



**VICTORIA**

**GOVERNMENT GAZETTE.**

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Factories and Shops Acts.

**DETERMINATION OF THE SHOPS BOARD No. 3 (BUTCHERS).**

Notes.—1. This Determination applies to the whole of the State of Victoria.

2. Butchering and/or Small Goods Making were proclaimed on the 9th October, 1939, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Melbourne.

3. By Order in Council, dated the 13th October, 1941, the Shops Board No. 4 (Butchers, Country), and the Shops Board No. 5 (Butchers, Provincial) were each deprived of its power and such power was conferred exclusively on the Shops Board No. 3 (Butchers).

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 butcher, or seller of meat, or maker or seller of small goods" has made the following Determination, namely:—

1. That on the 28th May, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (A)

EMPLOYEES (OTHER THAN APPRENTICES AND IMPROVERS).

*Division A.—Abattoirs or Meat Markets Within the Metropolitan District.*

	Weekly Wage.
	£ s. d.
Tacklemen .. .. .	18 5 0
Slaughterman .. .. .	17 11 3
Head and Feet Boners .. .. .	14 19 0
Scalders .. .. .	14 19 0
Meat Lumpers .. .. .	14 15 6
Offal labourers (including persons handling, or breaking out crown fats from offals sent to boiling down) .. .. .	14 11 6
General labourers .. .. .	14 8 6

2. (A)—continued.

	Weekly Wage.		
	(a) Within 20 Miles of G.P.O., Melbourne (other than those specified in Division A).	(b) Within 10 Miles of G.P.O. at Geelong and Warrnambool.	
	At Yallourn.	All other Parts of Victoria.	
	Per Week.	Per Week.	Per Week.
	£ s. d.	£ s. d.	£ s. d.
<b>Division B.—Retail Shops.</b>			
(a) Employees in country butchers' shops required to do any slaughtering as herein defined in the slaughter-house associated with such shop for more than 20 hours per week	14 14 6	15 1 0	14 13 6
(b) Employees who do slaughtering for 20 hours or less in a slaughter-house associated with a butcher's shop— Whilst employed on such work	14 14 6	15 1 0	14 13 6
Whilst employed on other work	At the rates prescribed for such work.		
(c) Slaughtermen employed in abattoirs outside the metropolitan area of Melbourne	15 1 0	15 7 6	15 0 0
(d) General butcher in charge of branch shop is one whose duties consist of responsibilities with respect to the management or carrying on of the business of such branch shop over and above the duties of a general butcher for 20 hours or more per week	14 13 0	14 19 6	14 12 0
(e) General butchers who in the course of their duties act as shopmen or who are engaged principally cutting for window displays	14 7 0	14 13 6	14 6 0
(f) Other general butchers not called on to serve in shops and including men who cut and deliver meat to customers outside the shop	14 4 0	14 10 6	14 3 0
(g) Salesmen and/or saleswomen	14 1 0	14 7 6	14 0 0
(h) Small goods makers in butchers' shops, boners, salters, scalders, and cookers	14 6 6	14 13 0	14 5 6
(i) Ordermen who deliver but do not cut meat and who are not carters and drivers	13 9 0	13 15 6	13 8 0
(j) All others	13 6 0	13 12 6	13 5 0
Proportion of Salesmen and/or Saleswomen.			
The number of salesmen and/or saleswomen employed in any one shop shall not exceed one to every three or fraction of three employees employed as general butchers under classifications (d) (e) and (f) above.			
<b>Division C.—Small Goods Section.</b>			
(a) Employees in the country required to do any slaughtering as defined in Division B in the slaughter-house associated with a butcher's shop or small goods factory for more than 20 hours per week	14 14 6	15 1 0	14 13 6
(b) Employees who do slaughtering 20 hours or less per week in a slaughter-house associated with a butcher's shop or small goods factory— Whilst employed on such work	14 14 6	15 1 0	14 13 6
Whilst employed on other work	At the rates prescribed for such work.		
(c) Men employed principally on mixing machines and/or responsible for making of small goods	14 12 0	14 18 6	14 11 0
(d) Fillermen	14 2 6	14 9 0	14 1 6
(e) Small goods makers, butchers, small goods sellers from vehicle who collect cash, boners, salters, scalders, and cookers	14 6 6	14 13 0	14 5 6
(f) Packing-room hands	13 14 6	14 1 0	13 13 6
(g) Linkers and table hands	13 13 6	14 0 0	13 12 6
(h) All others	13 6 0	13 12 6	13 5 0
<b>Division D.—Carters and Drivers and Meat Lumpers Employed in or in Connexion with Abattoirs or Meat Markets.</b>			
Meat Lumpers	14 15 6	15 2 0	14 12 6
Drivers of Motor Vehicles—			
Not exceeding 25 cwt. capacity	14 8 0	14 16 0	14 4 6
Exceeding 25 cwt. but not exceeding 3 tons capacity	14 13 0	15 1 0	14 9 6
Exceeding 3 tons capacity	14 18 0	15 6 0	14 14 6
Horse Drivers—			
One horse	14 5 0	14 13 0	14 1 6
Two horses	14 8 0	14 16 0	14 4 6
Three horses	14 11 0	14 18 6	14 7 0
Head stableman (if more than one employed)	14 2 6	14 10 6	14 0 0
Other stablemen or grooms	13 17 6	14 5 6	13 13 6
Drivers of loaded motor vehicles, except tractors, drawing a loaded trailer	1/- per day in addition to the rate specified	1/- per day in addition to the rate specified	1/- per day in addition to the rate specified
Drivers, who, during the day, are engaged in carting blood manure or offensive offal			
Drivers who are required to cart meat before 7 a.m. shall be paid as follows:—			
From 1st May to 31st October	10d. per hour in addition to the rate specified	10d. per hour in addition to the rate specified	10d. per hour in addition to the rate specified
From 1st November to 30th April	7d. per hour in addition to the rate specified	7d. per hour in addition to the rate specified	7d. per hour in addition to the rate specified

2. (A)—continued.

Division E.—Carters and Drivers (Not Elsewhere Included).

	Weekly Wage.		
	(a) Within 20 Miles of G.P.O., Melbourne (other than those specified in Division A).	(b) Within 10 Miles of G.P.O. at Geelong and Warrnambool.	All other Parts of Victoria.
	At Yallourn.	At Yallourn.	At Yallourn.
	Per Week.	Per Week.	Per Week.
	£ s. d.	£ s. d.	£ s. d.
(1) Drivers of motor vehicles—			
(i) not exceeding 25 cwt. capacity .. .. .	13 12 0	13 18 6	13 11 0
(ii) exceeding 25 cwt. capacity but not exceeding 3 tons capacity ..	13 16 0	14 2 6	13 15 0
(iii) exceeding 3 tons capacity but under 6 tons capacity .. .	13 19 0	14 5 6	13 18 0
(iv) for each complete ton over 5 tons an extra 1s. per week			
(v) motor (not being a tractor) drawing trailer 1s. per day extra for each trailer			
(2) Horse drivers—			
(i) one horse .. .. .	13 7 0	13 13 6	13 6 0
(ii) two horses .. .. .	13 12 0	13 18 6	13 11 0
(iii) three horses .. .. .	13 15 0	14 1 6	13 14 0
(iv) four horses .. .. .	13 17 0	14 3 6	13 16 0

Division F.—Employees on Gas Producer Units.

