



VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, JANUARY 10.

[1952

Factories and Shops Acts.

DETERMINATION OF THE BREAD CARTERS BOARD.

NOTES.—(1) This Determination applies to the whole of the State of Victoria.

(2) On the 18th day of December, 1944, the Bread Carters Wages Board, the Determination of which was operative over an extended area, was appointed to take the place of the Bread Carters Board appointed on the 18th August, 1908, the Determination of which was limited to portion of the State only.

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—

- (i) whosoever employed in carting or driving or assisting in carting or driving or in delivering bread in connexion with the business of a baker or a seller of bread;
- (ii) employed in or in connexion with any stable in which are stabled the horses used in his trade or business by a baker or a seller of bread"—

has made the following Determination, namely:—

1. That on the 1st December, 1951, the last previous Determination of this Board, shall be revoked and replaced by this Determination.

PART 1.

This Part applies to:—

The Metropolitan District as defined in the Factories and Shops Acts, and the Orders in Council thereunder, and such portion of the Shire of Doncaster and Templestowe (other than the township of Warrandyte) as is not included within the said District; the cities of Ballarat, Bendigo, Chelsea, Geelong, Geelong West, Mildura, Mordialloc, Warrnambool; and of Newtown and Chilwell; the boroughs of Eaglehawk and Sebastopol; the township of Merbein; the township of Kangaroo Flat, in the Shires of Marong and of Strathfieldsaye; the township of Spring Gully, in the Shire of Strathfieldsaye; such portion of the Shire of Broadmeadows as is south of Somerton-road; the Shire of Dandenong; the Doutta Galla Riding of the Shire of Keilor and such portion of the Maribyrnong Riding of the said Shire as is within three miles of the St. Albans Post Office; the Shire of Mulgrave; such portions of the Shire of South Barwon and of the Moorparnyal Riding of the Shire of Corio as are within a radius of 5 miles of the Geelong Post Office; such portions of the Shire of Werribee as are within a radius of 3 miles of the Altona Post Office; and such portions of the Shire of Mildura as are within a radius of 1 mile of the Red Cliffs Post Office and the Irymple Post Office respectively.

1.

	Improvers.*			Other Employees.	
	Mildura District.	Elsewhere.		Mildura District.	Elsewhere.
	Wages per Week of 42 Hours.	Wages per Week of 42 Hours.		Wages per Week of 42 Hours.	Wages per Week of 42 Hours.
	s. d.	s. d.		s. d.	s. d.
14 and under 21 years of age ..	197 3	205 0	Stable Workers	221 0	220 0
			All Others	241 0	241 0

PROPORTION—Wherever this Section applies.
(In any place.)
One improver to every four or fraction of four workers receiving not less than the minimum wage.

* The Board has determined that no person shall be taken on as an apprentice.

TIMES OF BEGINNING AND ENDING WORK.

2. That the times of beginning and ending work for all persons (other than stable workers) shall be :—

Time of beginning.	Time of ending.
6 a.m.	6 p.m. on ordinary days, provided that the delivering of bread before 8 a.m. is prohibited.
5 a.m.	7 p.m. on days during which bread for more than one day's consumption is delivered, provided that the delivering of bread before 6 a.m. is prohibited.

DELIVERY OF BREAD.

3. The delivery of bread shall be confined to the days Monday to Friday inclusive of each week and no bread shall be delivered on any Sunday or Saturday except a Saturday which is within a period of more than two successive days upon which the carting and delivering of bread would, apart from this provision be prohibited.

OVERTIME.

4. (a) For stable workers—
In excess of 42 hours in any week Time and one third.
- (b) For any other person—
Within the hours fixed, in excess of the number of hours fixed as the week's work Time and one third.

ALLOWANCE.

5. Any employee who is required to wear clean washable outer garments shall be paid 3s. per week in addition to ordinary rates, irrespective of whether or not he supplies the garments.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

6. (a) Double time shall be the rate payable for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Show Day (in such localities mentioned in the Twelfth Schedule to the *Public Service Act 1928* as are within the area to which this Section applies), Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays, the special rate shall be payable only for work done on the day so substituted.

(b) The 2nd January, 1952, shall for all purposes of this Determination be deemed to be a public holiday: An employee who absents himself from work on the 24th, 27th or 31st December, 1951, or the 3rd January, 1952, without reasonable causes, shall not be entitled to be paid for the holidays on 25th or 26th December, 1951, or the 1st or 2nd January, 1952.

SPECIAL RATE FOR SATURDAYS.

7. All employees (other than stable workers) shall be paid double time for all work done on a Saturday.

MEAL TIME.

8. Not more than one hour per day shall be deducted for meals.

TIME RATE.

9. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for time worked up to 21 hours, at the ordinary rate with an addition of 33 per centum.

For the time worked beyond the 21 hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Section for an ordinary week's work, together with any overtime rate which is applicable.

SICK LEAVE.

10. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows :—

- (i) During the first year—3½ hours' ordinary pay for each complete month of service
(ii) During any subsequent year of service—42 hours' ordinary pay.

Provided that, in either case such employee produces or forwards within 48 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.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st June, 1949, shall be disregarded.

DAY AND LATEST HOUR FOR PAYMENT OF WAGES.

11. Thursday, at 5.30 p.m., shall be the day and the latest hour for payment of wages.

TERMINATION OF EMPLOYMENT.

12. Except in the case of misconduct by an employee, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited, as the case may be, in lieu thereof.

ANNUAL HOLIDAY.

13. (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) Where a public holiday mentioned in clause 6 occurs during any period of an annual holiday taken by an employee, the period of the holiday shall be increased by one day in respect of that public holiday.

UNION REPRESENTATIVE.

14. The State Secretary of the Bread Carters' Industrial Federation or the State organizer of such Federation shall be permitted by the employer of any person whose wages are subject to this Section to inspect the entries in the time-book required to be kept under the provisions of the *Factories and Shops Acts*.

