



VICTORIA  
GOVERNMENT GAZETTE.

Published by Authority.

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

No. 45]

THURSDAY, JANUARY 30.

[1947

Factories and Shops Acts.

DETERMINATION OF THE SAUSAGE CASINGS 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 employed in the process, trade, or business of preparing or cleaning casings for sausages or similar products" has made the following Determination, namely:—

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

2.

WAGES.

										Wages per Week of 44 Hours.		
<i>Juvenile Workers.</i>												
										<i>s. d.</i>		
14 years of age and under 17 years of age	..	..	..	..	..	..	..	..	..	..	45	3
17 " " " 18 " "	..	..	..	..	..	..	..	..	..	..	57	9
18 " " " 19 " "	..	..	..	..	..	..	..	..	..	..	70	0
19 " " " 20 " "	..	..	..	..	..	..	..	..	..	..	82	0
20 " " " 21 " "	..	..	..	..	..	..	..	..	..	..	107	9

		Weekly Rate.	War Loading (Non-adjustable).	Total Weekly Wage.
<i>Other Employees.</i>				
		<i>s. d.</i>		<i>s. d.</i>
Persons employed at Casing Factories	..	134	4	138
Pullers-off and strippers upon the produce of animals slaughtered for local trade	..	128	3	131

	Wages per Day.					
	Monday to Friday.			Saturday.		
	Daily Rate.	War Loading (Non-adjustable).	Total Daily Wage.	Daily Rate.	War Loading (Non-adjustable).	Total Daily Wage.
	<i>s. d.</i>		<i>d.</i>		<i>s. d.</i>	
Pullers-off and strippers upon the produce of animals slaughtered for export trade	24	1	9	24	13	7
			24	13	3	13

## PROHIBITION OF EMPLOYMENT.

3. The Board determines that no person under the age of 21 years shall be employed except as a "juvenile worker" as defined by clause 4.

## DEFINITION.

4. A juvenile worker shall mean a person under 21 years of age employed only in performing one or more of the following tasks, viz.:—Dry gut work, turning middles and bungs, blowing and tying weasands and bladders, measuring, selecting, salting, working behind scraping machines, splitting beef runners.

## 5. TIMES OF BEGINNING AND ENDING WORK:—

Men Receiving and Tanking—		Time of Beginning.	Time of Ending.
From Monday to Friday inclusive	.. .. .	8.30 a.m.	5.21 p.m.
Saturday	.. .. .	8.30 a.m.	12 noon.
Persons employed as pullers-off and strippers at Abattoirs or Freezing Works (export trade or local trade):—			
From Monday to Friday inclusive..	.. .. .	7.45 a.m.	4.55 p.m.
Saturday	.. .. .	7.45 a.m.	10.55 a.m.
All other employees—			
From Monday to Friday inclusive..	.. .. .	7.30 a.m.	4.21 p.m.
Saturday	.. .. .	7.30 a.m.	11 a.m.

## MEAL TIME.

6. (a) Persons employed as pullers-off and strippers at Abattoirs or Freezing Works (export trade or local trade) shall be allowed meal period of not less than one hour between 12 noon and 1.15 p.m.

(b) All other employees shall be allowed a meal period of not less than 45 minutes between 12 noon and 1 p.m.

(c) The meal periods provided for in sub-clauses (a) and (b) hereof shall not be calculated as time worked.

## OVERTIME.

7. All time worked outside the times of beginning and ending work each day shall be paid for at the rate of time and a for the first four hours and double time thereafter.

## SPECIAL RATES.

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

## HOLIDAYS.

9. (a) All employees shall be entitled to the ten holidays hereinafter mentioned without any deduction from the weekly or rate of pay (as the case may be), provided that any such employee has been employed during any portion of the working viz.:—Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday Day, and Butchers' Picnic Day.

(b) In the event of an employee being required to work on a public holiday, he shall, except excused by the employer, do so the rate prescribed or shall not be entitled to payment for such holiday.

## TERMS OF ENGAGEMENT.

10. Employment shall be by the week and any employee (other than pullers off and strippers upon the produce of animals for the export trade) willing and available to work shall in respect of each week of his employment be paid the full wage fixed by this Determination; provided that such employee not attending for duty shall, except as provided by 12 of this Determination, lose his pay for the actual time of such non-attendance; provided further that this does not with the right of the employer to dismiss an employee at any time without giving reasons and that such employee shall paid up to the time of dismissal only.

## ANNUAL LEAVE.

## Period of Leave.

11. (a) A period of fourteen consecutive days' leave shall be allowed annually to an employee after twelve months' continuous (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 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 worker, he shall be entitled to have the period of fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof 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 clause 9 of this Determination, and if any such holiday falls within an employee's period of annual leave and is observed on a which in the case of that employee would have been an ordinary working day, there shall be added to that period one day for 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 for work at his ordinary starting time on the working day immediately following the last day of the period of his annual 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 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 sub-clause shall inform the employer in writing if practicable within 24 hours of the commencement of such absence of his to attend for duty and as far as practicable the nature of the illness injury or cause and the estimated duration of his . . . . . A notification given by an employee pursuant to clause 12 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 continuity of service for the purposes of this clause unless the employer during the absence or within fourteen days of the of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of vice.

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  $3\frac{3}{4}$  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 9 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  $3\frac{3}{4}$  hours in respect of each completed one month of continuous service before the 1st January, 1946, and for 7 $\frac{1}{2}$  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.*

12. (a) Any employee, provided he has had at least three months' continuous employment with the employer, not attending for duty 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.

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 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 twelve days, which shall be the maximum amount of leave to which any employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to 8th June, 1943, shall be disregarded.

**TEA MONEY.**

13. 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.

**FIRST AID KIT.**

14. A first aid kit shall be available at all times and be under the care of a responsible person who shall attend to all cases requiring attention.

**APRONS AND LEGGINGS.**

15. Aprons and materials for leggings for employees employed in cleaning sheds and abattoirs shall be provided free of charge by the employer.

**PERIODICAL ADJUSTMENT OF WAGES.**

16. 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 17.

Provided that adjustments to the rates for adult daily paid employees and juvenile workers shall be made at the same time as follows:—

- (a) The wages per day payable to adult daily paid employees shall be increased or decreased by an amount of 2d. for every 1s. increase or decrease respectively in the basic wage.
- (b) The wages of juvenile workers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded, and to be made upon the rates prescribed in the Determination which came into force on the 1st December, 1939.

