



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 87]

FRIDAY, APRIL 30.

[1943

## NATIONAL SECURITY (CIVIL DEFENCE WORKERS' COMPENSATION) REGULATIONS.

### ORDER.

IN pursuance of the powers contained in the National Security (Civil Defence Workers' Compensation) Regulations and by virtue of an instrument of delegation made by the Minister of State for Home Security, and dated the 27th day of August, 1942, I, Albert Arthur Dunstan, the Premier of the State of Victoria, hereby make the following Order:—

I hereby determine that it is, during the continuance of the war in which His Majesty is at present engaged, necessary for the maintenance of essential services that every person included in a class of persons specified in the Schedule to this Order should continue to perform the duties of his employment or occupation, or perform duties of a similar nature, or remain in readiness to perform any such duties, during a period of enemy action.

### THE SCHEDULE.

Such of the employees as are indicated hereunder of the following bodies corporate or departments of the Public Service of Victoria who are duly required by or under the authority of the responsible executive officers or officer thereof to continue to perform the duties of their employment or occupation, or perform duties of a similar nature, or remain in readiness to perform any such duties, during a period of enemy action or during a period immediately following a period of enemy action.

Forests Commission of Victoria.	All permanent and temporary employees.
Public Works Department (including the Ports and Harbors Branch).	All permanent and temporary employees.
The Lord Mayor, Councillors and Citizens of the City of Melbourne.	All permanent and temporary employees who are engaged in the production or distribution of electricity.
The Mayor, Councillors and Citizens of the City of Northcote.	All permanent and temporary employees who are engaged in the distribution of electricity.
The Mayor, Councillors and Citizens of the City of Coburg.	All permanent and temporary employees who are engaged in the distribution of electricity.
The Mayor, Councillors and Citizens of the City of Williamstown.	All permanent and temporary employees who are engaged in the distribution of electricity.
The Mayor, Councillors and Citizens of the City of Preston.	All permanent and temporary employees who are engaged in the distribution of electricity.

A. A. DUNSTAN,

Premier of the State of Victoria.

Dated at Melbourne, this 28th day of April, 1943.

NOTE.—A like order in respect of certain other bodies was published in the *Victoria Government Gazette* of the 13th February, 1943.

No. 153.

H. E. DAW, Government Printer, Melbourne.

No. 87.—3570/43.





# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 88]

MONDAY, MAY 3.

[1943

Factories and Shops Acts.

## DETERMINATION OF THE HOTEL AND RESTAURANT BOARD.

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

NOTE.—On the 6th May, 1940, the following trade was proclaimed an Apprenticeship Trade as carried on in the Metropolitan District.

Cooking in hotels, clubs, restaurants, eating houses, coffee palaces in which three or more adults are permanently employed in the kitchen.

Full particulars of the Apprenticeship Regulations for this trade may be obtained on application to the Secretary, Apprenticeship Commission, Gisborne-street, Melbourne.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has had the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons—

- (a) employed in a restaurant, coffee palace, hotel, eating-house, or any premises for which an Australian wine licence or billiard table licence is in force or which are occupied as a club, but not including persons subject to the jurisdiction of any other Board heretofore appointed;
- (b) employed in the business of a caterer;
- (c) employed in connexion with the sale of aerated waters, fruit juice drinks, cordials, coffee, chocolate, cocoa, milk, or any other non-intoxicating beverage whatsoever consumed on the premises;
- (d) employed whole or part time selling confectionery, or pastry in any place in which the business of a restaurant is carried on—

has made the following Determination, namely:—

- (1) That on the 1st April, 1943, the adjusted Determination which came into force as from the beginning of the first pay period to commence in February, 1943, shall be revoked and replaced by this Determination.

### HOTELS.

#### (2) APPRENTICES AND IMPROVERS.

	Wages (see below for Deductions where Board or Lodging is Provided).				PROPORTION (IN ANY PLACE). MALES OR FEMALES.
	Within a radius of 25 miles of the General Post Office, Melbourne; and in the City of Mildura.		In all other parts of Victoria.		
	Males.	Females.	Males.	Females.	
	Per Week of 44 hours.		Per Week of 44 hours.		
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
Improvers employed in the bar—					
18 years of age or under ..	67 0	..	67 0	..	
19 years of age ..	72 0	..	72 0	..	
20 years of age ..	85 6	..	85 6	..	
Apprentices and all other Improvers—					
16 years of age or under ..	43 0	65 9	37 0	62 6	
17 years of age ..	51 6	63 9	45 6	62 6	
18 years of age ..	58 0	65 9	50 6	62 6	
19 years of age ..	67 6	65 9	58 6	62 6	
20 years of age ..	80 6	65 9	71 6	62 6	
Deductions from the above rates when the employee is supplied, by the employer, with board or lodging as follows:—					
	Deductions per week.				
Board of three meals on each day ..	13 5	13 5	12 3	12 3	
Board of three meals on each day other than the employee's weekly day off ..	11 6	11 6	11 6	11 6	
Lodging ..	4 9	4 9	4 9	4 9	

One apprentice to every three or fraction of three workers receiving not less than the minimum wage.

#### Improvers.

Such number of improvers as shall not, together with apprentices, exceed, in the aggregate, one to every three or fraction of three adult weekly workers receiving not less than the minimum wage.

OTHER EMPLOYEES.