In addition to the rates prescribed employees shall be paid the following additional rates and granted the following conditions:—

- (1) Driver of motor vehicle fitted and operated with a charcoal gas producer unit—for each day or portion thereof upon which he is called upon to drive such vehicle—an extra 1s. 3d.  
Such driver for each day or portion thereof upon which he is called upon to clean the hopper and/or final filter of such unit—an extra 1s. 3d.  
Cleaner of gas producer unit who is not a driver, for each day or part thereof upon which he is called upon to clean—an extra 1s. 3d.
- (2) Suitable overalls and gloves shall be provided by employers for the employees mentioned in paragraph (1) hereof.
- (3) Employers shall provide proper washing conveniences for such employees and also hot water or some other efficient cleansing material.

2. (B)

APPRENTICES AND IMPROVERS.

Apprentices and Improvers (other than Carters and Drivers) employed in Abattoirs or Meat Markets within the Metropolitan District.			Improvers employed as Carters and Drivers in or in connexion with Abattoirs or Meat Markets in all Areas to which this Determination applies.		
Weekly Wage.			Weekly Wage.		
	Percentage of Basic Wage.	£ s. d.		Percentage of Basic Wage.	£ s. d.
1st year's experience .. .. .	64	7 8 6	Under 18 years .. .. .	85	9 17 0
2nd year's experience .. .. .	77	8 18 6	18 years and under 19 years ..	100 + 1s. 6d.	11 13 6
3rd year's experience .. .. .	88	10 4 0	19 years and under 20 years ..	100 + 13s. 6d.	12 5 6
4th year's experience .. .. .	100 + 21s.	12 13 0	20 years .. .. .	..	Minimum Wage
5th year's experience .. .. .	..	Minimum Wage			

PROPORTION (BY ANY EMPLOYER).

*Apprentices.*

One apprentice to every three or fraction of three workers receiving not less than the minimum wage prescribed by this Determination.

*Improvers.*

Such number of improvers as shall not, together with apprentices, exceed, in the aggregate, one to every three or fraction of three adult weekly workers receiving not less than the minimum wage.

No carter or driver under 19 years of age shall be allowed to drive or be in charge of more than one horse in the Metropolitan District.

No carter or driver under 18 years of age shall be allowed to have sole charge of a motor vehicle.

PROPORTION (BY ANY EMPLOYER).

One improver to every five drivers receiving not less than the minimum wage.

## 2. (C) (i)

## APPRENTICES NOT ELSEWHERE INCLUDED.

(Other than those covered by the Apprenticeship Commission.)

Retail Butchers Shops.	Percentage of Classification (e) of Division B. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O. at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
<i>Five-year Term—</i>				
First year .. .. .	30	4 6 0	4 8 0	4 6 0
Second year .. .. .	40	5 15 0	5 17 6	5 14 6
Third year .. .. .	55	7 18 0	8 1 6	7 17 6
Fourth year .. .. .	75	10 15 0	11 0 0	10 14 6
Fifth year .. .. .	95	13 12 6	13 19 0	13 11 6
<i>Four-year Term—</i>				
First year .. .. .	40	5 15 0	5 17 6	5 14 6
Second year .. .. .	50	7 3 6	7 6 6	7 3 0
Third year .. .. .	75	10 15 0	11 0 0	10 14 6
Fourth year .. .. .	95	13 12 6	13 19 0	13 11 6

and thereafter not less than the minimum rate for tradesmen in the section of the trade to which the apprentice was indentured. Provided, however, that no apprentice on reaching 21 years of age shall receive less than the basic wage and loadings for the area or place in which he is employed.

Small Goods Factories.	Percentage of Classification (e) of Division C. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O. at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
<i>Five-year Term—</i>				
First year .. .. .	30	4 6 0	4 8 0	4 5 6
Second year .. .. .	40	5 14 6	5 17 0	5 14 0
Third year .. .. .	50	7 3 0	7 6 6	7 2 6
Fourth year .. .. .	75	10 15 0	10 19 6	10 14 0
Fifth year .. .. .	95	13 12 0	13 18 6	13 11 0
<i>Four-year Term—</i>				
First year .. .. .	40	5 14 6	5 17 0	5 14 0
Second year .. .. .	50	7 3 0	7 6 6	7 2 6
Third year .. .. .	75	10 15 0	10 19 6	10 14 0
Fourth year .. .. .	95	13 12 0	13 18 6	13 11 0

and thereafter not less than the minimum rate for tradesmen in the section of the trade to which the apprentice was indentured. Provided, however, that no apprentice on reaching 21 years of age shall receive less than the basic wage and loadings for the area or place in which he is employed.

(ii) Except as hereinafter provided in those portions of the State of Victoria not covered by the Apprenticeship Commission male juniors coming into the retail butchering (including Country Slaughtering) division of the industry shall only be employed as apprentices. The terms of such apprenticeship shall be as follows:—

*Contract of Apprenticeship.*

- (a) Every contract of apprenticeship hereinafter made shall be in the terms of the indenture as prescribed by the Wages Board.

*Probationary Period.*

- (b) Male juniors may be taken on probation for a period of four months and if apprenticed such four months shall count as part of their period of apprenticeship.

*Tuition During Apprenticeship.*

- (c) (1) An apprentice butcher shall not be deemed to have been taught his trade by the employer unless during the period of apprenticeship he is taught the following work and brought to reasonable proficiency on such work:—

*During the first year:* Breaking up forequarters of beef and hanging same and naming the different cuts of beef, mutton, pork and veal.

*During the second year:* Breaking up hindquarter of beef and hanging same and boning.

*During the third year:* Cutting down sheep, pork and veal; arranging meat in chiller; making dripping; rolling spice beef.

*During the fourth and fifth years:* Making pickle; pumping meat; general shop work; serving and cutting meat; making of beef and pork sausages and smallgoods work usually done in a retail butchering establishment.

- (2) An apprentice slaughterman shall not be deemed to have been taught his trade by the employer, unless, during the period of apprenticeship he is taught the following work and brought to reasonable proficiency on such work:—

*During the first year:* Gut running; skinning feet; fronting out; cleaning of tripes or calves' heads and feet.

*During the second year:* Pelting and legging sheep and necking off; dressing pigs and calves.

*During the third year:* Grounding; backing off; sawing down.

*During the fourth and fifth years:* Quartering; making tallow; caring for hides; care of yards generally.

(3) An apprentice small goods maker shall not be deemed to have been taught his trade by the employer unless during the period of apprenticeship he is taught the following work and brought to reasonable proficiency on such work :—

First year: Learning qualities, quantities and grades of meat; grading and mixing; use of and care of knife.

Second year: Mixing meat and using silent cutters; learning ingredients; arranging meat in chiller.

