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GOVERNMENT GAZETTE.

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Factories and Shops Acts.

DETERMINATION OF THE CORK TRADE 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 (other than persons subject to the jurisdiction of any Wages Board heretofore appointed) employed in the process, trade, or business of preparing for sale corks or cork products" has made the following Determination, namely:—

1. That on the 26th March, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a) WAGES.

		Per Week.
<i>Adult Males.</i>		
Cork Cutting:—		£ s. d.
Rounding; drawing off; bench hand reclaiming waste and/or clean ending by hand—		
First six months	.. .. .	12 17 6
Thereafter	.. .. .	13 7 6
Feeders and/or operators of machines, i.e., employees backing down; notching; boring; pressing; knurling; assembling; and/or capping or closing		12 15 6
All others	.. .. .	12 12 6
Cork Board:—		
Oven hand in charge (curing)	.. .. .	13 7 6
All others	.. .. .	12 12 6
Compressed Cork:—		
Oven hand in charge low or high density (curing)	.. .. .	13 7 6
Splitting with band knife and/or mixing granules with adhesive by machinery	.. .. .	13 0 6
All others	.. .. .	12 15 6
Fishing Requisites:—		
Rounding and/or drawing off—		
First six months	.. .. .	12 17 6
Thereafter	.. .. .	13 7 6
Employees notching; boring; threading; and/or attaching wire ferrules to sticks		12 15 6
All others	.. .. .	12 12 6
<i>Adult Females.</i>		
Under three months' experience	.. .. .	8 18 6
All others	.. .. .	9 1 6

(b) APPRENTICES OR IMPROVERS.

Males.	Percentage of Basic Wage.	Per Week.	Females.	Percentage of Female Basic Wage.	Per Week.
		£ s. d.			£ s. d.
Under 16 years of age .. ..	25	2 19 6	17 years of age and under ..	54	4 16 6
16 years of age .. ..	35	4 3 6	18 years of age .. ..	64	5 14 0
17 years of age .. ..	48	5 14 0	19 years of age .. ..	74	6 12 0
18 years of age .. ..	60	7 3 0	20 years of age .. ..	85	7 11 6
19 years of age .. ..	76	9 1 0			
20 years of age .. ..	91	10 16 6			

PROPORTION (in any place).

APPRENTICES.	IMPROVERS.
<i>Males.</i> One male apprentice to every three or fraction of three male workers receiving not less than the minimum wage.	<i>Males.</i> One male improver to every four or fraction of four male workers receiving not less than the minimum wage.
<i>Females.</i> One female apprentice to every three or fraction of three female workers receiving not less than the minimum wage.	<i>Females.</i> One female improver to every four or fraction of four female workers receiving not less than the minimum wage.

WEEKLY HOURS.

3. The number of hours to constitute an ordinary week's work shall be 40.

TIMES OF BEGINNING AND ENDING WORK.

4. The ordinary times of beginning and ending work shall be :—

Time of Beginning.	Time of Ending.
Not earlier than	Not later than
7.30 a.m. .. ..	12 noon on Saturday.
7.30 a.m. .. ..	5.30 p.m. Monday to Friday (inclusive).

OVERTIME.

5. Overtime shall be paid for as follows :—

- (i) All time worked outside the times of beginning and ending work as prescribed in clause 4
  - (ii) All time worked within the times of beginning and ending work in excess of 40 hours per week
- } Time and a half for the first three hours and double time thereafter.

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

TERMS OF ENGAGEMENT.

6. (a) Employees are to be engaged as weekly or casual employees. A weekly employee is one engaged by the week and paid by the week, and whose engagement shall be terminable by one week's notice on either side or by the payment or forfeiture of one week's wages; such notice not to be continued from week to week.

(b) After one full week's work, such notice may be given to a weekly employee at any time.

(c) Casual employees shall be paid at the rate of time and a third and shall be guaranteed not less than four hours' engagement every start.

(d) A weekly employee to be entitled to the weekly wage shall be available, ready, and willing to perform his or her usual work during the days and hours usually worked by such class of employee, and may be summarily dismissed for dishonesty, misconduct, neglect of duty, or for absence from work without reasonable cause, and in the event of such dismissal the employee shall be paid only for the time actually worked. Provided that an employer may deduct payment for time lost during which the employee cannot be usefully employed by reason of any strike, breakdown of machinery, or other cause for which the employer cannot reasonably be held responsible.

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 not more than 8 hours 48 minutes, 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 five hours without a break for a meal.

(c) Except at regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

(d) Shift workers whilst on afternoon or night shifts shall be paid 10 per cent. more than 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 9 of this Determination. 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 clause 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, 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 accredited representative of the union to suit the circumstances of the establishment.

#### HOLIDAYS.

8. Weekly employees 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, Boxing Day, and Union Picnic 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.

