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NURSES AND MIDWIVES ACT.

NURSES BOARD.

REGISTER OF MENTAL NURSES.

1953.



Midwives Act 1928.

IN accordance with the provisions of the *Nurses and Midwives Act 1950*, the following copy of the Register of Mental Nurses as at 30th June, 1953, is hereby published.

M. MENZIES,
Registrar.

REGISTER OF MENTAL NURSES.

No.	Date of Registration.	Name.	Address.	Section.	Hospital or Training Establishment.
294M	6.10.52	Aili, Katina May	Mental Hospital, Beechworth ..	5 (2) ..	Beechworth Mental Hospital, November, 1937
18M	25.6.52	Andrews, Reginald Arthur Victor	242 Alexandra-parade, Clifton Hill	5 (2) ..	Mont Park and Bundoora Hospitals, December, 1945
92M	15.7.52	Ashton, Herbert Charles ..	117 Elizabeth-street, North Richmond	5 (2) ..	Ararat Mental Hospital, June, 1928
197M	15.8.52	Aston, Norman Charles ..	7 Churchill-avenue, Ararat ..	5 (1) ..	Ballarat Mental Hospital, December, 1951
336M	24.10.52	Atkinson, Ellen May ..	Mental Hospital, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, November, 1943
93M	16.7.52	Avent, John Norman ..	13 Speed-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, December, 1949
94M	21.7.52	Bach, Mary Ann Midgley ..	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Kew, November, 1943
337M	28.10.52	Bailey, Percy	31 Maude-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, December, 1949
144M	1.8.52	Bass, Ivy May	28 Hartwood-street, East Kew ..	5 (2) ..	Sunbury Mental Hospital, June, 1928
208M	27.8.52	Beattie, John	179 Nicholson-street, Abbotsford ..	5 (2) ..	Mont Park and Kew Hospitals, December, 1932
320M	13.10.52	Bell (<i>née</i> Ahrens), Chrysa Bernice	Dingle-road, Beechworth ..	5 (1) ..	Mental Hospital, Beechworth, December, 1951
321M	20.10.52	Boll, Clarence Murray ..	Elgin-street, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, November, 1931
19M	24.6.52	Bell, Constance Mary ..	Mental Hospital, Mont Park ..	5 (2) ..	Mont Park Hospital, June, 1924
95M	21.7.52	Belshaw, Harold	74 Tress-street, Ballarat ..	5 (1) ..	Mental Hospital, Ballarat, December, 1950
1M	28.4.52	Bennett, Nellie Marion ..	19 Yarra-street, South Yarra ..	5 (2)	Mental Hospital, Sunbury, December, 1948
352M	9.12.52	Bereseforde, John Edward ..	112 Chapel-street, Glenorchy, Hobart	5 (3) ..	Springfield and Friern Hospitals, London, March, 1949
2M	2.5.52	Bevis, Reginald Ralph ..	89 Vine-street, Moonee Ponds ..	5 (2) ..	Mental Hospital, Royal Park, November, 1941
3M	1.5.52	Birch (Mrs.) Mignonette (<i>née</i> Carter)	41 Kerford-street, Coburg ..	5 (2) ..	Mont Park Hospital, November, 1937
145M	29.7.52	Birkett, Arthur John ..	105 Windermere-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1939
353M	11.12.52	Blackburn, George David ..	Mental Hospital Sunbury ..	5 (3) ..	Rydalmere Hospital, New South Wales, January, 1934
20M	13.6.52	Blake, Henry Stanley ..	4 Chauvel-street, Heidelberg ..	5 (2) ..	Mont Park Hospital, November, 1931
146M	31.7.52	Bourke, Florence May Melville	Mental Hospital, Mont Park ..	5 (2) ..	Mont Park Hospital, June, 1926
354M	21.11.52	Bowman, Robert Leslie ..	123 Gower-street, East Preston ..	5 (2) ..	Bundoora Hospital, November, 1943
96M	24.7.52	Brady, Clarice Mary Esna ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Sunbury, July, 1923
274M	17.9.52	Brady, Patrick	130 Tinning-street, Brunswick West	5 (2) ..	Ararat and Royal Park Hospitals, November, 1929
21M	30.6.52	Bragg, Frank	Station-street, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, December, 1949
209M	21.8.52	Breen, John Francis ..	Mental Hospital, Mont Park ..	5 (2) ..	Yarra Bend Hospital, May, 1921
373M	17.3.53	Brennan, Irene Mary ..	Children's Cottages, Kew ..	5 (2) ..	Mental Hospital, Kew, December, 1935
97M	22.7.52	Brew, Stanley Joseph ..	21 Dudley-street, Ivanhoe ..	5 (2) ..	Mental Hospital, Kew, November, 1941
210M	4.9.52	Brown, Cecilia	Morang-road, Hawthorn ..	5 (2) ..	Mental Hospital, Kew, June, 1926
211M	28.8.52	Brown, Donald Lewis ..	20 Mersey-street, Box Hill ..	5 (2) ..	Mental Hospital, Kew, November, 1932
22M	12.6.52	Brown, Harold William ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1929
212M	9.9.52	Bryant, Thelma May ..	Mental Hospital, Ararat ..	5 (2) ..	Mental Hospital, Ararat, November, 1946
213M	4.9.52	Buckley, Margaret Ursula ..	Mental Hospital, Kew ..	5 (2) ..	Kew and Beechworth Hospitals, November, 1936
295M	3.10.52	Bunton, Hilda Jane ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Ararat, November, 1935
60M	10.6.52	Burns, Agnes Mary ..	Repatriation Mental Hospital, Bundoora	5 (2) ..	Mental Hospital, Mont Park, November, 1937
214M	22.8.52	Busst, Walter James ..	119 Brunswick-road, West Brunswick	5 (2) ..	Mental Hospital, Beechworth, November, 1938
355M	9.12.52	Callaghan, George Edward ..	361 Murray-street, Preston ..	5 (2) ..	Mental Hospital, Sunbury, November, 1940
98M	23.7.52	Calnin, Edward Michael ..	61 Gillies-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1939
147M	7.8.52	Calnin (<i>née</i> Cuskelly), Imelda Mary ..	1416 Gregory-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1939

REGISTER OF MENTAL NURSES—*continued.*

No.	Date of Registration	Name.	Address.	Section.	Hospital or Training Establishment.
148M	4.8.52	Calnin, John Richard ..	39 Nightingale-street, Ballarat ..	5 (2) ..	Mental Hospital, Ararat, November, 1934
296M	27.9.52	Canning, Ethel Lucy ..	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Kew, June, 1919
99M	23.7.52	Carlson, Catherine ..	Plenty-road, Bundoora ..	5 (1) ..	Mental Hospital, Mont Park, December, 1950
149M	8.8.52	Carnie, Cyril ..	11 Elm-place, Windsor ..	5 (2) ..	Mental Hospital, Mont Park, November, 1939
323M	21.10.52	Carter, Christina ..	Mental Hospital, Beechworth ..	5 (2) ..	Mental Hospital, Mont Park, November, 1930
150M	4.8.52	Carter, Marie ..	Special School, Stawell ..	5 (2) ..	Mental Hospital, Mont Park, June, 1928
151M	6.8.52	Casey, William Benjamin ..	35 Junction-street, Ballarat ..	5 (2) ..	Mental Hospital, Beechworth, November, 1936
61M	3.7.52	Chambers, Frederick Thomas	24 Metung-street, Deerpenc ..	5 (2) ..	Mental Hospital, Kew, November, 1946
215M	28.8.52	Chambers, Herbert Joseph ..	4 Takapuna-street, South Caulfield	5 (2) ..	Mental Hospital, Kew, December, 1945
23M	17.6.52	Chester, Sarah ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1937
198M	14.8.52	Coatley, Richard Ernest ..	139 Montgomery-street, Ararat ..	5 (2) ..	Mental Hospital, Mont Park, November, 1943
8M	9.5.52	Colee (<i>née</i> Chant), Marie Elizabeth	41 Soudan-street, Coburg ..	5 (2) ..	Mental Hospital, Royal Park, November, 1943
375M	20.3.53	Collins, Mary Charlotte ..	Mental Hospital, Mont Park ..	5 (2) ..	Kew and Ballarat Hospitals, November, 1930
364M	29.12.52	Collins, Thomas Arnold ..	Bridge-road, Newtown, Beechworth	5 (2) ..	Beechworth Mental Hospital, November, 1936
216M	8.9.52	Coloretti, Augusto ..	15 Parker-street, Richmond ..	5 (2) ..	Mental Hospital, Mont Park, November, 1943
297M	1.10.52	Conroy, Arthur Leonard ..	15 Barkly-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, December, 1948
217M	3.9.52	Conroy, Ivy Aileen ..	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Ararat, November, 1935
101M	24.7.52	Cornish, Harold Linton ..	10 Winter-street, Ballarat ..	5 (2) ..	Mental Hospital, Royal Park, December, 1949
379M	27.4.53	Couldwell, Lesley ..	19 Octavius-avenue, Caulfield ..	5 (3) ..	Stanley Royal Hospital, General Nursing Council, England, October, 1952
275M	18.9.52	Coulter, Catherine ..	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Mont Park, June, 1927
152M	20.7.52	Crockett, William ..	20 Stokes-street, Preston ..	5 (2) ..	Mental Hospital, Sunbury, November, 1940
100M	5.7.52	Crookshank (Mrs.), Florence Maud	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Beechworth, November, 1936
153M	30.7.52	Cunningham, Johanna ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Mont Park, November, 1933
24M	18.6.52	Cunningham, Noreen Francis	"The Hill," Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1940
218M	2.9.52	Currie, Charles Cloudsley ..	3 Yarra-street, Hawthorn ..	5 (2) ..	Mental Hospital, Kew, November, 1932
102M	15.7.52	Cuzon, George ..	2 Blake-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, November, 1943
62M	14.7.52	Daglish, Roydon Oliver Clark	Evans-street, Sunbury ..	5 (2) ..	Beechworth and Sunbury Hospitals, November, 1931
276M	11.9.52	Daly, Dennis Joseph ..	18 Hammond-street, Northcote ..	5 (2) ..	Mental Hospital, Kew, December, 1942
374M	17.3.53	Dawson, Edwin John ..	211 Ogilvie-street, Essendon ..	5 (2) ..	Mental Hospital, Beechworth, November, 1930
25M	26.6.52	Deacon, Myrtle Catherine ..	Royal Park Mental Hospital, ..	5 (2) ..	Mental Hospital, Kew, November, 1933
154M	4.8.52	Delany, Mary Kate ..	Special School, Stawell ..	5 (2) ..	Mental Hospital, Sunbury, June, 1928
219M	28.8.52	Dempsey, Margaret Bridget ..	7 Union-street, Kew ..	5 (2) ..	Mental Hospital, Kew, June, 1925
4M	29.4.52	Dennett, George ..	55 Brunswick-road, West Brunswick	5 (2) ..	Kew and Beechworth Hospitals, November, 1932
14M	3.6.52	Dickson, Colin Cecil ..	31 Glencairn-avenue, Camberwell ..	5 (2) ..	Mental Hospital, Royal Park, November, 1940
385M	22.6.53	Dizais, George ..	Mental Hospital, Kew ..	5 (1) ..	Mental Hospital, Kew, January, 1953
220M	20.8.52	Dizais (Mrs.), Vilma ..	Mental Hospital, Kew ..	5 (1) ..	Mental Hospital, Kew, December, 1951
386M	30.6.53	Dolan, Alice ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, November, 1930
103M	28.7.52	Donnelly, Andrew Francis ..	Mental Hospital, Ballarat ..	5 (2) ..	Ararat and Sunbury Hospitals, November, 1932
155M	1.8.52	Donovan, John ..	Larundel Mental Hospital, Bundoora	5 (2) ..	Bundoora Hospital, December, 1949
324M	21.10.52	Driscoll, George Henry ..	108 Kent-street, North Richmond	5 (2) ..	Mont Park Hospital, November, 1936
199M	15.8.52	Duffy, Marcus George ..	1004 Macarthur-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, December, 1947
104M	16.7.52	Duffy, Michael Francis ..	504 Eyro-street, Ballarat ..	5 (2) ..	Ararat and Ballarat Hospitals, December, 1948
156M	1.8.52	Duggan, Catherine ..	1012 Ripon-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1935
26M	10.6.52	Duggan, Mary Catherine ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1933

REGISTER OF MENTAL NURSES—*continued.*

No.	Date of Registration.	Name.	Address.	Section.	Hospital or Training Establishment.
105M	23.7.52	Dunn, Ivy May	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Ararat, November, 1932
221M	21.8.52	Dunn, Laurence Leslie ..	Yan Yean-road, Plenty	5 (2) ..	Sunbury and Kew Mental Hospitals, December, 1949
365M	18.12.52	Dynes, Phillip John	81 Southern-road, Heidelberg West	5 (2) ..	Mont Park Hospital, December, 1949
106M	23.7.52	Edwards, Audrey Mary ..	Mental Hospital, Princess-street, Kew	5 (2) ..	Mental Hospital, Kew, November, 1930
222M	21.8.52	Egan, Leo	729 Brunswick-street, North Fitzroy	5 (2) ..	Beechworth and Mont Park Hospitals, December, 1937
107M	23.7.52	Egan Thomas	4 Junction-street, Preston ..	5 (2) ..	Mont Park Hospital, November, 1939
157M	30.7.52	Elliott, Alfred	128 Raglan-street, Ballarat ..	5 (1) ..	Mental Hospital, Ballarat, December, 1950
223M	1.9.52	Ellis, Margaret Alma ..	Janefield Colony, Bundoora ..	5 (2) ..	Mont Park and Kew Hospitals, November, 1936
233M	1.9.52	Ellis (<i>née</i> Harris), Mary Ann	38 Barnard-grove, North Kew ..	5 (2) ..	Mental Hospital, Kew, June, 1927
63M	3.7.52	Ennor, Harold Edgar ..	c/o The Hill, Sunbury	5 (2) ..	Mental Hospital, Sunbury, November, 1947
200M	15.8.52	Ennor, Joseph Charles ..	10 Thoresby-grove, Ivanhoe ..	5 (2) ..	Mont Park Hospital, November, 1938
224M	3.9.52	Evans, Dorothy Frances Crighton	121 Collins-street, Melbourne ..	5 (2) ..	Mental Hospital, Kew, November, 1932
15M	22.5.52	Evans, Susannah	Mental Hospital, Royal Park ..	5 (2) ..	Mental Hospital, Sunbury, June, 1927
158M	4.8.52	Falvey, Aileen Teresa ..	Special School, Stawell	5 (2) ..	Mental Hospital, Kew, December, 1945
299M	23.9.52	Fanning, Mary Isabel ..	Luch-street, Beechworth	5 (2) ..	Mental Hospital, Beechworth, November, 1933
27M	26.6.52	Farmer, Harold James ..	3 Youngman-street, Preston ..	5 (2) ..	Bundoora Hospital, November, 1929
64M	14.7.52	Ferguson, Cedric Howard ..	Grano-street, Ararat	5 (1) ..	Mental Hospital, Ararat, December, 1950
225M	21.8.52	Filday, Marjorie Ruth ..	Mental Hospital, Mont Park ..	5 (2) ..	Mont Park Hospital, December, 1947
226M	25.8.52	Finlayson, Drucilda Sylvia ..	1205 Howitt-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1935
300M	23.9.52	Fitzpatrick, Albert Arnold ..	Mental Hospital, Beechworth ..	5 (2) ..	Sunbury and Ballarat Hospitals November, 1933
108M	17.7.52	Fitzpatrick, Murray Gordon	15 Leamington-street, Reservoir ..	5 (2) ..	Mental Hospital, Sunbury, November, 1930
227M	20.8.52	Fletcher, Phyllis Doreen ..	15 Foster-street, Heidelberg ..	5 (2) ..	Mont Park Hospital, December, 1941
109M	24.7.52	Flintoft, Christopher Michael	Parsley-street, Sunbury	5 (1) ..	Mental Hospital, Sunbury, December, 1950
325M	21.10.52	Ford, Eva Emily Winifred	166-168 Ross-street, Port Melbourne	5 (2) ..	Janefield Hospital, July, 1923
159M	4.8.52	Forsyth, Margaret	Special School, Stawell	5 (2) ..	Ballarat and Mont Park Hospitals, November, 1934
298M	29.9.52	Frankhauser (<i>née</i> Olsen), Gladys Elna Mary	Mental Hospital, Ararat	5 (2) ..	Mental Hospital, Ararat, November, 1937
9M	15.5.52	Fraser, Thomas Charles ..	115 Ivanhoe-parade, Ivanhoe ..	5 (2) ..	Mental Hospital, Royal Park, November, 1938
228M	26.8.52	Frawley, Kieran Horan ..	O'Shannessy-street, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, December, 1949
356M	2.12.52	Freeman, John Bernard ..	171 Grano-street, Ararat	5 (2) ..	Mental Hospital, Ararat, December, 1949
378M	20.4.53	Freeman, Raymond John ..	4 Laidlaw-street, Ararat	5 (2) ..	Mental Hospital, Ararat, November, 1943
229M	20.8.52	Fuller, John Joseph	2 Wendouree-parade, Ballarat ..	5 (2) ..	Mental Hospital, Beechworth, November, 1943
110M	21.7.52	Fuller, Annie Margaret ..	Ballan, Victoria	5 (2) ..	Mental Hospital, Ballarat, November, 1938
230M	1.9.52	Gartlan, Howard Thomas ..	6 Smith-street, Reservoir	5 (2) ..	Kew and Ballarat Hospitals, December, 1941
201M	18.8.52	Gatchouse, William Thomas	37 Vauxhall-road, Northcote ..	5 (2) ..	Mental Hospital, Royal Park, June, 1928
28M	11.6.52	Gatens, Sarah Cecily	Mental Hospital, Sunbury	5 (2) ..	Mental Hospital, Sunbury, November, 1937
111M	23.7.52	George, Alfred Ernest ..	Beechworth, Victoria	5 (2) ..	Mental Hospital, Beechworth, December, 1942
326M	13.10.52	Gibb, Violet	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, June, 1925
160M	5.8.52	Giddens, Ernest William ..	294 Bell-street, Preston	5 (2) ..	Mental Hospital, Mont Park, November, 1938
29M	11.6.52	Gilder, Ida Mariam	Mental Hospital, Sunbury	5 (2) ..	Mental Hospital, Sunbury, November, 1934
112M	21.7.52	Gillett, Harold William ..	231 Raglan-street, Ballarat ..	5 (2) ..	Ararat and Mont Park Hospitals, November, 1940
30M	25.6.52	Ginnivan, Margaret Honora	440 New-street, Garden Vale West	5 (2) ..	Sunbury Mental Hospital, November, 1937

REGISTER OF MENTAL NURSES—*continued.*

No.	Date of Registration.	Name.	Address.	Section.	Hospital or Training Establishment.
231M	8.9.52	Glassford, Alfred John ..	22 Tudor-street, Richmond ..	5 (2) ..	Mental Hospital, Kew, November, 1941
277M	15.9.52	Gordon, Charles Stewart ..	Junction-road, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, December, 1944
113M	21.7.52	Govan, Sydney Maxwell John ..	511 Dana-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1941
31M	19.6.52	Graham, Lillian ..	Travancore Centre, Flemington-street, W.1 ..	5 (2) ..	Mental Hospital, Kew, November, 1946
114M	15.7.52	Grant, Hettie Jean ..	Mental Hospital, Mont Park ..	5 (2) ..	Mont Park Mental Hospital, November, 1929
65M	10.7.52	Griffin, Aimee Trinitas ..	18 Windermere-street, Ballarat South ..	5 (2) ..	Mental Hospital, Ballarat, November, 1929
116M	28.7.52	Griffin, Dorothea ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, June, 1927
115M	28.7.52	Griffin, Elizabeth ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, July, 1923
117M	24.7.52	Gwynne, John Joseph ..	6 Latrobe-street, Ballarat ..	5 (1) ..	Mont Park and Ballarat Hospitals, December, 1950
232M	28.8.52	Hansen, Elizabeth Jane ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Beechworth, June, 1926
118M	21.7.52	Harman, Gladys May ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Kew, November, 1941
161M	4.8.52	Harrington, Mary Theresa ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, May, 1920
357M	3.12.52	Harris, Roy Joseph Rochfort ..	Mellish-street, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, November, 1943
234M	2.9.52	Hart, Percival Oliver ..	4 Olver-street, Preston ..	5 (2) ..	Mental Hospital, Mont Park, November, 1930
119M	17.7.52	Harte, John Daniel Patrick ..	18 Delaware-street, Reservoir ..	5 (2) ..	Mental Hospital, Mont Park, December, 1945
235M	2.9.52	Hartup, Doris Adeline ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1946
120M	18.7.52	Hearn, Richard Henry ..	3 Bickleigh Court, Glen Iris ..	5 (2) ..	Sunbury, Kew and Mont Park Hospitals, November, 1931
301M	1.10.52	Henderson, Nancy Elaine Pashley ..	Mental Hospital, Beechworth ..	5 (2) ..	Mental Hospital, Royal Park, December, 1945
236M	20.8.52	Heywood, William George ..	25 Gladstone-street, Kew ..	5 (2) ..	Mental Hospital, Royal Park, June, 1917
66M	30.6.52	Hill, John ..	1 Aquilla-street, North Balwyn ..	5 (2) ..	Mental Hospital, Beechworth, November, 1941
202M	15.8.52	Hill, Mollie Agatha ..	Mental Hospital, Ballarat ..	5 (1) ..	Mental Hospital, Ballarat, June, 1932
165M	11.8.52	Hill, Nellie ..	1012 Macarthur-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, January, 1922
67M	9.7.52	Hinchcliffe, Hilda May ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, November, 1940
121M	18.7.52	Hoffman, William George ..	40 Hawker-street, Ivanhoe ..	5 (2) ..	Mental Hospital, Beechworth, November, 1929
237M	20.8.52	Holian, John ..	385 High-street, Preston ..	5 (2) ..	Mental Hospital, Mont Park, November, 1933
68M	3.7.52	Holland, Charles Leslie ..	7 Garrett-crescent, West Heidelberg ..	5 (2) ..	Mental Hospital, Royal Park, December, 1944
327M	17.10.52	Holland (<i>née</i> More), Jessie May ..	Camp-street, Beechworth ..	5 (2) ..	Mental Hospital, Royal Park, November, 1932
122M	18.7.52	Holland, Thomas William ..	Larundel Mental Hospital, Bundoora ..	5 (2) ..	Mental Hospital, Royal Park, November, 1937
10M	8.5.52	Holt (<i>née</i> Arter), Margaret ..	Oak-street, West Parkville ..	5 (2) ..	Mental Hospital, Royal Park, November, 1931
238M	19.8.52	Hooper, Jack Harrington ..	23 Studley-road, Ivanhoe ..	5 (1) ..	Mental Hospital, Mont Park, December, 1950
5M	2.5.52	Howes, Francis Frederick ..	20 Rutland-street, Clifton Hill ..	5 (1) ..	Mont Park and Royal Park Hospitals, December, 1950
239M	1.9.52	Howes, William ..	408 Barkly-street, Ararat ..	5 (2) ..	Mental Hospital, Royal Park, November, 1931
347M	10.11.52	Howlett, Norman Edward ..	36 Dean-street, Ararat ..	5 (1) ..	Mental Hospital, Ararat, December, 1951
11M	16.5.52	Hughes, Joseph Archibald ..	28 Windsor-avenue, Strathmore ..	5 (2) ..	Mental Hospital, Sunbury, November, 1938
6M	5.5.52	Humphris (<i>née</i> Culling), Alice Evaline ..	23 Lanark-street, East Brunswick ..	5 (2) ..	Mental Hospitals, Sunbury, Royal Park and Ararat, November, 1938
123M	23.7.52	Hurley, Winifred Elizabeth ..	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Kew, December, 1949
124M	21.7.52	Irvin, Maurice Thomas ..	15 Haines-street, Ballarat ..	5 (1) ..	Mental Hospital, Ballarat, December, 1951
125M	22.7.52	Jackson, Charles David ..	Larundel Mental Hospital, Bundoora ..	5 (2) ..	Mental Hospital, Beechworth, November, 1927
69M	4.7.52	Jenkins, Ivor Alexander Morris ..	262 Waiora-road, MacLeod ..	5 (2) ..	Mental Hospital, Mont Park, November, 1931
240M	8.9.52	Jewell, John Russell ..	1134 High-street Malvern ..	5 (2) ..	Sunbury and Kew Hospitals, November, 1937
328M	14.10.52	Johns, Marion Edith ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Sunbury, November, 1940

REGISTER OF MENTAL NURSES—*continued.*

No.	Date of Registration.	Name.	Address.	Section.	Hospital or Training Establishment.
162M	31.7.52	Johns, Sidney Arthur ..	97 Malpas-street, Preston ..	5 (1) ..	Bundoora Hospital, December, 1951
163M	6.8.52	Johnson, Edward Alan ..	126 Keon-street, Thornbury ..	5 (2) ..	Mental Hospital, Mont Park, November, 1937
32M	26.6.52	Johnson, Percival Anton ..	69 Youngman-street, Preston ..	5 (2) ..	Mental Hospital, Kew November, 1930
164M	1.8.52	Johnstone, Dorothy Lindsay	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, November, 1929
241M	28.8.52	Jones, Annie Maria ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Sunbury, May, 1920
366M	23.12.52	Jones, Lorna Louisa ..	214 Reynards-road, West Coburg ..	5 (2) ..	Mental Hospital, Mont Park, November, 1943
372M	26.2.53	Jordan, Annie ..	Mental Hospital, Sunbury ..	5 (3) ..	Parkside Mental Hospital, South Australia, February, 1939
348M	13.11.52	Joslin, Llewellyn John ..	John-street, Beechworth ..	5 (1) ..	Mental Hospital, Beechworth, December, 1950
302M	29.9.52	Kearney, William Andrew ..	7 Junction-road, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth December, 1947
70M	8.7.52	Keilly, William ..	Barkly-street, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1946
338M	30.10.52	Kelly, Doreen Madge ..	26 Cambridge-street, Belmont ..	5 (2) ..	Mental Hospital, Kew November, 1943
278M	15.9.52	Kelly, William Clyde ..	Finch-street, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, November, 1930
166M	1.8.52	Kent, John Thomas ..	Watson-street, Macleod ..	5 (2) ..	Mental Hospital, Sunbury, July, 1933
242M	28.8.52	Kiernan, Basil Stanley ..	26 Mount-street, West Preston ..	5 (2) ..	Mont Park Mental Hospital, November, 1946
279M	11.9.52	Kilby, Gladys Beatrice Victoria	The Cottages, Mental Hospital, Kew	5 (2) ..	Mental Hospital, Kew, November, 1932
33M	27.6.52	Kinahan (née Wallis), Veronica Mary	Tullamore, Mt. Dandenong-road, Montrose	5 (2) ..	Mental Hospital, Royal Park, December, 1945
126M	21.7.52	Kittelty, Spencer Francis ..	90 Peel-street North, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, December, 1942
280M	23.9.52	Kivimagi, Eha ..	Children's Cottages, Mental Hospital, Kew	5 (1) ..	Mental Hospital, Kew, December, 1951
127M	21.7.52	Krick, Dora Jane ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, July, 1923
388M	30.6.53	Krocans, Marija ..	Mental Hospital, Ararat ..	5 (1) ..	Mental Hospital, Ararat, January, 1953
71M	3.7.52	Lacey, Nellie May ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, November, 1931
329M	8.10.52	Laffy, Michael Wilfred ..	309 Ascot Vale-road, Moonee Ponds	5 (2) ..	Mental Hospital, Royal Park, November, 1941
330M	17.10.52	Lake, Ronald Ambrose ..	18 Ajax-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, December, 1939
384M	12.6.53	Lanigan, Ethel Mary ..	76 Gatehouse-street, Parkville ..	5 (3) ..	Goodna Mental Hospital, Queensland, April, 1934
128M	18.7.52	Lannen, James Andrew ..	5 Collard-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1949
34M	11.6.52	Larsen, Malvina ..	Mental Hospital, Kew ..	5 (2) ..	Yarra Bend Hospital, June, 1922
358M	2.12.52	Lauenstein, Henry Clarence ..	Mellish-street, Beechworth ..	5 (2) ..	Mental Hospital, Kew, November, 1943
167M	4.8.52	Lavery, Catherine Ann ..	506 Dana-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1933
359M	8.12.52	Leo, Kathleen Patricia ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Ararat, December, 1939
72M	10.7.52	Livingston, Georgina Lucy Margaret	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, November, 1941
73M	8.7.52	Logan, Thomas Thom ..	7 Coburg-street, Coburg ..	5 (1) ..	Mental Hospital, Mont Park, December, 1950
168M	7.8.52	Lovett (née Stanley), Eileen Doris	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Sunbury, December, 1921
303M	1.10.52	Low, Vera Isabell ..	Janesfield Colony, Bundoora ..	5 (2) ..	Mental Hospital, Royal Park, November, 1934
129M	21.7.52	Lupson, Winston Frederick ..	Jackson-street, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, December, 1949
35M	26.6.52	Luscombe, Annie ..	134 Park-street, Braybrook West..	5 (2) ..	Mental Hospital, Mont Park, October, 1948
367M	13.1.53	Luuken (née Pohjala), Leo..	Mental Hospital, Mont Park ..	5 (1) ..	Mental Hospital, Mont Park, January, 1953
368M	9.1.53	Lauken, Victor ..	Mental Hospital, Mont Park ..	5 (1) ..	Mental Hospital, Mont Park, January, 1953
281M	15.9.52	Lyons, Kathleen ..	Mental Hospital, Beechworth ..	5 (2) ..	Mental Hospital, Mont Park, November, 1938
282M	9.9.52	Lyth, Thomas William ..	13 Grano-street, Ararat ..	5 (1) ..	Mental Hospital, Ararat, December, 1950
175M	1.8.52	MacGregor, Florence ..	106 Ripon-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1940
131M	28.7.52	MaeNally, James ..	7 Curzon-street, Ivanhoe ..	5 (1) ..	Mont Park and Bundoora Hospitals, November, 1951
331M	16.10.52	Maloney, Catherine Mary ..	Stanley, via Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, November, 1936
243M	9.9.52	Malycha, Mary ..	Mental Hospital, Ararat ..	5 (2) ..	Mental Hospital, Sunbury, November, 1931

REGISTER OF MENTAL NURSES—continued.