*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.**

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, 17th December, 1946.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 46]

THURSDAY, JANUARY 30.

[1947

Factories and Shops Acts.

## DETERMINATION OF THE SOFTGOODS—WHOLESALE—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 persons employed selling softgoods in wholesale warehouses" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after 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 of 42½ Hours.							Wages per Week of 42½ Hours.	
Experience.	Commencing Age.						s. d.	
	Under 16 years.	16 years.	17 years.	18 years.	19 years.	20 years.		
<i>Males.</i>								
1st year ..	20 0	20 0	26 9	30 6	39 3	52 9		
2nd " ..	26 9	30 6	32 6	46 9	59 3	..		
3rd " ..	32 6	39 3	49 6	59 3	..	..		
4th " ..	43 0	56 3	69 6	..	..	..		
5th " ..	56 6	69 6	..	..	..	..		
6th " ..	69 6	..	..	..	..	..		
<i>Females.</i>								
1st year ..	20 0	20 0	22 9	26 9	32 6	39 3		
2nd " ..	22 9	24 6	27 9	32 6	43 0	..		
3rd " ..	26 9	30 6	36 6	43 0	..	..		
4th " ..	32 6	36 6	43 0	..	..	..		
5th " ..	39 3	46 9	..	..	..	..		
6th " ..	46 9	..	..	..	..	..		
PROPORTION (IN ANY PLACE).								
<i>Apprentices.</i>								
One apprentice to three or fraction of three workers receiving not less than the minimum wage.								
<i>Improvers.</i>								
One improver to each worker receiving not less than the prescribed rate for 21 years of age.								
<i>Males.</i>								
Senior salesman, i.e., a person in immediate control of two or more employees one of whom shall be 21 years of age or over, notwithstanding such senior salesman may be under the orders of a superior who does not devote his whole time to the management of the department .. .. .							135 0	
Salesmen and all employees assisting in sales—								
21 years of age .. .. .							90 3	
22 years of age .. .. .							107 6	
23 years of age and over .. .. .							124 0	
<i>Females.</i>								
Females employed in Millinery, Mantles, Corsets, Underclothing, Hosiery, Haberdashery, Ribbon, Glove, or Lace Departments—								
Senior saleswoman, i.e., a person in immediate control of two or more employees at least one of whom is 21 years of age or over, notwithstanding that such senior saleswoman may be under the orders of a superior who does not devote his or her whole time to the management of the department .. .. .							78 9	
Other saleswomen—								
21 years of age .. .. .							52 9	
22 years of age .. .. .							59 3	
23 years of age and over .. .. .							69 6	
Females employed in any other Departments—								
Senior saleswoman, i.e., a person in immediate control of two or more employees at least one of whom is 21 years of age or over, notwithstanding that such senior saleswoman may be under the orders of a superior who does not devote his or her whole time to the management of the department .. .. .							135 0	
Other saleswomen—								
21 years of age .. .. .							90 3	
22 years of age .. .. .							107 6	
23 years of age and over .. .. .							124 0	

## HOURS OF EMPLOYMENT.

3. The hours to be worked in any one week shall be 42½.

The normal daily periods of work shall not commence before 8.30 a.m., and shall finish not later than 5.30 p.m. Monday to Friday, and 12.30 p.m. on Saturday.

## OVERTIME.

4. All work done outside the said normal periods, and all work done in excess of 42½ hours per week within the said normal periods, shall be overtime, and shall be paid for at the rate of time and a half.

## MEAL INTERVAL.

5. From Monday till Friday, both days inclusive, all employees shall be allowed a daily luncheon interval from 1 p.m. to 1.45 p.m.

## MEAL MONEY.

6. Any employee required to work after 6.30 p.m. shall be paid not less than 3s. meal money in addition to the overtime rates as prescribed for in this Determination.

## TERMINATION OF EMPLOYMENT.

7. 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.

## NOTICE OF INTENTION TO RATION.

8. Where an employer owing to slackness of trade desires to ration his employees, he shall give at least one clear working day's notice to each employee of his intention to ration such employee.

## ANNUAL HOLIDAYS.

9. 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 twelve consecutive working days in each year (exclusive of the holidays specified in clause 11), and such holidays shall be given within three months of completion of each twelve months' service. Should the services of an employee who has had not less than nine months' continuous service be terminated before the expiration of twelve months' service he shall be entitled to *pro rata* holidays on full pay; but should an employee be dismissed at any time for misconduct before the expiration of any period of twelve months of such employment, he shall not be entitled to any annual leave or any *pro rata* payment in lieu thereof. Fourteen days' notice shall be given by the employer to the employee before the latter commences his annual holidays aforesaid.

## SICK PAY.

10.—(a) Any employee not attending for duty who has had not less than twelve months' continuous service with the same employer shall lose his or her 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 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 any one calendar 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 without deduction of pay.

For the purposes of this sub-clause service prior to 22nd April, 1946, shall be disregarded.

## SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

11. The special rates for all work done on Sundays or the undermentioned public holidays shall be—

Sunday	Double time.
New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Christmas Day, and Boxing Day	Double time.

But if by Act of Parliament or Proclamation any other day be substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.

## UNIFORMS.

12. Where any employee is required to wear any special uniform, dress, frock, overall, or dustcoat, such garment or garments shall be supplied by the employer and laundered free of cost to the employee. The garment or garments shall remain the property of the employer.

## REST PERIOD.

13. A rest period of 10 minutes, at a time to be mutually arranged, shall be allowed employees during each morning.

## REFERENCE.

14. An employee, on severing his or her connexion with an employer, shall be entitled to and shall receive from such employer a reference in writing, stating his or her period of service and qualifications. This provision shall apply only in the case of an employee who has been employed continuously for nine months or more.

## TIME AND WAGES RECORDS.

15. An employer shall keep time and wages records showing the name of each employee, the hours worked each week by, and the wages and overtime paid to each employee.

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

J. V. WILLOX, Secretary.

Melbourne, 23rd December, 1946.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 47]

THURSDAY, JANUARY 30.

[1947

Factories and Shops Acts.

