



VICTORIA GOVERNMENT GAZETTE.

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[1946

Factories and Shops Acts.

DETERMINATION OF THE CIGAR TRADE BOARD.

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 portion of the city of Sandringham as is not included within the said District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; 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 employed in the process, trade, or business of Cigar Making," has made the following Determination, viz.:—

1. That on the 23rd January, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES AND IMPROVERS.

Wages per Week of 44 Hours.						Number (in any place).	
Making cigars or sorting and packing cigars:—						APPRENTICES.	
APPRENTICES.						One male apprentice to every three or fraction of three male workers receiving not less than the minimum wage. One female apprentice to every three or fraction of three female workers receiving not less than the minimum wage. (An amended indenture of apprenticeship prescribed was approved on 5.2.12.)	
Experience—			s.	d.	*Percentage.		
1st year—							
1st six months	16 0	.. 14		
2nd six months	18 6	.. 16½		
2nd year	26 6	.. 23½		
3rd year	39 7	.. 34½		
4th year	50 2	.. 44		
or in lieu of weekly wages the work may be paid at the following piece-work prices:—						IMPROVERS.	
Making Cigars.						One male improver to every twenty or fraction of twenty male workers receiving not less than the minimum wage. One female improver to every twenty or fraction of twenty female workers receiving not less than the minimum wage.	
2nd year	..	One-third of the piece-work prices.			} See also clause 10 sub-clause (m)		
3rd year	..	Two-thirds of the piece-work prices.					
4th year	..	Three-quarters of the piece-work prices.					
Sorting and Packing Cigars.							
In Boxes of—						} See also clause 10 sub-clause (m).	
	500 cigars.	250 cigars.	100 cigars.	50 cigars.	25 cigars.		10 cigars.
	per 1,000.	per 1,000.	per 1,000.	per 1,000.	per 1,000.		per 1,000.
	s. d.	s. d.	s. d.	s. d.	s. d.		s. d.
1st year	.. 1 0	.. 1 0	.. 1 0	.. 1 3	.. 1 6.		.. 2 0
2nd year	.. 1 3	.. 1 3	.. 1 3	.. 1 6	.. 2 3		.. 2 6
3rd year	.. 1 6	.. 1 6	.. 1 9	.. 2 0	.. 2 9		.. 3 0
4th year	.. 2 0	.. 2 0	.. 2 3	.. 2 6	.. 3 3		.. 3 6
IMPROVERS.							
18 years 39 7 34½
19 years 55 3 48½	
20 years 68 8 60½	

* The percentages shown in these columns are the percentages of the minimum weekly wage from time to time payable to "All Others (males)."

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

Employed in—	Wages per Week of 44 Hours.							
	1st Year's Experience.							
	1st Three Months.		2nd Three Months.		3rd Three Months.		4th Three Months.	
	Wages.	*Per-centage.	Wages.	*Per-centage.	Wages.	*Per-centage.	Wages.	*Per-centage.
	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%
Making cigar boxes	18 6	16½	18 6	16½	21 1	18½	21 1	18½
Turning bunches	18 6	16½	18 6	16½	21 1	18½	21 1	18½
Stripping fillers	18 6	16½	18 6	16½	21 1	18½	23 8	20½

Employed in—	Wages per Week of 44 Hours.							
	2nd Year's Experience.							
	1st Six Months.		2nd Six Months.		Third Year's Experience.		Fourth Year's Experience.	
	Wages.	*Per-centage.	Wages.	*Per-centage.	Wages.	*Per-centage.	Wages.	*Per-centage.
	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%
Making cigar boxes	31 8	27½	34 2	30	47 0	41½	60 8	53½
Turning bunches	31 8	27½	34 2	30	47 0	41½	60 8	53½
Stripping fillers	Piece-work prices		Piece-work prices		Piece-work prices		Piece-work prices	

Provided that, for the purposes of this Determination, experience in any of the above sections shall be deemed to be experience in any other section.

Age.

	14 years.		15 years.		16 years.		17 years.		18 years.		19 years.		20 years.	
	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.
	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%
Any other class of work for which the rate of wages fixed does not exceed 114s. per week of 44 hours ..	23 4	20½	25 11	22½	31 8	27½	39 11	35	49 10	43½	65 0	57	82 4	72½

* The percentages shown in these columns are the percentages of the minimum wage from time to time payable to "All others (males)".

(b)

Females.

Employed in—	Wages per Week of 44 Hours.							
	1st Year's Experience.							
	1st Three Months.		2nd Three Months.		3rd Three Months.		4th Three Months.	
	Wages.	*Per-centage.	Wages.	*Per-centage.	Wages.	*Per-centage.	Wages.	*Per-centage.
	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%	<i>s. d.</i>	%
Trimming cigar boxes	17 5	26	20 3	30½	23 3	34½	26 2	39
Stripping and booking cigar bunch wrapper leaf	37 8	56½	37 8	56½	37 8	56½	37 8	56½
Ringed cigars	17 5	26	20 3	30½	23 3	34½	26 2	39
Stripping fillers	17 5	26	20 3	30½	23 3	34½	26 2	39
Packing cigars, viz. :—								
Havanette	17 5	26	20 3	30½	23 3	34½	26 2	39
Royal Bengals	17 5	26	20 3	30½	23 3	34½	26 2	39
Bonanzas	17 5	26	20 3	30½	23 3	34½	26 2	39
Gem of East Cigarillos	17 5	26	20 3	30½	23 3	34½	26 2	39
Swiss	17 5	26	20 3	30½	23 3	34½	26 2	39
Cartons or parcels	17 5	26	20 3	30½	23 3	34½	26 2	39
Machine work, viz. :—								
Making bunches	17 5	26	20 3	30½	23 3	34½	26 2	39
Covering cigars	17 5	26	20 3	30½	23 3	34½	26 2	39
Swiss	17 5	26	20 3	30½	23 3	34½	26 2	39
Lucky Hit	17 5	26	20 3	30½	23 3	34½	26 2	39
Havanettes	17 5	26	20 3	30½	23 3	34½	26 2	39
Senoritas	17 5	26	20 3	30½	23 3	34½	26 2	39

Provided that, for the purposes of this Determination, experience in any of the above sections shall be deemed to be experience in any other section.

Females—continued.

