

VICTORIA GOVERNMENT GAZETTE.

-Bublished by Authority.

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No. 321]

TUESDAY, JULY 15.

[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 switch board attendant," has made the following Determination namely:—

1. That as from the beginning of the first pay period to commence on or after the 4th July, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination:—

2

* APPRENTICES OR IMPROVERS.

	FRMALES. Wages per Week.																
	Commencing Age.]	Impr	OVEZS,	
Experience.		Under 16 Years.		16 Years.		17 Years.		18 Years or Over.		Experience.	Apprentices.		Typistes, Stenographers or Operators of Ledger- keeping Machines,		All Other Improvers.		
let year 2nd year 3rd year 4th year— 1et six months 2nd six months 5th year— 1et six months 2nd six months		5. 28 37 44 59 59 79	d. 6 3 9 0 0 6 6	8. 28 37 48 66 66 83 105	d. 6 3 0 3 3 9	31 44 63 75 92 108 108	d. 3 9 9 0 3	92 94 114 114	d. 6 0 9 3 0	Ist year 2nd year 3rd year 4th year 5th year and until years of age	21	30 35 46 57	d. 6 9 3 6	8. 39 45 56 64 76	d. 9 9 0 3	8. 30 35 46 57	d. 6 9 3 6
6th year and until 21; of age	rears	108	9	114	B			1			ļ				Ì		

Proportion (in any place).

APPRENTICES.

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

An indenture of apprenticeship prescribed by the Board was approved on 13th February, 1924.

IMPROVERS.

One improver to one or two
Two improvers to three or four
Three improvers to five or aix
And thereafter one improver to
every three or fraction of
three

Workers receiving not less than minimum wage.

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.

_					3,	d.	
Ist year	b-4				 32	6	
2nd year		•••	8-4		 38	0	
3rd year	• •	• •			 49	0	
4th year	••		••	•••	 59	9	
5th vear an	d until 21	vears of	SLOTE:		72	š	

[•] Norg...The Board has determined that as from the 7th July, 1944, no apprentices shall be taken to the trade. No. 321.—6083/47.

OTHER EMPLOYEES.

WAGES PER WEEK

Acres.	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 Ballarst, Bendigo, and Warrnambool, and the Boroughs of Eaglehawk and Sebastopol.				All other Parts of Victoria where this Determination Applies.						
				Ма	les.	Fem	sies.	Ma	les.	Fem	ales.	Mai		Fem	alos.
Stenographers, typistes, or opera ledger-keeping machines	ors of	calculating,	or	128		92	d. 9	8. 125	d . 0	s. 86	d. 3	s. 122	d. 6	80	d. 3
Telephone switchboard attendants All other adults		••	••	128 128	0 0	91 88	0 9	125 125	0	86 84	3	122 122	6	80 80	3

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.

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

Time of Ending Work, Time of Beginning Work, On the usual weekly half holiday On all other days of the week 8 a.m. . . l p.m. 6.15 p.m. . . ٠. .. 8 a.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 Ending Work. Time of Beginning Work. 9 p.m. 9 a.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 for 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 (ii) Outside the hours fixed in clause 4 .. Time and a half.
 .. 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.

- 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 cuttied to pro rate holidays on full pay for such incomplete worths of such employment, he shall not be entitled to any leave or any pro rate payment in lieu thereof for such incomplete analifying 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),

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,

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

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

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, eashiers, 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 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.

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.

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.
Duoto	" ago.

	Place.			Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Throughout the State		••	••	 £ s, d, 5 1 0	s. d. 6 0	£ s. d. 5 7 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 August, 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 an August, a November, a February, or a May, 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 amounts of the wage rates for adult females and all juniors 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, and to be made upon the rates prescribed in the Determination which came into force as from the beginning of the first pay period to commence on or after the 4th July, 1947. Provided that no rate shall be increased or decreased by more than the increase or decrease in the basic wage.

P. A. RANDLES, J.P., Chairman:

J. V. WILLOX, Secretary.

Melbourne, 19th June, 1947.



VICTORIA

GOVERNMENT GAZETTE.

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No. 322]

TUESDAY, JULY 15.

[1947

Factories and Shops Acts.

DETERMINATION OF THE OPTICIANS BOARD.

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 employed in manufacturing or mounting optical lenses or their frames," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 22nd May, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a) EMPLOYEES ENGAGED IN CONNECTION WITH SPECTACLE FRAME MAKING.

Female and Unapprenticed Junior Labour.

Other Employees.

Wages per Week of 44 Hours.

(i) Subject to the exception hereinafter provided, the minimum rates of wage for adult and junior females and for unapprenticed male juniors shall be as follows:—

	Wages per Week of 44 Hours.								
_	Percentage of Needs Basic Wage.	Constant Loading.	Total Wage Payable.						
*		s. d.	£ s. d.						
I.—Adı	di Females.								
Under three months' experience All others	65 75	3 0 3 0	3 8 6 3 18 6						
· II.—Juni	or Females.			1					
17 years of age and under 18 years of age 19 years of age 20 years of age	$\begin{array}{c c} 40 \\ 47\frac{1}{2} \\ 55 \\ 62\frac{1}{2} \end{array}$	1 0 1 3 1 6 2 0	$\begin{array}{cccccccccccccccccccccccccccccccccccc$						
III.—Jr	unior Males.								
Under 16 years of age 16 years of age 17 years of age 18 years of age 19 years of age 20 years of age	25 35 47½ 60 75 90	0 6 0 9 1 0 1 0 2 0 2 0	1 5 6 1 16 0 2 9 0 3 1 6 3 17 6 4 13 0						

The total wage shall be calculated to the nearest sixpence, any broken part of sixpence in the result not exceeding threepence to be disregarded.