	Wages (see below for Deductions where Board or Lodging is Provided).			
	Within a radius of 25 miles of the General Post Office, Melbourne, within a radius of 5 miles of the principal Post Office at Geelong, and in the City of Mildura.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
	s. d.	s. d.	s. d.	s. d.
Barman .. .. .	114 6	..	111 6	..
Cellarman .. .. .	125 6	..	122 6	..
Assistant Cellarman .. .. .	114 6	..	111 6	..
Steward .. .. .	114 6	..	111 6	..
Barnmaids .. .. .	..	114 6	..	111 6
First cook where number of persons employed in kitchen is—				
Eight or more .. .. .	150 6	106 3	147 6	103 3
Five, six, or seven .. .. .	133 0	86 3	130 0	83 3
Three or four .. .. .	127 0	79 3	124 0	76 3
Other first cooks, or cook employed alone .. .. .	121 0	78 3	118 0	75 3
Second cook where number of persons employed in kitchen is—				
Eight or more .. .. .	133 0	86 3	130 0	83 3
Five, six, or seven .. .. .	121 0	78 3	118 0	75 3
Other second cooks .. .. .	115 0	74 3	112 0	71 3
Night or relieving cook where number of persons employed in kitchen is—				
Eight or more .. .. .	133 0	86 3	130 0	83 3
Five, six, or seven .. .. .	121 0	78 3	118 0	75 3
Other night or relieving cooks .. .. .	115 0	74 3	112 0	71 3
Larder cook .. .. .	118 0	74 3	115 0	71 3
Pastrycook .. .. .	121 0	74 3	118 0	71 3
Stove, grill, fish, third or breakfast cook .. .. .	115 0	70 3	112 0	67 3
Vegetable or assistant cook .. .. .	113 0	68 3	110 0	65 3
Oysterman .. .. .	109 0	..	106 0	..
Pantryman or kitchenman .. .. .	109 0	..	106 0	..
Storeman .. .. .	111 6	..	108 6	..
Head waiter .. .. .	114 6	..	111 6	..
Other waiters .. .. .	109 0	..	106 0	..
Night porter .. .. .	109 0	..	106 0	..
Day porter .. .. .	109 0	..	106 0	..
Billiard-room attendant .. .. .	109 0	..	106 0	..
Commissionaire or messenger .. .. .	109 0	..	106 0	..
Housekeeper, stewardess, or managersess .. .. .	..	81 9	..	78 9
Laundress .. .. .	..	70 3	..	67 3
Head waitress .. .. .	..	70 3	..	67 3
Other waitresses .. .. .	..	66 3	..	63 3
Pantrymaid or kitchenmaid .. .. .	..	67 3	..	64 3
Housemaid .. .. .	..	67 3	..	64 3
Persons not otherwise provided for .. .. .	109 0	67 3	106 0	64 3
Deductions from the above rates when the employee is supplied by the employer with board or lodging as follows—		Deductions	per week.	
Board of three meals on each day .. .. .	13 5	13 5	12 3	12 3
Board of three meals on each day other than on the employee's weekly day off .. .. .	11 6	11 6	11 6	11 6
Lodging .. .. .	4 9	4 9	4 9	4 9
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.) .. .. .	..	Per week of 20 hours 36 6	..	Per week of 20 hours 33 6

NOTE.—A copy of this Determination shall be displayed at or near the entrance of every establishment where the Determination of this Wages Board applies.

Under the provisions of Section 7 of the Factories and Shops Act 1936 (No. 4461) every employer of any employee in any hotel is required to keep a time-book in the prescribed form wherein each employee shall enter daily a record of the hours worked.

(3) OVERTIME.—The following rates shall be paid for overtime:—

(a) Persons employed in the bar—

For all work done outside a period of 11 hours per day from the time of their beginning to the time of their ending work or in excess of 9 hours in any one day .. .. .	Time and a half	} Calculated on the rates fixed without board and lodging.
For all work done in any week (within a period of 11 hours per day from the time of their beginning to the time of their ending work) in excess of the maximum number of hours fixed as a week's work .. .. .	Time and a half	

(b) All other persons—

For all work done outside a period of 13 hours per day from the time of their beginning to the time of their ending work or in excess of 10 hours in any one day .. .. .	Time and a half	} Calculated on the rates fixed without board and lodging.
For all work done in any week (within a period of 13 hours per day from the time of their beginning to the time of their ending work) in excess of the maximum number of hours fixed as a week's work .. .. .	Time and a half	

(4) TERMS OF EMPLOYMENT.—All employees (other than casual employees) shall be engaged by the week and shall be paid weekly. Except in the case of misconduct by an employee forty-eight hours' notice shall be given by the employer or employee to terminate employment, or in lieu of such notice, two days' wages shall be paid by the employer or forfeited by the employee. When notice of termination of service has been given, employees shall be paid within 24 hours from the expiry of such notice.

(5) CASUAL LABOUR.—Casual employee shall mean and be deemed to be any employee engaged for less period than the working week of 44 hours on the class of employment for which the casual is employed. This clause shall not apply to employees engaged by the week.

Casual employees shall be paid—

Males .. .. . Time and a half with a minimum of 6s. per day for any engagement.  
 Females .. .. . 2s. 3d. per hour with a minimum of 4s. 6d. each engagement.

Casual employees shall be entitled to all fares exceeding 3d. per day necessarily incurred.

