



# VICTORIA GOVERNMENT GAZETTE.

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No. 549]

WEDNESDAY, JULY 9.

[1952

Factories and Shops Acts.

## DETERMINATION OF THE LIFT BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, business, or occupation of a lift attendant" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 30th June, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

### EMPLOYEES.

	Weekly Wage. s. d.	Note.
Senior lift attendant (male or female), i.e., a person who directs passengers to and/or controls the departure of three or more lifts .. ..	254 0	The Board has determined that no apprentices shall be taken to the trade.
Lift attendants (male or female) .. ..	242 0	

### TERMS OF EMPLOYMENT.

3. Employees (other than casuals) ready, willing and available for work, shall be paid the weekly wage fixed irrespective of the number of hours worked not exceeding 40 hours per week.

### WAGES TO BE PAID IN FULL.

4. An employer shall not make any deduction from wages for meals supplied to lift attendants in hotels, coffee palaces, clubs, restaurants, or hospitals.

### TIMES OF BEGINNING AND ENDING WORK.

5. Time of beginning and ending work for lift attendants, other than those who are employed in lifts in hotels, clubs, coffee palaces, restaurants, or hospitals—

	Time of Beginning.	Time of Ending.
(i) On the day on which the half holiday is observed locally .. ..	8.15 a.m.	12.45 p.m.
(ii) on the other working days of the week .. ..	8.15 a.m.	6 p.m.

### OVERTIME.

6. The following rates shall be paid:—

- (1) Lift attendants who are employed in lifts in hotels, clubs, coffee palaces, restaurants, or hospitals—
- (a) For all work done in excess of nine hours on any one day .. .. } Time and a half.
- (b) For all work done in excess of 40 hours in any week .. .. }

Provided that all time worked after 12.45 p.m. on Saturday shall be paid for at the minimum rate of time and a half.

(2) All other lift attendants—

- (a) Outside the hours fixed as the times of beginning and ending work .. .. } Time and a half.
- (b) Within the hours fixed as the times of beginning and ending work in excess of 40 hours in any week }

### CASUAL ATTENDANTS.

7. Casual attendants, i.e., persons who are employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work, shall be paid at the rate of time and a half.

## SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.

8. Lift attendants (including casuals) employed in hotels, clubs, coffee palaces, restaurants, or hospitals shall be paid at the rate of double time for work done Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day (within the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder), Christmas Day, and Boxing Day; and all other lift attendants (including casuals) shall be paid double time for work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day (within the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder), Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall be payable only for the day so substituted.

## TERMINATION OF EMPLOYMENT.

9. One week's notice of termination of employment shall be given by either employer or employee, or one week's pay shall be paid or forfeited, as the case may be, in lieu thereof.

Provided that an employer may dismiss an employee without notice for malingering, inefficiency, neglect of duty, or misconduct and in such cases wages will be paid up to the time of dismissal only.

## RATIONING OF EMPLOYEES.

10. Where an employer desires to ration his employees he shall give at least three days' notice to each employee of his intention to ration such employee.

## SICK LEAVE.

11. (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, 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 July, 1949, shall be disregarded, providing that any accumulated sick leave (not exceeding 120 hours of working time) standing to the credit of the employee on the 1st July, 1952, 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.

## ANNUAL HOLIDAY.

12. 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.

## UNIFORMS AND OVERALLS.

13. (a) Where an employee is required by the employer to wear a uniform, such uniform shall be supplied by the employer and maintained in a clean condition without expense to the employee.

(b) Male operators of goods lifts with not less than two months' service with the same employer shall be supplied with overalls free of cost to the employee.

## MEAL HOUR.

14. (a) Employees in hotels, clubs, coffee palaces, restaurants, or hospitals shall be allowed meal intervals as follows:—

(i) Day shift employees (i.e. persons employed up to 3 p.m.) . . . . . Not more nor less than one hour between 11 a.m. and 3 p.m.

(ii) Afternoon shift employees (i.e. persons employed after 3 p.m.) . . . . . Not more nor less than one hour between 5 p.m. and 9 p.m.

(b) Other employees . . . . . Not more nor less than one hour between 11.45 a.m. and 2.15 p.m. and not more nor less than three-quarters of an hour between 5 p.m. and 7.15 p.m.

## MEAL MONEY.

15. Any employee (other than one employed in a hotel, club, coffee palace, restaurant, or hospital) required to work beyond one hour after the usual finishing hour of work as prescribed in clause 5 (ii) or before the usual commencing hour of work as prescribed in clause 5 (i) shall be paid not less than five shillings meal money in addition to the overtime rates as prescribed for in this Determination.

## REST PERIOD.

16. Each employee shall be allowed two rest intervals on each day as follows:—(a) The first of 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.

## CONTINUITY OF WORK.

17. The work of each day shall be continuous with the customary breaks for meals and rest periods as prescribed in clauses 14 and 16.

## PAYMENT FOR HOLIDAYS.

18. All employees not being paid casual rates shall be entitled to the holidays prescribed in clause 8, without deduction of pay.