Third year: Cooking and dyeing meats; linking sausages of all types; using filling and linking machines.

Fourth year: Making pickle; pumping meat; and to be thoroughly competent in all trades.

*Period of Apprenticeship.*

(d) The period of apprenticeship shall be 5 years, but, if the apprentice has reached the age of 17 years, the period shall be four years.

*Wages.*

(e) The minimum weekly rates of wage for apprentices shall be as set out in sub-clause (C) of this clause.

*Conditions of Employment.*

(f) The hours and conditions of employment, shall, except as otherwise provided by this Determination, be the same as the journeyman covered by this Determination.

*Unapprenticed Juniors.*

(iii) Except as provided in sub-clauses (i) and (ii) of this clause unapprenticed juniors in employment at the time of the making of this Determination may be employed on the following terms :—

(a) No such junior shall leave or resign except in pursuance of a written agreement signed by him, his parents or guardian and his employer.

(b) The wage rates of unapprenticed junior labour in retail butchers' shops shall be as follows :—

Age.	Percentage of Classification (e) of Division B. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O., at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
Under 20 years of age .. .. .	75	10 15 0	11 0 0	10 14 6
20 to 21 years of age .. .. .	95	13 12 6	13 19 0	13 11 6

and thereafter not less than the minimum rate for tradesmen in the section of the trade in which the employee is employed.

(c) The wage rates of unapprenticed junior labour in small goods factories shall be as follows :—

Age.	Percentage of Classification (e) of Division C. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O., at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
Under 17 years of age .. .. .	30	4 6 0	4 8 0	4 5 6
17 to 18 years of age .. .. .	40	5 14 6	5 17 0	5 14 0
18 to 19 years of age .. .. .	50	7 3 0	7 6 6	7 2 6
19 to 20 years of age .. .. .	75	10 15 0	10 19 6	10 14 0
20 to 21 years of age .. .. .	95	13 12 0	13 18 6	13 11 0

and thereafter not less than the minimum rate for tradesmen in the section of the trade in which the employee is employed.

(d) Juniors 16 years of age and over may be employed as assistants to small goods sellers from carts at the following rates of pay :—

Age.	Percentage of Classification (e) of Division C. of Clause 2.	Within 20 Miles of G.P.O., Melbourne, and within 10 Miles of G.P.O., at Geelong and Warrnambool.	At Yallourn.	All Other Parts of Victoria.
	%	£ s. d.	£ s. d.	£ s. d.
Under 18 years of age .. .. .	50	7 3 0	7 6 6	7 2 6
18 to 19 years of age .. .. .	75	10 15 0	10 19 6	10 14 0
19 to 20 years of age .. .. .	85	12 3 6	12 9 0	12 2 6
20 to 21 years of age .. .. .	95	13 12 0	13 18 6	13 11 3

and thereafter not less than the minimum rate for small goods sellers from carts.

*Proportion of Apprentices and Improvers.*

The number of apprentices and improvers employed in any shop, slaughterhouse or smallgoods factory or of a shop, abattoirs, slaughterhouse and factory combined shall not exceed one to every three or fraction of three adult weekly employees. An employer actually working in the shop, abattoirs, slaughterhouse or factory for the whole or at least a substantial part of his time shall be treated as an adult for the purpose of this clause.

**PROVISIONS APPLICABLE TO PERSONS (OTHER THAN MEAT LUMPERS AND CARTERS AND DRIVERS) EMPLOYED IN ABATTOIRS OR MEAT MARKETS WITHIN THE METROPOLITAN DISTRICT.**

**WEEK'S WORK FOR SLAUGHTERMEN.**

3. The maximum amount of work to be done by slaughtermen in any week shall be—

Sheep and/or Lambs.			Beef.
During July, August, September and October.		Other Months.	
Woolly Sheep.	Other Sheep and/or Lambs (including Ram Lambs).	Sheep and/or Lambs (including Ram Lambs).	Carcasses.
295 with a maximum of 64 per day on Monday to Friday inclusive and 22 on Saturday	315 with a maximum of 68 per day on Monday to Friday inclusive and 24 on Saturday	315 with a maximum of 68 per day on Monday to Friday inclusive and 24 on Saturday	49 with a maximum of 11 per day on Monday to Friday inclusive and 4 on Saturday  Provided that the daily quota of beef carcasses where men work in a team shall be ascertained by dividing the number of carcasses slaughtered by the number of men in the team

Where on any day a slaughterman is engaged in mixed killing, he shall not exceed the equivalent of eleven beef carcasses on the basis that one beef carcass equals six woolly sheep or six and one third other sheep and/or lambs (including ram lambs).

A slaughterman's work shall consist of sticking down, taking out neck sweetbreads (if any), taking off the skin, taking out offal, wiping up the carcass, and hanging, all in a workmanlike manner.

Time taken off for collecting pay shall not affect the day's tally.

**EXTRA RATES.**

4. For the purposes of computing the payment for stock treated:—

- (i) Rams under 84-lb. shall count as two, 84-lb. or over shall count as three.
- (ii) Daggly and/or maggotty sheep and lambs shall be treated after being stuck and before being legged provided that if they are not treated each one shall count as two.
- (iii) Diseased cattle, sheep and/or lambs which are condemned by the Veterinary Officer or Chief Meat Inspector for diseases contagious to humans beings shall count as two.
- (iv) Heavy sheep, woolly or shorn, over 64-lb graded weight, shall count as one and a half.
- (v) Downer cattle, sheep or lambs, i.e., cattle, sheep or lambs which cannot walk into the sticking pen and are treated by regular full-time slaughtermen, shall count as two.
- (vi) Bulls, 300-lb. or over freezer weight, shall count as two.
- (vii) Cattle, sheep or lambs treated for kosher purposes shall count as one and a third.

The above penalty rates shall be paid without any reduction in tallies. Extra rates prescribed in this clause shall not be cumulative.

**HOURS.**

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

The hours of work on any day shall be continuous except for a meal interval of one hour which shall be allowed between the hours of 12 noon and 1.30 p.m. on Monday to Friday inclusive.

**TERMS OF ENGAGEMENT.**

6. All employees (other than casuals) shall be paid the full weekly wage fixed herein irrespective of the hours worked not exceeding the weekly hours fixed.

**EMPLOYEE'S WEEK.**

7. When any employee is engaged for a week's work, each week shall commence from the day on which he is engaged.

**TIMES OF BEGINNING AND ENDING WORK.**

8.	Time of beginning.	Time of ending.
Slaughtermen—	{ 7.30 a.m. . . . .	4.40 p.m., Monday to Friday inclusive.
	{ 7.30 a.m. . . . .	10.40 a.m., Saturday.
All other persons—	{ 7.30 a.m. . . . .	5 p.m., Monday to Friday inclusive.
	{ 7.30 a.m. . . . .	11 a.m., Saturday.

**OVERTIME.**

9. The following rate shall be paid for overtime:—

Within the hours fixed as the times of beginning and ending work in excess of the number of	} Time and a half.
hours fixed for a week's work	
Outside the hours fixed as the times of beginning and ending work	

**TEA MONEY.**

10. Any employee required to work overtime for more than one and a half hours on any day without having been notified on the preceding day that he would be required so to work shall be paid the amount of two shillings in addition to any overtime payment to which he may be entitled.

