VICTORIA

GOVERNMENT GAZETTE.

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No. 20] THURSDAY, JANUARY 28. [1954

Factories and Shops Acts.

DETERMINATION OF THE SPORTS GROUND MAINTENANCE BOARD.

NOTES.—(1) This Determination applies to the whole of the State of Victoria.

(2) By Order in Council dated the 13th September, 1947, the Garden Employees Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed :—

(a) in the laying-out, cultivation or keeping in order of a fairway or green in connexion with any golf links or putting green ;

(b) in the laying out, cultivation or keeping in order of a bowling green or tennis court ;

(c) at work connected with or incidental to the construction or maintenance or keeping in order of brick dust or porous tennis courts ;

(d) at work connected with or incidental to the construction, formation, maintenance or keeping in order of grounds or enclosures used in the business of conducting for gain outdoor entertainments, outdoor shows, outdoor sports meetings or outdoor amusements of any kind;

and such power was conferred exclusively on the Sports Ground Maintenance Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed "to determine the lowest prices or rates which may be paid to any person or persons, or classes of persons (other than persons subject to the jurisdiction of any Wages Board heretofore appointed) employed in or in connexion with the construction, ornamentation, formation, maintenance or keeping in order of grounds or enclosures used in conducting outdoor entertainments, outdoor shows, outdoor sports or outdoor amusements of any kind", has made the following Determination, namely.

1. That on the 1st December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.	Percentage of Basic Wage.	Wages per Week of 40 Hours.
		s. d.
15 years of age or under	29	68 6
16 years of age	32	76 0
17 years of age	37	87 6
18 years of age	51	121 0
19 years of age	61	144 6
20 years of age	73	173 0

PROPORTION (WITHIN ANY PLACE).

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

One improver to every three or fraction of three workers receiving not less than the minimum wage.

No. 20.—11647/53.—PRICE 6D.

Other Employees.	Wages per Week of 40 Hours.
	£ s. d.
Racecourses—	
Leading hand, i.e., a person in charge of three or more employees	13 17 0
Groundsman or maintenance employee	13 2 0
All others	12 17 0
Golf Links, Bowling Greens, Croquet Greens and Grass Tennis Courts—	
Green-keeper, i.e., a person engaged as such and who is responsible for the care, alignment, maintenance and satisfactory condition of a playing area or areas	14 7 0
Assistant green-keeper, i.e., a person engaged as such or is required to perform the duties of a green-keeper	13 12 0
Groundsman or maintenance employee	12 17 0
All others	12 14 6
Other Tennis Courts, Cricket Grounds, Football Grounds or other grounds or enclosures used in conducting outdoor entertainments, outdoor shows, outdoor sports or outdoor amusements of any kind—	
Curator, i.e., a person engaged as such and who is responsible for the care, alignment, maintenance, and satisfactory condition of a playing area or areas and/or Turf Wickets	14 7 0
Assistant curator, i.e., a person engaged as such or is required to perform the duties of a curator	13 12 0
Groundsman or maintenance employee	13 2 0
All others	12 17 0

Any employee, other than a curator or assistant curator, required to take charge of 2 or more employees, shall be paid an additional amount of 1s. 6d. per day or part thereof.

Extra Rates.

3. (i) Where no assistant is engaged, a curator or green-keeper, in charge of 4 or more employees, shall be paid an additional 10s. per week.

(ii) Any employee other than a curator or green-keeper on racecourses, golf links, tennis courts, football grounds or showgrounds whose regular duty is to attend, maintain, adjust, and/or operate motor mowers shall receive an additional amount of 5s. per week.

(iii) Any employee other than a curator or green-keeper operating a power-driven appliance, other than a motor mower, on a racecourse, cricket ground, football ground, showground or golf links, shall receive an additional amount of 3s. per day or part thereof.

Casual Employees.

4. A casual employee i.e., an employee engaged for less than 40 hours per week shall be paid at the rate of time and a third for the first 20 hours and ordinary rate thereafter up to but not exceeding the rate fixed for a full week's work.

Hours for an Ordinary Week's Work.

5. The number of hours to constitute an ordinary week's work shall be 40 which may be worked in either 5 or 5½ days.

Times of Beginning and Ending Work.

6. The times of beginning and ending work shall be the times mutually agreed upon between the employer and the employee and failing agreement, shall be as follows :—

Time of Beginning (not earlier than).	Time of Ending (not later than).
Bowling Greens—	
7.30 a.m.	12 noon on Saturday (or the day on which the half-holiday is observed locally).
7.30 a.m.	7.30 p.m. on the other working days of the week.
Any other Place—	
7.30 a.m.	12 noon on Saturday (or the day on which the half-holiday is observed locally).
7.30 a.m.	5.30 p.m. on the other working days of the week.

Provided that the hours once fixed shall not be altered without at least seven days' notice.

Overtime.

Bowling Greens.

7. (i) All time worked outside a spread of twelve hours per day shall be paid for at the rate of double time, provided that time occupied at watering shall be paid for at the rate of time and a half.

(ii) All time worked within a spread of twelve hours in excess of 40 hours per week shall be paid for at the rate of time and a half for the first two hours and double time thereafter.

Any Other Place.

(i) All time worked outside the times of beginning and ending work shall be paid for at the rate of time and half for the first two hours and double time thereafter.

(ii) All time worked within the times of beginning and ending work in excess of 40 hours per week shall be paid for at the rate of time and a half for the first two hours and double time thereafter.

Stand Down.

(*Bowling Greens.*)

8. An employee shall not be stood down for more than ten hours in the aggregate in any one week.

Holidays and Special Rates.

9. All employees shall be entitled to the following holidays without deduction of pay:—

New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen'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 this condition shall apply only to the day so substituted. Provided that if any of these holidays occur on a Sunday or other non-working day, an additional day for each such holiday occurring as aforesaid shall be added to the employee's annual leave.

If an employee works on any of the holidays mentioned herein or any day or days by Act of Parliament or Proclamation substituted for such holidays he shall be paid time-and-a-half in addition to his ordinary pay, or if the employee so elects, an extra day and a half shall be added to his annual leave.

9A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed in clause 9 hereof.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

SPECIAL RATES FOR SUNDAYS.

10. All work done on Sunday shall be paid for at double time.

NIGHT WATERING (OTHER THAN BOWLING GREENS).

11. (a) Employees required to do night watering, i.e., outside the times of beginning and ending work shall be paid at the rate of time and a half.

(b) No employee shall be called upon to do night watering without a clear break off duty of at least four hours.

PROVISIONS OF CLOTHING, ETC.

12. (a) The employee shall be provided with the following, free of charge, by the employer.

(i) Oilskins, gum boots, or other protective clothing, when called upon to work in the rain.
(ii) Gum boots, gloves, overalls and goggles, when required to distribute fertilizer or employed on spraying.
(iii) Gum boots when required to hose down.

(b) When gum boots are used they shall be washed and sterilized if required to be used by any other person.

MEAL BREAKS.

13. A period of not less than three quarters of an hour, not later than four hours after commencing work, shall be allowed for a meal.

MEAL ALLOWANCE.

14. Any employee required to work overtime for more than one hour without being notified the day before that he would be so required to work, shall either be provided with a meal by the employer or paid the sum of 4s. 6d.

If having been notified accordingly and the employee has provided himself with a meal, and such overtime is not worked, he shall be allowed the sum of 4s. 6d.