DEFINITION.

15. The expression "Mildura District," wherever occurring herein, shall be deemed to mean—

- (a) the City of Mildura, and
(b) the Township of Merbein in the Shire of Mildura and such portions of the said Shire as are within a radius of 1 mile of the Red Cliffs Post Office and the Irymple Post Office respectively.

PART 2.

This Part applies to:—

- (a) The town of Hamilton, the boroughs of Colac, Echuca and Wonthaggi,
- (b) the Shires or portions of the Shires (if any) set forth below in the column opposite the name of the Shire:—

Name of Shire.	Shire or portion of the Shire within which Determination shall be operative.
Colac	Such portions as are within a radius of 2 miles of the Colac Post Office
Frankston and Hastings ..	The Seaford Riding and the Township of Frankston
Hampden	Such portions as are within a radius of 2 miles of the Campdown Post Office

1.

Improvers.*	WAGES.	Other Employees.	WEEKLY HOURS.	
			During a Week in which Carters' Holiday is Observed.	During any Other Week.
	Per week, s. d.	WAGES. s. d.		
14 and under 21 years of age	205 0	Stable Workers	42	46
		All Others	42	46

PROPORTION—Wherever this Section applies.
(In any place.)
One improver to every four or fraction of four workers receiving not less than the minimum wage.
Improvers shall be subject to the hours per week fixed for their respective sections.

* The Board has determined that no person shall be taken on as an apprentice.

TIMES OF BEGINNING AND ENDING WORK.

2. The times of beginning and ending work for all persons (other than stable workers) shall be—

Time of Beginning.	Time of Ending.
5 a.m.	6 p.m. on ordinary days.
5 a.m.	7 p.m. on days during which bread for more than one day's consumption is delivered.

BREAD CARTERS' HOLIDAY.

3. Every baker shall permit every person employed by him in delivering bread to have and take a holiday for the whole of:—
(a) each public holiday, other than Easter Tuesday and the day after Good Friday; and
(b) every Wednesday in each month, other than any such Wednesday which occurs in any week in which any public holiday occurs on some other day or days.

OVERTIME.

- 4. (a) For stable workers—
In excess of the number of hours fixed for a week's work .. Time and one third.
- (b) For any other person—
Within the hours fixed, in excess of the number of hours fixed as the week's work Time and one third.

ALLOWANCE.

5. Any employee who is required to wear clean washable outer garments shall be paid 3s. per week in addition to ordinary rates, irrespective of whether or not he supplies the garments.

SPECIAL RATES.

6. (a) Double time shall be the rate payable for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Show Day (in such localities mentioned in the Twelfth Schedule to the *Public Service Act 1928* as are within the area to which this Section applies), Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays, the special rate shall be payable only for work done on the day so substituted.

(b) The 2nd January, 1952, shall for all purposes of this Determination be deemed to be a public holiday. An employee who absents himself from work on the 24th, 27th or the 31st December, 1951, or the 3rd January, 1952, without reasonable cause, shall not be entitled to be paid for the holidays on 25th or 26th December, 1951, or the 1st or 2nd January, 1952.

MEAL TIME.

7. Not more than one hour per day shall be deducted for meals.

TIME RATE.

8. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for time worked up to one-half the number of hours fixed for an ordinary week's work, at the ordinary rate with an addition of 33 per centum.
For the time worked beyond the one-half hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Section for an ordinary week's work, together with any overtime rate which is applicable.

SICK LEAVE.

9. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—
(i) During the first year—3½ hours' ordinary pay for each complete month of service.

(ii) During any subsequent year of service—42 hours' ordinary pay.
 Provided that, in either case such employee produces or forwards within 48 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.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st June, 1949, shall be disregarded.

DAY AND LATEST HOUR FOR PAYMENT OF WAGES.

10. Thursday, at 5.30 p.m., shall be the day and the latest hour for payment of wages.

TERMINATION OF EMPLOYMENT.

11. Except in the case of misconduct by an employee, seven days' notice of termination of employment shall be given by either employer or employee or one week's wages shall be paid or forfeited, as the case may be, in lieu thereof.

ANNUAL HOLIDAY.

12. (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) Where a public holiday mentioned in clause 6 occurs during any period of an annual holiday taken by an employee, the period of the holiday shall be increased by one day in respect of that public holiday.

UNION REPRESENTATIVE.

13. The State Secretary of the Bread Carters' Industrial Federation or the State organizer of such Federation shall be permitted by the employer of any person whose wages are subject to this Section to inspect the entries in the time-book required to be kept under the provisions of the *Factories and Shops Acts*.

PART 3.

This Part applies to the towns of Ararat, Horsham, and Sale, the boroughs of Castlemaine, Clunes, Daylesford, Inglewood, Korolt, Maryborough, Port Fairy, Portland, Queenscliff, Shepparton, St. Arnaud, Stawell, Swan Hill, and Wangaratta.

1.

* Improvers.		Other Employees.		
		Wages.	Weekly Hours.	
			During a Week in which Carters' Holiday is Observed.	During any Other Week.
	Wages.			
	<i>s. d.</i>			
Under 16 years of age	98 0			
16 years and under 17 years of age	120 3			
17 years and under 18 years of age	147 9			
18 years and under 19 years of age	171 0			
19 years and under 20 years of age	195 3			
20 years and under 21 years of age	210 9			
Proportion.—Wherever this section applies:—				
One Improver to every four or fraction of four workers receiving not less than the minimum wage.				
Improvers shall be subject to the hours per week as provided for other employees.				
		<i>s. d.</i>		
		Stable workers	42	46
		All others	42	46
* The Board has determined that no apprentice shall be taken to this Section.				

TIMES OF BEGINNING AND ENDING WORK.

2. The times of beginning and ending work for all persons (other than stable workers) shall be—
 Time of Beginning. 5 a.m.
 Time of Ending. 7 p.m.

BREAD CARTERS' HOLIDAY.

