



VICTORIA  
GOVERNMENT GAZETTE.

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No. 239]

FRIDAY, SEPTEMBER 16.

[1938

Factories and Shops Acts.

DETERMINATION OF THE GENERAL BOARD.

(Toys Section.)

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

(b) On 18th July, 1938, by Order in Council, the following additional trades and branches of trades were specified to be trades, or branches of trades, for the purposes of section (6) of the *Factories and Shops Act 1936*, that is to say:—

- Gold beating.
- Ornamenting cakes, where such work is not subject to the Determination of the Pastrycooks Board.
- Manufacturing or preparing—
  - Designs for paper patterns of for other paper articles whatsoever.
  - Paper crackers or bon-bons.
  - Lampshades of all types other than those made of silk, parchment, glass, metal, porcelain, earthenware, synthetic resin, casein, or other substance of a nature similar to synthetic resin or casein.
  - Abrasive articles (other than abrasive paper or cloth), including carborundum wheels, emery wheels, and sharpening stones.
  - Articles made of feathers, including dress ornaments and boas.
  - Vinegar and yeast.

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 following trades and branches of trades that is to say:—

- |   |   |
|---|---|
| Renovating carpets;                                   | Cinematograph film;   |
| Preparing feathers;                                   | Composition flooring;   |
| Treating flax;  | Cutlery;  |
| Treating pyrites and other metalliferous ores;        | Artificial flowers and bouquets;                              |
| Mixing seed and making poultry foods;                 | Paper articles not subject to any Board heretofore appointed; |
| Glass badging;  | Honey;  |
| Gold stamping;  | Ink or adhesives;   |
| Ivory working;  | Lead and shot;  |
| Show-card and ticket-writing;                         | Silk or parchment lamp shades;                                |
| Manufacturing or preparing—                           | Mica products;  |
| Abrasive paper or cloth;                              | Fishing and other nets;                                       |
| Asbestos articles;                                    | Ornaments for cakes;  |
| Blue prints;  | Plaster models;   |
| Buttons and buckles other than those subject to the   | Sporting goods not provided for under any Board heretofore    |
| Determination of the Plastic Moulding Board;          | appointed;  |
| Button badges;  | Surgical instruments;   |
| Carbon articles;                                      | Toys;   |
| Chalk, crayons, or other articles from mineral earth; | Watch cases "   |

has made, in respect of the manufacturing or preparing of toys, the following Determination, namely:—

(1) That this Determination shall come into force and be operative on and after the 26th September, 1938.

No. 239.—11578.

(2) WAGES PER WEEK OF 44 HOURS.

(a) IMPROVERS.				(b) ADULTS.			
Males.		Females.		Males.		Females.	
	s. d.		s. d.		s. d.		s. d.
1st year's experience ..	16 0	1st six months' experience ..	13 0	Designers ..	98 0		
2nd ..	22 6	2nd ..	16 0	Cutters-out ..	85 6		
3rd ..	31 3	3rd ..	19 0	Fillers and/or stuffers ..	82 0		
4th ..	41 9	4th ..	22 0	All others ..	78 0		
5th ..	53 6	5th ..	25 0				
6th ..	61 9	6th ..	28 6				
7th ..	66 0	7th ..	31 6				
		8th ..	35 6				
		9th ..	38 6				
		10th ..	41 6				

and thereafter the rate prescribed for adults.

NOTE.—The rates prescribed for improvers shall apply only to such employees as are under 21 years of age, or who being over 21 years of age, are the holders of improvers' licences.

PROPORTION (IN ANY PLACE).

*Males.*  
 (a) Where no adult male is employed—one male improver.  
 (b) Elsewhere—two male improvers to the first adult male employed and thereafter one male improver to each adult male.

*Females.*  
 One female improver to each adult female worker.

Notwithstanding anything contained in this Determination, any person who on 26th September, 1938, was employed in the industry and whose engagement or continued employment as an improver is forbidden by this Determination, shall be entitled to be employed and shall be paid the scale of wages prescribed for an improver of like experience.

