



# VICTORIA GOVERNMENT GAZETTE.

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**[1954**

Factories and Shops Acts.

## DETERMINATION OF THE LAUNDRY WORKERS BOARD.

NOTE.—(a) 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 price or rates which may be paid to any person or persons or classes of persons engaged in the occupation of a person employed at laundry work, but not including persons subject to the jurisdiction of—

The Boarding Houses Board;  
The Hospital and Benevolent Asylum Attendants Board;  
The Hotel and Restaurant Board;  
The Shirt Board; and  
The Storemen, Packers, and Sorters Board"—

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.

Apprentices and Improvers.									Wages Per Week of 40 Hours.
MALES.								Percentage of Basic Wage.	s. d.
15 years of age or under	..	..	..	..	..	..	..	31	73 6
16 years of age	..	..	..	..	..	..	..	36	85 6
17 years of age	..	..	..	..	..	..	..	51	121 0
18 years of age	..	..	..	..	..	..	..	55	130 6
19 years of age	..	..	..	..	..	..	..	68	161 0
20 years of age	..	..	..	..	..	..	..	81	192 0
FEMALES.								Percentage of Female Basic Wage.	s. d.
15 years of age or under	..	..	..	..	..	..	..	39	69 0
16 years of age	..	..	..	..	..	..	..	44	78 0
17 years of age	..	..	..	..	..	..	..	55	97 6
18 years of age	..	..	..	..	..	..	..	62	110 0
19 years of age	..	..	..	..	..	..	..	69	122 6
20 years of age	..	..	..	..	..	..	..	74	131 6

Provided that no female apprentice or improver shall be employed on washing machines or hydro extractor.

PROPORTION (in any place).

*Apprentices and Improvers.*

Such number of apprentices and improvers as shall not in the aggregate exceed three to every two weekly workers receiving not less than the minimum wage.

No. 98.—12503/53.—PRICE 6d.

Other Employees.	Wages Per Week of 40 Hours.		
	Adjustable Weekly Rate.	Non-adjustable War Loading.*	Total Ordinary Weekly Rate.
	s. d.	s. d.	s. d.
<b>MALES.</b>			
Laundry Workers .. .. .	254 0	3 0	257 0
<b>FEMALES.</b>			
Washers employed on washing machine or hydro extractor .. .. .	235 0	3 0	238 0
Glad ironers .. .. .	184 3	1 9	186 0
Hand washers .. .. .	184 3	1 9	186 0
Employees on treadle shirt or collar ironing machines .. .. .	184 3	1 9	186 0
Employees on treadle press machines .. .. .	184 3	1 9	186 0
Employees backing shirts off treadle shirt ironing machines .. .. .	184 3	1 9	186 0
Starched clothes ironers who completely iron any starched clothes articles by hand .. .. .	184 3	1 9	186 0
Starchers by hand, or machine, or attending to collar or shirt starching .. .. .	184 3	1 9	186 0
hydro extractor .. .. .	184 3	1 9	186 0
Employees engaged on heated flat work machines, i.e., shaking out, .. .. .	184 3	1 9	186 0
feeding into or taking from .. .. .	184 3	1 9	186 0
Employees on automatic air-driven presses .. .. .	184 3	1 9	186 0
All others .. .. .	177 6	1 6	179 0

\* These loadings are constant and shall not be taken into account in the calculation of overtime or other penalty rates prescribed by this Determination.

#### HOURS OF EMPLOYMENT (OTHER THAN SHIFT WORKERS).

3. The ordinary hours of employment shall be 40 per week to be worked in 5 days Monday to Friday inclusive between the hours of 7 a.m. and 6 p.m.

#### SHIFT WORK.

4. (a) (i) For the purposes of this clause—

"Afternoon shift" shall mean a shift finishing after 6 p.m. and at or before midnight.

"Night Shift" shall mean a shift finishing subsequent to midnight and at or before 8 a.m.

(ii) A shift worker employed on an afternoon or night shift shall for work done during the ordinary working hours of any such shift, be paid ten per cent. more than the ordinary rates for such shifts.

(iii) 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.

#### Hours.

(b) The ordinary hours of shift workers shall not exceed—

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

(ii) 80 in 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.

#### OVERTIME.

5. (a) All work done outside the hours fixed in clause 3 or in excess of 3½ hours on any day for day workers and all work done outside the hours fixed in clause 4 for shift workers shall be paid for at the rate of time and a half for the first three hours and double time thereafter.

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

#### SUNDAYS AND HOLIDAYS.

6. (a) No employee shall be required to operate any laundry machinery or carry on any laundry process on a Sunday

(b) Any weekly employee shall be entitled to be absent from his or her employment on any of the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Melbourne Cup Day (provided that Queen's Birthday shall be substituted for Melbourne Cup Day for persons employed outside the Metropolitan District as defined in the Factories and Shops Act and the Orders in Council thereunder), Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

Provided that the wage paid to a pieceworker under this sub-clause shall be that paid to a time worker engaged under the same classification.

