VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

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.

—	Wages per Week.					
	Shift Workers.				Percentage of Basic Wage.	Ordinary Workers.
	Percentage of Basic Wage.	Where a Seven-day Week is Worked.	Percentage of Basic Wage.	Where a Six-day Week is Worked.		
		s. d.		s. d.		s d
Under 16 years	..	..	..	..	59	140 0
16–17 years ..	..	..	..	..	69	163 6
17–18 „ ..	..	..	..	..	78	185 0
18–19 „ ..	100 + 2s.	239 0	98	232 6	88	208 6
19–20 „ ..	100 + 14s. 6d.	251 6	100 + 10s. 6d.	247 6	99	234 6
20–21 „ ..	100 + 22s.	259 0	100 + 18s. 6d.	255 6	100 + 8s.	245 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.

JUVENILE WORKERS.

—	Wages per Week.			
	Males.		Females.	
	Percentage of Basic Wage.	—	Percentage of Female Basic Wage.	—
		s. d.		s. d.
Under 16 years	50	118 6	62	110 0
16–17 years ..	56	132 6	70	124 0
17–18 „ ..	69	163 6	78	138 6
18–19 „ ..	76	180 0	91	161 6
19–20 „ ..	89	211 0	99	175 6
20–21 „ ..	100 + 2s.	239 0	100 + 10s. 6d	188 0

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	285 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 day 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 to 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 facilites, 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* 1946 (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 proportionatley 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 Saturady between midnight on Friday and midningh 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. RANDLES, J.P, Chairman.

J. V. WILLOX, Secretary.

Melbourne, 3rd December, 1953.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

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.

Wages per Week of 40 Hours.

Males.

—	Improvers. Percentage of Basic Wage.	Ordinary Wage. s. d.	War Loading. (Not Adjustable.) s. d.	Total Wage. s. d.
Under 16 years of age ..	50	118 6	1 6	120 0
16–17 years of age ..	58	137 6	2 0	139 6
17–18 years of age ..	63	149 6	2 6	152 0
18–19 years of age ..	77	182 6	3 0	185 6
19–20 years of age ..	99	234 6	3 6	238 0
20–21 years of age ..	100 + 19s.	256 0	4 6	260 6

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.

JUVENILE WORKERS.

Wages per Week of 40 Hours.

Males.

	Percentage of Basic Wage.	Ordinary Wage. s. d.	War Loading. (Not Adjustable.) s. d.	Total Wage. s. d.
Under 16 years of age	50	118 6	1 6	120 0
16–17 years of age ..	58	137 6	2 0	139 6
17–18 years of age ..	63	149 6	2 6	152 0

Females.

	Percentage of Female Basic Wage.			
Under 16 years of age ..	64	113 6	1 6	115 0
16–17 years of age ..	74	131 6	1 6	133 0
17–18 years of age ..	78	138 6	2 0	140 6
18–19 years of age ..	88	156 0	2 0	158 0
19–20 years of age ..	93	165 0	2 0	167 0
20–21 years of age ..	100 + 5s 6d.	183 0	2 6	185 6

PROPORTION.

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.

No. 72.—12153/53.—PRICE 6D.

ADULT EMPLOYEES.

Wages per Week of 40 Hours.

Males.

	Ordinary Wage.		War Loading. (Not Adjustable.)		Total Wage.	
	s.	d.	s.	d.	s.	d.
Pasteurizer, Mixer, Cooling, or Freezer — Machine operator	281	0	5	0	286	0
Assistant to any of the above-mentioned operators	274	0	5	0	279	0
Dixie, Cup, or Chocolate bar — Machine operator	275	6	5	0	280	6
Persons cutting and wrapping dry ice	281	0	5	0	286	0
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
Females.						
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 provided 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—3½ hours' ordinary pay for each complete month of service.