Employed In—	Wages per Week of 44 Hours.					
	2nd Year's Experience.				Third Year's Experience.	Fourth Year's Experience.
	1st Six Months.		2nd Six Months.			
	Wages.	*Per-centage.	Wages.	*Per-centage.		
Trimming cigar boxes	<i>s. d.</i> 29 0	% 43½	<i>s. d.</i> 34 10	% 52	Piece-work prices Minimum wage	Piece-work prices Minimum wage
Stripping and booking cigar bunch wrapper leaf	49 3	73½	52 3	78		
Ringing cigars	Piece-work prices		Piece-work prices		Piece-work prices	Piece-work prices
Stripping fillers	"		"		"	"
Packing cigars, viz. :—	"		"		"	"
Havanette	"		"		"	"
Royal Bengals	"		"		"	"
Bonanzas	"		"		"	"
Gem of East Cigarillos	"		"		"	"
Swiss	"		"		"	"
Cartons or parcels	"		"		"	"
Machine work, viz. :—	"		"		"	"
Making bunches	"		"		"	"
Covering cigars	"		"		"	"
Swiss	"		"		"	"
Lucky Hit	"		"		"	"
Havanettes	"		"		"	"
Senoritas	"		"		"	"
	} Making throughout		}		"	"

Provided that, for the purposes of this Determination, experience in any of the above sections shall be deemed to be experience in any other section.

Age.

	14 years.		15 years.		16 years.		17 years.		18 years.		19 years.		20 years.	
	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.	Wage.	*Per-centage.
Any other class of work for which the rate of wages fixed for adults does not exceed 67s. per week of 44 hours ..	<i>s. d.</i> 21 11	% 32½	<i>s. d.</i> 27 6	% 41	<i>s. d.</i> 33 0	% 49½	<i>s. d.</i> 36 10	% 55	<i>s. d.</i> 42 3	% 63	<i>s. d.</i> 48 5	% 72½	<i>s. d.</i> 54 11	% 82

* The percentages shown in these columns are the percentages of the minimum weekly wage from time to time payable to "All Others (Females)".

4.

OTHER EMPLOYEES.

	Wages per Week of 44 Hours.
	<i>£ s. d.</i>
Strippers and bookers of cigar covering leaf (males)	5 17 6
Strippers and bookers of cigar covering leaf (females)	4 5 0
Strippers and bookers of cigar bunch wrapper leaf (females)	3 14 6
Cigar box makers (males)	6 0 0
Persons re-tying or boxing cigars, or engaged at any other work connected with sorting or packing cigars not specified herein (females)	3 10 6
Stripping fillers (males)	5 14 0
All others (males)	5 14 0
.. (females) 85½ per cent. of the above rate for "All Others (Males.)"	3 7 0

OVERTIME.

- 5. (i) Any time wage employee who in any week works for any time in excess of 44 hours shall be paid for such extra time at the rate of time and a half.
- (ii) Any female piece-work employee who in any week works for any time in excess of 44 hours shall be paid for such extra time at the ordinary piece-work rate plus 50 per centum.

HOLIDAYS.

6. All weekly wage employees shall be granted the following holidays without deduction of pay, viz. :—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Melbourne Cup Day, Christmas Day, and Boxing Day—when such holidays are observed on Monday, Tuesday, Wednesday, Thursday, or Friday.

Piece-workers shall be granted the same holidays as are granted to weekly wage employees.

Adult piece-workers shall be paid for such holidays at the "All Others" rate provided for weekly wage employees.

Juvenile piece-workers shall be paid at the rates provided for such employees under the age scale in Clause 3.

Provided that an employee who is voluntarily absent on the working day immediately preceding and the day immediately succeeding any one of the above-mentioned holidays, shall not be entitled to payment for such holiday.

FEMALE STRIPPERS AND BOOKERS.

7. (i) Female employees initially engaged as strippers and bookers of cigar covering leaf and female employees not so engaged, but who have had in the aggregate four months' experience with the one employer as strippers and bookers of cigar covering leaf, shall for the purposes of the said Determination be grouped as and be deemed to be strippers and bookers of cigar covering leaf (female).

(ii) Female employees initially engaged as strippers and bookers of cigar bunch wrapper leaf shall for such time up to an aggregate of four months as they may be required to work as strippers and bookers of cigar covering leaf be paid the rate applicable to the latter classification, but after that aggregate has been reached, shall come within sub-clause (i) hereof.

PERIODICAL ADJUSTMENT OF WAGES RATES AND PIECE WORKERS' EARNINGS.

8. The wages rate for males set out in clause 4 are based upon the following basic wage, and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such wages rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that the wages rates of juveniles and of females shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 1d., half or less than half of 1d. to be disregarded.

Piece-workers: The weekly earnings of adult piece-workers, who work on piece-work the full working hours for which the rates of time wages prescribed by this Determination are payable, shall be automatically increased or decreased by the same amount and at the same time as the said basic wage.

The weekly earnings of adult piece-workers who work on piece-work less than the full working hours for which the rates of time wages prescribed by this Determination are payable, shall be automatically increased or decreased by a proportionate part of the amount of and at the same time as the said basic wage.

The amounts by which the weekly earnings of adult piece-workers who work on piece-work the full working hours as aforesaid, shall be increased until further varied as hereinbefore provided, are as follow:—

Adult Males	s.	d.
										6	0
Adult Females	3	6

The weekly earnings of juvenile piece-workers who work on piece-work the full working hours as aforesaid shall be automatically increased or decreased by the same amount and at the same time as the increase or decrease in the wages rates prescribed in clause 3 hereof for juvenile workers of the same age.

The weekly earnings of juvenile piece-workers who work on piece-work less than the full working hours for which the rates of wages prescribed by this Determination are payable shall be automatically increased or decreased by a proportionate part of and at the same time as the increase or decrease in the wages rates prescribed in clause 3 hereof for juvenile workers of the same age.

The amounts by which the weekly earnings of juvenile piece-workers who work on piece-work the full working hours as aforesaid shall be increased until varied as hereinbefore provided are as follow:—

Age.						Males.	Females.
						s.	d.
14	1	3
15	1	4
16	1	8
17	2	1
18	2	6
19	3	5
20	4	4

The basic wage shall be adjusted as prescribed in clause 9.

Basic Wage.

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

ADJUSTMENT OF NEEDS BASIC WAGE.

9. (a) For work done before the beginning of the first pay period to commence in May, 1946, the rates prescribed in clauses 2, 3, 4, and 10 shall be paid.

(b) For work done during each future period of or near a quarter beginning with the first pay period to commence in a May, an August, a November, or a February, the amounts of the said rates 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.

PIECE-WORK PRICES.

10. That the lowest piece-work prices payable to any person or persons engaged in the following kinds of work shall be:—

(a)

MAKING CIGARS.

HAND WORK.

