



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 338]

THURSDAY, DECEMBER 4.

[1941

Factories and Shops Acts.

## DETERMINATION OF THE TEA PACKING BOARD.

NOTE.—This Determination on the 12th December, 1941, applied 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 Warramboul; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

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 Determination of the Grocers Board) employed either inside or outside a factory or work-room, in the process, trade, or business of preparing tea, coffee, cocoa, or chocolate for trade or sale, including blending, weighing, filling packets, wrapping, packing, or labelling," has made the following Determination, namely:—

(1) That on the 12th December, 1941, the previous Determination of this Board shall be revoked and replaced by this Determination,

(2)

Apprentices or Improvers.				Adults.								
WAGES.				WAGES.								
				MALES.		FEMALES.						
				Per week of 44 hours.	Per week of 44 hours.			Males.		Per week of 44 hours.		
				s. d.	s. d.							
14 years	..	..	..	17	9	..	..	Foreman	..	..	..	112s. 9d.
15 years	..	..	..	23	3	21	3	Headman	..	..	..	104s. 6d.
16 years	..	..	..	27	9	23	9	All other adult workers	..	..	..	98s.
17 years	..	..	..	34	6	28	0					
18 years	..	..	..	43	3	33	6					
19 years	..	..	..	49	3	37	6					
20 years	..	..	..	63	0	42	9					
								Females.				
								Headwoman	..	..	..	63s.
								All other adult females	..	..	..	55s. 6d.

PROPORTION (within any factory or place).

### Apprentices.

One male apprentice to every three or fraction of three male workers receiving at wages rates or piece-work prices not less than 98s. per week of 44 hours.

One female apprentice to every three or fraction of three female workers receiving at wages rates or piece-work prices not less than 55s. 6d. per week of 44 hours.

### Improvers.

One male improver to every four or fraction of four male workers receiving at wages rates or piece-work prices not less than 98s. per week of 44 hours.

One female improver to every four or fraction of four female workers receiving not less than 55s. 6d. per week of 44 hours.

**JUVENILE WORKERS.**

PROPORTION.—The proportion of juvenile workers to adults shall be not more than three juvenile workers of either sex to every two adults of either sex.

**WAGES.**

MALES UNDER 21 YEARS OF AGE (other than apprentices or improvers) employed at—																											
Under 16 years of age.		Under 18 years of age.																									
General work, i.e., all work except—		General work, i.e., all work except—																									
(a) Bulk blending, i.e., mixing;		(a) Bulk blending, i.e., mixing;																									
(b) Moving by hand, unassisted, packages exceeding 35 lb. gross weight;		(b) Moving by hand, unassisted, packages exceeding 70 lb. gross weight;																									
(c) Ramming with a rammer exceeding 3 lb. in weight;		(c) Ramming with a rammer exceeding 4 lb. in weight;																									
(d) Packing tea with a machine other than a power-driven machine—		(d) Packing tea with a machine other than a power-driven machine—																									
	Per week of 44 hours.		Per week of 44 hours.																								
14 years .. ..	17s. 9d.	16 years .. ..	27s. 9d.																								
15 years .. ..	23s. 3d.	17 years .. ..	31s. 6d.																								
<table border="0" style="width: 100%;"> <tr> <td colspan="2"></td> <td colspan="2">General work, i.e., all work except—</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Moving by hand, unassisted, packages exceeding 100 lb. gross weight—</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Per week of 44 hours.</td> </tr> <tr> <td colspan="2"></td> <td>18 years .. ..</td> <td>43s. 3d.</td> </tr> <tr> <td colspan="2"></td> <td>19 years .. ..</td> <td>49s. 3d.</td> </tr> <tr> <td colspan="2"></td> <td>20 years .. ..</td> <td>63s.</td> </tr> </table>						General work, i.e., all work except—				Moving by hand, unassisted, packages exceeding 100 lb. gross weight—				Per week of 44 hours.				18 years .. ..	43s. 3d.			19 years .. ..	49s. 3d.			20 years .. ..	63s.
		General work, i.e., all work except—																									
		Moving by hand, unassisted, packages exceeding 100 lb. gross weight—																									
		Per week of 44 hours.																									
		18 years .. ..	43s. 3d.																								
		19 years .. ..	49s. 3d.																								
		20 years .. ..	63s.																								
FEMALES UNDER 21 YEARS OF AGE (other than apprentices or improvers) employed at—																											
Under 18 years of age.		Under 21 years of age.																									
General work, i.e., all work except—		General work, i.e., all work except—																									
Packing tea with a hand or power-driven machine—		Packing tea with a hand machine—																									
	Per week of 44 hours.		Per week of 44 hours.																								
15 years .. ..	21s. 3d.	18 years .. ..	33s. 6d.																								
16 years .. ..	23s. 9d.	19 years .. ..	37s. 6d.																								
17 years .. ..	28s.	20 years .. ..	42s. 9d.																								

