



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 19]

MONDAY, JANUARY 20.

[1947

PROCLAMATION

By His Excellency Lieutenant-General the Honorable Sir Edmund Francis Herring, K.B.E., D.S.O., M.C., E.D.,
Lieutenant-Governor of the State of Victoria and its Dependencies in the Commonwealth of Australia,
&c., &c., &c.

WHEREAS by a Commission under the Royal Sign Manual and Signet, bearing date the Thirtieth day of July, One thousand nine hundred and forty-five, His Majesty King George VI. was graciously pleased to appoint me to be the Lieutenant-Governor of the State of Victoria and its Dependencies in the Commonwealth of Australia, with all the powers, rights, privileges, and advantages to the said Office belonging or appertaining; and further, in case of the death, incapacity, or removal of the Governor of the said State, or of his departure from the said State, or of his assuming the administration of the Government of the Commonwealth of Australia, to authorize and require me to administer the Government of the said State, with all and singular the powers and authorities contained in certain Letters Patent under the Great Seal of the United Kingdom of Great Britain and Ireland, bearing date at Westminster the Twenty-ninth day of October, One thousand nine hundred, constituting the office of Governor in and over the said State of Victoria and its Dependencies as amended by Letters Patent under the Great Seal of the United Kingdom of Great Britain and Ireland, bearing date at Westminster the Thirtieth day of April, One thousand nine hundred and thirteen, making further provision for the administration of the Government of the State of Victoria and its Dependencies in certain events: And whereas the said Governor, has assumed the administration of the Government of the Commonwealth of Australia: Now therefore I, Sir Edmund Francis Herring, the Lieutenant-Governor of the said State, do hereby proclaim that all the powers and authorities by the said Letters Patent granted to the Governor of the said State of Victoria and its Dependencies have become and are now vested in me as Lieutenant-Governor of the said State now residing therein, to be by me exercised and enjoyed in accordance with the terms of the said Commission.

Given under my Hand and the Seal of the State of Victoria aforesaid, at Melbourne, this nineteenth day of January, in the year of our Lord One Thousand nine hundred and forty-seven, and in the eleventh year of the reign of His Majesty King George VI.

L.S.

E. F. HERRING.

By His Excellency's Command,

JOHN CAIN.

Premier.

GOD SAVE THE KING!

PRIVATE SECRETARY.

THE Lieutenant-Governor has been pleased to appoint to his personal staff:—

LIEUTENANT-COLONEL HAROLD ARTHUR FAULKNER WILKINSON, M.C., V.D., to be His Excellency's Private Secretary.

By Order,

C. W. KINSMAN,

Official Secretary,

The Governor's Office,

Melbourne, 19th January, 1947.



VICTORIA GOVERNMENT GAZETTE.

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No. 20]

MONDAY, JANUARY 20.

[1947

Factories and Shops Acts.

DETERMINATION OF THE TEA PACKING 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 appointed 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 Determination of the Grocers Board) employed either inside or outside a factory or work-room, in the process, trade, or business of preparing tea, coffee, cocoa, or chocolate for trade or sale, including blending, weighing, filling packets, wrapping, packing, or labelling," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st January, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.					Adults.				
WAGES.					WAGES.				

3.

TIME OF BEGINNING AND ENDING WORK.

Time of Beginning.			Time of Ending.
7.30 a.m.	12 noon on Saturdays.
7.30 a.m.	5.30 p.m. on each of the other five working days of the week.

OVERTIME.

4. Overtime shall be paid for as follows :—

- (a) Within the hours provided in clause 3 in excess of 44 hours in any week—time and a half.
 (b) Outside the hours provided in clause 3—time and a half for the first two hours and double time thereafter.

HOLIDAYS.

5. Employees shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Union Picnic Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day, and within the Metropolitan District as defined in the Factories and Shops Acts, Melbourne Cup Day.

SPECIAL RATES.

6. Double time shall be the special rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Christmas Day, and Boxing Day, and within the Metropolitan District as defined in the Factories and Shops Acts, Melbourne Cup Day; 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.

TERMINATION OF EMPLOYMENT.

7. Except in a case where an employee has been guilty of a misdemeanour, seven days' notice of termination of employment shall be given by either employer or worker. In lieu of such notice one week's wages shall be paid or forfeited, as the case may be.

SICK PAY.

8. (a) Any weekly employee not attending for duty shall lose his or her pay for the actual time lost unless such employee has had not less than 12 months' continuous service and he or she produces or forwards within 24 hours of the commencement of such absence satisfactory evidence to the employer that his or her 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 grounds of personal ill-health or accident for more than six days in each year.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding eighteen days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay. For the purposes of this sub-clause service prior to 15th February, 1944, shall be disregarded.

ANNUAL HOLIDAYS.

9. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111.

PAY DAY.

10. Employees shall be paid on a day not later than Thursday in each week.

POSTING OF DETERMINATION.

11. A copy of this Determination shall be posted in a conspicuous place at or near the entrance of each floor in a building if any employees are employed on such floor at any work covered by this Determination.

REST PERIOD.

12. An interval of ten minutes each morning and afternoon shall be given as a rest period to all employees, and shall be counted as time worked.

MEAL ALLOWANCE.

13. Any employee who is required to work overtime for one hour or more on any day shall receive a meal allowance of two shillings for each day he or she is so required to work.

MIXED FUNCTIONS.

14. An employee engaged for more than half of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If engaged for less than half of one day or shift, he shall be paid the higher rate for the time so worked.

15.

DEFINITIONS.

Foreman: A person held directly responsible by the employer for the carrying out of the work, and who has the charge and direction of the employees.

Headman or Headwoman: A person on a floor who directs other employees in their work and who is held responsible for work done on that floor notwithstanding he or she may be under the orders or takes instructions from the foreman.

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

J. V. WILLOX, Secretary.

Melbourne, 18th December, 1946.

Published by Authority.

No. 21]

MONDAY, JANUARY 20.

[1947

DETERMINATION OF THE WHOLESALE GROCERS BOARD.

2.

No. 21.—13359/46.

TEA MONEY.

6. Any employee required to work overtime for a period in excess of one hour after the time fixed for ending work shall be allowed two shillings and sixpence tea money in addition to overtime rates as prescribed for in this Determination.

TERMS OF ENGAGEMENT.

7. (a) Employees are to be engaged as weekly or casual employees. A weekly employee is one engaged by the week and paid by the week, and whose engagement shall be terminable by one week's notice on either side, such notice not to be continued from week to week.

(b) After one full week's work, such notice may be given to a weekly employee at any time, but an employer may pay one week's wages in lieu of notice.

(c) Casual employees shall be guaranteed not less than two hours' engagement every start.

(d) A weekly employee to be entitled to the weekly wage shall be available, ready, and willing to perform his or her usual work during the days and hours usually worked by such class of employee, and may be summarily dismissed for dishonesty, misconduct, neglect of duty, or for absence from work without reasonable cause, and in the event of such dismissal the employee shall be paid only for the time actually worked.

CASUAL EMPLOYEES.

8. Casual employees, i.e., employees engaged for less than two full weeks shall be paid at ordinary wages rate with an addition of thirty-three and one-third per centum.

HOLIDAYS.

9. Employees, provided their services are not required, shall be entitled to the following public holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Melbourne Show Day, Melbourne Cup Day, Christmas Day, and Boxing Day.

SPECIAL RATES.

10. Double time shall be the special rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Melbourne Show Day, Melbourne Cup Day, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, then the special rate shall be payable only for the day so substituted.

ANNUAL HOLIDAYS.

11. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111.

REST INTERVAL.

12. There shall be a rest interval of 10 minutes at a time fixed by the employer between 10 a.m. and 11.30 a.m. on each day (Monday to Friday inclusive in each week) for each employee, such time to count as time worked.

CERTIFICATE OF SERVICE.

13. Any worker when leaving or being discharged from his or her employment shall be given by the employer a certificate stating the date when such employment began and the date when such employment terminated.

PAY DAY.

14. Payment of wages shall be made not later than Thursday of each week and during the ordinary working hours.

SICK PAY.

15. (a) Any employee not attending for duty shall lose his or her pay for the actual time lost unless such employee has had not less than twelve months' service with the same employer, and he or she produces or forwards within twenty-four hours of the commencement of such absence evidence satisfactory to the employer that his or her 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 grounds of personal ill health or accident for more than six days in each year.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of such leave as prescribed is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding eighteen days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to the 25th November, 1943, shall be disregarded.

UNION PICNIC DAY.

16. All establishments covered by this Determination shall close and be kept closed on the day fixed as Union Picnic Day.

FIRST-AID OUTFIT.

17. In each establishment the employer shall provide and continuously maintain, at a place reasonably accessible to all employees, an efficient first-aid outfit.