3. Every baker shall permit every person employed by him in delivering bread to have and take a holiday for the whole of:—
 (a) each public holiday, other than Easter Tuesday and the day after Good Friday; and
 (b) every Wednesday in each month, other than any such Wednesday which occurs in any week in which any public holiday occurs on some other day or days.

OVERTIME.

4. (a) For stable workers—
 In excess of the number of hours fixed for an ordinary week's work Time and one third.
 (b) For any other person—
 Within the hours fixed, in excess of the number of hours fixed as the week's work Time and one third.

ALLOWANCE.

5. Any employee who is required to wear clean washable outer garments shall be paid 3s. per week in addition to ordinary rates, irrespective of whether or not he supplies the garments.

SPECIAL RATES.

6. (a) Double time shall be the rate payable for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Show Day, (in such localities mentioned in the Twelfth Schedule to the *Public Service Act 1928* as are within the area to which this Section applies), Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays, the special rate shall be payable only for work done on the day so substituted.

(b) The 2nd January, 1952, shall for all purposes of this Determination be deemed to be a public holiday. An employee who absents himself from work on the 24th, 27th or 31st December, 1951, or the 3rd January, 1952, without reasonable causes, shall not be entitled to be paid for the holidays on 25th or 26th December, 1951, or the 1st or 2nd January, 1952.

MEAL TIME.

7. Not more than one hour per day shall be deducted for meals.

SICK LEAVE.

8. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

(i) During the first year— $3\frac{1}{4}$ hours' ordinary pay for each complete month of service.

(ii) During any subsequent year of service—42 hours' ordinary pay.

Provided that, in either case such employee produces or forwards within 48 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.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st June, 1949, shall be disregarded.

DAY AND LATEST HOUR FOR PAYMENT OF WAGES.

9. Thursday, at 5.30 p.m., shall be the day and latest hour for payment of wages.

TERMINATION OF EMPLOYMENT.

10. Except in the case of misconduct by an employee, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited, as the case may be, in lieu thereof.

ANNUAL HOLIDAY.

11. (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) Where a public holiday mentioned in clause 6 occurs during any period of an annual holiday taken by an employee, the period of the holiday shall be increased by one day in respect of that public holiday.

UNION REPRESENTATIVE.

12. The State Secretary of the Bread Carters' Industrial Federation or the State organizer of such Federation shall be permitted by the employer of any person whose wages are subject to this Determination to inspect the entries in the time-book required to be kept under the provisions of the *Factories and Shops Acts*.

PART 4.

This Part applies to all other parts of the State not covered by Parts 1, 2, or 3.

1.

Improvers.		Other Employees.	
	Wages.		Wages per Week of 44 Hours.
	<i>s. d.</i>		
Under 16 years of age	98 0		
16 years and under 17 years of age	120 3		
17 years and under 18 years of age	147 9		
18 years and under 19 years of age	171 0		
19 years and under 20 years of age	195 3		
20 years and under 21 years of age	210 9		
Proportion.—Wherever this section applies:—			<i>s. d.</i>
One Improver to every four or fraction of four workers receiving not less than the minimum wage.		Stable workers	213 6
Improvers shall be subject to the hours per week as provided for other employees.		All others	223 6
* The Board has determined that no apprentice shall be taken to this Section.			

TIMES OF BEGINNING AND ENDING WORK.

2. The times of beginning and ending work for all persons (other than stable workers) shall be—

Time of Beginning.	Time of Ending
5 a.m.	7 p.m.

OVERTIME.

3. (a) For stable workers—

In excess of 44 hours in any week Time and one third

(b) For any other person—

Within the hours fixed, in excess of the number of hours fixed as the week's work Time and one third.

ALLOWANCE.

4. Any employee who is required to wear clean washable outer garments shall be paid 3s. per week in addition to ordinary rates, irrespective of whether or not he supplies the garments.

SPECIAL RATES.

5. (a) Double time shall be the rate payable for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Show Day (in such localities mentioned in the Twelfth Schedule to the *Public Service Act 1928* as are within the area to which this Section applies), Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays, the special rate shall be payable only for work done on the day so substituted.

(b) The 2nd January, 1952, shall for all purposes of this Determination be deemed to be a public holiday. An employee who absents himself from work on the 24th, 27th or the 31st December, 1951, or the 3rd January, 1952, without reasonable cause, shall not be entitled to be paid for the holidays on 25th or 26th December, 1951, or the 1st or 2nd January, 1952.

MEAL TIME.

6. Not more than one hour per day shall be deducted for meals.

SICK LEAVE.

7. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

- (i) During the first year—3½ hours' ordinary pay for each complete month of service.
- (ii) During any subsequent year of service—42 hours' ordinary pay.

Provided that, in either case such employee produces or forwards within 48 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.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st June, 1949, shall be disregarded.

DAY AND LATEST HOUR FOR PAYMENT OF WAGE

8. Thursday, at 5.30 p.m., shall be the day and latest hour for payment of wages.

TERMINATION OF EMPLOYMENT.

9. Except in the case of misconduct by an employee, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited, as the case may be, in lieu thereof.

ANNUAL HOLIDAY.

10. (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) Where a public holiday mentioned in clause 5 occurs during any period of an annual holiday taken by an employee, the period of the holiday shall be increased by one day in respect of that public holiday.

WEEKLY HOLIDAY.

11. The employer shall grant to each carter coming under this Part a half-holiday each week. The day of such half-holiday is not to be changed by the employer unless he gives to his carters one month's previous notice of such change.

UNION REPRESENTATIVE.

12. The State Secretary of the Bread Carters' Industrial Federation or the State organizer of such Federation shall be permitted by the employer of any person whose wages are subject to this Determination to inspect the entries in the time-book required to be kept under the provisions of the *Factories and Shops Acts*.

PART 5.

All Persons to whom this Determination Applies.

PERIODICAL ADJUSTMENT OF WAGES.