	Length of Cigars up to and including—	Per 100 Cigars.
	inches.	s. d.
Extra Magnum	5 ¹ / ₁₆	12 4 ¹ / ₂
Extra Magnum	5 ¹ / ₈	13 5 ¹ / ₂
Consuelo shape	4 ¹ / ₂	11 3 ¹ / ₂
Flor de Naves shape	4 ¹ / ₂	10 7 ¹ / ₂
Bueno shape	4 ¹ / ₂	9 8
Long Bueno	4 ¹ / ₂	10 3
Ordinary taper shape	4 ¹ / ₂	9 8
Panetelas shape, with point	5	8 11 ¹ / ₂
Panetelas shape, with flat tops	5	9 5 ¹ / ₂
Southern Cross (no point)	5 ¹ / ₂	6 2 ¹ / ₂
Meritas Bueno	4 ¹ / ₂	9 8 ¹ / ₂
Meritas Bueno	4 ¹ / ₂	10 3
Corona shape	5 ¹ / ₂	13 0 ¹ / ₂
Three-quarter Corona shape	5	11 0 ¹ / ₂
Half Corona shape	3 ¹ / ₂	8 7 ¹ / ₂
Italian shape (no binder)	6 ¹ / ₂	3 9 ¹ / ₂
Italian shape, bunch making and rolling	6 ¹ / ₂	4 8 ¹ / ₂

(b)

MAKING CIGARS.

HAND WORK—CLEAR HAVANA.

	Length of Cigars up to and including—	Per 100 Cigars.
	inches.	s. d.
Bouquet Super Finos	4 ¹ / ₁₆	10 4
Castelares	4 ¹ / ₁₆	10 4
Bueno	4 ¹ / ₂	10 1
Full Corona	5 ¹ / ₂	13 6 ¹ / ₂
Three-quarter Corona	5	11 8
Half Corona	3 ¹ / ₂	9 1 ¹ / ₂
Petit Ducis	3 ¹ / ₂	7 10 ¹ / ₂
Maquillas	5 ¹ / ₂	13 6 ¹ / ₂
Perlas	3 ¹ / ₁₆	8 1 ¹ / ₂

Sixpence extra per hundred to be paid for every additional quarter of an inch or portion thereof in length of cigars.
 NOTE.—For the purpose of this Determination the term "Clear Havana" shall be deemed to mean a cigar made entirely with Havana tobaccos.

(c)

MOULD WORK.

Shape.	Length of Cigars up to and including—	Dry Work.	Where 10 to 12 Moulds or over are used.		Where 5 to 9 Moulds, inclusive, are used.		Where up to 4 Moulds, inclusive, are used.	
			inches.	s. d.	s. d.	s. d.	s. d.	s. d.
Flor-de-Naves	4 ¹ / ₂	6 2 ¹ / ₂	6 6 ¹ / ₂	7 5	7 8 ¹ / ₂	7 8 ¹ / ₂	8 4	
Half Corona shape	3 ¹ / ₂	7 2	7 5	7 2	7 5	7 5	8 4	
Bueno, straight	4 ¹ / ₂	5 11	6 2 ¹ / ₂	7 2	7 5	7 5	8 4	
Bueno, long	4 ¹ / ₂	7 2	7 5	7 8 ¹ / ₂	8 4	8 4	9 1	
Bueno, long	5 ¹ / ₂	8 11 ¹ / ₂	9 2 ¹ / ₂	9 5 ¹ / ₂	10 1	10 1	11 4	
Bueno, long	6	10 1	10 4	10 7 ¹ / ₂	11 4	11 4	12 1	
Monopole Rothschilds	4 ¹ / ₂	5 11	6 2 ¹ / ₂	6 11 ¹ / ₂	7 5	7 5	8 4	
Castella Special Tuck	4 ¹ / ₂	7 5	7 8 ¹ / ₂	7 11 ¹ / ₂	8 7	8 7	9 1	
Gloria	4 ¹ / ₂	9 5 ¹ / ₂	10 1	10 1	11 4	
Sirdar	4 ¹ / ₂	7 11 ¹ / ₂	8 7	8 7	9 1	
Monopole Bouquet	4 ¹ / ₁₆	7 2 ¹ / ₂	7 8 ¹ / ₂	7 8 ¹ / ₂	8 4	
Casino C.W.	4 ¹ / ₂	7 11 ¹ / ₂	8 7 ¹ / ₂	8 7 ¹ / ₂	9 1	
Ordinary common straight	3 ¹ / ₂	5 5	5 8	5 11	6 6 ¹ / ₂	6 6 ¹ / ₂	7 1	
Ordinary taper	4 ¹ / ₂	5 5 ¹ / ₂	5 8 ¹ / ₂	5 11 ¹ / ₂	6 6 ¹ / ₂	6 6 ¹ / ₂	7 1	
Rheingold	4 ¹ / ₂	5 7	5 10	6 1 ¹ / ₂	6 8 ¹ / ₂	6 8 ¹ / ₂	7 1	
Extra taper similar to Hansa	4 ¹ / ₂	5 5	5 8	5 11	6 6 ¹ / ₂	6 6 ¹ / ₂	7 1	
Monopole Minors	3 ¹ / ₂	5 3 ¹ / ₂	5 6 ¹ / ₂	5 9 ¹ / ₂	6 4 ¹ / ₂	6 4 ¹ / ₂	7 1	
A 9	4 ¹ / ₁₆	..	6 10	7 2	7 8 ¹ / ₂	7 8 ¹ / ₂	8 4	
5 DP	5 ¹ / ₈	9 9 ¹ / ₂	10 4	10 4	11 1	
5 H	4 ¹ / ₂	6 4 ¹ / ₂	
7 F and 11 N	4 ¹ / ₁₆	5 8 ¹ / ₂	6 0	6 3 ¹ / ₂	7 0	7 0	8 1	
14 RT	4 ¹ / ₁₆	9 9 ¹ / ₂	9 9 ¹ / ₂	10 4	
15 FJ	4 ¹ / ₁₆	..	6 4 ¹ / ₂	6 8 ¹ / ₂	7 3 ¹ / ₂	7 3 ¹ / ₂	8 4	

(d)

MANILA WORK.

	Length of Cigars up to and including—	Per 100 Cigars.
	inches.	s. d.
Cheroots, Cortado Fino—Where not less than four moulds are used	3 ¹ / ₂	3 6 ¹ / ₂
Cheroots, Cortado de la Reina—Where not less than four moulds are used	4 ¹ / ₈	3 10 ¹ / ₂
Cheroots, Cortado Delicioso—Where not less than four moulds are used	4 ¹ / ₂	4 9 ¹ / ₂

MANILA WORK—continued.

	Length of Cigars, up to and including— inches.	Prices per 100 Cigars where the number of Moulds used is—			
		3, 3, or 4.	5 or 6.	7 or 8.	More than 8.
Perlas	3 1/8	s. d. 4 2	s. d. 6 6 1/2	s. d. 6 2 1/2	s. d. 5 11
Reina Victoria	4 1/2	4 11 1/2	8 4	7 11 1/2	7 8 1/2
Perfectos (old)	4 1/2	9 9 1/2	9 2 1/2	8 11 1/2	8 7
Perfectos (new)	4 1/8	..	7 11 1/2
High Life in the East	4 1/2	7 2	6 6 1/2	6 2 1/2	5 11
Londres	4 1/2	6 6 1/2	5 11	5 8	5 5
1A Habano	4 1/2	6 11 1/2	6 4 1/2	6 1 1/2	5 8 1/2
2A Habano	4 1/2	5 6
3A Habano	4 1/2	5 2 1/2
4A Habano	4 1/2	4 11 1/2
5F	4 1/2	..	5 11

Penal work 10s. 0 1/2d. per 100 cigars.