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

J. V. WILLOX, Secretary.

Melbourne, 18th December, 1946.



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No. 22]

MONDAY, JANUARY 20.

[1947

Factories and Shops Acts.

DETERMINATION OF THE COAL AND COKE 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 now has the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed—

- (a) in any business or occupation connected with the sale or distribution of coal or coke by any—
 - (i) coal importer;
 - (ii) coal mine owner;
 - (iii) gas company;
 - (iv) agent or contractor who distributes coal or coke for any coal importer, coal mine owner, or gas company;
- (b) in the process, trade, business, or occupation of burning, preparing, grinding, grading, or distributing charcoal in a form suitable for use—
 - (i) in power-producing or heat-producing units;
 - (ii) in the manufacture of explosives;
 - (iii) in the manufacture, repair, or maintenance of gas masks or respirators"

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.

PART I.—Persons OTHER THAN those employed in the process, trade, business, or occupation of burning, preparing, grinding, grading, or distributing charcoal in a form suitable for use in power-producing or heat-producing units; in the manufacture of explosives or in the manufacture, repair, or maintenance of gas masks or respirators.

2. (a)

Improvers.*				Other Employees.			
WAGES PER WEEK.				WAGES PER WEEK.			
		s.	d.			s.	d.
Under 17 years of age	..	65	9	Persons trimming or spreading coal that is heated or on fire	..	210	4
17 years of age	..	77	6	Persons employed driving and/or operating power-driven coal-loading machines, i.e., persons riding on, driving and/or operating mechanical or other levers of such coal-loading machines	..	154	4
18 " "	..	89	0	Persons employed trimming coal and/or feeding coal to and from coal loaders	..	144	4
19 " " or over—the appropriate rate prescribed under the heading "other employees".	..			Persons trimming coal from the "Grab"	..	151	8
				Other coal trimmers	..	144	4
				Coal baggers or loaders	..	144	4
				Persons employed loading by shovel or fork loose coal from railway trucks to vehicles	..	144	4
				Persons employed loading by shovel or fork loose coal from vehicles to railway trucks	..	166	4
				Persons loading by shovel or fork loose coal from the ground into railway trucks	..	177	4
				Coke stackers at wharf coal yards	..	153	6
				Coke yard employees	..	115	0
				Carters driving one horse	..	113	0
				Carters driving two horses	..	118	0
				Carters driving three horses	..	121	0
				Carters driving four horses	..	123	0
				Carters driving five horses	..	124	0
				And 6d. extra per day for every additional horse.			
				Drivers of motor vehicle, including girlinger, having a maker's capacity of—			
				(a) 25 cwt. or less	..	118	0
				(b) Over 25 cwt., but not over 3 tons	..	122	0
				(c) Over 3 tons, but under 6 tons	..	125	0
				Further tonnage—for each complete ton over 5 an extra 1s. per week			
				All other coal yard employees	..	137	4

NOTE.—The Board has determined, in accordance with Section 25 (1) of the Factories and Shops Act 1934, that the trade is so unskilled that no apprentices shall be taken in the trade.

No. 22.—13399/46.

(b) **GAS PRODUCER UNITS.**—The following provisions shall apply to drivers of gas producer units:—

- (i) Driver of a motor vehicle fitted and operated with a charcoal gas producer unit for each day or portion thereof upon which he is called upon to drive such vehicle, 1s. extra.
- (ii) Such driver for each day or portion thereof upon which he is called upon to clean the hopper and/or final filter of such unit, 1s. extra.
- (iii) Suitable overalls and gloves shall be provided by employers for the employees mentioned in sub-clauses (i) and (ii) hereof.
- (iv) Employers shall provide proper washing conveniences for such employees, and also hot water or some other efficient cleansing material.

(c) **WAR LOADINGS FOR CARTERS AND DRIVERS.**—In addition to the weekly rates prescribed herein, war loadings shall be paid as follows:—

	Per Week.
	s. d.
Juniors under 20 years of age	1 0
Juniors 20 years of age and over	1 6
All other classifications	3 0

Provided that any person driving a gas-producer unit shall be paid the appropriate extra rates hereinbefore provided, and shall not be entitled to war loadings.

	HOURS.
3. All persons other than carters and drivers	44 hours per week.
Carters and drivers	88 hours per fortnight provided that not more than 48 hours per week shall be worked without payment of overtime.

4. **TIME OF BEGINNING AND ENDING WORK.**

	Time of Beginning.	Five Days in the Week.	Time of Ending the day the half-holiday is usually observed.
Carters	7 a.m.	5.45 p.m.	1 p.m.
All others	8 a.m.	5 p.m.	12 noon

OVERTIME.

5. (a) The following rates shall be paid for all overtime worked:—

- (i) Outside the time of beginning and ending work as herein fixed—

Between 12 noon and midnight on the day on which the half-holiday is usually observed	Double time.
Between 5 p.m. and midnight on the other working days	Time and a half.
Between midnight and 8 a.m.	Double time.
- (ii) Within the times of beginning and ending work in excess of the hours fixed in Clause 3 as a week's work—

First two hours	Time and a half.
Thereafter	Double time.

(b) Special provisions relating to overtime:—

When overtime is to be worked casual employees shall where practicable be given preference. The foreman shall make the necessary arrangements for engaging casual employees during the times mentioned in clause 13 and shall inform casual employees so engaged of the actual time they are expected to commence work.

Should a casual employee be employed during the day and until 7 a.m. the following day by one employer, he shall not be required to continue after 7 a.m. if other labour is available.

Should a casual employee who has been employed all day be ordered back by the same employer to resume not later than 2 a.m. and continues until 7 a.m., he shall not be required to continue after 7 a.m. if other labour is available.

Should a casual employee's first start be midnight or later he shall if required, continue working throughout that day until 5 p.m.

If a regular yard employee after completing a full day's work is called upon to work overtime until later than 11 p.m., he shall not be required to resume work next morning if other labour is available.

MINIMUM OF WORK.

6. Employees called on to work on any day shall be given four (4) hours' work, or alternatively, four (4) hours' pay at ordinary rates.

BROKEN WORKING HOURS.

7. Any broken part of fifteen minutes at the completion of a day's work shall be paid for as for a full fifteen minutes.

TRANSPORT.

8. When work finishes between midnight and 6 a.m., transport (if obtainable) shall be provided to convey the employees to a point adjacent to Flinders-street in the City. This clause shall only apply to the Metropolitan District.

PAY DAY.

9. (a) All wages due to 5 p.m. on Thursday in each week shall be paid on that day.

(b) Each employee shall be furnished with particulars each pay day of time worked and rates of payment.

SMOKE-OH.

10. (a) Persons employed in trimming coal or coaling small vessels by means of baskets, shall be entitled to the following smoke-oh:—

Day—
10 a.m. to 10.30 a.m., unless work ends at or before 10 a.m.
3 p.m. to 3.30 p.m., unless work ends at or before 3 p.m.

Night—
9 p.m. to 9.30 p.m., unless work ends at or before 10 p.m.
3 a.m. to 3.30 a.m., unless work ends at or before 3 a.m.

(b) Persons employed continuously feeding coal into and/or driving or in charge of any mechanical appliance or elevator, shall be allowed 30 minutes' smoke-oh during each morning and each afternoon or alternatively shall be paid for such time.

(c) All other employees shall receive a smoke-oh of 10 minutes during each morning and each afternoon at a time mutually agreed upon or alternatively shall be paid for such time.

WET WEATHER PROVISIONS.

11. (a) A committee consisting of a representative of employers appointed by the Commonwealth Steamship Owners Association and a representative of employees appointed by the Federated Fodder and Fuel Trades Industrial Union, shall by agreement determine whether work at the South Wharf Coal Yards shall proceed or cease in the event of wet weather.

(b) If the Committee agrees that rain is sufficiently heavy to justify a temporary cessation of work, such work shall cease forthwith provided that wagons which have been loaded to at least half capacity shall be completed before work ceases.

(c) In the event of employees working under cover and protected from rain the foregoing sub-clauses of this clause shall not apply and such employees shall continue working during any period of wet weather.