ANNUAL HOLIDAYS.

15. 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.

SICK LEAVE.

16. (a) If the absence from duty of an employee be reasonable because of his own illness, and he produces to the employer satisfactory evidence thereof, by medical certificate or otherwise, no deduction shall be made in respect of such absence except so far as it exceeds in the aggregate forty hours of working time during any one year of employment or a proportionately less time during any shorter period of employment.

(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 160 hours of working time which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

RIGHT OF ENTRY OF UNION OFFICIALS.

17. A duly accredited officer of the Australian Workers' Union who is authorized in writing by the President or Secretary of such Union, shall have the right to interview any employee during the meal hour or such other time as may be approved by the employer or his representative, at the place of his employment on legitimate union business and shall be permitted to inspect the conditions relating to the persons employed.

TERMS OF ENGAGEMENT.

18. Employees, other than casuals, shall be employed by the week and their engagement shall only be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture, as the case may be, of one week's wages in lieu thereof. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct and in such cases the wages shall be paid up to the time of dismissal only.

PAYMENT OF WAGES.

19. Wages shall be paid on a fixed day, not later than Thursday of each week and during the employees' normal working hours.

TIME BOOK OR RECORD.

20. Every employee shall record daily the correct time of work on a time sheet or record which shall be furnished by the employer. Such time sheet or record shall be produced by the employer or his agent for inspection during reasonable hours to the Secretary of the Australian Workers' Union or any official thereof duly authorized in writing by the President or Secretary of the aforesaid Union.

FIRST-AID OUTFIT.

21. A first-aid outfit shall be provided by the employer at a place readily accessible to all employees.

PROVISION OF QUARTERS.

22. Where an employee is required to live on the premises and is required to act as caretaker he shall be provided with quarters free of charge.

EMPLOYEE REPORTING FOR WORK AND NOT ALLOWED TO START.

23. An employee who reports for work and is not allowed to start shall be paid for four hours' work at the appropriate rates.

MIXED DUTIES.

24. An employee who is required to do work for which a higher rate is fixed than that provided for his ordinary duties shall, if such work exceeds a total of four hours on any day, be entitled to be paid for all work done on such day at the higher rate.

LOCKERS, DINING AND WASHING FACILITIES.

25. Where practicable, suitable lockers, dining and washing facilities shall be provided for the use of employees.

SANITARY ACCOMMODATION.

26. The employer shall provide suitable sanitary conveniences on the job and have same maintained in a clean condition.

BICYCLE ALLOWANCE.

27. An employee instructed by the employer or his representative to use his own bicycle in the course of his duties shall be paid an amount of 2s. 6d. per week in addition to his ordinary rate.

PULLING HEAVY ROLLERS.

28. No employee shall be called upon to push or draw a roller exceeding 5 cwt. on cricket grounds unless granted necessary assistance.

PERIODICAL ADJUSTMENT OF WAGES.

29. The wages for adults 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 30.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

30. (*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, 1954, the amount of the Basic Wage shall be as prescribed in clause 29.

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

J. V. WILLOX, Secretary.

Melbourne, 23rd November, 1953.

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No. 21] THURSDAY, JANUARY 28. [1954

Factories and Shops Acts.

DETERMINATION OF THE VEGETABLE GROWERS 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 persons engaged in the trade of vegetable growing (that is to say, the growing of vegetables, including tomatoes, for sale)," has made the following Determination, namely :—

1. That on the 1st December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Improvers.					Other Employees.			
—	Percentage of Basic Wage.	Adjustable Rate.	Plus Loading to Compensate for a 44 Hour Week.	Total Wage.	—	Adjustable Rate.	Plus Loading to Compensate for a 44 Hour Week.	Total Wage.
		£ s. d.	s. d.	£ s. d.		£ s. d.	£ s. d.	£ s. d.
15 years of age or under	28	3 6 6	6 9	3 13 3	Foreman gardener, i.e., a gardener in charge of two or more employees	13 3 0	1 6 3	14 9 3
16 years of age ..	37	4 7 6	8 9	4 16 3	All others	12 8 0	1 4 9	13 12 9
17 years of age ..	48	5 14 0	11 6	6 5 6				
18 years of age ..	64	7 11 6	15 3	8 6 9				
19 years of age ..	84	9 19 0	20 0	10 19 0				
20 years of age or over, the appropriate rate prescribed under heading "Other Employees".								
PROPORTION. One improver to every three or fraction of three workers receiving not less than the minimum wage.								

PROHIBITION OF EMPLOYMENT.

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

TIMES OF BEGINNING AND ENDING WORK.

4. The time of beginning and ending work shall be the times mutually agreed between the employer and the employee.

ORDINARY WORKING WEEK.

5. Forty-four (44) hours shall constitute an ordinary week's work, to be worked on any or all of the days except Sunday.

No. 21.—11648/53.—PRICE 6D.

Overtime.

6. All time worked in excess of 44 hours per week shall be paid for at the following rates:—

For the first two hours	Time and a quarter.
For the next two hours	Time and a half.
Thereafter	Double time.

Special Rates for Watering.

7. Employees required to do watering between the hours of 8 p.m. and the usual starting time on the following day shall be paid at the rate of time and a quarter, provided that double time shall be paid for all watering done between the hours of midnight on Saturday and midnight on Sunday.

Terms of Engagement.

8. (*a*) Except as provided in sub-clause (*b*) hereof all employees shall be employed by the week. Employees to become entitled to the weekly wage prescribed by this Determination must be available, ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employees affected.

(*b*) Employment for the first two weeks of service at any period shall be from hour to hour at the weekly rate fixed.

Termination of Employment.

9. Subject to sub-clause (*b*) of clause 8 employment shall be terminated only by a week's notice on either side or a week's wages paid or forfeited as the case may be, and such notice may be given at any time during the week. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct.

Holiday and Sunday Work.

10. (*a*) Weekly employees, if not required to work, shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Queen's Birthday, Labour Day, Anzac Day, Christmas Day, Boxing Day, and Picnic Day or any day by Act of Parliament or Proclamation substituted for any of the beforementioned holidays.

If any employee is required to work on any of the holidays specified in this sub-clause or on any day or days by Act of Parliament or Proclamation substituted for such holidays he shall be paid double time for all work done and ordinary rate for the remainder of the day.

(*b*) All work done on Sundays shall be paid for at double time.

10A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed in clause 10 hereof.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

Annual Holiday.

11. 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 Leave.

12. (*a*) If the employee is absent from duty through his own illness and he produces evidence satisfactory to the employer, no deduction shall be made from his wages in respect of such absence in so far as it does not exceed in the aggregate forty-four hours of working time in any one year of employment or a proportionate less time during any shorter period of employment: Provided that, in every case, an employee shall have at least three months' service to entitle him to such leave.

(*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.

For the purposes of this sub-clause service prior to the 15th November, 1945, shall be disregarded.

Rest Period.

13. A rest period of ten minutes without deduction of pay shall be allowed each morning at a time mutually agreed upon.

Clothing Allowance.

14. An employee shall receive an allowance of 1s. per week towards the cost of providing waterproof clothing.

Payment of Wages.

15. Wages shall be paid not later than Thursday in each week and within 10 minutes of ceasing work for the day.

Right of Entry of Union Official.