(6) LIVING IN ALLOWANCE.—No employee shall be compelled to board on the premises where he or she is employed. If the employer desires the employee to board on the premises where he or she is employed, then meals and accommodation shall be provided by the employer without any deduction in wages. If the employer and employee mutually agree that meals and accommodation shall be provided the amounts to be deducted shall be those set out in clause (2).

(7) **SPECIAL RATES.**—The special rate to be paid for all work done on Sundays by persons employed in the bar shall be time and a half, and the special rate to be paid to any person for all work done on New Year's Day, Australia Day, Union Picnic Day, Good Friday, Easter Monday, King's Birthday, Labour Day, Christmas Day, or Boxing Day, shall be time and a half calculated on the rates fixed without board and lodging; 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.

(8) **ANNUAL LEAVE.**—Persons employed in the bar shall be granted two weeks' leave of absence on full pay, and all other persons one week's leave of absence on full pay on completion of each twelve calendar months' service. Such leave may be applied for and shall commence at any time within two months of such leave of absence becoming due. A *pro rata* leave of absence on full pay shall be granted to any employee who has worked three months or over. An employee shall receive at least seven days' notice of the day on which his annual leave is to begin.

(9) **DEFINITIONS.**—

- (a) "Barman" or "Barmaid" shall mean and be deemed to be a person usually employed for more than two hours in any one day or night, in the sale of liquor, over the bar, either wholesale or retail, in any hotel or other licensed premises.
- (b) "Cellarman" is an employee in charge of, responsible for and substantially engaged in looking after the contents of the cellar of an hotel.
- (c) "Assistant Cellarman" shall mean and be deemed to be a person who is substantially engaged in working in the cellar of an hotel.

**NOTE.**—Attention is drawn (subject to the provisions of the Factories and Shops Acts) to the employment of females as barmaids in hotels pursuant to National Security (Employment of Women) Regulations.

The Women's Employment Board on 8th September, 1942, on the application of the United Licensed Victuallers Association (Victorian Branch) approved and laid down the conditions in respect to the employment of females not under 35 years of age as barmaids in hotels.

Extracts of the decisions of the Board are given herein :—

That females may be employed on the said work.

That the hours during which females may be employed on such work shall be 10 a.m. to 6 p.m. six days per week but in no event shall the total hours per week exceed 44.

That there shall be no period of probation.

That this decision shall bind the applicant and the Federated Liquor and Allied Trades Employees' Union and its members.

That the period of employment of extra females in bars (excluding those at present employed and registered with the State Government) shall be for the duration of the war.

That these employees shall be paid the same rate of wage as men, and this condition shall apply to present registered barmaids as it would be impracticable to differentiate.

That in order to prevent any replacement of existing bar personnel, whether male or female, by the prospective new female employees, there shall be established a Committee comprising an equal number of representatives of employers and employees. The decision of this Committee as to whether an employer may be permitted to engage new female labour shall be final, so far as this Order is made.

All female personnel to be engaged, whether permanently or for casual work, shall before commencing employment become members of the Federated Liquor and Allied Trades Employees' Union.

**CLUBS.**

(10)

**APPRENTICES OR IMPROVERS.**

	WAGES PER WEEK OF 44 HOURS.						PROPORTION (IN ANY PLACE).
	Males.			Females.			
	Ordinary Wage.	War Loading.	Total Wage.	Ordinary Wage.	War Loading.	Total Wage.	
Under 16 years of age	s. d. 27 0	s. d. 1 0	s. d. 28 0	s. d. 27 0	s. d. 1 0	s. d. 28 0	<p><b>MALES OR FEMALES.</b></p> <p><i>Apprentices.</i> One apprentice to every three or fraction of three-workers receiving not less than the minimum wage.</p> <p><i>Improvers.</i> One improver to every four or fraction of four workers receiving not less than the minimum wage.</p>
16 years of age ..	36 6	1 6	38 0	28 6	1 0	29 6	
17 ..	41 0	1 6	42 6	32 6	1 3	33 9	
18 ..	48 6	1 9	50 3	35 0	1 6	36 6	
19 ..	58 6	2 3	60 9	37 6	1 6	39 0	
20 ..	77 0	3 0	80 0	43 6	1 9	45 3	

**OTHER EMPLOYEES.**

	† WAGES.			
	Within a radius of 25 miles of the General Post Office, Melbourne, the Cities of Bendigo, Ballarat, Geelong, and Warrnambool, and the City of Mildura.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
	s. d.	s. d.	s. d.	s. d.
Steward .. .. .	109 6	..	109 6	..
First cook where the number of persons employed in the kitchen is—				
Eight or more .. .. .	138 6	89 0	138 6	89 0
Five, six, or seven .. .. .	122 6	77 0	122 6	77 0
Three or four .. .. .	113 3	74 6	113 3	74 6
Other first cooks or cook employed alone .. .. .	109 3	74 6	107 6	74 6
Second, or night or relieving cook, when the number of persons employed in the kitchen is—				
Eight or more .. .. .	118 6	77 0	118 6	77 0
Five, six, or seven .. .. .	108 6	69 0	108 6	69 0
Less than five .. .. .	107 0	67 0	105 6	67 0
Larder cook, stove, grill, fish, or breakfast cook .. .. .	108 6	67 0	108 0	67 0
Pastrycook shall be paid the rates fixed by the Pastrycooks Board .. .. .				
Sweets cook .. .. .	109 0	69 0	108 6	69 0
Third cook .. .. .	107 0	64 6	105 6	64 6
Vegetable or assistant cook .. .. .	107 6	64 6	107 6	64 6
Oysterman .. .. .	108 0	..	108 6	..

