



VICTORIA GOVERNMENT GAZETTE.

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No. 947]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE CORDAGE 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, or business of a maker of rope, twine, cordage, halters, coir mats or coir matting," has made the following Determination, namely:—

1. That on the 10th August, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

JUNIORS.

2. (a) The minimum rates of wages to be paid to junior employees shall be as follows:—

Age.	Males.			Females.		
	£	s.	d.	£	s.	d.
Under 16 years of age	4	5	6	4	5	6
16 years of age	4	17	6	4	17	6
16½ years of age	5	7	6	5	7	6
17 years of age	5	19	6	5	19	6
17½ years of age	6	9	6	6	9	6
18 years of age	7	1	6	6	19	0
18½ years of age	7	18	6	7	11	6
19 years of age	8	11	0	7	18	6
19½ years of age	9	15	0	8	6	0
20 years of age	10	7	6	8	11	0
20½ years of age	11	12	0	8	18	0

Provided that after a junior employee had had two years' experience in the industry he or she shall be paid, in addition to the above rates, the margins prescribed for adults in clause 30 of this Determination.

Provided also that a junior female after four years' experience in the industry shall be paid the rates prescribed for an adult female in the classification in which she is employed.

PROPORTION OF JUNIOR EMPLOYEES.

The proportion of junior employees, male and female, to adult male and female employees shall not exceed one junior to one employee receiving full adult male or female rates in the factory.

OTHER EMPLOYEES.

(b)

	Wages per Week.					
	Males.			Females.		
	£	s.	d.	£	s.	d.
Bagging binder twine	12	15	0	9	13	0
Baling binder twine	12	16	0	9	14	0
Baling lashing	12	16	0	9	14	0
Belt repairing	12	18	0
Dye house and flax boiling operatives	12	15	0	9	13	0
Employees pinning hackles gills and card staves	12	15	0	9	13	0
Feeder of first spreader	12	18	0	9	16	0
Feeder of softeners or batchers	12	17	0	9	15	0
Feeder of tow breaker card (see sub-clause (c) hereof)	12	15	0	9	13	0
Feeding breaker card with clock	12	16	0	9	14	0
Feeding spreaders (soft fibre)	12	16	0	9	14	0
Foreman in charge of spinning and preparing departments	13	14	0	10	12	0
Hand hackling flax	12	15	0
Hand reeler	12	15	0	9	13	0

OTHER EMPLOYEES—continued.

	Wages per Week.	
	Males.	Females.
	£ s. d.	£ s. d.
Lashing yarn in store	12 12 0	..
Layer of lines or cords in walk	13 1 0	9 19 0
Liquid batch making or mixing	12 18 0	..
Liquid hand batching	12 17 0	..
Lumping, loading or unloading raw materials and manufactured goods in store or factory in excess of 45 lb.	12 15 0	..
Lumping hemp, flax or binder twine on wharf	12 18 0	..
Maker of blasting mats	12 18 0	..
Maker of camouflage nets	12 15 0	9 13 0
Maker of fishing lines	12 17 0	9 15 0
Maker of pig nets	12 17 0	9 15 0
Maker of rope fenders from rope 2 inches and over	12 18 0	..
Making up liquors containing alkali or acid	12 17 0	..
Mat finisher	12 17 0	9 15 0
Matting weavers	12 17 0	9 15 0
Oiling and greasing bearings	12 18 0	..
Opening Manilla hemp	12 15 0	9 13 0
Packer working press (hand or power), pressing 45 lb. weight or under	13 0 0	9 18 0
Packer working press (hand or power), pressing over 45 lb.	13 0 0	..
Packing and balling shop twine	12 17 0	9 15 0
Pin setter, setting pins 30 per inch and finer	12 17 0	9 15 0
Pin setter, other	12 15 0	9 13 0
Power coiler or finisher of rope over 1 inch (not spooling)	12 17 0	..
Power coiler or finisher of rope 1 inch and under (not spooling)	12 17 0	9 15 0
Heavy type 12-strand machine, power coiler or finisher	13 0 0	..
Ring frame operative	12 16 0	9 14 0
Rope house machinist making over 4 inches	13 3 0	..
Rope house machinist 2 inches up to and including 4 inches	13 0 0	..
Rope house machinist up to 2 inches and over 1 inch	12 17 0	9 15 0
Rope layer, first, on heavy type 12-strand machine	13 14 0	..
Rope layer on heavy type 9-strand machine	13 9 0	..
Rope layer, other, in walk with travellers	13 5 0	..
Rope splicer on driving ropes and springs 2 inches and over	13 4 0	..
Roping bales or coils in excess of 45 lb.	12 12 0	..
Scutcher	12 15 0	9 13 0
Spinning	13 1 0	9 19 0
Storeman	12 17 0	9 15 0
Storeman in charge	13 7 0	..
Storeworker, other than storemen	12 12 0	9 10 0
Traveller driver on heavy type 12-strand machine	12 18 0	..
Traveller driver other (except on light travellers for cords and lines not exceeding 1½ inches circumference)	12 15 0	..
Twister or layer of yarn in walk	12 17 0	9 15 0
Weighing shop twine	12 15 0	9 13 0
Wet spinning	13 2 0	10 0 0
Winder and warper in tarring department, winding, oiling and tarring yarn	12 18 0	..
All other machine operators or employees feeding or taking from machines	12 15 0	9 13 0
All others	12 19 0	9 7 0

(c) Employees engaged on the breaker cards and finishing cards, and operating flax scutcher tow shall be paid 1s. per day in addition to the above-mentioned rates.

LIMITATION OF FEMALE WORK.

3. Females may perform any work except the following:—

- Belt repairing.
- Card pit cleaning.
- Feeding jute bale opener.
- Filling and emptying yarn boiling kiers with hanks of yarn.
- Hand hackling flax.
- Jute bale opening.
- Liquid batch making and mixing.
- Liquid hand batching.
- Lumping raw material and manufactured goods in bales in excess of 45 lb.
- Making blasting mats.
- Making up liquors containing alkali or acid.
- Oiling and greasing bearings.
- Operating dusters—waste reclamation department.
- Other rope walk hands, 1 inch and over, excluding bobbin bank attendants.
- Packer working press (hand or power) pressing over 45 lb. weight.
- Polishing machine operators, excluding doffers.
- Power coiling of rope and the like 1 inch and over, not spooling.
- Rope house machinists 2 inches and up.
- Rope maker in rope walk.
- Rope runners in rope walk.
- Roping bales in excess of 45 lb.
- Splicing of transmission ropes, fenders and springs from rope 2 inches and over.
- Storemen in charge.
- Traveller hand in rope walk.
- Truck driving excluding tow motors.
- Winding coir.
- Winding tarring and oiling rope and yarn in tarring department.

CONTRACT OF EMPLOYMENT.

4. (a) Except as provided in clause 5 of this Determination, employment shall be by the week. Any employee not specifically engaged as a casual hand shall be deemed to be employed by the week.

(b) Employment shall be terminated by a week's notice on either side, given at any time during the week, or by the payment or forfeiture of a week's wages as the case may be. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect or refusal of duty or misconduct and in such cases the 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 reasonably be held responsible.

CASUAL EMPLOYMENT.

5. Casual employees may be employed by the hour provided they are paid 12½ per centum more than the equivalent of the weekly rates prescribed for work of the class performed by them.

MIXED FUNCTIONS.

6. When an employee works for any part of a day on work for which a higher rate is prescribed by this Determination than that prescribed for the work which he or she usually performs he or she shall be paid for the whole day at such higher rate.

PART-TIME EMPLOYMENT.

7. Females may be employed as part-time employees in any branch of the rope and cordage industry covered by this Determination upon and subject to the following terms and conditions:—

(a) They shall be employed for not less than twenty hours in any week.

(b) They shall not be employed both on time work and piecework or both on time work and task work in any week.

(c) If time workers, they shall be paid for each hour worked at the rate at least of 1/40th of the minimum weekly wage prescribed by this Determination for the class of work performed by them and if piece or task workers they shall be paid at the appropriate piecework rate or task rate payable under this Determination, but in no case shall any of such employees be paid less than so much of the minimum weekly wage prescribed by this Determination as is proportionate to the time worked by them.

(d) The payment or deduction of payment in lieu of notice of termination of employment shall be two-fifths of the pay of the preceding week of the employee concerned.

(e) The provisions of this Determination as regards annual leave sick leave and holidays shall apply to such part-time employees but they shall be paid in respect of the period of such annual leave sick leave and in respect of holidays only at the wages rate actually being received by them at such time.

(f) Save as aforesaid all the provisions of this Determination shall apply to such part-time employees.

HOURS OF DAY WORK.

8. The hours for day work shall be 40 per week. Ordinary time shall be worked between the hours of 7.30 a.m. and 6 p.m. Monday to Friday both inclusive with one break for a meal between noon and 1 p.m. or as may be arranged between the employer and his employees and on Saturday between 7.30 a.m. and noon: Provided however that in any case where shift work is being worked and a shift commences not later than 4 p.m. then the ordinary time for day work may be between the hours of 6.30 a.m. and 4 p.m. on Monday to Friday both inclusive and 6.30 a.m. and noon on Saturday.

NIGHT SHIFT HOURS AND CONDITIONS.

9. (a) The hours of work on night shift shall be 40 per week. Employees on night shift shall be paid 20s. in addition to the wages prescribed for their ordinary hours of employment.

(b) A night shift shall be deemed to be any shift where the majority of the hours of the shift are worked outside the ordinary hours of day work.

(c) A junior employee under the age of 18 years shall not be required to work on night shift.

(d) A female employee shall not, except as provided for in sub-clause (e) hereof, be employed on night shift.

(e) By mutual agreement between an employer and his employees a short shift may be worked at the rates prescribed for the type of shift worked any shift premium to be paid on a *pro rata* basis and the ordinary rates for such a shift, which must be for not less than twenty hours per week, shall be on a *pro rata* basis.

OVERTIME AND SUNDAY RATES AND CONDITIONS.

10. The provisions of sub-clauses (a), and (b) of this clause shall be subject to the proviso appearing at the end of this clause.

(a) Subject to clause 8 of this Determination hours of work shall be fixed by each employer for day work. For work performed outside the fixed hours, overtime shall be paid at the rate of time and a half for the first four hours and double time thereafter.

(b) For work done outside the recognized hours of duty in any establishment on night shift, overtime shall be paid after 40 hours have been worked at the rate of time and a half for the first four hours and double time thereafter.

(c) For all time of duty on Sunday, all employees shall be paid at the rate of double time for time actually worked with a minimum of four hours.

(d) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work, shall either be supplied with a meal by the employer or paid 3s., or if work extends into a second meal hour 6s. for the two meals, but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.

(e) If an employee pursuant to notice has provided a meal or meals and is not required to work overtime, he shall be paid for each meal so provided at the rate provided in sub-clause (d) hereof.

(f) For work done during meal hours and thereafter until a meal hour break is allowed employees shall be paid at the rate of time and a half. An employee shall not work for more than five consecutive hours without a break for a meal. By mutual agreement the meal break may be altered to a time other than the usual meal hour.

Provided that the five hours limitation above referred to shall not be applicable to maintenance employees, employees on a production balancing shift and emergency cases due to power rationing and other special circumstances.

(g) An employee called upon to oil, repair and/or clean machinery during his or her ordinary meal hours shall be granted equivalent time off immediately preceding such ordinary meal hour, otherwise the said employee shall be paid at the rate of time and a half until such meal hour is granted.

(h) Provided that the provisions of sub-clauses (a), and (b) hereof prescribing payment at the rate of time and a half or double time (as the case may be) shall not apply until an employee has performed his or her 40 hours for the week and overtime work shall be deemed not to have commenced (for the purposes of rendering an employee entitled to the payment of a rate of time and a half or double time) unless such employee performs or has performed in the pay period in which such work occurs at least 40 hours of work at ordinary rates of payment. Absence during ordinary time during a week on account of personal sickness shall be deemed to be working time (whether payment be made therefor under clause 14 of this

Determination or not) for the purpose of the foregoing proviso; unless, upon being required by the employer within seven days of his or her returning to work to make a statutory declaration that such absence was occasioned by personal sickness which rendered him or her unable to perform his or her work, the employee fails or refuses to do so.

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

REST PERIOD.

11. A rest period of ten minutes shall be given to all female employees between the hours of 9.30 a.m. and 11.30 a.m. Employees shall assist in avoiding stoppage of machinery by taking their rest periods as directed from time to time.

HOLIDAYS.

12. (a) All employees shall be entitled to the holidays hereinafter mentioned or any day observed in lieu thereof without deduction of pay:—

New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day.

(b) In Melbourne, Melbourne Cup Day shall be observed as a holiday in lieu of Queen's Birthday.

(c) Employees working on any of these days shall be paid double ordinary rates for time actually worked with a minimum of four hours.

(d) Where 75 per centum of employees in any factory in a ballot conducted under the auspices of the Union express a desire not to work on a holiday other than those prescribed by sub-clause (a) hereof or on some special day the employer may close his factory and employees shall not be entitled to payment for such holiday.

(e) Where an employee is absent from his or her employment on the working day, or part of the working day, before or after a holiday without reasonable excuse, or without the employer's consent, the employee shall not be entitled to payment for such holiday.

ANNUAL LEAVE.

13. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111), and any amendments which may be made thereto from time to time.

SICK LEAVE.

14. (a) An employee on weekly hiring who is absent from his work on account of personal illness or on account of injury by accident arising out of and in the course of his employment shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations:—

(i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to workers' compensation.

(ii) He shall, within 48 hours of the commencement of such absence, inform the employer of his inability to attend for duty and, as far as practicable, state the nature of the injury or illness and the estimated duration of the absence.

(iii) He shall provide satisfactory evidence to the employer that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.

(iv) He shall not be entitled in any year (whether in the employ of one employer or of several) to leave in excess of 40 hours of working time.

(b) Leave shall be cumulative for a period of three years; where an employee has not taken sick leave in accordance with sub-clause (a) hereof, he shall be entitled to accumulate such sick leave for a period up to, but not exceeding, that allowed for three years' service.

(c) Rights accrued under sub-clause (b) hereof prior to the date of commencement of this Determination shall be preserved.

(d) No employee shall be entitled to sick leave under this clause until he has been in the service of the employer for at least three months.

TOOLS OF TRADE.

15. (a) The employer shall provide all tools of trade excepting knives.

(b) Employees in the dye house coming in contact with alkali and/or acid shall be supplied with overalls free of charge and such overalls shall remain the property of the employer.

ROPE SPLICERS.

16. All splicers shall be paid expenses when working away from home. All time shall start from the time that rope splicers leave the factory.

HEAVY WEIGHTS.

17. (a) An employee shall not be required to pull, drag or push more than 8 cwt. on a level surface, except in trucks and the floor or surface shall be kept in good order and repair.

(b) A female employee shall not be required to lift or carry a greater weight than 45 lb. provided that a female employee under the age of 18 years shall not be required to lift or carry a greater weight than 25 lb.

FEMALE WORKERS' COMFORT.

18. (a) Where practicable, seats shall be provided for all female employees who are on duty.

(b) A rest room with proper seating accommodation and a couch shall be provided for female employees who may be temporarily indisposed during working hours.

DINING ROOM ACCOMMODATION.

19. Proper dining room accommodation with sufficient supply of boiling water at meal hours shall be provided by the employer for the use of employees.

WASHING AND SANITARY CONVENIENCES.

20. Employers shall provide proper and sufficient washing and sanitary conveniences for all employees in places convenient to their work.

LOCKERS.

21. An employer shall provide a suitable locker or suitable hanging facilities for the clothes of each employee in a workshop.

FIRST AID OUTFIT.

22. (a) In each factory the employer shall provide and continuously maintain at a place or places reasonably accessible to all employees an efficient first aid outfit provided that such outfit shall at all times be under the direct control of the employer.

(b) A satisfactory first aid outfit shall be available on all shifts.

TIME AND WAGES BOOK.

23. (a) Each employer shall keep a record or time book at his factory or any office convenient thereto, in which shall be entered the name of each employee working for him, his occupation, the time of starting and finishing work each day, and the amount of overtime worked and the wages and overtime paid to each employee.

(b) Such record or time book shall, on demand, be produced by the employer for inspection to an official of the Union, duly authorized in writing by the president or secretary of the local branch or sub-branch of the Union at the place where the records or time books are kept between the hours of 10 a.m. and noon on any one day between the 1st to the 27th inclusive of each calendar month except on pay day or the day before.

No authority to inspect shall be given by the Union unless the president and secretary have good reason to suspect that a breach of this Determination has been committed by the employer whose time sheets are to be inspected.

(c) Provided that an employer may at his option, in lieu of a time book, provide a mechanical clock for the purpose of recording the time worked by each employee, in which case the employee shall at the end of each week acknowledge the wages and overtime received on some card or check used in connexion with such clock.

PAYMENT OF WAGES.

24. (a) All wages due shall be paid not later than Friday in each week.

(b) An employer shall not be allowed to keep more than two days' pay in hand. Such pay shall be forfeited by any employee who leaves his employment except by his employer's consent without giving notice as prescribed in clause 4 of this Determination.

(c) If an employee leaves or is dismissed he shall be paid his wages on leaving or being dismissed, provided that necessary money is available at the factory office. Provided further that if an employee leaves on a week's notice or has worked out his notice on termination by the employer all moneys due to him shall be available at the office on completion of his employment.

(d) All wages shall be paid during ordinary working hours.

UNION DELEGATE.

25. The secretary or branch secretary of the Union or any official thereunto authorized by the Union shall not be prevented by any employer from visiting and conversing with employees at meal time or before or after the hours of work in a place mutually agreed upon by the employer or his works manager and the Union secretary or other authorized official.

UNION BUSINESS.

26. Members of the Union may leave their work to attend to the business of the Union after at least one day's notice has been given to the employer but without being paid while absent.

CONTRACTORS.

27. (a) No employer shall permit any work of a class to which this Determination is applicable to be carried on by any contractor with such employer or by any other person on behalf of such employer except in accordance with the terms and conditions of this Determination so far as the employees of such contractor or other person are concerned as if such contractor or other person were himself covered by this Determination.

(b) No employer shall enter into any contract for the carrying on of any work of a class to which this Determination is applicable unless the contract contains a clause binding the contractor to pay the rates and observe the conditions prescribed by this Determination to and towards the employees of such contractor in respect of the work contracted for.

INCENTIVE PAYMENT.

28. (a) In all establishments in which tasks are set and employees are paid for extra production, the tasks shall be so set as to permit adults of average capacity and juniors of average capacity over the age of 17 years to earn at least 15 per centum above the respective rates prescribed by this Determination and so as to permit juniors of average capacity in the age group under 16 years and up to 17 years inclusive to earn at least 20 per centum in addition to the respective rates prescribed by this Determination.

(b) Particulars of the basis of incentive payments shall be supplied to the Secretary of the local branch of the Union if he so requests.

(c) Adjustments and/or alterations of the bases of incentive payments shall be subject to mutual agreement between the employer and the incentive workers concerned.

COMPOSITION OF WAGE RATES.

29. (a) *Adult Males.*—The wages rates for adult males, set out in clause 2, are based upon the following basic wage:—

Basic Wage.

Place.	Basic Wage.	Industry Loading (Constant).	Additional Amount.	Total Minimum Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	s. d.	£ s. d.	
Throughout the State	11 15 0	6 0	3 0	12 4 0	Melbourne

(b) *Adult Females.*—The minimum rates of wages to be paid to adult female employees shall be comprised of the total of an amount equal to 75 per centum of the basic wage payable to adult male employees (such amount to be calculated to the nearest 6d., half or less than half of 6d. to be disregarded) together with an amount of 3s. per week and a further amount (being an industry loading) of 6s. per week and in addition thereto, according to the class of work performed by such employees the amount of the margin assigned in clause 30 of this Determination to employees performing work of that class.

(c) *Juniors.*—The minimum weekly rates of wages for juniors shall be the under-mentioned percentages of the total minimum wage calculated to the nearest 6d. half or less than half of 6d. to be disregarded.

Age.	Percentage of Total Minimum Wage.	
	Males.	Females.
Under 16 years of age	35	35
16 years of age	40	40
16½ years of age	44	44
17 years of age	49	49
17½ years of age	53	53
18 years of age	58	57
18½ years of age	65	62
19 years of age	70	65
19½ years of age	80	68
20 years of age	85	70
20½ years of age	95	73

MARGINS.

30. The minimum rates of wages to be paid to adult employees shall be comprised of the total minimum wage as indicated in clause 29, and in addition thereto, according to the class of work performed by such employees the amount of the margin assigned to employees performing work of that class.

Classifications.	Margin per Week.	
	Males.	Females.
	s. d.	s. d.
Bagging binder twine	11 0	8 0
Balling binder twine	12 0	9 0
Balling lashing	12 0	9 0
Belt repairing	14 0	..
Dye house and flax boiling operatives	11 0	8 0
Employees pinning hackles gills and card staves	11 0	8 0
Feeder of first spreader	14 0	11 0
Feeder of softeners or batchers	13 0	10 0
Feeder of tow breaker card	11 0	8 0
Feeding breaker card with clock	12 0	9 0
Feeding spreaders (soft fibre)	12 0	9 0
Foreman in charge of spinning and preparing departments	30 0	27 0
Hand backling flax	11 0	..
Hand reeler	11 0	8 0
Lashing yarn in store	8 0	..
Layer of lines or cords in walk	17 0	14 0
Liquid batch making or mixing	14 0	..
Liquid hand batching	13 0	..
Lumping, loading or unloading raw materials and manufactured goods in store or factory in excess of 45 lb.	11 0	..
Lumping hemp, flax or binder twine on wharf	14 0	..
Maker of blasting mats	14 0	..
Maker of camouflage nets	11 0	8 0
Maker of fishing lines	13 0	10 0
Maker of pig nets	13 0	10 0
Maker of rope fenders from rope 2 inches and over	14 0	..
Making up liquors containing alkali or acid	13 0	..
Mat finisher	13 0	10 0
Matting weavers	13 0	10 0
Oiling and greasing bearings	14 0	..
Opening Manilla hemp	11 0	8 0
Packer working press (hand or power), pressing 45 lb. weight or under	16 0	13 0
Packer working press (hand or power), pressing over 45 lb.	16 0	..
Packing and balling shop twine	13 0	10 0
Pin setter, setting pins 30 per inch and finer	13 0	10 0
Pin setter, other	11 0	8 0
Power coiler or finisher of rope over 1 inch (not spooling)	13 0	..
Power coiler or finisher of rope 1 inch and under (not spooling)	13 0	10 0
Heavy type 12-strand machine, power coiler or finisher	16 0	..
Ring frame operative	12 0	9 0
Rope house machinist making over 4 inches	19 0	..
Rope house machinist 2 inches up to and including 4 inches	16 0	..
Rope house machinist up to 2 inches and over 1 inch	13 0	10 0
Rope layer, first, on heavy type 12-strand machine	30 0	..
Rope layer on heavy type 9-strand machine	25 0	..
Rope layer, other, in walk with travellers	21 0	..
Rope splicer on driving ropes and springs 2 inches and over	20 0	..
Roping bales or coils in excess of 45 lb.	8 0	..
Scratcher	11 0	8 0
Spinning	17 0	14 0
Storeman	13 0	10 0
Storeman in charge	23 0	..
Storeworker, other than storemen	8 0	5 0
Traveller driver on heavy type 12-strand machine	14 0	..
Traveller driver other (except on light travellers for cords and lines not exceeding 1½ inches circumference)	11 0	..
Twister or layer of yarn in walk	13 0	10 0
Weighing shop twine	11 0	8 0
Wet spinning	18 0	15 0
Winder and warper in tarring department, winding, oiling and tarring yarn	14 0	..
All other machine operators or employees feeding or taking from machines	11 0	8 0
All others	5 0	2 0

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

J. V. WILLOX, Secretary.

Melbourne, 17th September, 1953.



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THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

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

I, Henry Norman Jones, Acting 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 November, 1953.

Dated at Melbourne, this
24th day of November, 1953.

H. N. JONES,
Acting Secretary for Labour.

BREAD CARTERS BOARD.

Clause 1 of Parts 1, 2, 3 and 4 of the Determination made on the 18th August, 1953 and in force as from the beginning of the first pay period to commence in September, 1953, shall be replaced by the following clauses:—

PART 1.

	Improvers.*		Other Employees.	
	Wages per Week of 40 Hours.		Wages per Week of 40 Hours.	
	Mildura District.	Elsewhere.	Mildura District.	Elsewhere.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
14 and under 21 years of age ..	235 0	243 0	Stable Workers 259 0	267 0
			All Others 279 0	279 0

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

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

PART 2.

	* Improvers.		Other Employees.	
	Wages per Week of 40 Hours.		Wages per Week of 40 Hours.	
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
14 and under 21 years of age ..	243 0		Stable Workers 267 0	
			All Others 279 0	

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

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

PART 3.

1.

* Improvers.		Other Employees.	
	Wages per Week of 40 Hours.		Wages per Week of 40 Hours.
	<i>s. d.</i>		
Under 16 years of age	117 0		
16 years and under 17 years of age	143 3		
17 years and under 18 years of age	176 3		
18 years and under 19 years of age	203 6		
19 years and under 20 years of age	232 9		
20 years and under 21 years of age	248 9		
Proportion.—Wherever this section applies :— One Improver to every four or fraction of four workers receiving not less than the minimum wage.		Stable workers	<i>s. d.</i> 251 6
* The Board has determined that no apprentice shall be taken to this Section.		All others	261 6

PART 4.