## DETERMINATION OF THE SHOPS BOARD No. 2 (BOOT REPAIRERS).

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 employed—

(a) in the process, trade, business, or occupation of a boot repairer;

(b) in a boot repair shop selling grindery or other goods usually sold in such shops,

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 (see clause 4).			
Wages per Week of 44 Hours.					Wages per Week of 47 Hours.			
	Commencing Age.							<i>s. d.</i>
	Under 16 years.	16 years.	17 years.	18 years or over.				
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	Under 16 years of age	..	..	.. 35 0
					16 and under 17 years of age	..	..	.. 39 3
					17 and under 18 years of age	..	..	.. 43 3
					18 and under 19 years of age	..	..	.. 47 6
					19 and under 20 years of age	..	..	.. 53 0
					20 and under 21 years of age	..	..	.. 56 9
1st year .. .. .	27 3	36 3	36 3	43 6	<p style="text-align: center;">PROPORTION (BY ANY EMPLOYER).</p> <p style="text-align: center;"><i>Apprentices.</i></p> <p>One female apprentice to every three or fraction of three female adult workers receiving not less than the minimum wage.</p> <p style="text-align: center;"><i>Improvers.</i></p> <p>Two female improvers to every female adult worker receiving not less than the rate fixed for age 23.</p>			
2nd year .. .. .	36 3	43 6	43 6	49 6				
3rd year—								
1st 6 months .. .. .	43 6	49 6	49 6	70 0				
2nd 6 months .. .. .	43 6	49 6	49 6	80 6				
4th year—								
1st 6 months .. .. .	49 6	60 6	70 0	Minimum wage				
2nd 6 months .. .. .	49 6	60 6	80 6					
5th year—								
1st 6 months .. .. .	60 6	70 0	Minimum wage					
2nd 6 months .. .. .	60 6	80 6						
6th year—								
1st 6 months .. .. .	70 0	Minimum wage						
2nd 6 months .. .. .	80 6							
Thereafter .. .. .		Minimum wage						





## ANNUAL LEAVE.

12. (a) A period of two weeks shall be allowed annually on full pay to all employees on completion of twelve months' continuous service (less the period of annual leave).

(b) Annual leave may be granted in two breaks of not less than one week each and 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 had accrued and after prior notice of not less than one week is given to the employee.

(c) An employer may allow annual leave to an employee before the right thereto has accrued, 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 to which annual leave had been taken before it had accrued.

(d) If after one month's continuous service of any qualifying twelve-monthly period an employee leaves his employment or his employment is terminated by the employer the employee shall be paid one-twelfth of his two week's wage for each completed month's continuous service.

(e) Each employee before going on annual leave shall be paid his or her wages to cover such leave immediately prior to the commencement of such leave.

(f) The annual leave shall be allowed and shall be taken; payment shall not be made or accepted in lieu of annual leave.

(g) Notwithstanding anything herein provided, an employer may, subject to giving notice as required herein, allow an employee who has had less than twelve months' continuous service annual leave, and in such a case, shall pay the employee one-twelfth of his or her two week's wage prior to the commencement of such annual leave in respect of each completed month's service.

(h) Service shall be deemed to be continuous notwithstanding:—

(1) An interruption or determination of the employment by the employer if such interruption or determination has been made merely with the intention of avoiding obligations in respect of annual leave.

(2) Any absence from work on account of sickness or accident, or military service to the extent of 21 days in any twelve months, shall be deemed to be part of continuous service.

(i) The annual leave shall be exclusive of any of the public holidays as prescribed in clause 7 of this Determination, and if such holidays fall within the period of annual leave there shall be added to the period of annual leave one day for each of such holidays on full pay, and the extra day or days shall be the first working day or days following on the period of annual leave.

(j) For the purposes of this clause service prior to 1st January, 1946, shall be disregarded.

## PERIODICAL ADJUSTMENT OF WAGES.

13. The wages rate for males set out in clause 3 is 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 14. The wages of apprentices and improvers and all 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.

14. (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 13.

(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, 23rd December, 1946.





# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 48]

THURSDAY, JANUARY 30.

[1947

Factories and Shops Acts.

## DETERMINATION OF THE LIFT 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 employed in the process, trade, business, or occupation of a lift 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. EMPLOYEES.

	Weekly Wage. s. d.	Note.
Lift attendants (male or female) .. .. .	117 0	The Board has determined that no apprentices shall be taken to the trade.

TERMS OF EMPLOYMENT.

3. Employees (other than casuals) ready, willing and available for work, shall be paid the weekly wage fixed irrespective of the number of hours worked not exceeding 44 hours per week.

WAGES TO BE PAID IN FULL.

4. An employer shall not make any deduction from wages for meals supplied to lift attendants in hotels, coffee palaces, clubs, restaurants, or hospitals.

TIMES OF BEGINNING AND ENDING WORK.

5. Time of beginning and ending work for lift attendants, other than those who are employed in lifts in hotels, clubs, coffee palaces, restaurants, or hospitals—

	Time of Beginning.	Time of Ending.
(i) On the day on which the half holiday is observed locally .. .. .	8 a.m.	1 p.m.
(ii) on the other working days of the week .. .. .	8 a.m.	6.15 p.m.

OVERTIME.

6. The following rates shall be paid:—

- (1) Lift attendants who are employed in lifts in hotels, clubs, coffee palaces, restaurants, or hospitals—
  - (a) For all work done in excess of ten hours on any one day .. .. .
  - (b) For all work done in excess of 44 hours in any week .. .. .
- (2) All other lift attendants—
  - (a) Outside the hours fixed as the times of beginning and ending work .. .. .
  - (b) Within the hours fixed as the times of beginning and ending work in excess of 44 hours in any week .. .. .

CASUAL ATTENDANTS.

7. Casual attendants, i.e., persons who are employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work, shall be paid as follows—

	Per hour. 3s. 6d.
Persons employed in lifts in retail shops, hotels, clubs, coffee palaces, restaurants and hospitals .. .. .	3s. 6d.
All other persons—	
(a) Within the times of beginning and ending work .. .. .	3s. 6d.
(b) Outside the times of beginning and ending work .. .. .	4s. 6d.

**SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.**

8. Lift attendants (including casuals) employed in hotels, clubs, coffee palaces, restaurants, or hospitals shall be paid at the rate of time and a half for work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Christmas Day, and Boxing Day; and all other lift attendants (including casuals) shall be paid double time for work done on Sundays, New Year's Day, 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 and the Order in Council thereunder), 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 be payable only for the day so substituted.