To the rates mentioned in sub-clauses (a), (b), (c), and (d) hereof, an additional amount of 1 1/4d. per 100 cigars shall be added.

Where not otherwise specified, threepence extra per 100 to be paid for every additional quarter of an inch or portion thereof in length of cigars up to 5 inches, and thereafter sixpence for each additional quarter of an inch.

NOTE.—The lowest piece-work price payable to any person engaged covering bunches by hand shall be two-thirds of the piece-work price for making the cigars (mould work), and for making bunches by hand shall be one-third of the piece-work price for making the cigars (mould work).

Per 100 Cigars.

Extras—

For making any cigars covered with Brazil, Havana, or Mexican tobacco 0 6 extra
 When the "bunches" are pressed and turned by the cigar maker 0 3 "
 For making cigars longer than the mould by not more than one-sixteenth of an inch 0 3 "

NOTE.—For the purpose of this Determination, "Dry Work" means bunches made one day and covered the next, irrespective of the number of moulds used.

No cigar shall be made more than 1/16" shorter than the mould.

(e) SORTING AND PACKING CIGARS.

Description of Cigars.	In Boxes of—					
	500 Cigars.	250 Cigars.	100 Cigars.	50 Cigars.	25 Cigars.	10 Cigars.
	per 1,000. s. d.	per 1,000. s. d.	per 1,000. s. d.	per 1,000. s. d.	per 1,000. s. d.	per 1,000. s. d.
Hand work
Monopole shape	5 4	5 10 1/2	7 3	..
Panetelas, block work	5 0 1/2	5 7	7 0	..
Manila cheroots, hand or paper	5 4	5 10 1/2
Manila cheroots, small block work	4 7	5 1 1/2
Cigars, bundles with two ribbons	5 7	5 10 1/2
Matador block work	4 9	5 4
Bueno shape, covered with Mexican tobacco	4 11	5 5 1/2	6 10 1/2	..
Other Bueno shape	4 7	5 1 1/2	6 9	..
Ordinary taper shape	4 7	5 1 1/2	6 9	..
Extra taper shape, similar to Dona Sol	5 4	5 4	6 9	..
Ordinary common straight shape	3 9	4 3 1/2	6 2	..
"Queen's" tied with one ribbon	4 7
"Queen's" tied with two ribbons	4 10 1/2	8 4 1/2
Manila, tied in bundles of ten	4 2	4 2	4 10 1/2
Manila, flat, tied in bundles of ten	4 9
Manila, long, tied in bundles of ten	4 7	5 1 1/2	6 9	..
Manila, loose	4 7	5 1 1/2	6 9	..
Extra, Magnum	7 3	7 9 1/2	9 1 1/2	..
Sirdar	5 4	5 10 1/2	7 3	..
Monopole Bouquet	4 9	5 4
Casino C.W.	5 4	5 10 1/2	7 3	..
Rheingold	4 7	5 1 1/2	6 9	..
92AA	3 9
14RT	5 11	6 5 1/2	8 4 1/2	..
5DP	5 11	6 5 1/2	8 4 1/2	..
Full Corona hand work	6 5 1/2	7 0	8 4 1/2	..

Extras—

For sorting and packing all cigars with rings 0 6 extra
 For sorting and packing all cigars faced rights and lefts 0 6 "
 For sorting and packing all cigars covered with Havana tobacco 0 6 "

(f) PACKING CIGARS (FEMALES).

	Per 1,000 Cigars. s. d.
Royal Bengal, 5 in a packet	1 3
Gem of the East Cigarillos, 9 in a box	1 1
92aa, packing in trays	0 3 1/2
92aa, packing in 6's, into cardboard outer of 90 cigars, wrapping in brown paper with two end labels	0 10 1/2
Havanettes, packing and finishing	1 5

(g) MACHINE WORK (FEMALES).

	Per 1,000 Bunches. s. d.
Long-filler machine	3 2 1/2
5AA, 7AA	2 6 1/2
Points 2F	2 8 1/2
7J, 92AA	2 6 1/2

MACHINE WORK (FEMALES)—continued.

		Making throughout.		Per 100 Cigars.	
				s. d.	
(h)	Swiss or Lucky Hit	1 7½
	Havanettes	1 2
(i)	5AA, 7AA, 7J	2 11
	92AA	2 11
		BOX TRIMMING (FEMALES).		Per 100 Boxes.	
				s. d.	
	Hinging (not 5aa)	0 8½
	Hinging and lidding 5aa	0 5½
	Lining	1 7
	Edging, ordinary	4 9½
	Edging, narrow embossed paper	7 11½
	Edging, narrow paper	7 5
	Edging, Magnum embossed paper	6 7½
	Edging, Varnished boxes	6 4½
	Edging, lid	1 1
	Inside labels, lid	1 1
	Inside labels, flap gummed	0 4
	Extra flap label on flap	0 4
	Outside labels, ends	0 4
	Outside labels, locks	0 4
	Outside labels, extra locks	0 4
	Outside labels, lid, brand, cut	0 8½
	Outside labels, lid, brand	0 6
	Full wrapping, Glascine	1 4
	Full wrapping, Cellophane	1 4
	Half wrapping, Cellophane	0 9½
	Half wrapping, Glascine	0 9½
	Brown paper wrapping packets, W/2 labels	5 10
	Stencilling	0 6
Samples—				Per Box.	
				s. d.	
	With trays	0 5
	No trays	0 2

(k) RINGING CIGARS (FEMALES).

	100's and 50's.		25's.	10's.	4's and 6's.	
	s. d.	s. d.	s. d.	s. d.		
DRY WORK.						
Monopole Magnum	2 7½	2 7½	2 7½	2 10½	Slips under rings, 6d. per 1,000 extra	
Monopole Maxim	2 7½	2 7½	2 7½	2 10½		
Monopole Bueno	2 0½	2 0½	2 0½	2 4½		
Matador	2 0½	2 0½	2 0½	2 4½		
Gem of the East, Perfecto	2 0½	2 0½	2 0½	2 4½		
Gem of the East, Perlas	2 0½	2 0½	2 0½	2 4½		
Gem of the East, Cheroots	2 4½	2 4½	2 4½	2 9		
All others	2 0½	2 0½	2 0½	2 4½		
Fresh work in bundles	1 7	1 7		

(l) STRIPPING FILLERS.
ADULT FEMALES AND ALL JUVENILE WORKERS.
Wet Weight on Strips Returned.