1. The wages rates for adults set out in clause 1 of Parts 1, 2, 3, and 4 are based upon the following basic wage rates 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 2 of this Part. Provided that the wages of improvers, set out in clause 1 of Parts 1, 2, 3, and 4, shall be adjusted from time to time by increasing or decreasing the said rates in the same proportion as the amount of increase or decrease of the basic wage bears to the basic wage current immediately prior to the adjustment. Such adjustments shall be calculated to the nearest threepence, half or less than half of threepence to be disregarded.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 9 19 0	Five Towns Victoria.

ADJUSTMENT OF BASIC WAGE.

2. (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, 1952, the amount of the basic wage shall be as prescribed in clause 1 of this Part.

(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 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 5 or more the basic wage shall be taken to the next higher shilling.

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

J. V. WILLOX, Secretary.

Melbourne, 20th November, 1951.



VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, JANUARY 10.

[1952

Factories and Shops Acts.

DETERMINATION OF THE CONFECTIONERS BOARD.

NOTE.—This Determination applies to the whole 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 in the process, trade, or business of a manufacturing confectioner," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 19th November, 1951, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. APPRENTICES AND IMPROVERS.

Wages.

Males.		Females.	
	<i>s. d.</i>		<i>s. d.</i>
<i>(Assisting the Storeman and Packer.)</i>			
18 years of age and under 19 years	135 6	16 years of age and under	65 6
19 years of age and under 20 years	169 0	17 years of age	85 6
20 years of age and under 21 years	202 0	18 years of age	103 6
<i>All Other Males.</i>			
16 years of age and under	87 6	19 years of age	123 6
17 years of age	107 6	20 years of age	143 6
18 years of age	145 6	PROPORTION.	
19 years of age	167 0	Three female juniors to every two female adults receiving not less than the adult minimum rate.	
20 years of age	185 0		
PROPORTION.			
<i>(Assisting the Storeman and Packer.)</i>			
One male apprentice to every three or fraction of three male workers receiving not less than 229s. per week.			
One male improver to every four or fraction of four male workers receiving not less than 229s. per week.			
<i>Other Males.</i>			
Two male juniors to every three male adult workers receiving not less than the adult minimum rate.			

3. OTHER EMPLOYEES.

Wages per Week.

Males.		<i>s. d.</i>
Confectioners, Group 1		241 0
Confectioners, Group 2		235 0
Confectioners, Group 3		229 0
Confectioners, Group 4		223 0
Confectioners, Group 5		217 0
Storeman or packer—		
(a) Who works singly		233 6
(b) Who supervises or directs the number of persons 18 years of age or over indicated hereunder, viz.:—		
(i) 1, 2, 3, 4, 5, or 6 such persons		235 9
(ii) 7 or more such persons		249 9
Other storeman or packer engaged in the despatch or bulk receiving stores		229 0
Females.		
All adult females		162 9

DEFINITIONS OF CLASSIFICATIONS.

4. (i) *Confectioners, Group 1*, shall mean employees—

- (1) Boiling mixed and dissolved ingredients in stirring or open pans.
- (2) Boiling on open fire.
- (3) Inspecting and controlling chocolate shell thickness.
- (4) Making up and striping high boiled cooked sugar and forming spins or boilings with soft centres and accepting responsibility for work of team.
- (5) Making up and striping high boiled cooked sugar and forming spins or boilings with solid centres and accepting responsibility for work of team.
- (6) Controlling the weighing, measuring, mixing and dissolving of ingredients and partly manufactured materials in stirring or open pans.
- (7) Tempering chocolate in bulk in kettles.
- (8) Setting up and/or operating machine which forms, in dies from soft centered boiled sugar spins or boilings.
- (9) Setting up and/or operating machine which forms, in dies from solid centered sugar spins or boilings.
- (10) Running by hand with any kind of funnel or bag, jubes, jellies, cream fondant, snowballs, or other articles which are run into stamped or moulded starch trays or other moulded receptacles.

Setting up and operating—

- (11) Cocoa Butter Expellers (including preparation of Nibs).
- (12) Chocolate enrobing or covering machine.
- (13) Chocolate block, tablet and bar wrapping machine.
- (14) Machine which fills trays with starch, planes starch in trays, mouldprints and deposits mass into starch moulds.
- (15) Cocoa Butter Press.
- (16) Machine which deposits chocolate into moulds.
- (17) Machines which size, cut and tuck-wrap or twist-wrap pieces.
- (18) Cocoa Beans and/or Nuts Roasters.
- (19) Chocolate shell depositing machine.
- (20) Refiners.
- (21) Machine which deposits centres or mass into chocolate moulded shells.
- (22) Chocolate Shell Topping Machine.
- (23) Liquor Mills—Roll or Disc Type.
- (24) Machine which deposits centre or mass into starch moulds and accepts responsibility for work of team.

Operating—

- (25) Cocoa Butter Filter and Deodoriser.
- (26) Bourn Vita Oven.
- (27) Base Cream Plant.
- (28) Continuous Steam Cooker.
- (29) Continuous or non-continuous Vacuum Cookers.
- (30) Continuous or non-continuous Vacuum Cookers and colouring and flavouring mass on slab.
- (31) Hard sugar building up and coating pans.
- (32) Soft Sugar building up and coating pans.
- (33) Chocolate building up and coating pans.
- (34) Chocolate building up and coating pans and setting up and operating spray guns.

(ii) *Confectioners, Group 2*, shall mean employees—

- (35) Making up and striping high boiled cooked sugar and forming spins or boilings with soft or solid centres
- (36) Wet crystallizing of confections.
- (37) Treating chocolate.
- (38) Steam sugaring confections mechanically.

Setting up and operating—

- (39) Machine which deposits centres or mass into starch moulds.
- (40) Chocolate Drop Depositing Machine.
- (41) Vacuum Condenser which mixes chocolate ingredients.
- (42) Machine which stamps and cuts out pieces from paste.
- (43) Machines which mix or grind "Bourn Vita".
- (44) Chocolate Ingredients Mixers.