1.

* Improvers.		Other Employees.	
	Wages per Week of 40 Hours.		Wages per Week of 40 Hours.
	<i>s. d.</i>		
Under 16 years of age	117 0		
16 years and under 17 years of age	143 3		
17 years and under 18 years of age	176 3		
18 years and under 19 years of age	203 6		
19 years and under 20 years of age	232 9		
20 years and under 21 years of age	248 9		
Proportion.—Wherever this section applies :— One Improver to every four or fraction of four workers receiving not less than the minimum wage.		Stable workers	<i>s. d.</i> 251 6
* The Board has determined that no apprentice shall be taken to this Section.		All others	261 6

Clauses, other than clause 1 of Parts 1, 2, 3, and 4 of the said Determination shall remain in force.



VICTORIA

GOVERNMENT GAZETTE.

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No. 949]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

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

I, Henry Norman Jones, Acting 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 November, 1953.

Dated at Melbourne, this
24th day of November, 1953.

H. N. JONES,
Acting Secretary for Labour.

CARTERS AND DRIVERS BOARD.

Clauses 1 and 2 of Part II., 1 of Part III., 1 and 2 of Part IV., and 1 of Part V. of the Determination made on the 28th September, 1953, and in force as from the 14th October, 1953, shall be replaced by the following Clauses:—

PART II.

(This Part applies only to persons employed as Bulk Milk Carters.)

1. *Wage Per Week, 20 Years of Age and Over.*

Classification.	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; within 5 Miles of the Chief Post Office, Warrambool; and within the Mildura and Gippsland Districts.	At Yallourn.	All Other Parts of Victoria.	Additional Amounts.	
				Per Week.	s. d.
(1) Employee driving motor vehicle having maker's capacity of—25 cwt. or less	£ s. d. 13 8 6	£ s. d. 13 15 0	£ s. d. 13 5 6		
Over 25 cwt. but not over 3 tons	13 14 6	14 1 0	13 11 6		
Over 3 tons but under 6 tons	13 19 0	14 5 6	13 16 0		
Further tonnage—for each complete ton over 5— an extra ls. Motor drawing trailer—2s. 6d., extra per day for each loaded trailer or 1s. 3d. extra per day for each empty trailer, provided that not more than one trailer shall be drawn at any one time.					
(2) Employee driving articulated vehicle having maker's capacity of 8 tons or less	14 8 6	14 15 0	14 5 6		
For each complete ton over 8 an extra ls.					
(3) Motor driver's assistant	12 11 0	12 17 6	12 8 0		
(4) Employee handling money as defined— For any amount handled up to £10				2	0
For any amount handled over £10 but not exceeding £100				6	0
For any amount handled over £100 but not exceeding £300				10	0
For any amount handled over £300 but not exceeding £500				15	0
For any amount handled over £500				20	0
(5) Leading hands in charge of not less than 3 and not more than 10 employees				9	0
More than 10 and not more than 20 employees				18	0
More than 20 employees				27	0

JUNIORS.

2. (a) The minimum rate to be paid to junior employees is as follows:—
 Under 19 years of age—65 per cent. of the total wage payable to an adult for the class of work performed.
 19 years and under 20 years of age—75 per cent. of the total wages payable to an adult for the class of work performed.
- (b) No junior under 19 years of age shall be allowed to drive or be in charge of more than one horse in the Metropolitan District and no junior under 18 shall be permitted to have sole charge of a motor vehicle.
- (c) Juniors shall not be employed by any employer in a greater proportion than one junior to every five drivers receiving adult wages.

PART III.

(This part applies only to persons employed as Wharf Dragger.)

RATES OF WAGE.

1. The minimum rates of wage payable to any person casually employed in the calling or occupation of a driver or dragger in the hauling or dragging of cargo on the wharf to and from the vessel's side and the wharf sheds or stacking grounds during the process of loading or unloading a vessel shall be 6s. 9¹/₁₀d., with a minimum payment as for four hours.

PART IV.

(This Part applies only to persons employed by Retail Dairymen.)

1. (a)

ADULT EMPLOYEES.

	Weekly Wage. (Including a Loading of 8s.)		
	Within 20 Miles of G.P.O., Melbourne; within 10 Miles of G.P.O., Geelong; within 5 Miles of the Chief Post Office, Warrnambool; and within the Mildura and Gippsland Districts.	At Yallourn.	All Other Parts of Victoria.
	£ s. d.	£ s. d.	£ s. d.
(1) Employee driving—			
One horse	13 0 6	13 7 0	12 17 6
Two horses	13 8 6	13 15 0	13 5 6
(2) Employee driving—			
Motor bicycle with side car	13 1 6	13 8 0	12 18 6
(3) Employee driving other motor vehicle having maker's capacity of—			
25 cwt. or less	13 8 6	13 15 0	13 5 6
Over 25 cwt. but not over 3 tons	13 14 6	14 1 0	13 11 6
Over 3 tons but under 6 tons	13 19 0	14 5 6	13 16 0
Further tonnage—for each complete ton over 5 an extra 1s. per week.			
Motor drawing trailer—2s. 6d. extra per day for each loaded trailer or 1s. 3d. extra per day for each empty trailer, provided that not more than one trailer shall be drawn at any one time.			
(4) Employee driving articulated vehicle having maker's capacity of 8 tons or less	14 8 6	14 15 0	14 5 6
For each complete ton over 8—an extra 1s.			
(5) Stableman	12 15 0	13 1 6	12 12 0
(6) Head stableman	13 3 0	13 9 6	13 0 0
(7) Horse driver's assistant, motor driver's assistant, yardman	12 11 0	12 17 6	12 8 0

PART IV.—(continued).

(This Part applies only to persons employed by Retail Dairymen.)

	Per Week.
	s. d.
<i>Further additional amounts for—</i>	
(8) Carter collector and/or relief driver	10 0
(9) Drivers of milk vehicles	20 0
The further additional amount specified in item No. (9) herein shall not be paid to any employee who absents himself from work on any one day in a week on which he is required to work, unless such employee has a reasonable excuse accepted as such by his employer for so absents himself from work.	
Provided that the foregoing shall not apply to absence from work upon the rostered day off of such employee or to any day for which he is paid pursuant to the provisions of clause 15 hereof.	
(10) Bulk milk carters and their assistants shall be paid 10 per cent. additional for all time worked during the ordinary hours on afternoon shift. For the purpose of this item "Afternoon shift" shall mean any shift on which the ordinary hours conclude after 6 p.m.	

JUNIORS.

2. (a) The minimum rate to be paid to junior employees is as follows:—
 Under 19 years of age—65 per cent. of the total wage payable to an adult for the class of work performed.
 19 years and under 20 years of age—75 per cent. of the total wage payable to an adult for the class of work performed.
 20 years of age and over—the same rate of wage payable to an adult for the class of work performed.
- (b) No junior under nineteen years of age shall be allowed to drive or be in charge of more than one horse within the Metropolitan District, and no junior under eighteen shall be permitted to have sole charge of a motor vehicle.
- (c) Juniors shall not be employed in a greater proportion than one junior to every five drivers receiving adult wages.

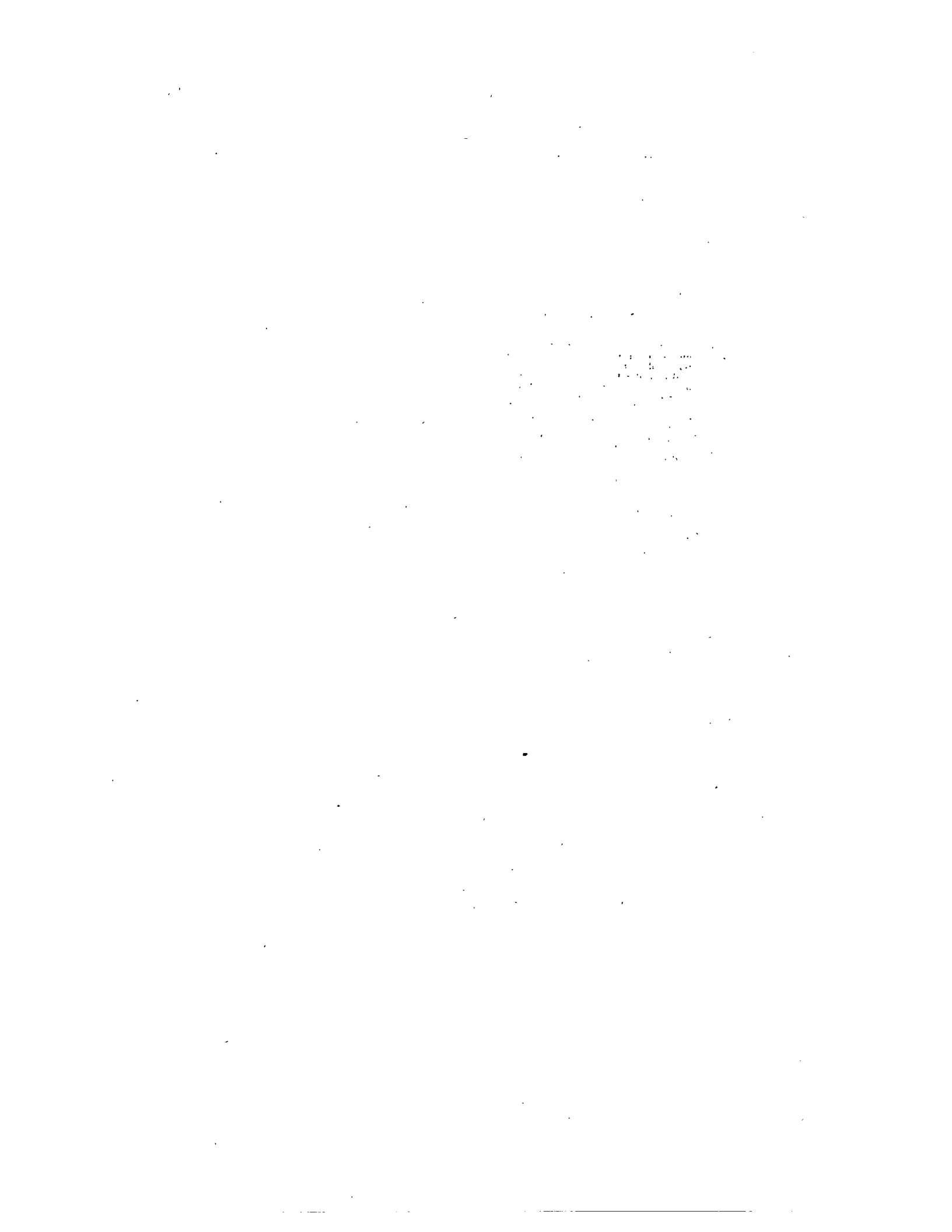
PART V.

(This Part applies only to persons employed in connexion with the distribution of petrol and petroleum products.)

I. WAGES PER WEEK.

No.	Classification.	Basic Wage (Adjustable).	Margin.	Loading.	Total Wage Per Week.
		Per Week.	Per Week.	Per Week.	
		£ s. d.	s. d.	s. d.	£ s. d.
1	Aerodrome attendants	11 19 0	47 0	3 0	14 9 0
2	Assistant aerodrome attendants	11 19 0	37 0	3 0	13 19 0
3	An employee appointed as a leading hand aerodrome attendant in charge of a shift— 2s. 6d. per shift extra for each shift or part thereof he works as a leading hand.				
4	Employee driving a motor waggon with a combined weight of vehicle and maximum load of under 10 tons (including margins for salesman-drivers collecting money and when required carting packages, fuel oil in drums or bulk or carting, spreading and/or spraying bituminous products upon the street)	11 19 0	46 0	3 0	14 8 0
5	Employee driving a motor waggon with a combined weight of vehicle and maximum load of 10 tons and up to and including 13 tons (including margins for salesman-drivers, collecting money and when required carting packages, fuel oil in drums or bulk or carting, spreading and/or spraying bituminous products upon a street)	11 19 0	49 0	3 0	14 11 0
6	Further additional amount for each additional ton or part thereof in excess of 13 tons— 1s. per week				
7	Motor (not being a tractor) drawing a trailer— 2s. 6d. extra per day.				
8	Further additional amount for an employee driver of an articulated vehicle, 7s. 6d.				
9	Employee driving oil tractor, tow motor, industrial truck, yard truck or utility vehicle	11 19 0	35 0	3 0	13 17 0
10	Washers and greasers	11 19 0	25 0	3 0	13 7 0
11	Assistant drivers	11 19 0	26 0	3 0	13 8 0
12	Further additional amount for a driver of a yard truck or tractor who is instructed by a superior officer to supervise the work of two or more employees, whether they are engaged under this Part or not, 9s.				

Clauses, other than clauses 1 and 2 of Part II., 1 of Part III., 1 and 2 of Part IV., and 1 of Part V., of the said Determination shall remain in force.





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No. 950]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE PLATE GLASS BOARD.

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

(b) On the 18th December, 1939, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed fixing in position glass sheets or pieces, of surface area not exceeding 2½ square feet each, as substitute for tiles, and conferring such power exclusively on the Tilelayers Board.

In accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 5th November, 1924, has had the power to "determine the lowest prices or rates which may be paid to any persons employed in the trade of—

(a) designing, bevelling, cutting, embossing, glazing, painting, silvering, or otherwise working all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(b) fixing in position all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

(c) packing all kinds of plate, sheet, or stained glass, or glass lenses or prisms;

including any labouring work in connexion with any such operations", has made the following Determination, namely:—

1. That, on the 8th October, 1953, the last previous Determination of this Board shall be revoked and be replaced by this Determination.

2.

WAGES.

Adults, Journeymen, or Journeywomen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles of G.P.O., Geelong; at Warrnambool, and in the Mldura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
PART I.—ADULT MALES.		
<i>Section "A"—Glass.</i>		
Hand painter or designer on or for glass	14 12 0	14 9 0
Pencil hand-embosser	14 5 0	14 2 0
Tradesman, i.e., an employee who has completed an indenture of apprenticeship or an adult employee who has been trained for not less than 4 years as a Beveller, Silverer, Glass Bender, Sand Blaster, Spray Painter, Glazier, Glass Cutter, Scratch Polisher, and Glass Blocker	14 5 0	14 2 0
Tradesman's Assistant, i.e., an adult employee other than a tradesman, who assists a tradesman but does not do a tradesman's work, or is employed in checking, recording, packing, or unpacking glass	13 5 0	13 2 0
Rubber-out embosser	13 5 0	13 2 0
Cementer	13 5 0	13 2 0
Employee turning out lead from mill for leadlight glazier	13 5 0	13 2 0
Silk Screen maker	13 5 0	13 2 0
Silk Screen operator	12 17 0	12 14 0
Assistant to Silverer employed lifting and/or painting and/or cleaning silvered glass	12 13 0	12 10 0

WAGES—continued.

Adults, Journeymen, or Journeywomen.	Within 20 Miles of G.P.O., Melbourne; 10 Miles G.P.O. Geelong; at Warrambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
	£ s. d.	£ s. d.
PART I.—ADULT MALES—continued.		
Section "B"—Safety Glass.		
Cutter	14 5 0	14 2 0
Beveller	14 5 0	14 2 0
Employee in charge of laminating room	14 5 0	14 2 0
Edge grinders (including allowance for wet work)	14 5 0	14 2 0
Autoclave attendant	13 15 0	13 12 0
Furnace operator—		
(a) First three months	13 15 0	13 12 0
(b) After three months' service	14 5 0	14 2 0
Furnace operator's assistant	13 15 0	13 12 0
Employees on cornering	13 15 0	13 12 0
Scratch polisher	13 5 0	13 2 0
Edge workers employed on automatic or semi-automatic machines	13 5 0	13 2 0
Edge sealer	13 5 0	13 2 0
Employee packing, unpacking, or issuing glass	13 5 0	13 2 0
Employee working automatic cutting machine	13 5 0	13 2 0
Employee breaking out after automatic cutting machine	13 5 0	13 2 0
PART II.—ADULT FEMALES.		
Safety Glass.		
Females engaged on scratch polishing machines	9 8 0	9 6 0
Females engaged on inspecting and testing	9 4 0	9 2 0
All other work	9 0 0	8 18 0

Provided that all other adult females employed on work for which a male margin of 40s. or over is prescribed shall receive a margin equal to 50 per centum of the male margin, but if the male margin is less than 40s., they shall receive a margin equal to 25 per centum of the male margin: Where there is no male margin prescribed for their work they shall be paid a margin of 4s. per week.

PART III.—SAVING.

No employee shall have his or her rate reduced merely as a result of this Determination.

SPECIAL RATES.

3. (a) *Leading Hands*.—In addition to the wages prescribed in clause 2 herein leading hands shall be paid the following allowances:—

1. 9s. per week if in charge of not less than three and not more than ten employees including apprentices;
2. 18s. per week if in charge of not less than ten and not more than twenty employees including apprentices;
3. 27s. per week if in charge of more than twenty employees including apprentices.

(b) In addition to the rates set out in clause 2 herein, the following additional rates shall be paid:—

- (i) 10s. per week to employees in the Glass Section required to work at a height of 50 feet or more above the nearest horizontal plane;
- (ii) 6d. per hour to employees working in confined spaces;
Confined space means a compartment, space, or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position or without proper ventilation.
- (iii) 4d. per hour to employees working in any place where clothing or boots become saturated, whether by water, oil, or otherwise. Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear. And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots;
- (iv) 6d. per hour to employees handling loose slag wool, loose insul wool, or other loose material of a like nature used for providing insulation against heat, cold, or noise;
- (v) 4d. per hour where a foreman and workman shall agree that the work is of an unusually dirty or offensive nature.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman's claim by the employers' 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 workman's claim within 48 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;

- (vi) 25 per centum to employees working on replacement of surface of urinals and lavatories where structural glass is used.

SPECIAL RATES NOT CUMULATIVE.

(c) Where more than one of the disabilities entitling a workman to extra rates exist on the same job, the employer shall be bound to pay only one rate, namely, the highest rate for the disabilities so prevailing.

RATES NOT SUBJECT TO PENALTY ADDITIONS.

(d) The special rates herein prescribed shall be paid irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

MIXED FUNCTIONS.

4. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but, if he or she is engaged for more than half of any one day, he or she shall be so paid for the whole day. If the period on the higher class of work is half or less than half a week or half or less than half a day, then he or she shall be paid at the rate fixed for the work he or she actually performs.

APPRENTICES AND IMPROVERS—RATES OF PAY.

5. The following shall be the rates of pay for apprentices and improvers :—

	Within 20 Miles of G.P.O., Melbourne ; 10 Miles of G.P.O., Geelong ; at Warrnambool ; and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
<i>Apprentices.</i>		
£ s. d.		
Five-year Term—		
1st year's experience	3 15 0	3 14 0
2nd year's experience	5 1 0	5 0 0
3rd year's experience	6 7 0	6 5 6
4th year's experience	9 15 0	9 12 6
5th year's experience	12 1 0	11 18 0
Four-year Term—		
1st year's experience	4 0 0	3 19 0
2nd year's experience	6 7 0	6 5 6
3rd year's experience	9 15 0	9 12 6
4th year's experience	12 1 0	11 18 0
<i>Improvers (Males).</i>		
Under 16 years of age	2 16 6	2 15 6
16 and under 17	3 9 0	3 8 0
17 and under 18	4 12 6	4 11 6
18 and under 19	6 3 6	6 2 0
19 and under 20	9 15 0	9 12 6
20 and under 21	12 0 0	11 17 0
<i>Female Apprentices.</i>		
1st year's experience	4 1 0	4 0 0
2nd year's experience	5 16 0	5 14 6
3rd year's experience	7 15 0	7 13 6
4th year's experience	8 17 0	8 15 6
<i>Female Improvers.</i>		
16 years and under	2 18 0	2 17 6
17 years	4 1 0	4 0 0
18 years	5 16 0	5 14 6
19 years	7 15 0	7 13 6
20 years	8 17 0	8 15 6

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

6. (a) (i) Males.—One male apprentice shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.
- (ii) Female.—One female apprentice shall be allowed to each adult female worker.
- (b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof; provided that at least three adult male workers must be employed before a male improver can be employed.
- (ii) In the case of the safety glass section, one male improver shall be allowed to each three adult male workers or fraction thereof employed.
- (iii) Provided further that, in the case of the glass section in classification for which no apprentice is provided, one male improver shall be allowed to each four adult male workers or fraction thereof.
- (iv) One female improver shall be allowed to each six adult female workers or fraction thereof.
- (v) In the case of the safety glass section, three female improvers shall be allowed to each female receiving the adult female wage.
- (c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.
- (d) The terms "adult male workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory.
- (e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.
- (f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

Apprenticeship Trades.

7. (a) For the purpose of indentures, the following shall be apprenticed trades :—

Glass.—Bevelling, silvering, embossing, glazing (including lead and copper glazing), painting and designing, cutting, bending, blocking, scratch polishing, and sand blasting.

Provided that, in all types of machining, instruction and practice shall be given in one of the following machines, viz., shaper, moulder, or router.

Term of Apprenticeship.

- (b) (i) *Males.*—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years and, for those entering apprenticeship trades in their eighteenth and nineteenth years, shall be four years.
- (ii) *Females.*—The term of apprenticeship for females shall be four years.

General Conditions of Apprenticeship.

(c) (i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include, and all future contracts of apprenticeship shall include, 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.

If there occurs a breakdown of power necessitating the standing down of adult employees, apprentices may also be stood down over the same period.

Technical Training.

(d) (i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of his technical education by the Technical College, shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education, shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

CONTRACT OF EMPLOYMENT.

8. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to 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 employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods.

Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

(ii) *Terminating Employment:—*

(a) Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week or in lieu thereof payment or forfeiture of a week's wages. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, or to deduct payment for any time 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 reasonably be held responsible.

Where an employee has given or been given notice as aforesaid, he shall continue in his employment until the date of the expiration of such notice. Any employee who, having given or been given notice as aforesaid without reasonable cause (proof of which shall lie on him), absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

(b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.

(c) Where an employee is dismissed within seven days prior to any such holiday, the re-engagement of such employee within seven days after such holiday shall be *prima facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.

(d) Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.

Casual Employees.

(e) A casual employee shall mean an employee who is engaged and paid as such, and he may be engaged at hourly rates for weekly hands with the addition of 10 per centum.

EMERGENCY PROVISIONS.

9. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

(1) if an employer requires the employee to attend for work but is not able to employ him usefully, the employee shall be entitled to be paid for two hours' work;

(2) where an employee commences work he shall be entitled to be paid for four hours' work;

(3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

(1) For work performed on Mondays to Fridays, from 7 a.m. to 5.30 p.m. and, on Saturdays, from 7 a.m. to noon—ordinary time;

(2) For work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;

(3) For work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.:

Provided that, when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual, and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of any employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force, and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

LIMITATION OF EMPLOYMENT.

10. (a) Except as hereinafter provided no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned, provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of clause 8 hereof.

DEFINITIONS.

- 11. (a) "An apprentice" is a person who is bound by indentures of apprenticeship.
- (b) "A Juvenile" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

- 12. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of 8 hours per day.
- (b) The hours of employment for day workers may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday, inclusive.

SHIFT WORK.

13. Shift work may be worked, and where such shift work is worked, the following conditions shall apply:—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
- (b) Except as herein provided, employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per cent. more than the ordinary rates.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who, during a period of engagement, work only on night shifts, shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only, they shall change over week and week about, and shall be paid 10 per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only, they shall change over week and week about, and shall be paid 10 per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty, exclusive of meal breaks off duty (if any), of employees working on shift shall not exceed—
 - (i) 8 in any one day; or
 - (ii) 44 in any one week; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
- (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

- 14. (a) Except in the case of shift work, all time worked—
 - (i) before or after the usual times of beginning and ending work;
 - (ii) in excess of 8 hours per day;
 shall be paid for at the rate of time and one half for the first two hours and double time thereafter: provided that all time worked between the hours of 9 p.m. and 7 a.m. shall be paid for at double time.
- (b) All work done outside the times of beginning and ending work on any holiday specified in clauses 22 and 23 of this Determination shall be paid for at the rate of double ordinary time.
- (c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.
- (d) In computing overtime, each day's work shall stand alone.
- (e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.
- (f) An employer may require any employee to work reasonable overtime at overtime rates, and such employee shall work overtime in accordance with such requirement.

MID-DAY MEAL.

15. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m., but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30-minute break.

MEAL MONEY.

16. All employees required to work beyond the usual finishing time shall be allowed 4s. 6d. tea money in addition to overtime rates as prescribed for in this Determination, when the usual finishing time is exceeded by more than one hour.

WASHING TIME FOR POLISHERS.

17. Employees engaged in the polishing shop, spray paint operators, strippers of mirrors, and users of rouge and glacie shall be granted five minutes before lunch time and five minutes before knocking-off time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

18. (a) All time reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the shop, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the shop.

(b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.

(c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.

(d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.

(e) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

19. When any spell of duty is for four hours or more, an interval (ten minutes for females and five minutes for males) to be selected by the employer shall be allowed in the third hour. The interval shall be regarded as time on duty and, during such interval, employees may leave their seats but not the premises.

SEATING ACCOMMODATION.

20. (a) All chairs provided for employees shall be reasonably comfortable.

(b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

PAYMENT OF WAGES.

21. (a) All employees shall be paid weekly not later than Wednesday.

(b) No employer shall hold more than two days' pay in hand except under the provisions of clause 24 of this Determination.