## ROSTERED DAY OFF.

19. (a) An employee required to work on his or her rostered day off shall be paid at the rate of time and a half.

(b) An employee shall not be required to take his or her rostered day off on a holiday prescribed in clause 8.

## PAYMENT OF WAGES.

20. All payments of wages shall be made not later than the hour of ceasing work on Thursday of each week.

## SEATING FOR ATTENDANT.

21. A suitable seat shall be provided in each passenger lift for the use of the attendant.

## RADIATORS.

22. Radiators shall be installed in all passenger lifts.

**ELECTRIC FANS.**

23. Electric fans shall be installed in all passenger lifts where possible.

**ACCOMMODATION AND CHANGE ROOMS.**

24. (a) Change rooms and lockers shall be provided for the use of employees.  
 (b) Means for obtaining hot water and other suitable facilities shall be provided for employees to have meals.

**RIGHT OF ENTRY OF UNION OFFICIAL.**

25. A duly accredited representative of the Federated Lift Attendants' Union shall have the right to enter the establishment of any employer to which this Determination applies on one day per calendar month for a time not exceeding ten minutes, providing that such official is not interfering with the employee's work or offensive in his methods.

**TIME AND WAGES BOOK.**

26. An employer shall keep time and wages records showing the name of each employee, the hours worked each week and the wages and overtime paid to each employee. Such records shall be open for inspection by the Secretary of the Federated Lift Attendants' Union: Provided that an inspection shall not be demanded unless the Secretary of the Union suspects that a breach of the Determination has been committed.

**PERIODICAL ADJUSTMENT OF WAGES.**

27. The wages rates set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 28.

*Basic Wage.*

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State .. .. .	10 12 0	Melbourne

**ADJUSTMENT OF BASIC WAGE.**

28. (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 August, 1952, the amount of the basic wage shall be as prescribed in clause 27.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, 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, 11th June, 1952.

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No. 550]

WEDNESDAY, JULY 9.

[1952

Factories and Shops Acts.

DETERMINATION OF THE RABBIT PROCESSING BOARD.

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

(b) On the 19th June, 1951, the Shops Board No. 10 (Fish and Poultry) 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 in or in connexion with the trade, business, or occupation of preparing or processing uncooked rabbits or hares for the retail, wholesale, or export trade, and such power was conferred exclusively on the Rabbit Processing Board.

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 or in connexion with the trade, business, or occupation of preparing or processing uncooked rabbits or hares for the retail, wholesale, or export trade"—

has made the following Determination, namely:—

1. That on the 3rd June, 1952, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

	Apprentices or Improvers.	Percentage of Basic Wage.		Total Wage.
		%	s. d.	s. d.
Under 16 years of age	.. .. .	42		89 0
16 years of age	.. .. .	57		121 0
17 years of age	.. .. .	69		146 6
18 years of age	.. .. .	90		191 0
19 years of age	.. .. .	100	+ 29 0	241 0
20 years of age	.. .. .	100	+ 35 6	247 6

PROPORTION.

Males.

One apprentice or improver to every four or fraction of four adult workers.

	Other Employees.	Total Ordinary Wage.
		£ s. d.
Rabbit skimmers or boners	.. .. .	14 11 0
Grader who grades for the export trade	.. .. .	14 16 6
Females washing, processing and/or packing rabbits	.. .. .	14 2 6
All others	.. .. .	14 2 6

## EMPLOYEES IN FREEZING CHAMBER.

3. Notwithstanding the rates provided in clause 2, any employee who is required to work in a freezing chamber, the temperature of which does not exceed 40° F., for an aggregate of time exceeding one hour on any day, shall be paid for all work (whether inside or outside the chamber) done on such day at the rate prescribed for chamber hands by the Determination of the Frozen Goods Board.

## TIME OF BEGINNING AND ENDING WORK.

4. Time of beginning 6.30 a.m.: Time of ending 4.30 p.m. Monday to Friday inclusive.

## OVERTIME.

5. (a) Outside the hours fixed as the time of beginning and ending work .. } Time and a half provided that all work  
 Within the hours fixed as the time of beginning and ending work in } done after 12 noon on Saturday shall be  
 excess of eight hours on any day Monday to Friday inclusive .. } paid for at double time.  
 On Saturday .. .. . }

(b) An employee required to work more than 1½ hours overtime after the usual finishing time, Monday to Friday inclusive, shall be paid in addition to overtime an allowance of 4s. tea money.

## HOLIDAYS AND SPECIAL RATES.

6. (a) An employee, to become entitled to payment for any of the Public Holidays set out in sub-clauses (b) and (c) hereof, shall not be absent from his or her employment on either the day before or the day after such holiday, except as provided for in Clause 19 (Sick Leave), or with the consent of the employer.

(b) Double time shall be the special rate for all work done by time workers on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Melbourne Cup Day, Christmas Day and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

(c) For all work done Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Melbourne Cup Day, Christmas Day and Boxing Day, piece-workers shall be paid double the rates mentioned in clause 21.

(d) Piece-workers shall be entitled to be absent on the Public Holidays mentioned in sub-clause (c) hereof and shall for such days be paid at time workers rates.