Operating—

- (45) Mixing Machine used for the preparation of confectionery paste and accepting responsibility for work of team.
- (46) Machine which sizes, cuts and tuck-wraps pieces.
- (47) Chocolate Glazing Pans.
- (48) Battery of Pulling Hooks.
- (49) Liquor Mills.
- (50) Melangeurs.
- (51) Machine which sizes, cuts and twist-wraps pieces.
- (52) Conches.
- (53) Pulling Hook.
- (54) Pulverizer or Mill for reducing sugar or other materials.
- (55) Cocoa Pulverizer Mill or Disintegrator.

(iii) *Confectioners, Group 3*, shall mean employees—

- (56) Tempering chocolate in kettles under direction of higher group employee.
- (57) Tempering cocoa butter and moulding into blocks.
- (58) Assembling and rolling paste mixtures.
- (59) Filling and emptying conches.
- (60) Filling and emptying chocolate ball mill.
- (61) Feeding chocolate moulds into Depositing Machine.
- (62) Feeding, taking off and packing of blocks on chocolate block tablet and bar wrapping machines.
- (63) Cleaning Machines.

Setting up and operating—

- (64) Cocoa Butter Filter or Centrifuge.
- (65) Compressed Lozengé Rotary Machines.
- (66) Machine which extrudes licorice.
- (67) Power-driven single circular Knife Cutter or Stripper.
- (68) Power-driven multiple circular knife cutter or stripper.
- (69) Winnowing Machines.
- (70) Hand-driven Guillotining Machine.
- (71) Starch Tray Mould Printing Machine.

Operating—

- (72) Automatic tempering machines under direction of a higher group employee.
- (73) Chocolate Ball Mill.
- (74) Lozenge Dough or other confectionery paste mixer.
- (75) Whisk Beater.
- (76) Paddle Beater.
- (77) Cocoa Blending Machine.
- (78) Brake or Sizing Machine.
- (79) Cocoa Bean Driers.
- (80) Chocolate Pumping System.
- (81) *Assisting with the operation* of Refiners or cocoa pulverizer.

(iv) Confectioners, Group 4, shall mean employees—

- (82) Cleaning.
- (83) Hand sizing and patting.
- (84) Making and maintaining Starch Moulds.
- (85) Filling Depositor Hopper.
- (86) Transporting and/or Shunting Starch Trays in Driers.
- (87) Feeding on, taking off and stacking starch trays.
- (88) Colouring, flavouring and cooling cooked sugar mass.
- (89) Knocking out chocolate from moulds and placing moulds on conveyors.
- (90) Washing, drying, polishing and examining moulds.
- (91) Steaming bright gums by machine.
- (92) Transporting or trucking materials within the factory.
- (93) Cooling low-boiled cooked mass.
- (94) Making up low-boiled spins or boilings with centres.
- (95) Cutting out pieces from paste by hand.
- (96) Feeding machine which stamps and cuts out pieces from paste.
- (97) Attending Liquor Mills.
- (98) Syrup making (dissolving sugar and glucose under direction of employee in higher group).

Setting up and operating—

- (99) Power Guillotine.
- (100) Gum Clarifier or Filter.
- (101) Granulating Machines.
- (102) Ingredients Mincer.

Operating—

- (103) Sugar Pan which glazes soft and hard panned pieces.
- (104) Cocoa Cake Breaker.
- (105) Gum Crusher.

Assisting with the—

- (106) Weighing, measuring, mixing and dissolving of ingredients and partly manufactured materials in stirring of open pans and in mixing machines.
- (107) Operation of Chocolate Ingredients Mixers and Condensers.
- (108) Operation of Melangeurs.
- (109) Operation of Chocolate Ball Mill.
- (110) Making up and striping of high boiled cooked sugar and formation of spins or boilings with soft or solid centres.
- (111) Operation of a machine which deposits chocolate into moulds.

(v) Confectioners, Group 5, shall mean employees—

- (112) Adding ingredients to tempered chocolate in kettles.
- (113) Oiling gums by machine.
- (114) Making up low-boiled spins or boilings without centres.
- (115) Cutting with a hand-operated Circular Knife.
- (116) Steam sugaring confections by hand.
- (117) Steaming bright gums by hand.
- (118) Water or syrup sugaring confections by hand.
- (119) Collecting starch moulded pieces from machines.
- (120) Manual planing of starch in trays.
- (121) Warming chocolate, jam and paste for soft centred cooked sugar spins or boilings.
- (122) Packing, nailing and sealing cases and containers.
- (123) Pinning out.
- (124) Up-ending sugar, beans and other materials.
- (125) Oiling gums by hand.
- (126) Feeding Disintegrator or Cocoa Reducer.
- (127) Shaving off surplus chocolate from mould faces.
- (128) Assembling layers and/or sheets of confectionery.
- (129) Sieving ingredients by hand.
- (130) Scraping chocolate moulds.
- (131) Operating machine which sieves or grades chocolate or ingredients.

Attending—

- (132) Cocoa Weighing Machines.
- (133) Winnowing Machines.
- (134) Cocoa Bean Driers.

Assisting the Operator of—

- (135) Soft Sugar Building up and Coating Pans.
- (136) Hard Sugar Building up and Coating Pans.
- (137) Chocolate Building up and Coating Pans.
- (138) Chocolate Glazing Pans.
- (139) Chocolate Building up and Coating Pans and Spray Guns.