	Per lb.	
	s. d.	s. d.
Brazil	0 7½	0 7
Havana (large)	0 7	0 8½
Havana (small)	0 8½	0 6
Sumatra	0 6	0 4
Manila	0 4	0 3½
Seed	0 3½	

(m) The weekly earnings of piece-workers who work on piece-work the full working hours for which the time rates of wages prescribed by this determination are payable shall be increased by the following amounts:—

Age.	Males.		Females.	
	s. d.	s. d.	s. d.	s. d.
Adults	6 0	6 0	3 6	3 6
14 years of age	1 3	1 3	1 2	1 2
15 "	1 4	1 4	1 5	1 5
16 "	1 8	1 8	1 9	1 9
17 "	2 1	2 1	1 11	1 11
18 "	2 6	2 6	2 2	2 2
19 "	3 5	3 5	2 6	2 6
20 "	4 4	4 4	2 10	2 10

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

J. V. WILLOX, Secretary.

Melbourne, 7th March, 1946.

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FRIDAY, MARCH 15.

[1946

Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL NURSES' BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed as:—

- (a) certificated nurses in public, private, intermediate, or community hospitals or in benevolent or in convalescent homes;
- (b) nurses in training in hospitals recognized as training schools by the Nurses Registration Board of Victoria;
- (c) registered infant welfare nurses engaged in infant welfare work or in work requiring an infant welfare certificate, and who are employed—

- (i) by any municipality or industrial or commercial corporation; or
- (ii) in any—

infant welfare training school,
mothercraft training school,
babies' home,
pre-school centre (including any crèche, nursery school, kindergarten, or play group).

- (d) certificated nurses engaged in connexion with any industrial or commercial undertaking;

has made the following Determination, namely:—

That on the 22nd January, 1946, the previous Determination of this Board shall be revoked and replaced by this Determination which embraces Part 1, Part 2, and Part 3 hereof.

PART 1.

NOTE.—This part applies to—

- (a) Certificated nurses in public, private, intermediate, or community hospitals, or in benevolent or convalescent homes;
- (b) Nurses in training in hospitals recognized as training schools by the Nurses Registration Board of Victoria.

WAGES.

1. An employee for whom the employer makes available board and lodging shall be provided with laundry, free of charge, but from the wages hereinafter prescribed, a sum of 20s. per week may be deducted in respect of such board and lodging, notwithstanding that such employee may decide not to avail herself of such accommodation.

An employee for whom the employer does not make available board and lodging shall receive in addition to the wages hereinafter prescribed, an allowance of 20s. per week, and shall be entitled also to one meal per day to be provided by the employer.

TRAINEES.

MIDWIFERY TRAINEES.		OTHER TRAINEES.								
Per Week.		Per Week.								
£ s. d.		£ s. d.								
1st year ..	2 5 0	1st year	2 5 0
and thereafter ..	2 15 0	2nd year	2 10 0
		and thereafter	3 0 0

Provided that if a person who has obtained a nurse's certificate elects to enter into further training for the purpose of obtaining a midwifery certificate, the wage to be paid for such further training shall be at the rate of £3 per week.

Proportion.

The proportion of trainees in a training hospital approved by the Nurses' Registration Board of Victoria to certificated nurses shall be not more than six trainees to each certificated nurse exclusive of the matron.

OTHER EMPLOYEES.

Matrons.

(i) Subject to sub-clause (ii) hereof the wages payable to Matrons (other than those employed in benevolent homes) shall be based on the daily average occupied beds in a public hospital or the registered number of beds in any other institution as follows:—

	Per Week.
	£ s. d.
Under 10 beds	6 12 6
From 10 to 19 beds	6 17 6
" 20 " 39 "	7 2 6
" 40 " 65 "	7 10 0
" 66 " 100 "	8 0 0
" 101 " 150 "	8 10 0
" 151 " 200 "	9 0 0
" 201 " 250 "	9 10 0
" 251 " 300 "	10 0 0
Over 300 beds	10 10 0

Provided that the wages of any Matron in a Hospital Registered as a Training School or a part-time Training School shall not be less than £7 2s. 6d. per week.

(ii) Any Matron in a Hospital in which there is no Resident Medical Officer and which hospital is registered as a training school or a part time training school shall, in addition to the wages prescribed in sub-clause (i) hereof, receive an allowance at the rate of £52 per annum.

(iii) Wages payable to Matrons employed in benevolent homes shall be based on the daily average occupied number of beds as follows:—

	Per Week.
	£ s. d.
Under 100 beds	7 0 0
From 101 to 200 beds	7 10 0
" 201 " 300 "	8 0 0
" 301 " 450 "	8 10 0
Over 450 beds	9 0 0

Deputy or Assistant Matrons.

(i) Wages payable to deputy or assistant Matrons (other than those employed in benevolent homes) shall be based on the daily average occupied beds in a public hospital or the registered number of beds in any other institution as follows:—

	Per Week.
	£ s. d.
From 101 to 150 beds	6 15 0
" 151 " 200 "	7 5 0
" 201 " 250 "	7 15 0
Over 250 beds	8 5 0

(ii) Wages payable to deputy or assistant Matrons employed in benevolent homes shall be based on the daily occupied average number of beds as follows:—

	Per Week.
	£ s. d.
From 201 to 300 beds	6 10 0
" 301 " 450 "	6 15 0
Over 450 beds	7 0 0

Home Sisters and Certificated Midwifery Nurses.

	Per Week.
	£ s. d.
Home Sister	6 10 0
Certificated Midwifery Nurses	4 12 0

Employees not Elsewhere Provided for in Part 1.

The wages of the following employees shall vary according to their length of service in the institution at which they are employed at the class of work mentioned, provided that a nurse with not less than an aggregate of three years' experience at such class, who then commences work in another institution, shall for the first twelve months' service in such institution, be paid not less than the rate herein provided in Column B, and thereafter not less than the rate herein in Column C.

	COLUMN A. During the First Year.	COLUMN B. During the Second Year.	COLUMN C. Thereafter.
	Per Week. £ s. d.	Per Week. £ s. d.	Per Week. £ s. d.
Nurse Dietitian in Charge holding a certificate recognized by the Royal Victorian College of Nursing	7 0 0	7 5 0	7 10 0
Assistant Dietitians holding certificates recognized by the Royal Victorian College of Nursing	6 0 0	6 5 0	6 10 0
Senior Tutor Sister (which includes a Tutor Sister where only one is employed)	7 0 0	7 5 0	7 10 0
Tutor Sisters other than senior tutor sister	5 15 0	6 0 0	6 5 0
Night Sister in Charge of 20 beds or more	6 0 0	6 5 0	6 10 0
Other Night Sister in charge	5 15 0	6 0 0	6 5 0
X-ray Sister who is a registered technician	6 0 0	6 5 0	6 10 0
Sisters	5 15 0	6 0 0	6 5 0
Staff Nurses	4 15 0	5 5 0	5 10 0

ALLOWANCES.