(c) Any employee kept waiting for his pay on pay day for more than ten minutes after the usual time for ceasing work shall be paid overtime rates for that ten minutes and for ten minutes at the least.

(d) Any employee dismissed during the course of a week shall have any wages due paid to him forthwith or posted to him within 24 hours of his dismissal.

(e) Should an employee leave his employment without giving a week's notice, as required by this Determination, any moneys due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.

(f) Sub-clauses (a) and (b) hereof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry, but the practice followed for the majority of employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

HOLIDAYS.

22. (a) The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

23. (a) Any time-work employee who is employed on any holiday provided for herein shall be paid at the rate of the ordinary time in addition to the usual rate.

(b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE, AND ANNUAL LEAVE.

24. (a) All weekly wage employees shall be granted their annual leave at Christmas time, such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 22 hereof, and, if any of such holidays fall within the period of annual leave and is observed on a day which would have been an ordinary working day, there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas–New Year holidays.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned:—

- (i) In the glass section for emergency replacements of glass;
- (ii) In all sections where employers are under contract to service ships in port;
- (iii) In retail shops for the purpose of servicing furniture;
- (iv) In any other section where the said representatives of the parties consider special provision necessary.

(b) Loaded rate shall provide credits from which payment for holidays, annual leave, and sick pay shall be made under the following conditions:—

- (i) Each weekly wage employee, including a piece-worker or a task worker, shall be credited by the employer with a sum equal to 4 hours' pay for each week of continuous service and shall be continued each year from the beginning of the second week in each year until the end of the fifty-first week in each year.
- (ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the time wage equivalent of such time, shall be ascertained.
- (iii) If, on the pay day following the holiday, there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent, the employer shall, on that pay day, pay to the employee an amount equal to that wage equivalent, and the employee's credit shall be reduced by the amount so paid. Provided that, in the case of Christmas–New Year holidays, any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If, on the pay day following the holiday, the amount standing to such credit is less than such wage equivalent, the employer shall, on that pay day, pay to the employee the amount then standing to such credit, and the employee's credit shall be reduced by the amount so paid. Provided that, in the case of Christmas–New Year holidays, any payment due under this paragraph will be made on the pay day preceding such holidays.
- (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment, the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall, if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week, pay to him such amount, and if there be not sufficient for this purpose, then the employer shall pay to the employee such amount as is standing to his credit, and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated, the employee may, at his own request, be paid the difference when he has accumulated sufficient credit to cover the necessary amount.

- (vi) On the pay day preceding the Christmas–New Year holidays, the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-first week in the year.
 - (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness, or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year, the employer may reduce the amount to be credited to such employee by an amount pro rata to such absence.
 - (viii) If an employee lawfully leaves, or his employment is terminated by the employer through no fault of the employee, he shall be paid such amount as is then standing to his credit.
- (c) The provisions of this clause shall not apply to an employer in which the work of employees covered by this Determination is only subservient to the main operation of such employer, but the practice followed for the majority of employees in the establishment of that employer shall be applied to employees therein covered by this Determination.

FIRST-AID OUTFIT AND ATTENDANT.

25. (a) Every factory, shop, or workshop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

Antiseptic solution, 1 bottle; Bandages, cotton and gauze, 1 dozen assorted sizes; Castor oil, 2 oz.; Iodine, tincture of, 2 oz.; Manual, First-aid, 1; Petrolatum, carbolyzed, 1 jar; Picric acid solution made according to the following recipe or prescription:— $1\frac{1}{2}$ teaspoonsful of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water—1 pint; Pins, safety, 1 packet; sal volatile, 6 oz.; Scissors, 1 pair; Tourniquet, 1; Tweezers, 1 pair; Gauze, sterilized plain, Cotton, absorbent, Lint, absorbent, Plaster, adhesive, an adequate assortment.

(b) In factories, shops, workshops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first-aid attendant, an additional 10s. per week for each week in which three days or more have been worked shall be paid to such employee, and shall be payable in addition to any amounts paid for annual leave, sick leave, and public holidays, provided that this allowance shall not be subject to any premiums or penalty.

AMENITIES.

26. (a) Each employer shall install in each factory, shop, or workroom or place wherein employees are working, a proper system of ventilation and dust prevention.

(b) Employers shall make available an adequate and proper supply of boiling water boiled in clean receptacles at rest periods and at meal hours.

(c) Employers shall provide for the use of employees a sufficient supply of wholesome cool drinking water.

(d) Each employer shall provide proper and sufficient washing facilities.

(e) Each employer shall provide a dining-room with adequate table and seating accommodation therein.

(f) An employer shall, at some reasonably convenient place on his premises, provide a suitable locker for each employee in his workshop.

(g) Suitable canvas or leather gloves shall be provided by employers for employees working in the glass section when necessary.

(h) Suitable masks and goggles or other approved appliances shall be provided for employees for spray painting and sand blasting. An employee, when performing such work, shall wear the mask and goggles provided for his protection. Masks and goggles containing celluloid shall not be considered suitable for the purpose of this provision. The employees on sand blasting shall be supplied with 1 pint of milk daily by the employer. Goggles shall be supplied to employees when grinding tools.

(i) While any work is being carried on in any confined or enclosed space in which fumes, gases, dust, or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work, the employer shall install a suction-exhaust apparatus through which, by means of a power-driven fan, air is drawn from the vicinity of the work in relation to which it is installed. Where it is impracticable to install such suction-exhaust apparatus the employer shall, before requiring any employee to work therein, take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

TIME AND WAGES BOOK OR RECORD.

27. (a) Employers shall provide at each shop, factory, or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the total hours worked and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly-accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hours at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards, or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

RIGHT OF ENTRY OF UNION OFFICIAL.

28. A duly-accredited representative of the Federated Furnishing Trade Society of Australasia shall have the right to enter employers' workshops during the mid-day meal hour for the purposes of interviewing employees on legitimate union business on the following conditions:—

- (a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (b) That he interviews employees only at the places where they are taking their meal.
- (c) That not more than one representative in all be in any workshop at any one time.
- (d) That no one representative visit a workshop more than once in each week.
- (e) That, if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or in committing a breach of any of the previous conditions, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Chief Inspector of Factories.

SHOP STEWARDS.

29. In cases where shop stewards have been appointed and recognized by the employers, the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative, and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department, he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

30. Where the appointment of a shop steward is not approved of or recognized by the employer, a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

31. (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 of the Federated Furnishing Trade Society of Australasia.

(b) The notice boards shall be in a prominent position.

(c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

32. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store, or shop.

WORK TO BE DONE IN FACTORY, SHOP, OR PLACE.

33. (a) All work shall be done in a factory, shop, or place duly registered under State laws; but this shall not prevent an employer sending employees from his factory, shop, or place to any building or ship for the purpose of repairing, completing, fitting, or fixing any work covered by this Determination.

(b) For the purposes of this Determination, "factory, shop, or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared, or manufactured.

(c) No persons shall use, allow, or permit to be used as a sleeping place any part of a factory, shop, or place.

PIECEWORK.

34. (a) The employer in conjunction with his employees may fix his own piecework or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piecework rates shall be paid to all pieceworkers doing the same operation in the factory or workshop whether they be apprentices or improvers on piecework or otherwise.

(b) All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and, in the case of females, not less than 75 per centum of the base rate.

CONTRACT WORK.

35. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piecework in clause 34) by contracting, sub-contracting, sub-letting, or other similar systems.

BASIC WAGE.

36. (a) The wages rates set out in clause 2 are based upon the following basic wage for adult males.

Place.	Basic Wage	Index Number Set Assigned.
	£ s. d.	
Within 20 miles of G.P.O., Melbourne—	11 15 0	Melbourne
Within 10 miles of G.P.O., Geelong—same as the basic wage and minimum wage for Melbourne		
Warrnambool—same as the basic wage and minimum wage for Melbourne		
Mildura and Gippsland districts—same as the basic wage and minimum wage for Melbourne		
Yallourn—until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere—3s. less than the basic wage and minimum wage for Melbourne		

(b) The minimum rate of wage to be paid to adult females shall be 75 per cent. of the basic wage for adult males.

MARGINS.

37. In addition to the basic wage and the minimum wage for females prescribed in clause 36 the following additional margins (including war loadings) shall be paid:—

Classification.	Margin.
PART I.—ADULT MALES.	
Section "A"—Glass.	
Hand painter or designer on or for glass	2 17 0
Pencil hand-embosser	2 10 0
Tradesman, i.e., an employee who has completed an indenture of apprenticeship or an adult employee who has been trained for not less than four years as a Beveller, Silverer, Glass Bender, Sand Blaster, Spray Painter, Glazier, Glass Cutter, and Scratch Polisher and Glass Blocker	2 10 0
Tradesman's Assistant, i.e., an adult employee other than a tradesman who assists a tradesman but does not do a tradesman's work, or is employed in checking, recording, packing, or unpacking glass	1 10 0
Rubber out embosser	1 10 0
Cementer	1 10 0
Employee turning out lead from mill for leadlight glazier	1 10 0
Silk screen maker	1 10 0
Silk screen operator	1 2 0
Assistant to Silverer employed lifting and/or painting and/or cleaning silvered glass	0 18 0
Section "B"—Safety Glass.	
Cutter	2 10 0
Beveller	2 10 0
Employee in charge of laminating room	2 10 0
Edge grinders (including allowance for wet work)	2 10 0
Autoclave attendant	2 0 0
Furnace operator—	
(a) First three months	2 0 0
(b) After three months' service	2 10 0
Furnace operator's assistant	2 0 0
Employees on cornering	2 0 0
Scratch polisher	1 10 0
Edge workers employed on automatic or semi-automatic machines	1 10 0
Edge sealer	1 10 0
Employee packing, unpacking, or issuing glass	1 10 0
Employee working automatic cutting machine	1 10 0
Employee breaking out after automatic cutting machine	1 10 0

Classification.	Margin.
PART II.—ADULT FEMALES.	
<i>Females.</i>	
Females engaged on scratch polishing machines	0 12 0
Females engaged on inspecting and testing	0 8 0
All other work	0 4 0

38. The wages of apprentices and improvers shall be the under-mentioned percentages of the basic wage and, in addition thereto, the loadings specified calculated to the nearest 6d., 3d. or less than 3d. to be disregarded.

	Percentage of Basic Wage.	War Loading.
<i>Male Apprentices.</i>		
<i>s. d.</i>		
Five-year Term—		
1st year's experience	32	..
2nd year's experience	43	..
3rd year's experience	54	..
4th year's experience	83	..
5th year's experience	100 plus 6s.	..
Four-year Term—		
1st year's experience	34	..
2nd year's experience	54	..
3rd year's experience	83	..
4th year's experience	100 plus 6s.	..
<i>Male Improvers.</i>		
Under 16 years of age	24	..
16 and under 17 years of age	29	0 9
17 and under 18 years of age	39	1 0
18 and under 19 years of age	52	1 6
19 and under 20 years of age	82	2 3
20 and under 21 years of age	100 plus 2s.	3 0
<i>Female Apprentices.</i>		
1st year's experience	46	..
2nd year's experience	65	1 6
3rd year's experience	87	2 0
4th year's experience	99	3 0
<i>Female Improvers.</i>		
16 years and under	33	..
17 years	46	..
18 years	65	1 6
19 years	87	2 0
20 years	99	3 0

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

J. V. WILLOX, Secretary.

Melbourne, 22nd September, 1953.

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No. 951]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE FURNITURE BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which has the power to determine the lowest prices or rates which may be paid to:—

- (1) any person employed in wholly or partly preparing or manufacturing any article of furniture or in repairing any new or second-hand article of furniture, usually made or partly prepared by cabinet-makers, chair and couch makers, upholsterers, wood carvers, french-polishers, and wood turners;
- (2) any person or persons or classes of persons employed in—
 - (a) fixing or repairing new or second-hand furniture or seating in buildings; or
 - (b) french, wax, or lacquer polishing new or second-hand furniture or fittings in or in connexion with buildings;
- (3) any person or persons, or classes of persons, employed in the trade of designing, making, painting, or decorating—
 - (a) furnishing accessories or novelties, wholly or partly made of wood, such as nut bowls, smokers' or ornamental stands, or fancy boxes;
 - (b) domestic woodware, such as bread boards or salt boxes;
 - (c) walking sticks;
- (4) any person employed in wholly or partly preparing or manufacturing furniture timbers cut to size, veneers, veneered panels, plywood or coreboard, but not including persons subject to the determination of any other Wages Board heretofore appointed;
- (5) any person or persons or classes of persons employed in the manufacturing processes of a maker of overmantels and of wood mantelpieces (other than wood mantelpieces to be painted, such as usually made in sawmills) or in repairing any such overmantels or wood mantelpieces;
- (6) any person or persons, or classes of persons, employed in the manufacturing of wire mattresses;
- (7) any person employed in the manufacture of mattresses or bedding;
- (8) females employed as upholstresses, whether as carpet hands, table hands, or drapery hands; and males employed in planning and laying floor coverings, or fixing draperies, blinds, or screens; and males or females employed in making blinds;

but not including persons subject to the jurisdiction of the Tentmakers Board;
- (9) any person or persons or classes of persons employed either inside or outside a factory or workroom in the process, trade, or business of a maker of picture frames, including art picture frames, framed mirrors, and overmantels other than overmantels usually made by cabinet-makers,

has made the following Determination namely:—

1. That on the 8th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

No. 951.—10349/53.—PRICE 6D.

WAGES.

Classification.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
PART I.—ADULT MALES.		
SECTION "A"—WOOD MACHINISTS AND GENERAL.		
<i>Machinist—"A" Grade.</i>		
	<i>£ s. d.</i>	<i>£ s. d.</i>
1. Boulter's carver	14 5 0	14 2 0
2. Shaper—who grinds cutters and/or sets up and operates or who works freehand	14 5 0	14 2 0
3. Moulder—who grinds cutters, sets up and operates	14 5 0	14 2 0
4. Wood turner—who grinds cutters, sets up and operates, or who works freehand	14 5 0	14 2 0
5. Router—who grinds cutters and/or sets up and operates, or who works freehand	14 5 6	14 2 0
6. Lindeman or similar jointer	14 5 0	14 2 0
<i>Machinist—"B" Grade.</i>		
7. Band and/or jig sawyer	13 15 0	13 12 0
8. Circular sawyer—who sets up and operates	13 15 0	13 12 0
9. Dovetailer—who sets up and operates	13 15 0	13 12 0
10. Buzzer—who sets up and operates	13 15 0	13 12 0
11. Planer—who sets up and operates	13 15 0	13 12 0
12. Thicknesser—who sets up and operates	13 15 0	13 12 0
13. Glue Jointer—who sets up and operates	13 15 0	13 12 0
14. Tenoner—who sets up and operates	13 15 0	13 12 0
15. Turner—copying or automatic lathe—who sets up and operates	13 15 0	13 12 0
16. Morticer—who sets up and operates	13 15 0	13 12 0
17. Sander—Tripledrum—who sets up and operates	13 15 0	13 12 0
18. Belt sander on veneers	13 15 0	13 12 0
19. Multiple Borer—three or more bits—who sets up and operates	13 15 0	13 12 0
20. Moulder—who sets up and operates	13 15 0	13 12 0
PART I.—Adult Males.—continued.		
<i>Machinist—"C" Grade.</i>		
21. Sander—others	13 5 0	13 2 0
22. Borer—less than three bits	13 5 0	13 2 0
23. All others—including employees of any of the above-named machines (except classes Nos. 1, 6, and 18) who are not required at any time to grind cutting tools or set up the machine and who are working from templates, dies or jigs, or fences	13 5 0	13 2 0
<i>General.</i>		
24. Timber bender	13 5 0	13 2 0
25. Timber stacker	12 10 0	12 7 0
26. Yardman	12 10 0	12 7 0
27. Tailer out	12 10 0	12 7 0
28. Employees not elsewhere classified	11 18 0	11 15 0
SECTION "B"—POLISHING, ETC.		
29. Polisher	14 5 0	14 2 0
30. Spray hand—		
(a) engaged on finishing coats of any type	13 15 0	13 12 0
(b) engaged on priming and/or undercoating, and/or sealing	13 5 0	13 2 0
31. Employee cutting or papering down and/or filling and/or staining	13 5 0	13 2 0
SECTION "C"—GENERAL FURNITURE.		
32. Cabinet maker	14 5 0	14 2 0
33. Wood carver	14 5 0	14 2 0
34. Chair frame maker	14 5 0	14 2 0
35. Upholsterer	14 5 0	14 2 0
36. Assembler first class, i.e., an adult employee engaged in fitting together by nailing, screwing, gluing or fixing in any way machine-jointed or finished parts of furniture or cabinets and who in so doing completely assembles an article	13 17 6	13 14 6
37. Assembler second class, i.e., an adult employee employed (a) assembling component parts of furniture or cabinets, refrigerators; (b) cramping furniture cabinets, or wooden parts of refrigerators; or (c) an employee upholstering parts of furniture which are later assembled	13 10 0	13 7 0
38. Veneer cutter or matcher	13 15 0	13 12 0
39. Stuff over chair or couch frame maker, i.e., an adult who makes frames on which the upholsterers cover all the woodwork except the legs and/or feet and of which the woodwork is prepared by machines	13 5 0	13 2 0
39A. Employees filling loose cushions	13 5 0	13 2 0
40. Veneer layer or gluer engaged in the preparing or making of veneered panels or plywood or coreboard or partly prepared timber or parts of furniture timber cut to size	13 5 0	13 2 0
41. Employee packing furniture and/or mantelpieces	13 2 0	12 19 0
42. Employee cleaning off, i.e., cleaning off glue after assembly	12 5 0	12 2 0

WAGES—continued.

Classification.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
PART I.—Adult Males.—continued.		
SECTION "D"—BEDDING, BEDSTEADS, AND WIRE MATTRESSES.		
<i>(a) Bedding.</i>		
43. Employee engaged on making box spring mattresses and upholstered base supports	14 5 0	14 2 0
44. Reversible inner spring mattresses and/or soft mattress maker and/or quilt maker including quilting and/or hand tufting	13 15 0	13 12 0
45. Employee who sets up, adjusts and operates any of the following bedding machines: power tufting; roll edge; tape edge; buttoning; or pre-built border	13 15 0	13 12 0
46. Employee who does not set up or adjust, but only operates any of the following bedding machines:—power tufting; roll edge; tape edge; buttoning; or pre-built border	13 5 0	13 2 0
47. Employee operating filling machines for upholstery, soft bedding and pillows	13 5 0	13 2 0
48. Employee packing bedding	13 2 0	12 10 0
<i>(b) Bedsteads and Wire Mattresses.</i>		
49. Wire weaver—who sets up, adjusts, and operates automatic machines	14 5 0	14 2 0
50. Mattress spring and/or spring unit maker (hand)	14 1 6	13 18 6
51. Other wire weavers	13 15 0	13 12 0
52. Stretcher up	13 5 0	13 2 0
53. Tacker up	13 5 0	13 2 0
54. Splitter up	13 5 0	13 2 0
55. Wire drawer	13 3 0	13 0 0
56. Spring maker and assembler on automatic machines	13 5 0	13 2 0
<i>(c) Bedstead Assembly.</i>		
57. Employee framing and/or cramping combination bedsteads and/or settees and/or cots	13 5 0	13 2 0
58. Employee setting up to check and packing combination bedsteads and/or settees and/or cots	12 13 0	12 10 0
SECTION "E"—CARPET PLANNING AND SOFT FURNISHINGS.		
59. Carpet planner	14 5 0	14 2 0
60. Sewer or layer or gluer of carpets, linos, masonite or any other floor covering	13 17 6	13 14 6
61. Employee cutting and/or fixing and/or sewing loose covers, curtains, drapes or blinds	13 15 0	13 12 0
62. Employee mounting, making or hanging blinds	13 15 0	13 12 0
63. Carpet room assistant	12 13 0	12 10 0
SECTION "F"—PICTURE FRAMES.		
64. Stainer who mixes and/or applies stain and/or finishes any kind of wood or compo	13 15 0	13 12 0
65. Mount cutter	13 5 0	13 2 0
66. Mounter	13 5 0	13 2 0
67. Joiner	13 5 0	13 2 0
68. Gilder or bronzer	13 5 0	13 2 0
SECTION "G"—REFRIGERATORS (Other than Ice).		
69. Cabinet maker	14 5 0	14 2 0
70. Painter and/or enameller, spray or brush on coats other than priming	14 5 0	14 2 0
71. Painter and/or enameller, spray or brush on prime coats	13 5 0	13 2 0
72. Wet rubbing	13 5 0	13 2 0
73. Packers of new refrigerators	13 2 0	12 10 0
SECTION "H"—ORNAMENTS OF WOOD.		
74. Wood Turners	14 5 0	14 2 0
75. Polishers	14 5 0	14 2 0
76. Wood machinists (see Section "A")		

WAGES—continued.

Classification.	Weekly Wages.	
	Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
PART II.—ADULT FEMALES.		
SECTION A—GENERAL FURNITURE.		
1. Upholstress	9 16 0	9 14 0
2. Veneer matcher	9 16 0	9 14 0
3. Female employed in designing, making, painting, or decorating—		
(a) furnishing accessories or novelties	9 16 0	9 14 0
(b) domestic woodware	9 16 0	9 14 0
(c) walking sticks	9 16 0	9 14 0
SECTION B—BEDDING, ETC.		
4. Females sewing mattresses, pillows, quilts, cushions, &c.	9 16 0	9 14 0
SECTION C—CARPET PLANNING AND SOFT FURNISHINGS.		
5. Carpet sewer	9 17 3	9 15 3
6. Table hand	9 16 0	9 14 0
7. Draping hand or repairer of new goods	9 16 0	9 14 0
8. Shade roller blind maker	9 18 0	9 14 0
9. Cutter of loose covers	9 16 0	9 14 0
10. Cutter of curtains, drapes or blinds	9 16 0	9 14 0
11. Fancy roller blind maker	9 16 0	9 14 0
SECTION D—PICTURE FRAMES.		
12. Mounting and/or fitting	9 3 6	9 1 6
<p>Provided that all other adult females, employed on work for which a male margin of 40s. and over is prescribed in clause 41, shall receive a margin equal to 50 per centum of the male margin, but if the male margin is less than 40s. they shall receive a margin equal to 25 per centum of the male margin. Where there is no male margin prescribed for their work they shall be paid a margin of 4s. per week.</p>		
PART III.—SAVING.		
<p>No employee shall have his or her rate reduced merely as a result of this Determination.</p>		

SPECIAL RATES.

3. (a) *Leading Hands.*—In addition to the wages prescribed in clause 2 herein leading hands shall be paid the following allowances:—

- (1) Nine shillings per week if in charge of not less than three and not more than ten employees including apprentices;
- (2) Eighteen shillings per week if in charge of not less than ten and not more than twenty employees including apprentices;
- (3) Twenty-seven shillings per week if in charge of more than twenty employees including apprentices.

(b) In addition to the rates set out in clause 2 herein, the following additional rates shall be paid:—

- (i) Sixpence per hour to employees working in confined spaces;
Confined space means a compartment, space or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position or without proper ventilation.
- (ii) Fourpence per hour to employees working in any place where clothing or boots become saturated, whether by water, oil or otherwise. Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear. And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.
- (iii) Sixpence per hour to employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise;
- (iv) Fourpence per hour where a foreman and workman shall agree that the work is of an unusually dirty or offensive nature.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled within 24 hours, to ask for a decision on the workman's claim by the employers 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 workman's claim within 48 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.

Special Rates Not Cumulative.

(c) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest rate for the disabilities so prevailing.

Rates Not Subject to Penalty Additions.

(d) The special rates herein prescribed shall be paid irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

Tool Allowances.

(e) Employees engaged as cabinet makers, chairmakers and carvers shall at the end of each three months of service be supplied by their employer with an order for a sum equivalent to 2s. 6d. per week as a tool allowance. Provided that this extra rate shall only be paid in respect of each week in which 3 days or more have been worked.

MIXED FUNCTIONS.

4. Where an employee is engaged in any one week for more than half of such week at work in a higher class than he or she is employed to perform, he or she shall be paid for the full week at the highest rate payable for any such work under this Determination; but if he or she is engaged for more than half of any one day he or she shall be so paid for the whole day. If the period on the higher class of work is half or less than half a week or half or less than half a day then he or she shall be paid at the rate fixed for the work he or she actually performs.

APPRENTICES AND IMPROVERS—RATES OF PAY.

5. The following shall be the rates of pay for apprentices and improvers:—

		Within 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrnambool, and in the Mildura and Gippsland Districts.	Elsewhere in Victoria.
		£ s. d.	£ s. d.
<i>Male Apprentices.</i>			
Five-year Term—			
1st year's experience	3 15 0	3 14 0
2nd year's experience	5 1 0	5 0 0
3rd year's experience	6 7 0	6 5 6
4th year's experience	9 15 0	9 12 6
5th year's experience	12 1 0	11 18 0
Four-year Term—			
1st year's experience	4 0 0	3 19 0
2nd year's experience	6 7 0	6 5 6
3rd year's experience	9 15 0	9 12 6
4th year's experience	12 1 0	11 18 0
<i>Male Improvers.</i>			
Under 16 years of age	2 16 6	2 15 6
16 and under 17	3 9 0	3 8 0
17 and under 18	4 12 6	4 11 6
18 and under 19	6 3 6	6 2 0
19 and under 20	9 15 0	9 12 6
20 and under 21	12 0 0	11 17 0
<i>Female Apprentices.</i>			
1st year's experience	4 1 0	4 0 0
2nd year's experience	5 16 0	5 14 6
3rd year's experience	7 15 0	7 12 6
4th year's experience	8 17 0	8 15 6
<i>Female Improvers.</i>			
16 years and under	2 18 0	2 17 6
17 years	4 1 0	4 0 0
18 years	5 16 0	5 14 6
19 years	7 15 0	7 13 6
20 years	8 17 0	8 15 6

APPRENTICES AND IMPROVERS—PROPORTIONATE NUMBERS.

