



VICTORIA GOVERNMENT GAZETTE.

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No. 82.]

SATURDAY, APRIL 10.

[1920.

Factories and Shops Acts

DETERMINATION OF THE SUGAR REFINERS BOARD.

NOTE.—This Determination on the 16th April, 1920, applied 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 persons employed in connexion with the trade of sugar refining, has made the following Determination, namely:—

(1) That this Determination shall be operative on and after the 16th April, 1920.

(2)

| APPRENTICES OR IMPROVERS. | | | JUVENILE WORKERS. | | OTHER EMPLOYEES. | |
|-----------------------------|--------------|--------------|-----------------------------|--------------|-------------------------------------|--------------|
| Wages per Week of 48 Hours. | | | Wages per Week of 48 Hours. | | Wages per Week of 48 Hours. | |
| Age. | Males. | Females. | Males. | Females. | <i>Adult Males.</i> | |
| | <i>s. d.</i> | <i>s. d.</i> | <i>s. d.</i> | <i>s. d.</i> | | <i>s. d.</i> |
| Under 16 years .. | 15 0 | 15 0 | 15 0 | 15 0 | Raw Sugar Store— | |
| 16 years .. | 20 0 | 18 0 | 20 0 | 18 0 | Men unstriking | 79 0 |
| 17 " .. | 27 6 | 20 0 | 27 6 | 20 0 | Men cutting in | 80 0 |
| 18 " .. | 35 0 | 24 0 | 35 0 | 24 0 | Elevator attendant | 78 0 |
| 19 " .. | 42 6 | 29 0 | 42 6 | 29 0 | Wash tank hands | 75 0 |
| 20 " .. | 50 0 | 35 0 | 50 0 | 35 0 | Riggers | 80 0 |
| | | | | | Melting House— | |
| | | | | | Washing fugalman | 78 6 |
| | | | | | Melter attendant | 75 0 |
| | | | | | Mixer | 75 0 |
| | | | | | Garret— | |
| | | | | | Lime and paste man | 72 0 |
| | | | | | Blow up man | 75 0 |
| | | | | | Wash House— | |
| | | | | | Tying in filters (leading hand) | 81 0 |
| | | | | | Others | 75 0 |
| | | | | | Char End— | |
| | | | | | Kiln repairers | 75 0 |
| | | | | | Kiln firemen | 81 0 |
| | | | | | Wet charmen | 81 0 |
| | | | | | Char runners | 81 0 |
| | | | | | Pan Floor— | |
| | | | | | 1st sugar boilers | 95 0 |
| | | | | | 2nd sugar boilers | 88 0 |
| | | | | | Refined sugar fugalmen | 78 6 |
| | | | | | Jelly House— | |
| | | | | | Leading hand | 78 6 |
| | | | | | Jelly fugalman | 75 0 |
| | | | | | Refined Sugar Store— | |
| | | | | | Icing mill attendant | 75 0 |
| | | | | | Driers (leading hand) | 75 0 |
| | | | | | Automatic scale attendant | 78 0 |
| | | | | | Leading hand packing floor | 78 0 |
| | | | | | Lighters— | |
| | | | | | Men loading and discharging | 81 0 |
| | | | | | Liquor runners | 81 0 |
| | | | | | All others | 72 0 |
| | | | | | Adult Females | 37 0 |

PROPORTION (IN ANY PLACE).

Males.

One apprentice and one improver to every three or fraction of three workers receiving not less than 72s. per week of 48 hours.

Females.

One apprentice and one improver to every three or fraction of three workers receiving not less than 37s. per week of 48 hours.

(3) DEFINITION OF JUVENILE WORKERS.—Persons under 21 years of age (other than apprentices or improvers) employed turning bags, sweeping trucks, receiving and placing sacks, driving friction winch, sewing mouths of bags, trucking sugar, sheathing bags, collecting samples, labelling, filling golden syrup and treacle tins.