2. (a) Any night sister, tutor sister (other than senior tutor sister), sister, staff nurse, or certificated midwifery nurse who is required to hold more than one certificate in connexion with her duties shall receive a sum of 5s. per week for each certificate required to be used in addition to the appropriate wage rate provided in clause 1.

(b) Any employee at call shall receive an allowance at the rate of 5s. per week for the time at call in addition to any other rate in this Determination to which she may be entitled.

(c) Any employee whose duties require her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses.

(d) Any registered nurse engaged for a distant position where a definite period of engagement is not stated shall, after six months' continuous service in same, receive a refund of first-class railway, coach, or steamer fares and reasonable out-of-pocket expenses incurred in reaching such position.

(e) Any registered nurse engaged for a distant position for a definite period shall, when she completes the term of her engagement, receive first-class railway, coach, or steamer return fares and reasonable out-of-pocket expenses incurred in travelling.

HOURS FOR AN ORDINARY WEEK'S WORK.

3. The hours for an ordinary week's work shall be :—

(a) Between the 22nd January, 1946, and the 3rd March, 1946—

- (i) For an X-ray Sister who is a registered technician not more than eight hours on any one day and not more than five and a half days in any week ;
- (ii) For all employees (other than a Sister who is an X-ray technician) 50 hours per week ;
- (iii) With the exception of time occupied in having meals (which shall be a period of not less than 30 minutes for each meal), and one additional break if same is required by the Institution, the work of each shift shall be continuous.

(b) As from the 4th March, 1946—

- (i) For an X-ray Sister who is a registered technician not more than eight hours on any one day and not more than five and a half days in any week ;
- (ii) For all employees (other than a Sister who is an X-ray technician) 44 hours per week provided that 88 hours may be worked in any two consecutive weeks, and provided further that not more than 48 hours may be worked in any of such weeks without payment of overtime ;
- (iii) With the exception of time occupied in having meals (which shall be a period of not less than 30 minutes for each meal), and one additional break if same is required by the Institution, the work of each shift shall be continuous.

OVERTIME.

4. Overtime shall be paid for as follows :—

(a) Between the 22nd January, 1946, and the 3rd March, 1946—

- Except in the case of—(i) a Matron in an institution where a Deputy or Assistant Matron is also employed, and
- (ii) an X-ray Sister who is a registered technician, time and a half shall be paid for all work done in excess of the hours provided for an ordinary working time spread of hours over a period of four weeks, provided that if less than a period of four weeks is worked, time and a half shall be paid for all work done in excess of 50 hours per week.

(b) As from the 4th March, 1946—

- Except in the case of—(i) a Matron in an institution where a Deputy or Assistant Matron is also employed, and
- (ii) an X-ray Sister who is a registered technician, time and a half shall be paid for all work done in excess of the ordinary hours prescribed in clause 3. (b).

DAY OFF IN EACH WEEK.

5. All employees shall receive at least one clear day off in each week in the case of day-shift employees and one clear night off in each week in the case of night-shift employees.

Provided that during any working period not exceeding three consecutive weeks, the day or night off may, with the approval of the Matron, be allowed to stand over, and be taken at a time mutually agreed upon in any one consecutive period equivalent to one day or night, as the case may be, for each week in the period concerned.

ANNUAL LEAVE.

6. (a) Annual leave with full pay shall be granted to employees on completion of each twelve months' service with an institution as follows :—

Staff nurses and trainees	Three weeks.
All other employees	Four weeks.

Provided that any employee who leaves or is dismissed for any reason (other than misconduct) after six months' continuous service in any qualifying twelve monthly period, shall in lieu of annual leave, receive a pro rata payment, based on the amount payable for the leave prescribed herein for a full twelve months' continuous service, and the period actually served.

(b) Two week's notice of the date from which an employee shall commence her annual leave shall be given unless otherwise mutually agreed upon between the parties concerned.

SICK LEAVE.

7. (a) 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, she shall be entitled to sick leave on full pay as follows :—

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

Sick leave shall be in addition to the annual leave provided in clause 6.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 63 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service, without deduction of pay.

(c) Notwithstanding any provision in sub-clauses (a) and (b) hereof, an employee who contracts an infectious disease in the course of 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.

MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

8. An employee who is willing and available for work shall if employed for less than three days receive a minimum of half a full week's ordinary wage for the class of work done, but if she is employed for three days or over she shall receive a minimum of a full ordinary week's wage for the class of work done.

MIXED DUTIES.

9. Any employee called upon to temporarily perform duties for which a higher wage is prescribed by this Determination shall receive such higher wage whilst so employed. Provided that this clause does not apply to an employee who is relieving another employee, if such other employee is on annual leave or sick leave, unless in the case of sick leave the relieving period is greater than four weeks in any one year.

TIME AND WAGE RECORDS.

10. An adequate record of the hours worked by each employee and the wages paid shall be kept by each employer subject to this Determination.

PROPORTION OF NURSES TO PATIENTS.

11. (The provisions of this Clause shall not operate so far as employees at benevolent homes or at the Melbourne Convalescent Home for Men, Cheltenham, and the Melbourne Convalescent Home for Women, Clayton are concerned.)—The proportion of nurses to patients in private intermediate or community hospitals shall be as provided in the Regulations relating to Private Hospitals under the Health Act 1928 (No. 3697) but in all other places the proportion on duty shall be as follows :—

- (a) Day Shift.—One nurse to each ten or fraction of ten patients.
- (b) Night Shift.—One nurse to each fifteen or fraction of fifteen patients.

PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.

12. (a) Suitable healthy accommodation shall be provided for employees. Wherever possible single bedrooms shall be provided. Separate beds shall be provided for each employee and in no case shall more than two employees be required to occupy the same bedroom. Separate accommodation distinct from that provided for day staff shall be provided for employees on night duty.
- (b) Adequate supplies of rubber gloves and all necessary safety appliances shall be kept and maintained at each institution and provided free of cost to employees for use as required.
- (c) Linen, cutlery, crockery, and blankets shall be provided by the employer free of cost to the employee.

BREAKAGES.

13. Except in a case of proved carelessness an employee shall not be required to pay for any breakages occurring in the ordinary course of her specified duties.

UNIFORMS.

14. (a) A trainee on entering a hospital shall provide herself with the prescribed uniform for the first twelve months of training. On completion of such first twelve months of training the trainee shall be recompensed for her initial outlay to the amount of £3 3s. Thereafter the hospital shall supply such trainee with suitable and sufficient material for such uniform during each subsequent year of service or part thereof.
- (b) Any employee (other than a trainee or a certificated nurse in training) shall be provided from the commencement of her service with an institution with necessary caps and also with suitable and sufficient material for the other articles of a uniform. In lieu of the provision of such caps and material the institution may, however, pay such employee an allowance of 2s. per week.

DEFINITIONS.