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

Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

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

For the purposes of this sub-clause service prior to the 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.
	£ s. d.	
Within the area to which this Determination applies	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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 3rd December, 1953.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

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.
		s. d.			*s. d.*
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.
Adult Males.	s. d.	s. d.	s. d.
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	254 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 effet 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	265 6	11 0	276 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.02 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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 7th December, 1953.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

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 0
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 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	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 disconnexion thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnexion 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 beak 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 disconnexion 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	½ 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, ndividual 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 on 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).	Index Number Set Assigned.
	£ s. d.	
Victoria—		
Within 20 miles of G.P.O., Melbourne, 10 miles of G.P.O., Geelong, at Warrnambool, and within Mildura and Gippsland Districts	11 17 0	Melbourne
Yallourn—6s. 6d. in excess of basic wage for Melbourne.		
Elsewhere—3s. less than the contemporaneous basic wage for 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.
	s. d.
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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 10th December, 1953.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

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—
	Under 17 Years.		17 Years and Over.		
	Percentage of Basic Wage.	Total Weekly Rate.	Percentage of Basic Wage.	Total Weekly Wage.	
		s. d.		s. d.	For overtime rates for Apprentices and Improvers, see clause 7.
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 Basic Wage.	Weekly Wage.	Percentage of Female Basic Wage.	Weekly Wage.	Percentage of Female Basic Wage.	Weekly Wage.
		s. d.		s. d.		s. d.
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.
	s. d.
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, ornamenter, 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.
Bringing in raw material.
Buttering tins.
Carrying goods to and from the oven.
Cleaning bakehouse yard or premises.
Cleaning fruit and cutting peel.
Cleaning pans, tins, tools, or other utensils.
Cracking eggs.
Creaming and filling.
Emptying tins or trays.
Labelling tins or boxes.
Packing wedding cakes, other cakes, or pastry.
Papering hoops.
Turning hand machines.
Washing of machines.
Wrapping cakes.

TIME OF BEGINNING AND ENDING WORK.

6.

	Time of Beginning.	Time of Ending.
On Monday to Saturday (inclusive)	6 a.m. ..	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, 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 } Double time.

(*c*) *Night work.*—All time worked on—

(i) Sunday between 12 midnight and 6 a.m. Monday;
(ii) Monday, Tuesday, Wednesday between the hours of 12 midnight and 6 a.m. on the following day;
(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

} Adult employees—Ordinary rate plus 25 per cent.
} Apprentices, Improvers, Juvenile workers—Ordinary rate plus 25 per cent. or 1½d. per hour, whichever is the higher.

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
(ii) in excess of 26 hours in any week in which two holidays occur } shall be paid for such excess at the rate of time 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.
	£ s. d.	
Throughout the State	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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 10th December, 1953.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

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.

WAGES PER WEEK OF 40 HOURS.

—	Percentage Basic Wage.	Male Apprentices or Improvers.	Percentage of Female Basic Wage.	Female Apprentices or Improvers.
		s. d.		s. d.
Under 16 years of age	38	90 0	63	112 0
16 years of age ..	40	95 0	63	112 0
17 years of age ..	56	132 6	70	124 0
18 years of age ..	64	151 6	81	144 0
19 years of age ..	75	177 6	88	156 0
20 years of age ..	85	201 6	96	170 6

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.

Other Employees.

WAGES.

	Per week of 40 hours. s.	d.
Bakers (including Wafer Bakers and Branette Bakers)	276	0
Brakesman	272	0
Machine Attendant	269	0
Men carrying and stacking flour	271	0
Mixers (including Wafer Mixers and Sugar Cream Mixers)	275	0
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

No. 76.—12354/53.—PRICE 6D.

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 prescribed 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 prescribed 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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 10th December, 1953.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

No. 77] 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	6
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 258s. 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.

No. 77.—12355/53.—PRICE 6D.

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 disconnexion thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnexion 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 disconnexion 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.

(*fi*) 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 rosterd 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.

(*gi*) 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.

(*h*) 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 that 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 (h) 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 6 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	An adequate assortment
Lint, absorbent	An adequate assortment
Plaster, adhesive	An adequate assortment

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 is a duly accredited representative of the above-named organization.

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
Tack 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. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 3rd December, 1953.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

No. 78] **TUESDAY, FEBRUARY 23.** **[1954**

Factories and Shops Acts.

DETERMINATION OF THE HORSEHAIR 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 persons employed in the process, trade, business, or occupation of preparing horsehair, cowhair, or pighair for trade or sale," has made the following Determination, namely :—

1. That as from the 9th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices.

WAGES.

	Percentage of Basic Wage	Per Week. s.	d.
1st year ..	35	83	0
2nd year ..	44	104	6
3rd year ..	53	125	6
4th year ..	64	151	6
5th year ..	88	208	6

PROPORTION (by any employer).