16. Any official of the Australian Workers' Union (authorized in writing by the Secretary of the Victorian Branch of the said Union) may enter during the lunch hour upon any land or premises on which operations are carried on and inspect the working conditions and interview employees on legitimate union business.

Provision of and Deduction for Keep.

17. (*a*) Where the employer provides an employee with board and lodging the standard thereof shall be reasonably adequate and the standard of accommodation provided shall be in accordance with the following, that is to say, there shall be a sufficiency of necessary furniture, bedding, blankets and bed-room and washing utensils and sufficient provision made for lighting, heating, bathing, ventilation and sanitation. The sleeping quarters provided shall contain not less than 480 cubic feet of air space for each person accommodated therein and not more than two persons shall be accommodated in any one sleeping apartment. The food provided shall be sufficient and well prepared and cooked.

(*b*) Subject to compliance with the provisions of sub-clause (*a*) hereof the employer shall be entitled to deduct from the wages payable to an employee provided by him with board and lodging an amount to compensate himself for the cost thereof at the following rates:—

	£	s.	d.	
Adult males at the rate of	2	10	0	per week
Junior males at the rate of	2	0	0	per week

Sanitary Provision.

18. Suitable sanitary provision shall be provided where required.

PERIODICAL ADJUSTMENT OF WAGES.

19. The wages rates of "other employees" 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 20.

Basic Wage.

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 0	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 February, 1954, the amount 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 February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor ·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 of 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.

R. A. RANDLES J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 23rd November, 1953.

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No. 22] THURSDAY, JANUARY 28. [1954

Factories and Shops Acts.

DETERMINATION OF THE ANIMAL MANURE BOARD.

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

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any persons employed in the process, trade, or business of the manufacture of manure from animal matter," has made the following Determination, namely :—

1. That on the 1st December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES.

Apprentices or Improvers.

	Percentage of Basic Wage.	Wages Per Week.
		s. d.
Under 16 years of age	67	159 0
16 years of age and under 17 years of age	73	173 0
17 years of age and under 19 years of age	94	223 0
19 years of age and under 20 years of age	100 plus 10s. 6d.	247 6
20 years of age and under 21 years of age	100 plus 26s. 6d.	263 6

PROPORTION (by any Employer).

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than 308s. 6d. per week.

An indenture of apprenticeship has been prescribed by the Board

Improvers.

One improver to every four workers receiving not less than 308s. 6d. per week.

Other Employees.

	Wages Per Week.
	s. d.
Carcass skinners	314 6
All others	308 6

Afternoon shift employees shall receive an additional 10 per cent. per week.

Night shift employees shall receive an additional 10 per cent. per week.

Leading hands on afternoon or night shift shall receive an additional 3s. per shift.

HEAT ALLOWANCE.

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

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

CASUAL EMPLOYEE.

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

HOURS OF WORK.

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

(a) Day work—

(i) 40 hours per week;

(ii) Not more than 8 hours per day on Monday, Tuesday, Wednesday, Thursday, and Friday between the hours of 7 a.m. and 5.30 p.m.,

Provided that in any week an employee works less than 40 hours in 5 days Monday to Friday (inclusive) he shall if required, work on Saturdays at ordinary rates for not more than 4 hours between the hours of 7 a.m. and 12 noon to complete his full week's work of 40 hours.

(b) Shift work—

(i) 40 hours per week or by mutual agreement between any employer and his employees 80 hours per fortnight, with a maximum of 44 hours in any one week;

(ii) Not more than 8 hours per day on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

OVERTIME.

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

HOLIDAYS.

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

7A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed in clauses 7 and 16 hereof.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

ANNUAL LEAVE.

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

SICK LEAVE.

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

(b) Provided that an employee shall not be entitled to payment for non-attendance on the ground of personal accident or personal ill-health or both for more than 40 hours of working time in each year of employment, or a proportionately less time during any shorter period of employment.

(c) If the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st December, 1950, shall be disregarded, provided that any accumulated sick leave, not exceeding 80 hours of working time, standing to the credit of the employee on the 1st December, 1952, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

TERMS OF ENGAGEMENT.

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

STOPPAGES OF WORK.

11. An employer shall not be required to pay for any time the employee cannot usefully be employed because of any strike or other stoppages of work by any cause for which the employer cannot reasonably be held responsible.

TEA MONEY.

12. 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 four shillings in addition to any overtime payment to which they may be entitled.

HANDLING OF CONDEMNED CARCASSES.

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

KNIVES TO BE SUPPLIED.

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

(1) They shall be returned to the employer on termination of the employment.

(2) If such knives are not returned the employer shall be entitled to deduct their cost from any money owing to the employer.

PROTECTIVE FOOTWEAR.

15. Suitable protective footwear, which shall remain the property of the employer, shall be supplied by the employer free of cost to employees working on a percolator or press in wet or dry rendering.

SPECIAL RATES.

16. Double time shall be paid for all work done on Sundays and holidays specified in clause 7, or any other day substituted by Act of Parliament or Proclamation.

PERIODICAL ADJUSTMENT OF WAGES.

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

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

18. (*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, 1954, the amount of the basic wage shall be as prescribed in clause 17.

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

J. V. WILLOX, Secretary.

Melbourne, 25th November, 1953.

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VICTORIA

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No. 23] THURSDAY, JANUARY 28. [1954

Factories and Shops Acts.

DETERMINATION OF THE DENTAL MECHANICS BOARD.

This Determination since the 2nd July, 1946, has applied to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 30th August, 1938, has had the power "to determine the lowest prices or rates which may be paid to any persons employed in the process, trade, business, or occupation of—

(*a*) a dentist's surgical assistant granted a permit by the Dental Board of Victoria in pursuance of section 68 of the *Medical Act* 1928;

(*b*) a dentist's mechanic;

(*c*) making any article to be fitted in a human mouth;

(*d*) a dentist's attendant,"

has made the following Determination, namely :—

1. That on the 1st December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

* Dentist's Mechanic. (Apprentices.)	s. d.	Dentist's Attendant. (Apprentices and Improvers.)	Percentage of Female Basic Wage.	s. d.	Other Employees.	Minimum Wage. s. d.
1st year	62 0	1st year	51	90 6	Dentist's Surgical Assistant ..	369 0
2nd year	86 0	2nd year	71	126 0	Dentist's Mechanic	302 0
3rd year	110 6	3rd year	93	165 0	Dentist's Attendant	200 0
4th year	172 6					
5th year	216 0					
6th year	265 0					

Provided that no apprentice shall have his legal rate of payment as prescribed in the Determination hereby revoked reduced in consequence of the operation of this Determination.

*NOTE.—Clause 8. Special conditions regarding the employment of juniors.

And thereafter the minimum wage.

PROPORTION (IN ANY PLACE).

APPRENTICES.

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

An amended indenture of apprenticeship prescribed was approved on 3rd September, 1925.

IMPROVERS.

(Dentists' Attendants.)

One improver to every ten or fraction of ten workers receiving not less than the minimum wage.

No. 23.—11955/53.—PRICE 6D.

SPECIAL CONDITIONS REGARDING THE EMPLOYMENT OF JUNIORS.

3. (*a*) The Board has determined that on and after the 28th September, 1945, no junior shall be employed at the Dental Mechanics' Section of the trade except under terms of apprenticeship.

(*b*) Juniors shall be apprenticed as from the date of commencing work with an employer, but the first six months of service shall be deemed to be a probationary period, and the indenture may be terminated by any party thereto during such period of probation without any obligation to any other party or parties.