(c) Where laundries close down for a period over Christmas and New Year, payments to employees prescribed in this Determination shall be made on a day prior to Christmas Day.

(d) Any employee absenting himself or herself from work on any portion of the working day either before or after a holiday provided for herein, without permission from the employer, shall not be entitled to payment for such holiday. Provided that this clause shall not apply to an employee if he or she within 24 hours of such holiday produces a medical certificate to show that such absence was due to personal ill-health.

(e) An employer shall not terminate the employment of an employee for the purpose of evading payment for any holiday prescribed by this Determination.

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

## SPECIAL RATES.

7. Double time shall be the rate for all work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Melbourne Cup Day, Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays, the special rates shall only be payable for work done on the day so substituted. Provided that Queen's Birthday shall be substituted for Melbourne Cup Day for persons employed outside the Metropolitan District as defined in the Factories and Shops Act and the Orders in Council thereunder.

7A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clauses 6 and 7 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.

## REST INTERVAL (OTHER THAN SHIFT WORKERS).

8. There shall be a rest interval of 10 minutes at a time convenient to the employer on each day (Monday to Saturday inclusive in each week) for each employee, such time to count as time worked.

## MEAL INTERVAL (OTHER THAN SHIFT WORKERS).

9. (a) An interval of not less than three quarters of an hour between the hours of 12.15 p.m. and 1.45 p.m. shall be allowed for the midday meal unless a majority of the employees in any establishment desire it to be otherwise. In no circumstances shall less than 30 minutes be fixed.

(b) No work shall be performed during such meal time.

Provided however, that where the majority of employees in any establishment have agreed upon a meal hour of 30 minutes for any day the ceasing time in any such establishment shall be fifteen minutes earlier than the usual ceasing time on such day.

## TEA MONEY.

10. (i) Any employee other than a shift worker who is required to work after 6.30 p.m. shall receive 3s. 6d. tea money.

(ii) A shift worker required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall receive 3s. 6d. meal money.

## TERMINATION OF EMPLOYMENT.

11. Neither employer nor employee shall be required to give notice of termination of employment.

## CONDITIONS OF EMPLOYMENT.

12. (a) No employee shall be employed other than as a weekly employee.

(b) A weekly employee to become entitled to the weekly wage prescribed by this Determination must be available and ready and willing to perform such work as the employer shall from time to time require on the days usually worked by such employees, and between the hours fixed as the times of beginning and ending work. This shall not effect the right of the employer to deduct payment for any day or part of a day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(c) A contract for weekly employment may be terminated by any employer, without liability to pay for more than time actually worked, for misconduct or for absence from work without reasonable excuse.

## EMERGENCY PROVISIONS.

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

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day, he may deduct from the wages of that employee payment for any part of the day 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;

(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.

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

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 purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

(i) is unable usefully to employ an employee for the whole of any day by reason of a breakdown in such plant through no fault of his own; or

(ii) because of the inability of the auxiliary power plant to meet the normal demands for power—

(1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or

(2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

## SICK LEAVE.

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

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

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

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

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st May, 1950, shall be disregarded provided that any accumulated sick leave, not exceeding 80 hours of working time, standing to the credit of the employee on the 1st May, 1952, shall not be reduced by virtue of the provisions of this sub-clause.

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

#### ANNUAL HOLIDAY.

15. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* and any amendments which may be made thereto from time to time.

#### TIME-BOOKS.

16. (a) The employer shall keep a time-book, or sheets, or cards with entries typed or perforated, or written in ink therein, showing the names of his employees, the number of hours worked by, and the wages payable and paid to, each employee.

(b) The secretary, or branch secretary, or any officer of the Federated Miscellaneous Workers' Union of Australia on production of an authority to the employer, his local manager, or the person who purports to be in charge, shall be allowed at all reasonable times to inspect such time-book, sheets or cards, and to make a copy of the same. Such time-book, sheets, or cards, for the last preceding three months shall be kept available for this purpose.

#### OVERALLS.

17. Where an employee is required by his employer to wear overalls such overalls shall be provided by the employee; but the employer shall launder such overalls weekly without cost to the employee.

#### WATERPROOF CLOTHING.

18. All employees working under wet conditions shall be provided by the employer with suitable protective clothing.

#### PIECE-WORK.

19. The Board determines that any employer and any employee may agree to fix and respectively pay and receive piece-work prices in respect of the work of such employee; but the piece-work prices so fixed shall be such that the employee can, in any week in which he works at least 40 hours, earn not less than 10 per cent. more than the minimum wages rate prescribed for the work done by such employee.

Provided that any such employee who in any week works less than 40 hours shall for such week be paid not less than the minimum wage rate prescribed by the Board for such work.

#### PERIODICAL ADJUSTMENT OF WAGES.

20. 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 Acts 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 21.

#### BASIC WAGE.

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

#### ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in February, 1954, the amount of the basic wage shall be as prescribed in clause 20.

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

(d) The wages 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. 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.