Improvers.			Other Employees.		
WAGES PER WEEK OF 44 HOURS.			WAGES PER WEEK OF 44 HOURS.		
		s. d.			s. d.
Under 17 years of age	..	63 9	Wood cutters, using axe, power crosscut circular saw, or other method	..	125 0
17 years of age	..	75 0	Carters driving one horse	..	113 0
18 " "	..	86 3	Carters driving two horses	..	118 0
19 " " or over—the appropriate rate prescribed under the heading "other employees".			Carters driving three horses	..	121 0
			Carters driving four horses	..	123 0
			Carters driving five horses	..	124 0
			And 6d. extra per day for every additional horse		
			Drivers of vehicle (including girlinger) having maker's capacity of—		
			(a) 25 cwt. or less	..	118 0
			(b) Over 25 cwt., but not over 3 tons	..	122 0
			(c) Over 3 tons, but under 6 tons	..	125 0
			Further tonnage—for each complete ton over 5 an extra 1s. per week.		
			Charcoal burning by retorts, metal or brick kilns, or pits—		
			(a) Operator in charge of plant	..	140 0
			(b) All other employees, including persons employed in emptying, bagging, sewing, stacking, or loading	..	130 0
			Grinding or grading charcoal—		
			(a) Attendant in charge of plant—		
			(i) With four or more persons under his supervision	..	150 0
			(ii) With three or fewer persons under his supervision	..	146 0
			(b) All other persons, including those engaged in grinding, grading, or bagging charcoal or sewing bags	..	140 0

One improver to the first six workers, and thereafter one additional improver to every ten additional workers receiving not less than 113s. per week.

NOTE.—The Board determines that no person shall be employed as an apprentice.

(b) GAS-PRODUCER UNITS.—The following provisions shall apply to drivers of gas-producer units:—

- (i) Driver of a motor vehicle fitted and operated with a charcoal gas-producer unit for each day or portion thereof upon which he is called upon to drive such vehicle, 1s. extra.
- (ii) Such driver for each day or portion thereof upon which he is called upon to clean the hopper and/or final filter of such unit, 1s. extra.
- (iii) Suitable overalls and gloves shall be provided by employers for the employees mentioned in sub-clauses (i) and (ii) hereof.
- (iv) Employers shall provide proper washing conveniences for such employees and also hot water or some other efficient cleansing material.

(c) WAR LOADINGS FOR CARTERS AND DRIVERS.—In addition to the weekly rates prescribed in clause (1) (a), war loadings shall be paid as follows:—

						Per Week.
						s. d.
Juniors under 20 years of age	1 0
Juniors 20 years of age and over	1 6
All other classifications	3 0

Provided that any person driving a gas-producer unit shall be paid the appropriate extra rates set out in sub-clause (b) and shall not be entitled to war loadings.

CONDITIONS OF EMPLOYMENT (OTHER THAN FOR SHIFT WORK).

2. (i) The ordinary weekly total of hours shall be 44 in number, all to be worked on days other than Sunday.
- (ii) (a) Such ordinary weekly total, at the option of the employer, may be spread over five or six days, and except on shift work, shall be worked in one period occurring between 7.30 a.m. and 12.30 p.m. on Saturday and between 7.30 a.m. and 5.15 p.m. on other days, subject to the recognized meal hours or intervals and smoke-oh of ten minutes each morning and afternoon, but no other breaks imposed by the employer.
- (b) If a five-day week is worked the ordinary daily total of working hours shall be 8 4/5ths, and if a six-day week is worked such total shall be four on Saturday and eight on any other day.
- (iii) Smoke-ohs shall be counted as part of time worked.

SHIFT WORK.

3. (i) For the purposes of this Determination afternoon and night shifts shall be defined as follows:—
 - (a) Afternoon shift shall mean any shift finishing after 6 p.m. and at or before midnight.
 - (b) Night shift shall mean any shift finishing after midnight and at or before 8 a.m.
- (ii) The ordinary hours of shift workers shall not exceed—
 - (a) 8 hours in any one day; or
 - (b) 48 hours in any one week; or
 - (c) 88 hours in any 14 consecutive days; or
 - (d) 176 hours in any 28 consecutive days.
- (iii) Subject to the following conditions shift-workers shall work at such times as the employer may require.
 - (a) A shift shall consist of 8 hours inclusive of crib-time and smoke-oh.
 - (b) Except at regular change over of shifts or except in the event of relief not arriving or except in some special circumstance an employee shall not be required to work more than one shift in any one period of 24 hours.
 - (c) Any employee who is required to continue working on account of one of the special conditions mentioned in sub-clause (b) hereof shall not work more than two consecutive shifts in any one period of 24 hours.
- (iv) In each shift during which the employee does not receive the same amount of time for a meal interval or smoke-oh as that which day-workers receive under this Determination, he shall be paid at ordinary rates for twenty minutes' crib-time and two smoke-ohs of ten minutes each.
- (v) Shift-workers whilst engaged on afternoon or night shifts shall receive the ordinary rates of payment provided in clause 2 with the addition of 7½ per cent. Provided that for work done on any shift the major portion of which is worked on a Sunday or a holiday mentioned in clause 8, an additional 50 per cent. shall be paid.

OVERTIME.

4. Except as in this Determination may be otherwise provided, all time worked in excess of the ordinary daily or weekly hours of work shall be paid for at one and a half times the ordinary rate for the first four hours and double the ordinary rate thereafter.

TERMS OF ENGAGEMENT.

5. (i) An employer shall have the option of engaging any employee either by the week or casually.
- (ii) (a) If the engagement is by the week it shall be for a continuous period of at least eight weeks, and thereafter shall be terminable on either side by a week's notice which may be made to expire at any time during a week of the employment. Provided that this clause shall not affect the employer's right to dismiss forthwith at any time an employee because of the latter's incompetence or misconduct, in which case the employee shall be entitled in respect of wages for the then current week's employment, only to payment proportionate to the aggregate of time worked by him, and of such other previous time (if any) in that week as to which under this Determination no deduction from his week's wages is allowable.
- (b) An engagement shall be deemed to be and to continue casual unless the employer, at the commencement of the engagement or before any change by him of a casual engagement of the employee to one by the week, expressly notifies the employee that he is to be engaged by the week.
- (c) A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he performs.
- (d) The employer shall have the right to deduct payment for any day upon which the employee cannot be employed usefully because of any strike, or through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot reasonably be held responsible.

ANNUAL HOLIDAYS.

6. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111.)

SICK LEAVE.

7. No deduction shall be made from the wages of any weekly employee unavoidably absent through illness for not more than 44 working hours in each year, i.e., one day for each two months' service, commencing 1st July, 1942, provided he has submitted, within 24 hours of the commencement of such absence, satisfactory evidence to the employer or his representative that same was not the result of his own misconduct.

SUNDAYS AND HOLIDAYS.

8. (i) Weekly employees shall be entitled to 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, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.
- (ii) Any weekly employee required to work on a Sunday or any holiday mentioned in sub-clause (i) hereof, shall be paid for such work at double the ordinary rate.

WASHING FACILITIES.

9. Each employer shall provide for all the employees hot and cold showers or other conveniences, which shall be approved by the Secretary for Labour or his Inspector.

TIME RECORD.

10. (a) The employer shall keep a record of the names of the employees of such employer, and in respect of each such employee, a record from week to week of the periods, times, and class of work done, and the rates of wage and amounts of wages paid, and shall obtain from week to week the signature of each employee to such record.

(b) The secretary or duly accredited representative of the Federated Fodder and Fuel Trades Industrial Union authorized in writing to that effect by such secretary shall be allowed, on any day after which two days' notice has been given to inspect such records so far as may be reasonably necessary to obtain information therefrom relating to any member or members of the said union.

RIGHT OF ENTRY OF UNION OFFICIAL.

11. A duly accredited representative of the Federated Fodder and Fuel Trades Industrial Union shall have the right to enter the portion of any employer's establishment in which any of the classes of labour covered by this Determination is done, for the purpose of interviewing employees on legitimate Union business.

NOTICE BOARD.

12. The Federated Fodder and Fuel Trades Industrial Union shall be permitted to post on a board notices appertaining to Union business generally.

FIRST-AID CHEST.

13. Every employer shall provide a fully-equipped first-aid outfit for use of any employee injured in the course of his employment.

GOGGLES AND RESPIRATORS.

14. Every employer shall provide suitable goggles and respirators for use of employees whilst employed by him.

PART 3.—Periodical Adjustment of Wages.

(NOTE.—The provisions of this Part operate in the cases of employees covered by Part 1 and Part 2.)

1. The wages rates set out in Part 1 and Part 2 are based upon the following basic wage rates 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 adjusted as prescribed by clause 2. Provided that the wages of improvers 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.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	Six Capital Cities (Weighted Average).
Throughout the State	5 0 0	6 0	5 6 0	

ADJUSTMENT OF BASIC WAGE.

2. (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 1.

(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.

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

J. V. WILLOX, Secretary.

Melbourne, 20th December, 1946.





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No. 23]

MONDAY, JANUARY 20.

[1947

Factories and Shops Acts.

DETERMINATION OF THE MILLET BROOM BOARD.

NOTE.—This Determination on the 8th August, 1941, applied to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of making—

(a) Brooms of millet, grass, or other similar material;

(b) Mops or feather dusters,"

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.