**TERMINATION OF EMPLOYMENT.**

9. One week's notice of termination of employment shall be given by either employer or employee, or one week's pay shall be paid or forfeited, as the case may be, in lieu thereof.  
Provided that an employer may dismiss an employee without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases wages will be paid up to the time of dismissal only.

**RATIONING OF EMPLOYEES.**

10. Where an employer desires to ration his employees he shall give at least three days' notice to each employee of his intention to ration such employee.

**SICK LEAVE.**

11. (a) Lift attendants continuously employed who are necessarily absent on account of sickness shall be allowed six days' sick leave each year on full pay, providing satisfactory evidence is produced to the management or employer within 24 hours of the usual hour for commencing work.

(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 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 17th December, 1943, shall be disregarded.

**ANNUAL HOLIDAYS.**

12. The annual holidays for employees covered by the 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*.

**UNIFORMS.**

13. Where an employee is required by the employer to wear a uniform, such uniform shall be supplied by the employer.

**MEAL HOUR.**

14. (a) Employees in hotels, clubs, coffee palaces, restaurants, or hospitals shall be allowed meal intervals as follows:—

- |   |         |  |
|---|---------|--|
| (i) Day shift employees (i.e. persons employed up to 3 p.m.)        | .. .. . | Not more nor less than one hour between 11 a.m. and 3 p.m.   |
| (ii) Afternoon shift employees (i.e. persons employed after 3 p.m.) | .. .. . | Not more nor less than one hour between 5 p.m. and 9 p.m.  |
| (b) Other employees   | .. .. . | Not more nor less than one hour between 11.45 a.m. and 2.15 p.m. and not more nor less than three-quarters of an hour between 5 p.m. and 7.15 p.m. |

**MEAL MONEY.**

15. Any employee (other than one employed in a hotel, club, coffee palace, restaurant, or hospital) required to work beyond one hour after the usual finishing hour of work as prescribed in clause 5 (ii) or before the usual commencing hour of work as prescribed for in this Determination shall be paid not less than two shillings and sixpence meal money in addition to the overtime rates as prescribed for in this Determination.

**REST PERIOD.**

16. Each employee 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.

**CONTINUITY OF WORK.**

17. The work of each day shall be continuous with the customary breaks for meals and rest periods as prescribed in clauses 14 and 16.

**PAYMENT FOR HOLIDAYS.**

18. All employees (other than those employed in hotels, clubs, coffee palaces, restaurants, and hospitals) not being paid casual rates shall be entitled to the following holidays without deduction of pay:—New Year's Day, 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 and the Order in Council thereunder), Christmas Day, and Boxing Day.

**PAYMENT OF WAGES.**

19. All payments of wages shall be made not later than the hour of ceasing work on Thursday of each week.

**SEATING FOR ATTENDANT.**

20. A suitable seat shall be provided in each passenger lift for the use of the attendant.

**RADIATORS.**

21. Radiators shall be installed in all passenger lifts.

**ACCOMMODATION AND CHANGE ROOMS.**

22. Accommodation shall be provided to enable employees to change clothes and to keep personal effects.

**RIGHT OF ENTRY OF UNION OFFICIAL.**

23. A duly accredited representative of the Federated Lift Attendants' Union shall have the right to enter the establishment of any employer to which this Determination applies on one day per calendar month for a time not exceeding ten minutes, providing that such official is not interfering with the employee's work or offensive in his methods.

**TIME AND WAGES BOOK.**

24. A time and wages book shall be kept by each employee showing times of attendance and amount of wages received. Such book shall be open for inspection by the Secretary of the Federated Lift Attendants' Union during the usual working hours.

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

J. V. WILLOX, Secretary.

Melbourne, 7th January 1947.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 49]

THURSDAY, JANUARY 30.

[1947

Factories and Shops Acts.

## DETERMINATION OF THE FLOCK BOARD.

NOTE.—(a) 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 persons employed—

(a) in the process, trade, or business of—

(i) making flock, mungo, felt, or wadding;

(ii) cleaning wool by beating, blowing, or similar machines where such work is not subject to the Determination of any Wages Board heretofore appointed;

(b) in connexion with any process, trade, or business set out in paragraph (a)—

(i) as a storeman, packer, or sorter;

(ii) in assisting a storeman, packer, or sorter;

(iii) as an assembler, collector, or checker of goods in course of receipt or despatch—

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.

IMPROVERS.				OTHER EMPLOYEES.		
Wages per Week of 44 Hours.				Wages per Week of 44 Hours.		
Age.	Males.		Females.			
	s.	d.	s. d.			
Under 16 years..	28	9	25	MALES.		
16 years .. .. .	36	6	28	Persons employed in the cotton wool bleaching		
17 " .. .. .	49	0	33	department .. .. .		
18 " .. .. .	54	3	40	Woolen pickers .. .. .		
19 " .. .. .	71	3	48	Feeders of—		
20 " .. .. .	80	6	54	Rag machines .. .. .		
				Other machines .. .. .		
				Rippers .. .. .		
				Persons operating milling machine, hardening		
				machine, or tentering machine .. .. .		
				Persons operating other machines .. .. .		
				Assistant to persons operating milling machine,		
				hardening machine, or tentering machine ..		
				Assistant to persons operating other machines ..		
				Cotton pickers .. .. .		
				All others .. .. .		
				Leading hands, if in charge of four or more workers		
				5s. a week extra		
				FEMALES.		
				Feeders of rag machines .. .. .		
				Feeders of machines other than rag machines ..		
				Rippers .. .. .		
				Woolen pickers .. .. .		
				Cotton pickers .. .. .		
				Weighers and wrappers of cotton wool ..		
				All others .. .. .		
				Leading hands, if in charge of four or more workers		
				5s. a week extra		

### PROPORTION (IN ANY PLACE).

#### Improvers.

One improver to every worker receiving not less than the minimum wage.

NOTE.—For the purpose of calculating the proportion of improvers to workers receiving not less than the minimum wage only one working employer in any establishment covered by this Determination shall be classed as a worker receiving not less than the minimum wage and no such working employer or any person employed in connexion with any establishment covered by this Determination shall be regarded as a worker receiving not less than the minimum wage unless such person is usually employed in the establishment for 44 hours each week on work covered by this Determination or in supervising work covered by this Determination.

NOTE.—The Board has determined that no apprentice shall be taken in the trade.

## SHIFT WORK.

3. (a) By mutual agreement between the employer and employees, shifts may be worked between 11 p.m. on Sunday and midnight on the following Saturday.