No.	Date of Registration.	Name.	Address.	Section.	Hospital or Training Establishment.
160M	11.8.52	Mann, Alice Mary	94 Barkers-road, Hawthorn, E.2 ..	5 (2) ..	Mental Hospital, Kew, November, 1932
304M	30.9.52	Marchant, Sarah	c/o Mrs. King, Hamilton-road, Warragul, Victoria	5 (2) ..	Mental Hospital, Mont Park, November, 1934
283M	15.9.52	Marx, Geoffrey Edward ..	170 Moore-street, Ararat ..	5 (1) ..	Mental Hospital, Ararat, December, 1951
36M	3.6.52	Mathieson, John	Mental Hospital, Royal Park ..	5 (2) ..	Mental Hospital, Royal Park, November, 1929
170M	31.7.52	Matthews, Charles Edward	101 Lexton-street, Ballarat ..	5 (2) ..	Sunbury and Ballarat Hospitals, November, 1933
76M	10.7.52	Maxwell, Clarence Bodo ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Kew, November, 1936
203M	15.8.52	Maxwell, Grace Canning ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, November, 1931
37M	20.6.52	Mayhew, Charley	72 Malpas-street, Preston ..	5 (2) ..	Bundoora and Mont Park Hospitals, November, 1932
244M	28.8.52	Mee, Rose Victoria	Mental Hospital, Kew	5 (2) ..	Kew and Sunbury Hospitals, November, 1935
171M	29.7.52	Meeny, Veronica Sarah ..	204 Lyons-street South, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1941
204M	18.8.52	Mercovich, Gerard Aloysius	67 Jenkins-street, Northcote ..	5 (2) ..	Mental Hospital, Ararat, November, 1935
38M	20.6.52	Meyer, May	Campbell-street, Tallyho ..	5 (1) ..	Mental Hospital, Royal Park, December, 1950
339M	30.10.52	Middleton (née Doherty), Sarah Catherine	17 Linden-avenue, Heidelberg ..	5 (2) ..	Mont Park Hospital, November, 1932
172M	1.8.52	Miller, Eileen	Mental Hospital, Ballarat ..	5 (2) ..	Ballarat Hospital, November, 1936
39M	10.6.52	Mills, Frances Bona	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1939
173M	7.8.52	Minahan, Ann Bridget ..	Janefield Colony, Bundoora ..	5 (2) ..	Mental Hospital, Sunbury, June, 1924
245M	9.9.52	Mitchell, Ronald Herbert ..	Harker-street, Sunbury	5 (2) ..	Mental Hospital, Sunbury, December, 1949
305M	2.10.52	Montgomery, Laurintennet Nancy	Mental Hospital, Mont Park ..	5 (2) ..	Mont Park Hospital, December, 1949
40M	26.6.52	Moore, Michael	Brook-street, Sunbury	5 (2) ..	Mental Hospital, Sunbury, December, 1949
77M	9.7.52	Moore, Sidney	Mental Hospital, Royal Park ..	5 (2) ..	Mental Hospital, Kew, November, 1931
332M	17.10.52	Moran, Adiran Alexander ..	145 Tinning-street, West Brunswick	5 (2) ..	Ararat and Beechworth Hospitals, November, 1935
246M	3.9.52	Moran, Joseph Bernard ..	20 Mortimer-street, Heidelberg ..	5 (2) ..	Mont Park Hospital, November, 1932
247M	3.9.52	Moran, Kevin Gerard	52 Derby-street, Kew	5 (2) ..	Mental Hospital, Ararat, December, 1944
174M	5.8.52	Moran, Peter Alphonso ..	Mental Hospital, Mont Park ..	5 (1) ..	Mental Hospital, Ararat, June, 1952
12M	9.5.52	Morgan, Mary Monica ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1938
41M	20.6.52	Morland, Thomas George ..	15 Kathleen-street, East Preston ..	5 (2) ..	Mental Hospital, Mont Park, December, 1949
78M	26.6.52	Muir, John Colin	133 Edinburgh-street, Flemington	5 (2) ..	Bundoora Hospital, December, 1942
132M	16.7.52	Mullins, Kathleen Victoria ..	Mental Hospital, Ararat ..	5 (2) ..	Mental Hospital, Ararat, June, 1927
42M	19.6.52	Murphy, Imelda Bridget ..	23 De Carle-street, Brunswick ..	5 (1) ..	Bundoora Hospital, December, 1950
306M	30.9.52	McCarthy, Augusta	Mental Hospital, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, June, 1928
43M	10.6.52	McCarthy, Ellen Frances ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1940
369M	13.1.53	McCarthy, Ronald James ..	Jackson-street, Sunbury	5 (1) ..	Mental Hospital, Sunbury, December, 1950
322M	16.10.52	McConehy-Brown (Mrs.), Hellen MacKenzie ..	42 Parkview-road, Alphington ..	5 (2) ..	Mental Hospital, Kew, November, 1938
249M	1.9.52	McCrickard, Herbert John ..	13 Blanch-street, Collingwood ..	5 (2) ..	Mental Hospital, Mont Park, October, 1948
284M	22.9.52	McCrudden, Annie	Mental Hospital, Kew	5 (2) ..	Mental Hospital, Kew, November, 1938
360M	25.11.52	McDonald, Margaret	Travancore Developmental Centre, Flemington-street, Flemington	5 (2) ..	Mental Hospital, Sunbury, December, 1947
74M	14.7.52	McGrath, John Francis ..	Barkly-street, Sunbury	5 (2) ..	Mental Hospital, Sunbury, December, 1927
333M	16.10.52	McIntosh, Keith McCurran ..	William-street, Beechworth ..	5 (2) ..	Mental Hospital Beechworth, November, 1939
75M	4.7.52	McIntosh, Ronald John ..	Larundel Mental Hospital, Bundoora	5 (1) ..	Mental Hospital, Beechworth, December, 1951
176M	31.7.52	McIntosh, Ronald Maxwell ..	Mental Hospital, Kew	5 (2) ..	Mental Hospital, Mont Park, November, 1946
285M	19.9.52	McIntyre, Jane Alice	Mental Hospital, Kew	5 (2) ..	Mental Hospital, Kew, December, 1922
248M	3.9.52	McKean, Hugh Woodruffe ..	18 Alfred-street, Heidelberg West	5 (2) ..	Mont Park Mental Hospital, December, 1937
286M	12.9.52	McKimmie, James Alexander	Macedon-road, Sunbury	5 (2) ..	Mental Hospital, Sunbury, November, 1937
44M	17.6.52	McLean, Ruby Hannah	Mental Hospital, Royal Park ..	5 (2) ..	Mental Hospital, Royal Park, December, 1945
45M	30.6.52	McLoughlin, William Thomas	90 Pender-street, Preston ..	5 (2) ..	Mental Hospital, Sunbury, December, 1939
130M	15.7.52	McMahon, Catherine Mary ..	Mental Hospital Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, June, 1922

REGISTER OF MENTAL NURSES—continued.

No.	Date of Registration	Name.	Address.	Section.	Hospital or Training Establishment.
307M	2.10.52	McMahon, Patricia ..	Mental Hospital, Mont Park ..	5 (1) ..	Mental Hospital, Mont Park, December, 1950
376M	23.3.53	McNabb, Elizabeth Jane ..	Larundel Mental Hospital, Bundoora ..	5 (2) ..	Mental Hospital, Ballarat, June, 1928
177M	4.8.52	McNulty, Patrick James ..	McEwan-road, Heidelberg West ..	5 (2) ..	Mental Hospital, Mont Park, November, 1946
46M	17.6.52	McShanag, Erica Rosalind ..	Mental Hospital, Royal Park ..	5 (2) ..	Mental Hospital, Royal Park, June, 1924
7M	2.5.52	Nelson, Charles Rupert Clifford	72 Linda-street, Coburg ..	5 (2) ..	Mental Hospital, Ballarat November, 1933
79M	2.7.52	Neville, Annie ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1930
308M	29.9.52	Newport, William ..	5 Evelyn-road, Ringwood ..	5 (2) ..	Mental Hospital, Kew, November, 1941
309M	30.9.52	Newth (<i>née</i> Neary), Elizabeth	Hight-street, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, November, 1934
80M	11.7.52	Nichol (<i>née</i> Harrington), Elizabeth	Station-street, Sunbury ..	5 (2) ..	Mental Hospital, Ballarat, November, 1938
380M	27.4.53	Nicholson, Thelma Lilian ..	5 Nunn-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1941
178M	8.8.52	Nixon, John Edward ..	Mental Hospital, Kew ..	5 (2) ..	Sunbury and Royal Park Hospitals, June, 1927
133M	23.7.52	O'Brien, John Francis ..	High-street, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, December, 1949
134M	15.7.52	O'Brien, Mary Francis ..	Mental Hospital, Kew ..	5 (2) ..	Kew and Mont Park Hospitals, November, 1935
383M	20.5.53	O'Donnell, Francis Keith ..	47 Hobbs-street, Seddon ..	5 (1) ..	Ararat and Bundoora Hospitals, January, 1953
179M	11.8.52	O'Donnell, Kathleen Veronica	Receiving House, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, June, 1926
287M	12.9.52	O'Keane, Lawrence ..	103 Landshorough-street, Ballarat	5 (2) ..	Mental Hospital, Ballarat, December, 1948
47M	20.6.52	O'Grady, John Patrick ..	4 Gregory-grove, Preston ..	5 (2) ..	Sunbury and Ballarat Hospitals, June, 1927
334M	14.10.52	O'Grady, Kathleen Mary ..	Mental Hospital, Mont Park ..	5 (1) ..	Mental Hospital, Mont Park, December, 1951
135M	21.7.52	Opie, George Lindsay ..	307 Drummond-street South, Ballarat	5 (2) ..	Mental Hospital, Ballarat, November, 1932
310M	29.9.52	Ord, Harold Hilyard ..	75 McLellan-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, November, 1929
311M	23.9.52	O'Reilly (<i>née</i> Hutchinson), Margaret	Mental Hospital, Beechworth ..	5 (2) ..	Ballarat and Beechworth, Hospitals, November, 1930
81M	7.7.52	Owen, William Richard ..	Garry Owen, Waiora-road, Rosauna	5 (2) ..	Mental Hospital, Mont Park, November, 1930
312M	23.9.52	Palmer, James William ..	Malakoff-road, Beechworth ..	5 (2) ..	Mental Hospital, Mont Park, December, 1949
313M	23.9.52	Palmer, John Reilly ..	High-street, Beechworth ..	5 (1) ..	Mental Hospital, Beechworth, December, 1950
82M	10.7.52	Patterson, James Andrew ..	Ligar-street, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, December, 1945
180M	1.8.52	Pearsall, Kathleen Mary ..	Ruthven-street, Macheod ..	5 (2) ..	Mental Hospital, Ararat, November, 1934
340M	22.10.52	Petersen, Doris Christine ..	Mental Hospital, Mont Park ..	5 (2) ..	Mont Park, Mental Hospital, December, 1942
361M	11.12.52	Petherick, Constance Emma	No. 5, 539 Bourke-street, Melbourne	5 (3) ..	Maudsley Hospital, London, November, 1937
341M	31.10.52	Pichard (<i>née</i> Mackay) Barbara	Vermont-parade, Greensborough ..	5 (3) ..	Long Grove Hospital, Surrey, England, May, 1941
48M	11.6.52	Pirie, Eliza ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1932
362M	8.12.52	Polmear, William ..	One Mile, Beechworth ..	5 (1) ..	Mental Hospital, Beechworth, December, 1951
13M	9.5.52	Potter, Dorothy ..	Mental Hospital, Royal Park ..	5 (2) ..	Mental Hospital, Royal Park, November, 1935
49M	20.6.52	Preston, Reginald Lawrence	20 Woodi-street, North Melbourne	5 (2) ..	Mental Hospital, Royal Park, November, 1930
83M	1.7.52	Prewer, Ena May ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Kew, November 1938
50M	30.6.52	Pueblé, Zoe ..	Repatriation Mental Hospital, Bundoora	5 (2) ..	Bundoora Repatriation Hospital, December, 1949
250M	9.9.52	Purcell, Enid Muriel ..	Mental Hospital, Ararat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1937
288M	10.9.52	Ralph, Samuel Morris ..	51 Campbell-street, Ararat ..	5 (1) ..	Mental Hospital, Ararat, December, 1950
251M	28.8.52	Ralph, Samuel Thomas ..	11 Kofoed-street, Ararat ..	5 (2) ..	Mental Hospital, Kew, November, 1931
252M	25.8.52	Ratcliffe, James Edward ..	22 Queen Victoria-street, Ballarat	5 (2) ..	Ballarat Mental Hospital, November, 1943
253M	1.9.52	Rawson, Irene Ellen ..	Children's Cottages, Mental Hospital, Kew	5 (2) ..	Mental Hospital, Kew, June, 1927

REGISTER OF MENTAL NURSES—*continued.*

No.	Date of Registration.	Name.	Address.	Section.	Hospital or Training Establishment.
349M	7.11.52	Regan, Leo Walker ..	68 May-street, West Preston ..	5 (2) ..	Mental Hospital, Beechworth, January, 1940
181M	1.8.52	Reidy, Annie Theresa ..	14 Junction-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1940
342M	29.10.52	Reilly (Mrs), Elizabeth Jane Pernall ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Ararat, December, 1928
51M	11.6.52	Richardson, Rita Eloy ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Royal Park, November, 1935
350M	10.11.52	Roberts, Roy ..	Mental Hospital, Ballarat ..	5 (3) ..	De La Pole Hospital, near Hull, England, June, 1949
254M	1.9.52	Robinson, Victor Nelson Armstrong ..	61 Moore-street, Ararat ..	5 (2) ..	Royal and Mont Park Hospitals, November, 1937
136M	17.7.52	Rogers, Francis Clarence Benjamin ..	20 Ross-street, Alphington ..	5 (2) ..	Mental Hospital, Kew, December 1944
182M	1.8.52	Roper, Rocco Charles ..	Mental Hospital, Ararat ..	5 (2) ..	Beechworth, Kew and Mont Park Hospitals, June, 1927
314M	2.10.52	Rosengren, John Herman ..	High-street, Beechworth ..	5 (1) ..	Mental Hospital, Beechworth, December, 1951
315M	29.9.52	Ross, Josephine Allena ..	Mental Hospital, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, May 1915
84M	14.7.52	Rule, Richard ..	96 Westbourne-grove, Northcote ..	5 (2) ..	Mental Hospital, Mont Park, November, 1939
85M	1.7.52	Saunders, John Victor ..	50 Northernhay-street, Regent ..	5 (2) ..	Mental Hospital, Beechworth, November, 1934
255M	1.9.52	Saxe, Eugene George Evernden ..	540 Bell-street, Preston ..	5 (2) ..	Beechworth and Mont Park Hospitals, November, 1946
183M	30.7.52	Scott, Frank Gladwin ..	Ratray-road, Montmorency ..	5 (2) ..	Mental Hospital, Mont Park, November, 1933
256M	26.8.52	Sedgman, Thorald Wilfred Hamilton ..	3 Wright-street, Reservoir ..	5 (2) ..	Sunbury and Royal Park Hospitals, June, 1924
205M	15.8.52	Segrave, Arnold James ..	107 Seymour-street, Ballarat North ..	5 (2) ..	Mental Hospital, Ballarat, December, 1944
289M	15.9.52	Sertori, Vincent John ..	90 Moore-street, Ararat ..	5 (1) ..	Mental Hospital, Ararat, December, 1951
257M	29.8.52	Sevier, Percy Oswald ..	49 Lennox-street, Moonee Ponds ..	5 (2) ..	Mental Hospital, Kew, November, 1932
52M	16.6.52	Shaw, Annie ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1932
137M	23.7.52	Shennan, Harry Nankervis ..	Silver Creek, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, December, 1949
53M	17.6.52	Short, Albert Victor ..	32 Bulla-road, Essendon ..	5 (2) ..	Bundoora Hospital, November, 1946
290M	19.9.52	Sinclair, Ernest ..	Albert-road, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, December, 1949
138M	18.7.52	Smith, David Joseph ..	31 Shakespeare-avenue, East Preston ..	5 (2) ..	Mental Hospital Beechworth, November, 1932
16M	23.5.52	Smith, John Seymour ..	94 St. Elmo-road, Ivanhoe ..	5 (2) ..	Mental Hospital, Mont Park, November, 1946
139M	25.7.52	Smith, Marjorie Grace Averil ..	Travancore Developmental Centre, Flemington-street, Flemington ..	5 (2) ..	Mental Hospital, Kew, November 1941
371M	13.2.53	Smith, Mary ..	Janefield Colony, Bundoora ..	5 (2) ..	Mental Hospital, Kew, May, 1921
291M	15.9.52	Smith, Michael Vincent ..	Newtown, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, December, 1944
54M	19.6.52	Smith, Randoll Thomas ..	48 Gardner-street, Richmond ..	5 (2) ..	Kew and Sunbury Hospitals, November, 1932
292M	19.9.52	Sowter, Arthur Stanley ..	4 Churchill-avenue, Ararat ..	5 (2) ..	Mental Hospital, Kew, December, 1935
335M	9.10.52	Speers, Lewis Alexander ..	Mental Hospital, Mont Park ..	5 (2) ..	Beechworth and Mont Park Hospitals, November, 1939
351M	11.11.52	Squire, Walter Leslie ..	17 Tuson-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, November, 1938
258M	2.9.52	Stafford, Linous ..	157 Wellington-street, Kew ..	5 (2) ..	Mental Hospital, Kew, November 1932
86M	3.7.52	Stanmore (née Harrington), Ethel Winifred ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1934
259M	4.9.52	Stapleton, Alphonsus Thomas ..	114 Moore-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat December 1945
184M	30.7.52	Stephenson, Gladys Merle ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, December, 1945
55M	11.6.52	Stewart, Doris Beatrice ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Royal Park, November, 1936
56M	10.6.52	Stewart, Katholine ..	Mental Hospital, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1939
260M	4.9.52	Stringer, Louisa Tolly ..	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Kew, June, 1917
185M	4.8.52	Sutherland, Jack ..	318 Lyons-street south, Ballarat ..	5 (1) ..	Mental Hospital, Ballarat, December, 1951
206M	12.8.52	Sutherland, Keith ..	1018 Howitt-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, December, 1943
186M	11.8.52	Sykes, Frederick Norman ..	Pleasant View Hospital, 131 Wood-street, East Preston ..	5 (2) ..	Mental Hospital, Royal Park, December 1949
316M	23.9.52	Taylor, Charles Leslie ..	Albert-road, Beechworth ..	5 (2) ..	Mental Hospital, Ararat, November, 1933
187M	29.7.52	Taylor, Elsie Lillian ..	63 Neale-street, Bendigo ..	5 (2) ..	Mental Hospital, Mont Park, December, 1944
387M	17.6.53	Taylor (née Aldrick), Florence ..	17 Wave-street, Hampton ..	5 (2) ..	Mental Hospital, Kew, November, 1929

REGISTER OF MENTAL NURSES—*continued.*

No.	Date of Registration.	Name.	Address.	Section.	Hospital or Training Establishment.
188M	29.7.52	Telfer, Alexander Mitchell ..	45 Eastwood-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, December, 1949
293M	16.9.52	Terry, Bertha Edith ..	The Hill, Beechworth ..	5 (2) ..	Mental Hospital Beechworth, December, 1942
57M	19.6.52	Thompson, Claude Thomas ..	O'Shannessy-street, Sunbury ..	5 (2) ..	Mental Hospital, Ararat, June, 1926
343M	28.10.52	Thorley, Oliver James ..	Jardine-street, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth November, 1930
140M	16.7.52	Thorne, Harold Bache ..	12 Lake-street, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1940
261M	26.8.52	Thurgood, Mary Antoinette ..	Children's Cottages, Mental Hospital, Kew	5 (1) ..	Mental Hospital, Kew, December, 1950
317M	1.10.52	Tighe, Jean ..	Mental Hospital, Beechworth ..	5 (2) ..	Mental Hospital, Beechworth, November, 1941
87M	3.7.52	Toomey, Alfred John ..	17 Spencer-street, East Preston ..	5 (2) ..	Bundoora Hospital, December, 1948
58M	25.6.52	Trask, Alexander Charles ..	Brook-street, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1941
88M	14.7.52	Trist, William George ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Beechworth, November, 1938
318M	23.9.52	Tuohy, Monie ..	Mental Hospital, Beechworth ..	5 (2) ..	Mental Hospital, Sunbury, June, 1927
262M	8.9.52	Unger, Helene Anna ..	25 Baker-street, Richmond ..	5 (2) ..	Mental Hospital, Kew, December, 1945
141M	16.7.52	Walsh, John Patrick ..	9 Grant-street, Ballarat East ..	5 (1) ..	Mental Hospital, Ballarat, December, 1951
263M	20.8.52	Walsh (née Johnston), Isabella	Jancfield Colony, Bundoora ..	5 (2) ..	Mental Hospital, Kew, November, 1933
264M	2.9.52	Walsh, Thomas ..	3 Lawson-street, Reservoir ..	5 (2) ..	Mental Hospital, Ararat, May, 1921
192M	29.7.52	Walsh, Thomas ..	Mental Hospital, Ballarat ..	5 (2) ..	Ararat, Ballarat and Kew Hospitals, May, 1921
191M	30.7.52	Walsh, Thomas Joseph ..	3 Lawson-street, Reservoir ..	5 (2) ..	Mental Hospital, Mont Park, December, 1949
59M	10.6.52	Walters, Eliza Johannah ..	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Beechworth, May, 1921
189M	11.8.52	Ward (Mrs.), Catherine ..	Mental Hospital, Ballarat ..	5 (2) ..	Mental Hospital, Ballarat, November, 1937
190M	4.8.52	Ward, Ernest Charles ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, December, 1948
272M	5.9.52	Ward, Hector Robert ..	3 Osborne-street, Northcote ..	5 (2) ..	Mental Hospital, Mont Park, November, 1935
370M	12.2.53	Ward, James Alfred ..	18 Fifth-avenue, Ascendale ..	5 (3) ..	West Riding Mental Hospital, General Nursing Council, England, May, 1948
207M	13.8.52	Watt, Eileen Frances ..	17 Gaffney-street, Coburg ..	5 (2) ..	Mental Hospital, Mont Park, November, 1939
193M	11.8.52	Watt, Gilbert James ..	16 Queen-street, Preston ..	5 (2) ..	Mental Hospital, Mont Park, December, 1949
265M	1.9.52	Webb, Stanley Jack ..	21 Palmer-street, Ararat ..	5 (1) ..	Mental Hospital, Ararat, December, 1951
266M	4.9.52	Westbrook, William Colin ..	14 Speed-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, December, 1945
319M	3.10.52	White, Alice Myrtle ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Ararat, November, 1932
344M	24.10.52	Wickham, Gerard Joseph ..	Macedon-road, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1941
267M	29.8.52	Wileman, Herbert John ..	Ligar-street, Sunbury ..	5 (2) ..	Mental Hospital, Sunbury, November, 1936
194M	7.8.52	Williams, Albert ..	27 Queen-street, Ararat ..	5 (2) ..	Mental Hospital, Sunbury, November, 1934
268M	8.9.52	Williams, Beryl Olive ..	Mental Hospital Ararat ..	5 (2) ..	Mental Hospital, Ararat, December, 1949
345M	31.10.52	Williams (née Lacey), Eileen Panny	7 Martin-street, Preston ..	5 (2) ..	Mental Hospital, Mont Park, December, 1942
269M	9.9.52	Williams (née Doherty), Esther May	Harker-street, Sunbury ..	5 (2) ..	Mental Hospital, Mont Park, November, 1940
195M	20.7.52	Williams, George Frederick ..	14 Lake-street, Wendouree, Ballarat	5 (1) ..	Kew and Ballarat Hospitals, December, 1950
346M	30.10.52	Williams, Richard Sat ..	15 Palmerston-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, December, 1939
196M	6.8.52	Williams, Rita ..	Mental Hospital, Mont Park ..	5 (2) ..	Mental Hospital, Mont Park, November, 1939
90M	30.6.52	Williams, Stanley Frederick Allan	19 Blake-street, Ararat ..	5 (2) ..	Mental Hospital, Ararat, December, 1944
142M	27.7.52	Williamson, Edward ..	6 Ripon-avenue, Ballarat ..	5 (2) ..	Ararat and Ballarat Hospitals, November, 1938
17M	29.5.52	Williamson, Liliis Florence ..	Mental Hospital, Kew ..	5 (2) ..	Mental Hospital, Kew, June, 1923
381M	27.4.53	Wilshaw, (née Cowan), Mary Muirhead	28 Cape-street, Heidelberg ..	5 (3) ..	Warwickshire and Coventry Hospital, R.M.P.A., England, May, 1941
89M	14.7.52	Wilson, Andrew McDonald ..	119 Mansfield-street, Thornbury ..	5 (2) ..	Mental Hospital, Mont Park, October, 1948
270M	8.9.52	Wilson, Edna May ..	Mental Hospital, Ararat ..	5 (2) ..	Mental Hospital, Sunbury, November, 1940

REGISTER OF MENTAL NURSES—*continued.*

No.	Date of Registration.	Name.	Address.	Section.	Hospital or Training Establishment.
271M	1.9.52	Wilson, Edward	24 Wewak-parade, Heidelberg ..	5 (2) ..	Royal Park and Kew Hospitals, December, 1949
143M	17.7.52	Wilson, Herbert Compton ..	853 Howitt-street, Ballarat .. .	5 (1) ..	Mental Hospital, Ballarat, November, 1950
363M	21.11.52	Winbank (<i>née</i> McCormack), Louisa	33 Vine-street, Moonee Ponds ..	5 (2) ..	Mental Hospital, Sunbury, November, 1939
273M	21.8.52	Woods, Theodore Allan .. .	Barkly-street, Sunbury .. .	5 (2) ..	Mental Hospital, Sunbury. December, 1949
377M	19.3.53	Yelverton, Thomas Dynon ..	12 Youngman-street, Preston ..	5 (2) ..	Mental Hospital, Kew, November, 1940
91M	8.7.52	Young, William John Campbell	45 Delaware-street, Reservoir ..	5 (2) ..	Mont Park and Sunbury Hospitals, December, 1942



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TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE CORDAGE 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, or business of a maker of rope, twine, cordage, halters, coir mats or coir matting," has made the following Determination, namely:—

1. That on the 7th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

JUNIORS.

2. (a) The minimum rates of wages to be paid to junior employees shall be as follows:—

Age.	Males.	Females.
	£ s. d.	£ s. d.
Under 16 years of age	4 6 0	4 6 0
16 years of age	4 18 6	4 18 6
16½ years of age	5 8 0	5 8 0
17 years of age	6 0 6	6 0 6
17½ years of age	6 10 6	6 10 6
18 years of age	7 2 6	7 0 0
18½ years of age	8 0 0	7 12 6
19 years of age	8 12 0	8 0 0
19½ years of age	9 17 0	8 7 6
20 years of age	10 9 0	8 12 0
20½ years of age	11 13 6	8 19 6

Provided that after a junior employee had had two years' experience in the industry he or she shall be paid, in addition to the above rates, the margins prescribed for adults in clause 30 of this Determination.

