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GOVERNMENT GAZETTE.

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Factories and Shops Acts.

DETERMINATION OF THE MARINE STORES 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 of payment which may be paid to any persons or person or classes of persons employed either inside or outside a factory in the process, trade, or business of a marine store dealer or a dealer in old metals or bottles" has made the following Determination namely:—

1. That as from the beginning of the first pay period to commence in December, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES PER WEEK OF 40 HOURS.

The rates prescribed in columns lettered "A" are payable until the beginning of the first pay period to commence in February, 1951, thereafter the rates prescribed in columns lettered "B" shall be payable.

2. (a)

Adult Males.

Classification.	Within a Radius of 25 Miles of G.P.O., Melbourne; 5 Miles of G.P.O., Geelong; and in Mildura.		Elsewhere.	
	"A."	"B."	"A."	"B."
	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Bottle washer, machine or hand and yardman or general hand ..	9 7 0	9 15 0	9 4 0	9 12 0
Leading hand, i.e., an employee who is authorized to exercise and does exercise supervision over the work of other employees	9 13 0	10 1 0	9 10 0	9 18 0

Adult Female and Male Junior Rates.

(b) The minimum rates of wage for adult females and junior males shall be the undermentioned percentages of the contemporaneous needs basic wage prescribed for the area in which they are employed and in addition thereto the constant and additional amounts specified.

"A."

	Total Wage Payable.	
	Within a Radius of 25 Miles of G.P.O., Melbourne; 5 Miles of G.P.O., Geelong; and in Mildura.	Elsewhere.
	Per Week. £ s. d.	Per Week. £ s. d.
(i) Adult Females	6 8 6	6 6 0
(ii) Junior Males—		
Under 17 years of age	2 18 0	2 17 0
17 years of age	3 18 6	3 16 0
18 years of age	4 19 0	4 17 0
19 years of age	6 4 6	6 2 0
20 years of age	7 9 6	7 7 0

"B."

	Percentage of Basic Wage.	Additional Amounts.	Total Wage Payable.	
			Within a Radius of 25 Miles of G.P.O., Melbourne; 5 Miles of G.P.O., Geelong and in Mildura.	Elsewhere.
			Per Week.	Per Week.
		<i>s. d.</i>	<i>£ s. d.</i>	<i>£ s. d.</i>
(i) Adult Females—	75	7 0	6 14 6	6 12 0
(ii) Junior Males—				
Under 17 years of age	34	3 0	3 1 0	3 0 0
17 years of age	46	4 0	4 2 0	4 1 0
18 years of age	58	5 0	5 3 6	5 2 0
19 years of age	73	6 0	6 10 0	6 8 0
20 years of age	88	7 0	7 16 6	7 14 0

The total wage shall be calculated to the nearest sixpence.

CASUAL WORK.

3. A casual employee shall mean and be deemed to be an employee engaged for a period of less than a week. Such casual employee shall be paid at the rate of 25 per cent. in addition to the ordinary rate of pay.

TERMS OF EMPLOYMENT.

4. (a) All employees except casual employees shall be engaged by the week and shall be paid on the Thursday or Friday in each week. A week's notice shall be given by the employer or employee to determine employment or in lieu of such notice a week's wages shall be paid by the employer or forfeited by the employee.

(b) This clause shall not affect the right of an employer to deduct payment for any day or portion thereof during which the employee is stood down as a result of refusal of duty, malingering, inefficiency, neglect of duty or misconduct on the part of the employee, or to deduct payment for any day during which the employee cannot be usefully employed because of any strike or through any breakdown of machinery or due to any cause for which the employer cannot reasonably be held responsible; or affect the right of an employer to dismiss an employee without notice for refusal of duty, malingering, inefficiency, neglect of duty or misconduct, and in such cases the wages shall be payable up to the time of dismissal only.

HOURS OF WORK.

5. Each employee shall have a fixed starting and finishing time alterable at seven days' notice. The ordinary hours of labour for all employees shall be 40 per week; on Monday to Friday inclusive 8 hours per day exclusive of meal hours. The said hours shall be worked between 7 a.m. and 6 p.m. or on five nights (Monday to Friday inclusive) between the hours of 4 p.m. and midnight with a crib time of 20 minutes which shall be counted as time worked. Employees required to work afternoon shift shall be paid an extra rate of 2s. per shift.

OVERTIME.

6. (a) All work performed in excess of eight hours on any one day Monday to Friday inclusive or before the fixed starting time or after the fixed ceasing time or in excess of 40 hours per week shall be regarded as overtime and shall be paid for at the rate of time and a half for the first three hours and double time thereafter. In the computation of overtime each day shall stand alone.

Compulsory Overtime.

(b) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

MEAL MONEY.

7. An employee required to work overtime in excess of two hours after the usual finishing time without having been notified on the previous day that he would be so required to work shall be paid an amount of 2s. 6d.

SUNDAY AND HOLIDAY RATES.

8. (a) All work performed on Sunday shall be paid for at the rate of double ordinary time.