**(3) TIME OF BEGINNING AND ENDING WORK—**

Time of Beginning.	Time of Ending.
7.30 a.m. .. ..	.. 12 noon on Saturdays.
7.30 a.m. .. ..	.. 5.30 p.m. on each of the other five working days of the week.

**(4) OVERTIME.—**Overtime shall be paid for as follows :—

- (a) Within the hours provided in clause (3) in excess of 44 hours in any week—time and a half.
- (b) Outside the hours provided in clause (3)—time and a half for the first two hours and double time thereafter.

(5) HOLIDAYS.—Employees shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day (26th January), Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, or Boxing Day, and within the Metropolitan District as defined in the Factories and Shops Acts, Melbourne Cup Day, and after 12 noon on Show 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.

(6) SPECIAL RATES.—Any employee who is required to work on a Sunday or any day mentioned in Clause (5) shall be paid double time for such work.

(7) TERMINATION OF EMPLOYMENT.—Except in a case where an employee has been guilty of a misdemeanour, seven days' notice of termination of employment shall be given by either employer or worker. If such notice be not given, a week's wages shall be paid or forfeited, as the case may be, in lieu thereof.

(8) SICK PAY.—Any weekly employee not attending for duty shall lose his or her pay for the actual time lost unless such employee has had not less than 12 months' service and he or she produces or forwards within 24 hours of the commencement of such absence satisfactory evidence to the employer that his or her 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 grounds of personal ill-health or accident for more than six days in each year commencing from the 23rd April.

(9) ANNUAL LEAVE.—All employees shall be granted one week's leave of absence on full pay, on completion of each twelve months' service with an employer.

Should an employee's services be terminated (other than for misconduct) before the completion of any twelve months of service, he or she shall be entitled to a pro rata leave of absence or payment in lieu of same. An employee dismissed for misconduct is not entitled to this leave of absence or payment.

(10) PAY DAY.—Employees shall be paid on a day not later than Thursday in each week.

(11) POSTING OF DETERMINATION.—A copy of this Determination shall be posted in a conspicuous place at or near the entrance of each floor in a building if any employees are employed on such floor at any work covered by this Determination.

(12) REST PERIOD.—An interval of ten minutes each morning and afternoon shall be given as a rest period to all employees, and shall be counted as time worked.

(13) MEAL ALLOWANCE.—Any employee who is required to work overtime for one hour or more on any day shall receive a meal allowance of one shilling and sixpence for each day he or she is so required to work.

**(14) DEFINITIONS.—**

Foreman: A person held directly responsible by the employer for the carrying out of the work, and who has the charge and direction of the employees.

Headman or Headwoman: A person on a floor who directs other employees in their work and who is held responsible for work done on that floor notwithstanding he or she may be under the orders or takes instructions from the foreman.

H. J. RICHARDSON, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 24th November, 1941.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 339]

THURSDAY, DECEMBER 4.

[1941

Factories and Shops Acts.

## DETERMINATION OF THE HOSPITAL AND BENEVOLENT ASYLUM ATTENDANTS BOARD.

NOTE.—This Determination on the 1st December, 1941, applied to the whole of the State.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (not including professional employees and not including nurses subject to the Hospital Nurses Board) employed in or about—

- (a) a hospital or benevolent asylum doing any kind of work connected with the carrying on of a hospital or benevolent asylum;
- (b) a sanatorium for the treatment of persons suffering from any form of tuberculosis;
- (c) a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such a hospital or home;

has made the following Determination, namely:—

(1) That on the 1st December, 1941, the last previous Determination of this Board shall be revoked and replaced by this Determination.