Provided also that a junior female after four years' experience in the industry shall be paid the rates prescribed for an adult female in the classification in which she is employed.

PROPORTION OF JUNIOR EMPLOYEES.

The proportion of junior employees, male and female, to adult male and female employees shall not exceed one junior to one employee receiving full adult male or female rates in the factory.

OTHER EMPLOYEES.

(b)

	Wages per Week.	
	Males.	Females.
	£ s. d.	£ s. d.
Bagging binder twine	12 17 0	9 14 6
Balling binder twine	12 18 0	9 15 6
Balling lashing	12 18 0	9 15 6
Belt repairing	13 0 0
Dye house and flax boiling operatives	12 17 0	9 14 6
Employees pinning hackles gills and card staves	12 17 0	9 14 6
Feeder of first spreader	13 0 0	9 17 6
Feeder of softeners or batchers	12 19 0	9 16 6
Feeder of tow breaker card (see sub-clause (c) hereof)	12 17 0	9 14 6
Feeding breaker card with clock	12 18 0	9 15 6
Feeding spreaders (soft fibre)	12 18 0	9 15 6
Foreman in charge of spinning and preparing departments	13 16 0	10 13 6
Hand hackling flax	12 17 0
Hand reeler	12 17 0	9 14 6

OTHER EMPLOYEES—continued.

	Wages per Week.	
	Males.	Females.
	£ s. d.	£ s. d.
Lashing yarn in store	12 14 0	..
Layer of lines or cords in walk	13 3 0	10 0 6
Liquid batch making or mixing	13 0 0	..
Liquid hand batching	12 19 0	..
Lumping, loading or unloading raw materials and manufactured goods in store or factory in excess of 45 lb.	12 17 0	..
Lumping hemp, flax or binder twine on wharf	13 0 0	..
Maker of blasting mats	13 0 0	..
Maker of camouflage nets	12 17 0	9 14 6
Maker of fishing lines	12 19 0	9 16 6
Maker of pig nets	12 19 0	9 16 6
Maker of rope fenders from rope 2 inches and over	13 0 0	..
Making up liquors containing alkali or acid	12 19 0	..
Mat finisher	12 19 0	9-16 6
Matting weavers	12 19 0	9 16 6
Oiling and greasing bearings	13 0 0	..
Opening Manilla hemp	12 17 0	9 14 6
Packer working press (hand or power), pressing 45 lb. weight or under	13 2 0	9 19 6
Packer working press (hand or power), pressing over 45 lb.	13 2 0	..
Packing and balling shop twine	12 19 0	9 16 6
Pin setter, setting pins 30 per inch and finer	12 19 0	9 16 6
Pin setter, other	12 17 0	9 14 6
Power coiler or finisher of rope over 1 inch (not spooling)	12 19 0	..
Power coiler or finisher of rope 1 inch and under (not spooling)	12 19 0	9 16 6
Heavy type 12-strand machine, power coiler or finisher	13 2 0	..
Ring frame operative	12 18 0	9 15 6
Rope house machinist making over 4 inches	13 5 0	..
Rope house machinist 2 inches up to and including 4 inches	13 2 0	..
Rope house machinist up to 2 inches and over 1 inch	12 19 0	9 16 6
Rope layer, first, on heavy type 12-strand machine	13 16 0	..
Rope layer on heavy type 9-strand machine	13 11 0	..
Rope layer, other, in walk with travellers	13 7 0	..
Rope splicer on driving ropes and springs 2 inches and over	13 6 0	..
Roping bales or coils in excess of 45 lb.	12 14 0	..
Scutcher	12 17 0	9 14 6
Spinning	13 3 0	10 0 6
Storeman	12-19-0	9 16 6
Storeman in charge	13 9 0	..
Storeworker, other than storemen	12 14 0	9 11 6
Traveller driver on heavy type 12-strand machine	13 0 0	..
Traveller driver other (except on light travellers for cords and lines not exceeding 1½ inches circumference)	12 17 0	..
Twister or layer of yarn in walk	12 19 0	9 16 6
Weighing shop twine	12 17 0	9 14 6
Wet spinning	13 4 0	10 1 6
Winder and warper in tarring department, winding, oiling and tarring yarn	13 0 0	..
All other machine operators or employees feeding or taking from machines	12 17 0	9 14 6
All others	13 1 0	9 8 6

(c) Employees engaged on the breaker cards and finishing cards, and operating flax scutcher tow shall be paid 1s. per day in addition to the above-mentioned rates.

LIMITATION OF FEMALE WORK.

3. Females may perform any work except the following:—

- Belt repairing.
- Card pit cleaning.
- Feeding jute bale opener.
- Filling and emptying yarn boiling kiers with hanks of yarn.
- Hand hackling flax.
- Jute bale opening.
- Liquid batch making and mixing.
- Liquid hand batching.
- Lumping raw material and manufactured goods in bales in excess of 45 lb.
- Making blasting mats.
- Making up liquors containing alkali or acid.
- Oiling and greasing bearings.
- Operating dusters—waste reclamation department.
- Other rope walk hands, 1 inch and over, excluding bobbin bank attendants.
- Packer working press (hand or power) pressing over 45 lb. weight.
- Polishing machine operators, excluding doffers.
- Power coiling of rope and the like 1 inch and over, not spooling.
- Rope house machinists 2 inches and up.
- Rope maker in rope walk.
- Rope runners in rope walk.
- Roping bales in excess of 45 lb.
- Splicing of transmission ropes, fenders and springs from rope 2 inches and over.
- Storemen in charge.
- Traveller hand in rope walk.
- Truck driving excluding tow motors.
- Winding coir.
- Winding tarring and oiling rope and yarn in tarring department.

CONTRACT OF EMPLOYMENT.

4. (a) Except as provided in clause 5 of this Determination, employment shall be by the week. Any employee not specifically engaged as a casual hand 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. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect or refusal 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 of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

CASUAL EMPLOYMENT.

5. Casual employees may be employed by the hour provided they are paid 12½ per centum more than the equivalent of the weekly rates prescribed for work of the class performed by them.

MIXED FUNCTIONS.

6. When an employee works for any part of a day on work for which a higher rate is prescribed by this Determination than that prescribed for the work which he or she usually performs he or she shall be paid for the whole day at such higher rate.

PART-TIME EMPLOYMENT.

7. Females may be employed as part-time employees in any branch of the rope and cordage industry covered by this Determination upon and subject to the following terms and conditions:—

- (a) They shall be employed for not less than twenty hours in any week.
- (b) They shall not be employed both on time work and piecework or both on time work and task work in any week.
- (c) If time workers, they shall be paid for each hour worked at the rate at least of 1/40th of the minimum weekly wage prescribed by this Determination for the class of work performed by them and if piece or task workers they shall be paid at the appropriate piecework rate or task rate payable under this Determination, but in no case shall any of such employees be paid less than so much of the minimum weekly wage prescribed by this Determination as is proportionate to the time worked by them.
- (d) The payment or deduction of payment in lieu of notice of termination of employment shall be two-fifths of the pay of the preceding week of the employee concerned.
- (e) The provisions of this Determination as regards annual leave sick leave and holidays shall apply to such part-time employees but they shall be paid in respect of the period of such annual leave sick leave and in respect of holidays only at the wages rate actually being received by them at such time.
- (f) Save as aforesaid all the provisions of this Determination shall apply to such part-time employees.

HOURS OF DAY WORK.

8. The hours for day work shall be 40 per week. Ordinary time shall be worked between the hours of 7.30 a.m. and 6 p.m. Monday to Friday, both inclusive with one break for a meal between noon and 1 p.m. or as may be arranged between the employer and his employees and on Saturday between 7.30 a.m. and noon: Provided however that in any case where shift work is being worked and a shift commences not later than 4 p.m. then the ordinary time for day work may be between the hours of 6.30 a.m. and 4 p.m. on Monday to Friday both inclusive and 6.30 a.m. and noon on Saturday.

NIGHT SHIFT HOURS AND CONDITIONS.

9. (a) The hours of work on night shift shall be 40 per week. Employees on night shift shall be paid 20s. in addition to the wages prescribed for their ordinary hours of employment.

(b) A night shift shall be deemed to be any shift where the majority of the hours of the shift are worked outside the ordinary hours of day work.

(c) A junior employee under the age of 18 years shall not be required to work on night shift.

(d) A female employee shall not, except as provided for in sub-clause (e) hereof, be employed on night shift.

(e) By mutual agreement between an employer and his employees a short shift may be worked at the rates prescribed for the type of shift worked any shift premium to be paid on a *pro rata* basis and the ordinary rates for such a shift, which must be for not less than twenty hours per week, shall be on a *pro rata* basis.

OVERTIME AND SUNDAY RATES AND CONDITIONS.

10. The provisions of sub-clauses (a), and (b) of this clause shall be subject to the proviso appearing at the end of this clause.

(a) Subject to clause 8 of this Determination hours of work shall be fixed by each employer for day work. For work performed outside the fixed hours, overtime shall be paid at the rate of time and a half for the first four hours and double time thereafter.

(b) For work done outside the recognized hours of duty in any establishment on night shift, overtime shall be paid after 40 hours have been worked at the rate of time and a half for the first four hours and double time thereafter.

(c) For all time of duty on Sunday, all employees shall be paid at the rate of double time for time actually worked with a minimum of four hours.

(d) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 3s., or if work extends into a second meal hour 6s. for the two meals, but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.

(e) If an employee pursuant to notice has provided a meal or meals and is not required to work overtime, he shall be paid for each meal so provided at the rate provided in sub-clause (d) hereof.

(f) For work done during meal hours and thereafter until a meal hour break is allowed employees shall be paid at the rate of time and a half. An employee shall not work for more than five consecutive hours without a break for a meal. By mutual agreement the meal break may be altered to a time other than the usual meal hour.

Provided that the five hours limitation above referred to shall not be applicable to maintenance employees, employees on a production balancing shift and emergency cases due to power rationing and other special circumstances.

(g) An employee called upon to oil, repair and/or clean machinery during his or her ordinary meal hours shall be granted equivalent time off immediately preceding such ordinary meal hour, otherwise the said employee shall be paid at the rate of time and a half until such meal hour is granted.

(h) Provided that the provisions of sub-clauses (a), and (b) hereof prescribing payment at the rate of time and a half or double time (as the case may be) shall not apply until an employee has performed his or her 40 hours for the week and overtime work shall be deemed not to have commenced (for the purposes of rendering an employee entitled to the payment of a rate of time and a half or double time) unless such employee performs or has performed in the pay period in which such work occurs at least 40 hours of work at ordinary rates of payment. Absence during ordinary time during a week on account of personal sickness shall be deemed to be working time (whether payment be made therefor under clause 14 of this

Determination or not) for the purpose of the foregoing proviso: unless, upon being required by the employer within seven days of his or her returning to work to make a statutory declaration that such absence was occasioned by personal sickness which rendered him or her unable to perform his or her work, the employee fails or refuses to do so.

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

REST PERIOD.

11. A rest period of ten minutes shall be given to all female employees between the hours of 9.30 a.m. and 11.30 a.m. Employees shall assist in avoiding stoppage of machinery by taking their rest periods as directed from time to time.

HOLIDAYS.

12. (a) All employees shall be entitled to the holidays hereinafter mentioned or any day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, without deduction of pay:—

New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day.

(b) In Melbourne, Melbourne Cup Day shall be observed as a holiday in lieu of Queen's Birthday.

(c) Employees working on any of these days shall be paid double ordinary rates for time actually worked with a minimum of four hours.

(d) Where 75 per centum of employees in any factory in a ballot conducted under the auspices of the Union express a desire not to work on a holiday other than those prescribed by sub-clause (a) hereof or on some special day the employer may close his factory and employees shall not be entitled to payment for such holiday.

(e) 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 excuse, or without the employer's consent, the employee shall not be entitled to payment for such holiday.

12A. 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 12 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.

ANNUAL LEAVE.

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) An employee on weekly hiring who is absent from his work on account of personal illness or on account of injury by accident arising out of and in the course of his employment shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

(ii) He shall, within 48 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(iii) He shall provide satisfactory evidence to the employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

(b) Leave shall be cumulative for a period of three years; where an employee has not taken sick leave in accordance with sub-clause (a) hereof, he shall be entitled to accumulate such sick leave for a period up to, but not exceeding, that allowed for three years' service.

(c) Rights accrued under sub-clause (b) hereof prior to the date of commencement of this Determination shall be preserved.

(d) No employee shall be entitled to sick leave under this clause until he has been in the service of the employer for at least three months.

TOOLS OF TRADE.

15. (a) The employer shall provide all tools of trade excepting knives.

(b) Employees in the dye house coming in contact with alkali and/or acid shall be supplied with overalls free of charge and such overalls shall remain the property of the employer.

ROPE SPLICERS.

16. All splicers shall be paid expenses when working away from home. All time shall start from the time that rope splicers leave the factory.

HEAVY WEIGHTS.

17. (a) An employee shall not be required to pull, drag or push more than 8 cwt. on a level surface, except in trucks and the floor or surface shall be kept in good order and repair.

(b) A female employee shall not be required to lift or carry a greater weight than 45 lb. provided that a female employee under the age of 18 years shall not be required to lift or carry a greater weight than 25 lb.

FEMALE WORKERS' COMFORT.

18. (a) Where practicable, seats shall be provided for all female employees who are on duty.

(b) A rest room with proper seating accommodation and a couch shall be provided for female employees who may be temporarily indisposed during working hours.

DINING ROOM ACCOMMODATION.

19. Proper dining room accommodation with sufficient supply of boiling water at meal hours shall be provided by the employer for the use of employees.

WASHING AND SANITARY CONVENIENCES.

20. Employers shall provide proper and sufficient washing and sanitary conveniences for all employees in places convenient to their work.

LOCKERS.

21. An employer shall provide a suitable locker or suitable hanging facilities for the clothes of each employee in a workshop.

FIRST AID OUTFIT.

22. (a) In each factory the employer shall provide and continuously maintain at a place or places reasonably accessible to all employees an efficient first aid outfit provided that such outfit shall at all times be under the direct control of the employer.

(b) A satisfactory first aid outfit shall be available on all shifts.

TIME AND WAGES BOOK.

23. (a) Each employer shall keep a record or time book at his factory or any office convenient thereto, in which shall be entered the name of each employee working for him, his occupation, the time of starting and finishing work each day, and the amount of overtime worked and the wages and overtime paid to each employee.

(b) Such record or time book shall, on demand, be produced by the employer for inspection to an official of the Union, duly authorized in writing by the president or secretary of the local branch or sub-branch of the Union at the place where the records or time books are kept between the hours of 10 a.m. and noon on any one day between the 1st to the 27th inclusive of each calendar month except on pay day or the day before.

No authority to inspect shall be given by the Union unless the president and secretary have good reason to suspect that a breach of this Determination has been committed by the employer whose time sheets are to be inspected.

(c) Provided that an employer may at his option, in lieu of a time book, provide a mechanical clock for the purpose of recording the time worked by each employee, in which case the employee shall at the end of each week acknowledge the wages and overtime received on some card or check used in connexion with such clock.

PAYMENT OF WAGES.

24. (a) All wages due shall be paid not later than Friday in each week.

(b) An employer shall not be allowed to keep more than two days' pay in hand. Such pay shall be forfeited by any employee who leaves his employment except by his employer's consent without giving notice as prescribed in clause 4 of this Determination.

(c) If an employee leaves or is dismissed he shall be paid his wages on leaving or being dismissed, provided that necessary money is available at the factory office. Provided further that if an employee leaves on a week's notice or has worked out his notice on termination by the employer all moneys due to him shall be available at the office on completion of his employment.

(d) All wages shall be paid during ordinary working hours.

UNION DELEGATE.

25. The secretary or branch secretary of the Union or any official thereunto authorized by the Union shall not be prevented by any employer from visiting and conversing with employees at meal time or before or after the hours of work in a place mutually agreed upon by the employer or his works manager and the Union secretary or other authorized official.

UNION BUSINESS.

26. Members of the Union may leave their work to attend to the business of the Union after at least one day's notice has been given to the employer but without being paid while absent.

CONTRACTORS.

27. (a) No employer shall permit any work of a class to which this Determination is applicable to be carried on by any contractor with such employer or by any other person on behalf of such employer except in accordance with the terms and conditions of this Determination so far as the employees of such contractor or other person are concerned as if such contractor or other person were himself covered by this Determination.

(b) No employer shall enter into any contract for the carrying on of any work of a class to which this Determination is applicable unless the contract contains a clause binding the contractor to pay the rates and observe the conditions prescribed by this Determination to and towards the employees of such contractor in respect of the work contracted for.

INCENTIVE PAYMENT.

28. (a) In all establishments in which tasks are set and employees are paid for extra production, the tasks shall be so set as to permit adults of average capacity and juniors of average capacity over the age of 17 years to earn at least 15 per centum above the respective rates prescribed by this Determination and so as to permit juniors of average capacity in the age group under 16 years and up to 17 years inclusive to earn at least 20 per centum in addition to the respective rates prescribed by this Determination.

(b) Particulars of the basis of incentive payments shall be supplied to the Secretary of the local branch of the Union if he so requests.

(c) Adjustments and/or alterations of the bases of incentive payments shall be subject to mutual agreement between the employer and the incentive workers concerned.

PERIODICAL ADJUSTMENT OF WAGES.

29. (a) *Adult Males.*—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 determines that such rates shall be automatically adjusted as prescribed by clause 31.

Basic Wage.

Place.	Basic Wage.	Industry Loading (Constant).	Additional Amount.	Total Minimum Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	s. d.	£ s. d.	
Throughout the State	11 17 0	6 0	3 0	12 6 0	Melbourne

(b) *Adult Females.*—The minimum rates of wages to be paid to adult female employees shall be comprised of the total of an amount equal to 75 per centum of the basic wage payable to adult male employees (such amount to be calculated to the nearest 6d., half or less than half of 6d. to be disregarded) together with an amount of 3s. per week and a further amount (being an industry loading) of 6s. per week and in addition thereto, according to the class of work performed by such employees the amount of the margin assigned in clause 30 of this Determination to employees performing work of that class.

(c) *Juniors.*—The minimum weekly rates of wages for juniors shall be the under-mentioned percentages of the total minimum wage calculated to the nearest 6d. half or less than half of 6d. to be disregarded.

Age.	Percentage of Total Minimum Wage.	
	Males.	Females.
Under 16 years of age	35	35
16 years of age	40	40
16½ years of age	44	44
17 years of age	49	49
17½ years of age	53	53
18 years of age	58	57
18½ years of age	65	62
19 years of age	70	65
19½ years of age	80	68
20 years of age	85	70
20½ years of age	95	73

MARGINS.

30. The minimum rates of wages to be paid to adult employees shall be comprised of the total minimum wage as indicated in clause 29, and in addition thereto, according to the class of work performed by such employees the amount of the margin assigned to employees performing work of that class.

Classifications.	Margins per Week.	
	Males.	Females.
	s. d.	s. d.
Bagging binder twine	11 0	8 0
Balling binder twine	12 0	9 0
Balling lashing	12 0	9 0
Belt repairing	14 0	..
Dye house and flax boiling operatives	11 0	8 0
Employees pinning hackles gills and card staves	11 0	8 0
Feeder of first spreader	14 0	11 0
Feeder of softeners or batchers	13 0	10 0
Feeder of tow breaker card	11 0	8 0
Feeding breaker card with clock	12 0	9 0
Feeding spreaders (soft fibre)	12 0	9 0
Foreman in charge of spinning and preparing departments	30 0	27 0
Hand hackling flax	11 0	..
Hand reeler	11 0	8 0
Lashing yarn in store	8 0	..
Layer of lines or cords in walk	17 0	14 0
Liquid batch making or mixing	14 0	..
Liquid hand batching	13 0	..
Lumping, loading or unloading raw materials and manufactured goods in store or factory in excess of 45 lb.	11 0	..
Lumping hemp, flax or binder twine on wharf	14 0	..
Maker of blasting mats	14 0	..
Maker of camouflage nets	11 0	8 0
Maker of fishing lines	13 0	10 0
Maker of pig nets	13 0	10 0
Maker of rope fenders from rope 2 inches and over	14 0	..
Making up liquors containing alkali or acid	13 0	..
Mat finisher	13 0	10 0
Matting weavers	13 0	10 0
Oiling and greasing bearings	14 0	..
Opening Manilla hemp	11 0	8 0
Packer working press (hand or power), pressing 45 lb. weight or under	16 0	13 0
Packer working press (hand or power), pressing over 45 lb.	16 0	..
Packing and balling shop twine	13 0	10 0
Pin setter, setting pins 30 per inch and finer	13 0	10 0
Pin setter, other	11 0	8 0
Power coiler or finisher of rope over 1 inch (not spooling)	13 0	..
Power coiler or finisher of rope 1 inch and under (not spooling)	13 0	10 0
Heavy type 12-strand machine, power coiler or finisher	16 0	..
Ring frame operative	12 0	9 0
Rope house machinist making over 4 inches	19 0	..
Rope house machinist 2 inches up to and including 4 inches	16 0	..
Rope house machinist up to 2 inches and over 1 inch	13 0	10 0
Rope layer, first, on heavy type 12-strand machine	30 0	..
Rope layer on heavy type 9-strand machine	25 0	..
Rope layer, other, in walk with travellers	21 0	..
Rope splicer on driving ropes and springs 2 inches and over	20 0	..
Roping bales or coils in excess of 45 lb.	8 0	..
Scratcher	11 0	8 0
Spinning	17 0	14 0
Storeman	13 0	10 0
Storeman in charge	23 0	..
Storeworker, other than storemen	8 0	5 0
Traveller driver on heavy type 12-strand machine	14 0	..
Traveller driver other (except on light travellers for cords and lines not exceeding 1½ inches circumference)	11 0	..
Twister or layer of yarn in walk	13 0	10 0
Weighing shop twine	11 0	8 0
Wet spinning	18 0	15 0
Winder and warper in tarring department, winding, oiling and tarring yarn	14 0	..
All other machine operators or employees feeding or taking from machines	11 0	8 0
All others	5 0	2 0

ADJUSTMENT OF BASIC WAGE.

31. (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.

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

J. V. WILLOX, Secretary.

Melbourne, 7th December, 1953.

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



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TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE PLATE GLASS BOARD.

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

(b) On the 18th December, 1939, the 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 fixing in position glass sheets or pieces, of surface area not exceeding 2½ square feet each, as substitute for tiles, and conferring such power exclusively on the Tilelayers Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 5th November, 1924, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in the trade of—

(a) designing, bevelling, cutting, embossing, glazing, painting, silvering, or otherwise working all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(b) fixing in position all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(c) packing all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

including any labouring work in connexion with any such operations", has made the following Determination, namely:—

1. That on the 7th December, 1953, the last previous Determination of this Board shall be revoked and be replaced by this Determination.

2.

WAGES.

Adults, Journeymen, or Journeywomen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
PART I.—ADULT MALES.		
<i>Section "A"—Glass.</i>		
Hand painter or designer on or for glass	14 14 0	14 11 0
Pencil hand-embosser	14 7 0	14 4 0
Tradesman, i.e., an employee who has completed an indenture of apprenticeship or an adult employee who has been trained for not less than 4 years as a Beveller, Silverer, Glass Bender, Sand Blaster, Spray Painter, Glazier, Glass Cutter, Scratch Polisher, and Glass Blocker	14 7 0	14 4 0
Tradesman's Assistant, i.e., an adult employee other than a tradesman, who assists a tradesman but does not do a tradesman's work, or is employed in checking, recording, packing, or unpacking glass	13 7 0	13 4 0
Rubber-out embosser	13 7 0	13 4 0
Cementer	13 7 0	13 4 0
Employee turning out lead from mill for leadlight glazier	13 7 0	13 4 0
Silk Screen maker	13 7 0	13 4 0
Silk Screen operator	12 19 0	12 16 0
Assistant to Silverer employed lifting and/or painting and/or cleaning silvered glass	12 15 0	12 12 0

WAGES—continued.

Adults, Journeymen, or Journeywomen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles G.P.O. Geelong; at Warramboul, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
PART I.—ADULT MALES—continued.		
<i>Section "B"—Safety Glass.</i>		
Cutter	14 7 0	14 4 0
Beveller	14 7 0	14 4 0
Employee in charge of laminating room	14 7 0	14 4 0
Edge grinders (including allowance for wet work)	14 7 0	14 4 0
Autoclave attendant	13 17 0	13 14 0
Furnace operator—		
(a) First three months	13 17 0	13 14 0
(b) After three months' service	14 7 0	14 4 0
Furnace operator's assistant	13 17 0	13 14 0
Employees on cornering	13 17 0	13 14 0
Scratch polisher	13 7 0	13 4 0
Edge workers employed on automatic or semi-automatic machines	13 7 0	13 4 0
Edge sealer	13 7 0	13 4 0
Employee packing, unpacking, or issuing glass	13 7 0	13 4 0
Employee working automatic cutting machine	13 7 0	13 4 0
Employee breaking out after automatic cutting machine	13 7 0	13 4 0
PART II.—ADULT FEMALES.		
<i>Safety Glass.</i>		
Females engaged on scratch polishing machines	9 9 6	9 7 6
Females engaged on inspecting and testing	9 5 6	9 3 6
All other work	-9 1 -6	-8 19 -6

Provided that all other adult females employed on work for which a male margin of 40s. or over is prescribed shall receive a margin equal to 50 per centum of the male margin, but if the male margin is less than 40s., they shall receive a margin equal to 25 per centum of the male margin. Where there is no male margin prescribed for their work they shall be paid a margin of 4s. per week.

PART III.—SAVING.

No employee shall have his or her rate reduced merely as a result of this Determination.

SPECIAL RATES.

3. (a) *Leading Hands.*—In addition to the wages prescribed in clause 2 herein leading hands shall be paid the following allowances:—

1. 9s. per week if in charge of not less than three and not more than ten employees including apprentices;
2. 18s. per week if in charge of not less than ten and not more than twenty employees including apprentices;
3. 27s. per week if in charge of more than twenty employees including apprentices.

(b) In addition to the rates set out in clause 2 herein, the following additional rates shall be paid:—

- (i) 10s. per week to employees in the Glass Section required to work at a height of 50 feet or more above the nearest horizontal plane;
- (ii) 6d. per hour to employees working in confined spaces;
Confined space means a compartment, space, or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position or without proper ventilation.
- (iii) 4d. per hour to employees working in any place where clothing or boots become saturated, whether by water, oil, or otherwise. Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear. And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots;
- (iv) 6d. per hour to employees handling loose slag wool, loose insul wool, or other loose material of a like nature used for providing insulation against heat, cold, or noise;
- (v) 4d. per hour where a foreman and workman shall agree that the work is of an unusually dirty or offensive nature.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman's claim by the employers' Industrial Officer, if there be one, or otherwise, by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day) or else the said allowance shall be paid;

- (vi) 25 per centum to employees working on replacement of surface of urinals and lavatories where structural glass is used.

SPECIAL RATES NOT CUMULATIVE.

(c) Where more than one of the disabilities entitling a workman to extra rates exist on the same job, the employer shall be bound to pay only one rate, namely, the highest rate for the disabilities so prevailing.

RATES NOT SUBJECT TO PENALTY ADDITIONS.

(d) The special rates herein prescribed shall be paid irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

MIXED FUNCTIONS.

4. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but, if he or she is engaged for more than half of any one day, he or she shall be so paid for the whole day. If the period on the higher class of work is half or less than half a week or half or less than half a day, then he or she shall be paid at the rate fixed for the work he or she actually performs.

AFFRENTICES AND IMPROVERS—RATES OF PAY.

5. The following shall be the rates of pay for apprentices and improvers:—

	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool; and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
<i>Apprentices.</i>		
<i>Five-year Term—</i>		
1st year's experience	£ 3 16 0	£ 3 15 0
2nd year's experience	5 2 0	5 0 6
3rd year's experience	6 8 0	6 6 6
4th year's experience	9 16 6	9 14 0
5th year's experience	12 3 0	12 0 0
<i>Four-year Term—</i>		
1st year's experience	4 0 6	3 19 6
2nd year's experience	6 8 0	6 6 6
3rd year's experience	9 16 0	9 14 0
4th year's experience	12 3 0	12 0 0
<i>Improvers (Males).</i>		
Under 16 years of age	2 17 0	2 16 0
16 and under 17	3 9 6	3 8 6
17 and under 18	4 13 6	4 12 6
18 and under 19	6 4 6	6 3 0
19 and under 20	9 16 6	9 14 0
20 and under 21	12 2 0	11 19 0
<i>Female Apprentices.</i>		
1st year's experience	4 1 6	4 0 6
2nd year's experience	5 17 0	5 15 6
3rd year's experience	7 16 6	7 14 6
4th year's experience	8 18 6	8 16 6
<i>Female Improvers.</i>		
16 years and under	2 18 6	2 18 0
17 years	4 1 6	4 0 6
18 years	5 17 0	5 15 6
19 years	7 16 6	7 14 6
20 years	8 18 6	8 16 6

AFFRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

6. (a) (i) Males.—One male apprentice shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.