OTHER EMPLOYEES—continued.

	† WAGES.			
	Within a radius of 25 miles of the General Post Office, Melbourne, the Cities of Bendigo, Ballarat, Geelong, and Warrnambool, and the City of Mildura.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
	s. d.	s. d.	s. d.	s. d.
Pantryman or kitchenman .. .. .	105 0	..	103 6	..
Storeman .. .. .	106 6	..	106 6	..
Head waiter .. .. .	107 0	..	107 0	..
Other waiters .. .. .	105 0	..	103 6	..
Night porter .. .. .	105 0	..	103 6	..
Day porter .. .. .	105 0	..	103 6	..
Billiard-room attendant .. .. .	105 0	..	103 6	..
Commissionaire or messenger .. .. .	105 0	..	103 6	..
Housekeeper, stewardess, or manageress .. .. .	..	74 6	..	74 6
Laundress .. .. .	..	64 6	..	64 6
Head waitress or supervisor .. .. .	..	64 6	..	64 6
Other waitresses .. .. .	..	60 6	..	60 6
Pantrymaid or kitchenmaid .. .. .	..	60 6	..	60 6
Counterhand .. .. .	..	60 6	..	60 6
Housemaid .. .. .	..	60 6	..	60 6
Linen maid or seamstress .. .. .	..	65 0	..	65 0
Persons not otherwise provided for .. .. .	105 0	60 6	103 6	60 6
		Per week of 20 hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.		Per week of 20 hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.) .. .. .	..	38 6	..	38 6

NOTE.—War Loading—For convenience War Loadings as follows:—

Males .. .. .	4s. per week
Midday waitresses, midday kitchen maids, or pantrymaids .. .. .	1s. 6d. ..
Other females .. .. .	2s. 6d. ..

have been included in wages for employees classified under heading of other employees, but war loadings are not to be taken into account when computing the penal rates payable for overtime or for work done on public holidays stated in clause (15).

NOTE.—A copy of this Determination shall be displayed at or near the entrance of every establishment where the Determination of this Wages Board applies.

† SUBJECT TO:—(a) A maximum deduction as for two meals a day being made where an employee commences work at 9 a.m. or later and finishes at 4 p.m. or earlier on the same day or where he or she commences for the day between 1 p.m. and 4 p.m.; and (b) a maximum deduction as for one meal a day being made where an employee commences work at or after 4 p.m. The minimum wage shall (except in the case of an apprentice, an improver, a midday waitress, a midday kitchenmaid or pantrymaid, or a casual employee) be, where the employer—

- (i) boards the employee and provides three meals per day, one of which shall be a substantial meal, 14s. 10d. per week less
- (ii) boards the employee and provides three meals per day where substantial meals are not provided, 9s. 4d. per week less
- (iii) provides only two meals per day for an employee who is employed between 6 a.m. and 3 p.m. or between 11.30 a.m. and 11.45 p.m., 9s. 4d. per week less; or
- (iv) boards and lodges the employee, 20s. 1d. per week less.

Notwithstanding any condition in this clause no deduction for meals shall be made for a public holiday when the employee is not required to work on such public holiday.

In computing the amount to be deducted for meals where an employee works for less than six days a week or who is provided with less meals than those provided for in (i), (ii), and (iii) hereof the amount to be allowed as a deduction for each meal shall be one-seventeenth of the amount herein provided for a weekly deduction.

(11) TERMS OF EMPLOYMENT.—Employees (other than casual employees, midday waitresses and midday kitchenmaids or pantrymaids) who in any week work for less than 44 hours shall for such week be paid as follows:—

- (1) (a) For work done during a week in which any of the public holidays mentioned in clause (15) occurs:—
  - [(i) Time and a third for all work done on days other than the public holiday
  - (ii) The rate fixed in clause (15) for work done on the public holiday
 Provided that the earnings of an employee in any such week shall not exceed ordinary wages rates for an ordinary week's work plus such amount of the special rate fixed in clause (15) as is greater than ordinary time.
- (b) For work done during any other week.—Time and a third up to but not exceeding ordinary wages rates for an ordinary week's work.
- (c) Any employee subject to this clause absent from work on any day without the permission of the employer shall only be entitled to receive for such week a *pro rata* payment based on the hours actually worked and the rate provided in clause (10) for a week of 44 hours.
- (2) All employees (other than casual employees) whose services are not required on any holiday mentioned in clause (15) shall be entitled to such holiday without deduction of pay. Such employees shall not be required to make up time lost through such holiday which shall be deemed to be of 8 hours and any employees who are required to work:—
  - (a) In excess of 28 hours in any week in which two holidays occur .. .. . } shall be paid for such excess at
  - (b) In excess of 36 hours in any week in which one holiday occurs .. .. . } the rate of time and a half.

(12) OVERTIME.—The following rates shall be paid for overtime:—

- (a) Persons employed in the bar—
  - For all work done on any day (other than the day locally observed by ordinary shopkeepers as a late trading day) in excess of 10 hours .. .. . } Time and a half
  - For all work done outside a period of 12 hours per day from the time of their beginning to the time of their ending work .. .. . } Time and a half
  - For all work done in any week (within period of 12 hours per day from the time of their beginning to the time of their ending work) in excess of the maximum number of hours fixed as a week's work .. .. . } Time and a half
 Calculated on the rates fixed without any deductions for board and/or lodging.

