



VICTORIA  
GOVERNMENT GAZETTE.

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FRIDAY, JANUARY 25.

[1952

Factories and Shops Acts.

DETERMINATION OF THE SUGAR REFINERS 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, which now has the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed—

(a) in connexion with the trade of sugar refining;

(b) in the manufacture or treatment of the by-products of sugar;

has made the following Determination, namely:—

1. That on the 13th December, 1951, the last previous Determination of this Board shall be revoked and replaced by this Determination.

APPRENTICES, IMPROVERS, OR JUVENILE WORKERS.

2.

Wages per Week of 40 Hours.

Males.			Percentage of Basic Wage.	Weekly Wage.	Females.			Percentage of Female Basic Wage.	Weekly Wage.
				<i>s. d.</i>					<i>s. d.</i>
Under 16 years	..	..	34	67 6	Under 16 years	..	..	50	74 6
16 years	..	..	40	79 6	16 years	..	..	60	89 6
17 "	..	..	51	101 6	17 "	..	..	70	104 6
18 "	..	..	68	135 6	18 "	..	..	80	119 0
19 "	..	..	79	157 0	19 "	..	..	90	134 0
20 "	..	..	90	179 0	20 "	..	..	95	141 6

Provided that any female 19 years of age or over, with six months' experience at the trade, shall be deemed to be an adult.

PROPORTION (IN ANY PLACE).

Apprentices or Improvers.

*Males.*

One apprentice and one improver to every three or fraction of three workers receiving not less than the rate payable from time to time to "All others."

PROPORTION (IN ANY PLACE).

Apprentices or Improvers.

*Females.*

One apprentice and one improver to every three or fraction of three workers receiving not less than the rate payable from time to time to "Adult Females."

3.

OTHER EMPLOYEES.  
Wages per Week of 40 Hours.

