



VICTORIA GOVERNMENT GAZETTE.

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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.			Other Employees.	
	Percentage of Basic Wage.	Wages Per Week.		Wages Per Week.
		s. d.		s. d.
Under 16 years of age	67	159 0	Carcass skimmers	314 6
16 years of age and under 17 years of age	73	173 0	All others	308 6
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	Afternoon shift employees shall receive an additional 10 per cent. per week.	
20 years of age and under 21 years of age	100 plus 26s. 6d.	263 6	Night shift employees shall receive an additional 10 per cent. per week.	
<p>PROPORTION (by any Employer).</p> <p><i>Apprentices.</i> 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</p> <p><i>Improvers.</i> One improver to every four workers receiving not less than 308s. 6d. per week.</p>			<p>Leading hands on afternoon or night shift shall receive an additional 3s. per shift.</p>	

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 14 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' Pionic 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.
Throughout the State	£ s. d. 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. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 25th November, 1953.



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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.)	Dentist's Attendant. (Apprentices and Improvers.)		Other Employees.	Minimum Wage.
	<i>s. d.</i>	Percentage of Female Basic Wage. <i>s. d.</i>		
1st year 82 0	1st year 51	90 6	Dentist's Surgical Assistant	309 0
2nd year 86 0	2nd year 71	128 0	Dentist's Mechanic	302 0
3rd year 110 6	3rd year 98	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.

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

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. 511), 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. BARNES, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 26th November, 1953.



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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.

SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.

8. Lift attendants (including casuals) employed in hotels, clubs, coffee palaces, restaurants, or hospitals shall be paid at the rate of 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 (within 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 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.

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 (i) 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.

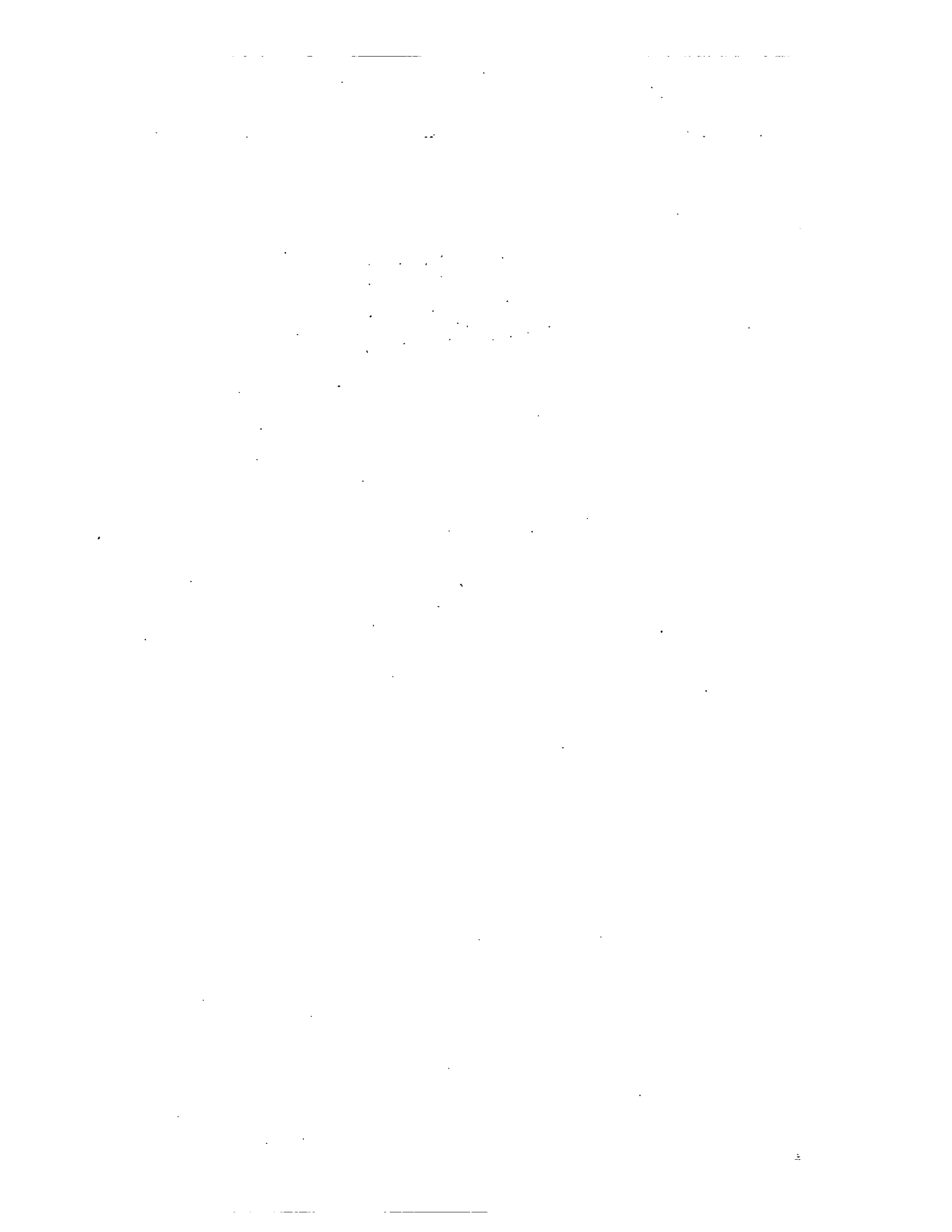
Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 11 17 0	Melbourne

