VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

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

No. 406] FRIDAY, DECEMBER 8. [1939

Factories and Shops Acts.

DETERMINATION OF THE COMMERCIAL CLERKS BOARD.

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

IN accordance with the provision of the Factories and Shops Acts the Wages Board which since the 21st day of November, 1938, has had the power "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons employed by any banking company, insurance company, trustee company, barrister or solicitor, but including persons employed in his practice by a barrister or solicitor as a typewriter or stenographer) employed in connexion with some trade or business as a clerk, collecting clerk, time-keeping clerk, despatch clerk, store clerk, weighing clerk, cashier, typewriter, stenographer, bookkeeper, or telephone switchboard attendant," has made the following Determination, namely :—

(1) That on 1st January, 1940, the adjusted Determination which came into force on 13th June, 1939, shall be revoked and replaced by this Determination :—

(2) APPRENTICES OR IMPROVERS.

MALES. Wages per Week.

Experience.	Commencing Age. Under 16 Years.	16 Years.	17 Years.	18 Years or Over.
	s. d.	s. d.	s. d.	s. d.
1st year	19 3	19 3	21 3	22 9
2nd year	25 6	25 6	30 3	36 6
3rd year	30 3	32 6	43 3	49 0
4th year—				
1st six months ..	40 0	45 0	50 6	62 9
2nd six months ..	40 0	45 0	62 9	63 9
5th year—				
1st six months ..	53 9	56 6	74 3	78 6
2nd six months ..	53 9	72 0	74 3	78 6
6th year and until 21 years of age	74 3	78 6	..	..

FEMALES. Wages per Week.

Experience.	Apprentices.	Improvers. Typists or Stenographers.	Improvers. All Other Improvers.
	s. d.	s. d.	s. d.
1st year	19 3	25 6	19 3
2nd year	22 9	28 9	22 9
3rd year	29 3	35 6	29 3
4th year	36 6	41 0	36 6
5th year and until 21 years of age ..	45 0	48 0	45 0

PROPORTION (in any place).

APPRENTICES.

One apprentice to every two or fraction of two workers receiving not less than the minimum wage.
An indenture of apprenticeship prescribed by the Board was approved on 13th February, 1924.

IMPROVERS.

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

JUVENILE WORKERS OTHER THAN APPRENTICES AND IMPROVERS.

(*a*) In cases where only one person coming within the scope of this Determination is employed, and such person is under 21 years of age, and in cases where a person is employed in connexion with copying work for a Directory, and such person is under 21 years of age, the lowest rate of wages per week to be paid to such person in either of such cases shall be the rate fixed for an improver, male or female (as the case may be), of the like experience.

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(*b*) Female employees under the age of 21 years (other than apprentices or improvers) employed as telephone switchboard attendants.

	Wages per Week. s. d.
1st year	20 9
2nd year	24 6
3rd year	30 9
4th year	38 0
5th year and until 21 years of age	46 3

OTHER EMPLOYEES.

WAGES PER WEEK.

—	Within a radius of 25 miles of the General Post Office, Melbourne.		Within the Cities of Ballarat, Bendigo, Geelong, Geelong West and Warrnambool, the Town of Newtown and Chilwell; and the Boroughs of Eaglehawk and Sebastopol.		All other Parts of Victoria where this Determination Applies.	
	Males.	Females.	Males.	Females.	Males.	Females.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Stenographers, typistes, or operators of calculating, or ledger-keeping machines	92 0	59 3	89 0	54 9	86 6	50 3
Telephone switchboard attendants	92 0	58 0	89 0	54 9	86 6	50 3
All other adults	92 0	56 6	89 0	53 3	86 6	50 3

(3) WEEKLY HOURS.—The number of hours to constitute an ordinary week's work shall be—

(*a*) 44 hours in retail shops;

(*b*) 42 hours in all other places.

(4) TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning Work.	Time of Ending Work.
On the usual weekly half holiday	8 a.m.	1 p.m.
On all other days of the week	8 a.m.	6.15 p.m.

Provided that for clerks employed in retail shops the time of beginning and ending work on the day on which the usual late trading night is observed or the day immediately preceding a public holiday shall be:—

Time of Beginning Work.	Time of Ending Work.
9 a.m.	9 p.m.