	Adjustable Rate.	Additional Constant Loading.	Emergency Loading (non-adjustable).	Total Weekly Wage.
<i>Adult Males.</i>				
<b>Raw Sugar Store—</b>				
Unstoring raw sugar .. .. .	213 0	11 0	5 0	229 0
Men cutting in .. .. .	214 0	11 0	5 0	230 0
Whip hand unstoring raw sugar .. .. .	209 0	11 0	5 0	225 0
Whip hand at elevator .. .. .	209 0	11 0	5 0	225 0
Elevator attendant .. .. .	214 0	11 0	5 0	230 0
Wash tank hands .. .. .	207 0	11 0	5 0	223 0
Wash tank hands—assistants .. .. .	206 0	11 0	5 0	222 0
Riggers .. .. .	214 0	11 0	5 0	230 0
<b>Melting House—</b>				
Washing fugalmen .. .. .	212 6	11 0	5 0	228 6
Melter attendant .. .. .	207 0	11 0	5 0	223 0
Mixer .. .. .	207 0	11 0	5 0	223 0
<b>Carbonatation House—</b>				
Men on liquor filter presses .. .. .	208 0	11 0	5 0	224 0
Men on mud .. .. .	208 0	11 0	5 0	224 0
Leading hand .. .. .	220 0	11 0	5 0	236 0
Men on gas tank .. .. .	213 0	11 0	5 0	229 0
Men on crushing and stacking lime .. .. .	207 0	11 0	5 0	223 0
Men on washing and checking filterpress sheets .. .. .	208 0	11 0	5 0	224 0
<b>Char End—</b>				
Kiln repairers .. .. .	207 0	11 0	5 0	223 0
Kiln firemen .. .. .	215 0	11 0	5 0	231 0
Wet charmen .. .. .	215 0	11 0	5 0	231 0
Char runners .. .. .	215 0	11 0	5 0	231 0
<b>Pan Floor—</b>				
First sugar boilers .. .. .	223 0	11 0	5 0	249 0
Second sugar boilers .. .. .	224 0	11 0	5 0	240 0
Employee attending triple effeet and assistant sugar boiler .. .. .	210 0	11 0	5 0	226 0
Pan attendant .. .. .	207 0	11 0	5 0	223 0
Refined sugar fugalmen .. .. .	212 6	11 0	5 0	228 6
Refined sugar fugalmen—Leading hands .. .. .	222 6	11 0	5 0	238 6
<b>Jelly House—</b>				
Leading hand .. .. .	217 6	11 0	5 0	233 6
Jelly fugalmen .. .. .	207 0	11 0	5 0	223 0
<b>Refined Sugar Store—</b>				
Receiving at truck yard (leading hands) .. .. .	217 0	11 0	5 0	233 0
Icing mill attendant .. .. .	207 0	11 0	5 0	223 0
Driers (leading hand) .. .. .	217 0	11 0	5 0	233 0
Driers (others) .. .. .	207 0	11 0	5 0	223 0
Automatic scale attendant .. .. .	216 0	11 0	5 0	232 0
Automatic scale hands .. .. .	207 0	11 0	5 0	223 0
Employee engaged loading trucks .. .. .	207 0	11 0	5 0	223 0
Bag room checkers .. .. .	207 0	11 0	5 0	223 0
Truckers and stackers .. .. .	207 0	11 0	5 0	223 0
Leading hand packing floor .. .. .	217 0	11 0	5 0	233 0
Hand packing sugar .. .. .	207 0	11 0	5 0	223 0
<b>Golden Syrup and Treacle—</b>				
Men packing and weighing (bulk) .. .. .	208 0	11 0	5 0	224 0
Golden syrup and treacle mixer .. .. .	210 0	11 0	5 0	226 0
<b>Liquor runners .. .. .</b>	223 0	11 0	5 0	239 0
Liquor runners—assistants .. .. .	207 0	11 0	5 0	223 0
<b>Distillery—</b>				
Stillman .. .. .	226 0	11 0	5 0	242 0
Mashman .. .. .	213 0	11 0	5 0	229 0
C.O2 Bottle Attendant .. .. .	216 0	11 0	5 0	232 0
<b>Spirit and Methyiating Rooms—</b>				
Leading hand .. .. .	228 6	11 0	5 0	244 6
Assistants .. .. .	212 6	11 0	5 0	228 6
<b>Cane-ite Store—</b>				
Men storing and unstoring cane-ite and hardboard .. .. .	208 0	11 0	5 0	224 0
Leading hand cleaning gang .. .. .	217 0	11 0	5 0	233 0
Unstoring and/or loading bales for shipment .. .. .	218 0	11 0	5 0	234 0
All others .. .. .	204 0	11 0	5 0	220 0
Adult females (a) with less than 6 months' experience at the trade .. .. .				149 3
(b) with 6 months or more experience at the trade .. .. .				151 3

ADULT RATE TO BE PAID.

4. Male juniors employed as automatic scale hands reaching the age of 20 years, having at least 2 years' experience, shall receive adult rates applicable to that class of work.

SHIFT WORKERS (OTHER THAN CONTINUOUS SHIFT WORKERS).

5. (a) The ordinary working hours of shift workers shall be as follows:—

Night Shift—

Time of Beginning—11 p.m. on Sunday, Monday, Tuesday, Wednesday, and Thursday.

Time of Ending—7 a.m. on Monday, Tuesday, Wednesday, Thursday, and Friday.

Day Shift—

7 a.m. to 3 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday.

Afternoon Shift—

3 p.m. to 11 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday.

(b) Except at his own request any employee required to change from any of the above shifts to a shift other than his normal shift shall be paid at overtime rates for the first shift, unless he receives 48 hours notice of such change.

## DAY WORKERS.

6. Day worker is an employee who ordinarily works between 7.30 a.m. and 4.30 p.m., except at the distillery where the employee ordinarily works between 8 a.m. and 5 p.m. with a break of one hour for a meal between 12 noon and 1 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday. When an employee is required to work between 12 noon and 1 p.m. he shall be paid time and a half for such work, and in addition shall be allowed time off for a meal. The provisions of this clause shall not apply to shift workers as defined in clauses 5 and 7.

## CONTINUOUS SHIFT WORKERS.

7. For the purposes of this clause the expression "continuous work" means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption.