One apprentice to every three or fraction of three workers receiving not less than 261s. per week.

Improvers and Juvenile Workers.

WAGES.

	Percentage of Basic Wage	Per Week. s.	d.
1st year ..	35	83	0
2nd year ..	53	125	6
3rd year ..	88	208	6
4th year ..	100 + 6d.	237	6

PROPORTION (by any employer).

One improver to every five workers receiving not less than 261s. per week.

Juvenile Workers.

One juvenile worker to every Hand Spinner.

Other Employees.

Preparing Body Hair.

WAGES.

	Per Week s.	d.
Person in charge of hair-washing machine	272	0
Persons engaged on hair-washing machines	265	0
Persons engaged on hair-drying machines	265	0
Persons who press washed and dried hair into bales ..	265	0
All others	261	0

Preparing any other kind of Hair.

WAGES.

	Per Week s.	d.
Hand Spinners	278	0
Machine Spinners—		
1st year	268	0
2nd year	274	0
And thereafter	278	0
Drafters	278	0
Wet or dry hacklers ..	278	0
Operators of teasing machine ..	265	0
Tail pullers	265	0
Dyers or Scalders	262	0
All others	261	0

DEFINITIONS.

3. A juvenile worker is a person (other than an apprentice or an improver), under 21 years of age employed assisting and working under the direction of a hand spinner irrespective as to whether such hand spinner is employed as a time wages employee or at piece-work.

A hand spinner means an adult worker engaged in hand spinning and/or curling hair with the use of power.

HOURS.

4. The number of hours which shall constitute a week's work shall be 40, which may be worked between the hours of 7 a.m. and 5.30 p.m. on Monday to Friday inclusive.

No. 78.—12483/53.—PRICE 6D.

OVERTIME.

5. An employee who works outside the times of beginning and ending work fixed in Clause 4 or in excess of the number of hours fixed for a week's work shall be paid time and a half for the first two hours and double time thereafter; each day's work to stand alone.

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

TERMS OF ENGAGEMENT.

6. (*a*) Employees are to be engaged either as weekly or as 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, notice of termination of employment of weekly employees may be given at any time, but one week's wages may be paid or forfeited, as the case may be, in lieu of such notice.

(*c*) Sub-clauses (*a*) and (*b*) of this clause 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.

(*d*) A weekly employee to be entitled to the weekly wage shall be available, ready, and willing to perform his or her usual work during the days and hours usually worked by such class of employee, and may be summarily dismissed for dishonesty, misconduct, neglect of duty, or for absence from work without reasonable cause, and in the event of such dismissal the employee shall be paid only for the time actually worked.

SICK LEAVE.

7. (*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 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 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 price to the 1st August, 1948, shall be disregarded.

CASUAL WORK.

8. Casual employees, i.e., employees who work for ess than a full week, shall be paid at the ordinary wages rates calculated *pro rata* with the addition of twenty per centum, and shall receive a minimum of four hours' work at each engagement.

MEAL ALLOWANCE.

9. Any employee required to work overtime after 6 p.m. shall be paid 3s. meal money.

MACHINERY TO BE STOPPED DURING MEAL HOURS.

10. In any place where body hair is prepared for trade or sale, all machinery shall be stopped during meal hours.

SHIFT WORK.

11. (i) Shift workers whilst on afternoon shift, i.e., any shift finishing after 6 p.m. and at or before midnight, shall be paid 7½ per cent. more than the ordinary rates for such shift.

(ii) Shift workers whilst on night shift, i.e., any shift finishing subsequent to midnight, and at or before 8 a.m., shall be paid 10 per cent. more than the ordinary rates for such shift.

(iii) Shift workers on permanent night shift shall be paid 25 per cent. more than the ordinary rates for such shift.

SPECIAL RATES.

12. All work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, 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 holidays, the special rates shall be payable only for the day so substituted.

HOLIDAYS.

13. Weekly employees shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Union Picnic Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Melbourne Cup Day, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this provision shall apply only to the day so substituted, provided that any employee who 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, shall not be entitled to payment for such holiday.

13A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clauses 12 and 13 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 HOLIDAY.

14. 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, at a cost of 1/- plus postage.)

BOOTS APRONS AND OVERALLS TO BE PROVIDED.