(4) OVERTIME.—All work done in excess of 48 hours in any one week shall be paid for at the rate of time and a half.

(5) SPECIAL RATE FOR SUNDAYS AND PUBLIC HOLIDAYS.—All time worked excepting between 10 p.m. and midnight on Sundays, Christmas Day, and Good Friday shall be paid for at the rate of double time. All time worked, excepting between 10 p.m. and midnight, on New Year's Day, 26th January (Foundation Day), Easter Monday, 21st April (Eight Hours Day), King's Birthday, and Boxing Day shall be paid for at the rate of time and a half; 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.

(6) PIECE-WORK.—The Board determines, under the provisions of Section 144 of the *Factories and Shops Act 1915*, that any employer may fix and pay piece-work 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 piece-work prices on the earnings of an average worker working under like conditions, and such piece-work 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.

E. NOTLEY MOORE, P.M.,
Chairman.

Melbourne, 31st March, 1920.

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No. 83.]

SATURDAY, APRIL 10.

[1920.

Factories and Shops Acts.

DETERMINATION OF THE CIGAR TRADE BOARD.

NOTE.—This Determination on the 12th April, 1920, applied to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts; the cities of Ballarat, Bendigo, Geelong, and Warrnambool; the towns of Ballarat East and Sandringham; and the boroughs of Eaglehawk, Geelong West, Newtown and Chilwell, and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts, the Special 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 Cigar Making," has made the following Determination, viz:—

(1) That on the 12th April, 1920, the last and all previous determinations of this Board shall be revoked and replaced by this Determination.

APPRENTICES AND IMPROVERS.

| Wages per Week of 48 Hours. | | | Number (in any place). |
|-----------------------------|--------------|------------|--|
| | Apprentices. | Improvers. | |
| | s. d. | s. d. | |
| EXPERIENCE. | | | APPRENTICES. |
| 1st year— | | | One apprentice to every three or fraction of three workers of the same sex receiving not less than the minimum wage. |
| 1st six months .. | 15 0 | | (An amended indenture of apprenticeship prescribed was approved on 5.2.12.) |
| 2nd six months .. | 17 6 | | |
| 2nd year | 22 6 | | IMPROVERS. |
| 3rd year | 27 6 | | One improver to every twenty or fraction of twenty persons of the same sex receiving not less than the minimum wage. |
| 4th year | 32 6 | | |
| AGE. | | | |
| 18 years | .. | 35 0 | |
| 19 years | .. | 50 0 | |
| 20 years | .. | 60 0 | |

(3) JUVENILE WORKERS. *i.e.*, persons under 21 years of age (other than apprentices or improvers)—

| Employed in— | Wages per Week of 48 Hours. | | | | | | | |
|--|-----------------------------|----------------------|---------------------|----------------------|------------------------|--------------------|----------------------------|----------------------------|
| | 1st Year's Experience. | | | | 2nd Year's Experience. | | Third Year's Experience. | Fourth Year's Experience. |
| | First Three Months. | Second Three Months. | Third Three Months. | Fourth Three Months. | First Six Months. | Second Six Months. | | |
| Trimming cigar boxes .. | s. d. 15 0 | s. d. 17 6 | s. d. 20 0 | s. d. 22 6 | s. d. 25 0 | s. d. 30 0 | s. d. Piece-work prices | s. d. Piece-work prices |
| Stripping and booking cigar bunch wrapper leaf .. | 30 0 | 30 0 | 30 0 | 30 0 | 40 0 | 40 0 | Minimum wage | Minimum wage |
| Making cigar boxes | 17 6 | 17 6 | 17 6 | 17 6 | 27 6 | 27 6 | 37 6 | 47 6 |
| Ringling cigars | 15 0 | 17 6 | 20 0 | 22 6 | Piece-work prices | Piece-work prices | Piece-work prices | Piece-work prices |
| Stripping fillers, waiting on the room, or turning bunches | 10 0 | 10 0 | 10 0 | 10 0 | 10 0 | 10 0 | .. | .. |