(a) Apprentices or Improvers.				(b) Other Employees.			
Broom Section.		Feather Duster or Mop Sections.					
	Wages per Week of 44 Hours. s. d.	MALES.	Wages per Week of 44 Hours. s. d.	FEMALES.	Wages per Week of 44 Hours. s. d.		
1st Year	.. 24 9	1st Year	.. 24 9	1st Year	.. 24 9		
2nd "	.. 31 0	2nd "	.. 31 0	2nd "	.. 31 0		
3rd "	.. 40 0	3rd "	.. 40 0	3rd "	.. 34 3		
4th "	.. 55 9	4th "	.. 55 9	4th "	.. 40 0		
5th "	.. 68 0	5th "	.. 68 0	5th "	.. 46 3		
6th "	.. 86 3	6th "	.. 86 3	6th "	.. 55 9		
And thereafter the minimum wage.		And thereafter the minimum wage.		And thereafter the minimum wage.			

PROPORTION IN ANY FACTORY OR PLACE.							
APPRENTICES.							
Broom Section.							
One apprentice to every three or fraction of three workers receiving not less than 119s. per week of 44 hours, or the prescribed piecework prices.							
APPRENTICES.							
Feather Duster or Mop Sections.							
One apprentice to every three or fraction of three workers receiving not less than 119s. per week of 44 hours.							
IMPROVERS.							
Feather Duster Making Section.							
Two male improvers to every worker receiving not less than 119s. per week of 44 hours.							
Two female improvers to every female worker receiving not less than 74s. 3d. per week of 44 hours.							
IMPROVERS.							
Mop Making Section.							
Two male improvers to every worker receiving not less than 119s. per week of 44 hours.							
Two female improvers to every female worker receiving not less than 74s. 3d. per week of 44 hours.							
Broom Section.							
One improver to every three or fraction of three workers receiving not less than 119s. per week of 44 hours, or the prescribed piece-work prices.							

Broom Making.							
					Wages per Week of 44 Hours. s. d.		
Head sorter (i.e., a man who takes charge of a bench and who does the principal parts or the whole of the sorting)	134	0		
Second sorter	129	0		
Maker or sewer	134	0		
Cutter off	126	6		
All others	119	0		

Feather Duster Making.							
					Wages per Week of 44 Hours. s. d.		
Males	119	0		
Females	74	3		

Mop Making.							
					Wages per Week of 44 Hours. s. d.		
Males	119	0		
Females	74	3		

3.

TIMES OF BEGINNING AND ENDING WORK.—

					Times of Beginning. Not earlier than—	Times of Ending. Not later than—
On Monday to Friday inclusive	7.30 a.m.	5.45 p.m.
On Saturday	7.30 a.m.	12 noon

OVERTIME.

4. (a) *Broom Section*.—(i) That any time worker who in any week works for any time in excess of 44 hours shall be paid for such extra time at the rate of time and a half for the first four hours and double time thereafter.

(ii) Any piece worker who works in excess of 44 hours in any week shall for such extra time be paid 8d. per hour in addition to piece-work earnings.

(b) *Feather Duster or Map Section*.—That any time worker who in any week works for any time in excess of 44 hours shall be paid for such extra time at the rate of time and a half for the first four hours and double time thereafter.

MEAL ALLOWANCE.

5. Any employee who is required to work for more than one hour after the usual closing time of the factory shall be paid 2s. 6d. as a meal allowance for each day that such extra time is worked.

SPECIAL RATES.

6. All work done on Sundays, New Year's Day, Australia Day, Good Friday, Melbourne Cup Day, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day shall be paid for at the rate of double time; but if any other day be by Act of Parliament or Proclamation substituted for any of the above days, then the special rate shall be payable only for the day so substituted.

HOLIDAYS.

7. (a) All employees shall be entitled to the following holidays, with payment at ordinary rates therefor:—The days observed as New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

(b) An employer shall not terminate the employment of an employee for the purpose of evading payment for the holidays prescribed in sub-clause (a) of this clause.

(c) Where an employee is dismissed within 7 days prior to any such holiday, the re-engagement of such employee within 14 days after such holiday shall be prima facie evidence that the employment was terminated for the purpose of evading payment for such holiday.

(d) All employees working on piecework shall be entitled to the following holidays:—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Melbourne Cup Day, Christmas Day and Boxing Day, and they shall be paid for such holidays the amount for each holiday based on the weekly wage for a maker or sewer as set out in this Determination.

ANNUAL HOLIDAYS.

8. The annual holidays for employees covered by this Determination shall be two weeks in accordance with the provisions as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111).

SICK LEAVE.

9. (a) Any employee who has been in the service of an employer for not less than six months shall be entitled to 44 hours of sick leave of absence with full pay during each twelve months' service provided he or she produces within 24 hours of the commencement of such absence satisfactory evidence to his or her employer that such absence was caused by personal ill-health or an accident.

(b) Notwithstanding the provision of sub-clause (a) hereof if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 88 hours, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

TERMS OF ENGAGEMENT.

10. (a) Employees are to be engaged as weekly or casual employees. A weekly employee is one engaged by the week and paid by the week, and whose engagement shall be terminable by one week's notice on either side, such notice not to be continued from week to week.

(b) After one full week's work, such notice shall be given by either employer or weekly employee, or in lieu of such notice, one week's wages shall be paid or forfeited as the case may be.

(c) Casual employees shall be guaranteed not less than two hours engagement every start.

(d) A weekly employee to be entitled to the weekly wage shall be available, ready and willing, to perform his or her usual work during the days and hours usually worked by such class of employee, and may be summarily dismissed for dishonesty, misconduct, neglect of duty, or for absence from work without reasonable cause, and in the event of such dismissal the employee shall be paid only for the time actually worked.

(e) Provided that an employer may deduct payment for any day upon which the employee cannot be usefully employed by reason of any strike, breakdown of machinery, or other cause for which the employer cannot reasonably be held responsible.

KNIVES TO BE SUPPLIED.

11. Knives which shall remain the property of the employer shall be supplied to pieceworkers when necessary for the performance of their duties.

HOT WATER TO BE PROVIDED.

12. Each employer shall provide hot water for washing purposes for employees at meal time and at time of ceasing duty.

PAYMENT OF PIECE-WORKERS EMPLOYED ON OTHER WORK THROUGH BREAKDOWN OF MACHINERY.

13. Piece-workers, i.e., makers or sewers, who through a breakdown of machinery are not working on their work shall, irrespective of the work on which they may be employed, be paid at the time rate set out for a maker or sewer.

PIECE-WORK PRICES.

14. That the lowest piece-work prices payable to any person engaged in the following kinds of work shall be :—

(a)

MAKING.

Class of Brooms.	If done by hand machine, where the workman has to fetch his own material to the machine.	If done by hand machine provided that all material for the workman be placed in position on his machine ready for him.	If done by Power Machine.
	s. d.	s. d.	s. d.
3 bands veevet or other material, braces, and tin lock .. per doz.	4 5½	4 5½	3 9
3 Velvet (i. e., with braces, 3 bands velvet or other material, or with 2 bands velvet and tin lock)	3 8	3 6½	3 5
1 Velvet and braces and tin lock	3 5	3 4	3 1½
1 or 2 Star (i.e., with braces and space and velvet or other material) ..	3 0	2 11	2 8½
2 Velvet (i.e., with braces, 2 bands of velvet or other material or big tin lock)	3 2½	3 1½	2 8½
Carpet Lock (i.e., with band of velvet and lock)	3 0	2 11	2 6
Lock 1, 2, and 3	2 7	2 6	2 3½
1 Hurl Lock	2 6	2 3½	2 2
Daisy (i.e., with no covers and band of velvet or other material and tin lock)	2 1	1 11½	1 9
Common Hurl (i.e., with no covers and tin lock)	1 11½	1 10½	1 9
Common Grass (i.e., with no covers and one space only)	1 11	1 10	1 8½
Government (i.e., with 3 spaces in finish, or if made with Palmyra or other material 6d. per dozen extra)	2 11	2 8½	2 4½
Toy Brooms (i.e., with space, velvet, or other material)	2 3½	2 1	1 10½
Toy Brooms (i.e., without velvet finish)	1 9	1 9	1 6½
Velvet Top Brushes (if finished with one velvet)	2 1	1 11½	1 9
Velvet Top Brushes (if finished with two velvets)	2 3½	2 3½	2 1
Velvet Top Brushes (if finished with three velvets)	2 4½	2 3½	2 3½
Whisk, Common (if finished with two lifts of hurl)	1 11½	1 9	1 6½
Wooden Handle Brushes (if finished with one velvet)	1 11½	1 10½	1 8
Wooden Handle Brushes (common wood handle)	1 9	1 8	1 5½

Velvet shall mean velveteen or other material.