(ii) Female.—One female apprentice shall be allowed to each adult female worker.

(b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof; provided that at least three adult male workers must be employed before a male improver can be employed.

(ii) In the case of the safety glass section, one male improver shall be allowed to each three adult male workers or fraction thereof employed.

(iii) Provided further that, in the case of the glass section in classification for which no apprentice is provided, one male improver shall be allowed to each four adult male workers or fraction thereof.

(iv) One female improver shall be allowed to each six adult female workers or fraction thereof.

(v) In the case of the safety glass section, three female improvers shall be allowed to each female receiving the adult female wage.

(c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.

(d) The terms "adult male workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory.

(e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.

(f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

AFFRENTICESHIP.

Apprenticeship Trades.

7. (a) For the purpose of indentures, the following shall be apprenticed trades:—

Glass.—Bevelling, silvering, embossing, glazing (including lead and copper glazing), painting and designing, cutting, bending, blocking, scratch polishing, and sand blasting.

Provided that, in all types of machining, instruction and practice shall be given in one of the following machines, viz., shaper, moulder, or router.

Term of Apprenticeship.

(b) (i) *Males.*—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years and, for those entering apprenticeship trades in their eighteenth and nineteenth years, shall be four years.

(ii) *Females.*—The term of apprenticeship for females shall be four years,

General Conditions of Apprenticeship.

(c) (i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include, and all future contracts of apprenticeship shall include, the following provision :—

If, through lack of orders or through financial difficulties, the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may, with the concurrence of the apprentice and his guardian, be suspended for a period agreed upon or, if no such agreement is arrived at, may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

If there occurs a breakdown of power necessitating the standing down of adult employees, apprentices may also be stood down over the same period.

Technical Training.

(d) (i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College, shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education, shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

CONTRACT OF EMPLOYMENT.

8. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and 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. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods.

Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

(ii) *Terminating Employment* :—

(a) Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week or in lieu thereof payment or forfeiture of a week's wages. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, or to deduct payment for any time the employee cannot be usefully employed because of any strike, or through any breakdown of machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

Where an employee has given or been given notice as aforesaid, he shall continue in his employment until the date of the expiration of such notice. Any employee who, having given or been given notice as aforesaid without reasonable cause (proof of which shall lie on him), absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

(b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.

(c) Where an employee is dismissed within seven days prior to any such holiday, the re-engagement of such employee within seven days after such holiday shall be *prima facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.

(d) Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.

Casual Employees.

(e) A casual employee shall mean an employee who is engaged and paid as such, and he may be engaged at hourly rates for weekly hands with the addition of 10 per centum.

EMERGENCY PROVISIONS.

9. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

(1) if an employer requires the employee to attend for work but is not able to employ him usefully, the employee shall be entitled to be paid for two hours' work ;

(2) where an employee commences work he shall be entitled to be paid for four hours' work ;

(3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work :—

(1) For work performed on Mondays to Fridays, from 7 a.m. to 5.30 p.m. and, on Saturdays, from 7 a.m. to noon—ordinary time ;

(2) For work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent. ;

(3) For work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent. :

Provided that, when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks ; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual, and that a meal break of at least twenty minutes is allowed ; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of any employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force, and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

LIMITATION OF EMPLOYMENT.

10. (a) Except as hereinafter provided no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned, provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 8 hereof.

DEFINITIONS.

- 11. (a) "An apprentice" is a person who is bound by indentures of apprenticeship.
- (b) "A Juvenile" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

12. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of 8 hours per day.

(b) The hours of employment for day workers may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday, inclusive.

SHIFT WORK.

13. Shift work may be worked, and where such shift work is worked, the following conditions shall apply:—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
- (b) Except as herein provided, employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per cent. more than the ordinary rates.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who, during a period of engagement, work only on night shifts, shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only, they shall change over week and week about, and shall be paid 10 per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only, they shall change over week and week about, and shall be paid 10 per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty, exclusive of meal breaks off duty (if any), of employees working on shift shall not exceed—
 - (i) 8 in any one day; or
 - (ii) 44 in any one week; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
- (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

14. (a) Except in the case of shift work, all time worked—

- (i) before or after the usual times of beginning and ending work;
- (ii) in excess of 8 hours per day;

shall be paid for at the rate of time and one half for the first two hours and double time thereafter: provided that all time worked between the hours of 9 p.m. and 7 a.m. shall be paid for at double time.

(b) All work done outside the times of beginning and ending work on any holiday specified in clauses 22 and 23 of this Determination shall be paid for at the rate of double ordinary time.

(c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.

(d) In computing overtime, each day's work shall stand alone.

(e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.

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

MID-DAY MEAL.

15. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m., but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30-minute break.

MEAL MONEY.

16. All employees required to work beyond the usual finishing time shall be allowed 4s. 6d. tea money in addition to overtime rates as prescribed for in this Determination, when the usual finishing time is exceeded by more than one hour.

WASHING TIME FOR POLISHERS.

17. Employees engaged in the polishing shop, spray paint operators, strippers of mirrors, and users of rouge and glaucite shall be granted five minutes before lunch time and five minutes before knocking-off time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

18. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside-ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the shop, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the shop.

(b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.

(c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.

(d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.

(e) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

19. When any spell of duty is for four hours or more, an interval (ten minutes for females and five minutes for males) to be selected by the employer shall be allowed in the third hour. The interval shall be regarded as time on duty and, during such interval, employees may leave their seats but not the premises.

SEATING ACCOMMODATION.

20. (a) All chairs provided for employees shall be reasonably comfortable.

(b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

PAYMENT OF WAGES.

21. (a) All employees shall be paid weekly not later than Wednesday.

(b) No employer shall hold more than two days' pay in hand except under the provisions of clause 24 of this Determination.

(c) Any employee kept waiting for his pay on pay day for more than ten minutes after the usual time for ceasing work shall be paid overtime rates for that ten minutes and for ten minutes at the least.

(d) Any employee dismissed during the course of a week shall have any wages due paid to him forthwith or posted to him within 24 hours of his dismissal.

(e) Should an employee leave his employment without giving a week's notice, as required by this Determination, any moneys due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.

(f) Sub-clauses (a) and (b) hereof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry, but the practice followed for the majority of employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

HOLIDAYS.

22. (a) The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

23. (a) Any time-work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.

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

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE, AND ANNUAL LEAVE.

24. (a) All weekly wage employees shall be granted their annual leave at Christmas time, such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 22 hereof, and, if any of such holidays fall within the period of annual leave and is observed on a day which would have been an ordinary working day, there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas-New Year holidays.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned:—

- (i) In the glass section for emergency replacements of glass;
- (ii) In all sections where employers are under contract to service ships in port;
- (iii) In retail shops for the purpose of servicing furniture;
- (iv) In any other section where the said representatives of the parties consider special provision necessary.

(b) Loaded rate shall provide credits from which payment for holidays, annual leave, and sick pay shall be made under the following conditions:—

- (i) Each weekly wage employee, including a piece-worker or a task worker, shall be credited by the employer with a sum equal to 4 hours' pay for each week of continuous service and shall be continued each year from the beginning of the second week in each year until the end of the fifty-first week in each year.
- (ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the time wage equivalent of such time, shall be ascertained.
- (iii) If, on the pay day following the holiday, there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent, the employer shall, on that pay day, pay to the employee an amount equal to that wage equivalent, and the employee's credit shall be reduced by the amount so paid. Provided that, in the case of Christmas-New Year holidays, any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If, on the pay day following the holiday, the amount standing to such credit is less than such wage equivalent, the employer shall, on that pay day, pay to the employee the amount then standing to such credit, and the employer's credit shall be reduced by the amount so paid. Provided that, in the case of Christmas-New Year holidays, any payment due under this paragraph will be made on the pay day preceding such holidays.
- (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment, the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall, if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week, pay to him such amount, and if there be not sufficient for this purpose, then the employer shall pay to the employee such amount as is standing to his credit, and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated, the employee may, at his own request, be paid the difference when he has accumulated sufficient credit to cover the necessary amount.

- (vi) On the pay day preceding the Christmas–New Year holidays, the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-first week in the year.
 - (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness, or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year, the employer may reduce the amount to be credited to such employee by an amount pro rata to such absence.
 - (viii) If an employee lawfully leaves, or his employment is terminated by the employer through no fault of the employee, he shall be paid such amount as is then standing to his credit.
- (c) The provisions of this clause shall not apply to an employer in which the work of employees covered by this Determination is only subservient to the main operation of such employer, but the practice followed for the majority of employees in the establishment of that employer shall be applied to employees therein covered by this Determination.

FIRST-AID OUTFIT AND ATTENDANT.

25. (a) Every factory, shop, or workshop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

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, carbolyzed, 1 jar; Picric acid solution made according to the following recipe or prescription—1½ teaspoonsful 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; Gauze, sterilized plain, Cotton, absorbent, Lint, absorbent, Plaster, adhesive, an adequate assortment.

(b) In factories, shops, workshops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first-aid attendant, an additional 10s. per week for each week in which three days or more have been worked shall be paid to such employee, and shall be payable in addition to any amounts paid for annual leave, sick leave, and public holidays, provided that this allowance shall not be subject to any premiums or penalty.

AMENITIES.

26. (a) Each employer shall install in each factory, shop, or workroom or place wherein employees are working, a proper system of ventilation and dust prevention.

(b) Employers shall make available an adequate and proper supply of boiling water boiled in clean receptacles at rest periods and at meal hours.

(c) Employers shall provide for the use of employees a sufficient supply of wholesome cool drinking water.

(d) Each employer shall provide proper and sufficient washing facilities.

(e) Each employer shall provide a dining-room with adequate table and seating accommodation therein.

(f) An employer shall, at some reasonably convenient place on his premises, provide a suitable locker for each employee in his workshop.

(g) Suitable canvas or leather gloves shall be provided by employers for employees working in the glass section when necessary.

(h) Suitable masks and goggles or other approved appliances shall be provided for employees for spray painting and sand blasting. An employee, when performing such work, shall wear the mask and goggles provided for his protection. Masks and goggles containing celluloid shall not be considered suitable for the purpose of this provision. The employees on sand blasting shall be supplied with 1 pint of milk daily by the employer. Goggles shall be supplied to employees when grinding tools.

(i) While any work is being carried on in any confined or enclosed space in which fumes, gases, dust, or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work, the employer shall install a suction-exhaust apparatus through which, by means of a power-driven fan, air is drawn from the vicinity of the work in relation to which it is installed. Where it is impracticable to install such suction-exhaust apparatus the employer shall, before requiring any employee to work therein, take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

TIME AND WAGES BOOK OR RECORD.

27. (a) Employers shall provide at each shop, factory, or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the total hours worked and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly-accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards, or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

RIGHT OF ENTRY OF UNION OFFICIAL.

28. A duly-accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the mid-day meal hour for the purposes of interviewing employees on legitimate union business on the following conditions:—

(a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(b) That he interviews employees only at the places where they are taking their meal.

(c) That not more than one representative in all be in any workshop at any one time.

(d) That no one representative visit a workshop more than once in each week.

(e) That, if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or in 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.

SHOP STEWARDS.

29. In cases where shop stewards have been appointed and recognized by the employers, the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative, and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department, he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

30. Where the appointment of a shop steward is not approved of or recognized by the employer, a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

31. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings of the Federated Furnishing Trade Society of Australasia.

(b) The notice boards shall be in a prominent position.

(c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

32. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store, or shop.

WORK TO BE DONE IN FACTORY, SHOP, OR PLACE.

33. (a) All work shall be done in a factory, shop, or place duly registered under State laws; but this shall not prevent an employer sending employees from his factory, shop, or place to any building or ship for the purpose of repairing, completing, fitting, or fixing any work covered by this Determination.

(b) For the purposes of this Determination, "factory, shop, or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared, or manufactured.

(c) No persons shall use, allow, or permit to be used as a sleeping place any part of a factory, shop, or place.

PIECEWORK.

34. (a) The employer in conjunction with his employees may fix his own piecework or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piecework rates shall be paid to all pieceworkers doing the same operation in the factory or workshop whether they be apprentices or improvers on piecework or otherwise.

(b) All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and, in the case of females, not less than 75 per centum of the base rate.

CONTRACT WORK.

35. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piecework in clause 34) by contracting, sub-contracting, sub-letting, or other similar systems.

PERIODICAL ADJUSTMENT OF WAGES.

36. The wages rates set out in clause 2 are based upon the following basic wage for adult males and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically adjusted as prescribed by clause 37.

Place.	Basic Wage (Adjustable). £ s. d.	Index Number Set Assigned.
Within 20 miles of G.P.O., Melbourne	11 17 0	Melbourne
Within 10 miles of G.P.O., Geelong—same as the basic wage and minimum wage for Melbourne		
Warrnambool—same as the basic wage and minimum wage for Melbourne		
Mildura and Gippsland districts—same as the basic wage and minimum wage for Melbourne		
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere—3s. less than the basic wage and minimum wage for Melbourne		

ADJUSTMENT OF BASIC WAGE.

37. (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 36.

(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 minimum rate of wage to be paid to adult females shall be 75 per cent. of the basic wage for adult males as provided in clause 36.

(e) The rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

MARGINS.

38. In addition to the basic wage prescribed in clause 36 and the minimum wage for females prescribed in clause 37 the following additional margins (including war loadings) shall be paid:—

Classification.	Margin.
PART I.—ADULT MALES.	
<i>Section "A"—Glass.</i>	
Hand painter or designer on or for glass	2 17 0
Pencil hand-embosser	2 10 0
Tradesman, i.e., an employee who has completed an indenture of apprenticeship or an adult employee who has been trained for not less than four years as a Beveller, Silverer, Glass Bender, Sand Blaster, Spray Painter, Glazier, Glass Cutter, and Scratch Polisher and Glass Blocker	2 10 0
Tradesman's Assistant, i.e., an adult employee other than a tradesman who assists a tradesman but does not do a tradesman's work, or is employed in checking, recording, packing, or unpacking glass	1 10 0
Rubber out embosser	1 10 0
Cementer	1 10 0
Employee turning out lead from mill for leadlight glazier	1 10 0
Silk screen maker	1 10 0
Silk screen operator	1 2 0
Assistant to Silverer employed lifting and/or painting and/or cleaning silvered glass	0 18 0
<i>Section "B"—Safety Glass.</i>	
Cutter	2 10 0
Beveller	2 10 0
Employee in charge of laminating room	2 10 0
Edge grinders (including allowance for wet work)	2 10 0
Autoclave attendant	2 0 0
Furnace operator—	
(a) First three months	2 0 0
(b) After three months' service	2 10 0
Furnace operator's assistant	2 0 0
Employees on cornering	2 0 0
Scratch polisher	1 10 0
Edge workers employed on automatic or semi-automatic machines	1 10 0
Edge sealer	1 10 0
Employee packing, unpacking, or issuing glass	1 10 0
Employee working automatic cutting machine	1 10 0
Employee breaking out after automatic cutting machine	1 10 0

Classification.	Margin.
PART II.—ADULT FEMALES.	
<i>Females.</i>	
Females engaged on scratch polishing machines	0 12 0
Females engaged on inspecting and testing	0 8 0
All other work	0 4 0

39. The wages of apprentices and improvers shall be the under-mentioned percentages of the basic wage and, in addition thereto, the loadings specified calculated to the nearest 6d., 3d. or less than 3d. to be disregarded.

	Percentage of Basic Wage.	War Loading.
<i>Male Apprentices.</i>		
<i>Five-year Term—</i>		
1st year's experience	32	..
2nd year's experience	43	..
3rd year's experience	54	..
4th year's experience	83	..
5th year's experience	100 plus 6s.	..
<i>Four-year Term—</i>		
1st year's experience	34	..
2nd year's experience	54	..
3rd year's experience	83	..
4th year's experience	100 plus 6s.	..
<i>Male Improvers.</i>		
Under 16 years of age	24	..
16 and under 17 years of age	29	0 9
17 and under 18 years of age	39	1 0
18 and under 19 years of age	52	1 6
19 and under 20 years of age	82	2 3
20 and under 21 years of age	100 plus 2s.	3 0
<i>Female Apprentices.</i>		
1st year's experience	46	..
2nd year's experience	65	1 6
3rd year's experience	87	2 0
4th year's experience	99	3 0
<i>Female Improvers.</i>		
16 years and under	33	..
17 years	46	..
18 years	65	1 6
19 years	87	2 0
20 years	99	3 0

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

J. V. WILLOX, Secretary.

Melbourne, 7th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE CHARWORKERS BOARD.

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

(b) On the 9th day of October, 1944, the Charworkers Wages Board, operative over an extended area, was appointed to take the place of the Charworkers Board appointed on the 30th September, 1919, the operative area of which was limited to portion of the State only.

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 the Boarding Houses Board, of the Hospital and Benevolent Asylum Attendants Board, or of the Hotel and Restaurant Board) employed at office cleaning or general cleaning work of a like character in or about any building in which any process, trade, business, or occupation is carried on for profit," has made the following Determination, namely:—

1. That on the 4th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Improvers.			Other Employees.	Elsewhere in Victoria.
			Within the Metropolitan District and the Geelong District as defined in the Factories and Shops Acts and the Orders in Council thereunder; the cities of Ballarat, Bendigo, and Warrnambool, the boroughs of East Melbourne and Sebastopol and within Mildura and Gippsland Districts.	
MALES.	Percentage of Basic Wage.	Per week of 40 hours.	WAGES.*	Per week of 40 hours.
WAGES.		<i>s. d.</i>	Males.	<i>s. d.</i>
Under 19 years of age ..	64	151 6	Office cleaners or general cleaners in charge of—	<i>s. d.</i>
19 and under 20 years of age ..	75	177 6	11 or more office cleaners or general cleaners ..	278 6
20 years of age ..	87	206 0	4 to 10 office cleaners or general cleaners ..	271 6
			1, 2, or 3 office cleaners or general cleaners ..	260 0
			Other office cleaners or general cleaners ..	251 0
PROPORTION.			Females.	Per week of 40 hours.
<i>Improvers.</i>			Office cleaners or general cleaners in charge of—	<i>s. d.</i>
(One male improver to every five male workers receiving not less than 251s. per week of 40 hours.)			11 or more office cleaners or general cleaners ..	253 0
			4 to 10 office cleaners or general cleaners ..	248 0
			1, 2, or 3 office cleaners or general cleaners ..	237 0
			Other office cleaners or general cleaners ..	233 0
FEMALES.	Percentage of Female Basic Wage.	Per week of 40 hours.		
WAGES.		<i>s. d.</i>		
Under 19 years of age ..	80	142 0		
19 and under 20 years of age ..	93	165 0		
20 years of age ..	100+8/6	186 0		
PROPORTION.				
<i>Improvers.</i>				
(One female improver to every ten female workers receiving not less than 236s. per week of 40 hours.)				
			* Where the employer requires the employee to reside on the premises, no deduction shall be made from the wages of such employee for rent, fuel or light.	
			NOTE.—The employer shall supply all necessary tools and materials free.	

NOTE.—The Board has determined, in accordance with section 25 (1) of the amended *Factories and Shops Act 1934*, that the process, trade, business or occupation is so unskilful that no person shall be taken as an apprentice.

3.		TIMES OF BEGINNING AND ENDING WORK—			
Times of Beginning.		Times of Ending.			
(a) For Males—					
6 a.m.	12 noon on Saturday.
6 a.m.	6 p.m. on the other working days of the week.
(b) For Females—					
6 a.m.	12 noon on Saturday.
6 a.m.	9 p.m. on the other working days of the week.

OVERTIME.

4. That the following rates shall be paid for overtime:—

Outside the hours fixed in clause 3	Time and a quarter except that males shall be paid at the rate of time and a half for all work performed by them on Saturday after 12 noon and females double time for all work performed by them on Saturday after 12 noon.
Within the hours fixed in clause 3, in excess of the number of hours as fixed for a week's work	Time and a half for the first four hours and double time thereafter.

EMPLOYMENT FOR LESS THAN FULL WEEK.

5. (a) MALES.—(i) Male employees ready, willing and available to work a full week if required who are employed during any week for less than the working week of 40 hours, shall be paid for the first 20 hours at the rate of time and a quarter, and for every hour thereafter ordinary time up to but not exceeding the ordinary wages rates for an ordinary week's work.

Provided that any male person who is not engaged for a week who earns a sum in wages equal to the wages of an ordinary week's work may be required by the employer to complete the week's work without further pay, and if such person refuses to do so he shall forfeit his right to any payment for that week unless his refusal is caused by his illness inability or some other sufficient cause beyond his control.

(ii) Male employees not ready, willing and available to work a full week if required, shall be paid not less than the ordinary wages rate calculated *pro rata* according to the number of hours worked.

(b) FEMALES.—(i) Female employees, 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 quarter.

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

ALLOWANCES.

6. (i) If a cleaner is required to clean windows and it is necessary to go wholly outside the window, or climb around an outside column to do such cleaning, and if such cleaning is at a height of more than 10 feet from the ground or verandah, he shall be paid 2d. extra for every such window cleaned. Provided that nothing in this sub-clause shall apply to cleaning from a ladder resting on the ground.

(ii) Where cleaning is done from a ladder, and the height of any portion of the window to be cleaned exceeds 15 feet from the ground, the employee shall be paid 2d. extra for each window so cleaned.

(iii) The amount payable under this clause shall not exceed 2s. per day.

RESTRICTION AS TO CLEANING OF SANITARY CONVENIENCES.

7. No female employee shall be required to clean or attend to any sanitary convenience provided for persons of the male sex.

ANNUAL HOLIDAY.

8. 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.

(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 1s., plus postage.)

SICK LEAVE.

9. (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, or in the case of an employee who works for less than a full week, a *pro rata* amount of 3½ hours' ordinary pay, based on the number of hours worked each month.

(ii) During any subsequent year of service—40 hours' ordinary pay, or in the case of an employee who works for less than a full week, a *pro rata* amount of 40 hours' ordinary pay, based on the number of hours worked each year.

Provided that in either case such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to 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, 1949, shall be disregarded, provided that any accumulated sick leave, not exceeding 80 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.

PAYMENT FOR HOLIDAYS

10. (a) Except as hereinafter provided, all employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Anzac Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, 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 provision 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.

Provided that the following employees shall not be entitled to payment for such holidays:—

- (i) In any week in which one of such holidays occur—any male employee who has been employed for less than 30½ hours.
- (ii) In any week in which two of such holidays occur—any male employee who has been employed for less than 22½ hours.

(b) 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.

SPECIAL RATES.

11. 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, Anzac Day, Queen's Birthday, Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

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.

RUBBER GLOVES AND OVERALLS TO BE SUPPLIED.

12. All employees with not less than six weeks' service with the same employer shall be supplied with suitable rubber gloves for the cleaning of sanitary conveniences and overalls free of cost to employees and such gloves and overalls shall remain the property of the employer.

Provided that in the event of an employer not supplying protective clothing as provided herein, the employer shall pay the sum of 2s. per week to the employee: Provided further that where an employee is only engaged for 20 hours per week or less the amount of compensation shall be 1s. per week.

MEAL ALLOWANCE.

13. Where an employee is directed by the employer to work more than two hours after his or her usual finishing time he or she shall be supplied by the employer with a meal or be paid a meal allowance of 3s. 6d.

PERIODICAL ADJUSTMENT OF WAGES.

14. 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 (for adults of either sex) shall be automatically adjusted as prescribed by clause 15.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

15. (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 14.

(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.

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.

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

J. V. WILLOX, Secretary.

Melbourne, 4th December, 1953.

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VICTORIA GOVERNMENT GAZETTE.

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No. 68]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE CLERKS (MEAT WORKS) BOARD.

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

(b) On the 25th September, 1951, the Commercial Clerks 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 as clerks, in meat works where killing is done, at work connected directly with the slaughtering of animals for export as meat or with the processing of the carcasses of such animals or the products therefrom, and such power was conferred exclusively on the Clerks (Meat Works) 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, employed as clerks, in meat works where killing is done, at work connected directly with the slaughtering of animals for export as meat or with the processing of the carcasses of such animals or the products therefrom,"—has made the following Determination namely:—

1. That on the 4th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES PER WEEK OF 40 HOURS.

2. (a)

* Improvers.

Males.	Percentage of Basic Wage.	Total Wage.	Females.	Percentage of Female Basic Wage.	Total Wage.
	%	s. d.		%	s. d.
Under 16 years of age	39	92 6	Under 16 years of age	44	78 0
At 16 years of age	48	114 0	At 16 years of age	57	101 0
At 17 years of age	59	140 0	At 17 years of age	72	128 0
At 18 years of age	77	182 6	At 18 years of age	83	147 6
At 19 years of age	100 plus 1s. 6d.	238 6	At 19 years of age	95	168 6
At 20 years of age	100 plus 22s. 6d.	259 6	At 20 years of age	100 plus 7s. 6d.	185 0

* The Board has determined that no apprentice shall be taken to the trade.

PROPORTION (IN ANY PLACE).

One improver to one or two; Two improvers to three or four; Three improvers to five or six
 And thereafter one improver to every three or fraction of three } Workers receiving not less than the minimum Wage.

(b)

Other Employees.

	Total Wage.
	£ s. d.
Males—(See Clause 3 (c) (vi) when less than 10 are employed)—	
Grade "C" (as defined in clause 3)	14 11 6
Grade "B" (as defined in clause 3)	15 6 6
Grade "A" (as defined in clause 3)	16 6 6
Females	10 18 6

GRADINGS.

3. (a) Every employer shall establish at the date of the commencement of this Determination and thereafter as hereinafter provided maintain the following proportions amongst adult male clerks to be graded :—

The number of clerks in Grade "C" shall not exceed 50 per cent. of the clerks employed in each establishment.

The number of clerks in Grade "B" shall be not less than 40 per cent. of the clerks employed in each establishment.

The number of clerks in Grade "A" shall be not less than 10 per cent of the clerks employed in each establishment. provided that any excess above 10 per cent at any time graded into Grade (A) may be used to make up the 40 per cent. required to be graded into Grade (B).

(b) The grade to which each clerk is allotted shall be determined by the employer.

(c) The following provisions shall apply to the grading of clerks :—

(i) The clerks to be graded shall comprise all adult male clerks, in the service of each individual employer.

(ii) The clerks in each grade shall comprise those receiving wages within the following ranges :—

Grade C—From the minimum prescribed for Grade C to 14s. per week above that amount,

Grade B—From the minimum prescribed for Grade B to 19s. per week above that amount,

Grade A—From the minimum prescribed for Grade A upwards.

(iii) The foregoing proportions shall be maintained at twelve monthly intervals at dates to be selected by each employer.

(iv) Any clerk who is dissatisfied with his grading may request his employer to review it.

(v) Grading shall be for the purpose only of determining minimum rates of pay.

(vi) Where less than 10 male clerks are employed the grading scale shall not operate and the rate shall be an average of Grades (A), (B) and (C) as prescribed in clause 2.

WEEKLY HOURS.

(Other than Shift Workers).

4. The number of hours to constitute an ordinary week's work shall be forty.

TIMES OF BEGINNING AND ENDING WORK.

(Other than Shift Workers.)

	Time of Beginning.	Time of Ending.
5. On the usual weekly half holiday	7 a.m.	12 noon.
On all other days of the week	7 a.m.	5.30 p.m.

OVERTIME.

(Other than Shift Workers.)

6. All time worked in excess of the hours stated in clause 4, or in excess of eight hours per day, or outside the hours fixed in clause 5 shall be paid for on the prevailing rate, at time and a half for the first four hours and double time thereafter.

An employer may require an employee to work reasonable overtime at overtime rates, and such employee shall work overtime in accordance with such requirements. For the purpose of computing overtime each day's work shall stand alone; provided that in the aggregate the minimum period for which an employee shall be paid overtime shall be half an hour per week.

SHIFT WORK.

7. In this clause—

"Afternoon Shift" means any shift finishing after 6 p.m. and at or before midnight.

"Night Shift" means any shift finishing subsequent to midnight, and at or before 8 a.m.