15. Boots and aprons shall be provided by the employer, free of charge to employees working on wet hackling, tail pulling, and all other wet work.

Overalls (not exceeding two suits per year) shall be provided by the employer, free of charge to employees working in the body hair section.

RIGHT OF ENTRY OF UNION OFFICIAL.

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

(a) That he produces his authority to the employer or his representative.

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

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

(d) That no one representative visit an establishment more than once a fortnight.

(e) That if an employer alleges that a representative is unduly interfering with his establishment or is creating dissaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Chief Inspector of Factories.

PIECE-WORK.

17. (a) That the lowest piece-work prices to be paid to persons for doing work of the kind specified in the following schedule shall be :—

Mixing, spinning, and curling hair with use of power	20s. 6d. per 100 lb.
Hand spinning and/or curling of hair with use of power	15s. 0d. per 112 lb.
Wet hackling and drafting horsehair 18 inches and over in length	1s. 5½d. per lb.
Wet hackling and drafting horsehair under 18 inches in length	2s. 11½ per lb.
Drafting horsehair (already wet hackled) and containing not less than 33 per cent. of hair 18 inches and over in length—clippings not to exceed 6 per cent.	1s. 7⅝d. per lb.
Drafting all other horsehair (already wet hackled)—clippings not to exceed 3 per cent.	2s. 9⅛d. per lb.
Wet hackling and drafting cowhair	2s. 3⅝d. per lb.
Drafting cowhair (tails) (already wet hackled)	1s. 10d. per lb.
Drafting a mixture of horsehair and cowhair (already wet hackled)	3s. per lb.
Wet hackling horsehair (excluding mane hair and mane hair knots)	29s. 6½d. per 100 lb.
Wet hackling horsehair (including mane hair and mane hair knots)	36s. 5½d. per 100 lb.
Wet hackling mane hair	58s. 5d. per 100 lb.
Wet hackling cowhair (tails)	40s. 0d. per 100 lb.
Sorting horsehair	1s. 9⅛d. per 100 lb. extra.

A piece-worker engaged on wet hackling shall, when called upon to remove hair to and from drying rack, be paid an extra 3s. 2⅜d. per 100 lb.

Employer to supply all tools and material.

In addition to the piece-work prices herein prescribed for a hand spinner the employer shall pay in full the wages of every juvenile worker who assists such hand spinner.

(b) All employees working on piece-work shall be granted the same holidays, sick leave, and annual leave as are provided for weekly wage workers, and they shall be paid for such holidays, sick leave, and annual leave, an amount based on the minimum weekly wage as set out in this Determination for the class of work performed.

NOTE.—To the weekly earnings of each piece-worker the sum of one hundred and twenty-four shillings shall be added, provided that where less than forty hours is worked in any week by any piece-worker, a proportionate amount of such sum of one hundred and twenty-four shillings shall be added in lieu thereof.

PERIODICAL ADJUSTMENT OF WAGES.

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

Provided that the weekly earnings of pieceworkers shall be increased or decreased by the same amount and at the same time as the basic wage.

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 prescribed 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 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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 9th December, 1953.

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

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

[*Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.*]

No. 79] TUESDAY, FEBRUARY 23. [1954

Factories and Shops Acts.

DETERMINATION OF THE CORK TRADE BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons subject to the jurisdiction of any Wages Board heretofore appointed) employed in the process, trade, or business of preparing for sale corks or cork products" has made the following Determination, namely :—

1. That on the 9th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (*a*) WAGES.

—	Per Week: £ s. d.
Adult Males.	
Cork Cutting :—	
Rounding; drawing off; bench hand reclaiming waste and/or clean ending by hand—	
First six months	12 16 6
Thereafter	13 6 6
Feeders and/or operators of machines, i.e., employees backing down; notching; boring; pressing; knurling; assembling; and/or capping or closing	12 14 6
All others	12 11 6
Cork Board :—	
Oven hand in charge (curing)	13 6 6
All others	12 11 6
Compressed Cork :—	
Oven hand in charge (curing)	13 6 6
Splitting with band knife and/or mixing granules with adhesive by machinery	12 19 6
All others	12 14 6
Fishing Requisites :—	
Rounding and/or drawing off—	
First six months	12 16 6
Thereafter	13 6 6
Employees notching; boring; threading; and/or attaching wire ferrules to sticks	12 14 6
All others	12 11 6
Adult Females.	
Under three months' experience	8 17 6
All others	9 0 6

(b) APPRENTICES OR IMPROVERS.