Provided that within the Metropolitan District as defined in the Factories and Shops Acts, Melbourne Cup Day may be substituted for Queen's Birthday by agreement between the Secretary of the Federated Storemen and Packers Union and any employer concerned.

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 but shall be paid for such Saturday as for a half-day in establishments where a five and a half day week is worked.

Where an employee is absent from his or her employment on the working day or part of the working day before or after a holiday without reasonable cause or without the employer's consent, the employee shall not be entitled to payment for such holiday.

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

9. Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Queen's Birthday, Christmas Day, or Boxing Day; provided that in any case where Melbourne Cup Day has been substituted as a holiday, as provided for in clause 8, the special rate herein provided shall operate on such day in lieu of Queen's Birthday, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the special rate shall only be payable for work done on the days so substituted.

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 clauses 8 and 9 hereof.

Provided that an employee who fails to attend for work on the working day 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.

#### 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 provides that 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.

#### ANNUAL HOLIDAY.

11. (a) The annual holiday for an employee on weekly hiring, or a casual employee, 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.

(b) In addition to the above, seven day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed for each twelve monthly qualifying period one week's leave including non-working days.

(c) Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven day shift worker, he shall be entitled to have the period of two weeks' annual leave prescribed by the said Act increased by one half day for each month he is continuously engaged as aforesaid.

(d) If in any twelve-monthly qualifying period a seven day shift worker lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid, in addition to all other amounts (including any payment in lieu of annual leave as prescribed by sub-clause (a) hereof) due to him, an amount equal to one-fiftieth of his ordinary pay for the period of employment as a seven day shift worker.

#### REST PERIOD.

12. A rest period of ten minutes, at a time fixed by the employer, shall be allowed to all employees each morning and afternoon, such time to count as time worked.

#### MEAL BREAK.

13. (a) Unless otherwise agreed between the employer and the Union a meal break of not less than 45 minutes shall be allowed employees each day Monday to Friday inclusive.

(b) No employee shall be permitted to work more than 5 hours without a break for a meal.

#### MEAL ALLOWANCE.

14. Where an employee is required to work overtime after his usual ceasing time and such period of overtime extends beyond 6 p.m. or in the case of a shift worker one hour beyond his usual ceasing time, the employee shall be paid an allowance of 4/- as meal money.

#### PAYMENT OF WAGES.

15. Wages shall be paid not later than Thursday in each week where practicable. No employer shall hold more than two days' pay in hand.

#### DINING ROOMS, CHANGE ROOMS, LOCKERS AND SHOWERS.

16. Suitable dining rooms, change rooms, lockers, hot and cold showers shall be provided by the employer.

**RIGHT OF ENTRY OF UNION OFFICIAL AND INSPECTION OF RECORDS.**

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

- (a) That he produces his authority to the employer or his representative.
- (b) That he interviews employees only at the place where they are taking their meal.
- (c) That not more than one representative in all be in any establishment at any one time.
- (d) That no one representative visit an establishment more than once a fortnight.
- (e) That if an employer alleges that a representative is unduly interfering with his establishment or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.
- (f) Each employer shall keep time and wages records showing the name of each employee, the hours worked each day, and the wages and overtime paid each week. The time and wages record of any employee shall be open for inspection to the said accredited representative during the usual office hours, at the employer's office, or other convenient place, provided that only one demand for such inspection shall be made at the same establishment in any one fortnight, and such demand shall not be made unless the Secretary of the Union suspects that a breach of this Determination has been committed against such employee.

**FIRST AID OUTFIT.**

18. In each place 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 consisting of the following articles:—

Articles.	Quantities to be Kept in Ambulance Chest—
Antiseptic solution .. .. .	1 bottle
Bandages, cotton and gauze .. .. .	1 dozen assorted sizes
Castor oil .. .. .	2 oz.
Iodine, tincture of .. .. .	2 oz.
Manual, first-aid .. .. .	1
Petrolatum, carbolized .. .. .	1 jar
Picric acid solution, made according to the following recipe or prescription:—	
1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water .. .. .	1 pint
Pins, safety .. .. .	1 packet
Sal volatile .. .. .	6 oz.
Scissors .. .. .	1 pair
Tourniquet .. .. .	1
Tweezers .. .. .	1 pair
Cotton, absorbent .. .. .	} An adequate assortment
Gauze, sterilized, plain .. .. .	
Lint, absorbent .. .. .	
Plaster, adhesive .. .. .	

**PERIODICAL ADJUSTMENT OF WAGES.**

19. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 20.

*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State .. .. .	11 18 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 May, 1954, the amount of the basic wage shall be as prescribed in clause 18.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "All Items" retail price index number by the factor .103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

(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 apprentices and improvers shall be the appropriate percentages as set out in clause 2 (b). 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, 11th March, 1954.