(e) *Double Time.*—For work done on any holiday which otherwise would have been an ordinary working day, Double Time shall mean a rate of payment for such work at the employee's ordinary rate in addition to the ordinary rate of payment for that day.

## UNION PICNIC DAY.

7. Union Picnic Day shall be observed on the third Wednesday in January of each year.

## MINIMUM PAYMENT FOR SUNDAYS AND HOLIDAYS.

8. Any employee required to work on a Sunday or a Holiday mentioned in clause 6 (b) shall be given a minimum of four hours' work, or shall be paid for such period at penalty rates, which shall be double ordinary time.

## TIME RATES.

9. Any person employed between midnight Sunday and midnight Saturday on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to one-half the number of hours per week fixed in this Determination be paid the ordinary wage, with an addition of 33¼ per cent., and for each hour worked beyond the one-half aforesaid the rate of wages payable shall be the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

## WAITING TIME.

10. Employees (piece-workers included) who are required to wait for a longer period than thirty minutes before commencing work shall be paid for such excess at the wage rate provided for the class of work done. The work each day of a time worker once having commenced work shall, exclusive of meal breaks, be continuous.

## TIME RECORD.

11. All employees (including piece-workers) shall indelibly record their daily times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance. Any one of such means of recording shall be provided and maintained by the employer.

## UNION INSPECTION.

12. An accredited representative of the Federated Cold Storage and Meat Preserving Employees Union of Australia shall have access to the records of times recorded and wages received by employees provided that such inspection is made during working hours.

## DINING AND CHANGING ROOM.

13. A dining-room, changing-room, adequate washing facilities and in addition (where facilities are available) hot water for the making of tea shall be provided.

## PREMISES TO BE KEPT CLEAN.

14. The employer shall cause all rooms used by employees to be kept reasonably clean, and free from debris.

## WET WORK.

15. Where any wet work is performed waterproof aprons and rubber boots shall be provided free of cost to the employee.

## MEAL HOURS.

16. (a) A period of one hour may be allowed for breakfast between the hours of 8 a.m. and 9.30 a.m. by agreement. also a period of one hour for dinner shall be allowed between the hours of 11.30 a.m. and 1.30 p.m.

(b) Any employee required to work during a meal hour shall be paid double time, such double time to continue until such time as the employee has a meal break.

## SMOKE-OH.

17. Employees shall be entitled to a smoke-oh period of ten minutes each morning and afternoon.

## 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.

SICK LEAVE.

19. (a) Any employee who is absent from duty as a result of personal ill health or accident, shall be entitled to leave of absence without deduction of pay on the basis of half a day's ordinary pay for each complete month of service in each year.

Provided that such employee produces or forwards within 24 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, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year.

PROTECTIVE CLOTHING.

20. The employer shall supply daily free of charge to each employee engaged in the handling of unpacked rabbits or hares, a clean shirt and a pair of trousers, or other suitable clothing to be determined by the employer and the employee concerned, which shall remain the property of the employer and of which the employee shall take all reasonable care. Such clothing shall be collected by the employee from a person or place specified by the employer in the employee's own time prior to commencing work and shall be returned to the employer in the employee's own time on cessation of work each day and also on demand at any time to such person or place as is specified by the employer. If the employee wilfully damages or fails to return the clothing, the employer may recover from the employee concerned the cost of replacing such clothing so damaged or not so returned, or may deduct such cost from any monies payable to such employee.

The provisions of this clause shall operate as from the 1st July, 1952.

PIECEWORK.

21. The lowest piecework prices payable to any person engaged in the following kinds of work shall be :—

Skinning rabbits (heads off) .. .. .	6s. 4·6d. per 100
Skinning rabbits (heads on) .. .. .	8s. 4·5d. per 100
Skinning hares .. .. .	24s. 10·1d. per 100
Boning rabbit or hares (including washing weighing and taking in and out of chamber) .. .. .	2·6925d. per lb.

PERIODICAL ADJUSTMENT OF WAGES.

22. The wages rates set out in clause 2, are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed in clause 23. The piecework prices set out in clause 21 hereof shall be automatically adjusted from time to time in accordance with variations in the said basic wage as follows :—

- (a) *Skinning rabbits (heads off)*.—The rate per 100 as set out in clause 21 shall be increased or decreased by 0·2 pence for every 1s. increase or decrease in the said basic wage.
- (b) *Skinning rabbits (heads on)*.—The rate per 100 as set out in clause 21 shall be increased or decreased by 0·3 pence for every 1s. increase or decrease in the said basic wage.
- (c) *Skinning hares*.—The rate per 100 as set out in clause 21 shall be increased or decreased by 0·8 pence for every 1s. increase or decrease in the said basic wage.
- (d) *Boning rabbits or hares*.—The rate per lb. as set out in clause 21 shall be increased or decreased by 0·0075 pence for every 1s. increase or decrease in the said basic wage.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State .. .. .	£ s. d. 10 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

23. (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 August, 1952, the amount of the basic wage shall be as prescribed in clause 22.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, 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 the 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 of Juveniles 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, 3rd June, 1952.