Males.	Percentage of Basic Wage.	Per Week.	Females.	Percentage of Female Basic Wage.	Per Week.
		£ s. d.			£ s. d.
Under 16 years of age	25	2 19 0	17 years of age and under ..	54	4 16 0
16 years of age	35	4 3 0	18 years of age	64	5 13 0
17 years of age	48	5 14 0	19 years of age	74	6 11 6
18 years of age	60	7 2 0	20 years of age	85	7 11 0
19 years of age	76	9 0 0			
20 years of age	91	10 15 6			

PROPORTION (in any place).

APPRENTICES.

Males.

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

Females.

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

IMPROVERS.

Males.

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

Females.

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

WEEKLY HOURS.

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

TIMES OF BEGINNING AND ENDING WORK.

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

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

OVERTIME.

5. Overtime shall be paid for as follows :—

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

(ii) All time worked within the times of beginning and ending work in excess of 40 hours per week .. .. }

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

TERMS OF ENGAGEMENT.

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

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

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

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

SHIFT WORK.

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

(i) 40 in any week, to be worked in five shifts of not more than 8 hours 48 minutes, on Monday to Friday inclusive, or five shifts of not more than eight hours and one shift (Saturday) of not more than four hours; or

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

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

(b) Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than five hours without a break for a meal.

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

(d) Shift workers whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

(e) Subject to this sub-clause, shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 9 of this Determination. Where shifts commence between 11 p.m. and midnight on Sundays and/or holidays, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate: Provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

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

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

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

(iii) by arrangement between the employees themselves;

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

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

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

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

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

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

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

Holidays.

8. Weekly employees shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, and Union Picnic Day, but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

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

If any of the above holidays occurs on a Sunday or Saturday, and is not observed on any other day, then employees shall not be paid for such Sunday but shall be paid for such Saturday as for a half-day in establishments where a five and a half day week is worked.

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

Special Rates for Sundays and Public Holidays.

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

9A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clauses 8 and 9 hereof.

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

Sick Leave.

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

(i) During the first year—3⅓ hours' ordinary pay for each complete month of service.

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

Provided that, in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

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

Annual Holiday.

11. (*a*) The annual holiday for an employee on weekly hiring, or a casual employee, shall be as prescribed by the provisions of the *Factories and Shops* (*Annual Holidays*) *Act* 1946 and any amendments which may be made thereto from time to time.

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

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

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

Rest Period.

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

Meal Break.

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

Meal Allowance.

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

Payment of Wages.

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

RIGHT OF ENTRY OF UNION OFFICIAL AND INSPECTION OF RECORDS.

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

(a) That he produces his authority to the employer or his representative.

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

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

(d) That no one representative visit an establishment more than once a fortnight.

(e) That if an employer alleges that a representative is unduly interfering with his establishment or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions, such employer may refuse the right of entry.

(f) Each employer shall keep time and wages records showing the name of each employee, the hours worked each day, and the wages and overtime paid each week. The time and wages record of any employee shall be open for inspection to the said accredited representative during the usual office hours, at the employer's office, or other convenient place, provided that only one demand for such inspection shall be made at the same establishment in any one fortnight, and such demand shall not be made unless the Secretary of the Union suspects that a breach of this Determination has been committed against such employee.

FIRST AID OUTFIT.

17. In each place where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an efficient first-aid outfit consisting of the following articles:—

Articles.	Quantities to be Kept in Ambulance Chest—
Antiseptic solution	1 bottle
Bandages, cotton and gauze	1 dozen assorted sizes
Castor oil	2 oz.
Iodine, tincture of	2 oz.
Manual, first-aid	1
Petrolatum, carbolized	1 jar
Picric acid solution, made according to the following receipe or prescription:— 1½ teaspoonfuls of powered 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, sterlized, plain	
Lint, absorbent	
Plaster, adhesive	

PERIODICAL ADJUSTMENT OF WAGES.

18. 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 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 prescribed 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. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

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

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

J. V. WILLOX, Secretary.

Melbourne, 9th December 1953.

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