TIMES OF BEGINNING AND ENDING WORK.

(*i*) *Dental Mechanics.*

4. The ordinary hours of work shall be between the following times of beginning and ending work:—

8 a.m. .. .. 6 p.m. on Monday to Friday (inclusive).

(*ii*) *Attendants.*

Time of Beginning.	Time Ending.
8.30 a.m. ..	.. Noon on Saturday.
8.30 a.m. ..	.. 6 p.m. on the other working days of the week.

(*iii*) *All Others.*

(*a*) Where a five and a half day week is worked—

Time of Beginning.	Time of Ending.
9 a.m. ..	.. 12 noon on the day on which the half-holiday is observed.
9 a.m. ..	.. 5.30 p.m. on the other working days of the week.

(*b*) Where a five-day week (Monday to Friday inclusive) is worked—

Time of Beginning.	Time of Ending.
8.30 a.m. ..	.. 6 p.m.

HOURS.

5. The ordinary hours for a week's work shall be 40.

MEAL BREAK.

6. A meal break of not less than 42 nor more than 60 minutes shall be allowed daily to each employee (Saturday excepted).

OVERTIME.

7. (*a*) No employee shall be required to work more than two hours' overtime in any one week outside the hours of beginning and ending work without his or her consent.

(*b*) No employee under the age of sixteen years shall be employed working overtime.

(*c*) The following rate shall be paid for all work done:—

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

MEAL MONEY.

8. All employees who work overtime—

(*a*) in excess of three hours on the day on which the half-holiday is observed, or

(*b*) in excess of one hour on any other working day of the week,

shall be paid 3s. 6d. meal money in addition to overtime rates.

SUNDAYS AND HOLIDAYS.

9. (*a*) Double time shall be the rate payable for all work done on Sundays, New Year's Day, Australia Day, Anzac Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Queen's Birthday, Show Day (Metropolitan District only), Melbourne Cup Day (Metropolitan District only), 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 work done on the day so substituted.

(*b*) All weekly wage employees shall be granted the holidays mentioned in sub-clause (*a*) without deduction of pay.

9A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 9 hereof.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

EMPLOYMENT FOR LESS THAN FULL WEEK.

10. (*a*) Casual employees (i.e., persons employed during any week for not more than half the hours fixed for an ordinary week's work) shall be paid—

(i) in any week in which two or more public holidays occur .. .. Time and a half.
(ii) in any other week .. .. Time and a quarter.

(*b*) Persons who are employed during any week for more than one-half the ordinary number of hours fixed in this Determination as a week's work, but for less than 40 hours shall (subject to clause 17) be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

(*c*) Notwithstanding anything contained in sub-clauses (*a*) and (*b*) hereof, for any employee whose hours have been reduced to twenty or less in any week in consequence of any stoppage of work due to circumstances outside the control of the employer, the penal rates prescribed in sub-clause (*a*) hereof shall not operate, and such an employee need be paid only pro rata based on the ordinary rate prescribed for a week of 40 hours.

TERMINATION OF EMPLOYMENT.

11. (*a*) Except in the case of misconduct by an employee, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof. This provision shall only apply in the case of an employee who has been employed continuously for four weeks or more.

(*b*) Where the employer terminates the employment of an employee within one week of a day on which a holiday occurs the employee shall be paid for such holiday or holidays prescribed by the Determination provided that such employee has been employed by the employer for a period of at least four weeks prior to the termination of employment.

PAY DAY.

12. All earnings shall be paid not later than Thursday of each week.

ANNUAL HOLIDAY.

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 LEAVE.

14. (*a*) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

(i) During the first year—3½ hours' ordinary pay for each complete month of service.

(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that, in either case such employee produces or forwards within 48 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.

(*b*) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st July, 1948, shall be disregarded.

REFERENCE.

15. When any employee is dismissed or leaves his employment he shall be entitled to a reference stating his period of service

REST PERIOD.

16. When any spell of duty is for more than four hours, an interval of ten minutes, to be selected by the employer, shall be allowed in the third hour to females, apprentices and improvers for refreshment. The interval shall be as part of the time of duty without deduction of pay.

MIXED FUNCTIONS.

17. Any employee (other than a casual employee) who is engaged in any week for more than twenty hours at work in a higher class than he or she is ordinarily employed to perform shall, for all work performed during such week, be paid at the rate fixed for the higher class of work; but, if an employee is so engaged at work in a higher class for less than twenty hours in any week, he or she shall be paid *pro rata* according to the rates fixed in this Determination for the work actually performed.

LAUNDERING ALLOWANCE.

18. Where any Surgical Assistant or Female Dentist's Attendant is required by the employer to wear a washable uniform, the laundering of same shall be done at the expense of the employer, or an allowance as prescribed hereunder shall be paid to the employee concerned :—

Surgical Assistant	4s. 6d. per week.
Female Dentist's Attendant	4s. 6d. per week.

DEFINITIONS.

19. (*a*) Dentist's Surgical Assistant : One who is granted a permit by the Dental Board of Victoria in pursuance of section 68 of the *Medical Act* 1928 and who practises dental surgery under the supervision of a dentist.

(*b*) Dentist's Mechanic : One who is making any article to be fitted in a human mouth.

(*c*) Dentist's Attendant : A female who waits on a dentist or dentist's assistant and who does not make, repair, or alter any article to be fitted in a human mouth.

PERMISSION TO INTERVIEW EMPLOYEES.

20. An official of the Federated Miscellaneous Workers' Union, Victorian Branch, duly authorized in writing shall be permitted to enter the employer's premises for the purpose of interviewing employees on legitimate Union business under the following conditions:—

(*a*) Visits may be made only at meal times or morning or afternoon tea breaks or such other time as may be agreed upon between the employer and the Union.

(*b*) The official produces his authority to the employer or his authorized representative.

(*c*) That there is no interference with work in the employers establishment.

PERIODICAL ADJUSTMENT OF WAGES.

21. The male adult wages rates and the rate for a Dentist's Mechanic (Apprentice) 6th year 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 in clause 22. The rates of apprentices (Dentist's Mechanic) shall accord from time to time with those prescribed for like apprentices by the Apprenticeship Commission.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 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, 1954, the amount 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 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 rate for Dentist's Attendant (adult) is 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 rate 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 Dentist's Attendant (Apprentices and 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.

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

J. W. RYAN, Secretary.

Melbourne, 26th November, 1953.

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No. 24] THURSDAY, JANUARY 28. [1954

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 1st December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. EMPLOYEES.

	Weekly Wage. s.	d.	Note.
Senior lift attendant (male or female), i.e., a person who directs passengers to and/or controls the departure of three or more lifts	279	0	The Board has determined that no apprentices shall be taken to the trade.
Lift attendants (male or female)	267	0	

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 40 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	8.15 a.m. ..	12.45 p.m.
(ii) on the other working days of the week	8.15 a.m. ..	6 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 nine hours on any one day .. .. } Time and a half.
(*b*) For all work done in excess of 40 hours in any week .. .. }

Provided that all time worked after 12.45 p.m. on Saturday shall be paid for at the minimum rate of time and a half.

(2) All other lift attendants—

(*a*) Outside the hours fixed as the times of beginning and ending work .. .. .. } Time and a half.
(*b*) Within the hours fixed as the times of beginning and ending work in excess of 40 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 at the rate of time and a half.

