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Factories and Shops Acts.

DETERMINATION OF A WAGES BOARD ADJUSTED PURSUANT TO SECTION 21 OF THE FACTORIES AND SHOPS ACT 1934 (No. 4275).

I, Raymond Henry Beers, Secretary for Labour, in pursuance of the powers conferred by the Factories and Shops Acts, hereby make and issue the following adjusted Determination of the Wages Board referred to hereunder showing adjusted rates and prices to operate from the beginning of the first pay period to commence in May, 1953.

Dated at Melbourne, this
4th day of May, 1953.

RAY H. BEERS,
Secretary for Labour.

SADDLERY AND HARNESS BOARD.

Clauses 3, 5, 6 and 7 of the Determination published in *Government Gazette* No. 728 of the 27th July, 1951, shall be replaced by the following clauses:—

3.

WAGES PER WEEK.

										Within 20 miles of G.P.O. Melbourne; 10 miles of G.P.O. Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria.
										£ s. d.	£ s. d.
Journeyman	13 12 0	13 9 0
Journeywomen	9 10 0	9 7 6

In addition to the above rates the following shall be paid.

(a) Employees engaged in using offensive animal hair or similar offensive material in the saddlery and harness trade or repairing harness of a dirty or offensive nature shall be paid 3d. per hour extra, where the foreman and the employee agree that such hair and/or material is of an unusually offensive nature.

In the case of disagreement between the foreman and employee the employee or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the employee's claim by the employer's industrial officer (if there be one), or otherwise by the employer or the executive officer responsible for the management or superintendence of the plant concerned. In such case a decision shall be given on the employee's claim within 24 hours of its being asked for (unless that time expires on a non-working day in which case it shall be given during the next working day), or else the said allowance shall be paid.

(b) Female working on large machines (7·5, 45K, 7·27, or any similar class of machine, and Grummet), 3s. 6d. per week extra on above rates.

No. 367.—3994/53.—PRICE 3d.

APPRENTICES—MALES.

5. (a) The probationary period of trainee apprentices or apprentices shall not exceed three months.

(b) The minimum rates of wage to be paid to apprentices or probationers shall be not less than the following :—

							Wages Per Week.	
							Within 20 miles of G.P.O. Melbourne; 10 miles of G.P.O. Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria.
							s. d.	s. d.
Five-year terms—								
First year's experience	69 6	68 6
Second year's experience	81 0	80 0
Third year's experience	116 0	114 6
Fourth year's experience	185 6	183 0
Fifth year's experience	232 0	229 0
Four-year terms—								
First year's experience	69 6	68 6
Second year's experience	116 0	114 6
Third year's experience	185 6	183 0
Fourth year's experience	232 0	229 0

(c) Experience in this clause means actual experience whether as an apprentice or otherwise, in any one or more of the operations provided as apprenticeship operations.

(d) Except as otherwise provided minors may be engaged in the following occupations under contracts of apprenticeship or trainee apprenticeship framed in conformity with this Determination :—(1) Riding Saddle Maker; (2) Harness, harness saddle, bridle work, and strapping maker; (3) Cutting or clicking; (4) Whip and whipthong maker; (5) Collar maker.

(e) The period of apprenticeship shall not exceed four or five years including any period of experience in the occupation to which the minor is being apprenticed prior to entering into the indenture of apprenticeship.

(f) An employer especially qualified to teach apprentices may, with the consent of the Wages Board, employ a greater proportion of apprentices to tradesmen than herein specified.

(g) Until further order any contract of apprenticeship may contain the following provision :—

If through lack of orders or through financial difficulties the employer is unable at any time to find employment and training for an apprentice and if a transfer to another employer cannot be arranged, the obligations and duties imposed by the indenture may, with the concurrence of the apprentice and his guardian, be suspended for a period agreed upon, or if no such agreement is arrived at may be cancelled by the employer. The onus of proof of circumstances justifying such cancellation shall be on the employer.

(h) Any apprentice who cannot complete his full term of apprenticeship before reaching his twenty-second birthday may by agreement with his master serve as an apprentice until he reaches the age of twenty-three years.

(i) All wages shall be paid without deduction for specified holidays or for unavoidable absences through sickness to the number of forty hours of working time per annum.

(j) The apprentice at the end of the calendar period of any year in which he has actually given service to the master upon less than the ordinary working days prescribed in this Determination, or in which he has unlawfully absented himself without the master's consent shall, for every day short of the said number of working days, and for every day of such absence, serve one day, and the calendar period of the succeeding year of his service shall not be deemed to begin until the said additional day or days shall have been served.