**CASUAL LABOUR.**

11. Casual employees (i.e., persons 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 one fifth of the weekly wage for the class of work they perform plus 15 per cent for each day or part of a day on which they are employed.

## PAYMENT FOR HOLIDAYS.

12. Employees (other than casual employees) shall be entitled to the following holidays without deduction of pay :—  
Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Melbourne Cup Day, Butchers' Picnic Day, and Coronation Day (2nd June, 1953).

## SPECIAL RATE FOR SUNDAY AND HOLIDAYS.

13. Double time shall be the special rate payable for all work done on Sunday and the holidays mentioned in clause 12, but if any other day be by Act of Parliament or Proclamation substituted for any of such holidays, the special rate shall be payable only for work done on the day so substituted.

## NOTICE TO WORK ON HOLIDAYS.

14. Except in the case of unavoidable accident or emergency, three days' notice shall be given to an employee who is required to work on a holiday prescribed in this Determination.

## SICK LEAVE.

15. (a) Any employee who 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 non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 80 hours of working time, which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

## ANNUAL HOLIDAYS.

16. 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.

## SMOKO INTERVAL.

17. All employees shall be allowed twenty minutes smoko each forenoon and afternoon without deduction of pay.

## PAYMENT OF WAGES.

18. Wages shall be paid not later than Friday in each week, and must be paid during working hours.

## TERMINATION OF EMPLOYMENT.

19. Except in a case where an employee is inefficient or has been guilty of a misdemeanour seven days' notice of termination of employment shall be given by either employer or employee.

Provided that this clause shall not apply to tacklemen, slaughtermen, or labourers.

## STOP WORK MEETINGS.

20. No stop work meetings shall be held by employees during working hours. If, in contravention of this clause, a stop work meeting should be held, the pay for the time lost may be deducted.

## STOPPAGES OF WORK.

21. An employer shall not be required to pay for any time the employee cannot usefully be employed because of any strike or other stoppages of work by any cause for which the employer cannot reasonably be held responsible.

## TIME BOOK FOR SLAUGHTERMEN.

22. Every slaughterman shall indelibly record daily his correct time of beginning and ending work, also the daily tally of work performed by him in a book which shall be furnished by the employer. Such time book shall be produced for inspection during reasonable hours to the Secretary of the Australasian Meat Industry Employees Union or any official thereof duly authorized in writing by the President and Secretary of the local branch or sub-branch of the Union.

## WORKING SPACE FOR SLAUGHTERMEN.

23. Slaughtermen slaughtering sheep or lambs shall not be required to work at a distance less than 4 feet apart, measured from centre to centre. The provisions of this clause shall not operate until the 1st January, 1953.

## TREATMENT OF INJURED STOCK.

24. (a) The employer shall have power to call on slaughtermen during the following periods to kill stock that require immediate treatment, viz. :—During smoko intervals, between 12 and 1 p.m., and after 5 p.m. on week days, and after 11 a.m. on Saturdays. Stock killed during such periods are to be considered extra to the day's tally, and shall be paid for at one and a half times the ordinary rates.

(b) Where a watchman is employed, he shall be able during his period of watch, but not during the hours when slaughtering operations are being carried on, to kill and dress any injured or crippled sheep or lambs that may require attention.

## HANDLING OF CONDEMNED CARCASSES.

25. The employer shall provide ample quantities of hot water, soap and disinfectant (such as cyllin, ixol, &c.) for the use of employees required to handle carcasses of animals condemned by meat inspectors as unfit for human consumption because of disease.

## GRINDSTONE.

26. An employer shall provide grindstones in the proportion of one grindstone to every 20 slaughtermen employed by him.

## PROTECTIVE CLOTHING.

27. The employer shall supply daily free of charge to each employee engaged in slaughtering animals, the dressing of carcasses and the handling of meat, and offal, a clean singlet and a pair of khaki trousers which shall both remain the property of the employer and of which the employee shall take all reasonable care. Such singlet and trousers 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 them or either of them, the employer may recover from the employee concerned the cost of replacing such singlet and or trousers so damaged or not so returned, or may deduct such cost from any monies payable to such employee.





## PROTECTIVE CLOTHING.

38. The employer shall supply daily free of charge to each employee engaged in the handling of meat and offal, clean suitable clothing 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 them, 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.

## SMOKO.

39. Employees shall be given two smokos of ten minutes' duration on each day Monday to Friday and one of ten minutes duration on Saturday at times fixed by the employer.

## PAY DAY.

40. Wages shall be paid not later than Friday in each week in the employer's time.

## GENERAL CONDITIONS OF EMPLOYMENT.

41. All employers shall keep a time and wages book in which shall be entered the names of all employees, the hours worked and the wages received. Such book shall be opened for inspection during reasonable hours by the Secretary of the Australasian Meat Industry Employees Union.

## PROVISIONS APPLICABLE TO CARTERS AND DRIVERS EMPLOYED IN CONNEXION WITH ABATTOIRS AND MEAT MARKETS IN ALL AREAS TO WHICH THIS DETERMINATION APPLIES.

## HOURS OF WORK.

42. The hours of duty of employees shall not (without payment for overtime) exceed 40 hours per week, and the daily hours shall not (without payment for overtime) exceed 9 hours 40 minutes on Monday to Friday, and 6 hours on Saturday.

Except as provided by Clause 2 (A) and except in the case of stablemen and grooms, such daily hours shall be worked between 7 a.m. and 6 p.m. on Monday to Friday, and 7 a.m. and 1 p.m. on Saturday.

The hours of duty on any day shall be continuous except for meal intervals.

No employee shall be required to work for a longer period than five hours without a suitable interval for a meal.

Drivers who start work at 2 a.m. or earlier on not less than 3 days per week shall finish their week's work at 2 p.m. on Friday. All work performed after 2 p.m. on Friday shall be paid for at the rate of time and a half.

## OVERTIME.

43. All time worked in excess of 9 hours 40 minutes on Monday to Friday, and in excess of 6 hours on Saturday, or in excess of 40 hours per week, shall be paid for at the rate of time and a half.

## WEEKLY ENGAGEMENT.

44. Except in the case of casual employees, all employment shall be by the week. Employees to become entitled to payment on a weekly basis shall perform such work as the management shall from time to time require on the days and during the hours specified.

Employment shall be terminated only by a week's notice on either side such notice to be given at any time during the week. This shall not affect the right of the management to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, in which case 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 or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot be reasonably held responsible.

## CASUAL EMPLOYEES.

45. Casual employees (i.e., persons employed during any week for not more than one-half the maximum number of hours fixed as a week's work) shall be paid one-fifth of the weekly wage for the class of work they perform, plus 15 per cent. for each day or part of a day on which they are employed.

Where a casual employee is required to perform more than one kind of function on any one day, he shall be paid for the whole day at the highest rate prescribed for any of the functions.