- (3) PROHIBITION OF EMPLOYMENT.—The Board determines that no person shall be employed as an apprentice.
- (4) WEEKLY HOURS.—That the number of hours to constitute an ordinary week's work shall be 44.
- (5) TIMES OF BEGINNING AND ENDING WORK.—That the 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. on the other working days of the week. |
- (6) OVERTIME.—That all time worked—
- (a) Outside the times of beginning and ending work prescribed in clause (5); or
- (b) Within such prescribed times, but in excess of 44 hours in any one week—
- shall be paid for at the rate of time and a half for the first four hours' work, and double time thereafter. Provided that, in computing overtime, each day's work shall stand alone.
- (7) HOLIDAYS.—(a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay:—The days observed as New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day.
- (b) 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, and shall be paid for such Saturday as for a half day only when the working week consists of five and a half days.
- (c) All employees, whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.
- (d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.
- (e) Any person who is employed on a Sunday or any holiday provided for herein shall receive a minimum payment for four hours' work at the rate of double time, which hours shall be worked continuously. In the event of more than four hours being worked such person shall be paid for a minimum of eight hours' work at the rate of double time.
- (8) TERMS OF EMPLOYMENT.—(a) That notice equivalent to 44 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 the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to time of dismissal only), or to deduct payment for any day the employee cannot be usefully employed because of any strike, or through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot be reasonably held responsible.
- (b) In lieu of such 44 working hours' notice, except in circumstances referred to above, the employer may pay 44 hours' wages; and vice versa the employee leaving his employment without notice shall forfeit 44 hours' wages, which may be deducted from any wages due.
- (c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays, and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.
- (9) REST ROOM.—A rest room shall be provided by every employer. Such room shall contain a suitable couch and seating accommodation, and shall be properly lighted and ventilated.
- (10) REST PERIOD FOR FEMALES.—Except on Saturday, a rest period of ten minutes (to be counted as part of time worked) shall be allowed females during each morning or afternoon. Whether the rest period shall be taken during the morning or afternoon shall be determined by a majority of the female employees in the establishment concerned.
- (11) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates for males set out in clause (2) (b) are based upon the following basic wage, and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages of improvers and of females shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause (12).

*Basic Wage.*

Place.	Basic Wage.	Index Number Set Assigned.
Within the area to which this Determination applies .. .. .	£ s. d. 3 12 0	Melbourne

(12) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in December, 1938, the amount of the basic wage shall be as prescribed in clause (11).

(b) During each future successive period beginning with the first pay period to commence in a December, a March, a June, or a September, the amount of the basic wage shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this Determination the expression "Commonwealth Statistician's 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:—

- (1) The index number set to be applied is that assigned to Melbourne.
- (2) The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period.

*Table.*

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
735-746 .. .. .	3 0 0	834-845 .. .. .	3 8 0
747-759 .. .. .	3 1 0	846-858 .. .. .	3 9 0
760-771 .. .. .	3 2 0	859-870 .. .. .	3 10 0
772-783 .. .. .	3 3 0	871-882 .. .. .	3 11 0
784-796 .. .. .	3 4 0	883-895 .. .. .	3 12 0
797-808 .. .. .	3 5 0	896-907 .. .. .	3 13 0
809-820 .. .. .	3 6 0	908-919 .. .. .	3 14 0
821-833 .. .. .	3 7 0	920-932 .. .. .	3 15 0

D. GRANT, Chairman.

REX L. CECIL, Secretary.

Melbourne, 2nd September, 1938.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.

6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

7. The seventh part of the document discusses the various methods used for data analysis, such as descriptive statistics, inferential statistics, and regression analysis. It explains how these methods are used to interpret the data and draw meaningful conclusions.

8. The eighth part of the document focuses on the presentation of data, including the use of tables, charts, and graphs. It provides guidelines for creating clear and concise reports that effectively communicate the results of the data analysis.

9. The ninth part of the document discusses the importance of data security and privacy. It outlines the measures that should be taken to protect sensitive data from unauthorized access and ensure compliance with relevant regulations.

10. The tenth part of the document concludes by emphasizing the value of data in driving organizational success. It encourages the organization to continue to invest in data management and analysis to stay competitive in the market.

11. The eleventh part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

12. The twelfth part of the document discusses the various methods used for data analysis, such as descriptive statistics, inferential statistics, and regression analysis. It explains how these methods are used to interpret the data and draw meaningful conclusions.

13. The thirteenth part of the document focuses on the presentation of data, including the use of tables, charts, and graphs. It provides guidelines for creating clear and concise reports that effectively communicate the results of the data analysis.

14. The fourteenth part of the document discusses the importance of data security and privacy. It outlines the measures that should be taken to protect sensitive data from unauthorized access and ensure compliance with relevant regulations.

15. The fifteenth part of the document concludes by emphasizing the value of data in driving organizational success. It encourages the organization to continue to invest in data management and analysis to stay competitive in the market.

16. The sixteenth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

17. The seventeenth part of the document discusses the various methods used for data analysis, such as descriptive statistics, inferential statistics, and regression analysis. It explains how these methods are used to interpret the data and draw meaningful conclusions.

18. The eighteenth part of the document focuses on the presentation of data, including the use of tables, charts, and graphs. It provides guidelines for creating clear and concise reports that effectively communicate the results of the data analysis.

19. The nineteenth part of the document discusses the importance of data security and privacy. It outlines the measures that should be taken to protect sensitive data from unauthorized access and ensure compliance with relevant regulations.