6. (a) (i) Males.—One male apprentice shall be allowed to the first three adult male workers or fraction thereof, and thereafter one additional apprentice to every three such workers.

(ii) Female.—One female apprentice shall be allowed to each adult female worker.

(b) (i) One male improver shall be allowed to each six adult male workers or fraction thereof; provided that at least three adult male workers must be employed before a male improver can be employed.

In the case of wire mattresses and bedding sections where no apprentices are employed, one male improver shall be allowed to each four adult male workers or fraction thereof.

Provided that in the picture frame section one male improver shall be allowed to each three adult male workers or fraction thereof.

(ii) One female improver shall be allowed to each six adult female workers or fraction thereof.

Provided that in the wire mattress and bedding sections where no female apprentices are employed, one female improver shall be allowed to each four adult female workers or fraction thereof.

(c) The proportion of apprentices or improvers shall be based on the average number of adult workers employed for the preceding six months in each workshop or factory.

(d) The terms "adult male workers" and "adult female workers" shall mean adults whose wages are prescribed by this Determination and include a proprietor working in his factory; provided that an apprentice shall not be an adult worker until he has completed his term of apprenticeship prescribed by this Determination.

(e) Where an improver becomes indentured to any trade the time spent in such trade as an improver shall count as part of the term of apprenticeship.

(f) A probationary period of three months shall be allowed before a person is indentured for the first time, but the period of probation shall be treated as part of the period of apprenticeship.

APPRENTICESHIP.

7. (a) *Apprenticeship Trades.*—For the purpose of indentures the following shall be apprenticed trades :—

Furniture.—Cabinet making, wood carving, wood turning, chair and couch making, polishing, upholstering, machining—instruction and practice in four of the following machines :—

Boult's carver or shaper, moulding machine, band saw, jig saw, circular saw, dovetailer, buzzer, planer, glue jointer, tenoner, copying lathe and automatic lathe.

Furnishings.—Carpet planning and floor coverings, soft furnishing.

Wire Mattresses.—Wire weaving, wire mattress making. Polishing, machining—instruction and practice in four of the following machines :—

Boult's carver or shaper, moulding machine, band saw, jig saw, circular saw, dovetailer, buzzer, planer, glue jointer, tenoner, copying lathe and automatic lathe.

Bedding.—Mattress making.

Provided that in all types of machining instruction and practice shall be given in one of the following machines, viz., shaper, moulder or router.

(b) In such portions of the State of Victoria as come within the purview of the State Apprenticeship Commission, male juniors employed as cabinet makers, wood carvers, wood turners, chair and couch makers, polishers (furniture), upholsterers and machinists (furniture) shall only be employed as apprentices.

(c) Juvenile workers employed in any of the occupations referred to in sub-clause (b) hereof at the time of the making of this Determination may, if they so desire, be employed as apprentices and the time that they have been employed in the industry shall be counted as time of apprenticeship. If they do not elect to become apprenticed they may continue to be employed by the same employer as juvenile workers.

(d) *Term of Apprenticeship.*

(i) *Males.*—The term of apprenticeship for those entering apprenticeship trades between the ages of fourteen and seventeen years shall be five years, and for those entering apprenticeship trades in their eighteenth and nineteenth years shall be four years.

(ii) *Females.*—The term of apprenticeship for females shall be four years.

(e) *General Conditions of Apprenticeship.*

(i) The provisions of this Determination governing holidays and for sick pay shall apply to all apprentices whether the apprenticeship was commenced before or after the date of the coming into force of this Determination.

(ii) All present contracts of apprenticeship shall be deemed to include and all future contracts of apprenticeship shall include 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.

If there occurs a breakdown of power necessitating the standing down of adult employees, apprentices may also be stood down over the same period.

(f) *Technical Training.*

(i) On an apprentice producing a certificate from the Technical College stating that he has a record of 70 per cent. of attendance at the Technical College, his employer shall refund to him his Technical College class fees.

(ii) Every apprentice who obtains, and produces to his employer, a certificate (or statement in lieu of same) of competency issued for any year of technical education by the Technical College shall be entitled to 2s. 6d. per week in addition to the rates of wages prescribed for the ensuing twelve months. Every apprentice who produces to his employer a series of such certificates relating to each of the three years of his technical education shall be entitled to 5s. per week, in addition to the prescribed rates of wages for the remainder of his term of apprenticeship.

CONTRACT OF EMPLOYMENT.

8. (i) Except as in this Determination provided, all employees shall be employed by the week. Employees to become entitled to payment of wages prescribed by this Determination must be available and ready and willing to 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 employees affected. Where the majority of the employees of any establishment or of any department of such establishment agree to work part time for any period, or to close down for any period on days other than the prescribed holidays, the provisions of the weekly wages shall not apply to any employee of such establishment or department during such periods.

Employment for the first week of service at any time shall be from hour to hour at the weekly rate fixed.

Terminating Employment.

(ii) (a) Employment to be terminated only by a week's notice on either side, and such notice may be given at any time during the week or in lieu thereof payment or forfeiture of a week's wages. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, or to deduct payment for any time 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 reasonably be held responsible.

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

(b) An employer shall not terminate the employment of a weekly employee for the purpose of evading payment for the holidays prescribed by this Determination.

(c) Where an employee is dismissed within seven days prior to any such holiday the re-engagement of such employee within seven days after such holiday shall be *prima facie* evidence that the employment was terminated for the purpose of evading payment for such holiday.

(d) Where the employer terminates the employment within one week of a day on which a holiday occurs, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee had been employed by the employer for a period of at least one week prior to the termination of the employment.

Casual Employees.

(e) A casual employee shall mean an employee who is engaged and paid as such and he may be engaged at hourly rates for weekly hands with the addition of 10 per centum.

EMERGENCY PROVISIONS.

9. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of any employer who uses auxiliary power plant for the purposes of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

LIMITATION OF EMPLOYMENT.

10. (a) Except as hereinafter provided no weekly employee shall work for more than one employer during any week, nor shall any employee make or assist in the production of goods for sale on his own account.

(b) Employers may, by mutual arrangement between the employers and employees concerned, provide for temporary transfer of employees during the ordinary working hours of the week but, except for this provision, no employer shall employ any person at any time who is already engaged by another employer.

(c) The provisions of this clause shall not affect the right of any employee to transfer from one employer to another after properly terminating his engagement in accordance with the terms of Clause 8 hereof.

DEFINITIONS.

11. (a) "An Apprentice" is a person who is bound by indentures of apprenticeship.

(b) "A Juvenile" is a person under the age of 21 years who is not an indentured apprentice or journeyman or journeywoman.

HOURS OF WORK.

12. (a) The ordinary hours of employment per week shall be 40 to be worked in five days of eight hours per day.

(b) The hours of employment for day workers may be worked at any time between 7 a.m. and 5 p.m. on Monday to Friday inclusive.

SHIFT WORK.

(See Section 39 of the *Factories and Shops Act 1928* re prohibition of work outside certain prescribed hours.)

13. Shift work may be worked and where such shift work is worked the following conditions shall apply:—

- (a) Any afternoon or night shift which does not continue for five successive shifts shall be paid for at the rate of time and a half.
- (b) Except as herein provided employees working any afternoon or night shift which has been in operation for five successive shifts or more shall be paid 10 per cent. more than the ordinary rates.
- (c) Shift workers shall be paid overtime at the rate of time and a half for the first four hours and double time thereafter for all time worked in excess of shift hours.
- (d) Employees who during a period of engagement work only on night shifts shall be paid at the rate of time and a quarter.
- (e) When employees are called upon to work afternoon and night shifts only they shall change over week and week about and shall be paid 10 per cent. above ordinary rates for both shifts.
- (f) When employees work day and afternoon shifts only they shall change over week and week about and shall be paid 10 per cent. extra for afternoon shifts.
- (g) The ordinary hours of actual work or duty exclusive of meal breaks off duty (if any) of employees working on shift shall not exceed—
 - (i) 8 in any one day; or
 - (ii) 44 in any one week; or
 - (iii) an average of 40 per week during any period of three weeks of such employment upon such shifts.
- (h) Employees on shift work shall be paid at the rate of time and a quarter for all work performed between midnight on Friday and midnight on Saturday.

OVERTIME.

14. (a) Except in the case of shift work all time worked :—
- (i) before or after the usual times of beginning and ending work ;
 - (ii) in excess of eight hours per day ;
- shall be paid for at the rate of time and one half for the first two hours and double time thereafter : provided that all time worked between the hours of 9 p.m. and 7 a.m. shall be paid for at double time.
- (b) All work done outside the times of beginning and ending work on any holiday specified in clauses 23 and 24 of this Determination shall be paid for at the rate of double ordinary time.
- (c) No person under the age of seventeen years shall be permitted to work more than four hours' overtime in any week.
- (d) In computing overtime each day's work shall stand alone.
- (e) All work performed on Saturday morning shall be considered as overtime and paid for at the rate of time and a half for the first four hours and double time thereafter.
- (f) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

MID-DAY MEAL.

15. An interval of 45 minutes shall be allowed for the mid-day meal between the hours of noon and 2 p.m. but such interval may be reduced to 30 minutes if an employer and the Union mutually arrange for a 30 minutes break.

MEAL MONEY.

16. All employees required to work beyond the usual finishing time shall be allowed 4s. tea money in addition to overtime rates as prescribed for in this Determination when the usual finishing time is exceeded by more than one hour.

MATERIALS TO BE PROVIDED.

17. Any person employed in wholly or partly preparing or manufacturing any article of furniture or in preparing any new or second-hand article of furniture shall be paid 5s. per day or part thereof in addition to the lowest rate fixed by this Determination, unless the following are provided by the employer if required in the performance of the work :—Benches, wood or iron clamps over 2 feet 6 inches, hand screws (in excess of 4), glue pots and glue brushes and varnish brushes.
- Any employee engaged at french polishing shall be supplied with all materials, including rags, brushes and kit-box.

WASHING TIME FOR POLISHERS.

18. Employees engaged in the polishing shop, and spray paint operators, shall be granted five minutes before lunch time and five minutes before knocking off time for washing purposes.

TRAVELLING TIME ALLOWANCE AND BOARD.

19. (a) All times reasonably occupied by an employee in travelling to or from work outside the shop and outside ordinary hours and in travelling to and from work in a country district if engaged in any of the capital cities for employment in a country district shall be treated as time of duty and paid for at ordinary rates up to a maximum of eight hours for the journey, except on Sundays, when time and half rates shall be paid up to a maximum of eight hours for the journey. Provided that, where an employee proceeds direct from his or her home to a job outside the shop, he or she shall be paid for all time reasonably occupied in travelling to the job in excess of the time usually taken to go from his or her home to the shop.
- (b) All fares and reasonable travelling expenses incurred by an employee in such travelling, including the cost, if any, incurred for meals—together with the reasonable cost of board and lodging if the employee has to be away from his home for a night, shall be paid to the employee.
- (c) The fares allowed shall be first class on coastal boats or on interstate boats where there is no second class as distinct from steerage. On trains where the employee has to travel all night in connexion with his employer's business, the fares to be allowed shall be first class. In other cases on trains the fares shall be second class.
- (d) The foregoing travelling and accommodation allowances shall be paid additional to the usual rates for the time the employees are working.
- (e) When it is more convenient for the employee to go direct to the job from his home he shall do so, and start and cease work at the usual times customary at the shop, provided that any extra expense incurred by him in travelling shall be borne by the employer.

REST PERIOD.

20. When any spell of duty is for four hours or more an interval (ten minutes for females and five minutes for males) to be selected by the employer shall be allowed in the third hour. The interval shall be regarded as time on duty and during such interval employees may leave their seats but not the premises.

SEATING ACCOMMODATION.

21. (a) All chairs provided for employees shall be reasonably comfortable.
- (b) A chair provided for any female shall have a back to it, unless the work of such employee cannot conveniently be done in such a chair, or unless the employee requests to be allowed to use a seat without a back to it.

PAYMENT OF WAGES.

22. (a) All employees shall be paid weekly not later than Wednesday.
- (b) No employer shall hold more than two days' pay in hand except under the provisions of clause 25 of this Determination.
- (c) Any employee kept waiting for his pay on pay day for more than ten minutes after the usual time for ceasing work shall be paid overtime rates for that ten minutes and for ten minutes at least.
- (d) Any employee dismissed during the course of a week shall have any wages due paid to him forthwith or posted to him within 24 hours of his dismissal.
- (e) Should an employee leave his employment without giving a week's notice as required by this Determination any moneys, due to him after forfeiture of pay to one week's wages, shall be paid to him within one week after he leaves his employment.
- (f) Sub-clauses (a) and (b) hereof shall not apply to an industry in which the work of employees covered by this Determination is only subservient to the main operations of such industry but the practice followed for the majority of employees in any establishment in such industry shall be applied to employees therein covered by this Determination.

HOLIDAYS.

23. (a) The following days shall be observed as holidays for all weekly wage employees—the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day.

PAYMENT FOR WORK ON HOLIDAYS AND SUNDAYS.

24. (a) Any time work employee who is employed on any holiday provided for herein shall be paid at the rate of ordinary time in addition to the usual rate.

(b) All work done on Sundays shall be paid for at the rate of double time.

LOADED RATE TO COVER HOLIDAYS, SICK LEAVE AND ANNUAL LEAVE.

25. (a) All weekly wage employees shall be granted their annual leave at Christmas time. Such leave shall consist of fourteen consecutive days which shall be exclusive of any of the holidays prescribed by clause 23 hereof and if any of such holidays falls within the period of annual leave and is observed on a day which would have been an ordinary working day there shall be added to the period of annual leave one working day for each such holiday falling as aforesaid.

The representatives of the parties shall meet not later than three months before Christmas for the purpose of determining the date on which the factories shall close down for the annual leave and Christmas–New Year holidays.

Provided that skeleton staffs may be retained in the following sections of the industry and for the purposes mentioned:—

- (i) In all Sections where employers are under contract to service ships in port;
- (ii) In Retail shops for the purpose of servicing furniture;
- (iii) In any other Section where the said representatives of the parties consider special provision necessary.

(b) Loaded rate shall provide credits from which payment for holidays annual leave and sick pay shall be made under the following conditions:—

- (i) Each weekly wage employee including a pieceworker or task worker shall be credited by the employer with a sum equal to four hours' pay for each week of continuous service and shall be continued each year from the beginning of the second week in each year until the end of the fifty-first week in each year.
- (ii) On or before the pay day preceding a holiday, the amount of time that the employee will work short because of the holiday, and the time wage equivalent of such time shall be ascertained.
- (iii) If on the pay day following the holiday there is standing to the credit of the employee an amount equal to or exceeding the amount of such wage equivalent the employer shall on that pay day pay to the employee an amount equal to that wage equivalent and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas–New Year holidays any payments due under this paragraph will be made on the day preceding such holidays.
- (iv) If on the pay day following the holiday the amount standing to such credit is less than such wage equivalent the employer shall on that pay day pay to the employee the amount then standing to such credit and the employee's credit shall be reduced by the amount so paid. Provided that in the case of Christmas–New Year holidays any payment due under this paragraph will be made on the pay day preceding such holidays.
- (v) In the event of an employee being absent owing to personal sickness or personal accident arising out of or in the course of his employment the employer shall on or before the pay day following the commencement of such absence ascertain the amount standing to the credit of such employee and shall if there be sufficient standing to the employee's credit to cover him for such absence not in excess of the number of ordinary working hours in a week pay to him such amount and if there be not sufficient for this purpose then the employer shall pay to the employee such amount as is standing to his credit and such credit shall be reduced by the amount paid pursuant to this sub-clause. If the credit is insufficient to cover the employee for his absence through sickness or accident as above stated the employee may at his own request be paid the difference when he has accumulated sufficient credit to cover the necessary amount.
- (vi) On the pay day preceding the Christmas–New Year holidays the employer shall pay to the employee such amount as is then standing to the employee's credit plus credits up to the end of the fifty-first week in the year.
- (vii) In the event of an employee being absent for any cause other than statutory holidays, annual leave, personal sickness or personal accident arising out of or in the course of his employment not in excess of the number of ordinary working hours in a week in any year the employer may reduce the amount to be credited to such employee by an amount *pro rata* to such absence.
- (viii) If an employee lawfully leaves or his employment is terminated by the employer through no fault of the employee he shall be paid such amount as is then standing to his credit.

(c) The provisions of this clause shall not apply to an employer in which the work of employees covered by this Determination is only subservient to the main operation of such employer but the practice followed for the majority of employees in the establishment of that employer shall be applied to employees therein covered by this Determination.

INSURANCE OF TOOLS.

26. Employers shall insure the tools of trade of each employee in the furniture section against loss by fire up to a maximum of £20.

FIRST-AID OUTFIT AND ATTENDANT.

27. (a) Every factory, shop, or workshop or place in which power-driven machinery is used shall have a first-aid chest upon the premises, which chest shall contain the following equipment:—

Antiseptic solution 1 bottle; Bandages, cotton and gauze 1 dozen assorted sizes; Castor oil 2 ozs.; Iodine, tincture of 2 ozs.; Manual, First-aid 1; Petrolatum carbolyzed 1 jar; Picric acid solution made according to the following recipe or prescription:— $1\frac{1}{2}$ teaspoonful of powdered picric acid, 3 ozs. of absolute alcohol, and 2 pints distilled water; 1 pint; Pins, safety, 1 packet; sal volatile, 6 ozs.; Scissors 1 pair; Tourniquet 1; Tweezers, 1 pair; Gauze, sterilized plain, Cotton absorbent, Lint absorbent, Plaster, adhesive, an adequate assortment.

(b) In factories, shops, workshops, or places where an employer has appointed an employee who holds a certificate issued by the St. John's Ambulance Brigade as a first-aid attendant, an additional 10s. per week for each week in which three days or more have been worked shall be paid to such employee and shall be payable in addition to any amounts paid for annual leave, sick leave and public holidays, provided that this allowance shall not be subject to any premiums or penalty additions.

AMENITIES.

28. (a) Each employer shall install in each factory, shop or workroom or place wherein employees are working a proper system of ventilation and dust prevention.

(b) Employers shall make available an adequate and proper supply of boiling water boiled in clean receptacles at rest periods and at meal hours.

(c) Employers shall provide for the use of employees a sufficient supply of wholesome cool drinking water.

(d) Each employer shall provide proper and sufficient washing facilities.

(e) Each employer shall provide a dining room with adequate table and seating accommodation therein.

(f) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop.

(g) Suitable masks and goggles or other approved appliances shall be provided for employees for spray painting, and sand blasting. An employee when performing such work shall wear the mask and goggles provided for his protection. Masks and goggles containing celluloid shall not be considered suitable for the purpose of this provision. The employees on sand blasting shall be supplied with one pint of milk daily by the employer. Goggles shall be supplied to employees when grinding tools.

(h) While any work is being carried on in any confined or enclosed space and/or on the following operations in which—

(i) Fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(ii) Furniture polishing is done where the atmosphere becomes vitiated, the employer shall install a suction exhaust apparatus through which by means of power-driven fan air is drawn from the vicinity of the work in relation to which it is installed. Where it is impracticable to install such suction exhaust apparatus the employer shall, before requiring any employee to work therein, take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

TIME AND WAGES BOOK OR RECORD.

29. (a) Employees shall provide at each shop, factory or place where work is being carried on, a time book or record which shall contain a correct account written up in the English language of the total hours worked, the time spent on second-hand work as set out in clause 36 extra rates, and the wages received by each employee. Such time book or record shall be kept correctly entered up in ink and shall be open for inspection by a duly accredited official of the Federated Furnishing Trade Society of Australasia during the usual office hour at the office or other convenient place.

Provided that no inspection shall be demanded unless the accredited official of the Federated Furnishing Trade Society of Australasia suspects that a breach of this Determination has been or is being committed, and provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment. The official making such inspection shall be entitled to take a copy of entries in any time and wages book relating to the suspected breach of this Determination.

(b) The time occupied by an employee in filling in any time book or cards or in making any records, shall be treated as time of duty; but this clause does not apply to "checking" in or out at beginning or end of duty.

RIGHT OF ENTRY OF UNION OFFICIAL.

30. A duly accredited representative of the Federated Furnishing Trade Society of Australia shall have the right to enter employers' workshops during the midday meal hour for the purposes of interviewing employees on legitimate union business on the following conditions:—

(a) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(b) That he interviews employees only at the places where they are taking their meals.

(c) That not more than one representative in all be in any workshop at any one time.

(d) That no one representative visit a workshop more than once in each week.

(e) That if any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or in committing a breach of any of the previous conditions such employer may refuse the right of entry but the representative shall have the right to bring such refusal before the Chief Inspector of Factories.

SHOP STEWARDS.

31. In cases where shop stewards have been appointed and recognized by the employers the practice shall continue until the Wages Board otherwise orders. In all other cases where such appointment is approved of by the employer or his representative and the Federated Furnishing Trade Society of Australasia appoints one of the employees for any particular shop or department he shall be allowed the necessary time to interview the employer or his representative at the shop in working hours on any matter affecting employees working in his shop or department.

UNION DELEGATES.

32. Where the appointment of a shop steward is not approved of or recognized by the employer a delegate chosen by and from the employees in the shop or factory concerned shall be allowed the necessary time to interview the employer or his representative at the works in working hours for the purpose of submitting grievances.

NOTICE BOARDS.

33. (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 of the Federated Furnishing Trade Society of Australasia.

(b) The notice boards shall be in a prominent position.

(c) All notices placed on the board shall be signed by the Branch Secretary of the Federated Furnishing Trade Society of Australasia.

DETERMINATION TO BE POSTED.

34. A copy of this Determination shall be posted in a prominent place in the workroom, factory, store or shop.

WORK TO BE DONE IN FACTORY SHOP OR PLACE.

35. (a) All work shall be done in a factory, shop or place duly registered under State Laws: but this shall not prevent an employer sending employees from his factory, shop or place to any building or shop for the purpose of repairing, completing, fitting or fixing any work covered by this Determination.

(b) For the purposes of this Determination "factory, shop or place" means a place in which one or more persons is or are employed in which articles covered by this Determination are repaired, prepared or manufactured.

(c) No person shall use allow or permit to be used as a sleeping place any part of a factory, shop or place.

SECONDHAND UPHOLSTERING, BEDDING, FLOOR COVERINGS AND/OR SOFT FURNISHINGS.

36. (a) Employees working on secondhand upholstery, bedding, floor coverings and/or soft furnishings shall be paid 25 per cent. in addition to the ordinary rate.

(b) Before any work is performed on secondhand bedding it shall be vacuum fumigated.

(c) Secondhand upholstery for the purpose of this clause shall mean—

- (i) all work done while stripping old materials and preparing the job for the use of new materials;
- (ii) patching;
- (iii) replacing flock fibre or stuffing taken from the job and replaced;
- (iv) replacing old covers on Dunlopillo or other sponge rubber—

but shall not mean—

- (i) the cutting and sewing of new materials where such work is done away from the job;
- (ii) the placing of new materials on the job where such job has been reduced to the frame or where springs and/or webbing are left; or
- (iii) the replacing of new covers on Dunlopillo or other sponge rubber; or
- (iv) the replacing of new upholstery on old material after such old material is wholly covered by new hessian or new material.

(d) All work on floor coverings and soft furnishings once they have been laid and fixed shall be classed as secondhand unless such floor coverings or soft furnishings have been thoroughly cleansed by subjection to a dry-cleaning process in the case of soft furnishings and to a shampooing process involving lifting in the case of floor coverings: Provided, however, that the secondhand rate shall at all times apply to sewers of secondhand floor coverings.

PIECEWORK.

37. (a) The employer in conjunction with his employees may fix his own piecework or task rates, provided such rates enable a journeyman or journeywoman of average capacity working under like conditions to earn at least 10 per centum more than the minimum weekly wage in their respective classes. The same piecework rates shall be paid to all pieceworkers doing the same operation in the factory or workshop whether they be apprentices or improvers on piecework or otherwise.

(b) All pieceworkers who are available and ready and willing to work during the ordinary working hours shall be paid in each week:—In the case of males, not less than the base rate; and in the case of females, not less than 75 per centum of the base rate.

CONTRACT WORK.

38. An employee working on weekly engagement shall not perform work (except under the prescribed conditions for piecework in clause 37) by contracting, sub-contracting, sub-letting or other similar systems.

BASIC WAGE.

39. (a) The wages rates set out in clause 2 are based upon the following basic wage for adult males.

Place.	Basic Wage	Index Number Set Assigned.
	£ s. d.	
Within 20 miles of G.P.O., Melbourne—		
Males	11 15 0	Melbourne
Within 10 miles of G.P.O., Geelong, same as the basic wage and minimum wage for Melbourne		
Warrnambool, same as the basic wage and minimum wage for Melbourne		
Mildura and Gippsland districts, same as the basic wage and minimum wage for Melbourne		
Yallourn, until further order the same amount in excess of Melbourne as at present, viz., 6s. 6d. per week		
Elsewhere, 3s. less than the basic wage and minimum wage for Melbourne		

(b) The minimum rate of wage to be paid to adult females shall be 75 per cent. of the basic wage for adult males as provided in clause 39.