## SICK LEAVE.

46. (a) Any employee who 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 non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 80 hours of working time, which shall be the maximum amount of leave to which an employee may be entitled in any year without deduction of pay.

## HOLIDAYS.

47. Employees, other than casuals, shall be entitled to the following holidays without deduction of pay:—

Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Butchers' Picnic Day, and within the Metropolitan District, Coronation Day (2nd June, 1953).

Provided that within the Metropolitan District, Melbourne Cup Day shall be observed as a holiday in lieu of Queen's Birthday.

## SUNDAY AND HOLIDAY RATES.

48. (a) Except as hereinafter provided, all time of duty on Sunday and Public Holidays herein prescribed shall be paid for at the rate of double time, that is two days' pay on Sunday, and one day's pay on public holidays in addition to the weekly wage.

(b) Stablemen and grooms, part of whose duties are to feed and attend to horses every day, shall not be entitled to any extra pay for working on Sunday if they are allowed one clear day's rest in seven. If they work on seven days in one week they shall be entitled to Sunday rates for work done on Sunday.

Stablemen and grooms shall not be entitled to any extra pay for work done on public holidays if engaged in the performance of their ordinary duties.

Stablemen and grooms who are required to work continuously seven days in the week shall be allowed one week's holiday on full pay at the expiration of each twelve months' service.

(c) Drivers who are required to be on duty on Sunday to feed and attend to horses where the employer does not employ any stablemen, shall be paid for such Sunday work at double rates.

**MINIMUM OF WORK ON A SUNDAY OR A HOLIDAY.**

49. Any employee required to work on a Sunday or a holiday as prescribed in clause 47 shall be entitled to four hours' pay at double rates provided that he is available for work during such four hours.

**NOTICE TO WORK ON HOLIDAYS.**

50. Except in the case of unavoidable accident or emergency, three days' notice shall be given to an employee required to work on a public holiday prescribed in this Determination.

**STOPPAGES OF WORK.**

51. An employer shall not be required to pay for any time the employee cannot usefully be employed because of any strike or other stoppages of work by any cause for which the employer cannot reasonably be held responsible.

**PROTECTIVE CLOTHING.**

52. The employer shall supply daily free of charge to each employee engaged in the handling of meat and offal, clean suitable clothing 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 them, 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.

**MIXED FUNCTIONS.**

53. Where an employee performs on any day functions of a mixed character, he shall be paid for that day at the rate applicable to the function for which the highest rate is payable.

**PAYMENT OF WAGES.**

54. Wages shall be paid not later than Thursday in each week in the employer's time.

**PROVISIONS APPLICABLE TO ALL OTHER PERSONS.****CASUAL EMPLOYERS.**

55. (a) A casual employee, that is, an employee who is not employed for a full week, shall be paid one fifth of a five day week or two-elevenths of a five and half day week prescribed in this Determination for the class of work he performs plus 15 per cent. of such rate for each day or part of a day on which he is employed. For time worked in excess of 3 hours in a five day week or 7½ hours in a five and half day week, time and a half rates shall be paid.

(b) Where a casual employee is required to perform more than one class of work on any one day, he shall be paid for the whole of that day at the highest wage prescribed in this Determination for any of the work which he performs.

(c) In addition to the rate payable under sub-clause (a) hereof casual employees shall be paid all fares reasonably and necessarily incurred.

**LIMITATION OF FEMALE LABOUR IN RETAIL BUTCHERS SHOPS.**

56. (a) Except as provided in this clause no female shall be engaged to work or be employed in a retail butcher's shop: Provided that an employer may engage one or more females to act as a cashier or cashiers and to perform general clerical work in any shop the number so engaged not to exceed that necessarily required to perform such work in such shop: Provided further that a female having been so engaged may perform the following work in addition to her duties as cashier or clerk:—

- (i) wrap meat or small goods in either paper or cartons;
- (ii) divide sausages, frankfurts or other small goods and for this purpose may use a knife for cutting purposes;
- (iii) sell goods already prepared but not fresh uncooked meat; and
- (iv) sell fresh uncooked meat at any time in which all male employees in such shop are necessarily absent therefrom because of the lunch period or other good reason and only during any such time but not otherwise may use a knife for the purpose of cutting fresh uncooked meat.

(b) Notwithstanding the provisions of sub-clause (a) above an employer may engage females to do the work of meat saleswomen. Such females may at any time perform the work of selling fresh uncooked meat including cutting for weight in addition to the work set out in paragraph (i), (ii), (iii), and (iv) of sub-clause (a) above.

**CONTRACT OF EMPLOYMENT.**

57. (a) Except as hereinafter provided, employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week. Except as may hereinafter be provided an employee, to become entitled to payment on a weekly basis, shall perform such work as the employer shall from time to time require on the days and during the hours usually worked by the class of employee affected.

(b) Employment other than casual shall be terminated only by a week's notice on either side, and such notice may be given at any time during the week. In lieu of such 40 working hours' notice, the employer may pay 40 hours' wages and vice versa, the employee leaving his or her employment without notice shall forfeit 40 hours' wages which may be deducted from any wages (other than wages for pro rata annual leave or annual leave accrued due but not taken) due. This shall not affect the right of an employer to dismiss an employee without notice for malingering, inefficiency, neglect of duty or misconduct, in which case wages shall be paid up to the time of dismissal only, or to deduct payment for any day on which an employee cannot be usefully employed, because of any strike or through any breakdown of machinery or any stoppage of work in the meat industry by any cause for which the employer cannot reasonably be held responsible.

**MIXED FUNCTIONS.**

58. Where an employee performs on any day functions of a mixed character, he shall be paid for that day the wage rate applicable to the function for which the highest rate is payable.

**SPECIAL RATES.**

59. In addition to the rates otherwise set out in this Determination the following rates shall be paid:—

Leading hand, i.e., an employee not being a general butcher in charge of a shop as defined who is entrusted by his employer with the supervision of other employees shall be paid the following additional rates viz., 9s. per week, where the number of employees (including improvers and apprentices) is three but does not exceed ten, and 12s. 6d. per week, where the number of such employees exceeds ten.

**HOURS.**

60. (a) In retail butchers' shops and small goods factories and in abattoirs outside the metropolitan area of Melbourne the ordinary working hours shall not exceed in number 40 per week.

(b) The hours shall be worked on five days of the week, Monday to Friday inclusive, during the months of April, May, June, July, August, September, and October, in each year and in five and a half days, Monday to Saturday inclusive, during the months of November, December, January, February and March in each year. Provided that any work done on Easter Saturday shall be paid for at double ordinary rates of pay.

(c) No time worked on a Sunday shall be reckoned as part of such ordinary hours.

(d) (i) Each daily period of work comprised in such ordinary working hours shall be unbroken except by prescribed meal intervals.

(ii) No such daily period of work shall exceed in duration nine hours exclusive of prescribed meal intervals.

(iii) Such daily periods of work shall be so arranged that on at least one day in each week in the month of November, December, January, February and March, of each year, the employees concerned shall finish their ordinary hours of work not later than 11.30 a.m.