(b) 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  $7\frac{1}{2}$  per cent. for an afternoon shift, or an additional 10 per cent. for a night shift.

(c) Shift workers shall not be required to work in excess of 56 hours in any one week.

## TIME OF BEGINNING AND ENDING WORK.

4. For workers other than shift workers :—

	Time of Beginning.	Time of Ending.
On Saturday . . . . .	7.30 a.m.	11.30 a.m.
On the other working days of the week . . . . .	7.30 a.m.	5.30 p.m.

## ORDINARY HOURS FOR A WEEK'S WORK.

5. (a) The ordinary hours for a week's work shall be 44 except in the case of any week in which any of the holidays specified in clause 15 occur.

(b) In any such week the ordinary hours of work shall be reduced by the number of hours regarded as an ordinary day's work for any day on which any of the said holidays occur.

## OVERTIME.

6. The following rates shall be paid for all work done :—

(a) By Shift Workers—

(i) In excess of 8 hours per shift during weeks in which six shifts are worked } Time and a half for the first three hours and thereafter double-time.

(ii) In excess of 8 hours 48 minutes per shift during weeks in which less than six shifts are worked }

(b) By Other Workers—

(i) Outside the times of beginning and ending work prescribed on clause 4 herein in any day } Time and a half for the first three hours and thereafter double-time.

(ii) Within such times of beginning and ending work in excess of the hours prescribed as an ordinary week's work in clause 5. }

## PROHIBITION OF EMPLOYMENT.

7. No person under the age of eighteen years shall be engaged in the operation of feeding a rag machine.

## REST PERIODS.

8. A rest period of ten minutes in the forenoon and ten minutes in the afternoon shall be given all female workers without any deduction from wages.

## MEAL BREAK.

9. Where three shifts are worked an employee shall not be required to work more than four and a half hours without being permitted a break of twenty minutes which shall be regarded and paid for as time worked.

## MEAL MONEY.

10. Any employee required to work overtime for a period in excess of one hour after the time fixed in clause 4 for ending work shall be allowed 2s. 6d. meal money in addition to overtime rates as prescribed for in this Determination unless notified 24 hours previously of the intention to work overtime. If having been notified accordingly, the employee's services are not required he shall be paid the 2s. 6d. meal money as provided for herein.

## TERMS OF ENGAGEMENT

11. (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.

(e) Where an employer is not observing the provisions of the Wages Board Determination and declines to observe such provisions, or where an employer or his representative is insulting or uses abusive language to an employee, or where an employer or his representative acts violently towards an employee, or threatens violence to an employee, then the employee shall be under no obligation to give a week's notice of termination of employment, but may leave his employment instantly.

(f) An employer shall have the right to deduct payment for any day the employee cannot be usefully employed because of any strike, or through any breakdown of machinery, or any other stoppage of work by any cause for which the employer cannot reasonably be held responsible.

## CASUAL WORK.

12. Casual work, i.e., work for less than two weeks, shall be paid for at the rate of time and a quarter.

## SICK PAY.

13. 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 three months' service and he or she produces or forwards 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 forty-four hours of working time 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 eighty-eight hours of working time, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

## ANNUAL HOLIDAY.

14. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, and any amendments which may be made thereto from time to time.

HOLIDAYS.

15. (a) An employee shall be entitled to be absent from his employment without deduction of pay on any of the following holidays, viz.:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

(b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.

(c) Where an employee is dismissed within a week of any such holiday the re-engagement of such employee within three days of such holiday shall be prima facie evidence that the employment was terminated for the purpose of evading payment for such holiday.

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

(e) Where an employee is absent from his or her employment on the day before or the day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such holiday.

SPECIAL RATES.

16. Double time shall be the special rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, 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 abovenamed holidays, then the special rate shall be payable only for the day so substituted. Provided that a shift worker who commences work not earlier than 11 p.m. on a Sunday shall only be entitled to be paid at ordinary rates for work done on such Sunday.

PAYMENT OF WAGES.

17. Wages shall be paid during working hours.

DINING ROOMS, LOCKERS, ETC.

18. The employer shall provide for the use of employees suitable dining rooms, lockers, change rooms, and hot and cold showers.

RIGHT OF ENTRY OF UNION OFFICIAL.

19. A duly accredited representative of the Federated Storeman and Packers' Union of Australia shall have the right to enter employers' establishments during the midday meal hour for the purposes of interviewing employees on legitimate Union business on the following conditions:—

(a) That he produces his authority to the employer or his representative.

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

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

(d) That no one representative visit an establishment more than once a fortnight.

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

PIECEWORK.

20. That the lowest piecework prices to be paid to persons for doing work of the kinds specified in the following Schedule shall be:—

Feeding a flock machine .. .. . Is. 2½d. per cwt.

Flock Board.

Piece Rates.	Males per Cwt.		Females per Cwt.	
	Sorting to Grade or Quality.	Sorting to Grade or Quality and Sorting to Colours.	Sorting to Grade or Quality.	Sorting to Grade or Quality and Sorting to Colours.
	s. d.	s. d.	s. d.	s. d.
Wool, shoddy or mantle clips .. .. .	8 3	16 6	4 9	9 6
Hosiery .. .. .	28 0	56 0	15 9	31 6
Wholesale tailoring factory clips .. .. .	8 3	16 6	4 9	9 6
Bespoke tailors and dressmakers' clips .. .. .	12 6	25 0	7 3	14 6
Shirt factory cottons .. .. .	1 9	3 6	1 0	2 0
Cottons, other than shirt factory cottons .. .. .	3 6	7 0	2 0	4 0
Sweepings .. .. .	7 3	14 6	4 0	8 3
Rags (not including cutting and metalling) .. .. .	2 0	4 0	1 0	2 3
	Ripping.		Ripping and Sorting to Grade or Quality.	
	Males.	Females.	Males.	Females.
Ripping woollens—	s. d.	s. d.	s. d.	s. d.
By machine .. .. .	3 3	2 0	6 3	4 0
By hand .. .. .	9 6	5 9	19 0	11 6

NOTE.—The above piecework prices shall be calculated on the weight of material supplied to the pieceworker.

PERIODICAL ADJUSTMENT OF WAGES.

21. The wages rates for males 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 22. Provided that the wages of improvers 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.

22. (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 21.

(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, 23rd December, 1946.





# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 50]

THURSDAY, JANUARY 30.

[1947

Factories and Shops Acts.