(a) (i) Notwithstanding any other provisions of this Determination an employee may be employed upon shifts, in which case the ordinary hours for a week's work shall be 40, and shall be performed in shifts not exceeding nine hours each in the case of a five-day week and not exceeding eight hours each in the case of a six-day week. A Sunday may be included in either case.

(ii) A shift worker employed on an afternoon shift or on a night shift shall, for work done during the ordinary hours of any such shift, be paid ordinary rates plus an additional 10 per cent. for an afternoon shift, or an additional 12½ per cent. for a night shift.

(iii) The times of beginning and ending the shift of any employee shall not be altered without at least one week's notice to the employee concerned.

(iv) Twenty minutes shall be allowed to a shift worker for a meal during each shift between the fourth and fifth hour of such shift. Such meal break shall be counted as time worked.

Overtime for Shift Workers.

(b) A shift worker for all time worked—

(i) in excess of the ordinary hours prescribed; or

(ii) on more than six shifts on any seven consecutive days; or

(iii) on a rostered shift off;

shall be paid at the rate of time and a half on the prevailing rate, provided that time worked on any day in excess in the aggregate of ten hours of ordinary time and/or overtime, shall be paid for at the rate of double time on the prevailing rate.

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

Saturday, Sunday and Holiday Rates for Shift Workers.

(d) (i) A shift worker whose ordinary working period includes a Sunday or a holiday (as prescribed in clause 10) as an ordinary working day, shall be paid at the rate of time and a half for such ordinary time as occurs on such Sunday or holiday.

(ii) A shift worker whose ordinary working period does not include a Sunday or a holiday (as prescribed in clause 10) as an ordinary working day, shall, if required to work on any such Sunday or holiday, be paid double time for work done on either of such days.

(iii) A shift worker whose ordinary working period includes a Saturday shall in lieu of the shift rate prescribed in clause 7 (a) (ii) hereof, be paid time and a quarter for all work done between midnight Friday and midnight Saturday.

TERMS OF EMPLOYMENT.

8. All employees (other than casuals) willing, ready and available for work shall be paid the full weekly wage fixed herein, irrespective of the number of hours worked not exceeding 40. To terminate employment one week's notice shall be given by either employer or employee or in lieu thereof one week's wages shall be paid or forfeited, as the case may be. The provisions of this clause shall not apply in any instance where an employee is dismissed for misconduct.

CASUAL LABOUR.

9. Casual hands, i.e., persons engaged as such employed during any week for not more than one-half of the maximum number of hours fixed in the Determination as a week's work, shall be paid at the rate of time and half on the hourly rate calculated *pro rata* by dividing the weekly rate by the number of hours fixed for a week's work.

HOLIDAYS.

(Other than Shift Workers.)

10. All employees shall be entitled to the same holidays as are observed by the general body of employees in the Department in which they are employed without deduction of pay.

All time worked on such a holiday shall be at the rate of double time.

SUNDAYS.

(Other than Shift Workers.)

11. All time worked on a Sunday shall be paid for at the rate of double time.

ANNUAL HOLIDAY.

12. (a) 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.

(b) In addition to the above, shift workers 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 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 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.

SICK LEAVE.

13. (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 be accumulative from year to year.

For the purposes of this sub-clause service prior to the 1st December, 1947, shall be disregarded, provided that any accumulated sick leave, not exceeding 160 hour 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.

TIME, WAGES, AND GRADINGS RECORDS.

14. Each employer shall keep time, wages, and gradings records showing the name of each employee, the hours worked each day, the wages and overtime paid each week, and the grade in which each employee is allotted as provided in Clause 3 hereof. The time, wages, and gradings records shall be open for inspection to a duly-accredited official of the Federated Clerks' Union of Australia (Victorian Branch) 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 State Secretary of the Union suspects that a breach of this Determination has been committed.

MEAL PERIOD.

15. A meal period of not less than 30 minutes shall be allowed each employee. Such meal period shall be taken not later than five hours after commencing work.

MEAL ALLOWANCE.

16. (a) Any employee who is required to work beyond one hour after the usual finishing hour shall be paid a meal allowance of 5s., such allowance to be paid to the employee prior to the commencement of the meal break.

(b) When overtime is worked in excess of two hours after the usual time of ceasing work, a meal break of not less than 30 minutes shall be allowed. Such meal break shall be taken not more than five hours after the resumption of work from the previous meal period.

BOILING WATER.

17. The employer shall provide facilities to enable the employees to obtain boiling water at meal times and rest periods.

VEHICLE ALLOWANCE.

(Other than Travelling to and from His Place of Employment.)

18. (a) Where an employer requires an employee to use his own bicycle in the performance of his duties such employee shall be paid an allowance at the rate of 7s. 6d. per week for such period as the bicycle is used.

(b) Where an employer requires an employee to use his own motor vehicle in the performance of his duties, such employee shall be paid an allowance of not less than 4½d. per mile with a maximum amount of £3 per week for a motor cycle and 9d. per mile with a maximum amount of £5 12s. 6d. for a motor car.

(c) Where an employer provides a motor vehicle which is used by an employee in the performances of his duties, all expenses, including registration, running, and maintenance of such motor vehicle, shall be paid by the employer.

PROTECTIVE CLOTHING.

19. Where an employee is required by his employer to work in conditions that could cause damage to his clothing such employee shall be supplied with protective clothing, which shall be laundered by his employer.

REST PERIOD.

20. All employees shall be allowed two rest intervals on each day as follows:—

(a) The first 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.

FLOOR COVERING.

21. When an employee is required to work for a period exceeding half an hour on a floor of concrete, stone, or similar material, the employer shall provide suitable floor covering or other insulating material.

PAYMENT OF WAGES.

22. Wages, overtime, and allowance accrued shall be paid not later than Thursday in each week, and shall be paid at or before the cessation of duty. On or with the pay envelope of each employee there shall be endorsed or supplied particulars as follows—

1. Gross amount of salary.
2. Details of deductions.
3. Nett amount.

RIGHT OF ENTRY OF OFFICIALS.

23. For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employer's premises on the following conditions:—

- (a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (b) 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.

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 may be mutually arranged by the representative and the employer.

A union representative shall be a duly accredited representative if he be the holder for the time being of a certificate, signed by the State 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 for all purposes of this Determination.

State Secretary.
Date

(Specimen signature of Holder)
Strictly not transferable.

MAINTENANCE OF FORMER RATES.

24. Nothing in this Determination shall have the effect of reducing the wage any employee was receiving prior to the 21st December, 1951.

PERIODICAL ADJUSTMENT OF WAGES.

25. The wages set out for adult males in clause 2 are based upon the following basic wage rate, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the board hereby determines that such rate shall be automatically adjusted as prescribed by clause 26.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

26. (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 25.

(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.

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

Melbourne, 4th December, 1953.



VICTORIA
GOVERNMENT GAZETTE.

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No. 69]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE CARETAKERS 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 which since the 5th April, 1939, has had the power to "determine the lowest prices or rates which may be paid to persons employed as caretakers of buildings—

- (a) in which any process, trade, business, or occupation is carried on for profit;
- (b) which are temporarily untenanted but in which, ordinarily, any process, trade, business, or occupation is carried on for profit;
- (c) which contain flats;
- (d) which contain halls let for public entertainment or for other purposes"—

has made the following Determination, namely:—

1. That on the 4th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

IMPROVERS.

Wages per week of 40 Hours.			PROPORTION (in any place).	
	Percentage of Basic Wage.	s. d.	One improver to every worker receiving not less than 261s. 6d. per week of 40 hours.	
Under 18 years of age	52	123 0	NOTE.—The Board has determined that no apprentice shall be taken in the trade.	
18 to 19 years of age	65	154 0		
19 to 20 years of age	81	192 0		
20 to 21 years of age	96	227 6		

OTHER EMPLOYEES.

WAGES PER WEEK OF 40 HOURS.		
	Within the Metropolitan and Geelong Districts as defined in the Factories and Shops Acts and the City of Warrnambool.	All Other Parts of Victoria where this Determination Applies
	s. d.	s. d.
Persons engaged weekly to take care of buildings which contain—		
41 or more flats	253 0	250 0
21 to 40 flats	249 0	246 0
20 or less flats	247 6	244 6
Persons engaged weekly to take care of buildings which contain halls let for public entertainment or for other purposes		
Other caretakers of buildings in charge of—	244 0	241 0
11 or more cleaners	283 6	280 6
4 to 10 cleaners	273 6	270 6
1 to 3 cleaners	261 6	258 6
All others	252 6	249 6

ACCOMMODATION, FUEL AND LIGHT.

3. An employee required to reside on the premises where he is employed shall be provided with accommodation, fuel and light free of cost by his employer.

TIMES OF BEGINNING AND ENDING WORK.

4. For all persons other than those employed in connexion with flats or halls :—

	Time of Beginning.	Time of Ending.
On the usual half-holiday	6 a.m.	1.20 p.m.
On the usual late trading night, or the night previous to a Public Holiday	6 a.m.	9.20 p.m.
On all other working days of the week	6 a.m.	9 p.m.

NOTICE OF HOURS.

5. Every employer shall notify the hours at which he requires his employee to commence and cease work. Work done outside the hours notified shall be paid for at overtime rates. Such hours when notified shall not be changed except by a week's notice.

OVERTIME.

6. The following rates shall be paid for all work done :—

(a) by persons employed in connexion with Flats or Halls—

Outside the hours of commencing and ceasing work notified by the employer in accordance with clause 5. Time and a half.

In excess of 40 hours in any week. Time and a half.

(b) by all other persons—

Outside the times of beginning and ending work as fixed in clause 4—

(i) Between midnight and 6 a.m. Double time.

(ii) At any other time Time and a half.

Outside the hours of commencing and ceasing work notified by the employer in accordance with clause 5—

(i) Between midnight and 6 a.m. Double time.

(ii) At any other time Time and a half.

Within such prescribed times, but in excess of 40 hours in any one week. Time and a half.

Provided that overtime shall not be paid more than once in respect of the same period of work.

TERMS OF EMPLOYMENT.

7. (a) All employees other than casual employees shall be engaged by the week and shall be paid weekly. Employees to become entitled to payment on a weekly basis must be available and 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. Notice equivalent to 40 working hours shall be given at any time. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to time of dismissal only), or to deduct payment for any day the employee cannot be usefully employed through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot be reasonably held responsible.

(b) In lieu of such 40 working hours' notice, except in circumstances referred to above, the employer may pay 40 hours' wages; and vice versa, the employee leaving his employment without notice shall forfeit 40 hours' wages, which may be deducted from any wages due.

(c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays, and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.

CASUAL EMPLOYEES.

8. Persons engaged for less than the working week of 40 hours shall be paid for the first 21 hours at the rate of time and a quarter and for every hour thereafter ordinary time. Such payment shall be in addition to any overtime to which they may be entitled under clause 6.

Notwithstanding anything in this determination, no casual caretaker shall be paid less than 3s. 6d. for each time he is called up for duty in respect of any flat or block of flats.

ANNUAL HOLIDAY.

9. 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.

SPECIAL RATES.

10. Double time shall be the rate payable for all work done on Sunday, 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 the special rate shall be payable only for work done on 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.

Any employee other than one employed in connexion with halls who is required to work on any such days after 8 a.m. shall be paid for at least 4 hours' work.

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 24 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 22nd March, 1949 shall be disregarded, provided that any accumulated sick leave, not exceeding 80 hours of working time, standing to the credit of any employee on the 22nd March, 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.

CLEANING MATERIALS.

12. All materials and implements for cleaning purposes shall be provided and maintained by the employer.

CONTROL AND DIRECTION OF WORK OF CARETAKER.

13. The employer shall nominate himself or some other person as being the person who shall have the ultimate control and direction of the work of the caretaker.

TIME BOOK.

14. Every employee shall indelibly record and initial daily his correct times of beginning and ending work in a book which shall be furnished by the employer. Such book shall be open for inspection by the Secretary or Assistant Secretary of the Victorian Branch of the Federated Miscellaneous Workers' Union between the hours of 9 a.m. and 5 p.m. of any working day except Saturday at the employer's office or other convenient place provided that only one demand for each inspection shall be made at the same establishment in any calendar month. Such demand shall not be made unless the Secretary or Assistant Secretary of the Union suspects that a breach of this Determination has been committed.

PERIODICAL ADJUSTMENT OF WAGES.

15. 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 36.

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

ADJUSTMENT OF BASIC WAGE.

16. (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 35.

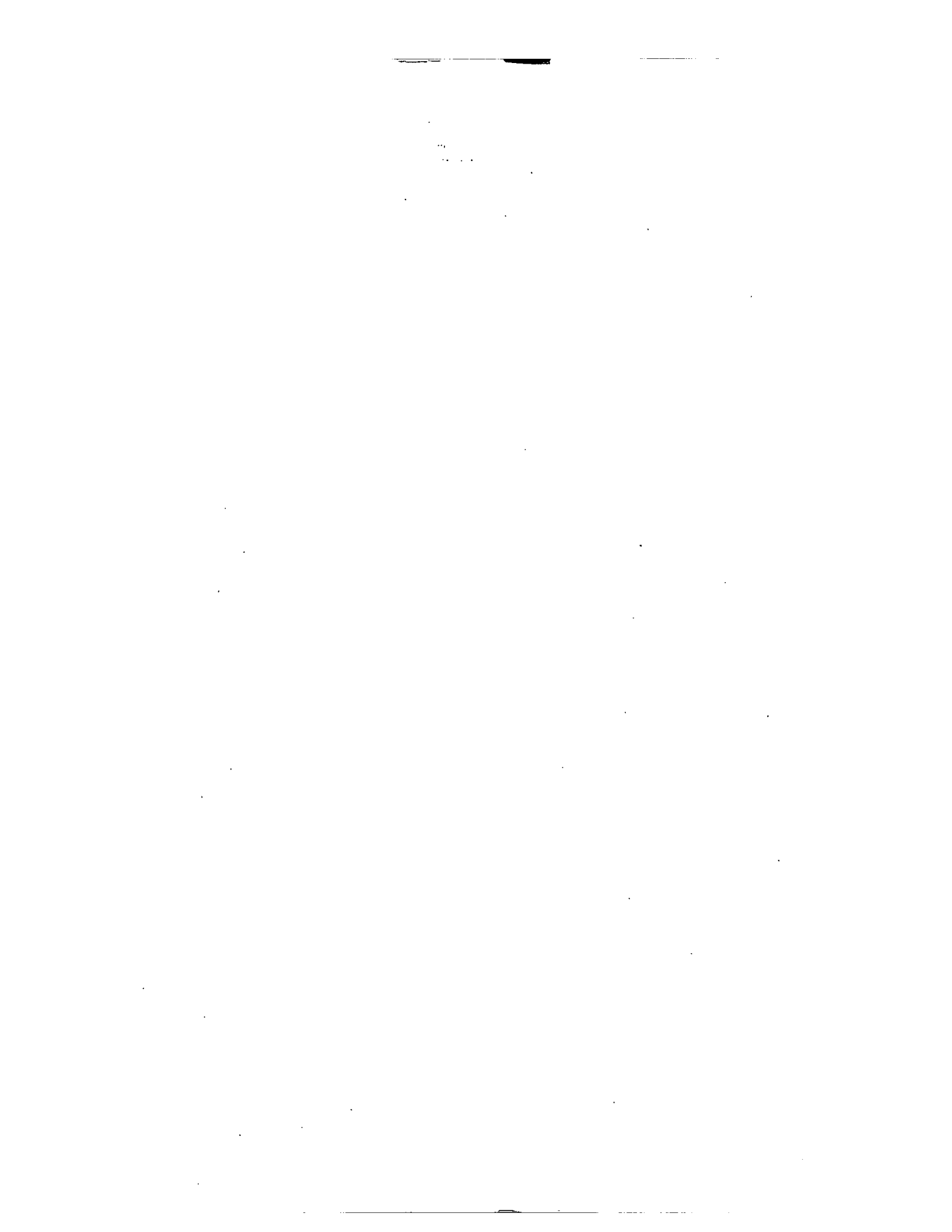
(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price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

(e) 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.

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

J. V. WILLOX, Secretary.

Melbourne, 4th December, 1953.





VICTORIA GOVERNMENT GAZETTE.

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No. 70]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE ICE 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 which since the 7th September, 1926, has had the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed either inside or outside a factory or work-room in the process, trade, or business of a maker of ice for trade or sale," has made the following Determination, namely:—

1. That on the 3rd December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination:—

2.

Juvenile Workers, i.e., persons under 20 years of age employed at work other than Pulling, Stacking, or Packing Ice, or De-frosting Ice Chambers.	Wages per Week.				Other Employees.
	Per-centage of Basic Wage.	Adjustable Wage.	Emergency Loading (Non-adjustable).	Total Wage.	
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
16 years of age ..	63	149 6	1 6	151 0	
17 years of age ..	68	161 0	1 9	162 9	
18 years of age ..	81	192 0	2 0	194 0	
19 years of age ..	93	220 6	2 3	222 9	
					All Employees ..
					304 6 4 0 308 6

PROPORTION (in any factory or place).

One juvenile worker to every three or fraction of three workers employed and receiving not less than 308s. 6d. per week.

PROHIBITION OF EMPLOYMENT.

3. The Board has determined that no person shall be employed as an apprentice or an improver.

HOURS OF WORK.

4. The number of hours to constitute an ordinary week's work shall be 40 to be worked within the times of beginning and ending work prescribed by clause 5 as follows:—

(a) Shift Workers—40 hours on any five days from Monday to Saturday inclusive.

(b) All other persons—40 hours in five days of 8 hours each from Monday to Friday inclusive.

TIMES OF BEGINNING AND ENDING WORK.

5. (a) Shift Workers :—

	Time of Beginning.	Time of Ending.
Day Shift— Monday to Saturday inclusive	7 a.m.	3 p.m.
Afternoon Shift— Monday to Saturday inclusive	3 p.m.	11 p.m.
Night Shift— Sunday to Monday	11 p.m.	7 a.m.
Monday to Tuesday	11 p.m.	7 a.m.
Tuesday to Wednesday	11 p.m.	7 a.m.
Wednesday to Thursday	11 p.m.	7 a.m.
Thursday to Friday	11 p.m.	7 a.m.
Friday to Saturday	11 p.m.	7 a.m.

(b) All Other Persons :—

	During the Period 16th April to 15th October.		During the Period 16th October to 15th April.	
	Time of Beginning.	Time of Ending.	Time of Beginning.	Time of Ending.
Monday to Friday inclusive	7 a.m.	5 p.m.	6 a.m.	5 p.m.

OVERTIME.

6. Time and a half shall be payable for all time worked by shift workers outside the hours prescribed in clause 5, and by all other persons in excess of 8 hours per day.

SHIFT WORK.

7. Shift workers on rotating shift or shift workers on afternoon or night shift shall be paid an additional amount of 1/4s. per week when a full week is worked or a pro-rata amount where less than a full week is worked.

Such additional amount shall not be taken into account when computing overtime.

WEEKLY DAY OFF.

8. The employer shall prepare a roster providing for a regular day off each week between Monday and Saturday for shift workers.

MINIMUM HOURS ON DAY OFF.

9. Employees called upon to work on their day off shall receive a minimum of four hours' work and payment at the rate of time and a half.

SPECIAL RATES.

10. (a) Double Time shall be the rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, 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, the special rate shall only be payable for work done on the day so substituted.

Any employee required to work on a holiday or a Sunday shall receive a minimum of four hours' work or shall be paid for such four hours at double time, and ordinary pay for the remainder of the day.

(b) 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.

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.

TIME RATE.

11. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to 20 hours be paid at the ordinary wages rate, with an addition of thirty-three and one-third per centum, and for each hour worked beyond the hours aforesaid the rate of wages payable shall be the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

PAYMENT OF WAGES.

12. Payment of wages shall be made weekly during working hours.

SMOKO INTERVAL.

13. Any person who is employed continuously in an artificially cooled ice storage chamber for two hours or more shall be allowed fifteen minutes' interval for smoko between meals without deduction of pay.

TERMINATION OF EMPLOYMENT.

14. Except where the conduct of an employee justifies instant dismissal, 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.

ANNUAL HOLIDAY.

15. (a) The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1940*, No. 5111, and any amendments which may be made thereto from time to time.

(b) In addition to the above, rotating shift workers 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 rotating 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 rotating 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 rotating shift worker.

SICK LEAVE.

16. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year or a proportionate less time during any shorter period of employment.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof 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 twelve days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purpose of this sub-clause service prior to the 11th June, 1943, shall be disregarded.

RUBBER BOOTS AND CANVAS GLOVES TO BE PROVIDED.

17. (a) The employer shall each year supply the employee with one pair of rubber boots which shall remain the property of the employer, provided that under circumstances of exceptional wear or inferiority in the quality of the boots the employer shall provide replacements.

(b) Canvas gloves which shall remain the property of the employer shall be supplied to the employee when necessary.

TIME BOOK AND WAGE RECORD.

18. Every employee shall indelibly record daily his correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer. In addition to such time record every employee shall be required to sign each week a wage book or other record showing the total amount received as wages for such week.

UNION INSPECTION.

19. The secretary, assistant secretary, or organizer of the Federated Cold Storage and Meat Preserving Employees' Union of Australia, duly authorized in writing either generally or specially under the seal of the said Union, shall have access to the records of times recorded by employees and wages paid, provided that such inspection is made between the hours of 9 a.m. and 4.30 p.m. on a working day. Such authority shall be produced to the employer on demand.

PERIODICAL ADJUSTMENT OF WAGES.

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

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

21. (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 20.

(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 juveniles 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, 3rd December, 1953.

1. Introduction

2. Methodology

3. Results

4. Discussion

5. Conclusion

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VICTORIA GOVERNMENT GAZETTE.

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No. 71]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE BUTTER FACTORIES BOARD.

NOTES.—(1) On 18th July, 1938, the Butter 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 wheresoever employed in the process, trade, business, or occupation of manufacturing or preparing for trade or sale—

(a) butter, cheese, or casein ;

(b) cream for wholesale trade other than sterilized cream,"

and such power was conferred exclusively on the Butter Factories Board.

(2) 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 which has the power to "determine the lowest prices or rates which may be paid to any person or classes of persons wheresoever employed in the process, trade, business, or occupation of manufacturing or preparing for trade or sale—

(a) butter, cheese, or casein ;

(b) cream for wholesale trade other than sterilized cream,"

has made the following Determination, namely :—

1. That on the 3rd December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES OR IMPROVERS.

JUVENILE WORKERS.

	Wages per Week.						Wages per Week.				
	Shift Workers.				Percentage of Basic Wage.	Ordinary Workers.	Males.		Females.		
	Percentage of Basic Wage.	Where a Seven-day Week is Worked.	Percentage of Basic Wage.	Where a Six-day Week is Worked.			Percentage of Basic Wage.	—	Percentage of Female Basic Wage.	—	
		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>	
Under 16 years	59	140 0	Under 16 years	50	118 6	62	110 0
16-17 years	69	163 6	16-17 years	56	132 6	70	124 0
17-18	78	185 0	17-18	69	163 6	78	138 6
18-19	..	100 + 239 0	98	232 6	88	208 6	18-19	76	180 0	91	161 6
19-20	..	100 + 251 6	100 + 10s. 6d.	247 6	99	234 6	19-20	89	211 0	99	175 6
20-21	..	100 + 259 0	100 + 18s. 6d.	255 6	100 + 8s.	245 0	20-21	100 + 2s.	239 0	100 + 10s. 6d.	188 0

PROPORTION (IN ANY PLACE).

Males.

One apprentice to every three or fraction of three workers receiving not less than 270s. per week.

One improver to every eight or fraction of eight workers receiving not less than 270s. per week.

Females.

One apprentice and one improver to every three or fraction of three workers receiving not less than 207s. 9d. per week.

OTHER EMPLOYEES.

	Wages per Week.		
	Shift Workers.		Ordinary Workers.
	Where a Seven-day Week is Worked.	Where a Six-day Week is Worked.	
	s. d.	s. d.	s. d.
Cream grader	300 0	297 0	289 0
Milk grader	299 0	296 0	288 0
Milk or cream tester	299 0	296 0	288 0
Creamery manager	294 0	291 0	283 0
Milk or cream neutralizer	292 6	289 6	281 6
Foreman of shift or department or casein plant	294 0	291 0	283 0
Butter-maker	299 0	296 0	288 0
Re-worker and/or processor (not requiring a buttermaker's certificate)	284 0	281 0	273 0
Operators of any of the following machines, viz :—			
Separator	285 0	282 0	274 0
Pasteurizer vacreator, or deodorizer	285 0	282 0	274 0
Weighing machine	282 0	279 0	271 0
Filling machine for tinning of butter when butter has not been milled	284 0	281 0	273 0
Filling machine for tinning of butter when butter has been milled	283 0	280 0	272 0
Storeman or packer in butter canning establishments	283 0	280 0	272 0
Other storeman or packers	282 0	279 0	271 0
Casein-maker	295 0	292 0	284 0
Assistant to casein-maker, casein dryers, and millers	283 6	280 6	272 6
Cheese-maker	299 0	296 0	288 0
Assistant to cheese-maker	283 6	280 6	272 6
Cheese storehand	283 0	282 0	274 0
Male adult washing or sterilizing cans or bottles	282 0	279 0	271 0
Operator of a fork lift truck	284 0	281 0	273 0
All other adult males	281 0	278 0	270 0
All other adult females	207 9

Washers and/or cleaners of any enclosed vat or tank fitted with a man hole, the height of which compels reaching overhead, shall be paid at the rate of 4s. per week in addition to their ordinary wage, whilst so engaged.

DEFINITIONS.

3. "Juvenile worker" means a person under 21 years of age (other than an apprentice or an improver employed at—

- Patting, wrapping, or branding butter or cheese;
- Blending or re-packing cheese;
- Filling or cleaning cheese jars or moulds;
- Filling or emptying casein trays;
- Filling or drying casein in tunnels;
- Filling casein into bags;
- Weighing, filling, emptying, stacking, capping, sealing, opening, labelling, wrapping, packing, cleaning, or sterilizing tins, cartons, or bottles;
- Stamping or branding tins, cartons, cases, bottles, or labels;
- Stamping, branding, lining, or nailing up boxes or shooks, but not lifting full boxes; or
- Handling empty tins, cans, cases, crates, jars, moulds, or boxes.

"Ordinary worker" means a person—

- (a) who ordinarily works 8 hours between 7 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday, when the ordinary week's work is performed in five days;
- (b) who ordinarily works 7 hours 12 minutes between 7 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday and four hours on Saturday between 7 a.m. and 12 noon when the ordinary week's work is performed in six days.

"Shift worker" is a person other than an ordinary worker. Males under 21 years of age (other than an apprentice or improver 18 years of age or over) or females of any age shall not be employed on shift work.

"Butter-maker" is a person who controls the temperature of cream for butter making, starts and stops the churn after filling with cream, and salts and works the butter.

"Assistant to cheese-maker" means any person employed in the working of the curd in the vats and processes up to and including unhooping the cheese from the presses. Not more than six assistants to cheese-makers shall be employed to each cheese-maker in any factory.

"Assistant to casein-maker" means any person employed in the working of the curd in the vats up to and including unhooping of the casein curd from the presses.

HOURS FOR A WEEK'S WORK.

4. The number of hours which shall constitute an ordinary week's work shall be 40.

PROHIBITION OF EMPLOYMENT.

5. No person under 21 years of age shall be employed placing cans in or removing cans from a mechanical washer.

OVERTIME.

The following rates shall be paid :—

- (a) To "ordinary workers" for all time worked—
 - Outside the times of beginning and ending work as fixed in clause 3
 - Within the times of beginning and ending work so fixed in excess of four hours on Saturday and 7 hours 12 minutes on the other working days where an ordinary week's work is worked in six days and for all time worked on Saturday and in excess of 8 hours on Monday to Friday inclusive where an ordinary week's work is worked in five days

} Time and a half.

Provided that double time shall be paid for all work done on Saturday after 12 noon.
- (b) To "shift workers" for all time worked in excess of 6 hours 40 minutes on any day Time and a half.
- (c) An employer may require any employee to work reasonable overtime at overtime rates and the employee shall work overtime in accordance with such requirement.

MEAL INTERVAL.

7. An interval of not less than 30 minutes nor more than 60 minutes shall be granted for meals between the hours of 12 noon and 2 p.m., provided that females and juveniles shall be granted such interval not more than 4½ hours after starting work. Shift workers shall be allowed an interval of not less than 30 minutes nor more than 60 minutes for meal; such meal time to be not less than three and a half hours, or more than five hours from the time of beginning work, provided that no employee shall be compelled to work for more than five hours between meal intervals and without being allowed a crib time of fifteen minutes for which he or she shall be paid.