### APPRENTICES OR IMPROVERS.

WAGES PER WEEK OF 48 HOURS WITHOUT BOARD AND LODGING.\*

	Employed at Clerical Work.		All Other Classes of Work.		
	Males.	Females.	Males.	Females.	
				Employed in the Metropolitan District; Cities of Ballarat, Bendigo, Geelong or Mildura; or Mooroonpa Riding of Shire of Rodney.	Employed in any other part of Victoria.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age .. .. .	23 6	22 6	36 6	} 45 3	44 3
16 years of age .. .. .	28 6	27 6	41 6		
17 " .. .. .	33 6	32 6	48 0		
18 " .. .. .	38 6	37 6	55 0		
19 " .. .. .	53 6	44 6	63 0		
20 " .. .. .	73 6	52 6	75 6		

### PROPORTION (IN ANY PLACE).

APPRENTICES.	IMPROVERS.
MALES.	MALES.
One male apprentice to every three or fraction of three male workers receiving not less than 98s. 0d. per week of 48 hours.	One male improver to every eight or fraction of eight male workers receiving not less than 98s. 0d. per week of 48 hours.
FEMALES.	FEMALES.
One female apprentice to every three or fraction of three female workers receiving not less than 53s. 0d. per week of 48 hours.	One female improver to every six or fraction of six female workers receiving not less than 53s. 0d. per week of 48 hours.

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less, and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed without board and lodging.

NOTE.—The Board has determined that as from the date of operation of this determination no apprentice shall be taken in this occupation.

## OTHER EMPLOYEES.

(a) Employed in the Metropolitan District; the Cities of Ballarat, Bendigo, Geelong or Mildura; or the Mooroopna Riding of Shire of Rodney.

<i>Males.</i>		<i>Females.</i>	
WAGES WITHOUT BOARD AND LODGING.*		WAGES WITHOUT BOARD AND LODGING.*	
	Per Week of 48 Hours. <i>s. d.</i>		Per Week of 48 Hours. <i>s. d.</i>
Clerks .. .. .	103 6	Clerks .. .. .	62 6
Cooks—First .. .. .	110 6	Cook; where there is only one employed ..	67 6
Other cooks .. .. .	103 6	Cooks in charge of—	
Dresser, head, where five or more dressers are employed	127 0	One to three kitchen employees .. ..	67 6
Dressers doing venereal diseases work .. .. .	121 0	Four to seven kitchen employees .. ..	75 0
Other dressers—		Eight or more kitchen employees .. ..	85 0
1st year's experience as such .. .. .	101 0	Second cooks .. .. .	65 0
2nd year's experience as such .. .. .	106 0	Other cooks .. .. .	62 6
Thereafter .. .. .	111 0	Head housemaids .. .. .	57 6
Foreman in charge of—		Housekeepers .. .. .	72 6
One to nine employees .. .. .	103 6	Head laundresses in charge of—	
Ten or more employees .. .. .	111 0	One to three persons .. .. .	65 0
Assistant foreman .. .. .	101 0	Four or more persons .. .. .	70 0
Gardeners in charge of one or more gardeners or where there is only one employed	100 6	Second laundresses .. .. .	60 0
Other gardeners .. .. .	98 0	Laundresses where only one employed .. ..	60 0
Incinerator attendants .. .. .	98 0	Sorters .. .. .	60 0
Kitchenmen or scullerymen .. .. .	98 0	Washing machine hands .. .. .	68 0*
Laboratory assistants .. .. .	106 6	Storekeeper in charge of one or more store hands or where there is only one employed .. ..	62 6
Laundrymen .. .. .	98 0	Storekeeper's assistants—	
Mortuary-men employed solely on post-mortem work	116 0	1st year's experience as such .. .. .	53 0
Other mortuary-men .. .. .	101 0	2nd year's experience as such .. .. .	54 0
And 10s. extra for each post-mortem.		Thereafter .. .. .	55 0
Motor or motor ambulance drivers or assistants .. ..	105 6	Stenographers and typistes—	
Operating theatre attendants .. .. .	101 0	1st year's experience as such .. .. .	62 6
Casualty porters engaged on preparations and theatre work .. .. .	101 0	2nd year's experience as such .. .. .	65 0
Dispensary porters .. .. .	101 0	Thereafter .. .. .	67 6
Relieving porters .. .. .	100 6	Telephone attendants .. .. .	70 0
X-ray porters .. .. .	98 0	Waitresses—	
Night porters who in the course of their duties patrol the hospital .. .. .	101 6	1st year's experience as such .. .. .	53 0
Other night porters .. .. .	98 0	2nd year's experience as such .. .. .	54 0
Recording attendants .. .. .	103 6	Thereafter .. .. .	55 0
Splint makers .. .. .	111 0	Wardmaids—	
Splint makers' assistants .. .. .	101 0	1st year's experience as such .. .. .	53 0
Storemen in charge of one or more storemen or where there is only one employed .. .. .	103 6	2nd year's experience as such .. .. .	54 0
Other storemen .. .. .	98 0	Thereafter .. .. .	55 0
Telephone attendants .. .. .	101 0	Registered X-ray technicians—	
Ward cleaners handling sputum mugs .. .. .	111 0	1st year's experience as such .. .. .	82 6
Other ward cleaners .. .. .	98 0	2nd year's experience as such .. .. .	87 6
X-ray attendants .. .. .	106 0	Thereafter .. .. .	92 6
X-ray technicians—		Laboratory assistants .. .. .	68 0
1st year's experience as such .. .. .	98 6		
2nd year's experience as such .. .. .	113 6		
Thereafter .. .. .	123 6		
All others .. .. .	98 0		
			Per Week of 44 Hours.
		Scamstresses who cut out and fit garments .. .. .	65 0
		Other seamstresses—	
		1st year's experience as such .. .. .	53 0
		2nd year's experience as such .. .. .	54 0
		Thereafter .. .. .	55 0
			Per Week of 48 Hours.
		All others—	
		1st year's experience as such .. .. .	53 0
		2nd year's experience as such .. .. .	54 0
		Thereafter .. .. .	55 0