(4) OTHER EMPLOYEES.

| | Wages per Week at 48 Hours. | |
|---|-----------------------------|-------|
| | £ | s. d. |
| Strippers and bookers of cigar covering leaf | 4 | 10 0 |
| Strippers and bookers of cigar bunch-wrapper leaf— | | |
| (a) By hand | 2 | 10 0 |
| (b) By machine | 2 | 0 0 |
| Strippers of fillers | 1 | 10 0 |
| Cigar box makers | 4 | 10 0 |
| Persons ringing cigars in reverse order | 1 | 4 0 |
| Persons re-tying or boxing cigars, or engaged at any other work connected with sorting or packing cigars not specified herein | 2 | 14 0 |
| All others | 4 | 0 0 |

(5) OVERTIME.—That any employee who in any week works for any time in excess of 48 hours shall be paid for such extra time at the rate of time and a half.

(6) PIECE-WORK PRICES.—That the lowest piece-work prices payable to any person or persons engaged in the following kinds of work shall be—

MAKING CIGARS.

| | HAND WORK. | | Per 100 Cigars. |
|--|------------|-------|-----------------|
| | £ | s. d. | |
| Magnum special | 11 | 6 | 11 6 |
| Consuelo shape | 9 | 6 | 9 6 |
| Flor-de-Naves shape | 9 | 0 | 9 0 |
| Murias (Bueno) shape | 8 | 0 | 8 0 |
| Long Murias shape, up to 4½ inches long | 8 | 6 | 8 6 |
| Ordinary taper shape, up to 4½ inches long | 8 | 0 | 8 0 |
| Panetelas shape, with point | 7 | 6 | 7 6 |
| Panetelas shape, with flat tops | 8 | 0 | 8 0 |

Sixpence extra per hundred to be paid for every additional quarter of an inch or portion thereof in length of cigars.

MOULD WORK.

| Shape. | Length of Cigars, up to and including— | Prices per 100 Cigars. | | |
|--|--|------------------------|---|---|
| | | Dry work. | Where 5 to 8 Moulds, inclusive, are used. | Where 2 to 4 Moulds, inclusive, are used. |
| | | | | |
| Flor-de-Naves | Inches. 4½ | 5 3 | 6 6 | 7 0 |
| Bueno and Murias, straight | 4½ | 5 0 | 6 0 | 6 6 |
| Long Murias (Magnum) | 4½ | 6 6 | 7 0 | 7 6 |
| Matador | 4½ | 4 9 | 5 6 | 6 0 |
| Ordinary taper, similar to Trades Union, Darling, or Thisbe Cigars | 4½ | 4 3 | 5 3 | 6 6 |
| Extra taper, similar to Flor-da-Brazil | 4½ | 4 6 | 5 6 | 6 0 |
| Monopole, Rothschilds | 4½ | 4 9 | 5 6 | 6 0 |

Threepence extra to be paid for every additional quarter of an inch or portion thereof in the length of the cigars.

Ordinary Common Straight Shape.

Up to 4½ inches, made with seed fillers or ordinary common cuttings; no Brazil, Habana, or Mexican tobacco to be used.

| | Per 100 Cigars. | |
|---|-----------------|-------|
| | £ | s. d. |
| Dry work | 4 | 0 |
| "Queens"—Dry work | 4 | 0 |
| Consul shape—Dry work | 4 | 9 |
| Rheingold shape—Dry work | 4 | 6 |
| "Bonanzas"—Dry work | 3 | 6 |
| "Tweens," up to and including 3½ inches long (not exceeding in weight 7 lbs. per 1,000 cigars)—Dry work | 3 | 0 |

MANILA WORK.