(c) The rates for pieceworkers shall be increased or decreased in the same proportion as the rate for the journeymen or journeywomen in the respective classes.

MARGINS.

40. In addition to the basic wage and the minimum wage for females prescribed in Clause 39, the following additional margins (including war loadings) shall be paid:—

Classification.	Margin.
PART I.—ADULT MALES.	
SECTION "A"—WOOD MACHINISTS AND GENERAL:	
<i>Machinist—"A" Grade.</i>	
1. Boults carver	2 10 0
2. Shaper—who grinds cutters and/or sets up and operates or who works freehand	2 10 0
3. Moulder—who grinds cutters sets up and operates	2 10 0
4. Wood Turner—who grinds cutters, sets up and operates, or who works freehand	2 10 0
5. Router—who grinds cutters and/or sets up and operates, or who works freehand	2 10 0
6. Lindeman or similar jointer	2 10 0

Classification.	Margin.
PART I.—Adult Males—continued.	
<i>Machinist—"B" Grade.</i>	
7. Band and/or jig sawyer	2 0 0
8. Circular sawyer—who sets up and operates	2 0 0
9. Dovetailer—who sets up and operates	2 0 0
10. Buzzer—who sets up and operates	2 0 0
11. Planer—who sets up and operates	2 0 0
12. Thicknesser—who sets up and operates	2 0 0
13. Glue jointer—who sets up and operates	2 0 0
14. Tenoner—who sets up and operates	2 0 0
15. Turner—copying or automatic lathe—who sets up and operates	2 0 0
16. Morticer—who sets up and operates	2 0 0
17. Sander—Tripledrum—who sets up and operates	2 0 0
18. Belt Sander on Veneers	2 0 0
19. Multiple Borer—3 or more bits—who sets up and operates	2 0 0
20. Moulder—who sets up and operates	2 0 0
<i>Machinist—"C" Grade.</i>	
21. Sander—others	1 10 0
22. Borer—less than 3 bits	1 10 0
23. All others—including employees of any of the abovenamed machines (except classes Nos. 1, 6 and 18) who are not required at any time to grind cutting tools or set up the machine and who are working from templates, dies or jigs, or fences	1 10 0
<i>General.</i>	
24. Timber bender	1 10 0
25. Timber stacker	0 15 0
26. Yardman	0 15 0
27. Tailer out	0 15 0
28. Employees not elsewhere classified	0 3 0
SECTION "B"—POLISHING, &c.	
29. Polisher	2 10 0
30. Spray hand— (a) engaged on finishing coats of any type	2 0 0
(b) engaged on priming and/or undercoating, and/or sealing	1 10 0
31. Employing cutting or papering down and/or filling and/or staining	1 10 0
SECTION "C"—GENERAL FURNITURE.	
32. Cabinet maker	2 10 0
33. Wood carver	2 10 0
34. Chair frame maker	2 10 0
35. Upholsterer	2 10 0
36. Assembler first class, i.e., an adult employee engaged in fitting together by nailing, screwing, gluing or fixing in any way machine jointed or finished parts of furniture or cabinets and who in so doing completely assembles an article	2 2 6
37. Assembler second class, i.e., an adult employee employed (a) assembling component parts of furniture or cabinets, refrigerators; (b) cramping furniture cabinets or wooden parts of refrigerators; or (c) an employee upholstering parts of furniture which are later assembled	1 15 0
38. Veneer cutter or matcher	2 0 0
39. Stuff over chair or couch frame maker, i.e., an adult person who makes frames on which the upholsterers cover all the woodwork except the legs and/or feet and of which the woodwork is prepared by machines	1 10 0
39A. Employer engaged on filling loose cushions	1 10 0
40. Veneer layer or gluer engaged in the preparing or making of veneered panels or plywood or coreboard or partly prepared timber or parts of furniture timber cut to size	1 10 0
41. Employee packing furniture and/or mantelpieces	1 7 0
42. Employee cleaning off, i.e., cleaning off glue after assembly	0 10 0
SECTION "D"—BEDDING, BEDSTEADS AND WIRE MATTRESSES.	
<i>(a) Bedding.</i>	
43. Employee engaged on making box spring mattresses and upholstered base supports	2 10 0
44. Reversible inner spring mattresses and/or soft mattress maker and/or quilt maker including quilting and/or hand tufting	2 0 0
45. Employee who sets up, adjusts and operates any of the following bedding machines: power tufting; roll edge; tape edge; buttoning; or pre-built border	2 0 0
46. Employee who does not set up or adjust, but only operates any of the following bedding machines: power tufting; roll edge; tape edge; buttoning; or pre-built border	1 10 0
47. Employee operating filling machines for upholstery, soft bedding and pillows	1 10 0
48. Employee packing bedding	1 7 0
<i>(b) Bedsteads and Wire Mattresses.</i>	
49. Wire weaver—who sets up, adjusts and operates automatic machine	2 10 0
50. Mattress spring and/or spring unit maker (hand)	2 6 6
51. Other wire weavers	2 0 0
52. Stretcher up	1 10 0
53. Tacker up	1 10 0
54. Splitter up	1 10 0
55. Wire drawer	1 8 0
56. Spring maker and assembler on automatic machines	1 10 0
<i>(c) Bedstead Assembly.</i>	
57. Employee framing and/or cramping combination bedsteads and/or settees and/or cots	1 10 0
58. Employee setting up to check and packing combination bedsteads and/or settees and/or cots	0 18 0

Classification.	Margin.
PART I.—Adult Males—continued.	
SECTION "E"—CARPET PLANNING AND SOFT FURNISHINGS.	
59. Carpet planner	2 10 0
60. Sewer or layer or gluer of carpets, linos, masonite or any other floor covering	2 2 6
61. Employee cutting and/or fixing and/or sewing loose covers, curtains, drapes or blinds	2 0 0
62. Employee mounting, making or hanging blinds	2 0 0
63. Carpet room assistant	0 18 0
SECTION "F"—PICTURE FRAMES.	
64. Stainer who mixes and/or applies stain and/or finishes any kind of wood or compo	2 0 0
65. Mount cutter	1 10 0
66. Moulder	1 10 0
67. Joiner	1 10 0
68. Gilder or bronzer	1 10 0
SECTION "G"—REFRIGERATORS (Other than ice).	
69. Cabinet maker	2 10 0
70. Painter and/or enameller, spray or brush on coats other than priming	2 10 0
71. Painter and/or enameller, spray or brush on prime coats	1 10 0
72. Wet rubbing	1 10 0
73. Packers of new refrigerators	1 7 0
SECTION "H"—ORNAMENTS OF WOOD.	
74. Wood Turners	2 10 0
75. Polishers	2 10 0
76. Wood machinists (See Section "A")	
PART II.—ADULT FEMALES.	
SECTION "A"—GENERAL FURNITURE.	
1. Upholstress	1 0 0
2. Veneer matcher	1 0 0
3. Female employed in designing, making, painting or decorating—	
(a) furnishing accessories or novelties	1 0 0
(b) domestic woodware	1 0 0
(c) walking sticks	1 0 0
SECTION "B"—BEDDING, &C.	
4. Female sewing mattresses, pillows, quilts, cushions, &c.	1 0 0
SECTION "C"—CARPET PLANNING AND SOFT FURNISHINGS.	
5. Carpet sewer	1 1 3
6. Table hand	1 0 0
7. Draping hand or repairer of new goods	1 0 0
8. Shade roller blind maker	1 0 0
9. Cutter of loose covers	1 0 0
10. Cutter of curtains, drapes or blinds	1 0 0
11. Fancy roller blind maker	1 0 0
SECTION "D"—PICTURE FRAMES.	
12. Mounting and/or fitting	0 7 6

41. The wages of apprentices and improvers shall be the undermentioned percentages of the basic wage, and, in addition thereto, the loading specified. Calculated to the nearest sixpence, threepence, or less than threepence to be disregarded.

—	Percentage of Basic Wage.	War Loading.
<i>Male Apprentices.</i>		
<i>s. d.</i>		
Five-year Term—		
1st year's experience	32	..
2nd year's experience	43	..
3rd year's experience	54	..
4th year's experience	83	..
5th year's experience	100 plus 6s.	..
Four-year Term—		
1st year's experience	34	..
2nd year's experience	54	..
3rd year's experience	83	..
4th year's experience	100 plus 6s.	..

	Percentage of Basic Wage.	War Loading.
<i>Male Improvers.</i>		
		<i>s. d.</i>
Under 16 years of age	24	..
16 and under 17 years of age	29	0 9
17 and under 18 years of age	39	1 0
18 and under 19 years of age	52	1 6
19 and under 20 years of age	82	2 3
20 and under 21 years of age	100 plus 2s.	3 0
<i>Female Apprentices.</i>		
1st year's experience	46	..
2nd year's experience	65	1 6
3rd year's experience	87	2 0
4th year's experience	99	3 0
<i>Female Improvers.</i>		
16 years and under	33	..
17 years	46	..
18 years	65	1 6
19 years	87	2 0
20 years	99	3 0

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

J. V. WILLOX, Secretary.

Melbourne, 23rd September, 1953.



VICTORIA GOVERNMENT GAZETTE.

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No. 952]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE INDUSTRIAL GASES 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 trade of manufacturing or preparing carbon dioxide or other industrial gases for trade or sale in gas, liquid or solid form has made the following Determination, namely:—

1. That on the 10th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK.

(a) Juniors.				(b) Other Employees.		
	Percentage of Basic Wage.	Additional Amount.	Total Wage Payable.	<i>Oxygen, Acetylene, Air, Nitrogen, CO₂, and Hydrogen.</i>		
				s. d.	£ s. d.	£ s. d.
Under 16 years of age ..	24	2 0	2 18 6	Acetylene plant attendant	14 2 6	
16 years of age ..	34	3 0	4 3 0	Acetylene generator attendant	13 17 6	
17 years of age ..	46	4 0	5 12 0	Operator of dry-ice machine	12 19 0	
18 years of age ..	58	5 0	7 1 6	Cylinder tester and/or valve hand	13 14 0	
18 years of age ..	73	6 0	8 17 6	Cylinder filler	13 12 0	
20 years of age ..	88	7 0	10 14 0	Other employees with not less than three months' experience in the industry	12 19 0	
				All others	11 18 0	

The total wage shall be calculated to the nearest sixpence any broken part of sixpence in the result not exceeding threepence to be disregarded.

The Board has determined that no apprentice shall be taken to the trade.

Leading Hands.

Leading hands in charge of not less than three and not more than ten employees, 9s. per week extra; more than ten and not more than twenty employees, 18s. per week extra; more than twenty employees, 27s. per week extra.

SPECIAL RATES.

3. In addition to the wages prescribed in clause 2 hereof, the following special rates and allowances shall be paid to employees:—

Cold Places.

(a) Working for more than one hour in places where the temperature is reduced by artificial means below 32 degrees Fahrenheit—4d. per hour extra. Where the work continues for more than two hours, employees shall be entitled to a rest period of twenty minutes every two hours without loss of pay.

Confined Spaces.

(b) Working in confined space (as defined)—6d. per hour extra.

Dirty Work.

(c) Work which a foreman and workman shall agree is of an unusually dirty or offensive nature—4d. per hour extra. In case of disagreement between the foreman and workman, the workman, or a shop steward on his behalf, shall be entitled, within 24 hours, to ask for a decision on the workman'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 workman's claim within 48 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.

Hot Places.

(d) Working for more than one hour in the shade in places where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 4d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 6d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.

Slag Wool.

(e) Employees handling loose slag wool, loose insul wool or other loose material of a like nature used for providing insulation against heat, cold or noise, shall when so employed on ship construction or ship repairing or on the construction, repair or demolition of furnaces, walls, floors and/or ceilings be paid 6d. per hour extra.

Wet Places.

(f) An employee working in any place where his clothing or boots become saturated whether by water, oil, or otherwise, shall be paid 4d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear: And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.

Special Rates not Cumulative.

(g) Where more than one of the disabilities entitling a workman to extra rates exist on the same job the employer shall be bound to pay only one rate, namely, the highest for the disabilities so prevailing.

Rates not Subject to Penalty Additions.

(h) The special rates herein prescribed shall be paid, irrespective of the times at which the work is performed, and shall not be subject to any premium or penalty additions.

HOURS OF WORK.*Day Workers.*

4. (a) Subject to the exceptions hereinafter provided the ordinary hours of work shall be 40 per week to be worked in five days of not more than eight hours (Monday to Friday inclusive) and one day (Saturday) of not more than four hours; or five days (Monday to Friday inclusive) of eight hours each continuously except for meal breaks at the discretion of the employer, between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday.

In localities where the recognized half-holiday is on a day other than Saturday the day so recognized may be substituted for Saturday for all the purposes of this Determination.

Provided that the spread of hours or the daily hours prescribed may be altered as to all or a section of the employees by mutual agreement between an employer and the representative of the union in that shop.

Five-days Week.

(b) In any case in which the ordinary week's work of 40 hours can be performed in five-days as aforesaid without—

- (i) detriment to the public interest;
- (ii) loss in the value of goods handled or to be handled;
- (iii) reducing the efficiency of production; or
- (iv) reducing the efficacy of the necessary service.

the employer shall allow those employees who so desire to do so to work their ordinary hours in five days as aforesaid. Any dispute as to whether the ordinary hours of work can in any case or cases be worked in five days without detriment, loss or reduction as aforesaid shall be determined by the Wages Board upon application made by or on behalf of the employees. Upon such an application proof that the working of a five-days week will result in such detriment, loss or reduction as aforesaid shall be upon the employer.

This sub-clause shall not apply to employees engaged on the maintenance and servicing of plant.

It is a condition of the allowing of a five-days week hereunder that if required employees shall comply with the reasonable and lawful orders of the employer as to working overtime, including the working of overtime on Saturday.

SHIFT WORK.*Definitions.*

5. (a) For the purposes of this clause—

“Afternoon shift” means any shift finishing after 6 p.m., and at or before midnight.

“Continuous work” means work carried on with consecutive shifts of men throughout the 24 hours of each of at least six consecutive days without interruption, except during breakdowns or meal breaks, or due to unavoidable causes beyond the control of the employer.

“Night shift” means any shift finishing subsequent to midnight, and at or before 8 a.m.

“Rostered shift” means a shift of which the employee concerned has had at least 48 hours' notice.

Hours—Continuous Work Shifts.

(b) This sub-clause shall apply to shift workers on continuous work, as hereinbefore defined.

The ordinary hours of such shift workers shall not exceed—

- (i) 8 in any 1 day; or
- (ii) 48 in any 1 week; or
- (iii) 88 in 14 consecutive days; or
- (iv) 160 in 28 consecutive days.

Subject to the following conditions, such shift workers shall work at such times as the employer may require:—

- (i) a shift shall consist of not more than eight hours, inclusive of crib time;
- (ii) except at the regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours;
- (iii) twenty minutes shall be allowed to shift workers each shift for crib which shall be counted as time worked.

Hours—Other than Continuous Work.

(c) This sub-clause shall apply to shift workers not upon continuous work as hereinbefore defined. The ordinary hours of such shift workers shall not exceed—

- (i) 40 in any week to be worked in five shifts of eight hours on Monday to Friday inclusive, or five shifts of not more than eight hours and one shift (Saturday) of not more than four hours; or
- (ii) 80 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week; or
- (iii) 120 in 21 consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.

Except at regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

Rosters.

(d) Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

Variation by Agreement.

(e) The method of working shifts may in any case be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment, or in the absence of agreement by seven days' notice of alteration given by the employer to the employees.

Afternoon or Night Shift Allowances.

(f) Shift workers on continuous work whilst on afternoon or night shifts shall be paid 7½d. per cent. more than the ordinary rates for such shifts.

Shift workers on other than continuous work whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop or for at least six successive afternoons or nights in a six-day workshop shall be paid at the rate of time and a half.

An employee who—

- (i) during a period of engagement on shift works night shift only; or
- (ii) remains on night shift for a longer period than four consecutive weeks; or
- (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle.

shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a quarter. Such extra rate to be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of sub-clause (f) hereof.

Overtime.

(g) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Determination or on a shift other than a rostered shift shall—

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work at the rate of time and a half for the first four hours and double time thereafter except in each case when the time is worked—
- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time; or
- (vi) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with clause 11 (b) hereof.

Provided that when not less than eight hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift and at the rate of double time thereafter except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

Compulsory Overtime.

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

Sundays and Holidays.

(h) Shift workers on continuous work shifts for work done on a rostered shift the major portion of which is performed on a Sunday or holiday shall be paid at the rate of time and a half.

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 8 of this Determination. Where shifts commence between 11 p.m. and midnight on a Sunday or holiday the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

Where shifts fall partly on a holiday, that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

Junior Employees.

(i) Juniors whilst on afternoon or night shifts shall be paid not less than the rates hereinbefore prescribed or 1s. 6d. per shift whichever is the higher.

MIXED FUNCTIONS.

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

OVERTIME.

7. (a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first four hours and double time thereafter, such double time to continue until the completion of the overtime work: Provided that in the case of a junior the rate for overtime shall be not less than the rate herein prescribed or 2s. 3d. per hour, whichever is the higher.

Except as provided in this sub-clause or sub-clause (b) hereof in computing overtime each day's work shall stand alone.

Rest Period after Overtime.

(b) When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not at least eight consecutive hours off duty between those times shall, subject to this sub-clause, be released after completion of such overtime until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of his employer such an employee resumes or continues work without having had such eight consecutive hours off duty he shall be paid at double rates until he is released from duty for such period and he shall then be entitled to be absent until he has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call Back.

(c) An employee recalled to work overtime after leaving his employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of three hours' work at the appropriate rate for each time he is so recalled; provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full three hours if the job he was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where it is customary for an employee to return to his employer's premises to perform a specific job outside his ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime worked in the circumstances specified in this sub-clause shall not be regarded as overtime for the purposes of sub-clause (b) of this clause where the actual time worked is less than three hours on such recall or on each of such recalls.

Saturday Work—Five-days Week.

(d) A day worker on a five-days week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate except where such overtime is continuous with overtime commenced on the day previous.

Standing By.

(e) Subject to any custom now prevailing under which an employee is required regularly to hold himself in readiness for a call back, an employee required to hold himself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he is so to hold himself in readiness.

Meal Hours—General.

(f) For work done during meal hours and thereafter until a meal-hour break is allowed, time and a half rates shall be paid. An employee shall not be compelled to work for more than six hours without a break for a meal.

Meal Hours—Maintenance Employees.

(g) Subject to the provisions of the second part of sub-clause (f) of this clause an employee employed as a regular maintenance man shall work during meal breaks at the ordinary rates herein prescribed whenever instructed to do so for the purpose of making good breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

Crib Time.

(h) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of overtime worked if the employee continues work after such crib time.

Provided that where a day worker on a five-days week is required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10 a.m. and 1 p.m., be paid at ordinary rates.

Unless the period of overtime is less than one and a half hours an employee before starting overtime after working ordinary hours shall be allowed a meal break of twenty minutes which shall be paid for at ordinary rates. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of twenty minutes.

Tea Money.

(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 4s., and 2s. 8d. for each subsequent meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he shall be paid as above prescribed for meals which he has provided, but which are surplus.

Transport of Employees.

(j) When an employee, after having worked overtime, or a shift for which he has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide him with a conveyance to his home, or pay him his current wage for the time reasonably occupied in reaching his home.

Compulsory Overtime.

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

HOLIDAYS AND SUNDAY WORK.

8. (a) Employees shall be entitled to the following public holidays, without loss of pay, as regards employees on weekly hiring:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute or any of the said days respectively. "In connection with the visit to Australia of Her Majesty, Queen Elizabeth II where a Public Holiday or Public Half-Holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such Public Holiday or Public Half-Holiday shall, so far as such Municipality or part thereof, or such defined area is concerned be deemed to be included in the list of Holidays herein prescribed".

By agreement between any employer and his employees, other days may be substituted for the said days, or any of them as to such employer's undertaking.

(b) Except as provided in sub-clause (h) of clause 5, an employee not engaged on continuous work shall be paid at the rate of double time for work done on Sundays and public holidays, such double time to continue until he is relieved from duty.

(c) An employee, other than a casual employee, not engaged in continuous work, who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work, shall on being relieved from duty be entitled to be absent until he has had eight consecutive hours off duty, without deduction of pay for ordinary time of duty occurring during such absence.

(d) Employees, other than on shift or engaged in maintaining the continuity of electric light and power, required to work on Sundays or public holidays shall be paid for a minimum of three hours' work.

(e) Where an employee is absent from his or her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such holiday.

EXTRA RATES NOT CUMULATIVE.

9. Extra rates in this Determination, except rates prescribed in clause 3, are not cumulative so as to exceed the maximum of double the ordinary rates.

PAYMENT OF WAGES.

10. (a) Wages shall be paid weekly or fortnightly.

(b) On the first pay day occurring during his employment, an employee shall be paid whatever wages are due to him up to the completion of his work on the previous day: Provided that this sub-clause shall not apply to employers who make a practice of allowing advances to employees approximating wages due.

(c) Upon termination of the employment, wages due to an employee shall be paid to him on the day of such termination, or forwarded to him by post on the next working day.

(d) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work, shall be paid at overtime rates after that quarter-hour, with a minimum of a quarter of an hour.

(e) On or prior to pay day, the employer shall state to each employee, in writing, the amount of wages to which he is entitled, the amount of deductions made therefrom, and the net amount being paid to him.

CONTRACT OF EMPLOYMENT.*Weekly Employment*

11. (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.

(b) Employment shall be terminated by a week's notice on either side given at any time during the week, or by the payment or forfeiture of a week's wages, as the case may be. This shall not affect the right of the employer to dismiss any employees without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases the 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 break down in machinery, or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

Where an employee has given or been given notice as aforesaid he shall continue in his employment until the date of the expiration of such notice. Any employee who having given or been given notice as aforesaid, without reasonable cause (proof of which shall lie on him) absents himself from work during such period, shall be deemed to have abandoned his employment and shall not be entitled to payment for work done by him within that period.

Casual Employment.

(c) A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one-fortieth of the weekly rate prescribed by this Determination for the work which he or she performs plus 10 per cent.

LATE COMERS.

(d) Notwithstanding anything elsewhere contained in this Determination an employer may select and utilize for time-keeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purpose shall apply the same proportion for the calculation of overtime.

EMERGENCY PROVISIONS.

11A. (a) Notwithstanding anything elsewhere contained in this Determination, the following provisions shall apply in the case of an employer who is subject to restriction or rationing in the use of electric energy and/or coal gas and/or the emergency disconnection thereof in accordance with orders or regulations approved by the appropriate lawful authority.

(i) If by reason of such restriction or rationing or emergency disconnection he is unable usefully to employ an employee for the whole or part of any day or shift, he may deduct from the wages of that employee payment for any part of the day or shift such employee cannot be usefully employed provided that—

- (1) if an employer requires the employee to attend for work but is not able to employ him usefully the employee shall be entitled to be paid for two hours' work;
- (2) where an employee commences work he shall be entitled to be paid for four hours' work;
- (3) this sub-clause shall not apply to apprentices.

(ii) He may require any day worker to perform his ordinary hours of work (or any such ordinary hours of work) at any time on any day other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work—

- (1) for work performed on Mondays to Fridays from 7 a.m. to 5.30 p.m. and on Saturdays from 7 a.m. to noon—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for work performed at all other times other than on a Sunday—ordinary rates plus 10 per cent.

Provided that when a worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary day rates.

(iii) He may require any shift worker to perform his hours of work at any time other than on a Sunday on the basis of 40 hours per week. The following rates of pay shall apply for such work:—

- (1) for day work or day shift work—ordinary time;
- (2) for work performed between noon and midnight on Saturdays—ordinary rates plus 25 per cent.;
- (3) for afternoon and night shifts—ordinary rates plus 10 per cent.

Provided that when a shift worker is required to commence work between the hours of 9.30 p.m. and 6 a.m., the amount he shall receive shall not be less than an amount of 5s. more than the amount he would receive if paid at ordinary rates.

(4) Nothing contained in this sub-clause shall operate so as to reduce the shift premiums payable to employees who were shift workers working on afternoon and night shifts only at the date of such interference as aforesaid and who continue to work on such shifts.

(iv) He may alter the time at which meal breaks are usually taken and/or the duration of them, in order to avoid or mitigate the effects of such interference, without being liable to pay penalty rates for work done during the normal meal breaks; provided that the commencing time of any meal break is not made more than one hour earlier or later than usual and that a meal break of at least twenty minutes is allowed; and provided also that the employer shall, whenever it is practicable, consult with the representative of the Union or Unions before acting under this paragraph.

(b) Notwithstanding anything elsewhere contained in this Determination, the provisions of this clause shall also apply (*mutatis mutandis*) in the case of an employer who uses auxiliary power plant for the purpose of providing employment for his employees whilst such restriction or rationing or emergency disconnection is in force and who—

- (i) is unable usefully to employ an employee for the whole of any day or shift by reason of a breakdown in such plant through no fault of his own; or
- (ii) because of the inability of the auxiliary power plant to meet the normal demands for power—
 - (1) finds it necessary to require any employee to perform his ordinary hours of work (or any of such ordinary hours of work) outside the hours normally worked by such employee; or
 - (2) finds it necessary to alter the time at which meal breaks are usually taken and/or the duration of them.

SICK LEAVE.