(b) All other persons—

For all work done on any day (other than the day locally observed by ordinary shopkeepers as a late trading day) in excess of 10 hours .. .. .	Time and a-half	} Calculated on the rates fixed without any deductions for board and/or lodging.
For all work done outside a period of 13 hours per day from the time of their beginning to the time of their ending work .. .. .	Time and a-half	
For all work done in any week (within a period of 13 hours per day from the time of their beginning to the time of their ending work) in excess of the maximum number of hours fixed as a week's work .. .. .	Time and a-half	

(13) CASUAL LABOUR.—Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed in this determination as a week's work) shall be paid—

Per Hour.		
<i>s. d.</i>		
Males .. .. .	3 0	} With a minimum payment for 4 hours for work done on any one day
Females .. .. .	2 3	

(14) TRAVELLING.—The special rate to be paid to employees who work away from their employer's place of business for time occupied in travelling between the employer's place of business and work, or between the employee's residence and work shall be 2s. per hour.

(15) SPECIAL RATES.—The special rates payable to persons for work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day shall be time and a half, calculated on the rates fixed without board and lodging; 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.

(16) UNIFORMS.—Where any female employee is required by the employer to wear a special uniform (other than a black, white, or black and white uniform) such uniform shall be provided by the employer.

(17) ANNUAL LEAVE.—All persons (other than Casual Employees) employed in clubs shall be granted one week's leave of absence on full pay on completion of each twelve calendar months' service. Such leave may be applied for and shall commence at any time within two months of becoming due, provided that if an employee leaves or is dismissed before being granted leave, he or she shall be entitled to a week's wage in lieu of same. An employee shall receive at least seven days' notice of the day on which his annual leave is to begin. An employee who leaves or is dismissed after having worked for three months or over shall be entitled to a *pro rata* leave or payment in lieu thereof.

(18) DEFINITIONS.—(a) "Sweets Cook" shall include any person manufacturing cakes or pastry for meals supplied by the employer.

(b) "Substantial Meal."—A substantial meal shall consist of food comprising soup, entrée, or joint, vegetables and sweets, and on Fridays, a choice of fish.

(c) "Full Pay" shall mean the rate prescribed in the Determination for the class of work performed, without any deductions whatever.

(d) Storeman shall mean an employee continuously engaged in storing, checking, tallying, or handling stores.

(e) Linen maid or seamstress shall mean a female employee who makes and/or repairs linen, uniforms, or furnishings for use in the club concerned.

(19) UNION OFFICIALS RIGHT OF ENTRY.—Any official of the Federated Liquor and Allied Trades Employees Trades Union of Australasia authorized in writing by the Secretary for Labour shall have the right to enter any establishments or premises covered by this Determination in order to inspect time-sheets and to interview employees on any matter connected with their employment. Such accredited official before entering such establishment or premises shall produce the authority in writing mentioned on a demand by an employer or his representative for such production.

(20) TERMINATION OF EMPLOYMENT.—Employees (other than Casual Employees) shall, except in a case of misconduct by either employer or employee, give or receive two days' notice of termination of employment, or in lieu of such two days' notice two days' pay shall be paid by the employer or forfeited by the employee.

**RESTAURANTS, COFFEE PALACES, EATING-HOUSES, AND ALL OTHER PLACES EXCEPT HOTELS AND CLUBS.**

21 (a) APPRENTICES OR IMPROVERS.

	Wages per week of 44 hours.						PROPORTION (IN ANY PLACE).  MALES OR FEMALES.  <i>Apprentices.</i> One apprentice to every three or fraction of three workers receiving not less than the minimum wage.  <i>Improvers.</i> One improver to every four or fraction of four workers receiving not less than the minimum wage.
	Males.			Females.			
	Ordinary Wage.	War Loading.	Total Wage.	Ordinary Wage.	War Loading.	Total Wage.	
Under 16 years of age	<i>s. d.</i> 27 0	<i>s. d.</i> 1 0	<i>s. d.</i> 28 0	<i>s. d.</i> 26 6	<i>s. d.</i> 1 0	<i>s. d.</i> 27 6	
16 years of age ..	36 6	1 6	38 0	27 0	1 0	28 0	
17 ..	40 6	1 6	42 0	31 6	1 3	32 9	
18 ..	47 6	2 0	49 6	34 6	1 6	36 0	
19 ..	58 0	2 3	60 3	37 0	1 6	38 6	
20 ..	75 6	3 0	78 6	42 6	1 9	44 3	

(b) ADULTS.  
Barmen, Cellarmen, Assistant Cellarmen, and Barmaids.

	Wages.			
	Within a radius of 25 miles of the General Post Office, Melbourne, within a radius of 5 miles of the principal Post Office at Geelong, and in the City of Mildura.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.	Per Week of 44 Hours.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Barman, cellarman, or assistant cellarman (employed in or in connexion with wine saloons) shall be paid the rates and be subject to the conditions provided for such employees in the Hotels Section of this Determination .. .. .	..	..	..	..
Barmaids (employed in or in connexion with wine saloons) shall be subject to the conditions provided by Clauses (3) to (9) inclusive in the Hotels Section of this Determination .. .. .	..	82 9	..	79 9
Deductions from barmaids' rates when the employee is supplied by the employer with board or lodgings as follows—		Deductions per week.		
Board of three meals on each day .. .. .	..	13 5	..	12 3
Board of three meals on each day other than on the employee's weekly day off .. .. .	..	11 6	..	11 6
Lodging .. .. .	..	4 0	..	4 9

RESTAURANTS, COFFEE PALACES, EATING-HOUSES, AND ALL OTHER PLACES EXCEPT HOTELS AND CLUBS—continued.