(k) The ordinary hours of employment of apprentices shall be the same in each workshop as those of the journeymen.

(l) An apprentice under the age of eighteen years shall not be liable to work overtime unless he so desires.

(m) An apprentice shall not work under any system of piecework.

(n) An employer shall not, either directly or indirectly, or by any pretence or device receive from any person or require or permit any person to pay or give any consideration in the nature of a premium or bonus for the taking or binding of any probationer or apprentice.

(o) *Tools of Trade* :—All tools of trade necessarily required by an apprentice in the learning of his trade shall be supplied by the employer of the apprentice. Such tools of trade shall remain the property of the apprentice on completion of his indenture.

JUNIOR WORKERS—MALES.

6. (a) Junior workers may be employed at the following rates of pay :—

							Wages Per Week.	
							Within 20 miles of G.P.O. Melbourne; 10 miles of G.P.O. Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria.
							s. d.	s. d.
Under 16 years of age	69 6	68 6
16 and under 17 years of age	93 0	91 6
17 and under 18 years of age	116 0	114 6
18 and under 19 years of age	139 0	137 6
19 and under 20 years of age	185 6	183 0
20 and under 21 years of age	232 0	229 0

(b) The proportion of junior workers and apprentices allowed shall be :—

MALE EMPLOYEE RECEIVING AT LEAST
ADULT MALE BASIC WAGE.

1
2 to 20
Over 20

JUNIOR WORKERS INCLUDING
APPRENTICES.

1
1 for every 2 such male employees
A further 1 for every 3 such male employees over 20.

In computing the proportion under this sub-clause the number of such male employees employed for the whole of the previous six months shall be taken.

JUNIOR WORKERS—FEMALES.

7. Female junior workers may be employed at the following rates of pay:—

	Wages Per Week.	
	Within 20 miles of G.P.O. Melbourne; 10 miles of G.P.O. Geelong; at Warrnambool and within Mildura and Gippsland Districts.	Other Parts of Victoria.
	s. d.	s. d.
Under 16 years of age	69 6	68 6
16 and under 17 years of age	87 0	85 6
17 and under 18 years of age	99 0	98 0
18 and under 19 years of age	111 6	110 0
19 and under 20 years of age	122 0	120 0
20 and under 21 years of age	151 6	149 0

and thereafter the minimum wage prescribed for adult females as adjusted from time to time for the class of work which they are doing, provided, however, that a junior female, after four years' experience in the industry covered by this Determination shall be paid the full adult female rate prescribed in clause 3.

(a) For the purposes of this clause "experience" shall mean any form of employment in this industry.

(b) Employers who wilfully employ juniors without taking into account previous experience shall be guilty of a breach of this Determination.

(c) The proportion of female apprentices and/or junior workers shall not exceed two to one adult female receiving the minimum wage.

Clauses, other than clauses 3, 5, 6 and 7, of the said Determination shall remain in force.

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

2. The second part outlines the specific procedures for recording and reporting these activities. It details the steps involved in data collection, analysis, and the preparation of reports for management review.

3. The third part addresses the role of the audit committee in overseeing the financial reporting process. It highlights the committee's responsibility for ensuring that the financial statements are fair, balanced, and free from material misstatements.

4. The fourth part discusses the importance of internal controls in preventing and detecting errors or fraud. It provides guidance on how to design and implement effective internal control systems.

5. The fifth part covers the requirements for external audits and the role of the external auditor in providing an independent opinion on the financial statements.

6. The sixth part discusses the importance of communication and transparency in the financial reporting process. It emphasizes the need for clear and concise communication with stakeholders, including investors, creditors, and the public.

7. The seventh part discusses the importance of ongoing monitoring and evaluation of the financial reporting process. It highlights the need for regular reviews and updates to ensure that the system remains effective and relevant.

8. The eighth part discusses the importance of training and education for staff involved in the financial reporting process. It emphasizes the need for ongoing professional development to ensure that staff are up-to-date on the latest standards and practices.

9. The ninth part discusses the importance of documentation and record-keeping in the financial reporting process. It highlights the need for clear and concise documentation of all transactions and activities.

10. The tenth part discusses the importance of ethical considerations in the financial reporting process. It emphasizes the need for integrity and honesty in all reporting and the importance of adhering to the highest standards of ethical conduct.