(a) The ordinary working hours of employees on continuous work shifts shall not exceed an average of 40 per week spread over a period of 1, 2, 3 or 4 weeks to be worked in shifts of eight hours, including such time as by mutual arrangement may be taken for meals.

(b) There shall be a roster of shifts which shall:—

- (i) provide for rotation unless all the employees concerned desire otherwise;
- (ii) provide for not more than eight shifts to be worked in any nine consecutive days; and
- (iii) not be changed until after four weeks' notice.

(c) For all time of duty outside the limits of the ordinary hours prescribed in clause (a) hereof, an employee on continuous work shifts shall be paid at double rates. But this shall not apply to arrangements between employees themselves or in cases due to rotation of shift or when the relief does not come on duty at the proper time.

(d) Employees on continuous work shifts working any Sunday or holiday shift shall be paid at the rate of time and a half for such shift.

(The provisions of clause 7 shall apply only to persons employed at the distillery of the Colonial Sugar Refining Co. Ltd. at Yarraville.)

## TERMS OF ENGAGEMENT.

8. (a) Employees are to be engaged as weekly or casual employees. A weekly employee is one engaged by the week and paid by the week, and whose engagement shall be terminable by one week's notice on either side, such notice not to be continued from week to week.

(b) After one full week's work, such notice shall be given by either employer or weekly employee, or in lieu of such notice, one week's wages shall be paid or forfeited, as the case may be.

(c) A weekly employee to be entitled to the weekly wage shall be available and willing to perform such work as may be lawfully and reasonably required by the employer during the days and hours usually worked by such class of employee, provided that an employer may deduct payment for any day during which the employee cannot be usefully employed by reason of any strike, breakdown of machinery or any other cause for which the employer cannot reasonably be held responsible.

(d) "Casual Worker" means a worker employed for less than six (6) consecutive days, with a minimum of two (2) hours in any day. He shall be paid at the rate of ten per cent. (10%) in addition to the rate prescribed in this Determination on an hourly basis. The provisions of this sub-clause shall not apply to a casual worker storing raw sugar.

## EXTRA RATES AND ALLOWANCES.

9. In addition to the wages prescribed herein, the following extra rates and allowances shall be paid to adult males:—

- (i) Any employee who works on shift shall be paid an additional allowance of 2s. 3d. per shift.
- (ii) Day workers, as defined in clause 6 hereof, required to work a night shift or night shifts shall be paid ordinary rates plus 5s. per shift whilst so required.
- (iii) Employees classified as "All others," who are directed to enter and clean tanks, viz.:—Carbonation tanks, house syrup tanks on roof, black boil-out tanks, extension tanks, scrubbers, crystallizers, char dust towers and gibb driers shall receive an additional 1s. 3d. for each hour or part of an hour spent in such work.
- (iv) Employees classified as "All others" who are directed to handle dry lime, sulphuric acid, muriatic acid, super cel or bones shall receive an additional 1s. for each day or part of a day on such work.
- (v) Employees in the raw sugar store whilst engaged unstoring, cutting in, facing and/or turning bags shall be paid as special allowances the rate per week set out hereunder:—

Men unstoring, cutting in or facing bags	.. .. .	6s. per week
Men turning bags	.. .. .	5s. per week

The allowances prescribed in this sub-clause are granted in consideration of and cover all disabilities associated with the handling of damaged, sweated and/or hard sugar from time to time.

## DEFINITION OF JUVENILE WORKERS.

10. Persons under 21 years of age (other than apprentices or improvers) employed turning bags, sweeping trucks, receiving and placing sacks, driving friction winches, packing sugar and sewing mouths of bags, trucking sugar, collecting samples, labelling, filling golden syrup and treacle tins.

## OVERTIME (other than continuous Shift Workers).

11. All work done in excess of eight hours in any one day or in excess of 40 hours in any one week shall be paid for at the rate of time and a half for the first two hours and double time thereafter.

In computing overtime under this clause, each day's work shall stand alone.

