling, silvering, embossing, lead and copper glazing, and painting and designing.
† Female Improvers may be employed only in the safety glass section.

PROPORTION OF APPRENTICES (BY ANY EMPLOYER).

Males.

One male apprentice to every three or fraction of three male workers receiving not less than the minimum wage.

PROPORTION OF IMPROVERS (BY ANY EMPLOYER).

Males.

Safety Glass Section—

One male improver to every three or fraction of three male workers receiving not less than the minimum wage.

Other Glass Section—

One male improver to every six or fraction of six male workers receiving not less than the minimum wage, provided that at least three such workers must be employed before an improver can be employed.

Provided further that in the classifications where no apprenticeship is provided one male improver to every four or fraction of four male workers receiving not less than the minimum wage.

Females.

Safety Glass Section—

Three female improvers to every female worker receiving not less than the minimum wage.

3.

OTHER EMPLOYEES.

	Wages per Week of 44 Hours.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
SAFETY GLASS SECTION.		
<i>Males.</i>		
Cutters	6 14 0	6 11 0
Bevellers	6 14 0	6 11 0
Packers	5 10 0	5 16 0
Autoclave attendants	6 0 0	5 17 0
Leading hand in laminating room	5 17 0	5 14 0
Edge sealers	5 14 0	5 11 0
Furnace attendants	5 15 0	5 12 0
Operator of edge grinding machine	5 17 0	5 14 0
Person rounding corners of glass	6 0 0	5 17 0
<i>Females.</i>		
Females engaged on scratch polishing machines	3 5 6	3 4 0
Females engaged in inspecting and testing	3 1 6	3 0 0
OTHER GLASS SECTION.*		
Painter and designer on glass	7 16 0	7 13 0
Brilliant cutter	7 4 0	7 1 0
Other cutters		
Glazier		
Plate glass beveller		
Silverer	7 9 0	7 6 0
Pencil hand embosser		
Persons assisting in glazing	6 4 0	6 1 0
Persons packing or unpacking glass		
Persons assisting plate glass cutter		
Rubber-out embosser	5 19 0	5 16 0
Cementer	5 18 0	5 15 0
Persons turning out lead from mill for lead-light glazier		
All others	5 9 0	5 6 0

* The rates shown include the allowance of 2s. per week for tool money.

ORDINARY WEEK'S WORK.

4. The number of hours to constitute a week's work shall be 44, to be worked between the times of beginning and ending work shown below:—

Times of Beginning.	Times of Ending.
7.30 a.m.	5 p.m. Mondays to Fridays.
7.30 a.m.	12 noon Saturdays

OVERTIME.

5. Except in the case of shift work—

(i) All time worked—

- (a) before or after the usual times of beginning and ending work ;
- (b) in excess of nine hours per day ;
- (c) in excess of 44 hours in any week ;

shall be paid for at the rate of time and one-half for the first four hours and double time thereafter, provided that all time worked between the hours of 9 p.m. and 7.30 a.m. shall be paid for at double time.

(ii) All work done outside the times of beginning and ending work on any holiday specified in clause 16 shall be paid for at the rate of double ordinary time.

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

SHIFT WORK.

6. Shift work may be worked subject to the following conditions:—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid at the rate of time and a half.
- (b) Except as hereinafter provided, for any afternoon or night shift which has been in operation for five successive shifts or more and less than one month 10 per cent. more than ordinary rates shall be paid and after such shifts have continued for more than one month 7½ per cent. more than ordinary rates shall be paid.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who during a period of engagements work only on night shifts shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid 10 per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only they shall change over week and week about and shall be paid 10 per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on shift shall not exceed—
 - (i) eight in any one day, or,
 - (ii) 48 in any one week, or
 - (iii) an average of 44 per week during any period of three weeks of such employment upon such shift

TEA MONEY.

7. All employees required to work beyond the usual time of ending work shall be allowed 2s. tea money in addition to overtime rates as prescribed for in this Determination when the usual time of ending work is exceeded by two hours.

TERMS OF ENGAGEMENT.

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

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

CASUAL LABOUR.

9. Casual labour at hourly rates may be engaged, provided the rates are 10 per cent. higher than those prescribed for weekly hands.

Casual labour means labour where an employer does not provide a full week's work, but does not include a weekly hand whose engagement is terminated in the middle of a week.

TERMINATING EMPLOYMENT.

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

An employer shall not terminate the employment of an employee for the purpose of evading payment for the holidays prescribed by this Determination.

Where an employee is dismissed within seven days prior to any such holiday, the re-engagement of such employee within seven days after such holiday shall be prima facie evidence that the employment was terminated for the purpose of evading payment for such holiday.

Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee has been employed by the employer for a period of at least one week prior to the termination of the employment.

Should an employee be dismissed during the course of a week any wages due to him or her shall be paid to him or her forthwith, or shall be posted to him or her within 24 hours.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

11. Any employee who is employed on any holiday specified in clause 16 shall be paid at the rate of the ordinary time in addition to the usual rate.

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

MIDDAY MEAL.

12. An interval of not less than 30 minutes shall be allowed for the midday meal between the hours of 12 noon and 2 p.m.

REST PERIOD.

13. When any spell of duty is for more than four hours an interval of ten minutes, to be selected by the employer, shall be allowed in the third hour to females for refreshment. The interval shall be as part of the time of duty, without deduction of time-work pay. During such rest period the employees may leave their seats, but not the premises.

MIXED FUNCTIONS.

14. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under the Determination; but if he or she is engaged for less than half of any such week, he or she shall only be paid at the rates fixed by this Determination for the work he or she actually performs.

ALLOWANCES FOR TRAVELLING TIME AND BOARD.

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

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

The fares allowed shall be first class where the employee has to travel all night in connexion with his or her employer's business and in other cases the fares shall be second class.

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

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

HOLIDAYS, ANNUAL LEAVE AND SICK PAY.*Holidays.*

16. (a) The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day. All work done on the said holidays shall be paid for at ordinary rates in addition to the provisions of sub-clause (c) hereof.

Annual Leave.

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

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas-New Year holidays, provided that employers in the glass trade may arrange for annual leave to be taken in such manner as may permit skeleton staffs to be available during the period of general closing covered by this paragraph for the purpose of dealing with any emergency replacements of glass.

Loaded Rate to provide Credits from which Payment for Holidays, Annual Leave and Sick Pay shall be Made.

(c) (i) Each weekly wage employee shall be credited by the employer with a sum equal to 4½ hours' pay for each week of continuous service.

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

(iii) If on such pay day there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent, the employer shall on the next succeeding pay day pay to the employee an amount equal to that wage equivalent and the employee's credit shall be reduced by the amount so paid. Provided that the payments from credits in respect of Good Friday and Easter Monday shall be made on the pay day immediately preceding Good Friday.

(iv) If on such pay day the amount standing to such credit is less than such wage equivalent the employer shall on that pay day pay to the employee the amount then standing to such credit and the employee's credit shall be reduced by the amount so paid.

(v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment, the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week's pay, pay to him such amount and if there be not sufficient for this purpose then the employer shall pay to the employee such amount as is standing to his credit and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated the employee may at his own request be paid the difference when he has accumulated sufficient credit to cover the necessary amount.

(vi) On the pay day preceding the Christmas holidays the employer shall pay to the employee such amount as is then standing to the employee's credit, plus credits up to the end of the 52nd week in the year.

(vii) In the event of an employee being absent for any cause (other than statutory holidays, annual leave, personal sickness or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year) the employer may reduce the amount to be credited to such employee by an amount *pro rata* to such absence.

(d) The provisions of this clause shall operate from the 1st January, 1946.

PAY DAY.

17. All employees shall be paid weekly on any other day than Saturday. No employer shall hold more than two days' pay in hand.

Any employee kept waiting for his pay on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid overtime rates after that quarter of an hour, and as for a quarter of an hour at least.

TIME BOOK OR RECORD.

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

Provided that no inspection shall be demanded unless the accredited official of the said Society suspects that a breach of this Determination has been or is being committed and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

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

RIGHT OF ENTRY OF UNION OFFICIALS.

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

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

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

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

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

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

DILUTION OF LABOUR.

20. For the period of the war employers may engage unskilled adult male labour at operations for which this Determination provides margins, subject to the following conditions:—

(a) Dilutees may be introduced into the industry to a maximum extent of 10 per cent. of all adult male employees in any factory.

(b) Dilutees shall be called trainees.

(c) The basic wage shall be paid to trainees for the first three months of their employment and thereafter they shall be classified according to the particular work for which they appear most suitable and be paid as follows:—

Second three months—Basic wage and 25 per cent. of the appropriate margin.

Third three months—Basic wage and 50 per cent. of the appropriate margin.

Fourth three months—Basic wage and 75 per cent. of the appropriate margin.

(d) At the end of twelve months, trainees shall be paid the full Determination rates unless the employer desires to extend the period of training. In such case he shall have the right of appeal to a joint committee composed of four representatives respectively of employees and employers, appointed under the provisions of the Federal Award for the Federated Furnishing Trade Society of Australasia. In the event of such committee failing to agree on any matter, the members thereof shall have the right to submit any matter in dispute to the Wages Board.

PIECE-WORK.

21. The Board determines under the provisions of the Factories and Shops Act that any employer may fix and pay piece-work prices to any person employed at any work for which the Board has a fixed minimum wage, provided that any such employer shall base such piece-work prices on the earnings of an average worker working under like conditions, and such piece-work prices shall be fixed so that an average worker can earn not less than 10 per centum in addition to the wages rates that are fixed by the Board for such work.

PERIODICAL ADJUSTMENT OF WAGES.

22. The wages rates set out in clause 3 are based upon the following basic wage for adult males and minimum wage for adult females, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically adjusted as prescribed by clause 23.

Place.	Needs Basic Wage for Adult Males and Minimum Wage for Adult Females (adjustable).	Loading (constant).	Total Basic Wage for Adult Males and Minimum Wage for Adult Females.	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne—				
Males	5 0 0	0 6 0	5 6 0	Melbourne
Females	2 13 0	0 3 0	2 16 0	
Within 10 miles of G.P.O., Geelong—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Warrnambool—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Mildura and Gippsland Districts—same as the contemporaneous basic wage and minimum wage for Melbourne.				
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week.				
Elsewhere—3s. and 1s. 6d. respectively less than the contemporaneous basic wage and minimum wage for Melbourne.				

ADJUSTMENT OF BASIC WAGE.

23. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in February, 1947, the amounts of the Basic Wage shall be as prescribed in clause 22.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(d) The amounts of the weekly rates for apprentices and improvers shall be adjusted proportionately to the basic wage, and shall accord with the rates payable from time to time under the appropriate Award of the Commonwealth Court of Conciliation and Arbitration.

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

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

J. V. WILLOX, Secretary.

Melbourne, 8th January, 1947.