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. RANGLES, J.P., Chairman.
 J. V. WILLOX, Secretary.

Melbourne, 30th November, 1953.





VICTORIA GOVERNMENT GAZETTE.

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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.

<i>Female and Unapprenticed Junior Labour.</i>				<i>Other Employees.</i>					
(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.			Wages Per Week.		
				Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.	Weekly Rate.	War* Loading.	Total Weekly Wage.
		<i>s. d.</i>	<i>£ s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		
<i>I.—Adult Females.</i>									
Under three months' experience	75	6 0	9 3 6	Foreman i.e., man in charge of two or more employees ..	300 6	3 0	303 6		
All others	75	7 0	9 4 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		
<i>II.—Junior Females.</i>				Press operator (heavy)	258 0	3 0	261 0		
	Percentage of Female Basic Wage.			Press operator (light)	256 0	3 0	259 0		
17 years of age and under	52	3 6	4 16 0	Process worker (as defined)	256 0	3 0	259 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						

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

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.
<i>III.—Junior Males.</i>			
Under 16 years of age ..	24	2 0	2 19 0
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 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.			Per Week.	s. d.	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 Optical tradesman Optical workers and repairers				
1st year ..	25	71 0	2nd year ..	35	99 6		300 6	3 0	303 6	
2nd year ..	35	99 6	3rd year ..	45	128 0		287 6	3 0	290 6	
3rd year ..	45	128 0	4th year ..	65	185 0					
4th year ..	65	185 0	5th year ..	80	227 6		281 6	3 0	284 6	
5th year ..	80	227 6	PROPORTION (in any factory, shop, or place). One improver to every three journeymen receiving not less than 284s. 6d. per week.							
Four Year Terms:—										
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 *fid.* 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 :—

- 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.
- 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.
- The spread of hours may be altered by agreement between the employer and the representative of the Union.
- 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 1948* (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 :—

- During the first year—3½ hours' ordinary pay for each complete month of service.
- 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.
	<i>£ s. d.</i>	
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.
	<i>s. d.</i>
<i>Employees engaged in connexion with the manufacture and/or final assembly of Spectacle frames.</i>	
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
<i>Employees engaged on any other work covered by the Determination.</i>	
Foreman in charge of two or more employees	63 6
Optical tradesman	50 6
Optical Workers and repairers	44 6

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

J. V. WILLOX, Secretary.

Melbourne, 26th November, 1953.