15. (a) *Matron*.—A Matron is a trained registered nurse who has charge of the nursing and domestic staff in any of the institutions mentioned in the preamble of this Determination.
- (b) *Daily Average*.—Daily average means the daily average occupied beds in a Public Hospital or in a Benevolent Home as shown in the latest available return of the Charities Board of Victoria.
- (c) *Deputy or Assistant Matron*.—A Deputy or Assistant Matron is a trained registered nurse who relieves the Matron and assists in the administration.
- (d) *Sister*.—A Sister is a trained registered nurse with special responsibility (i.e., in charge of a ward, floor, department, or the training of nurses).
- (e) *Staff Nurse*.—A Staff Nurse is a trained registered nurse employed in or in connexion with any of the institutions mentioned in the preamble of this Determination.
- (f) *Trainee*.—A Trainee is a pupil nurse in a registered training school.
- (g) *Night Sister in Charge*.—A night sister in charge means the senior registered nurse on duty at night in a hospital.
- (h) *Uniform*.—A Uniform shall consist of such dresses, aprons, and caps as may be required by the institution.

TERMINATION OF EMPLOYMENT.

16. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment shall be given by either employer or employee, or in lieu thereof fourteen days' wages shall be paid or forfeited, as the case may be.

PART 2.

NOTE.—Section I. of this part applies to—

Registered infant welfare nurses engaged in infant welfare work or in work requiring an infant welfare certificate, and who are employed—

- (i) by any municipality or industrial or commercial corporation; or
 (ii) in any pre-school centre (including any crèche, nursery school, kindergarten, or play group).

Section II. of this part applies to—

Registered infant welfare nurses engaged in infant welfare work or in work requiring an infant welfare certificate, and who are employed in any—

- infant welfare training school,¹
 mothercraft training school, or
 babies' home.

SECTION I.

WAGES.

1. Any nurse required to live in shall be provided with laundry, free of charge, but a sum of 20s. per week may be deducted from the wages hereinafter provided, for board and lodging.

	Per Week.	
	£	s. d.
Nurse in charge (i.e., a nurse in charge of an institution in which she has the control or superintendence of one or more employees)	6	0 0
Other nurses	5	15 0

ADDITIONAL PAYMENT.

2. Any nurse who is required to hold in connexion with her duties any certificate or certificates other than—
 (a) a general nursing certificate,
 (b) an obstetrical certificate, or
 (c) an infant welfare certificate,
 shall receive an allowance of 5s. per week for each such other certificate she is required to hold.

HOURS OF WORK.

3. The number of hours which shall constitute an ordinary week's work shall be 48.

OVERTIME.

4. Time and a half shall be paid for all work done in excess of 48 hours per week.

CASUAL EMPLOYMENT.

5. A casual employee (i.e., one who is specifically engaged as such) shall be paid 4s. per hour with a maximum of 30s. for each day she is called upon to work. Provided that nothing in this clause shall operate as regards a nurse employed regularly by two or more municipalities. Such a nurse may only be employed under the conditions stated in sub-clause (b) of Clause 6.

CONTRACT OF EMPLOYMENT.

6. (a) All employees (other than casual employees and employees working under the conditions stated in sub-clause (b) hereof) shall be entitled to receive not less than the ordinary rate provided in this Determination as a wage for an ordinary week's work.

(b) A nurse regularly employed by two or more municipalities shall be entitled to receive not less than the ordinary rate provided in clause 1 of this section as a wage for an ordinary week's work, plus an allowance of 10s. for each night she is necessarily absent from her usual place of residence on account of her duties. Such amount of 10s. shall be deemed to include allowances for board and lodging but not to include other travelling expenses.

Unless otherwise specifically agreed upon in writing by all parties concerned the cost of the amount of the wages and allowance stated in this sub-clause shall be equally born by the municipalities concerned.

ALLOWANCES.

7. (a) All out of pocket expenses reasonably incurred by an employee whose duties necessitate journeys and visits to various parts of the Municipal District shall be paid by the Municipal Authority concerned.

(b) All travelling expenses incurred by an employee regularly employed by two or more Municipal Authorities shall, unless otherwise agreed upon in writing by the parties concerned, be equally divided between, and paid by the municipalities concerned. Cost of meals and lodging shall not in this case be deemed to be expenses.

(c) Where an employee is required to provide, and use her own car in connexion with her duties she shall be paid an allowance of 5d. per mile for each mile she is so required to use her car. Should such an employee be employed by more than one municipality, and be required by each to use her car the amount payable as before-mentioned shall, unless otherwise agreed upon in writing be equally divided between, and paid by the municipalities concerned.

(d) A relieving employee engaged for a distant position, whilst travelling to and from the centre where she is to relieve, shall be entitled to first-class return fares, plus the cost of a sleeping berth if necessary. In addition allowances at the rate of 2s. 6d. per meal for a maximum of three meals per day shall be payable. Provided that an employee leaving for a position later than 7 a.m. on any day, or returning from a position before 8.30 a.m. on any day, shall not be entitled to a breakfast allowance; and an employee leaving for a position after 6 p.m. on any day, or returning from a position before 7 p.m. on any day, shall not be entitled to a dinner allowance, and unless an employee is travelling between the hours of 12 noon and 2 p.m. inclusive, she shall not be entitled to a lunch allowance.

(e) Any employee engaged for a distant position where a definite term of engagement is not stated, shall, after six months' continuous service in same, receive a refund of first-class railway, coach, or steamer fares, and reasonable out of pocket expenses incurred in travelling.

HOLIDAYS.

8. All employees shall, as far as practicable, be entitled to the following holidays without deduction of pay, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, Boxing Day, and such other day or days as from time to time may be proclaimed throughout the State as public holidays. In addition to the afore-mentioned holidays employees employed within the Metropolitan District shall be entitled to the following additional holidays without deduction of pay, Labour Day, and Melbourne Cup Day.

Provided that any employee who is required to be on duty on any day hereinbefore provided for as a holiday shall be allowed another day off in lieu thereof or shall receive an additional day's pay.

ANNUAL LEAVE.

9. (a) Each employee shall be entitled to two weeks' annual leave on completion of each year of service without deduction of pay.

(b) If after having completed the first qualifying period of twelve months, the services of an employee are terminated during but before the end of any subsequent qualifying period of twelve months, for any reason other than misconduct, she shall be entitled to a pro-rata payment in lieu of annual leave for service rendered during such subsequent qualifying period of service.

(c) In any case where a health centre is not open on the days during the period between Christmas Day and New Year's Day an employee shall be entitled to be absent from such centre on such days without deduction of pay.

SICK LEAVE.

10. (a) 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, she shall be entitled to sick-leave on full pay as follows:—

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

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

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 63 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service, without deduction of pay.

(c) Notwithstanding any provision in sub-clauses (a) and (b) hereof, an employee who contracts an infectious disease in the course of 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.