Meal time, if worked, shall be paid for at the rate of time and a half on prevailing rates, same to continue until such time as the employee has had the full time provided for meal.

MEAL ALLOWANCE.

8. Any employee required to work more than 60 minutes overtime after the usual finishing time shall be paid, in addition to the overtime payable, an allowance of 2s. for a meal.

TIME BOOK OR OTHER RECORD.

9. Every employee shall indelibly record daily his or her correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer.

INSPECTION OF TIME BOOK.

10. The Secretary or Assistant Secretary of the Federated Cold Storage and Meat Preserving Employees' Union of Australia be allowed to inspect the Time Record referred to in clause 9 and wages record (covering a period of two months prior to the inspection), during the office hours of the factory.

ALLOWANCE.

11. (a) Where an employee is required by law or by his employer to wear a washable outer overall, two such overalls of a proved type and quality (not exceeding two each year of employment) shall be provided by the employer within two weeks of the commencement of employment; such overalls shall remain the property of the employer.

(b) Employees employed on can washing, tipping milk, or where they are constantly required to work in wet conditions necessitating the wearing of waterproof aprons, rubber boots or suitable protective footwear shall be supplied with such articles by the employer, and the articles so supplied shall remain the property of the employer. With regard to footwear, the employer alternatively may pay an allowance of 1s. 6d. per week to each employee eligible for such footwear.

CONTINUITY OF WORK.

12. The work of each day or shift shall be continuous, with the customary break for a meal.

TIME WAGES.

13. (a) An ordinary worker ready, available and willing to work, employed on time wages for less than the number of hours fixed for an ordinary week's work between midnight Sunday and midnight Saturday shall for each hour worked up to one half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of 33 per centum, and for each hour worked beyond the one-half aforesaid the rate of wages payable shall be the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(b) Any shift worker ready, available and willing to work, employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to one half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of 33 per centum, and for each hour worked beyond the one-half aforesaid the rate of wages payable shall be the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(c) Notwithstanding anything contained in sub-clauses (a) and (b) of this clause, an employee who has not been absent without reasonable cause from work on any of the ordinary days of any week in which a holiday mentioned in clause 22 occurs shall not lose payment from his weekly wage by reason of such holiday if not required for work on such holiday.

TERMINATION OF EMPLOYMENT.

14. Except in a case where an employee has been guilty of misconduct, seven days' notice of termination of employment shall be given by either employer or worker.

PAYMENT OF WAGES.

15. Wages shall be paid during ordinary working hours immediately on ceasing work on each pay day.

WASHING, DINING, AND DRINKING FACILITIES.

16. Adequate washing and drinking facilities shall be provided in each factory or department, and where, in the opinion of the Inspector of Factories, conditions necessitate their use adequate dining rooms, changing facilities, and showers shall be provided by the employer.

IMPROVER TO RECEIVE ADULT WAGE.

17. An improver employed at any class of work for which a certificate from the Department of Agriculture is required shall, unless he is working under the direct supervision of an employee so qualified, be paid the rates of pay prescribed for such an adult employee.

ROTATION OF SHIFTS.

18. Where more than one shift per day is worked there shall be a change of shift at least once every four weeks unless otherwise arranged by mutual consent.

ANNUAL HOLIDAY.

19. (a) Subject to the provisions of sub-clauses (b) and (c) hereof the annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holiday) Act 1948* (No. 5111), and any amendments which may be made thereto from time to time.

(b) Any shift worker who is rostered to work six or seven shifts per week including Saturdays, and/or Sundays and/or holidays shall be entitled for each twelve monthly qualifying period, one week's annual leave in addition to such leave as prescribed in sub-clause (a) hereof.

(c) Any person who is employed for only part of a twelve monthly qualifying period as a six or seven day shift worker shall be entitled to annual leave, or payment in lieu if the total period of service is less than the full qualifying period of twelve months, as follows:—

(i) during the period of service as such a shift worker, on a proportionate basis based on three weeks' annual leave for a full twelve monthly qualifying period, or payment in lieu, i.e., 3/50ths of the ordinary pay received during such period of service.

(ii) for the remainder of the period of service (if any) on a proportionate basis based on two weeks' annual leave for a full twelve monthly qualifying period, or payment in lieu, i.e., 1/25th of the ordinary pay received during such period of service.

(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 1s., plus postage.)

SICK LEAVE.

20. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill health or accident for more than 40 hours of working time in each 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 above 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 120 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.

MIXED FUNCTIONS.

21. Where an employee is engaged in any one day or shift for more than two hours at work in a higher class than he is employed to perform, he shall be paid for the full day or shift at the highest rate payable for any such work under this Determination, but if he is so engaged for less than two hours he shall be paid at the rates fixed by this Determination only for the work he actually performs.

SPECIAL RATES FOR HOLIDAYS.

22. (a) Double time shall be the rate payable for all work done on New Year's Day, Australia Day, Good Friday, 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, the special rate shall be payable only for work done on the day so substituted. Provided that by mutual agreement between any employer and the employees concerned some other day may be substituted for Queen's Birthday.

(b) Any employee called to work part of a holiday shall be paid ordinary rate for the remainder of the day.

(c) 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.

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.

SPECIAL RATES FOR SUNDAY WORK.

23. (a) Time and a half shall be the rate payable for all work done on Sunday, providing that an employee shall be entitled to payment at the rate of double time for such Sunday work as shall be in excess of 40 hours worked since the previous Sunday exclusive of any overtime worked by him on Monday to Saturday, both inclusive.

(b) Any employee called to work part of a Sunday shall be paid ordinary rate for the remainder of the day.

DAY OFF FOR SHIFT WORKERS.

24. Seven day shift workers shall be entitled to one day off without pay in each week on any one of the days Monday to Sunday (both inclusive). The period of working time on such day off shall,

- (i) be taken into account for the purpose of prohibiting an employee from claiming benefits under the provisions of clause 13, and,
- (ii) count as time worked for the purpose of clause 23.

PAYMENT FOR WORK DONE ON ROSTERED DAY OFF.

25. Notwithstanding the provisions of Clause 23, an employee recalled to work on his rostered day off shall be paid double time and a quarter for Sunday, time and three quarters for Saturday, and time and a half for any other days of the week.

ROSTERING OF SHIFT WORKERS.

26. (a) Employees shall not be rostered off more than one Saturday and one Sunday in each seven consecutive weeks.
 (b) Shift workers rostered to work on Sunday shall be paid in accordance with Clauses 23 and 25 of this Determination.
 (c) Shift workers rostered to work on Saturday between midnight on Friday and midnight on Saturday shall be paid at the minimum rate of time and a half.
 (d) Sunday shall be deemed to be the rostered day off in places which do not normally work on a Sunday.

EMPLOYEES NOT TO BE DEPRIVED OF RIGHTS.

27. Employees who have been absent from work on Worker's Compensation or sick leave as provided for by Clause 20 of this Determination, or who have been on annual leave, shall not be deprived of any benefit under Clause 20 of this Determination.

LIFTING OF WEIGHTS.

28. (a) Male employees under 18 years of age shall not lift weights in excess of 30 lb., and male employees between the ages of 18 years and 21 years shall not lift weights in excess of 45 lb.

(b) Female employees under 18 years of age shall not lift weights in excess of 25 lb., and female employees over 18 years of age shall not lift weights in excess of 35 lb.

PERIODICAL ADJUSTMENT OF WAGES.

29. 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 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 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, improvers or juvenile workers 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, 3rd December, 1953.



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No. 72]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE ICE CREAM 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 employed in the trade of making edible ices, ice cream, or any frozen articles of which ice cream is the principal ingredient," has made the following Determination, namely:—

1. That on the 3rd December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. ORDINARY WORKERS.

* APPRENTICES OR IMPROVERS.					JUVENILE WORKERS.				
Wages per Week of 40 Hours.					Wages per Week of 40 Hours.				
<i>Males.</i>					<i>Males.</i>				
Improvers.									
	Per-centage of Basic Wage.	Ordinary Wage.	War Loading. (Not Ad-justable.)	Total Wage.	Per-centage of Basic Wage.	Ordinary Wage.	War Loading. (Not Ad-justable.)	Total Wage.	
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
Under 16 years of age ..	50	118 6	1 6	120 0	Under 16 years of age ..	64	113 6	1 6	115 0
16-17 years of age ..	58	137 6	2 0	139 6	16-17 years of age ..	74	131 6	1 6	133 0
17-18 years of age ..	63	149 6	2 6	152 0	17-18 years of age ..	78	138 6	2 0	140 6
18-19 years of age ..	77	182 6	3 0	185 6	18-19 years of age ..	88	156 0	2 0	158 0
19-20 years of age ..	99	234 6	3 6	238 0	19-20 years of age ..	93	165 0	2 0	167 0
20-21 years of age ..	100 +	256 0	4 6	260 6	20-21 years of age ..	100 +	183 0	2 6	185 6
	19s.					5s 6d.			
PROPORTION.					PROPORTION.				
One male apprentice and one male improver to every three or fraction of three male workers receiving not less than 276s. per week of 40 hours.					Three female juvenile workers to every two female workers receiving 206s. per week of 40 hours.				

* NOTE.—The Board has determined that as from the 1st November, 1949, no apprentice shall be taken to the trade.

ADULT EMPLOYEES.

Wages per Week of 40 Hours.

		Ordinary Wage.	War Loading. (Not Adjustable.)	Total Wage.
		s. d.	s. d.	s. d.
<i>Males.</i>				
Pasteurizer	} Machine operator	281 0	5 0	286 0
Mixer				
Cooling, or				
Freezer				
Assistant to any of the above-mentioned operators		274 0	5 0	279 0
Dixie	} Machine operator	275 6	5 0	280 6
Cup, or				
Chocolate bar				
Persons cutting and wrapping dry ice				
Mould cutter, by machine		275 6	5 0	280 6
Mould cutter, by hand		279 0	5 0	284 0
Can washer, floor hand, or person handling crushed ice		274 0	5 0	279 0
All others		271 0	5 0	276 0
<i>Females.</i>				
All adults		203 0	3 0	206 0

SHIFT WORKERS.

3. Shift workers shall receive the wages prescribed in clause 2 for ordinary workers according to the class of work done plus an additional 5s. per shift.

EMPLOYEES IN FREEZING CHAMBER.

4. (a) Notwithstanding the rates provided in clauses 2 and 3 any employee who is required to work in a freezing chamber, the temperature of which does not exceed 40° F., for an aggregate of time exceeding one hour on any day, shall be paid for all work (whether inside or outside the chamber) done on such day at the rate prescribed for Chamber hands by the Determination of the Frozen Goods Board. If employed under such conditions for less than an aggregate of one hour on any day he shall receive the rate prescribed by the Determination of the Frozen Goods Board whilst so employed.

(b) An employee required to work in a temperature less than 4° F., shall receive 3d. per hour or part of an hour in addition to the rate prescribed in sub-clause (a) hereof.

(c) The total time worked by any employee in a chamber mentioned in sub-clause (a) hereof shall not exceed an aggregate of four hours in any shift, and an employee shall not be employed in such a chamber for a continuous period of not more than two hours without being allowed a rest period of fifteen minutes outside such chamber.

(d) An employer shall provide free of charge for the use of each employee required to work in temperatures below 4° F., a blanket suit, helmet and protective gloves with woollen inner gloves.

DEFINITIONS.

5. (a) A juvenile worker is any person under 21 years of age (other than an apprentice or improver) employed stirring melted chocolate; picking out defective goods; stacking or counting articles not over 4 oz. in weight; moving goods for packing; counting, wrapping or sealing up to six dozen containers; filling ice cream cups or similar vessels; chocolate dipping; or wrapping any article intended for consumption: Provided that mould filling shall not be performed by females.

(b) An ordinary worker is an employee who usually commences and completes his day's work between the hours of 7 a.m. and 5 p.m. on Monday to Friday inclusive.

(c) A shift worker is any employee other than an ordinary worker.

HOURS OF EMPLOYMENT.

6. The ordinary hours for a week's work shall be 40 per week, to be worked in five days of eight hours each Monday to Friday inclusive.

OVERTIME.

7. Time and a half, based on the total wage shown for each class of employee in clause 2, shall be paid for all work done—

(i) By shift workers—On Saturdays and in excess of eight hours on the days Monday to Friday inclusive: Provided that all work done on Saturday before 7 a.m. and after 12 noon shall be paid for at double time.

(ii) By ordinary workers—

(a) Outside the times fixed for beginning and ending work.

(b) Within the times fixed for commencing and ending work in excess of eight hours on Monday to Friday.

(c) On Saturday: Provided that all work done on Saturday before 7 a.m. and after 12 noon shall be paid for at double time.

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

SPECIAL RATES.

8. (a) Double time (with a minimum of four hours' work or payment for same) shall be the rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, 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, the special rate shall only be payable for work done on the day so substituted.

(b) Any employee who works part of a holiday or a Sunday shall be paid the ordinary rate for the remainder of the day.

(c) 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.

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.

TIME WAGES.

9. Any person ready, available, and willing to work, employed on time wages for less than the number of hours of an ordinary week's work shall for each hour worked up to one-half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of thirty-three per centum, and for each hour worked beyond the one-half aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

MEAL BREAK.

10. (a) Shift Workers :—Shift workers shall be allowed 45 minutes for each meal, such meal time to be not less than 3½ hours or more than 5 hours from the time of beginning work.

(b) Ordinary Workers :—A lunch period of at least 45 minutes shall be fixed in each factory for each employee, other than shift workers, between the hours of noon and 1.30 p.m.

MEAL ALLOWANCE.

11. Any employee required to work overtime for one and a quarter hours or more on any day shall be paid 4s. meal money unless a meal is provided by the employer.

PROVISION OF CLOTHING.

12. Overalls shall be provided and maintained by the employer, and employees when engaged in de-frosting shall be provided with rubber capes and rubber boots.

CONTINUITY OF WORK.

13. The work of each day shall be continuous with the customary break of not more than one hour for a meal.

TIME BOOK AND WAGE RECORD.

14. Every employee shall indelibly record daily his or her correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer. In addition to such time record every employee shall be required by the employer to sign each week a wage book or other record showing the total amount received as wages for such week.

UNION INSPECTION.

15. An accredited representative of the Federated Cold Storage and Meat Preserving Employees' Union of Australia shall have access to the records of times recorded by employees and wages paid, provided that such inspection is made between the hours of 8 a.m. and 4.30 p.m. on a working day.

SPECIAL CONDITIONS.

16. (i) Regarding work in the chambers—

(a) No person under the age of nineteen years shall be required to work in a chamber.

(b) Chamber hands shall be supplied with suitable gloves by the employer.

(ii) Protective footwear and clothing shall be provided by the employer for can washers, mould washers and mould pullers.

PROHIBITION OF NIGHT WORK FOR FEMALES.

17. No female employee shall be employed between the hours of 9 p.m. on one day and 6 a.m. on the following day.

ANNUAL HOLIDAYS.

18. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111).

SICK LEAVE.

19. (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 6th June, 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 6th June, 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.

MINIMUM HOURS OF WORK.

20. An employee who has commenced work on any day and is available ready and willing to continue working on that day, shall be entitled to payment for at least four hours at ordinary rates.

TERMINATION OF EMPLOYMENT.

21. (a) Notice equivalent to 40 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of an employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct (in which case wages shall be paid up to the time of dismissal only), or to deduct payment for any day the employee cannot usefully be employed because of any strike, or through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot reasonably be held responsible.

(b) In lieu of such 40 working hours' notice, except in circumstances referred to in sub-clause (a) hereof the employer may pay 40 hours' wages and vice versa, the employee leaving his or her employment without giving prior notice as prescribed shall forfeit 40 hours' wages which may be deducted from any wages due.

REST PERIOD.

22. An interval of ten minutes each morning and afternoon at a time mutually arranged shall be given as a rest period to all employees and shall be counted as time worked.

PERIODICAL ADJUSTMENT OF WAGES.

23. The wages rates for males set out in clause 2 are based upon the following basic wage and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 24.

Place.	Basic Wage.	Index Number Set Assigned.
Within the area to which this Determination applies	£ s. d. 11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

24. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all item' 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 23.

(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 apprentices, improvers and juvenile workers 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. RANDES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 3rd December, 1953.



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No. 73]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE SUGAR REFINERS 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, which now has 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 connexion with the trade of sugar refining ;
(b) in the manufacture or treatment of the by-products of sugar ;

has made the following Determination, namely :—

1. That on the 7th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. APPRENTICES, IMPROVERS, OR JUVENILE WORKER.

Wages per Week of 40 Hours.

Males.	Percentage of Basic Wage.	Weekly Wage.	Females.	Percentage of Female Basic Wage.	Weekly Wage.
		<i>s. d.</i>			<i>s. d.</i>
Under 16 years	34	80 6	Under 16 years	50	88 6
16 years	40	95 0	16 years	60	106 6
17 years	51	121 0	17 years	70	124 0
18 years	68	161 0	18 years	80	142 0
19 years	79	187 0	19 years	90	159 6
20 years	90	213 6	20 years	95	168 6

Provided that any female 19 years of age or over, with six months' experience at the trade, shall be deemed to be an adult.

PROPORTION (IN ANY PLACE).

Apprentices or Improvers.

Males.

One apprentice and one improver to every three or fraction of three workers receiving not less than the rate payable from time to time to "All others".

PROPORTION (IN ANY PLACE).

Apprentices or Improvers.

Females.

One apprentice and one improver to every three or fraction of three workers receiving not less than the rate payable from time to time to "Adult Females".

3.

OTHER EMPLOYEES.
Wages per Week of 40 Hours.

	Adjustable Rate.	Additional Constant Loading.	Total Weekly Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
<i>Adult Males.</i>			
Raw Sugar Store—			
Unstoring raw sugar	256 0	11 0	267 0
Men cutting in	257 0	11 0	268 0
Whip hand unstoring raw sugar	252 0	11 0	263 0
Whip hand at elevator	252 0	11 0	263 0
Elevator attendant	257 0	11 0	268 0
Wash tank hands	250 0	11 0	261 0
Wash tank hands—assistants	249 0	11 0	260 0
Senior rigger	262 0	11 0	273 0
Other rigger	257 0	11 0	268 0
Melting House—			
Washing fugalmen	255 6	11 0	266 6
Melter attendant	250 0	11 0	261 0
Mixer	250 0	11 0	261 0
Carbonatation House—			
Men on liquor filter presses	251 0	11 0	262 0
Men on mud	251 0	11 0	262 0
Leading hand	263 0	11 0	274 0
Men on gas tank	258 6	11 0	269 6
Sweetland filter attendant	264 0	11 0	265 0
Men on crushing and stacking lime	250 0	11 0	261 0
Men on washing and checking filterpress sheets	251 0	11 0	262 0
Char End—			
Kiln repairers	250 0	11 0	261 0
Kiln firemen	258 0	11 0	269 0
Wet charmen	258 0	11 0	269 0
Char runners	258 0	11 0	269 0
Pan Floor—			
First sugar boilers	281 0	11 0	292 0
Second sugar boilers	272 0	11 0	283 0
Employee attending triple effect and assistant sugar boiler	253 0	11 0	264 0
Pan attendant	250 0	11 0	261 0
Refined sugar fugalmen	255 6	11 0	266 6
Refined sugar fugalmen—Leading hands	255 6	11 0	270 6
Jelly House—			
Leading hand	260 6	11 0	271 6
Jelly fugalmen	250 0	11 0	261 0
Refined Sugar Store—			
Receiving at truck yard (leading hands)	260 0	11 0	271 0
Icing mill attendant	250 0	11 0	261 0
Driers (leading hand)	260 0	11 0	271 0
Driers (others)	250 0	11 0	261 0
Automatic scale attendant	259 0	11 0	270 0
Automatic scale hands	250 0	11 0	261 0
Employee engaged loading trucks	250 0	11 0	261 0
Bag room checkers	250 0	11 0	261 0
Truckers and stackers	250 0	11 0	261 0
Leading hand packing floor	260 0	11 0	271 0
Hand packing sugar	250 0	11 0	261 0
Golden Syrup and Treacle—			
Men packing and weighing (bulk)	251 0	11 0	262 0
Golden syrup and treacle mixer	253 0	11 0	264 0
Liquor runners	268 6	11 0	279 6
Liquor runners—assistants	250 0	11 0	261 0
Distillery—			
Stillman	274 0	11 0	285 0
Mashman	256 0	11 0	267 0
C.O2 Bottle Attendant	259 0	11 0	270 0
Spirit and Methylating Rooms—			
Leading hand	271 6	11 0	282 6
Assistants	255 6	11 0	266 6
Cane-ite Store—			
Men storing and unstoring cane-ite and hardboard	251 0	11 0	262 0
Leading hand cleaning gang	260 0	11 0	271 0
Unstoring and/or loading bales for shipment	261 0	11 0	272 0
All others	247 0	11 0	258 0
Adult females (a) with less than 6 months' experience at the trade			177 9
(b) with 6 months' or more experience at the trade			179 9

ADULT RATE TO BE PAID.

4. Male juniors employed as automatic scale hands reaching the age of 20 years, having at least 2 years' experience, shall receive adult rates applicable to that class of work.

SHIFT WORKERS (OTHER THAN CONTINUOUS SHIFT WORKERS).

5. (a) The ordinary working hours of shift workers shall be as follows:—

Night Shift—

Time of Beginning—11 p.m. on Sunday, Monday, Tuesday, Wednesday, and Thursday.

Time of Ending—7 a.m. on Monday, Tuesday, Wednesday, Thursday, and Friday.

Day Shift—

7 a.m. to 3 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday.

Afternoon Shift—

3 p.m. to 11 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday.

(b) Except at his own request any employee required to change from any of the above shifts to a shift other than his normal shift shall be paid at overtime rates for the first shift, unless he receives 48 hours' notice of such change.

DAY WORKERS.

6. Day worker is an employee who ordinarily works between 7.30 a.m. and 4.30 p.m., except at the distillery where the employee ordinarily works between 8 a.m. and 5 p.m. with a break of one hour for a meal between 12 noon and 1 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday. When an employee is required to work between 12 noon and 1 p.m. he shall be paid time and a half for such work, and in addition shall be allowed time off for a meal. The provisions of this clause shall not apply to shift workers as defined in clauses 5 and 7.

CONTINUOUS SHIFT WORKERS.

7. For the purposes of this clause the expression "continuous work" means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption.

(a) The ordinary working hours of employees on continuous work shifts shall not exceed an average of 40 per week spread over a period of 1, 2, 3 or 4 weeks to be worked in shifts of eight hours, including such time as by mutual arrangement may be taken for meals.

(b) There shall be a roster of shifts which shall:—

- (i) provide for rotation unless all the employees concerned desire otherwise;
- (ii) provide for not more than eight shifts to be worked in any nine consecutive days; and
- (iii) not be changed until after four weeks' notice.

(c) For all time of duty outside the limits of the ordinary hours prescribed in clause (a) hereof, an employee on continuous work shifts shall be paid at double rates. But this shall not apply to arrangements between employees themselves or in cases due to rotation of shift or when the relief does not come on duty at the proper time.

(d) Employees on continuous work shifts working any Sunday or holiday shift shall be paid at the rate of time and a half for such shift.

(The provisions of clause 7 shall apply only to persons employed at the distillery of the Colonial Sugar Refining Co. Ltd. at Yarraville.)

TERMS OF ENGAGEMENT.

8. (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, such notice not to be continued from week to week.

(b) After one full week's work, such notice shall be given by either employer or weekly employee, or in lieu of such notice, one week's wages shall be paid or forfeited, as the case may be.

(c) A weekly employee to be entitled to the weekly wage shall be available and willing to perform such work as may be lawfully and reasonably required by the employer during the days and hours usually worked by such class of employee, provided that an employer may deduct payment for any day during which the employee cannot be usefully employed by reason of any strike, breakdown of machinery or any other cause for which the employer cannot reasonably be held responsible.

(d) "Casual Worker" means a worker employed for less than six (6) consecutive days, with a minimum of two (2) hours in any day. He shall be paid at the rate of ten per cent. (10%) in addition to the rate prescribed in this Determination on an hourly basis. The provisions of this sub-clause shall not apply to a casual worker storing raw sugar.

EXTRA RATES AND ALLOWANCES.

9. In addition to the wages prescribed herein, the following extra rates and allowances shall be paid to adult males:—

- (i) Any employee who works on shift shall be paid an additional allowance of 2s. 3d. for a day shift and 3s. 6d. for an afternoon or a night shift.
- (ii) Day workers, as defined in clause 6 hereof, required to work a night shift or night shifts shall be paid ordinary rates plus 5s. per shift whilst so required.
- (iii) Employees classified as "All others," who are directed to enter and clean tanks, viz.:—Carbonatation tanks, house syrup tanks on roof, black boil-out tanks, extension tanks, scrubbers, crystallizers, char dust towers and gibb driers shall receive an additional 1s. 3d. for each hour or part of an hour spent in such work.
- (iv) Employees classified as "All others" who are directed to handle dry lime, sulphuric acid, muriatic acid, super cel or bones shall receive an additional 1s. for each day or part of a day on such work.
- (v) Employees in the raw sugar store whilst engaged unstoring, cutting in, facing and/or turning bags shall be paid as special allowances the rate per week set out hereunder:—

Men unstoring, cutting in or facing bags	6s. per week
Men turning bags	5s. per week.

The allowances prescribed in this sub-clause are granted in consideration of and cover all disabilities associated with the handling of damaged, sweated and/or hard sugar from time to time.

DEFINITION OF JUVENILE WORKERS.

10. Persons under 21 years of age (other than apprentices or improvers) employed turning bags, sweeping trucks, receiving and placing sacks, packing sugar and sewing mouths of bags, trucking sugar, collecting samples, labelling, filling golden syrup and treacle tins.

OVERTIME (other than continuous Shift Workers).

11. All work done in excess of eight hours in any one day or in excess of 40 hours in any one week shall be paid for at the rate of time and a half for the first two hours and double time thereafter.

In computing overtime under this clause, each day's work shall stand alone.

Any employee who is required to work overtime shall be paid the overtime rate for a minimum of half an hour.

LATE ATTENDANCE.

12. Any employee arriving late to work shall have a deduction made of a quarter of an hours' pay for each quarter of an hour or portion thereof that he is late.

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.

(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.)

SICK PAY.

14. Any employee with not less than six months' service who does not attend for duty by reason of personal ill-health shall be allowed ordinary rates for the actual time of such non-attendance, provided he produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the management that his non-attendance was due to personal ill-health.

An employee shall not be entitled to any allowance on this ground for more than five days (the equivalent of 40 hours' pay) in each calendar year, but sick leave allowable under this clause may accumulate subject to continuous employment for a total of three years (the equivalent of 120 hours' pay).

No payment shall be made to employees on discharge or resignation in respect of accumulated sick leave.

Personal ill-health does not include ill-health which is the result of an accident or ill-health the result of misconduct.

MEAL ALLOWANCE.

15. Employees required to work a minimum of one and a half hours' overtime shall be entitled to 4s. tea money unless notified the previous day that they will be required to work overtime. If after having been notified accordingly and their services for overtime are not required the allowance of 4s. for tea money shall be payable. Provided that the meal allowance shall be payable in respect to the mid-day meal to employees working in the raw store whilst raw sugar is being received on a Sunday whether or not they are notified the day before.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS (OTHER THAN CONTINUOUS SHIFT WORKERS).

16. (a) All time worked except between 11 p.m. and midnight on Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day shall be paid for at the rate of double time; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays, the special rate shall only be payable for work done on the day so substituted.

(b) 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.

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.

(c) Employees (other than casual employees and continuous shift workers) shall be paid at ordinary rates for Anzac Day and the holidays set out in the preceding sub-clause although they do not work.

PAYMENT OF WAGES.

17. Wages shall be payable weekly and not later than Thursday of each week. On pay day the finishing whistle shall be sounded five minutes earlier than the usual finishing time.

PIECEWORK.

18. The Board determines, under the provisions of section 150 of the *Factories and Shops Act 1928* (No. 3677), that any employer may fix and pay piecework prices to any person or persons or classes of persons employed at any work for which the Board has fixed the minimum wage, provided that such employer shall base such piecework prices on the earnings of an average worker working under like conditions, and such piecework prices shall be fixed so that an average worker can earn not less than the wages that are fixed by the Board for such work.

PERIODICAL ADJUSTMENT OF WAGES.