(e) No time worked before 6.30 a.m. or after 5.30 p.m. on Mondays to Fridays inclusive or before 6.30 a.m. or after 11.30 a.m. on Saturdays in retail butchers' shops or before 6 a.m. or after 8 p.m. in small goods factories, and in country slaughterhouses shall be reckoned as part of such ordinary hours.

(f) (i) Subject to compliance with the foregoing provisions and with those hereinafter contained the employer shall for any of his employees fix each day's starting and finishing times of ordinary hours of work (inclusive of special starting and finishing times for any day next preceding a public holiday) observed by him for the employee concerned.

(ii) The employer shall state such times in advance in a notice which shall be permanently posted in his establishment so as to be at all times accessible and visible to the employee concerned.

(iii) The employer may from time to time substitute other starting and finishing times if, not less than a week in advance of the substituted times, he states such times in a notice posted so as to be visible at all times to the employees concerned together with the next previous notice concerning such times.

(iv) Every fixation of starting and finishing times shall be made in respect of a period which shall not be less than a week in length.

#### MEAL INTERVALS.

61. (a) Each employee shall be granted a meal interval of one hour for lunch on a full working day between noon and 2 p.m.

(b) Except in the case of emergency the time for meal intervals shall not be altered except on 24 hours' notice to the employees concerned.

(c) Employees called upon to start work on any day other than Saturday or the half holiday observed in lieu thereof before 7 a.m. shall be allowed one hour for breakfast to commence before 10 a.m.

(d) Employees called upon to start work before 7 a.m. on a Saturday or the half holiday observed in lieu thereof shall be allowed one half-hour for crib time before 9 a.m. such time to be counted as working time.

(e) Any employee called upon to work during a meal interval shall be paid at overtime rates for the period so employed and such overtime rates shall continue until a meal break is allowed.

(f) No employee shall be called upon to work for more than 5 hours without a break for a meal.

(g) Meal intervals where allowed shall not except as otherwise prescribed be counted as part of the daily or weekly hours worked.

#### OVERTIME.

62. (a) All time worked outside the ordinary working hours on any one day shall be deemed to be overtime and shall be paid for at time and a half for the first three hours and double time thereafter.

(b) Any employee who is notified that he will be called upon to work overtime and is not so worked shall be paid the meal money above prescribed.

(c) Any time worked between 8 p.m. on Friday and 4 a.m. on Saturday shall be paid for at double time.

(d) All time worked after a quarter of an hour beyond the closing time as fixed on Saturday or the day observed in lieu of Saturday (except attention to horses and livestock) shall be paid for at double rate with a minimum of 15 minutes.

No employee shall be called upon to work overtime in retail butchers' shops after 6 p.m. or after 7 p.m. elsewhere on Mondays to Fridays inclusive without a break of one hour and payment of 3s. 6d. meal money.

(e) An apprentice under the age of 19 years shall not be called upon to work overtime for more than four hours in any one week.

(f) Apprentices over 19 years of age, but under 21 years, shall not be called upon to work more than six hours overtime in any one week.

#### PUBLIC HOLIDAYS.

63. (a) The following days or the days observed in lieu thereof, except for the unavoidable delivery of small goods shall be holidays and shall be paid for as 8 hours worked:—

New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Picnic Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, or some other day mutually agreed upon between the employer and his employees in lieu thereof, Christmas Day, and Boxing Day, and any other days which may be proclaimed as holidays.

(b) For work done in the delivery of small goods on these days, time and a half rates shall be paid up to 9.30 a.m. and on Good Friday up to 11.30 a.m.

(c) On any such holidays, except Christmas Day, Anzac Day and Union Picnic Day, employees, if required, shall work for not more than two hours and on Good Friday for not more than four hours at time and a half rates. On Christmas Day, Anzac Day and Union Picnic Day, employees may be required to work on essential work only. This sub-clause shall not override the provisions of any Act of Parliament or Regulation dealing with the observance of Anzac Day, and in case of inconsistency between this sub-clause and such provisions the latter shall prevail.

(d) Any employee absent without leave on the working day before or the working day after any holiday shall be liable to forfeit wages for the holiday as well as for the day of absence except where an employer is satisfied that the employee's absence was due to illness or other reasonable cause in which case wages shall not be forfeited.

(e) If an employee is dismissed within 14 days before any of the holidays abovementioned and is re-engaged within 14 days after any of the holidays abovementioned he shall be deemed to have been dismissed for the purpose of evading payment for such holidays and any payment so evaded shall be due and payable to the employee.

(f) For any work done on holidays except as provided in the preceding sub-clauses of this clause double time shall be paid.

(g) Time and a half and double time shall mean time and a half or double time respectively in addition to the ordinary weekly rate for the time so worked.

#### SUNDAYS.

64. (a) All work except attention to horses and other live stock performed on Sundays shall be paid for at double rates with a minimum payment as for four hours.

(b) Employees called upon to attend to horses and other live stock on Sundays shall be paid at double rates with a minimum payment as for two hours.

#### ANNUAL HOLIDAY.

65. 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.

66. (a) An employee other than a casual employee who is absent from his work on account of personal illness, or on account of injury by accident 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 period in respect of which he is entitled to workers' compensation.
- (ii) he shall within 24 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 one year (whether in the employ of one employer or of several) to leave in excess of 40 hours 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) Notwithstanding anything contained in sub-clause (a) hereof an employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance, such cost not to exceed 10s. 6d., unless an ambulance is used when the maximum rate shall be the rate charged.

(c) An employer may by agreement with any employee grant such employee a clear week's holiday on full pay in lieu of payment for absence through sickness or, if such additional week's holiday cannot be granted, give one week's pay in lieu thereof.

(d) For the purpose of this clause "year" shall commence on the 1st day of July.

(e) Sick leave if not taken during any year may accumulate so as to provide for sick leave up to 2 weeks after a period of two years and may then be taken at any time during the employee's future employment under the conditions set out in sub-clause (a) (i), (ii) and (iii) above.

## TRAVELLING EXPENSES.

67. Where an employee is temporarily transferred during working hours from one shop or factory to another the employer shall pay such employee all costs of transit and travelling time.

## PROTECTIVE CLOTHING, &amp;c.

68. (a) Each employer shall provide protective clothing, including waterproof aprons or boots to employees working under dirty, greasy or wet conditions.

Provided that an amount of 1s. 6d. per week in lieu of the supply of protective clothing shall be made to the following classifications:—Employees in country slaughteryards, slaughtermen in abattoirs outside the Metropolitan area of Melbourne, meat carters from abattoirs and/or country slaughteryards to shops; and, in small goods factories, to table hands, fillerman (including hands employed in beef loaf department), cookers (including brawn maker and fat renderer), machinemem, labourers (washing down) salters, smoke house attendants and employees in press shoulder department.

Provided further that the amount of 1s. 6d. per week prescribed herein shall only become payable where an employee is required to wear and provides for himself and wears such protective clothing. Provided further that where such protective clothing is at present supplied by the employer this provision as to payment of 1s. 6d. per week shall not apply.