12. (a) An employee on weekly hiring who is absent from his work on account of personal illness, or on account of injury by accident arising out of and in the course of his employment, shall be entitled to leave of absence, without deduction of pay, subject to the following conditions and limitations :—

- (i) He shall not be entitled to paid leave of absence for any 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 (or in the event of dispute, the Wages Board) that he was unable on account of such illness or injury to attend for duty on the day or days for which sick leave is claimed.
- (iv) He shall not be entitled in any year (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.

SINGLE DAY ABSENCES.

(b) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly-qualified medical practitioner that in his, the medical practitioner's opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (iii) hereof.

CUMULATIVE SICK LEAVE.

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

ATTENDANCE AT HOSPITAL, ETC.

(d) 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.

ANNUAL HOLIDAY.

13. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* No. 5111, and any amendments which may be made thereto from time to time.

MISCELLANEOUS.

Accommodation and Conveniences.

Boiling Water.

14. (a) (i) Employers shall provide boiling water for employees at meal times.

Drinking Water.

(ii) Employers shall provide for the use of employees in workshops a sufficient supply of wholesome cool drinking water from bubble taps or other suitable drinking fountains.

First Aid Outfit.

(iii) In each workshop, and at other places where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an efficient first-aid outfit.

Clause 8 of Chapter 9 of the Regulations under the *Factories and Shops Act 1928* requires that a first-aid ambulance chest shall be kept in some accessible place upon the premises, and that such chest shall be equipped and supplied with the following articles :—

Articles.	Quantities to be Kept in Ambulance Chest—
Antiseptic solution	1 bottle
Bandages, cotton and gauze	1 dozen assorted sizes
Castor oil	2 oz.
Iodine, tincture of	2 oz.
Manual, first-aid	1
Petrolatum, carbolized	1 jar
Picric acid solution, made according to the following recipe or prescription :— 1½ teaspoonfuls of powdered picric acid, 3 oz. of absolute alcohol, and 2 pints of distilled water	1 pint
Pins, safety	1 packet
Sal volatile	6 oz.
Scissors	1 pair
Tourniquet	1
Tweezers	1 pair
Cotton, absorbent	} An adequate assortment
Gauze, sterilized, plain	
Lint, absorbent	
Plaster, adhesive	

Lockers.

(iv) An employer shall at some reasonably convenient place on his premises provide a suitable locker for each employee in his workshop, or hanging facilities which afford reasonable protection for employees' clothes. In any case in which compliance with this paragraph necessitates the provision of lockers or new or improved hanging facilities, they shall be provided by the 1st November, 1947, unless the employer proves to the satisfaction of the Wages Board that he is unable by reason of shortage of material or labour or any other difficulties to provide such new or improved facilities, in which case their provision may be postponed for such period or periods as the Wages Board determines.

Washing and Sanitary Conveniences.

(v) Employers shall provide proper and sufficient washing and sanitary conveniences.

*Clothing, Equipment and Tools.**Damage to Clothing and Tools.*

(b) (i) Compensation to the extent of the damage sustained shall be made where in the course of the work clothing or tools are damaged or destroyed by fire or molten metal or through the use of corrosive substances. Provided that the employer's liability in respect of tools shall be limited to such tools of trade as are ordinarily required for the performance of the employee's duties.

Gas Masks.

(ii) The employer shall ensure that sufficient masks are available to enable each employee when engaged on repairs to refrigeration plants outside the employer's premises, to take one with him.

Gloves.

(iii) Suitable gloves or pads shall be provided by employers for such work as the foreman and employee may agree.

In case of disagreement between the foreman and workman, the workman or a shop steward on his behalf shall be entitled, within 24 hours, to ask for a decision on the workman'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 workman's claim within 48 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 equipment shall be provided.

In any case where an organization alleges that an employer or his representative is persistently unreasonable or capricious in relation to such claims, it may bring such case before the Wages Board.

Ventilation.

(c) While any work is being carried on in any confined or enclosed space in which—

(i) fumes, gases, dust or vapours which may be dangerous or injurious are liable to be present or to be generated in the course of the work; or

(ii) the atmosphere may otherwise become vitiated;

the employer shall install a suction exhaust apparatus, through which by means of a power-driven fan air is drawn from the vicinity of the work in relation to which it is installed.

Where it is impracticable to install such suction exhaust apparatus the employer shall take all such steps as are necessary to ensure safe working conditions in any such confined or enclosed space.

This sub-clause shall not be deemed to be inconsistent with the Harmful Gases, Vapours, Mists, Smokes and Dust Regulations 1945 (published in the *Victoria Government Gazette* No. 21, dated 7th February, 1945) and shall not apply to any processes or occupations to which those Regulations apply.

Shop Stewards.

15. An employee appointed shop steward in the shop or department in which he is employed shall, upon notification thereof to his employer, be recognized as the accredited representative of the union to which he belongs, and he shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom he represents.

RIGHT OF ENTRY OF UNION OFFICIALS.

16. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employers' premises during the midday meal break on the following conditions:—

(i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.

(ii) That he interviews employees only at places where they are taking their meal.

(iii) That not more than one representative of each of not more than three unions be on the premises at any one time.

(iv) That no one representative visit the premises more than once in each week.

(v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction 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, but the representative shall have the right to bring such refusal before the Wages Board.

Provided that, where certain employees are working under a system of shift work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement, at such times and under such conditions as the Wages Board may decide.

(b) For the purpose of investigating complaints concerning the application of this Determination, or the employment of females upon work which is alleged to be unsuitable for females, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

(i) That he discloses to the employer or his representative the complaint which he desires to investigate.

(ii) That he makes his investigations in the presence of the employer or his representative (if the employer so desires).

(iii) That he does not interfere with work proceeding in the workshop or plant.

(iv) That he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization concerned if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

(Name of organization.)

This is to certify that
is a duly accredited representative of the above-named organization.

Specimen signature of holder.
Strictly not transferable.

(SEAL)

General Secretary.
Date.

TIME AND WAGES BOOK.

17. (a) Each employer shall keep a record from which can be readily ascertained the name of each employee and his occupation, the hours worked each day, and the wages and allowances paid each week.
- (b) The time occupied by an employee in filling in any time record or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out when entering or leaving the employer's premises.
- (c) The time and wages record shall be open for inspection to a duly accredited union official during the usual office hours at the employer's office or other convenient place: Provided that an inspection shall not be demanded unless the secretary of the union or the district secretary or organizer of any division suspects that a breach of the Determination has been committed: Provided also that only one demand for such inspection shall be made in one fortnight at the same establishment.
- (d) The official making such inspection shall be entitled to take a copy of entries in a time and wages record relating to the suspected breach of the Determination.

NOTICE BOARD.

18. The employer shall permit a notice board of reasonable dimensions to be erected in a prominent position in his establishment, upon which accredited union representatives shall be permitted to post formal union notices, signed or countersigned by the representative posting same.
- Any notice posted on such board not so signed or countersigned may be removed by an accredited union representative or by the employer.

DEFINITIONS.

19. "Confined space" means a compartment, space or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, and includes such a space—
- (i) in the case of a ship, inside complete tanks, chain lockers, and peaks; in bilges, under engine beds, under engine room and stokehold floors, or under or inside boilers;
- (ii) in the case of a locomotive, inside the barrels of boilers, fire boxes, water spaces of tenders, side tanks, bunker tanks, saddle tanks, or smoke boxes;
- (iii) in other cases, inside boilers, steam drums, mud drums, fire boxes of vertical or road vehicle boilers, furnaces, flues, combustion chambers, receivers, buoys, tanks, superheaters, or economizers.
- "Sunday" means all time between midnight Saturday and midnight Sunday.
- "Year" means the period between the 1st day of June in each year and the next 31st day of May.

BASIC WAGE.

20. (a) The wages rates set out in clause 2 (b) are based upon the following basic wage.

Place.	Basic Wage-	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 15 0	Melbourne

- (b) The wages of juniors shall be the percentages of the basic wage and in addition thereto the loadings specified in clause 2 of this Determination.

MARGINAL RATES.

21. In addition to the basic wage provided in clause 20, the margins and loadings set out in this clause shall be the minimum rate payable to employees therein named:—

Classification.	Margins Per Week.
	s. d.
Acetylene plant attendant	47 6
Acetylene generator attendant	42 0
Operator of dry-ice machine	24 0
Cylinder tester and/or valve hand	39 0
Cylinder filler	37 0
Other employees with not less than three months' experience in the industry	24 0
All others	3 0

P. A. RANGLES, J.P., Chairman.
 J. V. WILLOX, Secretary.

Melbourne, 25th September, 1953.



VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE GLASSWORKERS 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 owest 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) glass-blowers; (b) glass-moulders; (c) a maker of all kinds of glass utensils (except cut-glass utensils), including glass bottles, glass jars, glass jugs, glass globes, tumblers, salt cellars, and vials, has made the following Determination, viz.:

1. That on the 10th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

FLINT GLASS SECTION.

Apprentices.	Per-centage of Basic Wage.	Wages per Week.	Improvers.			
			Improvers Other than Flint Improver Blowers.			Flint Improver Blower.
			Per-centage of Basic Wage.	Wages per Week.	Wages per Day of 8 Hours.	
		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>
1st year's experience ..	52	122 3	1st year's experience ..	48	112 9	49 7½
2nd year's experience ..	59	138 9	2nd year's experience ..	64	150 6	
3rd year's experience ..	68	159 9	3rd year's experience ..	74	174 0	
4th year's experience ..	76	178 6	4th year's experience and	86	202 0	
5th year's experience ..	82	192 9	until reaching the age			
and thereafter the			of 21 years			
minimum adult wage						
or piecework price						

Proportion (in any Place).

One apprentice and one improver, or two apprentices or two improvers to every three or fraction of three persons receiving not less than the minimum adult rate.

JUVENILE WORKERS (as defined in Clause 21).

Males.	Percentage of Basic Wage.	Wages per Week.	Females.	Percentage of Female Basic Wage.	Wages per Week.
		<i>s. d.</i>			<i>s. d.</i>
Under 16 years of age ..	28	65 9	Under 15 years of age ..	34	59 9
16 years, but under 17 years of age ..	32	75 3	15 years, but under 16 years of age ..	36	63 3
17 years, but under 18 years of age ..	41	96 3	16 years, but under 17 years of age ..	47	82 9
18 years, but under 19 years of age ..	57	134 0	17 years, but under 18 years of age ..	52	91 6
19 years, but under 20 years of age ..	67	157 6	18 years, but under 19 years of age ..	56	98 6
20 years, but under 21 years of age ..	76	178 6	19 years, but under 20 years of age ..	66	116 3
and thereafter the minimum adult wage or piecework price.			20 years, but under 21 years of age ..	75	132 0
			and thereafter the minimum wage payable to adult females.		

Juveniles employed as "carriers-in" or "mould boys" shall be paid a margin of 5s. per week in addition to their ordinary rate.

NOTE.—In accordance with the provisions of section 40 of the Factories and Shops Acts, no female under the age of 18 years shall be employed in a part of a factory in which the process of melting or annealing glass is carried on:

3. WAGES FOR ADULTS (OTHER THAN GLASSWORKERS).		Per Week.
		£ s. d.
<i>Males.</i>		
Furnacemen		13 12 6
Lehr attendants		12 13 0
Stickers-up to melter press shop (3 stickers-up)		13 1 6
When only two stickers-up are working in a shop they shall be paid an additional 5s. per shift		
Operators on dip and blow and Y machines		12 13 0
Crackers-off on Dip and Blow and Y machines		12 13 0
Melters on side Lever press glazers and battery jar press		12 15 6
Ball blowers 1st year		12 13 0
Ball blowers 2nd year		13 0 6
Ball blowers 3rd year		13 8 0
Taker-out on side lever press		12 15 6
Assistants to journeymen		12 8 0
<i>Auxiliary to Glass Manufacture.</i>		
Batch mixers		13 0 0
Batch mixers' Assistants		12 14 0
Handlers of raw materials (as defined)		12 13 0
Packers performing any part of the operation of packing ware in straw and headed-up packages		13 4 0
Packers doing other packing (as defined)		12 12 0
Packers doing nested cartons (as defined)		12 12 0
Packers doing partitioned cartons (as defined)		12 17 0
Headers-up packed case		12 12 0
Warehouse Assemblers		12 12 0
Warehousemen		12 13 6
Loaders in delivery section		13 1 0
Stackers in delivery section		12 17 0
Sorters		12 19 0
Mould paster		12 17 0
<i>Glass Finishing and Decorating Section.</i>		
Grinders and polishers on flat and upright wheels		12 12 0
Cutters-off		12 12 0
Operators on glazing machines		12 12 0
Operators on searing-off machines		12 14 0
Operators on sandblast booth		13 3 0
Acid dippers		12 16 0
Glisters colour handlers		12 16 0
Sprayer		13 1 0
Other adult labour except where hereafter specified		12 8 0
<i>Females.</i>		
Adult females		8 16 0

Adult Glassworkers.

When adult glass workers are employed on time rates, they shall, subject to the provisions hereunder mentioned, receive the following minimum rates, namely:—

Journemen.		Per Day.
		s. d.
Blowers—		
12" and under		59 1½
Over 12" and up to 18"		62 0½
Over 18"		67 0½
Press workers—		
Press workers on general ware up to 2 lb.		56 10½
Press workers on general ware 2 lb. to 5 lb.		57 10½
Press workers on general ware over 5 lb.		60 10½
Dip mould workers—		
Blowers		56 4½
Gatherers		58 4½

Allowance for Skilled Glassworkers.

In addition to the rates prescribed herein, skilled glassworkers shall receive the following:—

When employed on regular day shift, an additional 10 per cent. of such earnings.

When employed on alternating day and afternoon shift, an additional 5 per cent. of such earnings.

When employed on rotating day, afternoon and night shift, an additional 3½ per cent. of such earnings.

SHIFT WORK.

4. (a) All employees (other than skilled glassworkers) shall receive the following shift allowance in addition to their ordinary rates:—

When employed on alternating day and afternoon shift	6s. per week.
When employed on rotating day, afternoon and night shift	8s. per week.
When employed on continuous shifts	8s. per week.

When such shift worker works more than one week on day shift, he shall not receive any shift allowance payment after the first such week.

(b) For all ordinary work performed between the hours of 7 a.m. on Saturday and 7 a.m. on Sunday, shift workers shall be paid at the rate of time and a quarter; such rate shall be substituted for and not cumulative upon any extra rates otherwise prescribed.

CONSTITUTION OF SHOPS.

5. (a) Flint blow and plain opal shops shall consist of:—

- (1) Ball blower, and/or gatherer, blower, and all necessary assistants; or
- (2) Ball blower, gatherer, blower, and all necessary assistants; or
- (3) Ball blower, two blowers, and all necessary assistants;

and shall be constituted in any of the foregoing ways at the discretion of the employer.

(b) Opal-cased shops shall consist of:—

- (1) One blower shop—Flint ball blower, opal ball coverer, and one blower to gather and blow his own ware; or
- (2) Two blower shop—Flint ball blower, opal ball coverer, and two blowers to gather and blow their own ware.

(c) Cylinder shop may be constituted in any one of the following ways:—

- (1) One junior ball blower, one cylinder blower, and all necessary assistants; or
- (2) One junior ball blower, one senior ball blower, one cylinder blower, and all necessary assistants; or
- (3) One junior ball blower, two cylinder blowers, and all necessary assistants.

HOURS.

6. (a) The ordinary hours of sorters, packers, batchmixers, and their assistants, labourers, and all other employees (other than furnacemen, glassworkers, and their assistants) shall not exceed 40 per week to be worked in five and a half days per week, the daily hours to be not more than 8 hours on Monday to Friday inclusive, to be worked between 7 a.m. and 5 p.m. with an interval of 45 minutes for a meal, and not more than 4 hours on Saturday, to be worked between 7 a.m. and 12 noon.

(b) The ordinary hours of furnacemen shall be 40 per week, or, when shifts are worked, not more than 160 spread over a period of four weeks, and not more than eight hours to be worked in any one shift, shifts to rotate between furnacemen. All time worked in excess of these hours shall be deemed to be overtime, except so far as such excess is due to an arrangement between the furnacemen themselves, or is necessary for effecting periodical rotation of shifts.

(c) The hours of three-shift-workers shall not exceed a total of 125 spread over a period of three weeks nor more than 45 in any one week.

(d) The ordinary hours of glassworkers and their assistants (other than shift-workers) shall be 40 per week.

(e) The ordinary hours of two-shift glassworkers shall be worked as follows:—

Morning Shift.—Mondays to Fridays inclusive . . . 7 a.m. to 3.30 p.m. with an interval of half an hour for a meal.
Saturdays 7 a.m. to 11 a.m.
Afternoon Shift.—Mondays to Fridays inclusive—3.30 p.m. to 11.30 p.m. with an interval of half an hour for a meal.

BASIS OF PAYMENT OF SKILLED GLASSWORKERS.

7. Piecework shall be the basis of payment for skilled glassworkers, but in cases where employees earn less than the time rate per day through their own fault, such as producing bad work or not producing sufficient work to enable them to earn the time rate while conditions in the factory are satisfactory, they shall only receive the amount they earn on the piecework rate; but if through any fault of the employer the employees are prevented from earning the time rate, plus 6 per cent. on the piecework rate of eight hours, they shall be paid at the time rate, plus 6 per cent.

BASIS FOR FIXING OF PIECEWORK PRICES.

8. (a) The Board determines that any employer may fix and pay piecework prices for any article to adult skilled glassworkers of average capacity employed in the flint section of the industry, provided such prices enable the said adult skilled glassworkers to earn at least the minimum daily rate prescribed for their respective classifications with the addition of 12½ per cent.

(b) A schedule of such piecework prices shall be posted in the factory in such a position as to be accessible to and easily read by persons employed therein. If any group or groups of employees in the factory are dissatisfied with the piecework prices so exhibited and the employer and a representative of the Union fail to reach agreement they shall have the right of appeal to the Wages Board with a view to having the matter investigated.

MIXED FUNCTIONS.

9. Where employment involves functions of a mixed character, and an employee is employed for sixteen hours in any one week on work for which a higher rate of pay is prescribed by this Determination than the rate prescribed for the work which he usually does, the minimum rate to be paid to such employee shall be calculated for the week as if he performed such only of the functions as are represented by the highest rate, but, if employed for less than sixteen hours on such higher class of work, he shall be paid the rates prescribed by this Determination for the work he actually does from time to time. This clause shall not apply to skilled glassworkers.

ENGAGEMENT AND TERMINATION OF EMPLOYMENT.

10. (a) All employment shall be by the week.

(b) An employee desirous of terminating his service with an employer shall terminate such service only on a Saturday of each week, and shall give his employer notice of such intention on or before 5 p.m. on the Monday prior to the date of termination of such service. In the event of an employee failing to comply with the conditions contained in this clause, two days pay shall be deducted from his pay by the employer.

(c) An employer desirous of terminating the services of an employee shall terminate his services only on a Saturday, and he shall give such employee notice of his intention to terminate such service not later than 5 p.m. on the Monday prior to the date of the termination of such service. In the event of the employer failing to comply with the conditions contained in this clause, two days' pay shall be paid to the employee by the employer.

Provided that in the event of a tank going out of commission for repairs at any time, the employees actually engaged on such tank, and thereby thrown out of work, shall receive one clear week's notice from the employer of his intention to dispense with their services; during the currency of which notice they may be required to do other work on the premises or, at the option of the employer they may be paid one week's wages in lieu of such notice.

Provided further that nothing in this clause shall be applicable to cases of termination of services of employees for misconduct or incompetence justifying their instant dismissal.

SICK PAY.

11. (a) Any person who does not attend for duty shall not be paid for the actual time lost; provided, nevertheless, that if he produces or forwards within 24 hours of the commencement of his non-attendance, evidence satisfactory to the employer that such non-attendance was reasonable because of his own ill-health due to any cause other than his own misconduct, he shall receive the benefit of the next succeeding sub-clause hereof.

(b) In the case of any such person who has been employed by any one employer for a period of not less than one calendar month, if his non-attendance is in manner aforesaid shown to be reasonable because of his own ill-health, such person shall receive payment in wages in respect of six, but not more than six days in all of such non-attendance in each year of his employment by such employer.

(c) For the purpose of sub-clause (b) an employee whose employment ceases because of a furnace going out of commission, and who resumes his employment within three days of the said furnace restarting, shall be deemed to have been constantly employed in the interval between such cessation and restarting.

OVERTIME.

12. (a) All time worked in excess of 40 hours per week (except in the case of pieceworkers) shall be paid for at the rate of time and a half for the first four hours and double time thereafter.

(b) For all overtime worked on Sundays or holidays by furnacemen or furnacemen's assistants, they shall receive an additional payment at the rate of half time over and above that provided for in sub-clause (a) hereof.

(c) Overtime shall not be paid where men work in excess of eight hours per day in effecting their change of shifts.

SUNDAY AND HOLIDAY RATES.

13. (a) For all time worked on Sundays and specified holidays payment shall be made at double rates, except in the cases of furnacemen and furnacemen's assistants.

(b) All ordinary time worked by furnacemen and furnacemen's assistants on Sundays and specified holidays, shall be paid for at the rate of time and a half.

HOLIDAYS.

14. (a) All employees other than furnacemen and furnacemen's assistants shall receive the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, and Melbourne Cup Day. In connection with the visit to Australia of Her Majesty, Queen Elizabeth II., where a Public Holiday or Public Half-Holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such Public Holiday or Public Half-Holiday shall, so far as such Municipality or part thereof, or such defined area is concerned be deemed to be included in the list of Holidays herein prescribed.

(b) Where by reason of any of the said named holidays falling on a Sunday, or by reason of any other cause any other day is observed as a public holiday in lieu of any of the said named holidays in sub-clause (a) hereof, then this clause shall read as if such other day were included herein, instead of the said named holiday, but not so as to increase beyond eleven the number of holidays such employees shall receive by reason of this sub-clause.

(c) In the case of shift work a holiday or holidays (as the case may be) shall not begin until the end of the last shift commenced on the day immediately preceding the holiday or holidays, and shall not end until the beginning of the first shift commenced on the day immediately succeeding the holiday or holidays.

(d) No employee shall receive pay for any holiday not worked if he fails otherwise than for reasonable cause to work during his usual working hours on the day or shift immediately preceding, and also on the day or shift immediately following such holiday.

(e) Where any person who has been employed by an employer for a period of three months or more immediately preceding the termination of the said person's services within the seven days immediately preceding any of the holidays named in sub-clause (a) hereof, for any cause not being his own default or misconduct sufficient to justify the termination of the said person's services such an employee shall receive payment for the aforesaid holiday as if his employment had continued so as to include such holiday.

ANNUAL HOLIDAY.

15. (a) The annual holiday for an employee on weekly hiring, or a casual employee, shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* and any amendments which may be made thereto from time to time.

(b) In addition to the above, continuous shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed for each twelve monthly qualifying period one week's leave including non-working days.

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

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

TEA MONEY.

16. Any employee required to work more than one hour's overtime after the completion of a shift shall, in addition to overtime payment, be paid 1s. 6d. tea money in the case of adults and 1s. in the case of juveniles; unless notified the previous day that they would be required to work such overtime. If, having been notified accordingly, their services are not required they shall still be entitled to the payment of such tea money.

MOULDS AND GEAR.

17. Suitable moulds and all gear other than artisans' tools required by the employees to perform their work shall be supplied by the employer.

REPACKING GAS CHAMBERS.

18. Employees shall repack chambers while furnaces are under fire at any time when called on to perform this work, and they shall be paid 6s. 7 1/11d. per hour for all time engaged on such work. If the work is performed on any specified holiday, they shall be paid the above rates in addition to their ordinary pay. Overtime and mixed-function clauses do not apply.

PAY DAY.

19. All wages shall be paid on Friday night, but the employer may pay individuals on Saturday.

REST PERIOD.

20. All glassworkers and their assistants shall receive ten minutes rest period during the first and second half of each shift without deduction of pay.

COLD WATER.

21. An adequate supply of cold water shall be maintained at each furnace for the use of the employees.

CHANGE ROOM AND LOCKERS.

22. (a) Change rooms—the employer shall provide suitable accommodation for employees to change and keep a change of clothing on the premises, and shall provide hot shower baths for employees.

(b) Suitable and sufficient lockers shall be provided for each shop to enable the employees to lock up their clothes and gear.

DEFINITION.

23. "Juvenile workers" are persons under 21 years of age (other than apprentices or improvers) employed "cleaning," "packing," "wrapping," or as "Carriers In" or "Mould Boys," or "Melting and Cutting," or in other work of a like nature.

"Handlers of raw materials," shall mean employees handling lime, felspar and other bagged or heavy raw materials other than soda ash.

"Packers doing other packing" shall mean employees packing ware into containers without nested straw.

"Packers on partitioned cartons" shall mean employees using cartons in which the article is placed in the container and nested with some form of cushioning material.

"Packers on nested cartons" shall mean employees using cartons in which each article is placed in an individual container.

MELTED AND COLD LEHR WORK.

24. All properly made work that is melted in the lehr or broken through the lehr being cold shall be paid for in full by the employer.

BAD METAL.

25. Employees shall report to the employee in charge of the shop all bad metal, and, if the employee in charge allows the employees to continue working the metal all good ware made shall be paid for in full by the employer.

SORTING WARE.

26. (a) All ware other than opal ware that does not require "cutting off" shall be sorted at the lehr, or kiln and all work passed by the sorter shall be paid for by the employer at full rates.