Additional rates to those provided in clause 14 (a)—

- All brooms made of grass or other material, or mixed material, shall be paid for according to finish as if millet brooms as provided by the Determination of the Board.
- All brooms made wholly of grass shall be paid for at 6d. per dozen extra.
- All other brooms made of mixed material shall be paid for at 2d. per dozen extra.
- Makers or sewers on piece-work who are required to clean their machines shall be paid a quarter of an hour per day at the wages rates fixed for makers or sewers.

(b)

SEWING.

Brooms.	If done by hand.	If done by Lipe Walrath Sewing Machine.	If done by Baltimore Sewing Machine.
	s. d.	s. d.	s. d.
10 lines per doz.	2 7	1 4½	1 3
9 lines	2 6	1 3½	1 1½
8 lines	2 3½	1 1	0 11½
7 lines	2 0	0 11½	0 10½
6 lines	1 9	0 10	0 9
5 lines	1 6	0 9	0 8
4 lines	1 2	0 8	0 6½
3 lines	1 1	0 6½	0 5½
Brushes and Toy Brooms.			
3 lines per doz.	0 10	0 7	0 6
2 lines	0 8	0 6	0 5

PERIODICAL ADJUSTMENT OF WAGES.

15. The wages rates set out in clause 2 are based upon the following basic wage rates, 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 adjusted as prescribed by clause 16. Provided that the weekly earnings of piece-workers shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided also that the wages of juniors and of females 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.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	5 0 0	6 0	5 6 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

16. (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 15.

(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 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.

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

J. V. WILLOX, Secretary.

Melbourne, 20th December, 1946.



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No. 24]

MONDAY, JANUARY 20.

[1947

Factories and Shops Acts.

DETERMINATION OF THE ANIMAL MANURE BOARD.

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

(B) On 25th May, 1914, the powers of the Animal Manure Board were extended to enable it to fix the lowest prices or rates which may be paid to any persons employed in the process, trade, or business of the extraction of tallow.

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 persons employed in the process, trade, or business of the manufacture of manure from animal matter," 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 or Improvers.				Other Employees.			
WAGES PER WEEK.				WAGES PER WEEK.			
	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.
Under 16 years of age ..	50 9	1 6	52 3	Carcass skimmers ..	133 0	4 0	137 0
16 years of age and under 17 years of age ..	54 10	1 8	56 6	All others ..	127 0	4 0	131 0
17 years of age and under 19 years of age ..	70 9	2 1	72 10				
19 years of age and under 20 years of age ..	81 5	2 5	83 10	Afternoon shift employees shall receive an additional 10 per cent. per week.			
20 years of age and under 21 years of age ..	91 10	2 9	94 7	Night shift employees shall receive an additional 10 per cent. per week.			
PROPORTION (by any Employer).				Leading hands on afternoon or night shift shall receive an additional 1s. per shift.			
<i>Apprentices.</i>							
One apprentice to every three or fraction of three workers receiving not less than 131s. per week.							
An indenture of apprenticeship has been prescribed by the Board.							
<i>Improvers.</i>							
One improver to every four workers receiving not less than 131s. per week.							

* Note.—The War Loading shall not be taken into account in the calculation of overtime and other penalty rates prescribed by this Determination.

HEAT ALLOWANCE.

3. Any employee required to work in the dry rendering section artificially heated to more than 18 degrees Fahr. above the outside temperature shall be paid a heat allowance of 3d. per hour: Provided that no heat allowance shall be payable if the outside temperature does not exceed 87 degrees Fahr.

Notwithstanding anything herein contained where eight or more melting pots are in operation the allowance of 3d. per hour shall be paid for the whole shift.

CASUAL EMPLOYEE.

4. A "casual employee" shall be paid the ordinary rate with the addition of 12½ per centum. For the purpose of this clause a "casual employee" shall mean a person who works less than three full days in any one week.

HOURS OF WORK.

5. The maximum number of hours to be worked, without payment for overtime, shall be—

(a) Day work.—(i) 44 hours per week;

(ii) 8 hours per day on Monday, Tuesday, Wednesday, Thursday, and Friday between the hours of 7 a.m. and 5.30 p.m., and 4 hours on Saturday between the hours of 7 a.m. and 12 noon.

(b) Shift work.—(i) 44 hours per week or by mutual agreement between any employer and his employees 88 hours per fortnight, with a maximum of 48 hours in any one week;

(ii) 8 hours per day on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

OVERTIME.

6. All time worked in excess of the number of hours prescribed in clause 5 shall be paid for at the rate of time and a half.

HOLIDAYS.

7. All weekly wage employees shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Melbourne Cup Day, Christmas Day, Boxing Day, and Butchers' Picnic Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays in any place, all employees in that place shall be entitled to such day in lieu of the holiday for which it was substituted.

ANNUAL LEAVE.*Period of Leave.*

8. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous service (less the period of annual leave) as an employee in any one or more of the occupations to which this Determination applies.

Seven-day Shift Workers.

(b) In addition to the leave hereinbefore prescribed seven-day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays shall be allowed seven consecutive days' leave including non-working days.

Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven-day shift worker, he shall be entitled to have the period of fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

Annual Leave Exclusive of Public Holidays.

(c) Subject to this sub-clause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by clause 7 of this Determination and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day there shall be added to that period one day for each such holiday falling as aforesaid.

Where a holiday falls as aforesaid and the employee fails without reasonable cause proof whereof shall be upon him to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave he shall not be entitled to be paid for any such holiday.

Broken Leave.

(d) The annual leave shall be given and taken in a continuous period or, if the employee and the employer so agree, in two separate periods and not otherwise.

Calculation of Continuous Service.

(e) For the purposes of this clause service shall be deemed to be continuous notwithstanding—

- (i) any interruption or determination of the employment by the employer if such interruption or determination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave lawfully granted by the employer; or
- (iii) any absence with reasonable cause proof whereof shall be upon the employee.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his inability to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his absence. A notification given by an employee pursuant to clause 9 shall be accepted as a notification under this sub-clause.

Any absence from work by reason of any cause not being a cause specified in this sub-clause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism such notice shall be given in writing to the employee concerned, but in cases of concerted or collective absenteeism notice may be given to employees by the posting up of a notification in the plant, in the manner in which general notifications to employees are usually made in that plant and by posting to the union whose members have participated in such concerted or collective absenteeism a copy of same not later than the day it is posted up in the plant.

A notice to an individual employee may be given by delivering same to him personally or by posting it to his last recorded address, in which case it shall be deemed to have reached him in due course of post.

In calculating the period of twelve months' continuous service any such absence as aforesaid shall not, except to the extent of not more than fourteen days in a twelve-monthly period in the case of sickness or accident, be taken into account in calculating the period of twelve months' continuous service.

Calculation of Service.

(f) Service before the date of operation of this Determination shall be taken into consideration for the purpose of calculating annual leave but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed or made under the clause hereby revoked. Provided however that in respect of service before the 1st January, 1946 the annual leave shall be allowed at the rate of $3\frac{1}{2}$ hours for each completed one month of continuous service and in respect of service after that date at the rate of $7\frac{1}{2}$ hours for each completed one month of continuous service. Any broken part of a month served before the 1st January, 1946, shall for the purposes of this clause be deemed to be service after the 1st January, 1946. The period of annual leave to be allowed under this sub-clause shall be calculated to the nearest day any broken part of a day in the result not exceeding half a day to be disregarded.

Where the employer is a successor or assignee or transferee of a business if an employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transferee the employee in respect of the period during which he was in the service of the predecessor shall for the purpose of this clause be deemed to be in the service of the employer.

Calculation of Month.

(g) For the purpose of this clause a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

Leave to be Taken.

(h) The annual leave provided for by this clause shall be allowed and shall be taken and except as provided by sub-clause (l) hereof payment shall not be made or accepted in lieu of annual leave.

Time of Taking Leave.

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding three months from the date when the right to annual leave accrued and after not less than two weeks' notice to the employee.

Leave Allowed Before Due Date.

(j) An employer may allow annual leave to an employee before the right thereto has accrued due but where leave is taken in such a case a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each one complete month of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 7 of this Determination.

Payment for Period of Leave.

(k) Each employee before going on leave shall be paid two weeks' wages, except a seven-days shift worker who shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant periods. For the purposes of this sub-clause and sub-clause (l) hereof wages shall be at the rate prescribed by clause 2 of this Determination for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave or the termination of his employment, as the case may be. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

Proportionate Leave on Dismissal.

(l) If after one month's continuous service in any qualifying twelve-monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid at his ordinary rate of wage for 3½ hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 7½ hours at the same rate in respect of each completed month of continuous service after that date, the service in each case being service in respect of which leave has not been granted hereunder.

Annual Close Down.