(vi) *Females*.—Female employees shall mean female adults or juniors who are employed as chocolate dippers; french cream dippers; bulk and novelty dippers; nailing up boxes, except in the despatch or bulk or receiving store, tying up boxes, bottles, tins or parcels, tinning up, boxing or packing under 30 lb. in weight; wrapping; packing stock boxes or tins or bottles; labelling; picking nuts or fruit or confections; spreading peel or confections; sieving; cutting fruit or ginger; cleaning; washing tins or bottles with a capacity of 4 lb. or under; plain piping or dotting or glazing novelties; marking confections; blanching nuts by hand; separating confectionery; cutting confectionery (excepting lozenges or goods of similar nature); coating jellies or other confections with such ingredients as dry sugar or coconut; all handling of confectionery directly it leaves the confectioner or the machine; packing confections; stirring confectionery or ingredients (if over 30 lb. to be done by males only); icing novelties; carrying goods, materials, or utensils; filling dates with cream; placing nuts on paste; and other unskilled or labouring work, except in the despatch or bulk receiving store.

(vii) Notwithstanding anything in this Determination relating to wages payable to female employees, all females employed on any work which is customarily performed in the industry by males shall be paid at the rate of wages applicable for males for such work.

DEFINITIONS (OTHER THAN CLASSIFICATIONS).

5. Except where otherwise clearly intended—

- (a) "Association" shall mean the Federated Confectioners' Association of Australia.
- (b) "Operating Machine" shall mean controlling the working action of a machine and accepting responsibility for the product. This shall not be taken to mean the sole process of starting or stopping a machine.
- (c) "Assisting with a machine operation" shall mean assisting with the operation of a machine under the direction of the operator in charge or of the supervisory staff.
- (d) "Setting up Machine" shall mean the carrying out of final machine adjustments and making ready before a machine can be successfully operated.
- (e) "Attending Machine" shall mean the feeding or removal of raw materials or partly manufactured materials to or from the feeding or delivery ends of a machine, performed under the direction of a high group employee or of the supervisory staff.

CONTRACT OF EMPLOYMENT.

6. (a) Employment shall be terminated by a week's notice on either side, to be given at any time during the week, or by the payment or forfeiture of a week's wage as the case may be. This shall not affect the right of an employer to dismiss an employee without notice for malingering, inefficiency, neglect of duty or misconduct (and in such cases wages shall be paid up to the time of dismissal only), or to deduct payment for any day the employee cannot be usefully employed because of any strike by the Association or any other organization or association or by any persons or through any breakdown of machinery or any stoppage of work by any cause which the employer cannot reasonably prevent.

(b) An employee to become entitled to payment under this Determination shall be ready, willing and available for work when required by his or her employer.

(c) An employee not attending for duty shall, except as provided by the sick leave clause, lose his pay for the actual time of such non-attendance.

(d) General shift-work shall not be changed to day-work without one week's notice, but to meet labour requirements for day-work or shift-work, the employer may change the conditions of employment of an employee from shift-work to day-work, or from day-work to shift-work, provided 24 hours' notice is given.

SICK LEAVE.

7. (a) An employee on weekly hiring who has had not less than three months' continuous service with the employer and who is absent from his work on account of personal illness, or on account of injury by accident arising out of and in the course of his employment, shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

- (i) He shall not be entitled to paid leave of absence for any periods in respect of which he is entitled to workers' compensation.
- (ii) He shall within 48 hours of the commencement of such absence inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) He shall prove to the satisfaction of his employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
- (iv) He shall not be entitled in any year (as defined) whether in the employ of one employer or of several to leave in excess of one week of working time.

For the purpose of administering paragraph (iv) of this sub-clause an employer may within one month of this Determination coming into operation or within two weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year; and upon such statement the employer shall be entitled to rely and act.

(b) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave may be claimed by the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year. Provided that sick leave which accumulates pursuant to this sub-clause shall be available to the employee for a period of two years, but for no longer from the end of the year in which it accrues.

(c) For the purpose of this clause, a "year" means the year commencing on the first day of January.

HOURS.

8. (a) The ordinary working hours shall not exceed 40 per week to be worked in five days, between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive.

Provided that the spread of hours herein prescribed may be altered by mutual agreement between an employer and the Union or Branch of the Union.

(b) Subject to existing practices working time shall be reckoned as the time an employee is at his or her usual place of work between the hours required by the employer.

MEAL BREAKS.

9. (a) Employees shall be allowed a meal break of not less than half an hour.

(b) Unless in accordance with existing practice or in the case of an emergency any employee shall not be compelled to work for more than five hours without a break for a meal. In the event of an employee so working double time shall be paid for all work in excess of five hours until a meal break is allowed.

(c) All time worked during the time ordinarily observed by an employee as his or her meal break shall be paid for at the rate of double time.

"SMOKO" OR REST PERIOD.

10. All employees shall be allowed a ten minute "Smoko" or rest period each morning, such period to be counted as part of time worked.

OVERTIME AND SUNDAY WORK.

11. (a) All time worked outside the ordinary hours shall be paid for at the rate of time and a half for the first four hours and double time thereafter.
- (b) All time worked on a Sunday shall be paid for at the rate of double time.
- (c) Any male employee who is called upon to work overtime beyond one and one half hours and who has not been notified when ceasing work on the previous day that he is required to work overtime, shall be supplied with a meal or be paid an allowance of 2s. 6d. If notice as aforesaid is given and the employee attends and is not required to work overtime, he shall be paid the 2s. 6d. allowance.
- (d) A female employee shall be paid 1s. 6d. meal allowance on any day which she is required to work overtime.
- (e) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.
- (f) In computing overtime, each day's work shall stand alone.

MIXED FUNCTIONS.

12. An employee engaged for half or more of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If for less than half of one day or shift he shall be paid the higher rate for the time worked.

DUST ALLOWANCE.

13. (a) A dust allowance of 2s. 6d. per week shall be paid to employees engaged in the following work:—
- Chocolate mixing from powder;
 - Werner Mixers and Melangeurs;
 - V. G. Crumb Platform in Chocolate Mill;
 - Feeding Cocoa Weighing Room Weighing Machines;
 - Icing Sugar Mill;
 - Cocoa Mill;
 - Mogul Machine;
 - Starch boxes or filling or emptying starch trays or sieving starch trays with or without confections;
 - Operating Cocoa Weighing Machines.
- (b) Should any employee work for part of any day on this work, he or she shall be paid the rate for the whole of the day.