The provisions of this clause shall not apply to employees working in hotels, guest houses, boarding houses, restaurants, or coffee palaces, but the spread of hours for such employees shall not exceed nine (9) in any one day.

(5) OVERTIME.—(*a*) Employees working in hotels, guest houses, boarding houses, restaurants or coffee palaces shall be paid time and a half for all work done in excess of the number of hours fixed for an ordinary week's work.

(*b*) Employees working in any other place:—

(i) Within the hours fixed in clause (4) in excess of hours fixed for an ordinary week's work .. Time and a half.

(ii) Outside the hours fixed in clause (4) .. Time and a half.

For the purpose of administering the provisions contained in sub-clauses (*a*) and (*b*) hereof the minimum period for which an employee shall be paid overtime shall be one-half hour per week.

(6) TERMS OF EMPLOYMENT.—All employees (other than casuals) shall be paid the full weekly wage fixed herein irrespective of the number of hours worked not exceeding 44 in retail shops or 42 in any other place. To terminate employment one week's notice shall be given by either employer or employee or in lieu of such notice by an employer, one week's wages shall be paid. The provisions of this clause shall not apply in any instance where an employee is dismissed for misconduct.

(7) CASUAL LABOUR.—Casual hands, i.e., persons who are employed during any week for not more than one-half of the maximum number of hours fixed in the Determination as a week's work, shall be paid at the rate of time and a half on the hourly rate calculating *pro rata* by dividing the weekly rate by the number of hours fixed for a week's work.

(8) SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.—The special rate to be paid to a clerk or cashier employed in hotel, guest house, boarding house, coffee palace, or restaurant shall be at the rate of time and a half, and the special rate to be paid to any other persons shall be the rate of double time for all work done on Sundays, New Year's Day, Australia Day (26th January), Good Friday, Easter Saturday (except in localities in which the late trading night is observed on Saturday), Easter Monday, Labour Day (21st April) (within a radius of 25 miles of the G.P.O., Melbourne; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol), Anzac Day, King's Birthday, Melbourne Cup Day (within the radius of 25 miles of the G.P.O., Melbourne, except in establishments where employees other than clerks are employed and the majority of such employees do not observe Cup Day as a holiday), 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.

Provided that this clause shall not apply to:—

Receiving clerks or punch or fare checking clerks, outfit clerks, roster clerks, or other clerks in lieu of or in substitution for any such clerks in connexion with the traffic operations of tramways or employed in tramway sheds or tramway offices; or

Counter clerks, entering clerks, cashiers, label or despatch clerks employed in daily newspaper offices.

(9) ANNUAL HOLIDAYS.—Any employee who has been in the service of the same employer for a period of not less than twelve months shall be granted holidays on full pay for a period of nine consecutive working days in each year (exclusive of the holidays specified in clause (8), and such holidays shall be given within six months of completion of each twelve months' service. Should an employee's services be terminated before the expiration of twelve months' service he shall be entitled to *pro rata* holidays on full pay; but should an employee be dismissed at any time for misconduct before the expiration of any period of twelve months of such employment, he shall not be entitled to any annual leave or any *pro rata* payment in lieu thereof.

(10) HOLIDAYS AND SICK LEAVE.—No deduction shall be made from the wages of employees granted leave for the holidays specified in clause (8) or for unavoidable absence through illness for not more than six days in any year.

(11) TIME AND WAGES RECORDS.—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 shall be open for inspection to a duly accredited official of the Federated Clerks' Union of Australia 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.

(12) MEAL ALLOWANCE.—Any employee who is required to work after the usual finishing hour of work beyond one hour, shall be paid a meal allowance of 2s. This provision shall only apply within a radius of 25 miles of the G.P.O., Melbourne.

(13) VEHICLE ALLOWANCES.—(a) Where an employer requires an employee to use his own bicycle in the performance of his duties, such employee shall be paid an allowance at the rate of 3s. 6d. per week for such period as the bicycle is used.

(b) Where an employer requires an employee to use his own motor vehicle in the performance of his duties, such employee shall be paid an allowance of not less than fourpence per mile but such allowance shall not exceed £3 per week.

(14) UNIFORM ALLOWANCE.—Where an employer requires any employee to wear any special uniform, dress, or clothing, such employee shall be paid an allowance of 2s. 6d. per week unless such uniform, dress, or clothing is supplied and laundered by the employer.