No. 24.—11956/53.—PRICE 6D.

PECIAL 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 double time for work done Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day (within the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder), 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, Queen's Birthday, Melbourne Cup Day (withing the Metropolitan District as defined in the Factories and Shops Acts and the Orders 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.

8A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday of public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed in clause 8 hereof.

Provided than an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

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) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

(i) During the first year—3½ hours' ordinary pay for each complete month of service.
(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 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.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st July, 1949, shall be disregarded, providing that any accumulated sick leave (not exceeding 120 hours of working time) standing to the credit of the employee on the 1st July, 1952, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

ANNUAL HOLIDAY.

12. 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.

UNIFORMS AND OVERALLS.

13. (a) Where an employee is required by the employer to wear a uniform, such uniform shall be supplied by the employer and maintained in a clean condition without expense to the employee.

(b) Male operators of goods lifts with not less than two months' service with the same employer shall be supplied with overalls free of cost to the employee.

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 in clause 5 (ii) shall be paid not less than five shillings 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 not being paid casual rates shall be entitled to the holidays prescribed in clause 8, without deduction of pay.

ROSTERED DAY OFF.

19. (a) An employee required to work on his or her rostered day off shall be paid at the rate of time and a half.

(b) An employee shall not be required to take his or her rostered day off on a holiday prescribed in clause 8.

PAYMENT OF WAGES.

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

SEATING FOR ATTENDANT.

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

RADIATORS.

22. Radiators shall be installed in all passenger lifts.

ELECTRIC FANS.

23. Electric fans shall be installed in all passenger lifts where possible.

ACCOMMODATION AND CHANGE ROOMS.

24. (*a*) Change rooms and lockers shall be provided for the use of employees.

(*b*) Means for obtaining hot water and other suitable facilities shall be provided for employees to have meals.

RIGHT OF ENTRY OF UNION OFFICIAL.

25. 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.

26. An employer shall keep time and wages records showing the name of each employee, the hours worked each week and the wages and overtime paid to each employee. Such records shall be open for inspection by the Secretary of the Federated Lift Attendants' Union: Provided that an inspection shall not be demanded unless the Secretary of the Union suspects that a breach of the Determination has been committed.

PERIODICAL ADJUSTMENT OF WAGES.

27. The wages rates set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 21 of the *Factories and Shops Act* 1934, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 28.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ *s.* *d.*	
Throughout the State	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

28. (*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, 1954, the amount of the basic wage shall be as prescribed in clause 27.

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

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

J. V. WILLOX, Secretary.

Melbourne, 30th November, 1953.

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No. 25] THURSDAY, JANUARY 28. [1954

Factories and Shops Acts.

DETERMINATION OF THE OPTICIANS BOARD.

This Determination applies to the whole of the State of Victoria.

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

1. That as from the 1st December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (*a*) EMPLOYEES ENGAGED IN CONNEXION WITH THE MANUFACTURE AND/OR FINAL ASSEMBLY OF SPECTACLE FRAMES.

Female and Unapprenticed Junior Labour.

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

—	Wages Per Week.		
	Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.
		s. d.	£ s. d.
I.—Adult Females.			
Under three months' experience	75	6 0	9 3 6
All others	75	7 0	9 4 6
II.—Junior Females.	Percentage of Female Basic Wage.		
17 years of age and under	52	3 6	4 16 0
18 years of age	62	4 0	5 14 0
19 years of age	72	4 6	6 12 6
20 years of age	82	5 0	7 10 6

Other Employees.

—	Wages Per Week.		
	Weekly Rate.	War* Loading.	Total Weekly Wage.
	s. d.	s. d.	s. d.
Foreman i.e., man in charge of two or more employees ..	300 6	3 0	303 6
Optical mechanic or employee engaged in the final assembling and/or adjusting and/or inspecting of spectacle frames	281 6	3 0	284 6
Press operator (heavy) ..	258 0	3 0	261 0
Press operator (light) ..	256 0	3 0	259 0
Process worker (as defined)	256 0	3 0	259 0

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

No. 25.—11957/53.—PRICE 6D.

EMPLOYEES ENGAGED IN CONNEXION WITH THE MANUFACTURE AND/OR FINAL ASSEMBLY OF SPECTACLE FRAMES.—*continued.*

—	Wages Per Week.			—
	Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.	
		s. d.	£ s. d.	
III.—Junior Males.				
Under 16 years of age ..	24	2 0	2 19 10	
16 years of age	34	3 0	4 3 6	
17 years of age	46	4 0	5 13 0	
18 years of age	58	5 0	7 2 6	
19 years of age	73	6 0	8 19 0	
20 years of age	88	7 0	10 15 6	

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

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

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

(*b*) EMPLOYEES ENGAGED ON ANY OTHER WORK COVERED BY THE DETERMINATION.

Apprentices.			Improvers.			Other Employees.			
—	Percentage of Journeyman's Total Wage.	Total Wage Payable.	—	Percentage of Journeyman's Total Wage.	Total Wage Payable.	—	Wages Per Week. Weekly Rate.	War* Loading.	Total Weekly Wage.
		Per Week. s. d.			Per Week. s. d.		s. d.	s. d.	s. d.
Five Year Terms:—			1st year ..	25	71 0	Foreman, *i.e.*, man in charge of two or more employees	300 6	3 0	303 6
1st year ..	25	71 0	2nd year ..	35	99 6	Optical tradesman	287 6	3 0	290 6
2nd year ..	35	99 6	3rd year ..	45	128 0	Optical workers and repairers ..	281 6	3 0	284 6
3rd year ..	45	128 0	4th year ..	65	185 0				
4th year ..	65	185 0	5th year ..	80	227 6				
5th year ..	80	227 6							
Four Year Terms:—			PROPORTION (in any factory, shop, or place). One improver to every three journeymen receiving not less than 284s. 6d. per week.						
1st year ..	30	85 6							
2nd year ..	45	128 0							
3rd year ..	65	185 0							
4th year ..	80	227 6							
PROPORTION (in any factory, shop, or place). One apprentice to every two or fraction of two workers receiving not less than 284s. 6d. per week. An indentures of apprenticeship prescribed was approved on 15th December, 1914.									

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

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

APPRENTICES.

Period of Apprenticeship.

3. (*a*) If the apprentice, when indentured, is under the age of seventeen years—5 years. If seventeen years—4 years. No person 18 years or over shall be taken as an apprentice.

Probationary Period.

(*b*) Minors may be taken on probation for three months, and if apprenticed such three months shall count as part of their period of apprenticeship.

Overtime.

(*c*) No apprentice under the age of 18 years shall work overtime.

ADDITIONAL PAYMENTS.

4. An employee shall receive, in addition to the rates prescribed 6d. for each day or portion of a day he is required to handle red optical rouge.

HOURS OF WORK.

5. The number of hours to constitute an ordinary week's work shall be 40, to be worked in five days, Monday to Friday inclusive, of 8 hours each day between 8 a.m. and 5.30 p.m.

Provided that in retail shops the spread of hours shall be between the following times :—

Saturdays	8 a.m. to noon.
Other days	8 a.m. to 5.30 p.m.

OVERTIME.

6. The following rates shall be paid :—

(*a*) All work done outside the ordinary working hours fixed in clause 5, at the rate of time and a half up to 3 hours per day and double time thereafter.