(b) Employees on objectionable work shall be supplied with antiseptic soap.

## ACCOMMODATION.

69. Each employer shall supply:—

- (i) Boiling water in sufficient quantities to make an adequate supply of tea for each employee immediately each meal time or rest period commences;
- (ii) Wash hand basins each with an adequate supply of running water;
- (iii) In small goods factories where females are employed under the terms of the Determination separate lavatory, dining and change rooms shall be provided.
- (iv) In shops where saleswomen are employed under the terms of this Determination a separate lavatory and changing facilities shall be provided by the employer.
- (v) Where it is possible for female employees to sit at their work chairs shall be provided by the employer. Such chairs shall be reasonably comfortable and have backs to them.
- (vi) In places where five or more employees are employed suitable dining accommodation and changing facilities shall be provided.

## FIRST AID OUTFIT.

70. (a) Every shop, slaughterhouse, abattoirs, or factory shall have a first aid chest upon the premises.

(b) Employers shall supply when required reasonable transport to any injured employee without cost to the employee.

## MISCELLANEOUS PROVISIONS.

71. (a) Nothing in this Determination shall relieve any employer of his obligation to comply with all relevant requirements of State Acts and Regulations relating to the guarding of machinery and the installation of dust extracting appliances and other Acts relating to industrial hygiene.

(b) In all cases where an employee's clothing, lunch bags or receptacles used for lunches are damaged by fire, or through the use of any corrosive material, compensation shall be granted by the employer.

(c) In cases where an employer requires an employee to wear any special uniform, coat dress or clothing the employer shall provide such uniform, dress, clothing or hats.

## TIME BOOKS.

72. (a) Each employer at each place at which he carries on business under this Determination shall provide a time book or time sheet in which each day's starting and finishing times, and the times allowed for meals, and each day's hours of work of each employee shall be entered (including overtime, if any), and the wages received each week: such entries shall at least once a week, be vouched for by the signature of the employer or his representative or manager.

(b) The time book or time sheet shall conform to the following specimen.

ATTENDANCE, TIME AND WAGES BOOK.

Date.	Employee's Name.	Starting Time.	Finishing Time.	Time allowed for Meals.	Ordinary Hours Worked.	Overtime Hours Worked.	Time Worked during Meal Hours.	Payment Ordinary Time.	Payment Overtime.	Tea Money, etc.	Payments.
								R. ....	R. ....		
											£ s. d.
			Weekly Totals	..	..	..	..	..	..	..	

I, the above named employee, a \* member of the Australasian Meat Industry Employees' Union, employed as a \* non-member hereby certify that this is a true record of the time worked and the amounts paid to me for week ending 19 . . . . .  
 \*The employee must strike out the words not required and initial same.

Less Wages Tax (if any) .. .. .

(Employee's Signature)

Total payment .. .. . £

Tax Stamps, &c.

Vouched for as correct by the employer.  
 (Signature)

(c) The time book or time sheet shall, on demand, be produced by the employer for inspection at the employers head office at any time between 10 a.m. and 4 p.m. Monday to Thursday inclusive and between 10 a.m. and 1 p.m. on Friday to an official of the Australasian Meat Industry Employees' Union who has been authorized, in writing, to inspect the same by the General Secretary or the Secretary of a State Branch of the said Union; or to an official of the Meat and Allied Trades' Federation of Australia who has been authorized, in writing, to inspect the same by the General Secretary of a State Branch of the said Federation.

(d) An inspection shall not be demanded unless the Secretary of the Union or Federation or the District Secretary or Organizer of any division of the Union or Federation suspects that a breach of this Determination is being or has been committed.

(e) Only one demand for such inspection shall be made in any one fortnight at the same establishment and no inspection shall be demanded on a Saturday.

"Provided that one further demand may be made within a fortnight of a previous demand if the secretary, district secretary or organizer certifies in writing that the reason for such further demand is that he suspects that a breach of this Determination is being or has been committed and that such certificate is produced to and a copy thereof handed to the employer or his responsible officer at the time of demanding said further inspection."

(f) The official making an inspection shall be entitled to take a copy of entries in the time book or time sheet relating to the suspected breach of this Determination.

(g) Time books shall be kept for at least 12 months after they have been completed.

PAYMENT OF WAGES.

73. (a) Wages shall be paid in cash in the employer's time between the hours of noon and 5 p.m. on the usual pay day of the employer (which shall not be later than Thursday in each week).

(b) When an employee is dismissed or his employment terminated he shall be paid all monies due to him within one hour of ceasing work.

(c) On each pay day each employee shall receive wages in an envelope or accompanied by a docket showing the total amount of ordinary wages and overtime and all deduction therefrom.

(d) An employer shall not keep more than two days' pay in hand.

(e) Wages due to casual employees shall be paid immediately on the termination of work on each day on which he is engaged.

RIGHT OF ENTRY.

74. A duly accredited representative of the Australasian Meat Industry Employees' Union shall have the right to enter employers' premises during the meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:—

(a) That they produce their authority to the manager or such other person as may be appointed by the employer;

(b) That they interview employees only at the place they are taking their meal;

(c) That not more than two representatives visit the premises at any one time;

(d) That not more than two representatives visit the same premises more than once in a week; and

(e) That if any employer alleges that a representative is unduly interfering with his business or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions such employer may refuse the right of entry.

NOTICE BOARDS AND POSTING DETERMINATION.

75. (a) The employer shall permit notice boards to be erected in his establishment for the purpose of posting any notices thereon in connexion with the meetings or other business of the Union. Such notice boards shall be in a prominent position. All such notices shall be signed by the Branch or District Secretary or Organizer of the Union.

(b) A copy of this Determination shall be posted within 28 days of the printing thereof and kept continuously posted in a prominent and accessible place to all employees in each department of the shop, slaughterhouse, abattoirs and factory.

LEAVE TO ATTEND UNION BUSINESS.

76. Leave of absence from work to attend any Union business shall be allowed by the employer to any employee member of the Union named by such Union, provided fair and reasonable notice is given to the employer.

Provided that such leave shall be restricted to one employee at a time in the employment of any one employer and such employee shall not be entitled to payment for the time he is so absent from work.

DEFINITION.

77. (a) "Slaughtering" means and includes taking charge of slaughter yard, penning up, knocking down, pithing, sticking, bleeding, dressing, skinning, necking off, cutting down, hanging back, and washing.

(b) "General butcher" means an adult who has served an apprenticeship or has had at least four years' general experience in general butchering and is not exclusively employed in the making of small goods, or in such other cases where an employer engages or calls upon an employee to perform the functions of a general butcher.

(c) "Butcher's Shop" means any shop, tent, stall, vehicle, or place other than abattoirs where uncooked meat, or preparation thereof, are offered for sale, i.e., beef, mutton, lamb, pork, and/or veal.

(d) "Salesman" means an adult male employee, who, not being a general butcher, is employed in a butcher's shop in selling fresh uncooked meat including cutting for weight and who may also perform the following work:—

- (i) wrap meat or small goods either in paper or cartons;
- (ii) divide sausages, frankfurts or other small goods and for this purposes use a knife for cutting purposes; and
- (iii) sell goods already prepared.