OTHER EMPLOYEES.

	† Wages.			
	Within a radius of 25 miles of the General Post Office, Melbourne.		In all other parts of Victoria.	
	Males.	Females.	Males.	Females.
	Per week of 44 hours.	Per week of 44 hours.	Per week of 44 hours.	Per week of 44 hours.
	s. d.	s. d.	s. d.	s. d.
First cook where the number of persons employed in the kitchen is—				
Eight or more .. .. .	135 6	88 6	135 6	88 6
Five, six, or seven .. .. .	120 0	75 0	120 0	75 0
Three or four .. .. .	111 9	72 6	111 9	72 6
Other first cooks or cook employed alone ..	109 6	72 6	107 3	72 6
Second cook where the number of persons employed in the kitchen is—				
Eight or more .. .. .	115 6	75 0	115 6	75 0
Five, six, or seven .. .. .	105 6	67 3	105 6	67 3
Other second cooks .. .. .	105 6	65 0	104 0	65 0
Night or relieving cook .. .. .	105 9	65 0	103 9	65 0
Larder, stove, grill, fish, or breakfast cook ..	107 0	65 0	105 0	65 0
Pastrycook shall be paid the rates fixed by the Pastrycooks Board				
Sweets cook .. .. .	107 0	65 0	105 3	65 9
Third cook .. .. .	105 6	63 0	103 9	63 0
Vegetable or assistant cook .. .. .	104 6	63 0	103 3	63 0
Oysterman .. .. .	105 0	..	105 0	..
Pantryman or kitchenman .. .. .	102 0	..	100 0	..
Storeman or storewoman .. .. .	107 0	63 6	107 0	63 6
Head waiter .. .. .	105 9	..	105 9	..
Other waiters .. .. .	102 0	..	100 0	..
Night porter .. .. .	102 0	..	100 0	..
Day porter .. .. .	102 0	..	100 0	..
Billiard-room attendant .. .. .	102 0	..	100 0	..
Commissionaire or messenger .. .. .	102 0	..	100 0	..
Housekeeper or stewardess .. .. .	..	72 6	..	72 6
Laundress .. .. .	..	63 0	..	63 0
Head waitress or supervisor .. .. .	..	63 0	..	63 0
Other waitresses .. .. .	..	59 6	..	59 6
Pantrymaid or kitchenmaid .. .. .	..	59 6	..	59 6
Fruit juice, flavour, or soda fountain hand ..	..	62 6	..	62 6
Counterhand (other than a soda fountain hand as defined) .. .. .	..	59 6	..	59 6
Housemaid .. .. .	..	59 6	..	59 6
Linen maid or seamstress .. .. .	..	65 0	..	65 0
Persons not otherwise provided for .. .. .	102 0	59 6	100 0	59 6
		Per week of 20 Hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.		Per week of 20 Hours. Provided that a minimum payment of 15s. shall be paid each week irrespective of the number of hours worked.
Midday waitress or midday kitchenmaid or pantrymaid (employed only between 11.40 a.m. and 3 p.m.) .. .. .	..	38 6	..	38 6

NOTE.—WAR LOADINGS: For convenience War Loadings as follows:—

Males .. .. .	4s. 0d. per week
Midday waitresses, midday kitchenmaids or pantrymaids .. .. .	1s. 6d. "
Other females .. .. .	2s. 6d. "

have been included in wages for employees classified under heading of other employees, but war loadings are not to be taken into account when computing the penal rates payable for overtime or for work done on public holidays stated in clause (28).

NOTE.—A copy of this Determination shall be displayed at or near the entrance of every establishment where the Determination of this Wages Board applies.

Under the provisions of Section 7 of the Factories and Shops Act 1936 (No. 4461) every employer of any employee in any restaurant is required to keep a time-book in the prescribed form wherein each employee shall enter daily a correct record of the hours worked. Any employer or employee who commits a breach of this section is liable to a penalty not exceeding £2.

† SUBJECT TO—(a) A maximum deduction as for two meals a day being made where an employee commences work at 9 a.m. or later and finishes at 4 p.m. or earlier on the same day, or he or she commences work for the day between 1 p.m. and 4 p.m.; and (b) A maximum deduction as for one meal a day being made where an employee commences work for the day at or after 4 p.m., the minimum wage shall (except in the cases of barmaids or of employees working for an employer who carries on the business of a Restaurant, Dining Room, Eating House, or Cafeteria in connexion with a Departmental Store or Emporium, and of an apprentice, an improver, a midday waitress, a midday kitchenmaid or pantrymaid, or a casual employee, working in other places) be, where the employer—

- (i) boards the employee and provides three meals per day, one of which shall be a substantial meal, 13s. 6d. per week less;
- (ii) boards the employee and provides three meals per day, where substantial meals are not provided, 9s. per week less;
- (iii) provides only two meals per day for an employee who is employed between 6 a.m. and 3 p.m. or between 11.30 a.m. and 11.45 p.m., 9s. per week less; or
- (iv) boards and lodges the employee, 18s. 8d. per week less.