(*b*) All work done within the hours fixed in clause 5 in excess of 8 hours per day Monday to Friday inclusive and 4 hours on Saturday in a six day shop, at the rate of time and a half.

(*c*) The spread of hours may be altered by agreement between the employer and the representative of the Union.

(*d*) All work done during meal hours exceeding half an hour shall be paid for at the rate of time and a half until the employee is relieved for a meal.

CONTRACT OF EMPLOYMENT.

7. (*a*) Except as hereinafter provided employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(*b*) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages as the case may be. A contract for weekly employment may be terminated by the employer, without liability to pay for more than time actually worked, for misconduct on the job or for incompetence.

(*c*) If the contract of employment is for weekly hiring and the employee is discharged other than for reasons mentioned in sub-clause (*b*) hereof before completing two months' employment, the employee shall be entitled to one week's notice and his pay shall be adjusted to the hourly rate which shall be 10 per cent. more than the weekly rate as from the time of his engagement.

(*d*) Notwithstanding any provisions elsewhere contained herein, an employer may deduct payment for any day an employee cannot usefully be employed because of any strike, breakdown of machinery, or any stoppage of work by any clause for which the employer cannot reasonably be held responsible.

PAYMENT FOR HOLIDAYS.

8. Employees shall be entitled to the following holidays without deduction of pay :—Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Show Day, Melbourne Cup Day (within the Metropolitan District as defined in the Factories and Shops Acts), Christmas Day, Boxing Day, and New Year's Day ; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this provision shall apply only to the day so substituted. When a holiday, except Anzac Day, falls on a non-working day the next following working day shall be granted in lieu thereof.

ANNUAL HOLIDAY.

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

NOTE.—In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 1/- plus postage.

SICK LEAVE.

10. (*a*) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows :—

(i) During the first year—3½ hours' ordinary pay for each complete month of service.

(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 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.

(*b*) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st November, 1950, shall be disregarded provided that any accumulated sick leave, not exceeding 40 hours of working time, standing to the credit of any employee on the 1st November, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

SPECIAL RATES.

11. Double time shall be the special rate for all work done on Sunday, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Show Day, Melbourne Cup Day (within the Metropolitan District as defined in the Factories and Shops Acts), Christmas Day, Boxing Day, and New Year's Day ; but if any other day be by Act of Parliament or Proclamation substituted for any of the above named holidays, the special rate shall be payable only for work done on the day so substituted.

11A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed in clauses 8 and 11 hereof.

TEA MONEY.

12. When an employee works more than two hours' overtime in any one day he shall be paid 4s. meal money.

RECOGNITION OF SHOP STEWARDS.

13. An employee appointed shop steward in the shop or department in which he is employed shall, upon notification thereof to his employer, be recognized as the accredited representative of the Amalgamated Engineering Union and he shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom he represents.

RIGHT OF ENTRY OF UNION OFFICIALS.

14. (a) For the purpose of interviewing employees on legitimate union business a paid official of the Union shall have the right to enter employers' premises during the mid-day meal break on the following conditions :—

(i) that he produces his authority to the gatekeeper or such other person as may be appointed by the employer;

(ii) that he interviews employees only at places where they are taking their meal;

(iii) that not more than one representative be on the premises at any one time;

(iv) that no one representative visit the premises more than once in each week;

(v) that if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction 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 the Chief Inspector of Factories.

Provided that where certain employees are working under a system of shift work which precludes a representative from interviewing them during the mid-day meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer, or, failing agreement at such times and under such conditions as the Chief Inspector of Factories may decide.

(b) For the purpose of investigating complaints concerning the application of this Determination, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions :—

(i) that he discloses to the employer or his representative the complaint which he desires to investigate;

(ii) that he makes his investigations in the presence of the employer or his representative (if the employer so desires);

(iii) that he does not interfere with work proceeding in the workshop or plant;

(iv) that he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization concerned if he be the holder for the time being of a certificate signed by the general secretary of that organization, and bearing the seal of that organization, in the following form or in a form not materially differing therefrom :—

(Name of Organization.)

This is to certify that.....is a duly accredited representative of the above named organization.

General Secretary.

Date.

(SEAL)

Specimen signature of holder.

Strictly not transferable.

FIRST AID OUTFIT.

15. In each workshop, and at other places where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an efficient first aid outfit.

PAYMENT OF WAGES.

16. Wages shall be paid in the employer's time not later than Thursday in each week.

WASHING TIME.

17. An employee shall be allowed a washing period of 5 minutes, which shall count as time worked, immediately prior to the mid-day meal break and on ceasing work for the day.

DEFINITIONS.

18. "Process worker" means an employee engaged on—

(i) repetition work on any automatic, semi-automatic or single-purpose machine or any machine fitted with jigs, gauges, or other tools rendering operations mechanical (and in connexion with which he is not responsible for the setting up of the machine, nor for the dimensions of the products other than by checking with gauges, which gauges shall be either unadjustable or, if adjustable, shall not be set by the operator); or

(ii) in the assembling and/or buffing of parts of mechanical appliances or other articles so made, in which no fitting or adjustment requiring skill is required; or

(iii) in specialized processes—not requiring use of hand tools except hammers, pliers, screw-drivers, spanners and files, and such tools as are necessary for deburring or removing rags or edging.

"Optical Worker" means an employee engaged on—

(i) lens grinding, incorporating blocking up blanks, all other grinding and polishing operations, cleaning of lenses, marking axes of fused bifocal compounds; truing of tools and routine maintenance of machinery in workshops; fitting lenses to rimless mounts, shell and/or metal frames, also repairing of frames.

(ii) Pitch polishing to test plate standard including use of test plate, cementing, cleaning; and/or

(iii) Blocking, grinding and machine polishing; and/or

(iv) Hand finishing of work other than work as defined in definition of "Optical Tradesman".

"Optical Tradesman" means an employee engaged on—

(i) grinding angles on prisms using an auto collimator or similar checking instrument;

(ii) hand finishing of highly accurate work including localizing and figuring;

(iii) making of test plates.

PERIODICAL ADJUSTMENT OF WAGES.

19. The wages rates for adults 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 20. Provided that (i) the wages of adult females, junior females and junior males in clause 2 (*a*) shall be adjusted to accord with the percentages of the basic wage and in addition thereto the loadings specified, (ii) the wages of apprentices and improvers in clause 2 (*b*) shall be adjusted to accord with the percentage of the journeyman's total wage.

Basic Wage.

Place.	Male Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 0	Melbourne

The female basic wage shall be 75 per cent. of the male basic wage, calculated to the nearest sixpence, half or less than half of sixpence to be disregarded.

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 February 1954, the amount 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 February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor ·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.

MARGINS.

21. In addition to the basic wage provided in clause 19, and war loadings specified in clause 2, the margins set out in this clause shall be the minimum rate payable to employees therein named.

Classification.	Margin Per Week.
	s. d.
Employees engaged in connexion with the manufacture and/or final assembly of Spectacle frames.	
Foreman in charge of two or more employees	63 6
Optical mechanic or employee engaged in the final assembling and/or adjusting and/or inspecting of spectacle frames	44 6
Press operator (heavy)	21 0
Press operator (light)	19 0
Process Worker (as defined)	19 0
Employees engaged on any other work covered by the Determination.	
Foreman in charge of two or more employees	63 6
Optical tradesman	50 6
Optical Workers and repairers	44 6

P. A. RANDLES, J.P., **Chairman.**

J. V. WILLOX, **Secretary.**

Melbourne, 26th November, 1953.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.