19. The wages rates for adult males set out in clause 3 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 the 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, improvers or juvenile workers 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, 7th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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No. 74]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE TENTMAKERS 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 which since the 19th June, 1951, has had the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of manufacturing :—

(a) articles made of canvas, or a substitute for canvas, such as sails, tents, marquees, ship's gear, wings of aeroplanes, horse rugs, cow rugs, water bags, outside blinds (except Venetian blinds), filters, mail bags, tarpaulins;

(b) any other kind of canvas goods, except those subject to the jurisdiction of any of the following Boards :—

Agricultural Implements Board,
Country Agricultural Implements Board,
Boot Board,
Leather Goods Board,
Rubber Trade Board, and
Vehicle Building Industry Board;

(c) flags;

(d) industrial spindle polishing mops.

has made the following Determination, namely :—

1. That on the 10th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK (ADULTS).

	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	£ s. d.	£ s. d.
Journeymen engaged in the manufacture or repair of industrial spindle polishing mops	13 11 0	13 8 0
Journeymen engaged in the manufacture and/or repair of canvas goods or like material by use of palm and needle	13 17 0	13 14 0
Other Journeymen engaged in the manufacture or repair of canvas goods of all descriptions	13 11 0	13 8 0
All other Journeymen	13 17 0	13 14 0
Journeywomen engaged in machining industrial spindle polishing mops	9 13 6	9 11 6
Journeywoman engaged in laying up and preparing materials for the manufacture of industrial spindle polishing mops	9 6 0	9 4 0
All other Journeywomen	9 13 6	9 11 6

In addition to the above rates the following shall be paid :—

(a) Repair of canvas goods of all descriptions which the foreman and journeyman or journeywomen shall agree are of an unusually dirty or offensive nature :—3d. per hour extra.

In case of disagreement between the foreman and employee, the employee or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the employee's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the employee's claim within 24 hours of its being asked for (unless that time expires on a non-working day in which case it shall be given during the next working day), or else the said allowance shall be paid.

(b) Females working on large machines (7.5, 45K, 7.27, or any similar class of machine, and Grummet), 3s. 6d. per week extra on above rates.

No. 74.—12352/53.—PRICE 6D.

FEMALES TO BE PAID MALE RATE.

3. Where a female is employed to do any of the following classes of work, she shall be paid the rate which is prescribed for adult males :—

(a) Cutting by machine any materials, and

(b) Cutting by hand all classes of material, provided that trimming, cutting patches of material under 12 oz. in weight and cutting any single thicknesses of materials not more than 10 oz. in weight shall be paid for at the appropriate females rates.

APPRENTICES—MALES.

4. (a) The probationary period of trainee apprentices or apprentices shall not exceed three months.

(b) The minimum rates of wage to be paid to apprentices or probationers shall be not less than the following—

	Wages Per Week.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	s. d.	s. d.
Five year terms—		
First year's experience	71 0	70 0
Second year's experience	83 0	82 0
Third year's experience	118 6	117 0
Fourth year's experience	189 6	187 0
Fifth year's experience	237 0	234 0
Four year terms—		
First year's experience	71 0	70 6
Second year's experience	118 6	117 0
Third year's experience	189 6	187 0
Fourth year's experience	237 0	234 0

(c) Experience in this clause means actual experience, whether as an apprentice or otherwise, in any one or more of the operations provided as apprenticeship operations.

(d) Except as otherwise provided minors may be engaged in the following occupations under contracts of apprenticeship or trainee apprenticeship framed in conformity with this Determination :—

- (1) Sail, tent and canvas goods maker;
- (2) Ship's gear maker.

(e) The period of apprenticeship shall not exceed four or five years, including any period of experience in the occupation to which the minor is being apprenticed prior to entering into the indenture of apprenticeship.

(f) An employer especially qualified to teach apprentices may, with the consent of the Wages Board, employ a greater proportion of apprentices to tradesmen than hereinbefore specified.

(g) Until further order any contract of apprenticeship may contain the following provision :—

If through lack of orders or through financial difficulties the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may with the concurrence of the apprentice and his guardian be suspended for a period agreed upon or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

(h) Any apprentice who cannot complete his full term of apprenticeship before reaching his twenty-second birthday may by agreement with his master serve as an apprentice until he reaches the age of twenty-three years.

(i) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness to the number of forty hours of working time per annum.

(j) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in this Determination, or in which he has unlawfully absented himself without the master's consent shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

(k) The ordinary hours of employment of apprentices shall be the same in each workshop as those of the journeymen.

(l) An apprentice under the age of eighteen years shall not be liable to work overtime unless he so desires.

(m) An apprentice shall not work under any system of piecework.

(n) An employer shall not, either directly or indirectly, or by any pretence or device, receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

(o) *Tools of Trades* :—All tools of trade necessarily required by an apprentice in the learning of his trade shall be supplied by the employer of the apprentice. Such tools of trade shall remain the property of the apprentice on completion of his indenture.

JUNIOR WORKERS—MALES.

5. (a) Junior Workers may be employed at the following rates of pay :—

Age.	Wages Per Week.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	s. d.	s. d.
Under 16 years of age	71 0	70 0
16 and under 17 years of age	95 0	93 6
17 and under 18 years of age	118 6	117 0
18 and under 19 years of age	142 0	140 6
19 and under 20 years of age	189 0	187 0
20 and under 21 years of age	237 0	234 0

(b) The proportion of Junior Workers and apprentices allowed shall be :—

Male Employee receiving at least Adult Male Basic Wage.	Junior Workers including Apprentices.
1	1
2 to 20	1 for every 2 such male employees
Over 20	A further 1 for every 3 such male employees over 20

In computing the proportion under this sub-clause, the number of such male employees employed for the whole of the previous six months shall be taken.

JUNIOR WORKERS—FEMALES.

6. (a) Female Junior Workers may be employed at the following rates of pay :—

Age.	Wages Per Week.	
	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrambool, and within Mildura and Gippeland Districts.	Other Parts of Victoria.
	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	71 0	70 0
16 and under 17 years of age	88 6	87 6
17 and under 18 years of age	101 0	100 0
18 and under 19 years of age	113 6	112 6
19 and under 20 years of age	124 0	123 0
20 and under 21 years of age	154 6	152 6

and thereafter the minimum wage prescribed for adult females as adjusted from time to time for the class of work which they are doing, provided, however, that a junior female, after four years experience in the industry covered by this Determination, shall be paid the full adult female rate prescribed in clause 2.

(b) For the purposes of this clause "experience" shall mean any form of employment in this industry.

(c) Employers who wilfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

(d) The proportion of female apprentices and/or junior workers shall not exceed two to one adult female receiving the minimum wage.

CASUAL WORKER.

7. To meet emergencies, any employer may engage a casual employee for a day or more on paying extra wages calculated at the rate of 12½ per cent. higher than those prescribed for similar work.

DEFINITIONS.

8. (a) "Federation" means the Australian Leather and Allied Trades Employees' Federation.

(b) "Double-time rates" or "Rate of double time" shall mean when applicable to ordinary hours of work on a week-day holiday or Sunday, the ordinary hour rate payable as part of the weekly wage, and in addition a rate equal to such ordinary hour rate.

(c) "Casual worker" means an employee (other than a regular employee) employed and paid by the day.

(d) "Journeyman" shall mean a male employee 21 years of age or over, or one who has completed his term of apprenticeship in the industry.

(e) "Journeywoman" shall mean a female employee 21 years of age or over, or one who has worked four years or more on any work in the industry, for which a rate is prescribed in clause 2 of this Determination.

(f) "Ordinary pay" means in the case of a time worker the ordinary remuneration he receives for the normal weekly number of hours worked by him and in the case of a piece task or bonus worker the ordinary time rate.

CONTRACT OF EMPLOYMENT.

9. (a) Employment shall be terminable on either side by a week's notice given at any time during the week or, if terminated without notice, by payment or forfeiture of a week's wages as the case may be.

(b) 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 wages shall be paid up to the time of dismissal only: Provided that the employer may deduct payment for any day on which an employee cannot be usefully employed because of any stoppage of work by an organization or group of employees or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

EMERGENCY PROVISIONS.

9A. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Friday from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work on day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

(4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

(iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purposes of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

PART-TIME EMPLOYMENT.

10. Females may be employed as part-time employees in any branch of the industry covered by this Determination upon and subject to the following terms and conditions:—

- (a) They shall be employed for not less than 20 hours in any week.
- (b) They shall be paid for each hour worked during the regular hours of work at the rate of at least 1/40th of the minimum weekly wage prescribed by this Determination for the class of work performed by them.
- (c) The payment or deduction of payment in lieu of notice of termination of employment shall be two-fifths of the pay of the preceding week of the employee concerned.
- (d) No female employee shall be employed as a part-time worker, unless a permit in writing is obtained from the Secretary for Labour.
- (e) The provisions of this Determination as regards annual leave, sick leave, and holidays shall apply to such part-time employees, but they shall be paid in respect of the period of such annual leave, sick leave, and in respect of holidays only at the wages rate actually being received by them at such time.
- (f) Save as aforesaid, all the provisions of this Determination shall apply to such part-time employees.

MIXED FUNCTIONS.

11. An employee engaged for more than half of one day on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day. If for less than half of one day, he shall be paid the higher rate for the time so worked.

SUNDAYS AND HOLIDAY RATES.

12. (a) All work performed on Sundays and holidays shall be paid for at the rate of double time.
- (b) An employee called upon to work on a Sunday or holiday shall be paid for a minimum of four hours' duty.

HOURS.

13. (a) 40 hours shall constitute a week's work.
- (b) The regular hours of work shall not be earlier than 7.30 a.m. and not later than 5.30 p.m. on five days of the week.
- (c) Not more than eight hours (except if paid for at overtime rates) shall be worked in any one day in each week.

MEAL TIME.

14. (a) Employees shall be allowed one meal break of not less than 30 minutes, such meal break to commence not later than 1 p.m.
- (b) Meal intervals having been fixed shall not be altered except on seven days' notice to the employee concerned.
- (c) Any employee called upon to work during a meal hour shall be paid time and a half, and such time and a half shall continue until he or she has a meal break.
- (d) No employee shall be allowed to work more than five hours without a break for midday meals.

REST PERIOD.

15. A rest period of ten minutes shall be given to all employees between the hours of 9.30 a.m. and 11.30 a.m. The interval shall be counted as time off duty without deduction of pay. During such period the employees may leave their seats but not the premises.

OVERTIME.

16. (a) All time worked on any day before or after the regular working hours or in excess of 8 hours on any one day, or in excess of 40 hours in any one week, shall be paid for at the rate of time and a half for the first three hours and double time thereafter.
- (b) In computing overtime each day's work shall stand alone.
- (c) Any employees required to work overtime after the recognised finishing time, on Monday to Friday inclusive for more than two hours in any one day shall be paid 3/- meal money.
- (d) If any employee pursuant to notice under sub-clause (c) has provided a meal and is not required to work overtime, he or she shall be paid 3/- for the meal so provided.
- (e) Any employees required to work overtime on Monday to Friday inclusive for more than 1½ hours on any one day shall be allowed ten minutes' crib time with pay at ordinary rates before commencing such overtime, except in cases where a minimum meal break of 30 minutes is given.
- (f) No junior male worker (under the age of 16 years) or any female employee shall work overtime after 9 p.m.
- (g) Any employee shall have completed his normal daily hours before overtime payment commences for such day, excepting in cases where failure to do so is due to causes outside his control or where time off has been with the employer's consent.
- (h) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

HOLIDAYS.

17. (a) All employees shall be entitled to the holidays herein after mentioned without deduction of pay :—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, 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 provision shall apply only to the day so substituted.

(b) In the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder, Melbourne Cup Day shall be observed as a holiday in lieu of Queen's Birthday.

(c) Piece-worker shall be paid for such holidays, even though not worked, at the ordinary rates payable to employees not on piece-work doing the same class of work. The rate shall be one-fifth of the appropriate weekly wage.

(d) If an employee's engagement is legally terminated otherwise than for misconduct within two weeks of any of the holidays above-mentioned, he or she shall be paid for such holiday or holidays unless he or she commences work with another employer and is paid by such employer for such holiday or holidays.

(e) 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 excuse or without the employer's consent, such employee shall not be entitled to payment for such holiday. The amount to be deducted shall be one-fifth of the appropriate weekly wage.

17A. 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 17 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.

PAYMENT OF WAGES.

18. (a) Employers shall pay all moneys due at least once in each week in the employer's time or within five minutes of knocking off, and not later than Thursday in each week, excepting in cases where the local Branch or Section of the Federation gives written permission to an employer to substitute "Friday" in lieu of "Thursday". Time waiting for payment after such five minutes shall be paid for at overtime rates.

(b) Any employee who has worked only a portion of a week and who is dismissed by his employer or has left his employment after the giving of a week's notice shall be paid on ceasing for all time worked during that week less any deductions that the employer may be lawfully entitled to make hereunder.

(c) Each employer shall be entitled to retain in hand from each employee an amount equal to two days' wages of such employee.

(d) On any pay day the employer shall state to each employee in writing the amount of wages to which he is entitled, the amount of deductions made therefrom and the net amount being paid to him and the date to which wages are paid.

TRAVELLING TIME.

19. Any employee sent to work at a place other than his or her ordinary place of employment shall be paid all fares and out of pocket expenses incurred in going to or from such place of employment, and shall, if the travelling is done outside ordinary hours, be paid at ordinary rates for the time spent in travelling with a maximum of eight hours per day.

SICK AND ACCIDENT PAY.

20. (a) An employee absent through illness or accident shall not be entitled in any year (whether in the employ of one employer or several, except as hereinafter provided) to leave in excess of 40 hours of working time. For this purpose a year shall commence on the 1st day of July.

(b) An employee shall within 24 hours of the commencement of such absence inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(c) An employee before becoming entitled to sick pay shall if required to do so by the employer produce a doctor's certificate or other sufficient evidence of sickness.

(d) An employee shall not be entitled to sick leave unless he has been in the service of the employer concerned for at least four weeks immediately prior to such absence.

(e) If the full period of leave as prescribed above is not granted in any year with an employer such portion as is not granted shall be cumulative from year to year with that employer up to a period not exceeding eighty hours' working time, which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

(f) Service before the date of coming into force of this clause shall be counted as service for the purpose of qualifying thereunder.

ANNUAL HOLIDAY.

21. 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.

OUTDOOR WORK.

22. (a) Except as to erecting marquees and tents, fitting and fixing of blinds, awnings, waggon covers, machinery covers, and other like operations, all work shall be performed at the shop or factory of the employer and no employer shall give out work to be performed at any other place or permit work to be performed at any other place; and no employee shall perform work for an employer at any other place.

(b) No employee (including an apprentice or unapprenticed junior worker) in employment shall make or assist in the production of goods for sale on his own account or for any other employer.

EMPLOYER TO FIND WORKSHOP, ETC.

23. The employer shall find workshops, light, and bench room and supply all materials used in connexion with the trade free of charge to the employees.

CERTIFICATE OF SERVICE.

24. Any junior worker when leaving or being discharged from his or her employment shall be given by the employer a certificate stating the date when such employment began and the date when such employment terminated.

LIMITATION OF EMPLOYER'S LIABILITY.

25. Where an employer has made a payment to an employee which payment purports to be a payment of the wages payable under this Determination to the employee for any period, such employee shall not recover from his employer any further sums prescribed by this Determination in respect of any services rendered to such employer during such period, unless within a period of three calendar months after the last day of such period a demand in writing of such further sum claimed has been given to the employer by the employee or some person on his behalf.

TIME AND WAGES BOOKS, CARDS, ETC.

26. (a) Each employer shall keep in each factory, workshop, or place where work is carried on by him, some card or check used in connexion with a mechanical clock or a time and wages book showing the name of each employee and his or her occupation the hours worked each day and the wages and allowances paid each week.

(b) Where a time-book is kept it shall be correctly entered up in ink, in the English language and shall be signed each week by the employee verifying the accuracy of the hours worked and the wages and allowances paid each week.

(c) The time occupied by an employee in filling in any time-books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

(d) The time and wages book shall be open for inspection to not more than two officers of the Federation duly accredited in writing by the Federation during the usual office hours at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the Secretary of the Federation or the district secretary or organizer of any division suspects that a breach of the Determination has been or is being committed: Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment.

(e) The official making such inspection shall be entitled to take a copy of entries in a time and wages book relating to the suspected breach of the Determination.

DINING ACCOMMODATION.

27. (a) In factories where five or more employees are employed, and it is or becomes reasonably practicable so to do, a separate room or portion of the factory or workshop shall be set aside by the employer as a dining-room and therein the employer shall provide adequate table and seating accommodation.

(b) Hot water shall be provided free of charge, to be available to employees immediately meal time commences.

(c) The employer shall provide the necessary labour to keep such room clean.

(d) If such dining-room is not regularly used by a reasonable number of the employees, the employer shall be released from his obligations under sub-clauses (a) and (b) hereof.

REST ROOM.

28. In factories where five or more female employees are employed, a properly ventilated rest room shall be provided for the use of such female employees. It shall contain a suitable couch and seating accommodation.

FIRST-AID OUTFIT.

29. (a) The employer shall provide and continuously maintain an efficient first-aid outfit in each factory controlled by him.

(b) An efficient first-aid outfit shall be that prescribed by the Factories and Shops Acts and the Regulations thereunder, but in cases where there is no legislation on the subject, the first-aid outfit shall contain the following equipment :—

Article.	Quantities to be kept in Ambulance Chest in any Factory or Workshop.
Antiseptic Solution	1 bottle
Bandages, cotton and gauze	½ doz. assorted sizes
Castor oil	1 oz.
Manual, First Aid	1
Iodine, tincture of	1 oz.
Petroleum, carbolized	1 jar
Tannic Acid Jelly	1 tube
Pins, safety	1 packet
Sal volatile	4 ozs.
Scissors	1 pair
Tourniquet	1
Tweezers	1 pair
Eye bath and dropper	1 of each
Cotton, absorbent	} An adequate assortment
Gauze, sterilized, plain	
Lint, absorbent	
Plaster, adhesive	

SHOP STEWARDS.

30. Shop stewards in each workshop shall be allowed the necessary time during working hours to interview the employer or his representatives on matters covered by this Determination affecting the employees whom they represent.

UNION BUSINESS.

31. Officers or members of the Federation or any branch thereof may leave their work to attend to the business of the Federation after at least three days' notice has been given to the employer, but without being paid while absent.

POSTING DETERMINATION AND NOTICES.

32. (a) In each factory in which five or more employees are employed the employer shall provide a notice board in the workroom of each department and the Federation shall be permitted to post formal shop and Federation notices on such board: Provided that the notices so posted shall be signed by the President, Secretary, or shop steward of the Federation.

(b) Every employer shall post and keep posted a copy of the Determination in a place accessible to all employees.

PAYMENT BY RESULTS.

33. Subject to employees receiving at least the appropriate minimum time rate prescribed by this Determination and subject to the following provisions of this clause, any employer may remunerate his employees under any piecework system, individual or group bonus system or other system of payment by results :—

(a) The employer may fix piecework rates, or other rates based on tasks set (subject to sub-clause (d) hereof), by a method of accurate time measurement determined by the employer provided that such rates enable employees who apply average skill and effort and working under normal conditions, to earn 10 per cent. above ordinary time rates; or

(b) The employer may (subject to sub-clause (d) hereof) adopt any form of bonus system including profit-sharing or other like systems.

(c) A factory board shall be appointed consisting of two representatives nominated by the employer and two of his employees nominated by his employees covered by this Determination.

(d) The rates fixed in accordance with sub-clause (a) hereof and the bonus systems adopted in accordance with sub-clause (b) hereof shall be approved by the Factory Board provided that if the employees fail to appoint representation to such board or fail to attend a meeting of such Board called by the employer on a date not less than seven days after the service of notice of a meeting of the employees' representatives, the employer may adopt such rates or adopt such system of payment by results as he shall deem reasonable.

(e) Piecework and similar rates once fixed shall not, subject to other provisions of this clause, be altered except where warranted by change of circumstances, operations, method or materials or to correct a demonstrable clerical error or by mutual agreement.

(f) Determination variations shall be incorporated into the payment by results system on a basis agreed by the Factory Board.

(g) Overtime penalties, shift premiums, and other penalty rates prescribed by this Determination shall be, a separate addition on the appropriate time rate basis to any earnings calculated by way of any system of payment by results.

(h) Employees waiting on the employer's premises, at the employer's request, ready and willing to work shall, for each pay period receive at least the time rate prescribed for their occupation.

(i) Journeymen on piecework teaching learners (not in the employ of the pieceworker) on piecework—10 per centum of piecework rates extra whilst so employed.

RIGHT OF ENTRY OF UNION OFFICIAL.

34. (a) A duly accredited representative of the Federation shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate Union business, 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 the place where they are taking their meal;
- (iii) that not more than one representative in all be in any workshop at any one time;
- (iv) that no one representative visit a workshop more than once in each week; and
- (v) that if any employer alleges that a representative is unduly interfering with his workshop 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.

(b) Where a Union official holding the right of entry this clause suspects that a breach of the Determination is occurring or has occurred he shall be afforded the opportunity to enter the factory during working hours and view the work in question: Provided that during such inspection the official shall not obstruct or interfere with the work in any way or converse with the employees while at work.

A Union representative shall be a duly accredited representative of the Federation if he be the holder for the time being of a certificate, signed by the General Secretary 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.

(SEAL)

.....
General Secretary.

Specimen signature of holder.....

Date.....

Strictly not transferable.

PERIODICAL ADJUSTMENT OF WAGES.

35. *Adult Males.*—The wages rates set out for males 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 determines that such rates shall be automatically adjusted as prescribed by clause 36.

Basic Wage.

Place.	Basic Wage (Adjustable). £ s. d.	Index Number Set Assigned.
Victoria— Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, at Warrnambool, and within Mildura and Gippsland Districts Yallourn—6s. 6d. in excess of basic wage for Melbourne. Elsewhere—3s. less than the contemporaneous basic wage for Melbourne.	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

36. (a) For the purpose 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 35.

(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.

In all cases where for the same class of work the same rates have been prescribed for journeywomen as are prescribed for journeymen, the rates for such journeywomen shall be increased or decreased in the same manner and by the same amount as the rates for journeymen.

MARGINS.

17. (a) *Adult Males.*—In addition to the basic wage prescribed in clause 35 the following margins shall be paid:—

Classifications.	Margin. Per Week. £ s. d.
Journeymen engaged in the manufacture or repair of industrial spindle polishing mops	1 14 0
Journeymen engaged in the manufacture and/or repair of canvas goods or like material by use of palm and needle	2 0 0
Other Journeymen engaged in the manufacture or repair of canvas goods of all descriptions	1 14 0
All other Journeymen	2 0 0

(b) *Adult Females*.—The minimum rate per week to be paid to adult female employees shall be the equivalent of 75 per cent of the basic wage for adult male employees indicated in clause 35 hereof calculated to the nearest sixpence (half or less than half of sixpence to be disregarded) and in addition thereto the marginal rate specified:—

Percentage of Total Base Rate.	Margin.
	Per Week.
	<i>s. d.</i>
Journeywomen engaged in machining industrial spindle polishing mops	16 0
Journeywomen engaged in laying up and preparing materials for the manufacture of industrial spindle polishing mops	8 6
All other Journeywomen	16 0

(c) *Apprentices—Males*.—The minimum rates of wage to be paid to apprentices or probationers shall be not less than the following:—

Experience.	A total payment per week at the equivalent of the below stated percentage of the basic wage for adult male employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).
	Per cent.
Five-year term—	
First year's experience	30
Second year's experience	35
Third year's experience	50
Fourth year's experience	80
Fifth year's experience	100
Four-year term—	
First year's experience	30
Second year's experience	50
Third year's experience	80
Fourth year's experience	100

(d) *Junior Workers—Males*.—Junior workers may be employed at the following rates of pay:—

Age.	A total payment per week at the equivalent of the below stated percentage of the basic wage for adult male employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).
	Per cent.
Under 16 years of age	30
16 and under 17 years of age	40
17 and under 18 years of age	50
18 and under 19 years of age	60
19 and under 20 years of age	80
20 and under 21 years of age	100

(e) *Junior Workers—Females*.—Female junior workers may be employed at the following rates of pay:—

Age.	A total payment per week at the equivalent of the below stated percentage of the basic wage for adult female employees indicated in clause 35 hereof, calculated to the nearest 6d. (half or less than half of 6d. to be disregarded).
	Per cent.
Under 16 years of age	40
16 and under 17 years of age	50
17 and under 18 years of age	57
18 and under 19 years of age	64
19 and under 20 years of age	70
20 and under 21 years of age	87

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

J. V. WILLOX, Secretary.

Melbourne, 10th December, 1953.



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No. 75]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE PASTRYCOOKS BOARD.

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

(b) Pastrycooking was proclaimed on 19th October, 1938, as an apprenticeship trade under the Apprenticeship Acts for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell Street, Melbourne. (Price 3d.)

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, or business of a pastrycook," has made the following Determination, namely:—

1. That on the 10th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES OR IMPROVERS—MALE OR FEMALE.

Wages Per Week of 40 Hours.

Experience.	Commencing Age.				Overtime— For overtime rates for Apprentices and Improvers, see clause 7.
	Under 17 Years.		17 Years and Over.		
	Percentage of Basic Wage.	Total Weekly Rate.	Percentage of Basic Wage.	Total Weekly Wage.	
		<i>s. d.</i>		<i>s. d.</i>	
First Year	32	76 0	43	102 0	
Second Year	43	102 0	54	128 0	
Third Year	54	128 0	72	170 6	
Fourth Year	72	170 6	95	225 0	
Fifth Year	95	225 0	

NOTE.—The Apprenticeship Commission has provided that after 19th October, 1938, no new improver shall be employed in the Metropolitan District except with the consent of the Commission.

PROPORTIONATE NUMBER.

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than the minimum wage.
An indenture of apprenticeship has been prescribed by the Board.

Improvers.

One improver to the first three workers receiving not less than 296s. per week of 40 hours, and thereafter one improver to every six additional such workers.

No. 75—12353/53.—PRICE 6D.

JUVENILE WORKERS.
Wages Per Week of 40 Hours.

Persons under 21 years of age (other than apprentices or improvers) employed as follows:—

	Persons Engaged in General Work for the Whole of their Working Time.				Females Engaged Decorating Christmas and New Year Cakes.	
	Males.		Females.		Percentage of Female Basic Wage.	Weekly Wage.
	Percentage of Basic Wage.	Weekly Wage.	Percentage of Female Basic Wage.	Weekly Wage.		
		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>
14 years of age	26	61 6
15 years of age	30	71 0	33	58 6	40	71 0
16 years of age	34	80 6	35	62 0	45	80 0
17 years of age	40	95 0	45	80 0	53	94 0
18 years of age	45	106 6	49	87 0	61	108 6
19 years of age	50	118 6	54	96 0	69	122 6
20 years of age	59	140 0	58	103 0	76	135 0

OTHER EMPLOYEES.
Wages Per Week of 40 Hours.

	Weekly Wage.
	<i>s. d.</i>
Fore-hand, i.e., a person who has charge of a bakehouse or bakehouses in adjacent buildings and employees therein	309 0
Single-hand, i.e., a person who has charge of a bakehouse or workroom with no pastrycook, ornament, or ornamental worker under his or her charge	304 0
Pastrycooks, ovenmen, ornamenters, ornamental workers, crumpet or muffin bakers	296 0
All other males	251 0
Females engaged in general work	177 6

Jobbers, i.e., pastrycooks engaged for not more than half the number of hours fixed for a week's work shall be paid an hourly rate ascertained by increasing the weekly rate prescribed for a pastrycook by 12½ per cent., and dividing the result by 40.

WEEKLY HOURS.

3. The number of hours to constitute a week's work shall be forty (40).

TERMS OF EMPLOYMENT.

4. Employees, other than jobbers, who work less than 40 hours in any week may be paid the ordinary wages rate calculated *pro rata* according to the number of hours worked.

GENERAL WORK.

5. That wherever occurring in this Determination, the expression "General Work" shall only include—

- | | |
|--|--|
| Bringing fuel to oven. | Creaming and filling. |
| Bringing in raw material. | Emptying tins or trays. |
| Buttering tins. | Labelling tins or boxes. |
| Carrying goods to and from the oven. | Packing wedding cakes, other cakes, or pastry. |
| Cleaning bakehouse yard or premises. | Papering hoops. |
| Cleaning fruit and cutting peel. | Turning hand machines. |
| Cleaning pans, tins, tools, or other utensils. | Washing of machines. |
| Cracking eggs. | Wrapping cakes. |

TIME OF BEGINNING AND ENDING WORK.

6. On Monday to Saturday (inclusive) Time of Beginning. 6 a.m. Time of Ending. 7 p.m.

OVERTIME.