## DETERMINATION OF THE CONFECTIONERS BOARD.

NOTE.—This Determination applies to the whole 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 employed in the process, trade, or business of a manufacturing confectioner," has made the following Determination, namely:—

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

2.

Apprentices and Improvers.	Juvenile Workers.—Males under 21 Years of Age, other than Apprentices or Improvers.	Other Employees.
<b>WAGES PER WEEK OF 44 HOURS.</b>		
<i>Males (assisting the Storeman and Packer).</i>		
18 years of age and under		
19 " " 20 " "		
20 " " 21 " "		
<i>All Other Males.</i>		
15 years of age and under		
16 years of age .. .. .		
17 years of age .. .. .		
18 years of age .. .. .		
19 years of age .. .. .		
20 years of age .. .. .		
<i>Females.</i>		
16 years of age and under		
17 years of age .. .. .		
18 years of age .. .. .		
19 years of age .. .. .		
20 years of age .. .. .		
<b>PROPORTION.</b>		
<i>Males (assisting the Storeman and Packer).</i>		
One male apprentice to every three or fraction of three male workers receiving not less than 115s. per week of 44 hours.		
One male improver to every four or fraction of four male workers receiving not less than 115s. per week of 44 hours.		
<i>Other Male Apprentices.</i>		
One male apprentice to every three or fraction of three male workers receiving not less than 122s. per week of 44 hours.		
<i>Other Male Improvers.</i>		
One male improver to every three or fraction of three male workers receiving not less than 122s. per week of 44 hours.		
<i>Females.</i>		
Three female apprentices or improvers to every two or fraction of two female employees receiving not less than 67s. per week of 44 hours on day work or at piecework rates.		
<b>WAGES PER WEEK OF 44 HOURS.</b>		
<i>General Hands.</i>		
<i>s. d.</i>		
15 years of age and under	.. 28 6	
16 years of age .. .. .	.. 36 3	
17 years of age .. .. .	.. 46 0	
18 years of age .. .. .	.. 65 0	
19 years of age .. .. .	.. 78 0	
20 years of age .. .. .	.. 83 0	
<b>PROPORTION.</b>		
Two juvenile workers to every three adult workers receiving not less than the minimum wage. For the purpose of this clause a junior who is in receipt of the rate prescribed for an adult shall be counted as an adult.		
<b>WAGES PER WEEK OF 44 HOURS.</b>		
<i>Males.</i>		
<i>s. d.</i>		
Confectioners .. .. .	.. 122 0	
Head storeman or packer having not less than three storemen or packers under his control	.. 122 0	
Storeman or packer in charge of one or two persons .. .. .	.. 119 0	
Storeman or packer being the only person employed in the store ..	.. 119 0	
Storeman or packer engaged in the despatch or bulk receiving stores	115 0	
Machinists .. .. .	.. 114 0	
General hand .. .. .	.. 109 0	
All other males .. .. .	.. 106 0	
<i>Females.</i>		
General workers, chocolate dippers, French cream dippers, bulk and novelty dippers, sale and counter attendants and all other adult female employees (except those provided for in clause 5) .. .. .		
.. 67 0		

## DEFINITIONS.

3. "Confectioner" means an adult male, not expressly included in the definition of a machinist or general hand employed—
- (i) handling or dealing with confectionery in any process of manufacture from raw materials such as sugar, glucose, gelatine, gum, or licorice, chocolate or similar material to the finished article, and includes an employee who runs by hand with any kind of funnel or bag jubes, jellies, cream fondant, snowballs, or other articles which are run into stamped or moulded starch trays or other moulded receptacles; or
  - (ii) operating or controlling any of the following machines :—
    - Chocolate dipping or covering machines.
    - Licorice making or shaping machine.
    - Depositing machine.
    - Cocoa bean roaster.
    - Milk chocolate condenser.
    - Lozenge stamping machine.
    - Lozenge cutting machine.
    - Mogul depositing machine.
  - (iii) any male employee engaged continuously tempering chocolate in quantities in excess of one cwt. at a time.
- "Machinist" means an adult male employed operating any one or more of the following machines :—
- Combined refiner and melanguer.
  - Melanguer.
  - Refiners.
  - Conches.
  - Cocoa mill.
  - Cocoa butter press.
  - Neat work mill.
  - Liquor mill.
  - Gum refining.

- "General hand" means a male employee engaged on one or more of the following operations :—
- Grinding nuts.
  - Stirring gum or syrup.
  - Smoothing, emptying, sieving starch trays.
  - Cleaning confectionery.
  - Washing tins or bottles with a capacity of over 4 lb.
  - Stamping lozenges.
  - Marking toffee on slabs.
  - Rolling confectionery, sticks or balls.
  - Blanching nuts by machine.
  - Cutting confectionery by hand or vertical or circular cutting machine.
  - Grinding figs, acids, and other ingredients used in the trade.
  - Weighing confectionery and ingredients (over 30 lb.).
  - Straining syrup or other material used in the trade.
  - All handling of confectionery or ingredients in the manufacture of confectionery.
  - Up-ending sugar or lumping sugar.
  - Glazing confections.
  - Cutting neat work.
  - Coating boiled goods with such ingredients as dry sugar or cocoanut, &c.
  - Feeding Forgrove and similar machines (except universal type).

**GENERAL WORKERS.**—Means a female employed at nailing up boxes, except in the despatch or bulk or receiving store, tying up boxes, bottles, tins or parcels, tinning up, boxing or packing under 30 lb. in weight; wrapping; packing stock boxes or tins or bottles; labelling; picking nuts or fruit or confection; spreading peel or confections; sieving; cutting fruit or ginger; cleaning; washing tins or bottles with a capacity of 4 lb. or under; plain piping or dotting or glazing novelties; marking confectionery; blanching nuts by hand; separating confectionery; cutting confectionery (excepting lozenges or goods of similar nature); coating jellies or other confections with such ingredients as dry sugar or cocoanut; all handling of confectionery directly it leaves the confectioner or the machine; packing confections; stirring confectionery or ingredients (if over 30 lb. to be done by males only); icing novelties; carrying goods, materials, or utensils; filling dates with cream; placing nuts on paste; and other unskilled or labouring work, except in the despatch or bulk receiving store.

**CHOCOLATE OR FRENCH CREAM DIPPERS.**—Means a female engaged in dipping by hand or fork goods in chocolate, French cream, or other substance, or covering by hand or fork goods with chocolate, French cream, or other substance.