UNIFORM ALLOWANCE.

11. An employee after three months' continuous service shall be entitled to a payment of £5 as a uniform allowance, and on the completion of the first three months in each and every subsequent year of service she shall be entitled to a further uniform allowance of £5.

TERMINATION OF EMPLOYMENT.

12. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment shall be given by either employer or employee or in lieu thereof, fourteen days' pay shall be paid or forfeited, as the case may be.

SECTION II.

WAGES.

1. All employees required to live in shall be provided with laundry, free of charge, but a sum of 20s. per week may be deducted from the wages hereinafter provided, for board and lodging.

Employees required to live out shall receive an allowance of 10s. per week, in addition to the wages hereinafter set out, and shall also be entitled to one meal per day to be provided by the employer.

(a) *Employees in Infant Welfare Training Schools only or in Infant Welfare and Mothercraft Training Schools combined.*

	Per Week.
	£ s. d.
Matron	7 2 6
Sister—	
During the first year's service at the Institution	5 0 0
During the second year's service at the Institution	5 5 0
Thereafter at such Institution	5 10 0

Should part of the duties of a sister be to relieve the matron at any time, she shall be entitled in each and every week to receive an additional sum of 5s.

(b) *Employees in Mothercraft Training Schools only.*

	Per Week.
	£ s. d.
Matron	6 12 6
Sister—	
During the first year's service at the Institution	5 0 0
During the second year's service at the Institution	5 5 0
Thereafter at such Institution	5 10 0

Should part of the duties of a sister be to relieve the matron at any time, she shall be entitled in each and every week to receive an additional sum of 5s.

(c) *Employees in Babies' Homes.*

	Per Week.
	£ s. d.
Matron	5 18 6
Sister	5 0 0

ADDITIONAL PAYMENT.

2. Any employee who is required to hold in connexion with her duties any certificate or certificates other than—
 (a) a general nursing certificate,
 (b) an obstetrical certificate, or
 (c) an infant welfare certificate,
 shall receive an allowance of 5s. per week for each such other certificate she is required to hold.

HOURS OF WORK.

3. (a) The number of hours which shall constitute an ordinary week's work shall be 50.
 (b) With the exception of time occupied in having meals (which shall be a period of not less than 30 minutes for each meal), and one additional break if same is required by the institution, the work of each shift shall be continuous.

OVERTIME.

4. Time and a half shall be paid for all work done in excess of the hours provided for an ordinary working time spread of hours over a period of four weeks, provided that if less than a period of four weeks is worked time and a half shall be paid for all work done in excess of 50 hours per week.

TRAVELLING ALLOWANCE.

5. (a) Any employee whose duties require her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses.
 (b) Any employee engaged for a distant position where a definite period of engagement is not stated shall, after six months' continuous service in same, receive a refund of first-class railway, coach, or steamer fares and reasonable out-of-pocket expenses incurred in reaching such position.
 (c) Any employee engaged for a distant position for a definite period shall, when she completes the term of her engagement, receive first-class railway, coach, or steamer return fares and reasonable out-of-pocket expenses incurred in travelling.

DAY OFF IN EACH WEEK.

6. All employees shall receive at least one clear day off in each week in the case of day-shift employees, and one clear night off in each week in the case of night-shift employees.

ANNUAL LEAVE.

7. All employees shall be entitled to four weeks' leave, without deduction of pay, on completion of each year of service with an institution.

Provided that any employee who leaves or is dismissed for any reason (other than misconduct) after six months' continuous service in any qualifying twelve monthly period, shall in lieu of annual leave, receive a pro rata payment, based on the amount payable for the leave prescribed herein for a full twelve months' continuous service, and the period actually served.

SICK LEAVE.

8. (a) 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, she shall be entitled to sick leave on full pay as follows:—

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

Sick leave shall be in addition to the annual leave provided in clause 8.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 63 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service, without deduction of pay.

(c) Notwithstanding any other provision in sub-clauses (a) and (b) hereof, an employee who contracts an infectious disease in the course of 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.

MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

9. An employee who is willing and available for work shall if employed for less than three days receive a minimum of half a full week's ordinary wage for the class of work done, but if she is employed for three days or over she shall receive a minimum of a full ordinary week's wage for the class of work done.

TIME AND WAGE RECORDS.

10. An adequate record of the hours worked by each employee and the wages paid shall be kept by each employer subject to this Determination.

PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.

11. (a) Suitable healthy accommodation shall be provided for employees. Wherever possible single bedrooms shall be provided. Separate beds shall be provided for each employee and in no case shall more than two employees be required to occupy the same bedroom. Separate accommodation distinct from that provided for day staff shall be provided for employees on night duty.

(b) Adequate supplies of rubber gloves and all necessary safety appliances shall be kept and maintained at each institution, and provided free of cost to employees for use as required.

(c) Linen, cutlery, crockery, and blankets shall be provided by the employer free of cost to the employee.

BREAKAGES.

12. Except in a case of proved carelessness an employee shall not be required to pay for any breakages occurring in the ordinary course of her specified duties.

UNIFORM ALLOWANCE.

13. An employee after three months' continuous service shall be entitled to a payment of £5 as a uniform allowance, and on the completion of the first three months in each and every subsequent year of service she shall be entitled to a further uniform allowance of £5.

DEFINITION.

14. A matron is a trained nurse, who in addition holds the certificates necessary for the carrying out of her duties, and has been entrusted with the control and/or superintendence of the nursing and domestic staff of the institution.

TERMINATION OF EMPLOYMENT.

15. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment shall be given by either employer or employee or, in lieu thereof, fourteen days' pay shall be paid or forfeited, as the case may be.

PART 3.

NOTE.—This part applies to—

Certificated nurses engaged in connexion with any industrial or commercial undertaking.

WAGES.		Per Week.
		£ s. d.
1.	Nurse	5 0 0

UNIFORM ALLOWANCE.

2. A nurse after three months' continuous service shall be entitled to a payment of £5 as a uniform allowance, and on the completion of the first three months in each and every subsequent year of service she shall be entitled to a further uniform allowance of £5. The cost of the laundering of such uniforms shall be born by the employer.

TRAVELLING ALLOWANCE.

3. Any nurse whose duties require her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses.

OTHER CONDITIONS OF EMPLOYMENT.

4. Nurses shall be entitled to the same conditions as regards—

- (a) Hours of employment,
- (b) Overtime,
- (c) Contract of employment,
- (d) Annual leave,
- (e) Sick leave,
- (f) Shift work,
- (g) Public holidays,
- (h) Special rates for Sundays and holidays,
- (i) Time and Wages Book, and
- (j) Meal breaks as those provided by any Award, Determination, or Agreement for the general body of employees in the industry in connexion with which they are employed.

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

J. V. WILLOX, Secretary.

Melbourne, 12th March, 1946.