Any employee who is required to work overtime shall be paid the overtime rate for a minimum of half an hour.

## LATE ATTENDANCE.

12. Any employee arriving late to work shall have a deduction made of a quarter of an hour's pay for each quarter of an hour or portion thereof that he is late.

## ANNUAL HOLIDAY.

13. 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.

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 9d., plus postage.)

## SICK PAY.

14. Any employee with not less than six months' service who does not attend for duty by reason of personal ill-health shall be allowed ordinary rates for the actual time of such non-attendance, provided he produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the management that his non-attendance was due to personal ill-health.

An employee shall not be entitled to any allowance on this ground for more than five days (the equivalent of 40 hours' pay) in each calendar year, but sick leave allowable under this clause may accumulate subject to continuous employment for a total of three years (the equivalent of 120 hours' pay).

No payment shall be made to employees on discharge or resignation in respect of accumulated sick leave.

Personal ill-health does not include ill-health which is the result of an accident or ill-health the result of misconduct.

MEAL ALLOWANCE.

15. Employees required to work a minimum of one and a half hours' overtime shall be entitled to 3s. 6d. tea money unless notified the previous day that they will be required to work overtime. If after having been notified accordingly and their service for overtime are not required the allowance of 3s. 6d. for tea money shall be payable.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS (OTHER THAN CONTINUOUS SHIFT WORKERS).

16. (a) All time worked except between 11 p.m. and midnight on Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day shall be paid for at the rate of double time; but if any other day be by Act of Parliament or Proclamation substituted for any of the abovementioned holidays, the special rate shall only be payable for work done on the day so substituted.

(b) Employees (other than casual employees and continuous shift workers) shall be paid at ordinary rates for Anzac Day and the holidays set out in the preceding sub-clause although they do not work.

PAYMENT OF WAGES.

17. Wages shall be payable weekly and not later than Thursday of each week. On pay day the finishing whistle shall be sounded five minutes earlier than the usual finishing time.

PIECEWORK.

18. The Board determines, under the provisions of section 150 of the *Factories and Shops Act 1928* (No. 3677), that any employer may fix and pay piecework prices to any person or persons or classes of persons employed at any work for which the Board has fixed the minimum wage, provided that such employer shall base such piecework prices on the earnings of an average worker working under like conditions, and such piecework prices shall be fixed so that an average worker can earn not less than the wages that are fixed by the Board for such work.

PERIODICAL ADJUSTMENT OF WAGES.

19. The wages rates for adult males 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 20.

BASIC WAGE.

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

ADJUSTMENT OF BASIC WAGE.

20. (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 19.

(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) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices, improvers or juvenile workers 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, 28th November, 1951.



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FRIDAY, JANUARY 25.

[1952

Factories and Shops Acts.

## DETERMINATION OF THE COMMERCIAL CLERKS BOARD.

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

(b) By Order in Council of the 25th September, 1951, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons, or classes of persons, employed as clerks, in meat works where killing is done, at work connected directly with the slaughtering of animals for export as meat or with the processing or the carcasses of such animals or the products therefrom, and confer such power exclusively on the Clerks (Meat Works) Board.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which has the power "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons employed by any banking company, insurance company, trustee company, barrister or solicitor, but including persons employed in his practice by a barrister or solicitor as a typewriter or stenographer) employed in connexion with some trade or business as a clerk, collecting clerk, time-keeping clerk, despatch clerk, store clerk, weighing clerk, cashier, typewriter, stenographer, bookkeeper, or telephone switchboard attendant," has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence on or after the 21st December, 1951, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

\*IMPROVERS.

MALES.					FEMALES.		
Wages Per Week.					Wages Per Week.		
Experience.	Commencing Age.				Experience.	Typistes, Stenographers or Operators of Calculating or Ledger-keeping Machines.	All Others.
	Under 16 Years.	16 Years.	17 Years.	18 Years or Over.			
	s. d.	s. d.	s. d.	s. d.		s. d.	s. d.
1st year .. ..	65 6	65 6	77 6	89 6	1st year .. ..	85 0	68 6
2nd year .. ..	83 6	83 6	93 6	125 6	2nd year .. ..	95 6	77 6
3rd year .. ..	103 6	107 6	125 6	153 0	3rd year .. ..	111 6	92 6
4th year .. ..	131 6	143 6	157 0	204 6	4th year .. ..	129 6	113 0
5th year .. ..	161 0	191 0	212 0	..	5th year and until 21 years of age ..	154 6	143 0
6th year and until 21 years of age ..	209 0	212 0	..	..			