(m) Where an employer closes down his plant, or a section or sections thereof, for the purposes of allowing annual leave to all or the bulk of the employees in the plant, or section or sections concerned, the following provisions shall apply—

- (i) He may by giving not less than one month's notice of his intention so to do stand off for the duration of the close down all employees in the plant or section or sections concerned, and allow to those who are not then qualified for two full weeks' leave, paid leave on a proportionate basis of one-sixth of a week's leave for each completed month of continuous service.
- (ii) An employee who has then qualified for two full weeks' leave, and has also completed a further month or more of continuous service shall be allowed his leave, and shall also be paid one-sixth of a week's wages in respect of each completed month of continuous service performed since the close of his last twelve-monthly qualifying period.
- (iii) The next twelve-monthly qualifying period for each employee affected by such close down shall commence from the day on which the plant, or section or sections concerned is re-opened for work.
- (iv) If in the first year of his service with an employer an employee is allowed proportionate annual leave under paragraph (i) hereof, and subsequently within such year lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be entitled to the benefit of sub-clause (l) of this clause subject to adjustment for any proportionate leave which he may have been allowed as aforesaid.

SICK LEAVE.

9. (a) Any employee, provided he has had at least three months' continuous service with the same employer and whose conditions of employment is on a weekly basis as provided for in clause 10 of this Determination, shall lose his pay for the actual time of such non-attendance unless he produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to his employer that his non-attendance was due to personal accident arising out of and in the course of his employment or to personal ill-health necessitating such absence.

(b) Provided that an employee shall not be entitled to payment for non-attendance on the ground of personal accident or personal ill-health or both for more than six (6) days in each year of employment.

(c) If the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding twelve days, which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to the 3rd June, 1943, shall be disregarded.

TERMS OF ENGAGEMENT.

10. Employment shall be by the week and any employee (other than casual employees as provided for in clause 4) willing and available to work shall in respect of each week of his employment be paid the full weekly wage fixed by this Determination; provided that such employee not attending for duty shall, except as provided by clause 9 of this Determination, lose his pay for the actual time of such non-attendance; provided further that this does not interfere with the right of the employer to dismiss an employee at any time without giving reasons and that such employee shall be paid up to the time of dismissal only.

TEA MONEY.

11. Employees required to work overtime for more than one and a half hours on any one day without having been notified on the preceding day that they would be required so to work shall be paid the amount of two (2) shillings in addition to any overtime payment to which they may be entitled.

HANDLING OF CONDEMNED CARCASSES.

12. The employer shall provide ample quantities of hot water, soap and disinfectant (such as cyllin, izol etc.) for the use of employees required to handle carcasses of animals condemned by meat inspectors as unfit for human consumption because of disease.

KNIVES TO BE SUPPLIED.

13. Knives, which shall remain the property of the employer, shall be supplied under the following conditions to carcass skimmers when necessary for the performance of their duties:—

- (1) They shall be returned to the employer on termination of the employment.
- (2) If such knives are not returned the employer shall be entitled to deduct their cost from any money owing to the employee.

SPECIAL RATES.

14. Double time shall be paid for all work done on Sundays and holidays specified in clause 7.

PERIODICAL ADJUSTMENT OF WAGES.

15. The wages rates set out in clause 2 are based upon the following basic wage rates, 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 adjusted as prescribed by clause 16. Provided that the wages of apprentices and improvers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 1d., half or less than half of a 1d. to be disregarded.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	5 0 0	6 0	5 6 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

16. (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 15.

(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.

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

J. V. WILLOX, Secretary.

Melbourne, 17th December, 1946.



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MONDAY, JANUARY 20.

[1947

Factories and Shops Acts.

DETERMINATION OF THE COMMERCIAL CLERKS 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 21st day of November, 1938, 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 by persons employed by any banking company, insurance company, trustee company, barrister or solicitor, but including persons employed in his practice by a barrister or solicitor as a typewriter or stenographer) employed in connexion with some trade or business as a clerk, collecting clerk, time-keeping clerk, despatch clerk, store clerk weighing clerk, cashier, typewriter, stenographer, bookkeeper, or telephone switchboard attendant," 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 OR IMPROVERS.

MALES.					FEMALES.				
Wages per Week.					Wages per Week.				
Experience.	Commencing Age.				Experience.	Apprentices.	Improvers.		
	Under 16 Years.	16 Years.	17 Years.	18 Years or Over.			Typists, Stenographers or Operators of Ledger- keeping Machines.	All Other Improvers.	
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
1st year	28 3	28 3	31 0	33 3	1st year	28 3	37 0	28 3	
2nd year	37 0	37 0	44 3	53 6	2nd year	33 3	42 6	33 3	
3rd year	44 3	47 6	63 0	72 0	3rd year	43 0	52 0	43 0	
4th year—					4th year	53 6	59 9	53 6	
1st six months ..	58 6	65 6	74 3	91 3	5th year and until 21				
2nd six months ..	58 6	65 6	91 3	93 0	years of age ..	65 6	70 9	65 6	
5th year—									
1st six months ..	78 9	82 6	107 9	113 6					
2nd six months ..	78 9	104 9	107 9	113 6					
6th year and until 21 years of age	107 9	113 6					

PROPORTION (in any place).

APPRENTICES.	IMPROVERS.	
One apprentice to every two or fraction of two workers receiving not less than the minimum wage.	One improver to one or two	Workers receiving not less than minimum wage.
An indenture of apprenticeship prescribed by the Board was approved on 13th February, 1924.	Two improvers to three or four	
	Three improvers to five or six	
	And thereafter one improver to every three or fraction of three	

JUVENILE WORKERS OTHER THAN APPRENTICES AND IMPROVERS.

Female employees under the age of 21 years (other than apprentices or improvers) employed as telephone switchboard attendants.

	Wages per Week.
	<i>s. d.</i>
1st year	30 3
2nd year	35 6
3rd year	45 6
4th year	55 6
5th year and until 21 years of age ..	68 0

* NOTE.—The Board has determined that as from the 7th July, 1944, no apprentices shall be taken to the trade.

No. 25.—13409/46.

OTHER EMPLOYEES.

WAGES PER WEEK.

	Within a radius of 25 miles of the General Post Office, Melbourne, and within a radius of 10 miles of the Post Office, Geelong.		Within the Cities of Ballarat, Bendigo, and Warrnambool, and the Boroughs of Eaglehawk and Sebastopol.		All other Parts of Victoria where this Determination Applies.	
	Males.	Females.	Males.	Females.	Males.	Females.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Stenographers, typistes, or operators of calculating, or ledger-keeping machines	127 0	86 6	124 0	80 0	121 6	74 0
Telephone switchboard attendants	127 0	84 9	124 0	80 0	121 6	74 0
All other adults	127 0	82 6	124 0	78 0	121 6	74 0

WEEKLY HOURS (OTHER THAN SHIFT WORKERS).

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

- (a) 44 hours in retail shops;
(b) 42 hours in all other places.

4.

TIMES OF BEGINNING AND ENDING WORK (OTHER THAN SHIFT WORKERS).

	Time of Beginning Work.		Time of Ending Work.	
On the usual weekly half holiday	8 a.m.	1 p.m.	8 a.m.	6.15 p.m.
On all other days of the week	8 a.m.	6.15 p.m.	8 a.m.	9 p.m.

Provided that for clerks employed in retail shops the time of beginning and ending work on the day on which the usual late trading night is observed or the day immediately preceding a public holiday shall be:—

Time of Beginning Work.		Time of Ending Work.	
9 a.m.	9 p.m.	9 a.m.	9 p.m.

The provisions of this clause shall not apply to employees working in hotels, guest houses, boarding houses, restaurants or coffee palaces, but the spread of hours for such employees shall not exceed nine (9) in any one day.

OVERTIME (OTHER THAN SHIFT WORKERS).

5. (a) Employees working in hotels, guest houses, boarding houses, restaurants or coffee palaces shall be paid time and a half or all work done in excess of the number of hours fixed for an ordinary week's work.

(b) Employees working in any other place:—

- (i) Within the hours fixed in clause 4 in excess of hours fixed for an ordinary week's work Time and a half.
(ii) Outside the hours fixed in clause 4 Time and a half.

For the purpose of administering the provisions contained in sub-clauses (a) and (b) hereof the minimum period for which an employee shall be paid overtime shall be one-half hour per week.

SHIFT WORK.

6. In this clause—

"Afternoon Shift" means any shift finishing after 6 p.m. and at or before midnight.

"Night Shift" means any shift finishing subsequent to midnight, and at or before 8 a.m.

(a) (i) Notwithstanding any other provisions of this Determination an employee may be employed upon shifts, in which case the ordinary hours for a week's work shall be 42, and shall be performed in shifts not exceeding 9 hours each in the case of a five-day week and not exceeding 8 hours each in the case of a six-day week. A Sunday may be included in either case.