DELIVERY OF MEAT.

78. (a) Deliveries of meat to places other than hospitals, cream or milk wagons, boats, trains, airport or air depots, country service cars, bulk meat into shops, hotels, cafés and restaurants in the city of Melbourne shall not be made outside the opening and closing hours of retail shops as the case may be.

(b) An apprentice or juvenile worker shall not be employed on the delivery of meat to householders until he has had three years' experience in the trade.

PERIODICAL ADJUSTMENT OF WAGES.

79. (i) The wages rates set out in clause 2 (A) are based on 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 in clause 80.

Basic Wage.

Place.	Basic Wage (Adjustable).	Industry Loading (Constant).	Total Wage.	Index Number Assigned.
	£ s. d.	s. d.	£ s. d.	
Within 20 miles of G.P.O., Melbourne	11 12 0	6 0	11 18 0	Melbourne
Within 10 miles of G.P.O., Geelong; and at Warnambool—same as contemporaneous basic wage for Melbourne				
Yallourn—The same amount in excess of Melbourne as at present, viz. :—6s. 6d. per week				
Elsewhere—(except in Division D which shall be adjusted on the contemporaneous basic wage for Melbourne)	11 11 0	6 0	11 17 0	Five Towns Victoria

(ii) The wages rates of apprentices and improvers in clause 2 (B) and (C) shall be the appropriate percentages as set out, such adjustments to be to the nearest 6d. half or less than half of 6d. to be disregarded.

ADJUSTMENT OF BASIC WAGE.

80. (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, 1953, the amounts of the basic wage shall be as prescribed in clause 79.

(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 1.03 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.

MARGINS.

81. In addition to the basic wage and loadings prescribed in clause 79 the following marginal rates shall be paid to adult male employees under divisions B., C., and E., of this Determination:—

	Margin Per Week.
	£ s. d.
<i>Division B.—Retail Shops.</i>	
Employees in country butchers' shops required to do any slaughtering as herein defined in the slaughter-house associated with such shop for more than 20 hours per week	2 16 6
Employees who do slaughtering for 20 hours or less in a slaughter-house associated with a butcher's shop—	
Whilst employed on such work	2 16 6
Whilst employed on other work the margin prescribed for such work	
Slaughtermen employed in abattoirs outside the metropolitan area of Melbourne	3 3 0
General butcher in charge of branch shop, i.e., one whose duties consist of responsibilities with respect to the management or carrying on of the business of such branch shop over and above the duties of a general butcher for 20 hours or more	2 15 0
General butchers who in the course of their duties act as shopmen or who are engaged principally cutting for window displays	2 9 0
Other general butchers not called on to serve in shops and including men who cut and deliver meat to customers outside the shop	2 6 0
Salesmen and/or Saleswomen	2 3 0
Small goods makers in butchers' shops, boners, salters, scalders, and cooks	2 8 6
Ordermen who deliver but do not cut meat and who are not carters and drivers	1 11 0
All others	1 8 0

MARGINS—*continued.*

	Margin Per Week.
<i>Division C.—Small Goods Section.</i>	
	<i>£ s. d.</i>
Employees in the country required to do any slaughtering as defined in Division B in the slaughter-house associated with a butcher's shop or small goods factory for more than 20 hours per week .. .. .	2 16 6
Employees who do slaughtering for 20 hours or less per week in a slaughter-house associated with a butcher's shop or small goods factory—	
Whilst employed on such work .. .. .	2 16 6
Whilst employed on other work—The margin prescribed for such work.	
Men employed principally on mixing machines and/or responsible for making of small goods .. .. .	2 14 0
Fillermen .. .. .	2 4 6
Small goods makers, butchers, small goods sellers from cart who collect cash, boners, salters, scalders, and cookers	2 8 6
Packing-room hands .. .. .	1 16 6
Linkers and table hands .. .. .	1 15 6
All others .. .. .	1 8 0
<i>Division E.—Carters and Drivers (Not Elsewhere Included).</i>	
Drivers of Motor Vehicles—	
(i) Not exceeding 25 cwt. capacity .. .. .	1 14 0
(ii) Exceeding 25 cwt. capacity, but not exceeding 3 tons capacity .. .. .	1 18 0
(iii) Exceeding 3 tons capacity, but under 6 tons capacity .. .. .	2 1 0
(iv) For each complete ton over 5 tons an extra 1s. per week	
(v) Motor (not being a tractor) drawing trailer 1s. per day extra for each trailer	
Horse Drivers—	
(i) One horse .. .. .	1 9 0
(ii) Two horses .. .. .	1 14 0
(iii) Three horses .. .. .	1 17 0
(iv) Four horses .. .. .	1 19 0

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

J. V. WILLOX, Secretary.

Melbourne, 28th May, 1953







# VICTORIA GOVERNMENT GAZETTE.

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WEDNESDAY, JUNE 24.

[1953

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 28th May, 1953, 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 (Males).	Percentage of Basic Wage.		Total Wage.
	%	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age .. .. .	42		97 6
16 years of age .. .. .	57		132 0
17 years of age .. .. .	69		160 0
18 years of age .. .. .	90		209 0
19 years of age .. .. .	100	+ 29 0	261 0
20 years of age .. .. .	100	+ 35 6	267 6

### PROPORTION.

#### *Males.*

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

Other Employees.	Total Ordinary Wage.
	<i>£ s. d.</i>
Rabbit skimmers or boners .. .. .	15 11 0
Grader who grades for the export trade .. .. .	15 16 6
Females washing, processing and/or packing rabbits .. .. .	15 2 6
All others .. .. .	15 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 one hour's 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, Boxing Day and Coronation Day (2nd June, 1953); 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, Boxing Day and Coronation Day (2nd June, 1953), piece-workers shall be paid double the rates mentioned in clause 22.

(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 33½ 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.

(c) If more than one hour's overtime is to be worked after the normal ceasing time, a meal break shall be taken at the normal ceasing time, provided that an employee required to work in excess of one hour after the normal ceasing time and/or meal break shall receive a minimum payment as for two hours.

## 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.

## CONDITIONS OF EMPLOYMENT.

21. An employee may be employed on piecework or time work as provided for in this Determination provided that a pieceworker shall be paid in any one week the same amounts as would be payable to a time worker performing the same class of work for the same number of hours.

## PIECEWORK.

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

Skinning rabbits (heads off)	..	..	..	..	..	..	..	..	6s. 8-6d. per 100
Skinning rabbits (heads on)	..	..	..	..	..	..	..	..	8s. 10-5d. per 100
Skinning hares	..	..	..	..	..	..	..	..	26s. 2-1d. per 100
Boning rabbit or hares (including washing weighing and taking in and out of chamber)	..	..	..	..	..	..	..	..	2-842d. per lb.

## PERIODICAL ADJUSTMENT OF WAGES.

23. 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 24. The piecework prices set out in clause 22 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 22 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 22 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 22 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 22 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. 11 12 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 August, 1953, 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 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. RANDELS, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 28th May, 1953.