(ii) The minimum rate payable to a junior female of any age or a junior male of eighteen years or more each with less than six months' experience under this Determination shall, until he or she has had six months' experience, be 10 per cent. less than the amount represented by the percentage of the needs basic wage hereby prescribed for a junior employee of his or her age and in addition thereto the constant loading prescribed for such an employee.

Note.—The Board has determined that no apprentice shall be taken to this section.

No. 322.-6084/47.

3.

EMPLOYEES ENGAGED ON ANY OTHER WORK COVERED BY THE DETERMINATION.

	Apprentices.				Improver	8.		Other Employees.						
	Wages Per Week of 44 Hours.		44 Hours,		Wages Po	er Week of	44 Hours.		Wag	Wages Per Week of 44 Hours.				
Weeki Rate		War* Loading.	Total Weekly Wage.	_	Weekly Rate.	War* Loading.	Total Weekly Wage.	_ 	Weekly Rate.		War* Loading.		Total Weekly Wage.	
PROPORTION (One appren fraction of two	place). tice to o worke per wee	actory, s every rs receiv sk of 44	two or ing not hours.	PROPORTION One improvemen receiving week of 44 h	or place) er to ever not less ours.	1 3	ourney- 16s. per	Foreman, i.e., man in charge of two or more employees Opticial workers and repairers	155 143		3 3	d. 0	158 146	
An indenture of apprenticeship pre- scribed was approved on 15th December, 1914.				Provided to two or more judgments at gricing at gricing of or such journeys	ourneym nding le y be emp ne impro	en are er mses ad loyed in	nployed ditional the pro-							

* The War Loading shall not be taken into account in the calculation of overtime and holiday rates.

TIME OF BEGINNING AND ENDING WORK.

Time of Beginning. Time of Ending

8 a.m. 12.30 p.m. on the day on which the half-holiday is observed.
.. 6.0 p.m. on the other working days of the week.

8 a.m. ..

- 4. That the following rate shall be paid for all work done-
 - (a) Outside the hours fixed in Clause 3 up to 3 hours per day Time and a half and thereafter double time.
 - (b) Within the hours fixed in Clause 3 in excess of 8 hours per day Monday to Friday inclusive and 4 hours on Saturday in a six-day workshop, and all time in excess of 8 hours 48 minutes per day Monday to Friday inclusive in a 5-day workshop

Time and a half.

TIME RATE.

5. 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 per centum. For time worked beyond the 22 hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Determination for an ordinary week's work, together with any overtime rate which is applicable.

TERMINATION OF EMPLOYMENT,

6. 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 three months or more.

PAYMENT FOR HOLIDAYS.

7. Employees shall be entitled to the following holidays without deduction of pay:—Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day within the Metropolitan District as defined in the Factories and Shops Acts, Christmas Day, Boxing Day, New Year's Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this provision shall only apply to the day so substituted.

ANNUAL HOLIDAY.

8. The annual holiday shall be as prescribed by the provisions of the Factories and Shops (Annual Holidays) Act 1946, No. 5111, and any amendments which may be made thereto from time to time.

Note.—In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 9d., plus postage.

SPECIAL RATES.

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

TEA MONKY.

10. When an employee works more than two hours' overtime in any one day he shall be paid 2s. meal money.

DEFINITIONS.

- 11. "Process worker" means an employee engaged on-
 - (i) repetition work on any automatic, semi-automatic or single-purpose machine or any machine fitted with jigs, gauges, or other tools rendering operations mechanical (and in connection with which he is not responsible for the setting up of the machine, nor for the dimensions of the products other than by checking with gauges, which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator); or
 - ii) in the assembling and/or buffing of parts of mechanical appliances or other articles so made, in which no fitting or adjustment requiring skill is required; or
 - (iii) in specialized processes—not requiring use of hand tools except hammers, pliers, screw-drivers, spanners and files, and such tools as are necessary for deburring or removing rags or edging;

PERIODICAL ADJUSTMENT OF WAGES.

12. The wages rates for employees 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 13. Provided that (i) the wages of adult females, junior females and junior males in clause 2 (a) shall be adjusted to accord with the percentages of the contemporaneous needs basic wage and in addition thereto the constant loadings specified, (ii) the wages of apprentices and improvers in clause 2 (b) 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.

Busic Wage.

	Place.					Loading Constant.	Total Basic Wage.	Index Number Set Assigned.		
Throughout the State		• •			£ s. d. 5 1 0	s. d. 6 0	£ s. d. 5 7 0	Melbourne		

ADJUSTMENT OF BASIC WAGE.

- 13. (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 August, 1947, the amounts of the Basic Wage shall be as prescribed in clause 12.
- (c) During each future successive period beginning with the first pay period to commence in an August, a November, a February or a May, 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. RANDLES, J.P., Chairman.
 - J. V. WILLOX, Secretary.

Melbourne, 17th June, 1947.

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