(15) REST PERIOD.—All employees shall be allowed two rest intervals on each day as follows:—(a) The first of ten minutes to be allowed between the time of commencing work and the usual meal interval; (b) the second of ten minutes to be allowed between the usual meal interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked

(16) FLOOR COVERING.—Where an employee is called upon to remain stationary on a concrete or stone floor for a period exceeding half an hour, suitable floor covering shall be provided by the employer.

(17) PAYMENT OF WAGES.—Wages, overtime, and allowances shall be paid during working hours not later than Friday in each pay week.

(18) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates set out in clause (2) 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, this Board hereby determines that the rates for male adults shall be automatically increased or decreased by the same amount, and at the same time as such basic wage, provided that the wages of female adults, apprentices, improvers, and juvenile workers shall be adjusted proportionately to adjustments of the basic wage—such adjustments to be made to the nearest 3d.

The basic wage shown hereunder shall be adjusted as prescribed in clause (19).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	3 14 0	Melbourne

(19) ADJUSTMENT OF BASIC WAGE.—(a) Until the 1st April, 1940, the amount of the basic wage shall be as prescribed in clause (18).

(b) During each future successive period beginning on the 1st April, the 1st July, the 1st October, or the 1st January, 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 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	871–882	3 11 0
747–759	3 1 0	883–895	3 12 0
760–771	3 2 0	896–907	3 13 0
772–783	3 3 0	908–919	3 14 0
784–796	3 4 0	920–932	3 15 0
797–808	3 5 0	933–944	3 16 0
809–820	3 6 0	945–956	3 17 0
821–833	3 7 0	957–969	3 18 0
834–845	3 8 0	970–981	3 19 0
846–858	3 9 0	982–993	4 0 0
859–870	3 10 0		

A. C. TINGATE, P.M., Chairman.

W. J. WHEELOCK, Secretary.

Melbourne, 5th December, 1939.

By Authority: T. RIDER, Government Printer, Melbourne.

[4189]

VICTORIA

GOVERNMENT GAZETTE.

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No. 407] FRIDAY, DECEMBER 8. [1939

MINING NOTICES.

L'AIGLON GOLD AND TIN SYNDICATE N. L.

NOTICE is hereby given that a meeting of the shareholders of the above company will be held in the Board Room, Fifth Floor, Temple Court, 422 Collins-street, Melbourne, on Tuesday, the nineteenth day of December, 1939, at Three o'clock in the afternoon, for the purpose of discussing the action to be taken in regard to the 50 acres held under option by the company.

By order of the Board.

H. W. PERCIVAL, Manager.

422 Collins-street, Melbourne, 5th December, 1939. 2859

TARANAKI (N.Z.) OIL DEVELOPMENT COMPANY NO LIABILITY.

CALL NOTICE.

NOTICE is hereby given that a Call (the 1st) of One shilling (1s.) per share on the issued contributing shares (both issues) in the capital of the company upon the Melbourne register (making such shares paid to 2s. each) has been made, due and payable at the registered office of the company, 360 Collins-street, Melbourne, on Wednesday, the 13th day of December, 1939, and similarly on the issued contributing shares (both issues) upon the New Zealand register, payable at the New Zealand office of the company, care of Bowden, Bass, and Cox, 328 Lambton Quay, Wellington, N.Z., on the same date.

By order of the Board,

HUGH G. BRAIN, Manager.

Registered office, 360 Collins-street, Melbourne, C.1. 24th November, 1939. 2860

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No. 407.—17267/39.

VICTORIA

GOVERNMENT GAZETTE.

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No. 408] MONDAY, DECEMBER 11. [1939

Factories and Shops Acts.

DETERMINATION OF THE BISCUIT BOARD.

NOTES:—(*a*) This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder, and such portions of the City of Sandringham as are not included in the said District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the towns of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

(*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 11th December, 1939, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

Apprentices or Improvers.

WAGES PER WEEK OF 44 HOURS.

	Male Apprentices or Improvers.	Female Apprentices or Improvers.
	s. d.	s. d.
Under 16 years of age	23 3	21 6
16 years of age	28 9	21 6
17 "	39 3	24 6
18 "	45 6	29 3
19 "	53 6	31 9
20 "	59 9	34 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 83s. per week of 44 hours.

FEMALES.

One female apprentice to every three or fraction of three female workers receiving not less than 42s. per week of 44 hours.

Improvers.

