



# VICTORIA GOVERNMENT GAZETTE.

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[1951

Factories and Shops Acts.

## DETERMINATION OF THE BISCUIT BOARD.

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

(b) On the 21st June, 1913, the powers of the Biscuit Board were extended to enable it to "determine the lowest prices or rates which may be paid to any person employed as storeman, packer, or sorter in connexion with the trade or business of making biscuits."

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person employed in making biscuits," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in May, 1951, 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 40 HOURS.					WAGES.	
	Per-centage of Basic Wage.	Male Apprentices or Improvers.	Per-centage of Female Basic Wage.	Female Apprentices or Improvers.		Per week of 40 hours.
		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>
Under 16 years of age	33	67 6	63	83 6	Bakers (including Wafer Bakers and Branette Bakers)	216 0
16 years of age	40	71 0	63	83 6	Brakesman	212 0
17 years of age	56	99 0	70	92 6	Machine Attendant	209 0
18 years of age	64	113 6	81	107 6	Men carrying and stacking flour	211 0
19 years of age	75	132 6	88	116 6	Mixers (including Wafer Mixers and Sugar Cream Mixers)	215 0
20 years of age	85	150 6	96	127 0	Oven firemen	210 0
					Adult males operating "Enroba" chocolate dipping machine	202 0
					Despatch hands	202 0
					All other males	194 0
					All other females	152 3

Apprentices or improvers engaged attending gas ovens during the baking of wafers and branettes shall be paid 5s. per week in addition to above rates.

PROPORTION (IN ANY PLACE).

*Apprentices.*

MALES.

One male apprentice to every three or fraction of three male workers receiving not less than 194s. per week of 40 hours.

FEMALES.

One female apprentice to every three or fraction of three female workers receiving not less than 152s. 3d. per week of 40 hours.

*Improvers.*

MALES.

Two male improvers to every male worker receiving not less than 194s. per week of 40 hours.

FEMALES.

Four female improvers to every female worker receiving not less than 152s. 3d. per week of 40 hours.

## TERMS OF ENGAGEMENT.

3. Employees who work less than 40 hours in any week may be paid *pro rata* according to the number of hours worked.

## OVERTIME.

4.

- (a) Places in which the week's work is performed in 5½ days—  
 Time worked in excess of 8 hours on any one day, Monday to Friday (inclusive) .. Time and a half.  
 Time worked in excess of 4 hours on Saturday .. .. .. .. Time and a half.
- (b) Places in which the week's work is performed in 5 days—  
 Time worked in excess of 8 hours on any one day, Monday to Friday (inclusive) .. Time and a half.
- (c) Any time worked in excess of 40 hours in any week .. .. .. Time and a half.

## TEA MONEY.

5. An allowance of 3s. for tea money shall be paid to all employees when work extends for more than two hours beyond the usual time of ending work.

## ALLOWANCES.

6. Employees who are required to wear, when at work, overalls, the laundering of which is not paid for by the employer, shall be paid the following allowance in addition to their ordinary weekly wage:—

Males aged 19 years and over	..	..	..	..	2s. per week extra.
Males under 19 years	..	..	..	..	1s. 6d. per week extra.
All females	..	..	..	..	2s. per week extra.

## TIME BOOK OR OTHER RECORD.

7. The correct times of beginning and ending work shall be recorded daily in a book, time card, or by mechanical means to be furnished by the employer; such record to be open for inspection by the permanent Secretary-Treasurer of the Victorian Branch of the Biscuit Makers' Union of Australia.

## MEAL TIME.

8. A meal period of not less than 30 minutes and not more than one hour shall be allowed after a period of five hours continuous work. Such meal period shall not be calculated as time worked.

## EXTRA RATES.

9.