7. (a) All time worked in excess of 40 hours per week. Time and a half for the first 6 hours and double time thereafter. In computing such overtime all work shall be taken into account whether performed by day or by night or both combined.
(b) All time worked between the hours of 7 p.m. and 12 midnight on Monday, Tuesday, and Wednesday, } Double time.
between the hours of 7 p.m. and 10 p.m. on Thursday, and between the hours of 7 p.m. and 8 p.m. on Friday }

(c) Night work.—All time worked on—
(i) Sunday between 12 midnight and 6 a.m. }
Monday: } Adult employees—Ordinary rate plus 25 per cent.
(ii) Monday, Tuesday, Wednesday between }
the hours of 12 midnight and 6 a.m. }
on the following day: } Apprentices, Improvers, Juvenile workers—Ordinary rate plus 25 per cent. or 1½d. per hour, whichever is the higher.
(iii) Thursday, between the hours of 10 p.m. }
and 6 a.m. the following day; }
(iv) Friday, between the hours of 8 p.m. and }
6 a.m. the following day }

All employees who commence work at or before 1 a.m. shall receive night work rates for time worked after 6 a.m. until completion of shift.

(d) Employees (other than jobbers) whose services are not required on any holiday mentioned in clauses 12 and 13 shall not be required to make up time lost through such holiday which shall be deemed to be of 7 hours, and employees required to work—

- (i) in excess of 33 hours in any week in which one holiday occurs } shall be paid for such excess at the rate of time
- (ii) in excess of 26 hours in any week in which two holidays occur } and a half.

LIMITATION OF NIGHT WORK.

8. Subject to the provisions of clause 17 no employee shall be required to work at night for more than ten hours in a spread of eleven hours.

SHIFTS.

9. There shall be a ten (10) hour interval between shifts.

TERMINATION OF EMPLOYMENT.

10. Employees who have worked for 28 days or longer shall except in a case of misconduct by either employer or employee give or receive one week's notice of termination of employment, or one week's wages shall be forfeited or paid in lieu thereof.

SPECIAL RATE FOR PUBLIC HOLIDAYS.

11. That double time shall be the special rate for all work (except making fermented doughs) done on New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, 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-mentioned holidays, the special rate shall only be payable for work done on 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.

PUBLIC HOLIDAYS.

12. All employees (except jobbers) shall be granted 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; or any other day substituted for the above days by Acts of Parliament or Proclamation:

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.

Provided that where an employee is absent from his or her employment on 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.

UNION PICNIC DAY.

13. All employees (except jobbers) employed within the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council made thereunder; the Cities of Geelong, Geelong West, Newtown and Chilwell, Ballarat, and Bendigo; and the Boroughs of Sebastopol and Eaglehawk shall be granted a holiday on Union Picnic Day (i.e. the second Monday in February in each year) without deduction of pay.

SUNDAY WORK.

14. No person shall be employed on Sunday before 12 midnight with the following exceptions:—

- (a) Making fermented doughs, for which double time shall be paid;
- (b) One man per factory may be employed in the preparation of pie meat between the hours of 1 p.m. and 5 p.m. at double rates of pay, with a minimum payment of 10s. for this work.

TIME BOOK.

15. The correct times of beginning and ending work shall be recorded daily in a proper book or time card, or by mechanical means, to be furnished by the employer, such record shall be initialed by the employee at least once a week, and shall be open for inspection by the permanent Secretary-Treasurer of the Victorian Branch of the Pastrycooks Union of Australia and the Inspector of Factories.

AUTHORIZED PERSON MAY ENTER FACTORY.

16. The permanent Secretary-Treasurer of the Pastrycooks Union of Australia, Victorian Branch, shall have power to enter and inspect during working hours any part of a pastrycook's factory or workshop in which any work is being carried on. The Secretary-Treasurer of the Pastrycooks Union shall have the right to interview employees in regard to conditions of employment at the employer's convenience.

MEAL TIME.

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

REST PERIODS.

18. A rest period of ten minutes in the forenoon and ten minutes in the afternoon shall be given all female workers without any deduction from wages.

FEMALE EMPLOYEES.

19. No female of any age shall be employed prior to 6 a.m.

LAUNDERING ALLOWANCE.

20. Any employee required to wear overalls shall receive a laundering allowance of three shillings per week.

ANNUAL HOLIDAYS.

21. 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.

22. (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 24 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 be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st August, 1949, shall be disregarded, providing that any accumulated sick leave (not exceeding 80 hours of working time) standing to the credit of the employee on the 1st August, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

DETERMINATION TO BE EXHIBITED.

23. A copy of this Determination shall be posted or hung up in a place where it is easily accessible to the employees.

DEFINITION.

24. "Ovenman" shall mean an employee responsible for the baking of all kinds of cakes and pastry.

PERIODICAL ADJUSTMENT OF WAGES.

25. 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*, this Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 26.

BASIC WAGE.

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

ADJUSTMENT OF BASIC WAGE.

26. (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 25.

(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 "Apprentices or Improvers" and "Juvenile Workers" 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, 10th December, 1953.



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No. 76]

TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE BISCUIT BOARD.

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

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

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

1. That on the 10th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.					Other Employees.	
WAGES PER WEEK OF 40 HOURS.					WAGES.	
	Per-centage Basic Wage.	Male Apprentices or Improvers.	Per-centage of Female Basic Wage.	Female Apprentices or Improvers.		Per week of 40 hours. s. d.
		<i>s. d.</i>		<i>s. d.</i>		
Under 16 years of age	38	90 0	63	112 0	Bakers (including Wafer Bakers and Branette Bakers)	276 0
16 years of age ..	40	95 0	63	112 0	Brakesman	272 0
17 years of age ..	56	132 6	70	124 0	Machine Attendant	269 0
18 years of age ..	64	151 6	81	144 0	Men carrying and stacking flour	271 0
19 years of age ..	75	177 6	88	156 0	Mixers (including Wafer Mixers and Sugar Cream Mixers)	275 0
20 years of age ..	85	201 6	96	170 6	Oven firemen	270 0
					Adult males operating "Enroba" chocolate dipping machine	262 0
					Despatch hands	262 0
					All other males	254 0
					All other females	197 3

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

PROPORTION (IN ANY PLACE).

Apprentices.

MALES.

One male apprentice to every three or fraction of three male workers receiving not less than 254s. per week of 40 hours.

FEMALES.

One female apprentice to every three or fraction of three female workers receiving not less than 197s. 3d. per week of 40 hours.

Improvers.

MALES.

Two male improvers to every male worker receiving not less than 254s. per week of 40 hours.

FEMALES.

Four female improvers to every female worker receiving not less than 197s. 3d. per week of 40 hours.

TERMS OF ENGAGEMENT.

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

OVERTIME.

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

TEA MONEY.

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

ALLOWANCES.

6. Employees who wear, when at work, overalls, the laundering of which is not paid for by the employer, shall be paid an allowance of 2s. 6d. per week in addition to their ordinary weekly wage.

TIME BOOK OR OTHER RECORD.

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

MEAL TIME.

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

EXTRA RATES.

9. (i) All employees working on night work between the hours of 9 p.m. and 6.30 a.m. shall receive the rate of 5s. per night additional to the usual wage rate: Provided that when the employee works for less than half of the normal shift such payment in addition to the usual wage shall be 2s. 6d.
- (ii) All employees on day work whose normal time of finishing work is 6 p.m. or up to 9 p.m. shall receive 2s. 6d. per shift in addition to the usual wages rate for such work subject to the provisions of clauses 3 and 4.
- (iii) All employees on day work commencing work before 2.30 a.m. shall receive the rate of 5s. per shift in addition to the usual wages rate.
- (iv) All employees on day work commencing between the hours of 2.30 a.m. and 6.30 a.m. shall receive the rate of 2s. 6d. per shift in addition to the usual wages rate.
- (v) No female of any age shall be employed between the hours of 9 p.m. and 6.30 a.m.

SHIFT WORK.

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

SUNDAY WORK.

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

PAYMENT FOR HOLIDAYS.

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

Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour 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, the special rate shall only be payable for work done on 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.

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 HOLIDAYS.

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

SICK 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 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, provided that any accumulated sick leave, not exceeding 80 hours of working time, standing to the credit of the employee on the 1st July, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

REST PERIOD.

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

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

PIECEWORK.

16. (a) Subject to the minimum wages prescribed by clause 2 an employer may pay any of his employees under any system of payment by results based on rates which will enable workers of average capacity working under like conditions to earn at least 10 per cent. above the wages prescribed by clause 2.

(b) Any system of payment by results shall provide that all female employees doing the same class of work shall receive the same piecework, bonus or task rates.

(c) Any such system or any variation thereof shall be posted by the employer in a suitable position in the factory.

(d) Employees working under such system shall be paid for overtime, holidays, sick leave and annual leave at the amount applicable to time rate employees.

AUTHORIZED PERSON MAY ENTER FACTORY.

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

PERIODICAL ADJUSTMENT OF WAGES.

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

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as proscribed in clause 18.

(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.

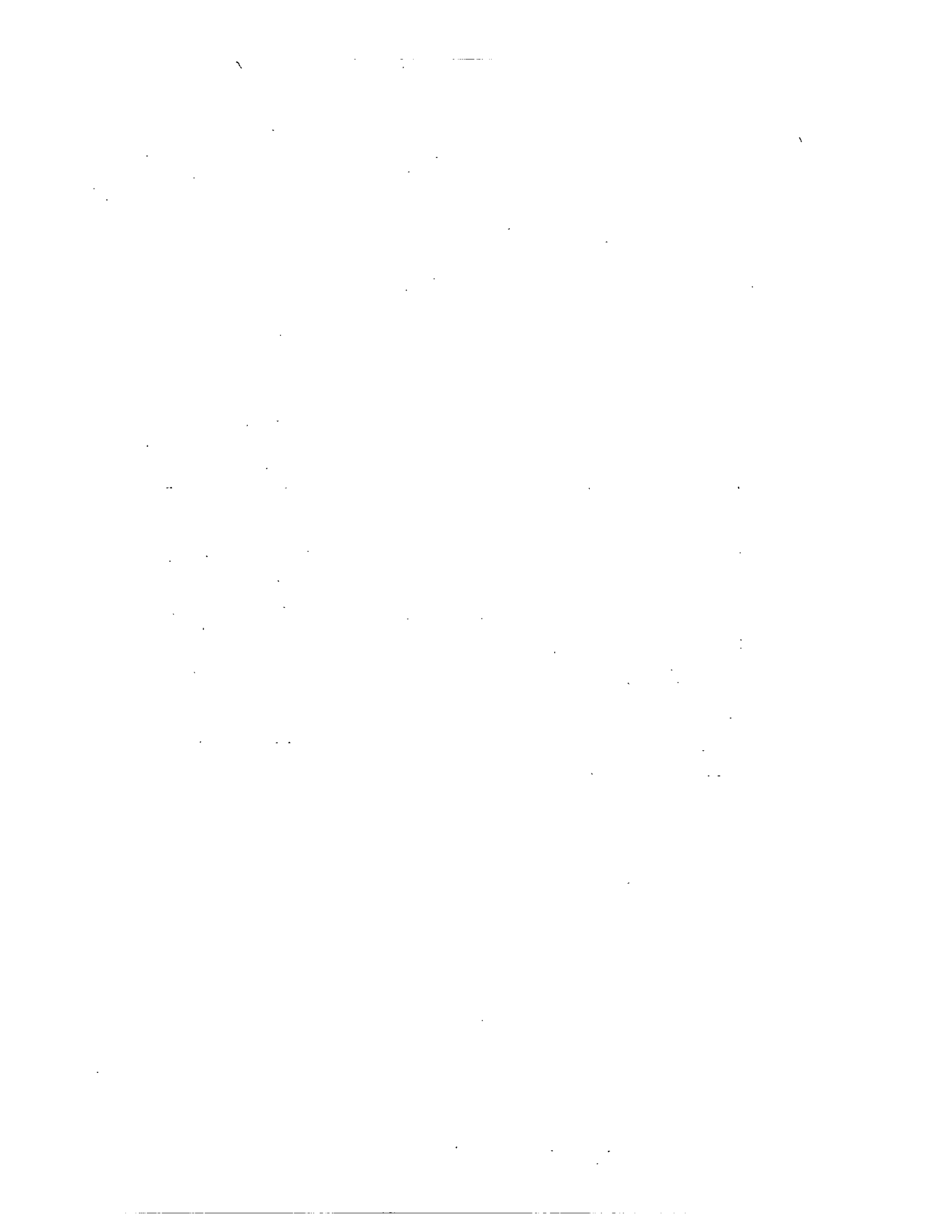
(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. Such wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount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

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

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

J. V. WILLOX, Secretary.

Melbourne, 10th December, 1953.





VICTORIA
GOVERNMENT GAZETTE.

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TUESDAY, FEBRUARY 23.

[1954

Factories and Shops Acts.

DETERMINATION OF THE WIRE FENCE AND TUBULAR GATE 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 which since the 22nd November, 1928, has had the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of making or erecting woven wire fence (other than wire netting) and tubular gates, has made the following Determination, namely:—

1. That as from the 3rd December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. Wages per week of 40 hours.

ADULTS.

	Wages Per Week.		
	£	s.	d.
Welder—			
Special class (as defined)	14	13	0
First class	14	9	0
Second class	13	5	0
Third class	13	1	0
Tack welder	13	3	0
Machinists, being those engaged in working on ringlock, or any other class of fence-making machines, chain netting machines, or picket fabric machines	13	5	0
Paint spray operator	13	1	0
Persons employed in attaching chain netting, fabric, or wire cables to gates or frames	13	2	6
Scroll maker	13	2	6
Tubular frame maker	13	5	0
Person engaged in erecting woven wire fence or tubular gates	13	5	0
Stump hand	12	18	6
All other adult employees	12	0	0

Provided that any person without previous experience employed in attaching chain netting, fabric, or wire cables to gates or frames, scroll making or tubular frame making, and erectors of woven wire fence or tubular gates, shall be paid 25s. 6d. per week for the first six weeks of such employment in the industry.

LEADING HANDS.

3. Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.

APPRENTICESHIP.

4. The Board has determined that no apprentice shall be taken in the trade.

UNAPPRENTICED MALE JUNIORS.

5. The wages of unapprenticed male juniors shall be:—

	Percentage of Basic Wage.	Additional Amount.	Wages per Week of 40 Hours.	
			s. d.	£ s. d.
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.

The minimum rate payable to a junior employee of 18 years or more with less than six months' experience under this Determination shall until he has had such 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 age, and in addition thereto the further additional loading specified for such an employee.

No junior shall be employed in outside spray painting or in the occupation of outside erecting who has not attained the age of nineteen years and has not completed two years in the industry or if under the age of 16 years, using electric arc or oxy-acetylene blow pipe.

SPECIAL RATES.

6. In addition to the wages prescribed in clauses 2 and 5 hereof, the following special rates and allowances shall be paid to employees including unapprenticed juniors:—

Wet Places.

(a) An employee working in any place where his clothing or boots become saturated, whether by water, oil or otherwise, shall be paid 4d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable protective clothing and/or footwear: And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.

Confined Spaces.

(b) Working in confined space (as defined), 6d. per hour extra.

Special Rates not Cumulative.

(c) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest for the disabilities so prevailing.

Rates not Subject to Penalty Additions.

(d) The special rates herein prescribed shall be paid irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

Travelling Time, Allowance, and Board.

7. (a) An employee required to work at a job away from his workshop or depot shall, at the direction of his employer, present himself for work at such job at the usual time of starting work. When an employee is required to work away from his workshop or depot, all time reasonably spent in excess of time usually spent in travelling to or from his home to the workshop or depot shall be paid for at ordinary rates (except on Sunday or a holiday when payment shall be at the rate of time and a half), up to a maximum of twelve hours out of every 24 or, where a sleeping berth is provided, a maximum of eight hours out of every 24.

(b) An employee engaged in a capital city to work in the country, or sent from one country centre to work in another country centre, shall be entitled to travelling time, and for a period not exceeding three months to expenses.

All excess fares and reasonable travelling expenses, including 4s. 0d. for each meal, together with the cost of board and lodging if the employee has to remain away from his home for a night, shall be paid by the employers.

The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage, and on trains second class, except where all-night travelling is involved, when they shall be first class, and sleeping berths shall be provided where available.

(c) A camping allowance of 6s. 6d. per day for every day, including Sunday, shall be paid to employees engaged on country jobs at places where ordinary board and residence is not obtainable and camping in tents, cubicles, or other temporary shelter is necessary: Provided that where cooked meals are procurable by the employee at a mess established by the employer, the amount of such country allowance shall be 9d. per day for every day including Sundays.

(d) Until further order an employer shall be free to engage labour on the site of a job carried on away from the workshop, without payment of any travelling time or fares, unless such employee is sent from the workshop:

Provided that if any employee engaged for the erection of a job had previously been engaged by the same employer in the fabrication of the job in a workshop he shall be paid fares in excess of those incurred in travelling to and from the workshop.

HOURS OF WORK.

Day Workers.

8. (a) The ordinary hours of work shall be 40 per week to be worked in five days of not more than 8 hours (Monday to Friday inclusive) and one day (Saturday) of not more than 4 hours; or five days (Monday to Friday inclusive) of 8 hours each continuously except for meal 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. and noon on Saturday.

In localities where the recognized half-holiday is on a day other than Saturday the day so recognized may be substituted for Saturday for all the purposes of this Determination.

Provided that the spread of hours or the daily hours prescribed may be altered as to all or a section of the employees by mutual agreement between an employer and the representative of the union in that shop.

Five-day Week.

(b) In any case in which the ordinary week's work of 40 hours can be performed in five days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service,

the employer shall allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant.

It is a condition of the allowing of a five-day week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the working of overtime on Saturday.

EMERGENCY PROVISIONS.

8A. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work or day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

- (4) Nothing continued in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

(iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purposes of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

SHIFT WORK.

Definitions.

9. (a) For the purposes of this clause:—

- “Afternoon shift” means any shift finishing after 6 p.m. and at or before midnight.
- “Continuous work” means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the employer.
- “Night shift” means any shift finishing subsequent to midnight and at or before 8 a.m.
- “Rostered shift” means a shift of which the employee concerned has had at least 48 hours' notice.

Hours—Continuous Work Shifts.

(b) This sub-clause shall apply to shift workers on continuous work as hereinbefore defined.

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any one day; or
- (ii) 48 in any one week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 160 in 28 consecutive days.

Subject to the following conditions such shift workers shall work at such times as the employer may require:—

- (i) A shift shall consist of not more than eight hours, inclusive of crib time.
- (ii) Except at the regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.
- (iii) twenty minutes shall be allowed to shift workers each shift for crib, which shall be counted as time worked.

Hours—Other than Continuous Work.

(c) This sub-clause shall apply to shift workers not upon continuous work as hereinbefore defined. The ordinary hours of such 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 8 hours and one shift (Saturday) of not more than 4 hours; or
- (ii) 80 in 14 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; or
- (iii) 120 in 21 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.

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.

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

Rosters.

(d) Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

Variation by Agreement.

(e) 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.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment, or in the absence of agreement by seven days' notice of alteration given by the employer to the employees.

Afternoon or Night Shift Allowances.

(f) Shift workers on continuous work whilst on afternoon or night shifts shall be paid 7½ per cent. more than the ordinary rates for such shifts.

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

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.

An employee who—

- (i) during a period of engagement on shift works night shift only; or
- (ii) remains on night shift for a longer period than four consecutive weeks; or
- (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle.

shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

(f1) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

Overtime.

(g) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Determination 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; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 15 (b) hereof.

Provided that when not less than 8 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.

Compulsory Overtime.

(g1) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

Sundays and Holidays.

(A) Shift workers on continuous work shifts for work done on a rostered shift the major portion of which is performed on a Sunday or holiday shall be paid at the rate of time and a half.

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 12 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday 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.

Where shifts fall partly on a holiday that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

Junior Employees.

(i) Juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. 6d. per shift whichever is the higher.

MIXED FUNCTIONS.

10. An employee engaged for more than half of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If for less than half of one day or shift he shall be paid the higher rate for the time so worked.

OVERTIME.

11. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work: Provided that in the case of a junior, the rate for overtime shall be not less than the rate herein prescribed or 2s. 3d. per hour whichever is the higher.

(b) An employee, other than a casual employee, after the completion of overtime work performed after his usual ceasing time shall be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

If on the instructions of his employer any employee resumes work without having had such eight hours off duty he shall be paid at double rates until he is relieved from duty to take such rest period, and he shall then be entitled to be absent until he has had eight consecutive hours off duty without deduction of pay for ordinary time of duty occurring during such absence.

(c) Except as otherwise provided in paragraphs (a) and (b) hereof, in computing overtime each day's work shall stand alone.

(d) An employee recalled to work overtime after leaving his employer's business premises shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled: Provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

(f) For work done during meal hours and thereafter until a meal hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

(g) An employee working overtime shall be allowed a crib-time of twenty minutes without deduction of pay after each four hours of overtime work, if the employee continues work after such crib-time.

(h) Unless the period of overtime is less than one and a half hours an employee before starting overtime after working ordinary hours shall be allowed a meal break of twenty minutes which shall be paid for at ordinary rates. An employer or employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of twenty minutes.

(i) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 2s. and 1s. 3d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid as above prescribed for meals so provided.

(j) Subject to the provisions of the second part of sub-clause (f) of this clause, an employee employed as a regular maintenance man shall work during meal breaks at the ordinary rates herein prescribed whenever instructed to do so for the purposes of making good breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

(k) When an employee works overtime or a shift for which he has not been regularly rostered finishes work at a time when reasonable means of transport is not available, the employer shall provide him with a conveyance or pay him his current wage for the time occupied in reaching his home.

Compulsory Overtime.

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

HOLIDAYS AND SUNDAY WORK.

12. (a) Employees shall be entitled to the following public holidays without loss of pay as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Labour Day, Anzac 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 provision shall apply only to the day so substituted.

By agreement between any employer and his employees other days may be substituted for the said days or any of them as to such employer's undertaking.

(b) Except as provided in sub-clause (a) of clause 9 an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays, such double time to continue until he is relieved from duty.

(c) An employee, other than a casual employee, not engaged in continuous work who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work shall on being relieved from duty be entitled to be absent until he has had eight consecutive hours off duty without deduction of pay for ordinary time of duty occurring during such absence.

(d) Employees, other than on shift required to work on Sundays or public holidays or day or days substituted by Act of Parliament or Proclamation in lieu of such public holidays shall be paid for a minimum of three hours' work.

(e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such a holiday.

12A. 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 12 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.

EXTRA RATES NOT CUMULATIVE.

13. Extra rates in this Determination, except rates prescribed in clause 8 are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

14. (a) Wages shall be paid weekly or fortnightly.

(b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employers who make a practice of allowing advances to employees approximating wages due.

(c) Upon termination of the employment wages due to an employee shall be paid to him on the day of such termination, or forwarded to him by post on the next working day.

(d) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work, shall be paid at overtime rates after that quarter-hour, with a minimum of a quarter of an hour.

(e) On or prior to pay day, the employer shall state to each employee in writing the amount of wages to which he is entitled, the amount of deductions made therefrom, and the net amount being paid to him.

CONTRACT OF EMPLOYMENT.

Weekly Employment.

15. (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. 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 or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any break-down in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible. Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

Casual Employment.

A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs plus 10 per cent.

SICK LEAVE.

16. (a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of injury by accident arising out of and in the course of his employment, shall be entitled to leave of absence without deduction of pay, subject to the following conditions and limitations:—

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

(ii) He shall, within 24 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

For the purpose of administering paragraph (iv) of this sub-clause an employer may, within one month of this Determination coming into operation or within two weeks of the employee entering his employment, require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

Single Day Absences.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly qualified medical practitioner that in his, the medical practitioner's opinion, the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

Cumulative Sick Leave.

(c) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

Attendance at Hospital, &c.

(d) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist, or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

ANNUAL HOLIDAY.

17. (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*, No. 5111 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

MISCELLANEOUS.

Accommodation and Conveniences.

Boiling Water.

18. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First-Aid Outfit.

(iii) 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.

Clause 8 of Chapter 9 of the Regulations under the *Factories and Shops Act 1928* requires that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with 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	

Lockers.

(iv) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes.

Washing and Sanitary Conveniences.

(v) Employers shall provide proper and sufficient washing and sanitary conveniences.

Clothing, Equipment and Tools.

Damage to Clothing and Tools.

(b) (i) Compensation to the extent of the damages sustained shall be made where in the course of the work clothing or tools are damaged or destroyed by fire or molten metal or through the use of corrosive substances. Provided that the employer's liability in respect of tools shall be limited to such tools of trade as are ordinarily required for the performances of the employee's duties.

Gloves.

(ii) Suitable canvas or leather gloves shall be provided by employers for operators of pneumatic tools and/or punch and shearing machines and suitable gloves or pads for such other work as the foreman and employee may agree.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the workman's claim by the employer's industrial officer (if there be one) or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the workman's claim within 48 hours of its being asked for (unless that time expires on a non-working day, in which case it shall be given during the next working day), or else the said equipment shall be provided.

Goggles.

(iii) Suitable mica or other goggles shall be provided by the employer for each employee using emery wheels or where used by more than one employee such goggles shall be sterilized before being used by another employee. An employee when working on emery wheels shall wear the goggles provided for his protection.

Goggles containing celluloid shall not be considered suitable for the purposes of this provision.

Protective Equipment—Welding.

(iv) Employers shall provide a sufficient supply of the undermentioned equipment to enable each welder and his assistant when engaged on work necessitating its use to be supplied with same:—

(a) Suitable asbestos sheets,

(b) Hand screens or helmets fitted with coloured glass (or in the case of oxy-acetylene operators protective glasses with side shields),

(c) Anti-flash goggles,

(d) Aprons, leather sleeves and leggings (or coveralls of flame-proof material) and gauntlet gloves; and

(e) Gum or other insulating boots when working in places so damp that danger of electric shock exists.

An employee who is pursuant to this paragraph supplied with any of the equipment specified herein shall wear or use as the case may be such equipment in such a way as to achieve the purpose for which it is supplied.

Where electric arc operators are working screens which shall be suitable and sufficient for the purpose shall be provided by the employer for the protection of employees from flash.

Tools.

(v) Until further order the employer shall provide for each employee such tools as were customarily provided at the time of the making of this Determination. The employee shall replace or pay for any tools so provided if lost through his negligence.

SHOP STEWARDS.

19. 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 union to which he belongs, 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.

20. (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 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 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.

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.

(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
of the above-named organization.

is a duly accredited representative

General Secretary.

SEAL.

Date.

Specimen signature of holder.

Strictly not transferable.

TIME AND WAGES BOOK.

21. (a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in any time record or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out when entering or leaving the employer's premises.

(c) The time and wages record shall be open for inspection to a duly accredited union official during the usual office hours at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the secretary of the union or the district secretary or organizer of any division suspects that a breach of the Determination has been committed: Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.

(d) The official making such inspection shall be entitled to take a copy of entries in a time and wages record relating to the suspected breach of the Determination.

NOTICE BOARD.

22. The employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, upon which accredited union representatives shall be permitted to post formal union notices signed or countersigned by the representative posting same.

DEFINITIONS.

23. "Confined space" means a compartment, space, or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation.

"Sunday" means all time between midnight Saturday and midnight Sunday.

"Year" means the period between the 1st day of June in each year and the next 31st day of May.

Welding.

"Welder—Special class" means a tradesman using electric arc and/or oxy-acetylene equipment and who is required to, and is competent to, apply general trade experience in welding the following classes of metals:—mild steel, stainless steel, cast iron, aluminium, copper, brass, die-cast metal and magnesium.

"Welder—1st class" means a tradesman using electric arc and/or oxy-acetylene blowpipe and/or coal gas cutting plant who is required to apply general trade experience as a welder.

"Welder—2nd class" means an adult employee using an electric arc or oxy-acetylene blowpipe who is not a welder 1st class or welder 3rd class.

"Welder—3rd class" means an adult employee using an electric spot or butt welding machine or cutting scrap with an oxy-acetylene blowpipe.

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 25.

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

25. (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 24.

(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.

MARGINAL RATES.

26. In addition to the basic wage prescribed by clause 24, any adult employee of a classification specified hereunder shall be paid the margin hereinafter assigned to that classification.

Classification.	Margin.
	s. d.
Welder—	
Special class (as defined)	56 6
First-class	52 0
Second-class	28 0
Third-class	24 0
Task welder	26 0
Machinists, being those engaged in working on ring-lock, or any other class of fence-making machines, chain netting machines, or picket fabric machines	28 0
Paint spray operator	24 0
Person employed in attaching chain netting, fabric, or wire cables to gates or frames	25 6
Scroll maker	25 6
Tubular frame maker	28 0
Person engaged in erecting woven wire fence or tubular gates	28 0
Stump hand	21 6
All other adult employees	3 0

A. V. BARNES, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 3rd December, 1953.