**BULK DIPPERS OR NOVELTY DIPPERS.**—Means a female who at one operation dips or covers a number of confections in or with chocolate or other material by means of wire frames, strainers, or other utensils, or persons filling or turning out chocolate goods moulded in or on metal.

## STARCH WORK.

4. (a) Any employee whether an adult or junior employed on starch boxes shall be paid 2s. 6d. per week in addition to the prescribed rate.
- (b) An employer shall not employ any person under 18 years of age on starch boxes.
- (c) An employer shall not employ females on smoothing starch trays or emptying or sieving starch trays with or without confections in them.

## SPECIAL RATES.

5. (a) All female employees employed on any work which is usually performed by males, according to the classifications and definitions, shall be paid at the rate of wages operating for males for such work.
- (b) A dust allowance of 2s. 6d. per week shall be paid to employees working in the following sections of the plant :—
  - Chocolate mixing from powder in werner mixers and melanguer.
  - V.G. crumb platform in chocolate mill.
  - Feeding cocoa weighing room weighing machines.
  - Icing sugar mill.
  - Cocoa mill.
  - Mogul machine work.

## PROHIBITED WORK.

6. (a) No. female under the age of eighteen (18) years shall be permitted to lift or carry more than 25 lb. in weight, and no female over eighteen (18) years shall be permitted to lift or carry more than 30 lb. in weight or stir confectionery or any other ingredients over 30 lb. in weight.
- (b) Males under 18 years of age shall not be permitted to pull trucks or any other conveyances of a greater load than 5 cwt. gross weight.

## HOURS.

7. The ordinary working hours shall not exceed 44 per week to be worked in five days of 8 hours 48 minutes each to be worked continuously, except for a meal break as prescribed, between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive. Provided that the spread of hours herein proscribed may be altered by mutual agreement between an employer and his employees.

## MEAL BREAKS.

8. (a) Employees shall be allowed a meal break of not less than half an hour between the hours of noon and 2 p.m. on each day Monday to Friday inclusive.
- (b) An employee shall not be worked for more than five hours without a break for a meal.
- (c) All time worked during the time ordinarily observed by an employee as his or her meal break shall be paid for at the rate of double time.

## SMOKO OR REST PERIOD.

9. All employees shall be allowed a ten minute smoko or rest period each morning.

## CONTRACT OF EMPLOYMENT.

10. (a) Employment shall be by the week and shall be terminated by a week's notice on either side, such notice to be given at any time during the week. This shall not affect the right of an employer to dismiss an employee without notice for malingering, inefficiency, neglect of duty, or misconduct (and in such cases wages shall be paid up to the time of dismissal only), or to deduct payment for any day the employee cannot be usefully employed because of any strike by the Association or any other organization or association or through any breakdown of machinery or any stoppage of work by any cause which the employer cannot reasonably prevent, or through slackness of work, or through the closing of factories between Christmas and New Year. This clause shall not apply to workers on night shift.

(b) Any employee not attending for duty shall lose his or her pay for the actual time of such non-attendance unless he or she produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the management that his or her non-attendance was due to personal accident arising out of and in the course of his or her employment or to personal ill health necessitating such absence:

Provided that an employee shall not be entitled to payment for non-attendance on the ground of personal accident or personal health or both for more than 44 hours of working time in each year.

## SHIFT WORK.

11. For the purposes of this clause:—

- (1) "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 9 a.m.
- "Rostered shift" means a shift of which the employee concerned has had 48 hours notice.
- (2) (a) The ordinary hours of shift workers shall not exceed—44 in any week to be worked in five shifts of 8 hours 48 minutes on Monday to Friday inclusive.
- (b) Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than five hours without a break for a meal.
- (c) Except at regular change-over of shifts an employee shall not be required to work more than one shift in each 24 hours.
- (d) Shift workers whilst on afternoon or night shifts shall be paid 10 per cent. more than ordinary rates for such shifts. The minimum payment for an adult on afternoon or night shift shall be 10s. per week. Juniors shall receive the adult general hand rate.
- (e) Subject to this sub-clause shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed for holidays and Sunday work. Where shifts commence between 11 p.m. and midnight on Sundays and/or holidays, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.
- (f) Shift workers for all time worked in excess of or outside the ordinary working hours or on a shift other than a rostered shift shall be paid at the rate of time and a half for the first four hours and double time thereafter except when the time is worked
- (i) by arrangement between the employees themselves;
  - (ii) for the purpose of effecting the customary rotation of shifts.
- (g) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights shall be paid at the rate of time and a half.
- (h) Female shift workers whilst on afternoon and night shifts, shall be paid not less than the rates hereinbefore prescribed or 1s. per shift whichever is the higher.
- (i) The method of working shifts may in any case be varied by agreement between the employer and the union to suit the circumstances of the establishment.

## OVERTIME AND SUNDAY WORK.

12. (a) All time worked outside the ordinary hours shall be paid for at the rate of time and a half for the first four hours and double time thereafter.
- (b) All time worked on a Sunday shall be paid for at the rate of double time.
- (c) A male employee who is called upon to work overtime beyond one hour and who has not been notified when ceasing work on the previous day that he is required to work overtime shall be supplied with a meal or be paid an allowance of 1s. 6d. If such notice as aforesaid is given and the employee attends and is not required to work overtime he shall be paid the 1s. 6d. allowance. A female employee shall be paid 1s. 6d. meal allowance on any day which she is required to work overtime.

## HOLIDAYS.

13. (a) All employees shall be entitled without loss of pay to the following holidays or any days observed in lieu thereof:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, Boxing Day, Melbourne Cup Day, and Union Picnic Day.
- (b) "Union Picnic Day" shall be a day (other than a Saturday or Sunday) set apart for the holding of a picnic, and such day shall be arranged between the employers and the Union and no employee shall be entitled to payment for such day unless a ticket for the picnic has been purchased.
- (c) Employees working on any of the holidays mentioned in sub-clause (a) hereof shall in addition to the prescribed wage be paid at the rate of ordinary time for the time worked with a minimum payment as for four hours.
- (d) An employer shall not terminate the employment of an employee for the purpose of evading payment for the holidays mentioned in sub-clause (a) hereof.
- (e) Employees shall be entitled to and receive payment for the holidays as prescribed in sub-clause (a) hereof, provided that they shall be available for duty on the last working day their services are required preceding and the first working day following such holiday, provided that the employees may be absent with the consent of either the manager or the head of the department in which the employee is working.
- (f) Pieceworkers working on any of the holidays mentioned in sub-clause (a) hereof shall in addition to the piecework earnings be paid at the rate of ordinary time for such holiday.