Provided that nothing in this Determination shall have the effect of reducing the wage any employee was receiving up to the beginning of the first pay period to commence on or after the 18th November, 1949.

### PROPORTION (IN ANY PLACE)—IMPROVERS.

One improver to one or two; Two improvers to three or four; Three improvers to five } Workers receiving not less  
or six; And thereafter one improver to every three or fraction of three.. .. } than minimum wage.

\* NOTE.—The Board has determined that no apprentices shall be taken to the trade.

OTHER EMPLOYEES.  
WAGES PER WEEK.

	Within a Radius of 25 Miles of the General Post Office, Melbourne, and within a Radius of 10 Miles of the Post Office, Geelong.		All Other Parts of Victoria.	
	Males.	Females.	Males.	Females.
	s. d.	s. d.	s. d.	s. d.
Stenographers, typistes, or operators of calculating or ledger-keeping machines .. .. .	243 6	182 9	240 6	174 0
Telephone switchboard attendants .. .. .	243 6	180 9	240 6	174 0
All other adults .. .. .	243 6	177 0	240 6	171 6

WEEKLY HOURS (OTHER THAN SHIFT WORKERS).

3. The number of hours to constitute an ordinary week's work shall be 40.

4. TIMES OF BEGINNING AND ENDING WORK (OTHER THAN SHIFT WORKERS).

	Time of Beginning Work.	Time of Ending Work.
On the usual weekly half holiday .. .. .	8 a.m.	12 noon
On all other days of the week .. .. .	8 a.m.	6 p.m.

The provisions of this clause shall not apply to employees working in hotels, guest houses, boarding houses, restaurants, or coffee palaces, but the spread of hours for such employees shall not exceed nine (9) in any one day.

OVERTIME (OTHER THAN SHIFT WORKERS).

5. (a) Employees working in hotels, guest houses, boarding houses, restaurants, or coffee palaces shall be paid time and a half for all work done in excess of the number of hours fixed for an ordinary week's work.

(b) Employees working in any other place:—

- (i) Within the hours fixed in clause 4 in excess of hours fixed for an ordinary week's work
  - (ii) Outside the hours fixed in clause 4
- } Time and a half for the first four hours and double time thereafter.

For the purpose of administering the provisions contained in sub-clauses (a) and (b) hereof the minimum period for which an employee shall be paid overtime shall be one-half hour per week.

(c) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

SHIFT WORK.

6. 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 8 a.m.

(a) (i) Notwithstanding any other provisions of this Determination an employee may be employed upon shifts, in which case the ordinary hours for a week's work shall be 40, and shall be performed in shifts not exceeding 9 hours each in the case of a five-day week and not exceeding 8 hours each in the case of a six-day week. A Sunday may be included in either case.

(ii) A shift worker employed on an afternoon shift or on a night shift shall, for work done during the ordinary hours of any such shift, be paid ordinary rates plus an additional 10 per cent. for an afternoon shift, or an additional 12½ per cent. for a night shift.

(iii) The times of beginning and ending the shift of any employee shall not be altered without at least one week's notice to the employee concerned.

(iv) Twenty minutes shall be allowed to a shift worker for a meal during each shift between the fourth and fifth hour of such shift. Such meal break shall be counted as time worked.

Overtime for Shift Workers.

(b) A shift worker for all time worked—

- (i) in excess of the ordinary hours prescribed or
- (ii) on more than six shifts on any seven consecutive days; or
- (iii) on a rostered shift off;

shall be paid at the rate of time and a half, provided that time worked on any day in excess in the aggregate of ten hours of ordinary time and/or overtime, shall be paid for at the rate of double time.