- (i) All employees working on night work between the hours of 9 p.m. and 6.30 a.m. shall receive the rate of 5s. per night additional to the usual wage rate: Provided that when the employee works for less than half of the normal shift such payment in addition to the usual wage shall be 2s. 6d.
- (ii) All employees on day work commencing work before 2.30 a.m. shall receive the rate of 5s. per shift in addition to the usual wages rate.
- (iii) All employees on day work commencing between the hours of 2.30 a.m. and 6.30 a.m. shall receive the rate of 2s. 6d. per shift in addition to the usual wages rate.
- (iv) No female of any age shall be employed between the hours of 9 p.m. and 6.30 a.m.

## SHIFT WORK.

10. Each employee engaged on shift work shall have a break of 10 hours between shifts.

## SUNDAY WORK.

11. For all work done on Sunday, double time shall be paid with a minimum of 10s.

## PAYMENT FOR HOLIDAYS.

12. Employees shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Union Picnic Day, (i.e. third Monday in February in each year) Good Friday, Easter Monday, 9th May, 1951, 13th November, 1951, Anzac Day, Labour Day, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day; or any other day substituted for the above days by Act of Parliament or Proclamation.

Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, 9th May, 1951, 13th November, 1951, 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 above-named holidays, the special rate shall only be payable for work done on the day so substituted.

## ANNUAL HOLIDAYS.

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

## SICK PAY.

14.

- (a) (i) Any employee not attending for duty shall lose his or her pay for the actual time lost unless he or she 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 accident arising in the course of his or her employment or to personal ill-health, but such employee shall not be entitled to payment for non-attendance on the ground of such accident or personal ill-health for more than five days in any one year: Provided that during the first year of service with an employer he or she shall not be entitled to more than one day's sick pay for the first three months; two days' sick pay for the first six months; three days' sick pay for the first nine months. For the purposes of this clause "year" shall mean the period between the 1st day of January in each year and the next 31st day of December.
- (ii) Any employee on piecework not attending for duty on the ground of personal ill-health shall be paid at the corresponding timeworker's wage for the period of ill-health in all respects as if, during such period, he or she had been a weekly timeworker employed on such days and during such hours as are usually worked by timeworkers upon any day shift, and he or she shall comply with and be subject to the conditions for timeworkers prescribed in paragraph (i) of this clause.
- (b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of such leave as prescribed is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding ten days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purpose of this sub-clause service prior to the 1st January, 1947, shall be disregarded.

## REST PERIOD.

15. Female employees shall be allowed a period of ten minutes in the morning and ten minutes in the afternoon at a time to be mutually arranged between the employer and the Secretary-Treasurer of the Biscuit Maker's Union, such time to count as time worked. Reasonable facilities shall be provided by the employer for female employees to make tea during such interval if they so desire; provided that:—

- (i) Such period shall not be allowed within one hour of commencing or finishing work for the day or one hour before or after a meal break; and
- (ii) Employees shall conform to such arrangement as the employer may make to ensure the continuity of operations.

**PIECWORK.**

16. The Board determines, under the provisions of section 150 of the *Factories and Shops Act 1928*, that any employer may fix and pay piecework prices to any person or persons or classes of persons employed at any work for which the Board has fixed the minimum wage, provided that any such employer shall base such piecework prices on the earnings of an average worker working under like conditions, and such piecework prices shall be fixed so that an average worker can earn not less than the wages that are fixed by the Board for such work.

**AUTHORIZED PERSON MAY ENTER FACTORY.**

17. The permanent Secretary-Treasurer of the Biscuit Makers' Union of Australia, Victorian Branch, shall have the right to enter and inspect, during working hours, any part of a biscuit factory or workshop in which any work is being carried on. The Secretary-Treasurer of the Biscuit Makers' Union shall have the right to interview employees in regard to conditions of employment.

**PERIODICAL ADJUSTMENT OF WAGES.**

18. The wages rates for males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 19.

*Basic Wage.*

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State .. .. .	8 17 0	Melbourne

**ADJUSTMENT OF BASIC WAGE.**

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

(b) Until the beginning of the first pay period to commence in August, 1951, the amount of the Basic Wage shall be as prescribed in clause 18.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the 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.

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. Such wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices or improvers shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 13th April, 1951.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.