VICTORIA

GOVERNMENT GAZETTE

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No. 26] THURSDAY, JANUARY 28. [1954

Factories and Shops Acts.

DETERMINATION OF THE MINERAL EARTHS 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 :—

(i) in the process, trade, business, or occupation of manufacturing or preparing mineral earths by milling, grinding, or pulverizing rocks, earths, or clays other than mineral ores ;

(ii) in the process, trade, business, or occupation of pulverizing wood ;

(iii) in the process, trade, business, or occupation of manufacturing or preparing any insulating material fabricated from molten stone"

has made the following Determination, namely :—

1. That on the 2nd December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

PART 1.

Persons OTHER THAN those employed in the process, trade, business, or occupation of manufacturing or preparing any insulating material fabricated from molten stone.

2. WAGES PER WEEK OF 40 HOURS.

(*a*) IMPROVERS.

	Percentage of Basic Wage.	s. d.
Under 17 years of age	36	85 6
17 to 18 years of age	62	147 0
18 to 19 years of age	81	192 0
19 to 21 years of age	96	227 6

Proportions (*in any place*).

One improver to every six adult employees.

(*b*) OTHER EMPLOYEES.

	s. d.
Ball mill attendant and/or employee milling silica ..	289 0
Other Mill attendants	277 0
Persons not otherwise provided for, including mill feeders, baggers, and crusher hands	270 0

Leading Hands—

Leading hands in charge of not fewer than three and not more than twelve employees, 12s. per week extra ; more than twelve employees, 20s. per week extra.

Note :—The above rates include an amount of 3s. as a clothing allowance.

No. 26.—11958/53.—PRICE 6D.

ADDITIONAL PAYMENT.

3. Employees working on milling of coloured pigments or handling diatomaceous or talite earths shall be paid an additional 3s. per day for each day, or part thereof, they are so employed.

PROHIBITION OF EMPLOYMENT.

4. The Board determines that no person shall be employed as an apprentice at any work covered by this Part.

HOURS OF EMPLOYMENT (EXCEPT IN THE CASE OF SHIFT WORK).

5. With the exceptions herein set out the ordinary hours of employment shall be 40 per week, to be worked in five days of not more than 8 hours and one day (Saturday) of not more than 4 hours, or five days of 8 hours each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. to noon on Saturday.

OVERTIME.

6. (*a*) That all time worked outside ordinary hours except by shift workers shall be paid for at the rate of time and a half for the first three hours' work, and double time thereafter.

(*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.

SHIFT WORK.

7. (*a*) The ordinary hours of shift workers shall not exceed—

(i) 40 in any week, to be worked in five shifts of 8 hours, on Monday to Friday inclusive, or five shifts of not more than eight hours and one shift (Saturday) of not more than four hours; or

(ii) 80 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week;

(iii) 120 in 21 consecutive days, in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

(*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 six 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 the ordinary rates for such shifts.

(*e*) Subject to this sub-clause, shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 8 of this Part. 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 prescribed by this Part or on a shift other than a rostered shift shall—

(i) if employed on continuous work (as defined), be paid at the rate of double time; or

(ii) if employed on other shift work, at the rate of time and a half for the first four hours and double time thereafter except in each case when the time is worked—

(iii) by arrangement between the employees themselves;

(iv) for the purpose of effecting the customary rotation of shifts or

(v) is due to the fact that the relief man does not come on duty at the proper time.

Provided that when not less than eight hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift, and at the rate of double time thereafter, except where the employee is required to continue to work on his rostered day off, when he shall be paid double time.

"Continuous work" shall mean work carried on by shifts of at least 12 hours for not less than five consecutive days.

(*g*) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop, or for at least six successive afternoons or nights in a six-day workshop, shall be paid at the rate of time and a half.

(*h*) A shift worker who, during a period of engagement on shift, works only on night shift and without some regular rotation with some other shift or with day work, shall be paid at the rate of time and a quarter for all time worked during ordinary working hours.

(*i*) The method of working shifts may in any case be varied by agreement between the employer and the employee concerned or the accredited representative of the union to suit the circumstances of the establishment.

HOLIDAYS.

8. (*a*) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this condition shall apply to the day so substituted.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

(*b*) If any of the above holidays occurs on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half day only when the working week consists of five and a half days.

(*c*) All employees whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

(*d*) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

(*e*) Any employee who is employed on a Sunday or any holiday or on any day or days by Act of Parliament or Proclamation substituted for such holiday provided for herein shall be paid for that day at the rate of double time.

CASUAL EMPLOYEES.

9. Casual employees, namely persons engaged and paid as such, shall receive the appropriate wages rate together with the addition of ten per cent.

ANNUAL HOLIDAY.

10. 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 LEAVE.

11. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident, shall be entitled to sick pay as follows:—

(i) During the first year—3¼ hours' ordinary pay for each complete month of service;
(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 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.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st December, 1948, shall be disregarded provided that any accumulated sick leave, not exceeding 120 hours of working time, standing to the credit of the employee on the 1st December, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

CONTRACT OF EMPLOYMENT.

12. (a) All employees (other than casuals) will, ready and available for work shall be paid the full weekly wage. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(b) Employment shall be terminated by two working days' notice on either side given at any time during the week, or by the payment or forfeiture of two days' wages as the case may be.

(c) The provisions of sub-clauses (a) and (b) hereof shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the 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, or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

MEAL ALLOWANCE.

13. An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 2s. 6d. for each meal necessary.

PAYMENT OF WAGES.

14. Wages shall be paid not later than Thursday in each week in the employer's time.

RESPIRATORS.

15. When engaged at rock-crushing mills or any place where the inhalation of dust or other matter is likely to occur employees shall be provided, free of charge, with suitable and efficient respirators.

SHOWERS.

16. The employer shall provide hot and cold shower baths for the employees' use, together with one 8oz. cake of soap, or the equivalent, to each employee every fortnight.

WASHING TIME.

17. Persons employed on milling of coloured pigments shall be allowed ten minutes, and other employees five minutes, at the end of each day or shift, as washing time.

DINING ROOM, CHANGE ROOM AND LOCKERS.

18. The employer shall provide for the use of employees a dining room, changing room, and suitable lockers or hanging facilities which afford reasonable protection for each employee's clothes.

RIGHT OF ENTRY OF UNION OFFICIAL.

19. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employers' premises during the midday meal break on the following conditions:—

(i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
(ii) That he interviews employees only at places where they are taking their meal.
(iii) That not more than one representative of each of not more than three unions be on the premises at any one time.
(iv) That no one representative visit the premises more than once in each week.
(v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction 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 the Secretary for Labour.

Provided that where certain employees are working under a system of shift-work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement at such times, and under such conditions as the Secretary for Labour may decide.

(b) For the purpose of investigating complaints concerning the application of this Part, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

(i) That he discloses to the employer or his representative the complaint which he desires to investigate;
(ii) that he makes his investigations in the presence of the employer or his representative (if the employer so desires);
(iii) that he does not interfere with work proceeding in the workshop or plant;
(iv) that he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization bound by this Part if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

(Name of organization.)

This is to certify that is a duly accredited representative of the abovenamed organization.

General Secretary

Seal.

Date

Specimen signature of holder.

Strictly not transferable.

PART 2.