(ii) A shift worker employed on an afternoon shift or on a night shift shall, for work done during the ordinary hours of any such shift, be paid ordinary rates plus an additional 10 per cent. for an afternoon shift, or an additional 12½ per cent. for a night shift.

(iii) The times of beginning and ending the shift of any employee shall not be altered without at least one week's notice to the employee concerned.

(iv) Twenty minutes shall be allowed to a shift worker for a meal during each shift between the fourth and fifth hour of such shift. Such meal break shall be counted as time worked.

Overtime for Shift Workers.

- (b) A shift worker for all time worked,
(i) in excess of the ordinary hours prescribed, or
(ii) on more than six shifts on any seven consecutive days, or
(iii) on a rostered shift off,

shall be paid at the rate of time and a half, provided that time worked on any day in excess in the aggregate of ten hours of ordinary time and/or overtime, shall be paid for at the rate of double time.

Sunday and Holiday Rates for Shift Workers.

(c) (i) A shift worker whose ordinary working period includes a Sunday or a holiday (as prescribed in clause 9) as an ordinary working day, shall be paid at the rate of time and a half for such ordinary time as occurs on such Sunday or holiday.

(ii) A shift worker whose ordinary working period does not include a Sunday or a holiday (as prescribed in clause 9) as an ordinary working day, shall, if required to work on any such Sunday or holiday, be paid double time for work done on either of such days.

Annual Leave for Shift Workers.

(d) After twelve months' continuous service with the same employer, a shift worker shall be granted holidays on full pay for a period of twenty-one consecutive days in each year (exclusive of the public holidays specified in clause 9), and such holidays shall be given within three months of completion of each twelve month's service. Should an employee's services be terminated before the expiration of any qualifying period of twelve months' service, he shall be entitled to pro rata holidays on full pay for such incomplete qualifying period; but should an employee be dismissed at any time for misconduct before the expiration of any qualifying period of twelve months of such employment, he shall not be entitled to any leave or any pro rata payment in lieu thereof for such incomplete qualifying period.

TERMS OF EMPLOYMENT.

7. All employees (other than casuals) willing, ready, and available for work shall be paid the full weekly wage fixed herein irrespective of the number of hours worked not exceeding 44 in retail shops or 42 in any other place. To terminate employment one week's notice shall be given by either employer or employee or in lieu thereof one week's wages shall be paid or forfeited, as the case may be. The provisions of this clause shall not apply in any instance where an employee is dismissed for misconduct.

CASUAL LABOUR.

8. Casual hands, i.e., persons who are employed during any week for not more than one-half of the maximum number of hours fixed in the Determination as a week's work, shall be paid at the rate of time and a half on the hourly rate calculating *pro rata* by dividing the weekly rate by the number of hours fixed for a week's work.

SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS (OTHER THAN SHIFT WORKERS).

9. All work done on—

Sundays,
 New Year's Day,
 Australia Day,
 Good Friday,
 Easter Saturday (except in localities where the late trading night is observed on Saturday),
 Easter Monday,
 Labour Day (within a radius of 25 miles of the G.P.O., Melbourne; within the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; within the town of Newtown and Chilwell; and within the boroughs of Eaglehawk and Sebastopol).
 Anzac Day,
 King's Birthday,
 Melbourne Cup Day (within a radius of 25 miles of the G.P.O., Melbourne, except in establishments where employees other than clerks are employed and the majority of such employees do not observe Cup Day as a holiday),
 Christmas Day, and
 Boxing Day,

or any other day substituted by Act of Parliament or Proclamation for any of the above-mentioned holidays, shall be paid for as follows:—

Clerks or cashiers employed in hotels, guest houses, boarding houses, coffee palaces, or restaurants Time and a half.
 All others Double time.

Provided that this clause shall not apply to—

Receiving clerks or punch or fare-checking clerks, outfit clerks, roster clerks, or other clerks in lieu of or in substitution for any such clerks in connexion with the traffic operations of tramways or employed in tramway sheds or tramway offices; or
 Counter clerks, entering clerks, cashiers, label or despatch clerks employed in daily newspaper offices.

ANNUAL HOLIDAYS (OTHER THAN SHIFT WORKERS).

10. Any employee who has been in the service of the same employer for a period of not less than twelve months shall be granted holidays on full pay for a period of fourteen consecutive days in each year (exclusive of the public holidays specified in clause 9), and such holidays shall be given within three months of completion of each twelve months' service. Should an employee's services be terminated before the expiration of any qualifying period of twelve months' service, he shall be entitled to *pro rata* holidays on full pay for such incomplete qualifying period; but should an employee be dismissed at any time for misconduct before the expiration of any qualifying period of twelve months of such employment, he shall not be entitled to any leave or any *pro rata* payment in lieu thereof for such incomplete qualifying period.

HOLIDAYS.

11. No deduction shall be made from the wages of employees granted leave for the holidays specified in clause 9.

SICK LEAVE.

12. (a) Any employee not attending for duty, who has had not less than three months' service with the same employer shall not lose his or her pay for the actual time lost if such employee produces or forwards within 24 hours of the commencement of such absence, evidence satisfactory to the employer, that his or her 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 grounds of personal ill health or accident for more than six days in each year.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding eighteen days which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

For the purpose of this sub-clause service prior to the 7th July, 1944, shall be disregarded.

TIME AND WAGES RECORDS.

13. Each employer shall keep time and wages records showing the name of each employee, the hours worked each day, and the wages and overtime paid each week. The time and wages record shall be open for inspection to a duly accredited official of the Federated Clerks' Union of Australia during the usual office hours at the employer's office, or other convenient place, provided that only one demand for such inspection shall be made at the same establishment in any one fortnight, and such demand shall not be made unless the Secretary of the Union suspects that a breach of this Determination has been committed.

MEAL ALLOWANCE.

14. Any employee who is required to work beyond one hour after the usual finishing hour of work, shall be paid a meal allowance of 2s. 6d. This provision shall only apply within a radius of 25 miles of the G.P.O., Melbourne, and 10 miles of the Post Office, Geelong.

VEHICLE ALLOWANCES.

15. (a) Where an employer requires an employee to use his own bicycle in the performance of his duties, such employee shall be paid an allowance at the rate of 3s. 6d. per week for such period as the bicycle is used.

(b) Where an employer requires an employee to use his own motor vehicle in the performance of his duties, such employee shall be paid an allowance of not less than fourpence per mile, but such allowance shall not exceed £3 per week.

(c) Where an employer provides a motor vehicle which is used by an employee in the performance of his duties, all expenses, including registration, running and maintenance of such motor vehicle, shall be paid by the employer.

UNIFORM ALLOWANCE.

16. Where an employer requires any employee to wear any special uniform, dress, or clothing, such employee shall be paid an allowance of 2s. 6d. per week unless such uniform, dress, or clothing is supplied and laundered by the employer.

REST PERIOD.

17. All employees shall be allowed two rest intervals on each day as follows:—(a) The first of ten minutes to be allowed between the time of commencing work and the usual meal interval; (b) the second of ten minutes to be allowed between the usual meal interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

FLOOR COVERING.

18. Where an employee is called upon to remain stationary on a concrete or stone floor for a period exceeding half an hour, suitable floor covering shall be provided by the employer.

PAYMENT OF WAGES.

19. Wages, overtime, and allowances shall be paid during working hours not later than Friday in each pay week.

PERIODICAL ADJUSTMENT OF WAGES.

20. The wages set out in Clause 2 are based upon the following basic wage rates, 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 adjusted as prescribed by clause 21.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Throughout the State	£ s. d. 5 0 0	s. d. 6 0	£ s. d. 5 6 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

21. (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 20.

(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.

PERIODICAL ADJUSTMENT OF RATES FOR ADULT FEMALES AND ALL JUNIORS.

22. The undermentioned original amounts of the wage rates for adult females and all juniors (which are based on an original Needs Basic Wage of 92s. per week) shall be adjusted proportionately to adjustments of the Needs Basic Wage—such adjustments to be made to the nearest 3d. half or less than half of 3d. to be disregarded. Provided that no rate shall be increased or decreased by more than the increase or decrease in the basic wage.

Original amounts of Wage Rates :—

APPRENTICES OR IMPROVERS.

MALES. Wages per Week.					FEMALES. Wages per Week.			
Experience.	Commencing Age.				Experience.	Apprentices.	Improvers.	
	Under 16 Years.	16 Years.	17 Years.	18 Years or Over.			Typists, Stenographers or Operators of Ledger-keeping Machines.	All Other Improvers.
1st year	s. d. 26 0	s. d. 26 0	s. d. 28 6	s. d. 30 6	1st year	s. d. 26 0	s. d. 34 0	s. d. 26 0
2nd year	34 0	34 0	40 9	49 3	2nd year	30 6	39 0	30 6
3rd year	40 9	43 9	58 0	66 3	3rd year	39 6	47 9	39 6
4th year—					4th year	49 3	55 0	49 3
1st six months ..	53 9	60 3	68 3	84 0	5th year and until 21			
2nd six months ..	53 9	60 3	84 0	85 6	years of age ..	60 3	65 0	60 3
5th year—								
1st six months ..	72 6	76 0	99 9	105 6				
2nd six months ..	72 6	96 9	99 9	105 6				
6th year and until 21 years of age	99 9	105 6				

JUVENILE WORKERS OTHER THAN APPRENTICES AND IMPROVERS.