(b) All ware requiring to be "cut off" other than dip blown ware shall be sorted at the "cutting off" bench, and all good ware broken in "cutting off" shall be paid for by the employer.

(c) All dip blown ware shall be sorted after glazing and all good ware broken in "cutting off", grinding or glazing shall be paid for by the employer.

(d) Blowers shall be paid for "uncut" work stored after reasonable time has been allowed for "cutting off".

GLASS BOTTLE SECTION.

1. UN-APPRENTICED MALE JUNIORS.

	Percentage of Basic Wage.	Wages per Week.
		s. d.
15 years of age	35	82 3
16 years of age	43	101 0
17 years of age	55½	130 6
18 years of age	70	164 6
19 years of age	77	181 0
20 years of age	93	218 6
and thereafter the minimum wage or piecework price.		

Note.—No junior of less than 18 years of age shall be permitted to truck more than one crate of bottles at one time.

2. ADULTS (OTHER THAN SKILLED GLASSWORKERS).

	Wages per Week.
	£ s. d.
Furnacemen	10 17 0
Salt cake burners	10 17 0
Lehrmen	10 11 6
Batchmixers when the batchmixing is done with lime in pits beneath the surface of the ground	10 11 6
Salt cake burners' assistants	10 11 6
Packers packing in bags or straw	10 10 6
Sorters	10 10 6
Lister truck hands and assistants	10 9 6
All others	10 8 0

NOTES.

(1) Furnacemen or furnacemen's assistants attending boilers in addition to their ordinary work shall be paid 1s. per day above their ordinary rates of pay, but no furnaceman or assistant shall attend any boiler that provides steam for driving machinery.

(2) Salt cake burners' assistants shall receive an additional 5 per cent. on their weekly wage when employed on afternoon or night shift.

(3) Salt cake burners and salt cake burners' assistants shall receive one pint of milk per day.

(4) Employees engaged in carrying or stacking ash or lime in bags shall be paid an allowance of 3d. per hour whilst so engaged.

3. Watchers, moppers-out, and attendants on automatic feeders and machines, shall be paid the following bonuses in addition to the minimum wage:—

Single Feeders—Operators—

- Up to 2-oz. weight (excepting 1-oz. essence and 1-oz. vials), 2d. per gross over 50 gross drawn per shift.
- Over 2-oz. to 4½-oz. weight, 2d. per gross over 40 gross drawn per shift.
- Over 4½-oz. to 8½-oz. weight, 2d. per gross over 30 gross drawn per shift.
- Over 8½-oz. to 12-oz. weight, 2d. per gross over 24 gross drawn per shift.
- Over 12-oz. to 16-oz. weight, 2d. per gross over 18 gross drawn per shift.
- Over 16-oz. to 28-oz. weight, 2d. per gross over 14 gross drawn per shift.
- Over 28-oz. to 32-oz. weight, 2d. per gross over 12 gross drawn per shift.
- 4-lb. and 5-lb. lolly jars (including aridors), 3d. per gross.
- 1-oz. essence and 1-oz. vials, 2d. per gross over 70 gross drawn per shift.

Agee Mason, Agee specials, Fowlers, and similar wide-mouth jars to pay the foregoing bonus, but numbers to be reduced by 2 gross on the above weights.

Moppers-out—

Operator mops out.

Attendants—

Where two attendants are on a single machine, one-quarter on and one-quarter off, they shall divide two-thirds of the operator's bonus.

Note.—"Attendants" mean "Taker-in" and when required, "Taker-out" and "Transferor."

Double Feeders—Operators—

- Up to 8½-oz. weight but including 10-oz. tomato sauce, 1½d. per gross over 20 gross drawn-off each machine per shift.
- Over 8½-oz. up to 16-oz. weight, 1½d. per gross over 16 gross drawn-off each machine per shift.
- Over 16-oz. up to 28-oz. weight, 1½d. per gross over 12 gross drawn-off each machine per shift.
- But quart beers, lagers, wines, and whiskies, 1½d. per gross over 20 gross drawn-off each machine per shift.

Three Feeders—Operators—

Quart beers, lagers, wines and whiskies, 1½d. per gross over 22 gross drawn-off each machine per shift.

Mopper-out—

Same as operator.

Attendants—

To divide equally three-quarters of operator's bonus.

Note.—"Attendants" mean "Taker-in" and when required, "Taker-out" and "Transferor."

The above bonuses shall remain in force for a period of twelve months at least and thereafter until an alteration is agreed upon by the employers and the employees.

There shall be three attendants employed to every two jobs on machines worked under automatic feeders.

RATES FOR STOPPER-PRESSERS.

4. Stopper-pressers shall be paid not less than the minimum wage, but when working piecework, the following rates are to be paid:—

- Pint sauce and flask stoppers, 4d. per gross per machine.
- Quart sauce and flask stoppers, 5d. per gross per machine.
- Winchester stoppers, up to 20 oz., 9d. per gross per machine.
- Winchester stoppers, over 20 oz., 1s. 6d. per gross per machine.

TIME LOST DURING SHIFT.

5. When skilled pieceworkers cease work during the currency of a shift of their own account and without the authority of their employers, the employers shall not be liable for any time lost by the attendants on such skilled workers who become idle through the action of such skilled workers.

OVERTIME.

6. (a) For all time worked in excess of the prescribed number of hours to be worked or outside the prescribed range or spread of hours to be worked, payment shall be made in respect of each day at the rate of time and a half for the first two hours, and of double time for the succeeding hours.

Work done in such excess or outside time is to be deemed to be overtime work within this clause.

For all overtime work required, the employer shall endeavour to obtain the additional labour so required. In the event of such labour not being available, all employees shall work such overtime as they are called upon to perform, provided that in respect of any such work whether done by the additional labour (referred to herein) or otherwise, if such employees consider that the working of such overtime was not reasonably necessary for the carrying on of the business, they may refer the question to the Secretary for Labour who shall decide the matter, and in the event of the Secretary for Labour deciding that the working of the overtime was not so necessary, the employees who worked it shall be paid therefor double the amount that would otherwise be payable.

(b) Furnacemen and furnacemen's assistants shall be paid for all time worked in excess of the prescribed daily hours at the rate of time and a half for the first two hours, and double time for any succeeding hours.

(c) For all overtime worked on Sundays or holidays by furnacemen and furnacemen's assistants they shall receive an additional payment at the rate of half-time over and above that provided for in sub-clause (b) hereof.

(d) Overtime shall not be paid where men work in excess of eight hours per day in effecting their change of shifts.

(e) For work performed during meal times, employees shall receive an extra rate of half-time whilst so employed.

(f) All adults, except shift-workers, shall receive a meal allowance of 1s. 6d. when working overtime of one hour or longer.

SUNDAYS AND HOLIDAYS.

7. (a) For all time worked on Sundays and specified holidays, payment shall be made at double rates, except so far as furnacemen and furnacemen's assistants are concerned.

(b) For all ordinary time worked by furnacemen and furnacemen's assistants on Sundays or specified holidays, they shall be paid at the rate of time and a half.

(c) When the employer requires any work to be done on a Sunday by employees whose ordinary working week does not comprise Sunday, if such employees consider that the doing of such work on the Sunday was not reasonably necessary for the carrying on of the business, they may refer the question to the Secretary for Labour, who shall decide the matter, and in the event of the Secretary for Labour deciding that the doing of the work on the Sunday was not so necessary, the employees who did it shall be paid therefor double the amount that would otherwise be payable.

PAYMENT DURING REPAIRS TO FURNACE.

8. In the event of a furnace going out for repairs, and of the furnaceman being employed at the repairing of same, they shall be paid their ordinary rates of pay for the first three weeks they are employed repairing, after which they may be employed as labourers and paid ordinary labourer's wages.

ANNUAL LEAVE.

9. Furnacemen and furnacemen's assistants shall be allowed seven days' annual leave on full pay. When a furnacemen or furnacemen's assistant has been employed for six months or more, he shall be entitled to proportionate holidays.

PROVISION OF FURNACEMEN'S ASSISTANTS.

10. Where necessary, furnacemen's assistants shall be provided for all furnacemen on gas furnaces, excluding automatic gas producers and direct fire furnaces.

REPACKING GAS CHAMBERS.

11. Employees shall repack chambers while furnaces are under fire at any time when called on to perform this work, and they shall be paid 6s. per hour for all time engaged on such work. If the work is performed on any specified holiday, they shall be paid the above rates in addition to their ordinary pay. Overtime and mixed-function clauses do not apply.

EMPLOYEES ENGAGED IN POT SETTING.

12. Employees engaged in pot setting shall be paid 1s. per hour in addition to their ordinary rates of pay whenever this class of work is performed, and shall perform same in any part of the week when called upon to do so.

MIXED FUNCTIONS.

13. Where employment involves functions of a mixed character, and an employee is employed for sixteen hours in any one week on work for which a higher rate of pay is prescribed by this Determination than the rate prescribed for the work which he usually does, the minimum rate to be paid to such employee shall be calculated for the week as if he performed such only of the functions as are represented by the highest rate, but if employed for less than sixteen hours on such higher class of work he shall be paid the rates prescribed by this Determination for the work he actually does from time to time. This clause shall not apply to skilled glassworkers.

WAGES OF CARTERS INSIDE WORKS.

14. When employees are engaged in driving single-horse vehicles inside the works, they shall receive the wages fixed by this Determination or the wages fixed by the Determination of the Carters and Drivers Board for carters and drivers generally for similar work, whichever is the higher.

ENGAGEMENT AND TERMINATION OF EMPLOYMENT.

15. (a) Employees shall be engaged by the week and paid weekly, a week's notice to be given by employer or employee to terminate employment, or in lieu of such notice a week's wages to be paid except by mutual consent of both parties. Notice to be given not later than Monday at noon, the week to terminate at end of Friday's shift. In the event of a furnace going out for repairs at any time, skilled workers who are thereby thrown out of employment shall be entitled to receive one clear week's notice dispensing with their services; during the currency of such notice they may be required to do other work available on the premises, for which they shall be paid a wage not less than the basic wage. This clause shall apply to skilled glassworkers only.

(b) An employee desirous of terminating his service with the employer shall terminate such service only on Saturday of each week, and shall give his employer notice of his intention to terminate such service on or before 5 p.m. on the Monday prior to the date of termination of such service, or in lieu thereof, one week's pay shall be deducted from his pay by the employer. Any employer desirous of terminating the service of the employee, shall terminate his service only on Saturday, and he shall give the employee notice of his intention to terminate such service on or before 5 p.m. on the Monday prior to the termination of such service, or in lieu thereof, one week's pay shall be paid to the employee by the employer. Provided that in the event of a tank going out for repairs at any time, the machine hands thereby thrown out of work, shall receive one clear week's notice dispensing with their services as machine hands during the currency of which notice they may be required to do other work on the premises, or at the option of the employer, they may be paid one week's wages in lieu of such notice. Provided further that nothing in this clause shall apply to cases of termination of services of employees for misconduct or incompetence justifying their instant dismissal. This clause shall not apply to skilled glassworkers.

LOSS OF TIME THROUGH SICKNESS.

16. (a) Any weekly employee not attending for duty shall lose his pay for the actual time lost. Provided, nevertheless, that if he produces or forwards within 24 hours of the commencement of the non-attendance evidence satisfactory to the employer or to the Secretary for Labour that his non-attendance was reasonable because of his own ill-health, due to any cause other than his own misconduct, he shall be entitled to the benefit of the next succeeding sub-clause hereof.

(b) In the case of any such employee who has been employed in a particular business not less than one calendar month, if his non-attendance is in manner aforesaid shown to be reasonable because of ill-health, he shall be entitled to payment of wages in respect of six, but not more than six, days in all of such non-attendance in each year of his employment in such business.

17. For the purpose of clause 16 (b) of this Determination, an employee, whose employment ceases because of a furnace going out of commission, and he resumes his employment within three days of the furnace restarting, shall be deemed to have been constantly employed in the interval between such cessation and restarting.

This clause shall not apply to skilled glassworkers.

HOLIDAYS.

18. (a) All employees other than furnacemen and furnacemen's assistants shall be allowed the following holidays without any deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, Melbourne Cup Day.

(b) Where by reason of any of the said-named holidays falling on a Sunday, or by reason of any other cause, any other day is observed as a general holiday in lieu of any of the said-named holidays, then this clause shall be read as if such other day were included herein instead of the said-named holiday, but not so as to increase beyond eleven the number of holidays to be allowed by reason of this clause.

(c) In the case of shift work a holiday or holidays (as the case may be) shall not begin until the end of the last shift commenced on the day immediately preceding the holiday or holidays, and shall not end until the beginning of the first shift commenced on the day immediately succeeding the holiday or holidays.

(d) No employees shall be entitled to be paid for any holiday not worked if he fails otherwise than for reasonable cause to work during his usual working hours on the day or shift immediately preceding and on the day or shift immediately following such holiday.

(e) Where any person who has been employed by an employer for a period of three months or more immediately preceding the termination of the said person's services within the seven days immediately preceding any of the holidays named in sub-clause (a) hereof for any cause not being his own default or misconduct sufficient to justify the termination of the said person's services, such employee shall receive payment for the aforesaid holiday as if his employment had continued so as to include such holiday.

TIME-BOOK.

19. Employers shall provide a time-book in each glass works. Such time-book shall be entered up in ink and shall contain a correct account of the hours worked and the wages received by each employee. Employees shall make all such records whether by time clock or otherwise as shall be reasonably necessary to enable employers to keep such correct records. The time occupied by employees in filling in any time-books or cards or in making any record shall be treated as time of duty, except that occupied in checking in or out at the beginning or end of duty, which checking shall be done in the employee's own time.

INSPECTION OF TIME-BOOK.

20. (a) The Secretary, Assistant Secretary or Organizer of the Australian Glass Workers Union, duly authorized in writing under the seal of the said Union, shall have access to the record of times recorded by the employees and the wages paid for a period of two months prior to date of inspection, provided that such inspection shall be made during the office hours of the factory and not more than once in any fortnight. Authority shall be produced to the employer on demand.

(b) On each works reasonable facilities shall be afforded members and officers of the Union for the necessary work in connexion with the above, and the Union shall be permitted to post notices on a notice-board in the works in a reasonable manner.

SHELTER SHEDS FOR FURNACEMEN AND OTHERS.

21. Shelter sheds shall be provided over gas-tank producers for shelter of furnacemen, and all other employees shall be protected from the weather during the course of their duties as far as practicable.

FACILITIES FOR KEEPING CHANGE OF CLOTHING.

22. Employers shall supply suitable places for furnacemen, furnacemen's assistants and continuous night-workers to keep a change of clothing on the works, and shall provide adequate hot shower baths for the use of employees.

PAYMENT OF WAGES.

23. Wages shall be paid on Friday night, but the employer may pay individuals on Saturday.

RESPONSIBILITY FOR WARE AFTER IT HAS BEEN STORED.

24. Workmen cannot be held responsible for ware after it has been stored.

COMPULSORY APPRENTICESHIP AND LIMITATION OF APPRENTICES.

25. Of the apprentices put down to the trade, 75 per cent. shall be apprenticed hand-blowing and 25 per cent. to the machines.

INTOXICATING LIQUORS.

26. No intoxicating liquors shall be allowed on the premises without permission.

HOURS.

27. A. (a) The maximum number of hours that shall constitute a week's work for the employees specified in clauses 1 and 2 shall be 44, to be worked in either 5 days or 6 days at the option of the employer.

(b) The hours for stopper pressers shall be the same as the hours for glassworkers.

(c) Transferers, takers-out, takers-in, mould-shutters, and snappers-up shall commence work 15 minutes earlier than the glass-workers in order to prepare the shops for work.

(d) The hours of watchers and all labour employed around the Hartford-Fairmont feeders and any other glass-producing machines shall be worked in shifts as follows:—

(1) Morning shift from 7 a.m. to 3 p.m. Monday to Friday inclusive, and from 7 a.m. to 12 noon on Saturday (45 hours per week).

(2) Afternoon shift from 3 p.m. to 11 p.m. Monday to Friday inclusive (40 hours per week).

(3) Night shift from 11 p.m. to 7 a.m. Monday to Friday inclusive (40 hours per week).

Provided that persons employed around the Hartford-Fairmont feeders or any other glass-producing machines may be required to start work at 6 a.m., but not before 6 a.m., on Mondays and the day following a holiday to get feeders and machines in going order so that other employees may start work and the production commence at the ordinary starting time subject to the condition that all time worked by such persons between 6 a.m. and 7 a.m. shall be paid for at the overtime rate of time and a half.

(e) If artificial light adequate for the work be furnished, sorters and truckers attendant upon sorters may be employed in shifts throughout the day and night from 8 a.m. on Mondays to noon on Saturdays.

If the adequacy of such artificial light be questioned, work shall not be discontinued, but the matter shall be referred to the Secretary for Labour.

(f) The ordinary hours of work (exclusive of meal times) on such shifts shall be, but shall not exceed, 44 per week on any shift.

(g) The workers on any such shift not wholly worked between 8 a.m. and 6 p.m. shall be entitled to receive extra payment at the rate of 5 per cent.

(h) Sorters may be employed on other work during the working hours of their shift, but shall be paid not less than they would be entitled to if engaged on sorting throughout the shift.

(i) Such shifts shall rotate each week.

B. (u) The ordinary hours of duty of furnacemen and furnacemen's assistants shall not exceed an average of 44 hours per week to be worked in shifts not exceeding eight hours each, including crib time reckoned as part of working time, such shifts to be distributed as the employer chooses but so as to make an aggregate shift-time on duty not exceeding 176 hours in each period of four weeks. All time worked in excess of eight hours on any day shall be deemed overtime except so far as the excess is owing to arrangements between the employees themselves, or is necessary for effecting periodical rotation of shifts. Shifts shall rotate among furnacemen and furnacemen's assistants.

(b) Where fillers-on are used, they shall work the same hours and receive the same wages and conditions as furnacemen, but must qualify so as to be able to take charge of producers in cases of emergency.

C. Notwithstanding anything in this Determination, batchmixers, and/or glasscrushers, and/or salt cake furnacemen and attendants, and/or sand-washing machine attendants, and/or bottle-washing machine attendants and loaders for delivery purposes may, if an employer so choose, be worked in shifts as follows:—

- (1) Morning Shift—from 7 a.m. to 3 p.m. Monday to Friday inclusive, and from 7 a.m. to noon on Saturday (45 hours per week).
- (2) Afternoon Shift—from 3 p.m. to 11 p.m. Monday to Friday inclusive (40 hours per week).
- (3) Night Shift—from 11 p.m. to 7 a.m. Monday to Friday inclusive (40 hours per week).
- (4) Such shifts shall rotate each week.
- (5) The workers on the afternoon shift and night shift shall receive extra payment at the rate of 5 per cent.

D. The ordinary hours of work for skilled glassworkers and their assistants shall be as follows:—

- (1) Morning Shift—from 7.30 a.m. to 5.15 p.m. with an interval for a meal.
- (2) Night Shift—from 7.40 p.m. to 5 a.m. with an interval for a meal.

Provided that employers may at times when the prospects or demands of business justify, put on a third shift to complete 24 hours' work per day for a period of not less than six months, in which case the hours will be:—

- (1) First Shift—from 7 a.m. to 3 p.m. Monday to Friday inclusive.
- (2) Second Shift—from 3 p.m. to 11 p.m. Monday to Friday inclusive.
- (3) Third Shift—from 11 p.m. to 7 a.m. Monday to Friday inclusive.

SKILLED GLASSWORKERS—BOTTLE SECTION—PIECEWORK.

INSPECTION OF BOTTLES.

28. All bottles put out shall be inspected by a factory committee, if necessary, on behalf of the men, who shall decide with the manager of the works as to what rate such bottles shall be paid, or whether broken down. The bottles to be sorted within 24 hours after coming through thelehr, excepting when prevented by holiday or exceptional circumstances.

BAD METAL.

29. (a) When in the opinion of workmen metal is bad, they shall report same to the man in charge, and is allowed to be worked, they shall be paid for at full rates.
(b) All bottles melted or not properly annealed to be paid for at full rates.

FLOWN MARBLES.

30. Workmen to be paid for all over one dozen per day.

SINGLE-HANDED WORK.

31. Workmen shall work single-handed when their hole is short, when practicable; but in such case, suitable moulds shall be provided, and the following rates paid:—

- (a) *Block and Plate System*.—When a finisher, blower, or gatherer is off one dozen to count two dozen.
- (b) *Stem System*.—When a finisher, blower, or boy is off one dozen to count two dozen.

JOURNEYMEN PREVENTED FROM EARNING FULL DAY'S WAGE.

32. (a) When a journeyman is taken away from a full hole, he shall be paid up to the average of his own hole for the previous week, or what he earns in the hole in which he works. He shall have the option, but must declare.

(b) When any journeyman is put on day-work, he shall be paid not less than Twenty shillings (20s.) per day.

(c) When a journeyman is shifted on account of his hole being short he shall be paid what he earns in the hole where he blows or finishes.

(d) Where a journeyman ready and willing to work for a whole shift is prevented by (a) excessive heat of metal, (b) oily fumes, or (c) improper moulds from earning at piecework 20s. for the shift he shall be entitled to payment of at least 20s. in respect of the shift's work.

SUITABLE PIPES.

33. (a) *BLOCK AND PLATE SYSTEM*.—Each hole shall be supplied with six suitable pipes.
- (b) *STEM SYSTEM*.—Hole shall be supplied with three pipes of different sizes for each blower.

HOLIDAYS.

34. The holidays to be observed shall be the same as those provided in the Determination relating to the unskilled section of the industry.

CONSTITUTION OF HOLES.

35. (a) *BLOCK AND PLATE SYSTEM*.—Hole means finisher, two gatherers and blowers, or gatherer and blower, snapper-up, and taker-in.

(b) *STEM SYSTEM*.—Hole means finisher, two gatherers and blowers, or gatherer and blower, mould shutter, snapper-up, and taker-in.

MOULDS, PUNTIES, AND TOOLS.

36. (a) Suitable moulds shall be brought to each hole and put on stands, with handles fixed on stem moulds and suitable tools and punties provided for same; every care of moulds and other tools of trade to be taken by the men who shall use their power to prevent loss and ill-usage of same.

(b) When two or more moulds are working in a hole at different prices, the highest rate is to be paid.

WEIGHTS OF BOTTLES.

37. (a) Block and plate workmen shall be given the weights with the following allowances:—

- Up to 10-oz. fluid contents—1-oz. weight to be allowed each way.
- Over 10-oz. fluid contents up to and including reputed quarts—1½-oz. weight each way.

(b) *STEM WORK*.—Up to and including 4-oz. weight—¼-oz. weight each way.
Over 4-oz. weight and up to and including 8-oz. weight—½-oz. weight each way.
Over 8-oz. weight and up to and including 12-oz. weight—¾-oz. weight each way.
Over 12-oz. weight and up to and including 20-oz. weight—1¼-oz. weight each way.

Note.—When stem bottles are blown on block and plate, workmen only allowed stem weight allowances.

SKIMMING METAL.

38. Workmen shall skim the metal when required to do so by the man in charge and shall be paid 2s. 6d. per hour.

LOST TIME.

39. In the event of men being temporarily prevented from carrying on their usual work through no fault of their own, the management, after the expiration of half an hour shall inform the men concerned whether or not they will be able to resume that day. Should the men be notified that they will resume, they shall be paid at the rate of 2s. 6d. per hour for all time lost.

If a piecework journeyman reports for duty at the commencement of a shift, and his usual work is not available for him through circumstances for which he is not responsible and of which he was not notified the previous day, he shall be allowed three hours' pay at the rate of 2s. 6d. per hour for the time lost.

ALLOWANCE PAYABLE TO SKILLED GLASSWORKERS.

40. (a) The piecework rates for skilled glassworkers provided in the Schedule to this Determination shall remain in force for the period of this Determination. In addition to the men's earnings on piecework list, all skilled glassworkers shall be paid a daily allowance at the rate of 11s. per week for every day worked or every specified holiday as from the date of this Determination.

(b) The said allowance shall remain in force for a period of twelve months, at the expiration of which either party may ask for a revision of same.

FIXATION OF PRICES FOR NEW BOTTLES OR BOTTLES NOT INCLUDED IN SCHEDULE OF PRICES.

41. Any employer may fix and pay piecework prices for bottles not already provided for in the schedule of piecework prices set out in this Determination, and shall base such piecework prices on the earnings of an average worker working under like conditions to those for which the piecework prices are fixed. Every such employer shall, if required so to do, forward a statement to the Secretary for Labour of such piecework prices.

MACHINE CONDITIONS.

- 42. (a) All shops shall be considered started when filling moulds.
- (b) Employers shall furnish all necessary facilities. Auxiliary help shall be considered part of the facilities. Regular boys must not be taken from one machine and placed on another without notifying men on machines.
- (c) Employers shall supply sufficient wind and jets to enable machines and machinists to work at their greatest efficiency. Upon all new air lines, cut-off slides to be fitted at the most convenient place.
- (d) Employers shall supply all necessary tools. Puntios must be made of wooden handles with clay heads. Clay heads to be made in various sizes, suitable for all jobs; the workman to have the privilege of making his own puntio heads or using his own tools of trade.
- (e) There shall be competent sorters to sort all work. Rejected work to be set aside for inspection on request of the men affected.
- (f) Competent fitters shall be supplied to repair all machines.
- (g) At no time shall the workmen be compelled to work on a furnace when the metal is unreasonably low; the factory committee to determine with the man in charge whether or not such furnace is in proper working order.
- (h) Employers shall supply gloves free of cost to workmen, provided the old ones are handed in in return, failing which the workmen shall pay cost price for gloves supplied.
- (i) Employers shall supply at least one complete locker for each hole.
- (j) Workmen shall not be paid for split and crizzled rings unless the number exceeds two dozen per day. If the number exceeds that amount they shall be paid for one-half.
- (k) Workmen shall be paid at the rate of not less than twenty shillings (20s.) for any day upon which their earnings working on piecework do not equal that amount.