Persons employed in the process, trade, business, or occupation of manufacturing or preparing any insulating material fabricated from molten stone.

20. * WAGES PER WEEK OF 40 HOURS.

(a) Improvers.

Males.	Percentage of Basic Wage.	s.	d.
Under 17 years of age	36	85	6
17 to 18 years of age	62	147	0
18 to 19 years of age	81	192	0
19 to 21 years of age	96	227	6

Females.	Percentage of Female Basic Wage.	s.	d.
Under 16 years of age	38	67	6
16 to 17 years of age	51	90	6
17 to 18 years of age	54	96	0
18 to 19 years of age	64	113	6
19 to 20 years of age	73	129	6
20 to 21 years of age	83	147	6

PROPORTION (IN ANY PLACE).

Males.

One male improver to every six adult employees.

Females.

One female improver to every four or fraction of four female workers receiving not less than the adult female rate.

(b) Other Employees.

Males.	s.	d.
Leading charging hand	282	0
Assistant charging hand	266	0
Notcher	282	0
Oven hands	274	0
Process worker (including taker off conveyor or granulator attendant)	262	0

Leading Hands—

Leading hands in charge of not fewer than three and not more than twelve employees, 12s. per week extra; more than twelve employees, 20s. per week extra.

NOTE.—The above rates include an allowance of 7½ per cent. for all shifts.

Females.	s.	d.
Adult females	187	0

* These wages are loaded to compensate for industry disabilities.

PROHIBITION OF EMPLOYMENT.

21. The Board determines that no person shall be employed as an apprentice at any work covered by this Part.

HOURS OF EMPLOYMENT (EXCEPT IN THE CASE OF SHIFT WORK).

22. With the exceptions herein set out the ordinary hours of employment shall be 40 per week, to be worked in five days of not more than 8 hours and one day (Saturday) of not more than 4 hours, or five days of 8 hours each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. to noon on Saturday.

OVERTIME.

23. (a) That all time worked outside ordinary hours except by shift workers shall be paid for at the rate of time and a half for the first three hours' work, and double time thereafter.

(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.

SHIFT WORK.

24. (a) The ordinary hours of shift workers shall not exceed—

(i) 40 in any week, to be worked in five shifts of 8 hours, on Monday to Friday inclusive, or five shifts of not more than eight hours and one shift (Saturday) of not more than four hours; or

(ii) 80 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week;

(iii) 120 in 21 consecutive days, in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

(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 six 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) Subject to this sub-clause, shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 25 of this Part. 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.

(e) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Part or on a shift other than a rostered shift shall—

(i) if employed on continuous work, be paid at the rate of double time; or

(ii) if employed on other shift work, at the rate of time and a half for the first four hours and double time thereafter; except in each case when the time is worked—

(iii) by arrangement between the employees themselves;

(iv) for the purpose of effecting the customary rotation of shifts; or

(v) is due to the fact that the relief man does not come on duty at the proper time.

Provided that when not less than eight hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift, and at the rate of double time thereafter, except where the employee is required to continue to work on his rostered day off, when he shall be paid double time.

(f) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop, or for at least six successive afternoons or nights in a six-day workshop, shall be paid at the rate of time and a half.

(g) A shift worker who, during a period of engagement on shift, works only on night shift and without some regular rotation with some other shift or with day work, shall be paid at the rate of time and a quarter for all time worked during ordinary working hours.

(h) The method of working shifts may in any case be varied by agreement between the employer and the employee concerned or the accredited representative of the union to suit the circumstances of the establishment.

HOLIDAYS.

25. (a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this condition shall apply only to the day so substituted.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

(b) If any of the above holidays occurs on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half day only when the working week consists of five and a half days.

(c) All employees whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

(d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

(e) Any employee who is employed on a Sunday or any holiday or on any day or days by Act of Parliament or Proclamation substituted for such holiday, provided for herein shall be paid for that day at the rate of double time.

CASUAL EMPLOYEES.

26. Casual employees, namely persons engaged and paid as such, shall receive the appropriate wages rate together with the addition of ten per cent.

ANNUAL HOLIDAYS.

27. 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 LEAVE.

28. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident, shall be entitled to sick pay as follows:—

(i) During the first year—3½ hours' ordinary pay for each complete month of service;
(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 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.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st December, 1948, shall be disregarded provided that any accumulated sick leave, not exceeding 120 hours of working time, standing to the credit of the employee on the 1st December, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

CONTRACT OF EMPLOYMENT.

29. (a) All employees (other than casuals) willing, ready and available for work shall be paid the full weekly wage. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(b) Employment shall be terminated by two working days' notice on either side given at any time during the week, or by the payment or forfeiture of two days' wages as the case may be.

(c) The provisions of sub-clauses (a) and (b) hereof shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the 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, or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

MEAL ALLOWANCE.

30. An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 2s. 6d. for each meal necessary.

PAYMENT OF WAGES.

31. Wages shall be paid not later than Thursday in each week in the employer's time.

RESPIRATORS.

32. When engaged at rock-crushing mills or any place where the inhalation of dust or other matter is likely to occur employees shall be provided, free of charge, with suitable and efficient respirators.

SHOWERS.

33. The employer shall provide hot and cold shower baths for the employees' use, together with one 8-oz. cake of soap or the equivalent, to each employee every fortnight.

WASHING TIME.

34. Employees shall be allowed five minutes, at the end of each day or shift, as washing time.

DINING ROOM, CHANGE ROOM AND LOCKERS.

35. The employer shall provide for the use of employees a dining room, changing room, and suitable lockers or hanging facilities which afford reasonable protection for each employee's clothes.

RIGHT OF ENTRY OF UNION OFFICIAL.

36. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employer's premises during the midday meal break on the following conditions:—

(i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
(ii) That he interviews employees only at places where they are taking their meal.
(iii) That not more than one representative of each of not more than three unions be on the premises at any one time.
(iv) That no one representative visit the premises more than once in each week.

(v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction 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 the Secretary for Labour.

Provided that where certain employees are working under a system of shift-work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement at such times, and under such conditions as the Secretary for Labour may decide.

(*b*) For the purpose of investigating complaints concerning the application of this Part, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

(i) That he discloses to the employer or his representative the complaint which he desires to investigate;
(ii) that he makes his investigations in the presence of the employer or his representative (if the employer so desires);
(iii) that he does not interfere with work proceeding in the workshop or plant;
(iv) that he conducts himself properly.

(*c*) A union representative shall be a duly accredited representative of an organization bound by this Part if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

(Name of organization.)

This is to certify that is a duly accredited representative of the abovenamed organization.

General Secretary.

Seal. Date—

Specimen signature of holder.

Strictly not transferable.

PART 3.

Wages adjustment provisions applicable to Part 1 and 2:

PERIODICAL ADJUSTMENT OF WAGES.

37. The adult male rates set out in clause 2 of Part 1 and clause 20 of Part 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 38.

Basic Wage.

Place.	Basic Wage (Adjustable)	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 0	Melbourne

ADJUSTMENT OF THE BASIC WAGE.

38. (*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, 1954, the amount of the basic wage shall be as prescribed in clause 37.

(*c*) During each future successive period beginning with the first pay period to commence in a February a May an August or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor ·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. The 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 improvers shall be the appropriate percentages as set out in clauses 2 and 20. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 2nd December, 1953.

By Authority: W. M. HOUSTON, Government Printer, Melbourne