



VICTORIA GOVERNMENT GAZETTE.

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[1951

Factories and Shops Acts.

DETERMINATION OF THE RETAIL DAIRY BOARD.

NOTES.—(1) On 18th July, 1938, the Butter Board was deprived of the power to "determine the lowest prices or rates which may be paid to any person or persons wheresoever employed in the process, trade, business, or occupation of preparing milk or cream for trade or sale by retail," and such power was conferred exclusively on the Retail Dairy Board.

(2) 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 wheresoever employed in the process, trade, business, or occupation of preparing milk or cream for trade or sale by retail" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st December, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Improvers.					Other Employees.										
Wages* Per Week of 40 Hours.					WAGES.*										
	Shift Workers.		All Others.			Per Week of 40 Hours.									
	Per-centage of Basic Wage.	Amount	Per-centage of Basic Wage.	Amount		Shift Workers.			All Others.						
	s. d.	s. d.	s. d.	s. d.	Weekly Rate.	War Loading (Non-adjustable).	Total Weekly Wage.	Weekly Rate.	War Loading (Non-adjustable).	Total Weekly Wage.	s. d.	s. d.	s. d.		
Under 16 years	50	81 0	Manager	199 0	2 0	201 0	191 6	2 0	193 6	199 0	2 0	201 0	
16-17 years	58	94 0	Foreman	199 0	2 0	201 0	191 6	2 0	193 6	Operator of—			
17-18 years	66	107 0	Separator, pasteurizer, or milk cooler ..	187 0	2 0	189 0	179 6	2 0	181 6	Washer or sterilizer of cans or bottles ..	187 0	2 0	189 0
18-19 years	75	121 6	All others	186 0	2 0	188 0	178 6	2 0	180 6				
19-20 years	84	136 0	84	136 0											
20-21 years	92	149 0	90	146 0											
	98	159 0													

PROPORTION (IN ANY PLACE).

Males.

One improver to every eight or fraction of eight workers receiving not less than 180s. 6d. per week of 40 hours.

* Adult employees whose usual hours of duty extend over six days per week shall receive in addition to their usual weekly wage prescribed in this Determination an additional 7s. 6d. per week; provided that improvers whose hours of duty are similarly extended shall receive *pro rata* the additional amount prescribed herein for adults.

NOTE.—The Wages Board has determined in accordance with section 25 (1) of the *Factories and Shops Act 1934* that this trade is so unskilled that no person should be taken as an apprentice to it.

3. (a) "Ordinary Worker" is a person who works his 40 hours between the hours of 7 a.m. and 6 p.m., except as varied by clause 4.

(b) "Shift Worker" is a person other than an ordinary worker.

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CONTINUITY OF WORK.

4. The work of each day or shift shall be continuous, provided that any break (other than the meal-time set out in Clause 12) shall be calculated as time worked and paid for at the ordinary rate of pay, provided further that an ordinary worker receiving and treating milk after 6 p.m. shall receive time and a half for the hours so worked after 6 p.m., calculated at and in addition to the ordinary worker's weekly wage.

OVERTIME.

5. All time worked in excess of 6 hours 40 minutes on any day or 40 hours in any week shall be paid for at the rate of time and a half, provided that all work done on the seventh day shall be paid for at double time with a minimum payment as for four hours on any one day.

CASUAL LABOUR.

6. Any employee who is employed for three days or less in any working week shall be paid at the rate of double time for the hours worked with a minimum payment of five hours in any one day, provided that any employee called upon to work on more than three days shall receive a full week's wages, irrespective of the number of hours worked not exceeding 40 per week.

TERMS OF ENGAGEMENT.

7. All employees (other than casual employees) shall be paid the full weekly wage irrespective of the number of hours fixed not exceeding 40 per week.

SPECIAL RATES.

8. Double time shall be paid for all work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Labour Day, King's Birthday, Christmas Day, Boxing Day, and Melbourne Cup Day.

ANNUAL HOLIDAYS.

9. (a) The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111), and any amendments which may be made thereto from time to time.

(b) If the business be sold or transferred during the period of service the employee shall be entitled to the holidays herein prescribed at the conclusion of six or twelve months' service, as the case may be, with the firm or business.

SICK LEAVE.

10. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year or a proportionate less time during any shorter period of employment.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed above 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 twelve 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. For the purposes of this sub-clause service prior to 1st September, 1945, shall be disregarded.

ALLOWANCE.

11. When an employee is required by law or by his employer to wear a washable outer garment such garment (not exceeding two each year) shall be provided by the employer.

MEAL TIME.

12. No employee shall be permitted to work more than five hours continuously without being allowed a meal period of not less than 30 minutes, and not more than one hour. Such meal period shall not be calculated as time worked.

TIME BOOK OR OTHER RECORD.

13. (a) Each employer shall at the place of employment keep a record or time book in which each employee shall indelibly record daily his or her correct times of beginning and ending work, and in addition in such record or time book shall also indelibly record the total weekly hours worked and the amount of wages received for such week.

(b) Such record or time book shall, on demand, be produced by the employer for inspection to any officials (not more than two at one time) of the Federated Cold Storage and Meat Preserving Employees Union of Australasia duly authorized in writing by the President and Secretary of the local branch or sub-branch of the Union, at the place of employment. Such inspection shall be completed as soon as is reasonably possible.

(c) Where an employee performs work for which a special rate is provided, a record of such work and the nature of same shall be recorded in the time book or equivalent record.

(d) The record or time book shall show the particulars herein required for not less than the last preceding three months of employment.

TERMINATION OF EMPLOYMENT.

14. Seven days' notice of termination of employment shall be given by either employer or worker or one week's wages shall be paid or forfeited, as the case may be. Notwithstanding anything in this clause an employer may at any time forthwith dismiss an employee for refusal or neglect to obey orders, misconduct, or carelessness in the performance of his duties, or if after receiving seven days' notice of termination of employment the employee does not carry out his duties in the same manner as before such notice.

PERIODICAL ADJUSTMENT OF WAGES.

15. The wages rates set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 16.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	8 2 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

16. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in February, 1951, the amount of the Basic Wage shall be as prescribed in clause 15.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's 'all items' retail price index number by the factor $\cdot 103$ taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach $\cdot 5$ or more the basic wage shall be taken to the next higher shilling.

(d) The wages of Improvers shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 12th December, 1950.

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

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection practices and the use of advanced analytical techniques to derive meaningful insights from the data.

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

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that the data remains reliable and secure throughout its lifecycle.

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