(b) When an employee works on a holiday he shall be paid ordinary rates in addition to the ordinary rates prescribed by this Determination.

HOLIDAYS.

9. Employees shall be entitled to the following public holidays without loss of pay as regards employees on weekly hiring—

New Year's Day, Australia Day, Good Friday, Easter Monday, King's Birthday, Labour Day, Union Picnic Day, Anzac Day, Christmas Day, Boxing Day, Show Day, Melbourne Cup Day,

or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

ANNUAL LEAVE.

10. A period of three weeks' annual leave additional to the public holidays prescribed by clause 9 of this Determination shall be granted on the completion of twelve months' service.

Such leave shall be granted within two months after the date on which it becomes due, provided that such leave may be observed between the months of May and October inclusive.

Pro rata leave of absence shall be granted to any employee who has worked for one month or more and such pro rata leave shall be taken between the months of May and October inclusive.

Fourteen days' notice of annual leave shall be given by an employer and such leave shall commence as from the ordinary starting time on Monday morning.

Payment must not be given or accepted in lieu of annual leave except at the termination of employment. If the employment is lawfully terminated, annual leave or pro rata annual leave shall be adjusted immediately. In the case of employment being lawfully terminated, the period expressed between the months of May and October shall not have application.

SICK LEAVE.

11. An employee on weekly hiring who is absent from work on account of personal illness or on account of injury shall be entitled to leave of absence without deduction of pay, subject to the following conditions and limitations:—

- (1) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.
- (2) He shall not be entitled to paid leave of absence unless he has been in the service of the employer concerned for at least three months immediately prior to such absence.
- (3) He shall, within 48 hours of the commencement of such absence, inform the employer of his inability to attend for duty, and as far as practicable state the nature of the injury or illness and the estimated duration of absence.
- (4) He shall provide satisfactory evidence that he was unable, on account of such illness or injury, to attend for duty on the day or days for which sick leave is claimed. If the employer requires the employee to obtain a medical certificate or other proof of sickness or accident, the employer shall defray the cost of same if payment is involved for such certificate but such payment shall not exceed a sum of 12s. 6d.
- (5) He shall not be entitled in respect of any year of employment (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time, or 10 hours of working time for each completed three months of service, provided that to the extent sick leave is not used in any one year of employment equivalent payment shall be paid to the employee concerned.

DINING ROOMS.

12. Each employer shall provide adequate dining-rooms and hot and cold water showers when practicable.

FIRST-AID KIT.

13. An adequate first-aid kit shall be provided by the employer.

MIXED FUNCTIONS.

14. Where an employee is called upon to perform two or more classes of work on any one day he shall, for the purpose of assessing wages to be paid, be deemed to have worked a day at the class for which the highest rate of wages is prescribed.

PROPORTION OF BOYS AND YOUTHS.

15. The maximum number of boys or youths to be employed shall be one boy or youth to every three adults receiving the minimum rate of wage prescribed by this Determination for 40 hours per week.

PROTECTIVE CLOTHING AND BOOTS.

16. (a) Where an employee is required to work on a bottle-washing machine he shall be provided with a waterproof apron and clogs free while he is employed on such work.

(b) Where an employee is called upon to work with acid he shall be provided with a pair of rubber gloves and when working among broken glass he shall be provided with a pair of leather gloves.

(c) Yardmen, sorters or general hands, if required to work in rain shall be supplied with adequate protective clothing while so working.

UNION OFFICIALS.

17. An official of the Federated Liquor and Allied Trades Employees' Union of Australasia authorized by the Secretary in writing, and who has first reported to the employer or his representative in responsible charge at the place of employment may interview members of the organization working there, provided that he does not thereby interfere with the work of the employees during actual working hours or enter any part of the business premises whereto the employer or his representative may reasonably refuse permission.

EXHIBITION OF DETERMINATION.

18. This Determination shall be exhibited by each employer on his premises in a place accessible to all employees.

PERIODICAL ADJUSTMENT OF WAGES.

19. 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 by the same amount and at the same time as such basic wage as prescribed by clause 20.

The wages of adult females and junior males shall be the percentages of the needs basic wage, and in addition thereto the additional amounts specified in clause 2 of this Determination.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within a radius of 25 miles of G.P.O., Melbourne	8 10 0	Melbourne
Within a radius of 5 miles of G.P.O., Geelong, and in Mildura same as contemporaneous basic wage for Melbourne		
Elsewhere in Victoria 3s. respectively less than the contemporaneous basic wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

20. (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 May, 1951, the amounts of the Basic Wage shall be as prescribed in clause 19.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .103 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.

A. V. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 4th December, 1950.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. The second part of the document provides a detailed breakdown of the company's income and expenses for the period. It includes a list of all revenue sources and a corresponding list of all expenses, categorized by department and function. The third part of the document discusses the company's financial position at the end of the period, including its assets, liabilities, and equity. It also includes a discussion of the company's cash flow and its ability to meet its obligations. The final part of the document provides a summary of the company's performance and a forecast for the future. It includes a discussion of the company's strengths and weaknesses, and a plan for addressing any areas of concern.