| | Per 100 Cigars. | |
|---|-----------------|-------|
| | £ | s. d. |
| Cheroots, Cortado Fino—Where not less than 4 moulds are used | 3 | 0 |
| Cheroots, Cortado de la Reina—Where not less than 4 moulds are used | 3 | 3 |
| Cheroots, Cortado Delicioso, heavy weight, paper hand work | 5 | 6 |
| Cheroots, Cortado Delicioso—Where not less than 4 moulds are used | 4 | 3 |

Prices per 100 Cigars where the number of Moulds used is—

| | Prices per 100 Cigars where the number of Moulds used is— | | | |
|---|---|---------|---------|--------------|
| | 2, 3, or 4. | 5 or 6. | 7 or 8. | More than 8. |
| | £ | s. d. | £ | s. d. |
| Perlas | 6 | 6 | 6 | 0 |
| Reina Victoria | 7 | 9 | 7 | 3 |
| Perfectos | 8 | 3 | 7 | 9 |
| High Life in the East, or la Habano | 6 | 0 | 5 | 6 |
| Londres | 5 | 6 | 5 | 0 |
| 2A Habano | 5 | 0 | 4 | 9 |
| 3A Habano | .. | .. | .. | .. |
| 4A Habano | .. | .. | .. | .. |

Penaal work 9/- per 100 cigars.

Extras—

| | Per 100 Cigars. | |
|---|-----------------|---------|
| | s. | d. |
| For making any Cigars covered with Brazil, Mexican, or Habana Tobacco | 0 | 6 extra |
| When the " bunches " are pressed and turned by the oigar maker | 0 | 3 " |
| For making Cigars longer than the mould | 0 | 3 " |
| For " Special Lines "— | | |
| When not more than 2,500 Cigars are made | 1 | 0 " |
| When more than 2,500 Cigars are made | 0 | 6 " |

Note.—For the purposes of this Determination, " Clear Habana Work " shall be deemed to mean a cigar made with Habana filler and covered with Habana wrapper. " Dry Work " means bunches made one day, and covered the next, irrespective of the number of moulds used.

SORTING AND PACKING CIGARS.

| Description of Cigars. | In Boxes of— | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | 500 Cigars. | 250 Cigars. | 100 Cigars. | 50 Cigars. | 25 Cigars. | Less than 25 Cigars. |
| | per 1,000. s. d. | per 1,000. s. d. | per 1,000. s. d. | per 1,000. s. d. | per 1,000. s. d. | per 1,000. s. d. |
| Hand work | .. | .. | 5 0 | 5 6 | 6 0 | } 6 9 |
| Monopole shape | .. | .. | 4 9 | 5 3 | 5 9 | |
| Panetelas, block work | .. | .. | 4 6 | 5 0 | 5 6 | |
| Manila cheroots, hand or paper | .. | .. | 4 9 | 5 3 | .. | |
| Manila cheroots, small block work | .. | .. | 4 0 | 4 6 | .. | |
| Cigars, bundled with two ribbons | .. | .. | .. | 5 3 | .. | |
| Matador, block work | .. | .. | 4 3 | 4 9 | 5 3 | |
| Murias shape, covered with Borneo, Habana, or Mexican tobacco | .. | .. | 4 4½ | 4 10½ | 5 4½ | |
| Other Murias shape | .. | .. | 4 0 | 4 6 | 5 3 | |
| Ordinary taper shape | .. | .. | 4 0 | 4 6 | 5 3 | |
| Extra taper shape, similar to Dona Sol | .. | .. | 4 9 | 4 9 | 5 3 | |
| Ordinary common straight shape | .. | .. | 3 3 | 3 9 | 4 3 | |
| " Queens," tied with 1 ribbon | .. | .. | 4 0 | .. | .. | |
| " Queens," tied with 2 ribbons | .. | .. | 4 3 | .. | .. | |
| Manila, tied in bundles of 10 | 4 0 | 4 0 | .. | .. | .. | |
| Manila, flat, tied in bundles of 10 | .. | .. | 4 3 | .. | .. | |
| Manila, long, tied in bundles of 10 | .. | .. | 4 3 | .. | .. | |
| Manila, loose | .. | .. | 4 0 | .. | .. | |