## ANNUAL LEAVE.

14. (a) Except as hereinafter provided, a period of 14 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 13 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 working 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 on the working day immediately preceding the first day or 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 employer and employee so agree, in two separate periods and not otherwise.

*Calculation of Continuous Service.*

(e) For the purpose 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 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 calculating the period of twelve months' continuous service any such absence as aforesaid shall not except to the extent of not more than 14 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.

In cases of personal sickness or accident or absence with reasonable cause the employee to become entitled to the benefit of this clause shall, within 48 hours of the commencement of his absence, submit evidence satisfactory to the employer that his absence is due to personal sickness, accident or reasonable cause and shall if practicable inform the employer in writing of the nature of the illness injury or other cause of absence and the estimated duration of absence.

Any absence from work by reason of any cause not being a cause specified in this 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 14 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.

*Calculation of Service.*

(f) Service before 1st January, 1946, 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 made under the clause hereby varied. 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 service. Any broken part of a month served before the 1st January, 1946, shall for the purpose 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 the 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 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 is 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 (1) hereof payment shall not be made or accepted in lieu of annual leave.

*Time for Taking Leave.*

(i) Annual leave shall be given at a time fixed by the employer within a period not exceeding six 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 has been taken before it is 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 annual leave, which amount shall not include any sums paid for any of the holidays prescribed by clause 13 of this Determination.

*Payment for Period of Leave.*

(k) Each employee before going on leave shall be paid two weeks' wages except a seven-day 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 purpose of this sub-clause and sub-clause (1) hereof wages shall be at the rate prescribed by clauses 2, 4 and 5 of this Determination for the occupation in which the employee was ordinarily employed 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  $3\frac{1}{2}$  hours in respect of each completed one month of continuous service before the 1st January, 1946, and for  $7\frac{1}{2}$  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 purpose 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 reopened 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 (i) of this clause subject to adjustment for any proportionate leave which may have been allowed as aforesaid.

*Disputes.*

(n) Any dispute arising in connexion with annual leave shall be referred to the Wages Board for decision.

*PAYMENT OF WAGES.*

15. (a) All wages shall be paid not later than Friday in each week.
- (b) An employer shall not keep more than two days' pay in hand:  
Provided that in those cases in which three days' pay was on the 20th day of November, 1939, kept in hand the employer may continue to keep not more than that number of days' pay in hand.
- (c) If an employee leaves his or her employment or is dismissed he or she shall, provided that the necessary money is then available at the factory office be paid his or her wages upon leaving or being dismissed.
- (d) All wages shall be paid during working hours.

*MIXED FUNCTIONS.*

16. When an employee is put to work temporarily on work of a classification higher than that under which he or she was engaged or deemed to be working, he or she shall be paid the higher rate prescribed for the higher classification for the time he or she is occupied upon such work.

*DINING ROOM ACCOMMODATION.*

17. The employer shall provide for employees proper dining room accommodation and a sufficient quantity of boiling water at meal hours. The employer shall also provide a heating apparatus in the dining room where more than three females are employed.

*WASHING FACILITIES.*

18. The employer shall provide suitable washing facilities for employees.

*LOCKERS AND DRESSING ROOM.*

19. The employer shall provide a cloak and dressing room, and suitable lockers for the use of female employees.

*OVERALLS AND TOOLS OF TRADE.*

20. (a) Where an employee is required by the employer to wear overalls, caps, uniforms, aprons, &c., other than those normally worn in his or her occupation the employer shall supply the same.
- (b) The employer shall provide all tools of trade required and used by employees in the course of their employment.

*SEATING ACCOMMODATION (FEMALES ONLY).*

21. Where practicable the work of the employee shall be performed sitting or standing, whichever is the more convenient. Where practicable the employees shall have the right to change the position of the work either from sitting to standing or from standing to sitting position at any time they feel disposed during working hours unless impracticable owing to the nature of the work.

*FIRST AID.*

22. The employer shall provide and maintain in every factory or workshop a properly equipped first aid ambulance chest, which shall be a suitable dustproof receptacle made of either metal or wood and shall make it available for the use of employees in some accessible place in the said factory or workshop.

*UNION BUSINESS.*

23. (a) Officials of the Federated Confectioners Association of Australia and The Federated Storeman and Packers Union of Australia may absent themselves from work without pay to attend to the business of the Association, or Union if they give at least one day's notice to the employer.

(b) An employer shall not prevent the secretary of such Association or Union or any official thereof authorized by the Association or Union from visiting or conversing with the members of the Association or Union at meal times or before or after the hours of work in a place mutually agreed upon by the employer or his works manager and the Association or Union secretary or other authorized official.

*FACILITIES FOR UNION OFFICERS AND MEMBERS (FEMALES ONLY).*

24. At each factory reasonable facilities shall be afforded members and officers of the Female Confectioners Union to interview the employees during lunch time, and for the necessary working connexion with the Union, and the Union shall be permitted to post a copy of the Determination and the Union notices on a board in a prominent position in each factory.

*TIME AND WAGES BOOK.*

25. (a) Each employer shall keep at his factory or at an office convenient thereto a time and wages book in which he shall enter or cause to be entered the name and classification of each employee, the times of starting and ceasing work each day, the amount of overtime worked and the wages and overtime paid to each employee.

(b) Such book shall, on demand, be produced by the employer for inspection to an official of the Federated Confectioners Association of Australia, Female Confectioners Union, or The Federated Storeman and Packers Union of Australia duly authorized in writing, by the president or secretary of the local branch of the Association or Union concerned at the place where the book is kept at any time between the hours of 10 a.m. and noon on any day except pay day or the day before pay day between the 1st to the 27th inclusive of each calendar month.

No authority to inspect shall be given by the Association or Union concerned unless the president or secretary has good reason to suspect that the employer, whose book is to be inspected, is committing or has committed a breach of this Determination.

(c) Any employer who provides a mechanical clock for the purpose of recording the time of employees may for the purpose of this clause and in lieu of a time and wages book keep the cards or check used in connexion with such clock if such card or check contain the particulars prescribed by sub-clause (a) hereof.