PAYMENT OF WAGES.

14. (a) Wages shall be paid weekly.
- (b) An employer shall not keep more than two days' pay in hand. Provided that in those cases in which three days' pay was on the 21st day of July, 1948, kept in hand the employer may continue to keep not more than that number of days' pay in hand.
- (c) If an employee leaves his employment or is dismissed, he shall provided that the necessary money is then available at the factory office be paid his wages upon leaving or being dismissed, failing this, they shall be forwarded to him or her by post as soon as practicable.
- (d) All wages shall be paid during working hours.

PIECEWORK—FEMALES.

15. (a) Any employer may fix and pay piecework prices to any persons or class of persons employed at any work which the adult minimum wage has been provided for under this Determination, provided that such employer shall base such piecework prices on the earnings of an average adult worker, with reasonable effort, working under like conditions, at the weekly adult minimum rate, and such piecework prices shall be fixed so that an average worker can earn not less than 10 per cent. above the adult wages that are fixed by this Determination for such work.
- (b) Any alteration to the minimum wage shall apply to pieceworkers by adding to; or subtracting the same amounts from, the percentage increase or decrease to the pieceworkers' wage.
- (c) Pieceworkers who are waiting for work on or about the factory or workshop of the employer must be paid for such waiting time a sum calculated on the basis of the weekly Determination wage.
- (d) (i) All piecework performed before or after the regular working hours as per clause 8, shall be paid for at piecework rates plus 50 per centum of the ordinary day rate for the first four hours in any one day and thereafter at ordinary piecework rates plus 100 per centum of the ordinary day rate.
- (ii) All overtime rates earned by a pieceworker shall be paid in full and no deduction shall be made from such overtime rates by reason of any time not worked by such employee during the week.

SHIFT WORK.

16. In this clause—
- "Afternoon shift" means any shift finishing after 6 p.m. and at or before midnight.
 - "Night shift" means any shift finishing subsequent to midnight and at or before 9 a.m.
 - "Rostered shift" means a shift of which the employee concerned has had 48 hours' notice.
- (a) The ordinary hours of shift workers shall not exceed 40 per week to be worked in five shifts of a maximum of 8 hours 48 minutes on Monday to Friday inclusive, and for the shift commencing at or near midnight on Friday and finishing before 9 a.m. on Saturday.
- (b) Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. Unless in accordance with existing practices or in the case of emergency an employee shall not be required to work for more than five hours without a break for a meal. In the event of an employee so working double time shall be paid for all work in excess of five hours until a meal break is taken.
- (c) Except at regular change-over of shifts an employee shall not be required to work more than one shift in each 24 hours.
- (d) Shift workers whilst on afternoon or night shifts shall be paid 10 per cent. more than their ordinary rates for such shifts. Juniors shall receive in addition to their ordinary wage the shift loading payable to an adult classified as Confectioner, Group 5.
- (e) Subject to this clause shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed for holidays and Sunday work.
- (f) Shift workers for all time worked in excess of or outside the ordinary working hours or on a shift other than a rostered shift shall be paid at the rate of time and a half for the first four hours and double time thereafter except when the time is worked—
- (i) by arrangement between the employees themselves;
 - (ii) for the purpose of effecting the customary rotation of shifts.
- (g) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights shall be paid at the rate of time and a half.
- (h) Female employees shall not be required to work on night shift, but females engaged on afternoon shift shall be paid the percentage shift loadings set out herein with a minimum shift loading of 10s. per week.
- (i) The method of working shifts may in any case be varied by agreement between the employer and the Association to suit the circumstances of the establishment.

HOLIDAYS.

17. (a) All employees shall be entitled without loss of pay to the following holidays or any days observed in lieu thereof—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, Boxing Day, Melbourne Cup Day, and Union Picnic Day.

(b) An employer shall not terminate the employment of an employee for the purpose of evading payment for the holidays mentioned in sub-clause (a) hereof.

(c) Employees working on any of the holidays mentioned in sub-clause (a) hereof shall in addition to the prescribed wage, be paid at the rate of ordinary time for the time worked with a minimum payment as for four hours.

(d) Pieceworkers working on any of the holidays mentioned in sub-clause (a) hereof shall, in addition to the piecework earnings, be paid at the rate of ordinary time for such holiday.

(e) Employees shall not be entitled to and receive payment for the holidays as prescribed in sub-clause (a) hereof, unless they are available for duty on the last working day their services are required preceding and the first working day following such holiday, provided that the employees may be absent on account of sickness or accident or with the consent of the employer.

ANNUAL HOLIDAY.

18. 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.

ASSOCIATION BUSINESS.

19. (a) Officials of the Association may absent themselves from work without pay to attend to the business of the Association, if they give at least one day's notice to the employer.

(b) Shop Stewards in each department shall be allowed a reasonable time, not to exceed one half hour on Thursday of each week, or any other working day agreed upon between the Association or a Branch thereof and the employer, for the purpose of collecting Association contributions, except in factories where other arrangements have been mutually agreed upon.

ASSOCIATION DELEGATES.

20. The Secretary of the Association or the Secretary of a Branch thereof or any official thereunto authorized in writing by the Association shall not be prevented by an employer from visiting or conversing with the members of the Association at meal times or before or after hours of work in a place mutually agreed upon by the employer and the Secretary of the Association or a Branch thereof or other authorized person.

LIMITATION ON FEMALE AND JUNIOR WORK.

21. (a) No female under the age of eighteen (18) years shall be permitted to lift or carry more than 25 lb. in weight, and no female over eighteen (18) years shall be permitted to lift or carry more than 30 lb. in weight or stir confectionery or any other ingredient over 25 lb. in weight.

(b) An employer shall not employ any person under 18 years of age on starch boxes.