Notwithstanding any condition in this clause no deduction for meals shall be made for a public holiday when the employee is not required to work on such public holiday.

In computing the amount to be deducted for meals where an employee works for less than six days a week or who is provided with less meals than those provided for in sub-clauses (i), (ii), and (iii) hereof the amount to be allowed as a deduction for each meal shall be one-seventeenth of the amount herein provided for a weekly deduction.



(22) **TERMS OF EMPLOYMENT.**—Employees (other than casual employees, midday waitresses, and midday kitchenmaids or pantrymaids), who in any week work for less than 44 hours shall for such week be paid as follows:—

(1) (a) For work done during a week in which any of the public holidays mentioned in clause (28) occurs:—

(i) Time and a third for all work done on days other than the public holiday } Provided that the earnings of an employee in any such week shall not exceed ordinary wages rates for an ordinary week's work plus such amount of the special rate fixed in clause (28) as is greater than ordinary time.

(ii) The rate fixed in clause (28) for work done on the public holiday }

(b) For work done during any other week:—Time and a third up to but not exceeding ordinary wages rates for an ordinary week's work.

(c) Any employee subject to this clause absent from work on any day without the permission of the employer shall only be entitled to receive for such week a *pro rata* payment based on the hours actually worked and the rate provided in clause (21) for a week of 44 hours.

(2) All employees (other than casual employees) whose services are not required on any holiday mentioned in clause (28) shall be entitled to such holiday without deduction of pay. Such employees shall not be required to make up time lost through such holiday which shall be deemed to be of 8 hours, and any employees who are required to work:—

(a) In excess of 28 hours in any week in which two holidays occur .. .. } Shall be paid for such excess at the rate of time and a half.

(b) In excess of 36 hours in any week in which one holiday occurs .. .. }

(23) **OVERTIME.**—The following rates shall be paid for overtime:—

(a) Persons employed in wine saloons—

For all work done on any day (other than the day locally observed by ordinary shopkeepers as a late trading day) in excess of 10 hours .. .. Time and a half } Calculated on the rates fixed without any deductions for board and/or lodging.

For all work done outside a period of 11 hours per day from the time of their beginning to the time of their ending work .. .. Time and a half }

For all work done in any week (within a period of 11 hours per day from the time of their beginning to the time of their ending work) in excess of the maximum number of hours fixed as a week's work .. .. Time and a half }

(b) All other persons—

For all work done on any day (other than the day locally observed by ordinary shopkeepers as a late trading day) in excess of 10 hours .. .. Time and a half } Calculated on the rates fixed without any deductions for board and/or lodging.

For all work done outside a period of 13 hours per day from the time of their beginning to the time of their ending work .. .. Time and a half }

For all work done in any week (within a period of 13 hours per day from the time of their beginning to the time of their ending work) in excess of the maximum number of hours fixed as a week's work .. .. Time and a half }

(24) **FEMALES EMPLOYED ON BROKEN NIGHT SHIFT.**—Any female required to resume work at 10 p.m. or later after having been stood down earlier in such day (except for a meal interval not exceeding 40 minutes) shall be paid for all work done between 8 p.m. and midnight at the rate of 2s. per hour.

(25) **FEMALES EMPLOYED AFTER MIDNIGHT.**—Females (other than casuals) required to do any work between midnight and 5 a.m. shall be paid for such work at the rate of double time.

(26) **CASUAL LABOUR.**—Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work) shall be paid—

(a) All casual workers other than those employed by caterers—

	For the first 5 hours' work done on any one day.	Thereafter.	
	Per Hour.	Per Hour.	
	s. d.	s. d.	
Males .. ..	2 9	2 1	With a minimum of 3 hours' pay for work done on any one day.
Females .. ..	2 0	1 6	

(b) Casual workers employed in the business of a caterer—

Persons employed on racecourses—

Barmen .. .. 4s. 3d. per hour

All others—

Males .. .. 3s. 7d. per hour

Females .. .. 2s. 3d. per hour

Persons employed on show grounds, picnic grounds, or recreation grounds—

Males .. .. 3s. 7d. per hour

Females .. .. 2s. 3d. per hour

Persons employed on a shop day (i.e., persons employed preparing for a function on the day before such function or cleaning up on the day after such function)—

(i) For a function held on a racecourse, showground, picnic ground, or a recreation ground—

Males .. .. 24s. per day of 8 hours.

Females .. .. 16s. per day of 8 hours.

(ii) For a function other than a function provided for in sub-clause (i)—

Males .. .. 2s. 10d. per hour with a minimum payment for 5 hours on any day.

Females .. .. 2s. 1d. per hour with a minimum payment for 5 hours on any day

Where the employer does not provide a midday meal for a casual worker employed on a shop day such worker shall be paid 1s. per day extra.

All others—

	For the first 5 hours' work done on any one day.	Thereafter.	
	Per Hour.	Per Hour.	
	s. d.	s. d.	
Males .. ..	2s. 10d.	2s. 2d.	With a minimum for each day as follows:— For employees who work at any function which takes place between 12.30 p.m. and 3 p.m. or between 5.30 p.m. and 8 p.m. on any day— Males .. .. 7s. 6d. Females .. .. 6s. 0d. For any other employee .. .. 4 hours' pay
Females .. ..	2s. 1d.	1s. 7d.	