Per 1,000 Cigars.

| | s. | d. |
|--|----|----|
| Matador or Rothschilds, sorted in four colours; no faces for pockets | 1 | 6 |
| Havanettes, 25 in bundle, 2 ribbons | 3 | 6 |
| Royal Bengal, in packets | 1 | 3 |
| Bonanza | 1 | 0 |
| Matador, in packets | 0 | 9 |
| Gem of the East Cigarillos, 10 in a box | 1 | 0 |
| All cigars tied in bundles of 6 | 3 | 0 |

Extras—

| | | |
|---|---|---------|
| For sorting and packing all cigars with rings | 0 | 6 extra |
| For sorting and packing all cigars faced rights and lefts | 0 | 6 extra |

MACHINE WORK.

| | Per 1,000 Bunches. | |
|---|--------------------|-----|
| | s. | d. |
| Long-filler machine | 2 | 10½ |
| Short-filler, Bonanza or Bengal | 2 | 1½ |
| Points 2F | 2 | 4½ |

Per 100 Cigars.

| | s. | d. |
|----------------------------|----|----|
| Swiss or Lucky Hit | 1 | 8 |
| Havanettes | 1 | 0 |

COVERING CIGARS.

| | Per 1,000 Cigars. | |
|----------------------------------|-------------------|----|
| | s. | d. |
| Bonanza and Royal Bengal | 2 | 4½ |
| 4R or 2F, 11N | 2 | 7½ |

BOX TRIMMING.

| | Per 100 Boxes. | |
|---|----------------|---------|
| | s. | d. |
| Setting out boxes | 1 | 6 |
| Inside labelling and one flap | 1 | 3 |
| Outside trimming and two labels | 4 | 0 |
| For every extra label or flap | 0 | 4 extra |
| Stencilling | 0 | 8 |
| Cut brands | 1 | 0 |
| Gold brands | 0 | 6 |
| Full wrapping | 1 | 6 |
| Half wrapping | 0 | 9 |
| Sample boxes, with trays | 0 | 5 |
| Sample boxes, without trays | 0 | 3 |

RINGING CIGARS.

| | Per 1,000 Cigars. | |
|---|-------------------|----|
| | s. | d. |
| Dry, in boxes | 1 | 9 |
| Panetelas shape | 2 | 0 |
| Matador or Rothschild, fresh work | 1 | 6 |

M. BALFE,
Chairman.

Melbourne, 10th March, 1920.

The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for ensuring transparency and accountability in financial operations. This section also outlines the various methods and tools used to collect and analyze data, highlighting the need for consistency and precision in data entry and reporting.

The second part of the document focuses on the implementation of internal controls and risk management strategies. It details how these measures are designed to prevent fraud, minimize errors, and protect the organization's assets. The text provides a comprehensive overview of the different types of risks faced by the organization and the specific controls put in place to mitigate them. It also discusses the role of management in monitoring and evaluating the effectiveness of these controls.

The third part of the document addresses the financial performance and budgeting process. It presents a detailed analysis of the organization's financial results, comparing actual performance against the budgeted figures. This section includes a breakdown of revenues, expenses, and net income, along with an explanation of any variances. It also discusses the process of setting budgets and the importance of regular financial reviews to ensure the organization remains on track with its financial goals.

The fourth part of the document covers the organizational structure and human resources management. It describes the various departments and their functions, as well as the roles and responsibilities of key personnel. This section also discusses the organization's policies on recruitment, training, and employee development, emphasizing the importance of having a skilled and motivated workforce to support the organization's strategic objectives.

The fifth and final part of the document provides a summary of the key findings and recommendations. It highlights the strengths of the organization's current operations and identifies areas for improvement. The recommendations are based on the findings of the various analyses and are designed to enhance the organization's overall performance and sustainability. The document concludes with a statement of confidence in the organization's ability to achieve its long-term goals through continued commitment and effective management.