(c) An employer shall not employ females on starch boxes or smoothing starch trays or emptying or sieving starch trays with or without confections in them.

(d) No junior male under 18 years shall be employed on trucking or shunting in or out of hot ovens or driers.

(e) Youths under 18 years shall not be permitted to pull trucks or other conveyances of a greater load than 5 cwt. gross weight.

DINING ROOM ACCOMMODATION.

22. The employer shall provide for employees dining room accommodation and a sufficient quantity of boiling water at meal hours. The employer shall also provide a food heating apparatus in the dining room.

FIRST AID.

23. The employer shall provide and maintain in every factory or workshop a properly equipped first aid ambulance chest, which shall be in a suitable dustproof receptacle made of either metal or wood and shall make it available for the use of employees in some accessible place in the said factory or workshop.

SEATING ACCOMMODATION (FEMALES).

24. Where practicable, the work of female employees shall be performed sitting or standing, whichever is the more convenient.

WASHING FACILITIES.

25. The employer shall provide suitable washing facilities for employees.

LOCKERS AND DRESSING ROOM.

26. The employer shall provide a cloak and dressing room and suitable lockers or hanging space for the use of employees.

PROTECTIVE CLOTHING, FOOTWEAR AND GLOVES.

27. (a) Employees required to perform work in the open shall be provided with suitable protective clothing and boots where necessary.

(b) If the nature of an employee's work requires that he wears special footwear or gloves, then these shall be supplied by the employer.

OVERALLS, CAPS, ETC.

28. Where an employee is required by the employer to wear overalls, caps, uniforms, aprons, &c., other than those normally worn in his or her occupation, the employer shall supply the same which shall remain the property of the employer who may deduct an appropriate amount from any moneys due if such clothing is not returned on termination of employment.

TOOLS OF TRADE.

29. The employer shall provide all tools of trade required to be used by employees in the course of their employment.

DETERMINATION TO BE POSTED.

30. Employers shall secure a copy of the Determination as soon as practicable after coming into operation and a copy of the said Determination shall be posted by the employer in a prominent place in the factory or workshop.

TIME AND WAGES BOOK.

31. (a) Each employer shall keep at his factory or at an office convenient thereto a time and wages book in which he shall enter or cause to be entered the name and classification of each employee, the times of starting and ceasing work each day, the amount of overtime worked and the wages and overtime paid to each employee.

(b) Such book shall, on demand, be produced by the employer for inspection to an official of the Federated Confectioners' Association of Australia authorized in writing by the President or Secretary of the local branch of the Association concerned at the place where the book is kept at any time between the hours of 10 a.m. and noon on any day except pay day or the day before pay day between the 1st to the 27th inclusive of each calendar month.

No authority to inspect shall be given by the Association concerned unless the President or Secretary has good reason to suspect that the employer, whose book is to be inspected, is committing or has committed a breach of this Determination.

(c) Any employer who provides a mechanical clock for the purpose of recording the time of employees, may for the purpose of this clause and in lieu of a time and wages book keep the cards or check used in connexion with such clock if such card or check contain the particulars prescribed by sub-clause (a) hereof.

PERIODICAL ADJUSTMENT OF WAGES.

32. The wages rates set out in clause 3 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 33.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set A-signed.
	Per Week. £ s. d.	
Throughout the State	9 19 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

33. (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, 1952, the amount of the basic wage shall be as prescribed in clause 32.

(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 '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 '5 or more the basic wage shall be taken to the next higher shilling.

(d) (i) The wages of junior males shall be the under-mentioned percentages of the basic wage, such adjustment to be calculated to the nearest 6d., any broken part of 6d. in the result not exceeding 3d. to be disregarded.

	Percentage of Basic Wage.
	%
Assisting the storeman and packer—	
18 years of age and under 19 years	68
19 years of age and under 20 years	85
20 years of age and under 21 years	100 plus 3s.
All other males—	
16 years of age	44
17 years of age	54
18 years of age	73
19 years of age	84
20 years of age	93

(ii) Female Employees :—

Adults.—The rate of wages for an adult female shall be 75 per cent. of the rate payable to an adult male Confectioner Group 5.

Juniors.—The rates of wages for junior females shall be the under-mentioned percentages of the basic wage.

	Percentage of Basic Wage.
	%
Junior Females—	
16 years and under	33
17 years	43
18 years	52
19 years	62
20 years	72

The calculation of the above percentages shall be adjusted to the nearest 6d., any broken part of 6d. in the result not exceeding 3d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 5th December, 1951.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It discusses the different types of accounts, such as assets, liabilities, equity, and income, and how they are used to record and summarize business transactions. It also explains the relationship between these accounts and the accounting equation.

The fourth part of the document covers the process of journalizing and posting. It describes how transactions are recorded in the journal and then transferred to the ledger. It also discusses the importance of double-entry bookkeeping and how it helps to ensure that the books are balanced.

The fifth part of the document discusses the preparation of financial statements. It explains how the information from the ledger is used to create the balance sheet, income statement, and statement of owner's equity. It also discusses the importance of these statements for management and external stakeholders.

The sixth part of the document covers the process of closing the books. It explains how the temporary accounts are closed to the permanent accounts at the end of the accounting period. It also discusses the importance of this process in preparing for the next period.

The seventh part of the document discusses the importance of internal controls. It explains how these controls help to prevent errors and fraud, and how they can be used to improve the efficiency of the accounting process.

The eighth part of the document covers the process of auditing. It explains how an auditor can verify the accuracy of the financial statements and provide an opinion on their reliability. It also discusses the different types of audits and the role of the auditor.

The ninth part of the document discusses the importance of ethics in accounting. It explains how accountants should act in a fair and honest manner, and how they should avoid conflicts of interest. It also discusses the consequences of unethical behavior.

The tenth part of the document covers the process of budgeting. It explains how a budget can be used to plan and control the organization's resources. It also discusses the different types of budgets and how they are prepared.