	Wages per Week.	
1st year	s. d. 27 9	
2nd year	32 9	
3rd year	41 9	
4th year	51 0	
5th year and until 21 years of age ..	62 6	

FEMALE ADULTS.

WAGES PER WEEK.

	Within a radius of 25 miles of the General Post Office, Melbourne, and within a radius of 10 miles of the Post Office, Geelong.	Within the Cities of Ballarat, Bendigo, and Warrnambool, and the Boroughs of Eaglehawk and Sebastopol.	All other Parts of Victoria where this Determination Applies.
	s. d.	s. d.	s. d.
Stenographers, typistes, or operators of calculating, or ledger-keeping machines	79 6	73 6	68 0
Telephone switchboard attendants	78 0	73 6	68 0
All other adults	76 0	71 9	68 0

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

J. V. WILLOX, Secretary.

Melbourne, 19th December, 1946.



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No. 26]

MONDAY, JANUARY 20.

[1947

Factories and Shops Acts.

DETERMINATION OF THE ICE 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 7th September, 1926, has had the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed either inside or outside a factory or work-room in the process, trade, or business of a maker of ice for trade or sale," 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.

Juvenile Workers, i.e., persons under 20 years of age employed at work other than Pulling, Stacking, or Packing Ice, or De-frosting Ice Chambers.				Other Employees.			
Wages per Week of 44 Hours.				Wages per Week of 44 Hours.			
	Adjustable Wage.	Emergency Loading (Non-adjustable).	Total Wage.		Adjustable Wage.	Emergency Loading (Non-adjustable).	Total Wage.
	s. d.	s. d.	s. d.		s. d.	s. d.	s. d.
16 years of age ..	52 6	1 6	54 0	Ice Pullers ..	137 0	4 0	141 0
17 " " ..	57 0	1 9	58 9	Ice Stackers ..			
18 " " ..	68 3	2 0	70 3	Ice Packers ..			
19 " " ..	77 6	2 3	79 9				

Proportion (in any factory or place).

One juvenile worker to every three or fraction of three workers employed and receiving not less than 141s. per week of 44 hours.

PROHIBITION OF EMPLOYMENT.

3. The Board has determined that no person shall be employed as an apprentice or an improver.

HOURS OF WORK.

4. (a) Where shifts are worked the times of beginning and ending shall be as follows:—

				Alternatively during the period 15th October to 15th April.			
Day Shift—	Time of Beginning.	Time of Ending.		Time of Beginning.	Time of Ending.		
Monday to Friday inclusive ..	7 a.m. ..	3 p.m. ..	} or {	Monday, Tuesday, Thursday, ..	7 a.m. ..	3 p.m. ..	
Saturday ..	7 a.m. ..	11 a.m. ..		Friday, Saturday ..	7 a.m. ..	11 a.m. ..	
Afternoon Shift—				Wednesday ..	7 a.m. ..	11 a.m. ..	
Monday to Friday inclusive ..	3 p.m. ..	11 p.m. ..	} or {	Monday, Tuesday, Thursday, ..	3 p.m. ..	11 p.m. ..	
Saturday ..	3 p.m. ..	7 p.m. ..		Friday, Saturday ..	3 p.m. ..	11 p.m. ..	
Night Shift—				Wednesday ..	3 p.m. ..	7 p.m. ..	
Sunday to Monday ..	11 p.m. ..	7 a.m. ..	} or {	Sunday to Monday ..	11 p.m. ..	7 a.m. ..	
Monday to Tuesday ..	11 p.m. ..	7 a.m. ..		Monday to Tuesday ..	11 p.m. ..	7 a.m. ..	
Tuesday to Wednesday ..	11 p.m. ..	7 a.m. ..		Tuesday to Wednesday ..	11 p.m. ..	3 a.m. ..	
Wednesday to Thursday ..	11 p.m. ..	7 a.m. ..		Wednesday to Thursday ..	11 p.m. ..	7 a.m. ..	
Thursday to Friday ..	11 p.m. ..	7 a.m. ..		Thursday to Friday ..	11 p.m. ..	7 a.m. ..	
Friday to Saturday ..	11 p.m. ..	3 a.m. ..		Friday to Saturday ..	11 p.m. ..	7 a.m. ..	

(b) Where shifts are not worked the times of beginning and ending work shall be as follows :—

	During the Period 16th April to 15th October.		During the Period 16th October to 15th April.	
	Time of Beginning.	Time of Ending.	Time of Beginning.	Time of Ending.
Monday to Friday inclusive	7 a.m.	5 p.m.	6 a.m.	5 p.m.
Saturday	7 a.m.	12 noon	6 a.m.	11 a.m.
	or alternatively		or alternatively	
Monday	7 a.m.	5 p.m.	6 a.m.	5 p.m.
Tuesday	7 a.m.	5 p.m.	6 a.m.	5 p.m.
Wednesday	7 a.m.	12 noon	6 a.m.	11 a.m.
Thursday	7 a.m.	5 p.m.	6 a.m.	5 p.m.
Friday	7 a.m.	5 p.m.	6 a.m.	5 p.m.
Saturday	7 a.m.	5 p.m.	6 a.m.	5 p.m.

(c) The higher rate to be paid for each hour or fraction of an hour worked by any employee—

- (i) before or after his shift
 (ii) outside the times of beginning and ending work } shall be time and a half.

SHIFT WORK.

5. Employees engaged on afternoon or night shift shall in addition to the rates fixed in Clause 2 be paid 9d. per shift and 1s. 6d. per shift respectively.

SPECIAL RATES.

6. (a) Time and three quarters (with a minimum of four hours' work or payment for same) shall be the rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day: 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.

(b) Any employee who works part of a holiday or a Sunday shall be paid the ordinary rate for the remainder of the day.

TIME RATE.

7. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to 22 hours be paid at the ordinary wages rate, with an addition of thirty-three and one-third per centum, and for each hour worked beyond the hours aforesaid the rate of wages payable shall be the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

PAYMENT OF WAGES.

8. Payment of wages shall be made weekly during working hours.

SMOKO INTERVAL.

9. Any person who is employed continuously in an artificially cooled ice storage chamber for two hours or more shall be allowed fifteen minutes' interval for smoko between meals without deduction of pay.

TERMINATION OF EMPLOYMENT.

10. Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee or one week's wages shall be paid or forfeited in lieu thereof. This provision shall only apply in the case of an employee who has been employed continuously for four weeks or more.

ANNUAL HOLIDAYS.

11. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111).

SICK LEAVE.

12. (a) 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 six days in each year or a proportionate less time during any shorter period of employment.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding twelve days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purpose of this sub-clause service prior to the 11th June, 1943, shall be disregarded.

RUBBER BOOTS AND CANVAS GLOVES TO BE PROVIDED.

13. (a) The employer shall each year supply the employee with one pair of rubber boots which shall remain the property of the employer, provided that under circumstances of exceptional wear or inferiority in the quality of the boots the employer shall provide replacements.

(b) Canvas gloves which shall remain the property of the employer shall be supplied to the employee when necessary.

TIME BOOK AND WAGE RECORD.

14. Every employee shall indelibly record daily his correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer. In addition to such time record every employee shall be required to sign each week a wage book or other record showing the total amount received as wages for such week.

UNION INSPECTION.

15. The secretary, assistant secretary, or organizer of the Federated Cold Storage and Meat Preserving Employees' Union of Australia, duly authorized in writing either generally or specially under the seal of the said Union, shall have access to the records of times recorded by employees and wages paid, provided that such inspection is made between the hours of 9 a.m. and 4.30 p.m. on a working day. Such authority shall be produced to the employer on demand.

PERIODICAL ADJUSTMENT OF WAGES.

16. The wages rates set out in clause 2 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 adjusted as prescribed by clause 17. Provided that the wages of juvenile workers shall be adjusted proportionately to adjustments of the basic wage such adjustments to be to a 3d., 6d., 9d. or a 1s., any fraction of 3d. to be taken to the next higher 3d.

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Throughout the State	£ s. d. 5 0 0	s. d. 6 0	£ s. d. 5 6 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

17. (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 proscribed in clause 16.

(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.

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

J. V. WILLOX, Secretary.

Melbourne, 19th December, 1946.