(c) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

Saturday, Sunday and Holiday Rates for Shift Workers.

(d) (i) A shift worker whose ordinary working period includes a Sunday or a holiday as prescribed in clause 9) as an ordinary working day, shall be paid at the rate of time and a half for such ordinary time as occurs on such Sunday or holiday.

(ii) A shift worker whose ordinary working period does not include a Sunday or a holiday (as prescribed in clause 9) as an ordinary working day, shall, if required to work on any such Sunday or holiday, be paid double time for work done on either of such days.

(iii) A shift worker whose ordinary working period includes a Saturday shall in lieu of the shift rate prescribed in clause 6 (a) (ii) hereof, be paid time and a quarter for all work done between midnight Friday and midnight Saturday.

TERMS OF EMPLOYMENT.

7. All employees (other than casuals) willing, ready and available for work shall be paid the full weekly wage fixed herein, irrespective of the number of hours worked not exceeding 40. To terminate employment one week's notice shall be given by either employer or employee or in lieu thereof one week's wages shall be paid or forfeited, as the case may be. The provisions of this clause shall not apply in any instance where an employee is dismissed for misconduct.

Notwithstanding any provisions elsewhere contained herein, an employer may deduct payment for any day an employee cannot usefully be employed because of any strike, breakdown of machinery, or any stoppage of work by any such cause for which the employer cannot reasonably be held responsible. Provided that such standing down shall not be deemed a break in the continuity of the employment of the employee for the purpose of any rights under this Determination or any variation or modification thereto.

CASUAL LABOUR.

8. Casual hands, i.e., persons who are employed during any week for not more than one-half of the maximum number of hours fixed in the Determination as a week's work, shall be paid at the rate of time and a half on the hourly rate calculated *pro ratâ*, by dividing the weekly rate by the number of hours fixed for a week's work.

## SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS (OTHER THAN SHIFT WORKERS).

## 9. All work done on—

Sundays;  
 New Year's Day;  
 Australia Day;  
 Good Friday;  
 Easter Saturday;  
 Easter Monday;  
 Labour Day;  
 Anzac Day;  
 King's Birthday;  
 Melbourne Cup Day (within a radius of 25 miles of the G.P.O., Melbourne);  
 Christmas Day; and  
 Boxing Day

or any other day substituted by Act of Parliament or Proclamation for any of the above-mentioned holidays, shall be paid for as follows:—

Clerks or cashiers employed in hotels, guest houses, boarding houses, coffee palaces, or restaurants Time and a half.  
 All others .. .. . Double time.

Provided that this clause shall not apply to:—

Receiving clerks or punch or fare-checking clerks, outfit clerks, roster clerks, or other clerks in lieu of or in substitution for any such clerks in connexion with the traffic operations of tramways or employed in tramway sheds or tramway offices; or  
 Counter clerks, entering clerks, cashiers, label or despatch clerks employed in daily newspaper offices.

## HOLIDAYS.

10. No deduction shall be made from the wages of employees granted leave for the holidays specified in clause 9.

## 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) In addition to the above, shift workers shall be allowed for each twelve monthly qualifying period one week's leave including non-working days.

(c) Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a shift worker, he shall be entitled to have the period of two weeks' annual leave prescribed by the said Act increased by one half day for each month he is continuously engaged as aforesaid.

(d) If in any twelve-monthly qualifying period a shift worker lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid, in addition to all other amounts (including any payment in lieu of annual leave as prescribed by sub-clause (a) hereof) due to him, an amount equal to one-fiftieth of his ordinary pay for the period of employment as a seven day shift worker.

## SICK LEAVE.

12. (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—40 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 or her 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 be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st December, 1947, shall be disregarded, provided that any accumulated sick leave, not exceeding 160 hours of working time, standing to the credit of the employee on the 1st December, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

## TIME AND WAGES RECORDS.

13. Each employer shall keep time and wages records showing the name of each employee, the hours worked each day, and the wages and overtime paid each week. The time and wages record shall be open for inspection to a duly-accredited official of the Federated Clerks' Union of Australia during the usual office hours at the employer's office, or other convenient place, provided that only one demand for such inspection shall be made at the same establishment in any one fortnight, and such demand shall not be made unless the Secretary of the Union suspects that a breach of this Determination has been committed.