(c) Notwithstanding any provision in sub-clauses (a) and (b) hereof the minimum payment for employees who work only during a theatre interval, viz., between 8.45 p.m. and 10.15 p.m. for a period not exceeding one hour shall be 2s. 6d. for each day.

(27) TRAVELLING.—The special rate to be paid to employees who work away from their employer's place of business for time occupied in travelling between the employer's place of business and work, or between the employee's residence and work, shall be 2s. per hour.

(28) SPECIAL RATES.—The special rate to be paid to casual workers employed in the business of a caterer for work done on Sunday, Good Friday, or Christmas Day shall be double time, and the special rate to be paid to all other employees for work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Christmas Day, and Boxing Day shall be time and a half, calculated on the rates fixed without board and lodging; 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.

(29) UNIFORMS.—Where any female employee is required by the employer to wear a special uniform (other than a black, white, or black and white uniform) such uniform shall be provided by the employer.

(30) ANNUAL LEAVE.—All persons (other than casual employees) employed in connexion with this section of the Determination shall receive one week's leave of absence (exclusive of the holidays mentioned in clause (28)) on full pay on completion of each twelve calendar months' service. Such leave may be applied for and shall commence at any time within four months of becoming due provided that if an employee leaves or is dismissed before being granted leave he or she shall be entitled to payment of a week's wage in lieu of same. An employee shall receive at least seven days' notice of the day on which the annual leave is to begin. An employee who leaves or is dismissed after having worked for three months or over shall be entitled to a *pro rata* leave or payment in lieu thereof.

(31) DEFINITIONS.—(a) "Sweets cook" shall include any person manufacturing cakes or pastry for meals supplied by the employer.

(b) "Substantial meal" shall consist of food comprising soup, entrée, or joint, vegetables and sweets, and on Fridays, a choice of fish.

(c) Full pay shall mean the rate prescribed in the determination for the class of work performed without any deductions whatever.

(d) Departmental store or emporium shall mean an establishment where more than one class of business is carried on, and where under Section 83 of the Factories and Shops Acts such establishment is required to close at the hours prescribed by such section.

(e) Linen maid or seamstress shall mean a female employee who makes and/or repairs linen, uniforms, or furnishings for use in connexion with a business covered by this Determination.

(f) Fruit juice, flavour, or soda fountain hand shall mean a female employee who as required prepares fruit juices and/or flavours.

(g) Storeman or storewoman shall mean an employee continuously engaged in storing, checking, tallying, or handling stores.

(32) TERMINATION OF EMPLOYMENT.—Employees (other than casual employees) shall except in a case of misconduct by either employer or employee, give or receive two days' notice of termination of employment, or in lieu of such two days' notice two days' pay shall be paid by the employer or forfeited by the employee.

(33) UNION OFFICIALS RIGHT OF ENTRY.—Any official of the Federated Liquor and Allied Trades Employees Trades Union of Australasia authorized in writing by the Secretary for Labour shall have the right to enter any establishments or premises covered by this Determination in order to inspect time-sheets and to interview employees on any matter connected with their employment. Such accredited official before entering such establishment or premises shall produce the authority in writing mentioned on a demand by the employer or his representative for such production.

(34) ACCOMMODATION.—Adequate accommodation apart from rooms to which the public have access shall be provided for dressing, and reasonable accommodation shall be provided for employees to have their meals.

(35) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates for adult males and barmaids set out in clause (2), and for adult males set out in Clauses (10) and (21) (b) are based upon the following basic wage rates and pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates: Provided that the rates of £1 16s. 6d. or more for female employees shall be increased or decreased by half the amount of such increase or decrease in the basic wage.

Provided further that the amounts of the rates of male improvers or juniors and at rates of less than £1 16s. 6d. for female employees shall be adjusted proportionately to adjustments of the basic wage calculated to the nearest 6d., any broken part of 6d. in the result not exceeding 3d. to be disregarded.

The basic wage rates hereunder shall be adjusted as prescribed in clause (36).

*Basic Wage.*

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. £ s. d.	Per week. £ s. d.	
Within the area to which this Determination applies .. ..	4 12 0	Adult Males. 0 6 0	4 18 0	Melbourne

(36) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in May, 1943, the amount of the basic wage shall be as prescribed in clause (35).

(b) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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 or near a quarter 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.
994-1006 .. .. .	4 1 0	1118-1129 .. .. .	4 11 0
1007-1018 .. .. .	4 2 0	1130-1141 .. .. .	4 12 0
1019-1030 .. .. .	4 3 0	1142-1154 .. .. .	4 13 0
1031-1043 .. .. .	4 4 0	1155-1166 .. .. .	4 14 0
1044-1055 .. .. .	4 5 0	1167-1179 .. .. .	4 15 0
1056-1067 .. .. .	4 6 0	1180-1191 .. .. .	4 16 0
1068-1080 .. .. .	4 7 0	1192-1203 .. .. .	4 17 0
1081-1092 .. .. .	4 8 0	1204-1216 .. .. .	4 18 0
1093-1104 .. .. .	4 9 0	1217-1228 .. .. .	4 19 0
1105-1117 .. .. .	4 10 0	1229-1240 .. .. .	5 0 0

Any extension of this table must be of the same construction as the table.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 22nd April, 1943.