(b) Employed in any other part of Victoria.

<i>Males.</i>		<i>Females.</i>	
WAGES WITHOUT BOARD AND LODGING.*		WAGES WITHOUT BOARD AND LODGING.*	
	Per Week of 48 Hours. <i>s. d.</i>		Per Week of 48 Hours. <i>s. d.</i>
Adults .. .. .	98 0	Clerks .. .. .	58 0
		Cooks—	
		First—or where there is only one employed .. ..	67 6
		Second .. .. .	62 6
		Head laundress; or where there is only one employed	60 0
		Other laundresses .. .. .	55 0
		Stenographers and typistes .. .. .	63 0
		Telephone attendants .. .. .	58 0
		All others—	
		1st year's experience .. .. .	53 0
		2nd year's experience .. .. .	54 0
		3rd year's experience .. .. .	55 0

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less, and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed without board and lodging.

(3) **TIME OFF.**—All employees shall receive a period of not less than 26 hours off duty in each week provided that employee shall not be required to work more than eight consecutive days without such period off duty.

(4) **OVERTIME.**—The following overtime rates shall be paid for all work done:—

- (a) Within a spread of 12 hours from the time of commencing work on any day but in excess of the number of hours fixed as a week's work . . . . . Time and a half.  
 (b) Outside a spread of 12 hours from the time of commencing work on any day . . . . . Double time.

(5) **A FULL WEEK'S WAGES TO BE PAID.**—Any employee (other than a casual worker) willing to work who works for less than the full working week, viz., 44 hours in the case of seamstresses and 48 hours in all other cases, shall be entitled to the payment of a full week's wage.

(6) **CASUAL LABOUR.**—A casual employee, i.e. a person who is employed for not more than 18 hours per week, shall be paid per hour an amount equal to  $\frac{1}{10}$  of the weekly rate prescribed by this Determination for the work performed divided by 44 in the case of seamstresses and 48 in all other cases.

(7) **RISK RATE.**—Persons (other than dressers doing venereal diseases work for whom provision is already made in Clause (2)) shall in addition to the rates prescribed in Clause (2) be paid 2d. per hour with a minimum of 6d. per day whilst:—

- (a) Employed in infectious diseases wards or wards wherein patients are suffering from venereal diseases, cancer, tuberculosis, typhoid or meningitis;  
 (b) Handling or dressing patients suffering from venereal diseases, cancer, tuberculosis, typhoid or meningitis or patients qualified for admission to infectious diseases hospitals or wards;  
 (c) Handling clothes, bedding or linen, rubbish bins or refuse not previously disinfected and used in connexion with any patient, hospital or ward referred to in sub-clauses (a) and (b) of this clause;  
 (d) Handling the bodies of deceased patients who at the time of their death were suffering from any infectious disease or any of the diseases referred to in sub-clause (a) of this clause;  
 (e) Engaged in experiments of an infectious nature or handling microscopic slides of an infectious nature or slides used in connexion with any of the complaints referred to in sub-clause (a) of this clause.