## MEAL PERIOD.

14. A meal period of not less than 30 minutes shall be allowed each employee: Such meal period shall be taken not later than five hours after commencing work.

## MEAL ALLOWANCE.

15. (a) Any employee who is required to work beyond one hour after the usual finishing hour of work shall be paid a meal allowance of 3s. 6d. This provision shall only apply within a radius of 25 miles of the G.P.O., Melbourne, and 10 miles of the Post Offices at Ballarat, Bendigo and Geelong.

(b) When overtime is worked in excess of two hours after the usual time of ceasing work a meal break of not less than 30 minutes shall be allowed. Such meal break shall be taken not more than five hours after the resumption of work from the previous meal period.

## BOILING WATER.

16. The employer shall provide facilities to enable the employee to obtain boiling water at meal times and rest periods.

## VEHICLE ALLOWANCES.

17. (a) Where an employer requires an employee to use his own bicycle in the performance of his duties, such employee shall be paid an allowance at the rate of 7s. 6d. per week for such period as the bicycle is used.

(b) Where an employer requires an employee to use his own motor vehicle in the performance of his duties, such employee shall be paid an allowance of not less than 4½d. per mile with a maximum amount of £3 per week for a motor cycle and 9d. per mile with a maximum amount of £5 12s. 6d. per week for a motor car.

(c) Where an employer provides a motor vehicle which is used by an employee in the performance of his duties, all expenses, including registration, running, and maintenance of such motor vehicle, shall be paid by the employer.

**UNIFORM ALLOWANCE.**

18. Where an employer requires any employee to wear any special uniform, dress, or clothing, such employee shall be paid an allowance of 3s. 6d. per week unless such uniform, dress, or clothing is supplied and laundered by the employer.

**PROTECTIVE CLOTHING.**

19. The employer shall provide uniforms and/or protective clothing for employees engaged in work likely to damage clothing, such as the use of duplicators, addressographs, or similar machines.

**REST PERIOD.**

20. All employees shall be allowed two rest intervals on each day as follows:—(a) The first ten minutes to be allowed between the time of commencing work and the usual meal interval; (b) the second of ten minutes to be allowed between the usual meal interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

**FLOOR COVERING.**

21. When an employee is required to work for a period exceeding half an hour on a floor of concrete, stone, or similar material, the employer shall provide suitable floor covering or other insulating material.

**PAYMENT OF WAGES.**

22. Wages, overtime, and allowances shall be paid during working hours not later than Thursday in each pay week.

**PERIODICAL ADJUSTMENT OF WAGES.**

23. The wages set out for adult males in clause 2 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 24.

*Basic Wage.*

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

**ADJUSTMENT OF BASIC WAGE.**

24. (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 23.

(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) The wages rates for adult females are based on a basic wage being 75 per cent of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of improvers shall be the appropriate percentages as set out hereunder, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

**IMPROVERS.**

MALES.					FEMALES.		
Experience.	Commencing Age.				Experience.	Typistes, Stenographers or Operators of Calculating or Ledger-keeping Machines.	All Others.
	Under 16 Years.	16 Years.	17 Years.	18 Years or Over.			
	Percentage of Basic Wage.					Percentage of Female Basic Wage.	
1st year .. .. .	33	33	39	45	1st year .. .. .	57	46
2nd year .. .. .	42	42	47	63	2nd year .. .. .	64	52
3rd year .. .. .	52	54	63	77	3rd year .. .. .	75	62
4th year .. .. .	66	72	79	100	4th year .. .. .	87	76
5th year .. .. .	81	96	100	+ 5s. 6d.	5th year and until 21 years of age	100	96
6th year and until 21 years of age	100 + 10s.	100 + 13s.	+ 13s.	..		+ 5s. 6d.	

P. A. RANDES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 6th December, 1951.