MALES.

Two male improvers to every male worker receiving not less than 83s. per week of 44 hours.

FEMALES.

Four female improvers to every female worker receiving not less than 42s. per week of 44 hours.

Other Employees.

WAGES.

	Per week of 44 hours.
	s. d.
Bakers (including Wafer Bakers and Branette Bakers)	92 0
Brakesman	88 6
Machine Attendant	86 0
Men carrying and stacking flour	94 0
Mixers (including Wafer Mixers and Sugar Cream Mixers)	92 0
Oven firemen	92 0
Adult males operating "Enroba" chocolate dipping machine	85 0
Despatch hands	85 0
All other males	83 0
All other females	42 0

(3) TERMS OF ENGAGEMENT.—Employees who work less than 44 hours in any week may be paid *pro rata* according to the number of hours worked.

(4) OVERTIME.—Any time worked in excess of 44 hours in any week shall be paid for at the rate of time and a half.

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(5) TEA MONEY.—An allowance of 1s. 6d. for tea money shall be paid to all employees when work extends for more than two hours beyond the usual time of ending work.

(6) ALLOWANCES.—Employees who are required to wear, when at work, overalls, the laundering of which is not paid for by the employer, shall be paid the following allowance in addition to their ordinary weekly wage :—

Males aged 19 years and over	2s. per week extra.
Males under 19 years	1s. 6d. per week extra.
All females	2s. per week extra.

(7) TIME BOOK OR OTHER RECORD.—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.

(8) MEAL TIME.—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.

(9) PICNIC DAY.—The third Tuesday in February shall be a holiday for Union Picnic Day.

(10) NIGHT WORK—

(i) All employees working on night work between the hours of 9 p.m. and 6.30 a.m. shall receive the rate of 2s. per night additional to the usual wage rate.

(ii) No female of any age shall be employed between the hours of 9 p.m. and 6.30 a.m.

(11) SHIFT WORK.—Each employee engaged on shift work shall have a break of 10 hours between shifts.

(12) SUNDAY WORK.—For all work done on Sunday, double time shall be paid with a minimum of 10s.

(13) PAYMENT FOR HOLIDAYS.—Employees shall be granted the following holidays without deduction of pay :—New Year's Day, Australia Day (26th January), Good Friday, Easter Monday, Anzac Day, Labour Day, King'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 (26th January), Good Friday, Easter Monday, Labour Day, King'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.

(14) ANNUAL LEAVE.—Employers shall in each year commencing with the year 1939 give their employees continuously employed as defined, a holiday from and after the day observed as Boxing Day to the 31st December inclusive and shall pay wages for ordinary working days included in that period. Piece-workers receiving such holidays shall be paid time work rates.

Employees entitled to such holiday and required to work during that period shall be given a week's holiday on full pay at some other time during the year or if dismissed from employment before receiving such holiday shall be paid an extra week's wages on dismissal.

"Continuously employed" for the purpose of this clause means employed (breaks arising from slackening of work being reckoned as being employed) for the six months immediately preceding the 25th day of each December. Any employee dismissed during the three weeks immediately preceding the 25th day of December shall be entitled to payment of one week's wages for such annual holiday.

(15) SICK PAY—

(i) Any adult employee not attending for duty shall lose his or her pay for the actual time lost unless he or she 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 accident arising in the course of his or her employment or to personal ill-health, but such employee shall not be entitled to payment for non-attendance on the ground of such accident or personal ill-health for more than four days in each year. For the purposes of this clause "year" shall mean a period of twelve months commencing on 27th day of May in each year.

(ii) Any adult employee on piece-work not attending for duty on the ground of personal ill-health, shall be paid at the corresponding time-worker's wage for the period of ill-health in all respects as if, during such period, he or she had been a weekly time-worker employed on such days and during such hours as are usually worked by time-workers upon any day shift, and he or she shall comply with and be subject to the conditions for time-workers prescribed in paragraph (i) of this clause.

(16) PIECE-WORK.—The Board determines, under the provisions of Section 150 of the *Factories and Shops Act* 1928, 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 any 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.

(17) AUTHORIZED PERSON MAY ENTER FACTORY.—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.

H. J. RICHARDSON, Chairman.

E. G. WILLIAMS, Acting Secretary.

Melbourne, 24th November, 1939.

By Authority: T. RIDER, Government Printer, Melbourne.