(8) **NAUSEOUS WORK.**—All male employees not provided for in clause (7) who handle linen of a nauseous nature, other than linen bagged or packed in containers shall be paid at the rate of 5s. per week in addition to the rates prescribed in clause (2).

(9) **ANNUAL LEAVE.**—Any employee who has been in the service of an employer for a period of not less than twelve months shall be granted by such employer fourteen days' leave at least in each year on full pay, without any deduction for board and lodging.

(10) **PUBLIC HOLIDAYS.**—Employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day (within a radius of 20 miles of the General Post Office, Melbourne), Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays employees shall be entitled to the days so substituted.

Provided that if an employee works on any of such holidays or such holiday occurs on his or her rostered day off or during his or her period of annual leave he or she shall be given—

- (a) within four weeks following the date on which such holiday occurred—  
 (1) one extra day's pay, or  
 (2) equal time off in lieu thereof, or  
 (b) one day shall be added to his or her annual leave.

(11) **SICK LEAVE.**—In the event of an employee becoming sick and certified as such by the Medical Superintendent, or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, he or she shall be entitled to sick leave on full pay as follows:—

- (a) During the first year of service in an institution—one day for each month of service.  
 (b) During the second, third, and fourth years of service in an institution—fourteen days in each year.  
 (c) Thereafter—twenty-one days in each year.

Sick leave shall be in addition to the annual leave provided in clause (9).

Notwithstanding any other provision in this clause an employee who contracts an infectious disease in the course of his or her duties and same having been certified to by the Medical Superintendent or by a Medical Practitioner approved by the institution shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(12) **EMPLOYEES ENGAGED ON NIGHT DUTY.**—For any period of not less than 3 hours worked by females between the hours of 8 p.m. and 8 a.m. and by males between the hours of 6 p.m. and 8 a.m. an amount of 5d. for each such period shall be paid in addition to the rates prescribed in clause (2) of this Determination.

(13) **EARLY MORNING DUTY.**—Employees (other than employees referred to in clause (12)) who commence duty on any day between the hours of 5 a.m. and 6.30 a.m. shall be paid an amount of 5d. for each of such days in addition to the rates prescribed in clause (2) of this Determination.

(14) **TIME BOOK.**—Every employer shall provide and cause to be kept a time book or other record in which each employee shall daily enter his or her starting and finishing times.

Such time book or other record shall be available for inspection to the General Secretary of The Hospital, Dispensary, and Asylum Employees' and Allied Government Officers' Federation.

(15) **ROSTER.**—A weekly roster setting out employees' weekly and daily working hours, times of commencing duty, meal intervals, time off duty and time of ending duty shall be kept posted or affixed in some conspicuous part of the premises in which persons subject to this determination are employed where it may be readily seen by such employees and the Secretary of the Hospital, Dispensary and Asylum Employees and Allied Government Officers' Federation of Australia No. 1 Victorian Branch.

(16) **DRESSING ROOMS, ETC.**—Dressing rooms, rest rooms, bathrooms or shower rooms, and lunch rooms, shall be provided for non-resident employees, and suitable healthy accommodation for resident employees.

(17) **UNIFORMS, ETC.**—Uniforms, overalls, caps, and aprons, shall be provided and laundered free of cost for employees required to wear same.

(18) **RUBBER GLOVES, ETC.**—Rubber gloves and all necessary safety appliances shall be provided free of cost for the use of employees and an adequate supply of same shall be maintained.

(19) **TERMINATION OF EMPLOYMENT.**—Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages paid or forfeited as the case may be in lieu of such notice.

(20) **UNION INTERVIEWS.**—During working hours employees of any establishment subject to this Determination may, with the consent of the person in charge of such establishment (which consent shall not be unreasonably withheld) be interviewed by the Secretary or Organizer of the Hospital, Dispensary, and Asylum Employees and Allied Government Officers' Federation of Australia, No. 1 Victorian Branch, or have their Union contributions collected by the steward of the said organization.

(21) **DEFINITION.**—For the purpose of this Determination "experience" referred to in clause (2) means experience at such work in any hospital or institution subject to this Determination.

**NOTE.**—Section 174 of the Factories and Shops Acts provides: Where any person is employed to perform two or more classes of work to which a rate fixed by a Wages Board is applicable then such person shall be paid in respect of the time occupied in each class of work at the rate fixed by the Board for such work.

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

D. B. MORGAN, Secretary.

Melbourne, 14th November, 1941.

By Authority: H. E. Daw, Government Printer, Melbourne.