SHORT HOLES.

43. When men are ordered to leave their holes on account of their holes being short, they shall do so. This shall not apply to boys being off.

PAYMENT FOR CRIZZLED BOTTLES.

44. All hand-blown crizzled bottles shall be paid for at full rates when men are allowed to work moulds by man in charge after having reported same.

NOTIFICATION OF INTENTION TO START LATE OR CEASE EARLY.

- 45. (a) In the event of employees being unable to present themselves for work at starting time, they shall notify the foreman in ample time, if possible, to permit timely arrangement being made to prevent loss of time in the shop.
- (b) No employee shall cease work before the proper time without first notifying the foreman of the cause.
- (c) In the event of any shop desiring to retain the services of the pull-off in a block and plate hole, they may make arrangements with the officials of the Australian Glassworkers Union to interview the management of the firm to have a pull-off placed in the hole, in which event the price to be paid the men must not exceed 6d. less than the price list per gross per hole, but in no case shall the price be less than the price fixed for stem work.

BASIC WAGE.

46. (a) The wages rates set out in clause 2 of the Glass Bottle Section and for adult males in clause 3 of the Flint Glass Section are based upon the following basic wage.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Throughout the State	£ s. d. 11 15 0	Melbourne

(b) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

(c) The wages of apprentices, improvers, and un-apprenticed male juniors shall be the appropriate percentages as set out, such wages shall be calculated to the nearest 3d., half or less than half of 3d. to be disregarded.

SCHEDULE OF PIECEWORK RATES.

BLOCK AND PLATE WORK.				Wine and Spirit Bottles—Pale Metal—continued.		
Aerated Water Bottles.		Per gross.			Per gross.	
		s. d.			s. d.	
22-oz., 24-oz., and 26-oz. Codd's	8 1½	Reputed pint, dump shape whisky (Sanderson's)	5 9	
18-oz. Codd's	7 10½	Reputed pint, brandy	5 3	
14-oz. Codd's	7 7½	Reputed pint, schnapps	6 0	
12-oz. Codd's	7 4½	Reputed pint, hock	5 6	
10-oz. Codd's	7 1½	Reputed pint, Walker's square whisky	5 6	
5-oz. and 6-oz. Codd's	6 4½	10-oz. gin	5 0	
10-oz. Lamonts	7 1½	20-oz. J.D.K.Z. gin	6 1½	
5-oz. and 6-oz. Lamonts	6 4½	32-oz. J.D.K.Z. gin	8 1½	
24-oz. to 26-oz. screw mouths	7 9	40-oz. J.D.K.Z. gin	9 3	
10-oz. and 12-oz. screw mouths	6 0	52-oz. J.D.K.Z. gin	12 6	
5-oz. and 6-oz. screw mouths	5 1½	24-oz. Boll's gin	7 1½	
40-oz. lithia, spa, or soda	8 1½	20-oz. hop bitters	6 1½	
20-oz. lithia, spa, or soda	7 0	13-oz. Cooper and Nathan's whisky	5 6	
14-oz. lithia, spa, or soda	6 0	20-oz. panel sarsaparilla	7 6	
12-oz. lithia, spa, or soda	5 7½	1st. All reputed quarts in black metal to be paid 7s. 9d. per gross.			
10-oz. lithia, spa, or soda	5 7½	2nd. Reputed pints in black metal, 6s. per gross.			
Wolstenholme ginger beer	5 3	3rd. Reputed pints when made on stem, 3d. per gross less than the list.			
Lane's and other beer shapes	7 1½				
Squash and Punch Bottles.		Per gross.		Rock Jars.	Per gross.	
		s. d.			s. d.	
Alexander and Patterson's lemon squash and all 26-oz. squash, punch, and cordials	7 1½	8-lb. wide mouths	42 3	
26-oz. Elliotts' cordials	8 6	6-lb. wide mouths	35 3	
Dyson's 20-oz. cordial	6 1½	4-lb. wide mouths	25 3	
Schwepes' 20-oz.	6 1½	4-lb. narrow mouths	13 1½	
Schwepes' 13½-oz. brandy	5 6				
Brookes' 12-oz. lemon squash	5 0	Winchesters.	Per gross.		
Dixon's 10-oz. O.T.	5 0		s. d.		
Sauce and Pickle Bottles.		Per gross.		20-oz. Winchesters	6 6
		s. d.		25-oz. Winchesters	7 0
Square pickle pint	5 6		32-oz. Winchesters	7 7½
Concave pickle pint	5 6		40-oz. Winchesters	8 1½
Round pickle pint	5 3		50-oz. Winchesters	10 1½
Konig's military pickle	8 7½		60-oz. Winchesters	11 1½
Mitchell's hexagon 16-oz. pickle	6 7½		66-oz. Winchesters	12 1½
Military pickle, stoppered	6 7½		80-oz. Winchesters	19 7½
Garfield pickle, stoppered	6 7½		90-oz. Winchesters	20 1½
Madras pickle	5 0		100-oz. Winchesters	21 4½
10-oz. round pickle	4 6		120-oz. Winchesters	25 4½
10-oz. square pickle	4 9		160-oz. round O.T.	42 3
10-oz. military pickle	5 0		180-oz. round F.G. and Co. and gallon rounds	42 3
10-oz. hexagon pickle	4 9		Wide-Mouth Jars.	Per gross.	
26-oz. tomato sauce	6 9			s. d.	
20-oz. tomato sauce	6 1½		3-lb. salt jar (P.S.)	7 1½
26-oz. chutney	6 9		2-lb. salt jar (P.S.)	6 7½
20-oz. chutney	6 1½		2-lb. fluted jar	6 7½
26-oz. Lackersteen's chutney	6 9		2-lb. finished jar	5 10½
12-oz. chutney	5 3		2-lb. tie-over lip jar	6 1½
French chutney	5 3		1½-lb. fluted jar	5 4½
Indian condiment	5 0		1½-lb. finished jar	5 4½
Pint tomato sauce	5 0		1-lb. finished jar	4 9
20-oz. Worcestershire sauce	6 4½		1-lb. tie-over lip jar	5 6
Wine and Spirit Bottles—Pale Metal.		Per gross.		Miscellaneous Bottles	Per gross.	
		s. d.			s. d.	
Reputed quarts (Burke's)	7 1½	Milk quarts	8 7½	
Reputed quarts (Sutherland's)	6 7½	Milk pints	7 1½	
Reputed pints, round or oval	5 3	Milk, ½-pints	5 6	
Imperial oval quarts	8 1½	New South Wales milk quart	8 7½	
Imperial oval pints	5 9	New South Wales milk pint	7 1½	
Imperial round quarts	8 1½	Caulfield milk	6 7½	
Walker's square whisky	7 1½	1½-pint milk	7 10½	
Haig and Haig whisky	7 7½	Microbe killer	7 3	
Watson's No. 10 whisky (and similar shapes)	7 1½	Strathman's drops	7 1½	
Reputed quart schnapps	7 1½	Carbolacene	5 0	
Reputed quart, Ainslie's whisky	8 6	Carbolacene (new shape) C.C. finish	5 3	
Reputed quart, brandy	7 1½	Parry's reputed quart vinegar	7 1½	
Reputed quart, hock	7 1½	Long reputed quart vinegar	7 1½	
Reputed quart, barrel	8 1½	20-oz. vinegar	6 7½	
Half-gallon, barrel	15 3	Brunswick Black finished	5 6	
Reputed quart, sarsaparilla	7 1½	Battery jar, No. 1	4 0	
Reputed quart, Creme-de-Menthe	8 7½	Battery jar, No. 2	6 1½	
Reputed quart, Dom whisky	8 6	Battery jar, leclanche cells	5 7½	
Reputed quart, Watch whisky	8 6	Long reputed quart olive oil	7 1½	
Reputed quart, McLatchie and Frog's whisky	8 6	20-oz. Tremain's olive oil	6 9	
Reputed quart, Brown's dump whisky	8 6	16-oz. carlsbad salt	6 4½	
Reputed quart, Fesq and Easson's whisky	8 6	16-oz. Tremain's carlsbad salt	6 0	
Reputed quart, hip flask	8 6	32-oz. kresolvo	8 7½	
Reputed quart, Munroe's whisky	8 0	40-oz. lotol	2 1½	
Reputed quart, King's liqueur	8 0	C'nical quarts	7 1½	
Reputed quart, Lounde's dump whisky	7 1½	18-oz. oval essence	6 7½	
Reputed quart, Woods's dump whisky	8 0	22-oz. ammonia	8 6	
Reputed quart, Resch dump whisky	8 0	24-oz. Kodak	9 3	
Reputed quart, White and Makie's dump whisky	8 0	32-oz. Kodak	10 3	
Reputed quart, Radstock bitters	8 0	24-oz. Parke & Davis (W. M.)	9 6	
Reputed pint, dump shape whisky	5 6				

SCHEDULE OF PIECEWORK RATES—continued.

Miscellaneous Bottles—continued.		Per gross.		Pioneer Bottles.	
		s.	d.		Per gross.
		s.	d.		s.
		s.	d.		d.
18-oz. Denham's round and oval S.W.M.	..	6	7½	Up to 2-oz., Harper's	.. 3 0
13½-oz. vase-shape bath salts	..	6	6	5-oz., Harper's	.. 3 6
8-oz. Denham cream	..	4	9	10-oz., Harper's	.. 4 9
16-oz. varnish	..	5	0		
16-oz. Stearn's diamond shape	..	7	9		
19-oz. essence Lawrence	..	7	6		
14-oz. Eau-de-cologne	..	5	3		
STEM WORK.					
<i>Dispensing Bottles.</i>					
	Per gross.	When made.	Block and	Plate.	Per gross.
	s. d.	Per gross.	Per gross.	s. d.	s. d.
Up to 2-oz. contents inclusive	.. 3 0				
3-oz. contents	.. 3 3				
4-oz. contents	.. 3 6				
5-oz. contents	.. 3 7½				
6-oz. to 8-oz. contents	.. 4 0				
8-oz. Medical Oval, 12-oz. weight	.. 4 9				
8-oz. Stearn's diamond shape	.. 4 3				
10-oz. contents	.. 4 9	.. 5 6			
12-oz. contents	.. 5 0	.. 5 6			
14-oz. contents	.. 5 6	.. 5 9			
16-oz. contents	.. 5 9	.. 6 6			
18-oz. contents	.. 5 7½	.. 7 6			
20-oz. contents	.. 7 6	.. 8 6			
24-oz. contents	.. 9 3	.. 9 6			
32-oz. contents	.. 10 3	.. 10 6			
4-oz. Chelts. (to hold 3½ oz.)	.. 3 7½				
2-dram serum	.. 3 3				
4-dram serum	.. 3 3				
1-oz. French squares (1½-oz. to 2-oz. weight)	.. 3 3				
NOTE.—Mexican flats, French rounds and squares, Manhattans, Philadelphia, and Baltimore ovals, poisons, Chelts, F. G. and Co. tinctures, peroxides, Faulding's rounds, Winchesters up to 18-oz., and all pills to come under this list.					
<i>Panelled Bottles.</i>					
	Per gross.	When made.	Block and	Plate.	Per gross.
	s. d.	Per gross.	Per gross.	s. d.	s. d.
Up to 1-oz. contents not exceeding 2½-oz. weight	.. 3 0				
Over 1-oz. contents up to 2-oz. contents not exceeding 5½-oz. weight	.. 3 0				
Over 2-oz. contents up to 3-oz. contents not exceeding 6½ oz. weight	.. 3 3				
Over 3-oz. contents up to 4-oz. contents not exceeding 6½-oz. weight	.. 3 6				
Over 4-oz. contents up to 5-oz. contents not exceeding 8-oz. weight	.. 3 7½				
Over 5-oz. contents up to 6-oz. contents not exceeding 8½-oz. weight	.. 4 0				
Over 6-oz. contents up to 8-oz. contents not exceeding 10½-oz. weight	.. 4 9				
Over 8-oz. contents up to 10-oz. contents not exceeding 12-oz. contents	.. 5 6	.. 6 0			
Over 10-oz. contents up to 12-oz. contents not exceeding 14-oz. weight	.. 6 6	.. 7 3			
Over 12-oz. contents up to 14-oz. contents not exceeding 16-oz. weight	.. 7 0	.. 7 9			
Over 14-oz. contents up to 16-oz. contents not exceeding 18-oz. weight	.. 7 6	.. 8 6			
Over 16-oz. contents up to 20-oz. contents not exceeding 22-oz. weight	.. 9 0	.. 9 9			
1-oz. Bonnington (3½-oz. weight)	.. 3 3				
Balte, 4-oz., 3 panel	.. 3 9				
Taylor and Coll's, 3-oz., 3 panel	.. 3 7½				
Marshall's, 6-oz., 4 panel olive oil	.. 4 9				
Wright's, 3½-oz., 4 panel	.. 4 3				
Taylor and Coll's, 4-oz.	.. 4 0				
Chestease, 2½-oz.	.. 3 6				
Hypol	.. 5 6	.. 5 9			
Docker's hat	.. 3 9				
Kugleman's, 32-oz.; panel	.. 12 0	.. 12 3			
3½-oz. Wright's rheumatic cure, 8½-oz. to 9½-oz. weight	.. 4 6				
NOTE.—1st. All panelled bottles to come under this list unless otherwise specified. 2nd. The weights specified are top weights. 3rd. When made heavier than ordinary weights the next highest rate to be paid.					
<i>Ink Bottles.</i>					
	Per gross.	When made.	Block and	Plate.	Per gross.
	s. d.	Per gross.	Per gross.	s. d.	s. d.
Up to 2-oz., finished	.. 3 6				
Over 2-oz. to 4-oz. finished	.. 3 9				
5-oz. to 8-oz.	.. 4 0				
5-oz. Last Drop ink	.. 4 10½				
10-oz., finished	.. 4 3	.. 4 6			
12-oz.	.. 4 6	.. 4 9			
16-oz., finished	.. 5 0	.. 5 3			
20-oz., finished	.. 5 9	.. 6 0			
24-oz., finished	.. 6 9	.. 7 0			
32-oz., finished	.. 7 9	.. 8 6			
32-oz. clag	.. 7 9	.. 8 6			
1st. All other finished inks to come under this list. 2nd. All lipped inks 3d. per gross extra.					
<i>Olive Salad and Castor Oils.</i>					
	Per gross.	When made.	Block and	Plate.	Per gross.
	s. d.	Per gross.	Per gross.	s. d.	s. d.
Up to 2½-oz. castor oil	.. 3 6				
Over 2½-oz. to 6-oz. castor oil	.. 3 10½				
Over 6-oz. to 10-oz. castor oil	.. 4 9	.. 5 0			
2-oz. olive oil, A. B. Rundle	.. 3 6				
3-oz. olive oil, A. B. Rundle	.. 3 9				
5-oz. olive oil	.. 4 0				
10-oz. olive oil	.. 4 9	.. 5 0			
5-oz. fluted olive oil	.. 3 10½				
10-oz. fluted olive oil	.. 5 0	.. 5 3			
5-oz. Couch and Caulder's olive oil	.. 4 6				
10-oz. Couch and Caulder's olive oil	.. 5 0	.. 5 3			
Lewis and Whitty's ½-oz. olive oil	.. 3 9				
Lewis and Whitty's 7-oz. olive oil	.. 4 0	.. 4 3			
Up to 2½-oz. Tremain's olive oil	.. 3 6				
Over 2½-oz. up to 4-oz. olive oil	.. 4 0				
5-oz. olive oil	.. 4 3				
8-oz. olive oil	.. 4 6				
10-oz. olive oil	.. 4 9	.. 5 0			
13-oz. olive oil	.. —	.. 5 3			
Patent lip, 3d. per gross extra.					
<i>Inks, Cements, Gums, and Gloys Burst-off.</i>					
	Per gross.				
	s. d.				
1-oz. B.O.	.. 2 0				
1½-oz. B.O.	.. 2 1½				
2-oz. B.O.	.. 2 3				
Over 2-oz. to 4-oz.	.. 2 6				
<i>Gloy Shape.</i>					
	Per gross.				
	s. d.				
2½-oz. round gum	.. 3 9				
5-oz. gloy finished	.. 4 0				
10-oz. gloy finished	.. 4 6				
5-oz. golden gum	.. 4 6				
10-oz. round paste	.. 4 3				
<i>Flasks.</i>					
	Per gross.	When made.	Block and	Plate.	Per gross.
	s. d.	Per gross.	Per gross.	s. d.	s. d.
2½-oz. flasks	.. 3 9				
3-oz. Weller and Bostock's	.. 4 0				
2½-oz. Haig and Haig's flasks	.. 4 0				
5-oz. to 6½-oz. flasks	.. 4 3				
8-oz. flasks	.. 5 0				
10-oz. to 13½-oz. flasks	.. 5 3	.. 5 6			
5-oz. and 6-oz. Walker's square	.. 4 6	.. 4 9			
5-oz. and 6-oz. Walker's squat	.. 4 3	.. 4 6			
13-oz. Haig and Haig's	.. 5 9	.. 6 0			
2½-oz. Ainslie's	.. 4 0				
5-oz. Ainslie's	.. 4 9				
10-oz. Ainslie's	.. 5 9	.. 6 0			
2½-oz. Orme Kegwin miniature whisky	.. 3 9				
2½-oz. and 3-oz. Toohy's min., hex. shape	.. 4 3				
(Watch shape flasks 6d. per gross above the ordinary flask price.)					

SCHEDULE OF PIECEWORK RATES—continued.

Lavender and Brilliantine Bottles.			Miscellaneous—continued.		
	Per gross.			Per gross.	When made Block and Plate.
	s. d.			s. d.	s. d.
1-oz. Faulding's or Queen Lavender	3 0		5-oz. Creme-de-Menthe	4 6	
2-oz. Faulding's or Queen Lavender	3 0		2½-oz. King's liqueur	3 6	
2½-oz. Faulding's or Queen Lavender	3 3		4-oz. Brooke's squash	3 9	
3-oz. Faulding's or Queen Lavender	3 3		4-oz. gloss or negroline	3 6	
1-oz., Pearce or Lubine	3 0		4-oz. lacquer	3 9	
2-oz., Pearce or Lubine	3 0		4-oz. curry	3 6	
2½-oz. B. B.	3 3		4-oz. whisky square	4 0	
4-oz. Australian	3 6		4-oz. whisky round	3 6	
4½-oz. Australian	4 0		4-oz. Stearn's (1001)	4 0	
5-oz. Rodger Freres	4 0		5-oz. schnapps or tapered gin	4 3	
4½-oz. Turnley's	4 3		4-oz. square gin	4 0	
4½-oz. dump brilliantine	4 3		6-oz. fish sauce	4 0	
4-oz. Simpson's, 6-oz. to 6½-oz. weight	4 3		Eucalyptus oil, Bosisto's shape not over 3½-oz. weight	3 0	
5-oz. Warton's	4 6		2-oz. eucalyptus oil, Bosisto's shape not over 3½-oz. weight (heavy)	3 6	
6-oz. Apos	4 6		5-oz. caper sauce	3 9	
6-oz. Rimmell's stoppered	4 9		Chateau Tanunda miniature brandy	3 0	
8-oz. Florida Water	4 3		Power's miniature brandy	3 3	
1-oz. brilliantine	3 3		Possums miniature brandy	3 3	
2-oz. brilliantine	3 3		6½-oz. Watson's or similar shape whisky	4 6	
3-oz. brilliantine	3 6		6½-oz. port wine	4 6	
3½-oz. brilliantine	3 9		4-oz. effer. fruit salts	3 9	
4-oz. brilliantine	3 9		8-oz. effer. fruit salts	4 6	4 9
3-oz. Downer's shape	3 10½		4-oz. saline cream	3 6	
1½-oz. Downer's shape	3 3		8-oz. saline cream	4 3	4 6
			4-oz. bay rum	3 6	
			6-oz. bay rum	4 0	
			8-oz. bay rum	4 3	4 6
			6-oz. blacking	3 9	
			6-oz. oyster	3 9	
			5-oz. and 6-oz. lithias, spa or soda	4 9	5 1½
			5-oz. Worcestershire sauce	4 0	
			10-oz. Worcestershire sauce	4 6	4 9
			6-oz. chutney	4 0	
			Half-pint chutney	4 9	5 0
			6-oz. glycerine stoppered	5 3	
			6-oz. one panel curry	3 9	
			6-oz. graded milk	3 9	
			6-oz. bell-shape milks	4 3	
			5-oz. certified cream	4 3	
			10-oz. certified cream	4 9	5 0
			6-oz. fountain soda, decanter shape	5 3	
			10-oz. fountain soda, decanter shape	7 0	7 3
			6-oz. curry	3 9	
			8-oz. bath sale (W.M.) F.H.F.	5 0	5 3
			6-oz. serscol	4 0	
			6-oz. citrate magnesia	3 9	
			12-oz. citrate magnesia	4 9	5 0
			14-oz. citrate magnesia	5 0	5 3
			13-oz. maize products	4 9	5 0
			6-oz. carlsbad salts	3 9	
			12-oz. carlsbad salts	4 9	5 0
			4-oz. coffee or rum	3 9	
			8-oz. coffee or rum	4 6	5 0
			8-oz. benzine	4 3	
			7-oz. soda sulphur	4 3	
			7-oz. olive	4 6	
			4-oz. kresolve or lysol	3 9	
			8-oz. kresolve or lysol	4 6	
			17-oz. kresolve or lysol	5 9	6 3
			4-oz. Eau-de-cologne, Yardley's shape	4 0	
			6½-oz. Eau-de-cologne, concave shape	4 9	
			13-oz. Eau-de-cologne, concave shape	5 9	
			9-oz. Eau-de-cologne, concave shape	4 9	
			7-oz. Konig pickle	4 0	
			7-oz. Johnston's pickle	4 0	
			8-oz. Moller C.L.O.	4 3	
			16-oz. Moller C.L.O.	4 9	5 0
			10-oz. magnesia	4 6	
			20-oz. magnesia	5 9	6 6
			16-oz. ammonia	5 9	6 6
			12-oz. maltine	4 9	5 1½
			16-oz. malt	5 3	5 6
			10-oz. Rowe's embrocation	5 0	
			4-oz. Parisian essence	3 6	
			3½-oz. fancy hair oil	3 9	
			Fowler's Parisian essence, L.R.	3 6	
			Fowler's Parisian essence, H.R.	3 9	
			Hall's balsam	3 6	
			Baby claret	3 9	
			Pain conquerer	3 9	
			Miniature schnapps	3 6	
			Satinettes	4 6	
			Mitchell's long olive	5 0	
			½-lb. drops, W.M.P.L.	4 9	
			1-lb. drops, W.M.P.L.	5 9	
			Crethead's mixture	5 0	
			Gmet essence	4 6	

Phenyle Bottles.

	Per gross.	When made Block and Plate.
	s. d.	s. d.
5-oz. phenyle	4 0	4 6
10-oz. phenyle	4 3	6 1½
16-oz. phenyle	5 10½	6 1½
20-oz. phenyle	6 9	7 0

Coloured List.

	Per gross.	When made Block and Plate.
	s. d.	s. d.
1-oz. manilla	3 0	
1-oz. smelling salts	3 3	
2-oz. smelling salts	3 3	
1-oz. bonox, beefine, or cupex	3 6	
2-oz. bonox, beefine, or cupex	3 6	
4-oz. bonox, beefine, or cupex	4 0	
8-oz. bonox, beefine, or cupex	4 3	
16-oz. bonox, beefine, or cupex	5 9	
1-oz. coconut oil or vaseline	3 6	
2-oz. coconut oil or vaseline	3 6	
3-oz. coconut oil or vaseline	3 6	
4-oz. coconut oil or vaseline	3 9	
2-oz. nasal balm	3 3	
2½-oz. miniature brandy	3 3	
2½-oz. miniature whisky	3 3	
2½-oz. Eau-de-cologne (C.S.)	3 3	
1-oz. Eau-de-cologne (L.T.)	4 0	
2½-oz. Eau-de-cologne (L.T.)	4 3	
4-oz. Eau-de-cologne (L.T.)	4 6	
4-oz. herb bitters	3 6	
8-oz. herb bitters	4 3	
6-oz. and 6-oz. pioneer	3 9	
4-oz. Warner's safe cure	3 9	
8-oz. Warner's safe cure	4 0	4 3
16-oz. Warner's safe cure	6 0	6 3
8-oz. Clement's tonic	4 0	4 6
16-oz. Clement's tonic	5 9	6 0
8-oz. peptonoid	5 3	5 6
14-oz. hexagon P.O.P.	5 3	5 6
Cuming Smith's formalin	5 0	5 6
5-oz. magnesia, R.T. and Co.	4 0	4 6
16-oz. Stearn's	5 9	6 0
20-oz. bath salts	6 0	6 3
16-oz. Stearn's tonic wine	5 9	5 9
Half-pint claret	4 0	4 6

Miscellaneous.

	Per gross.
	s. d.
1-oz. light essence	3 0
2-oz. light essence	3 0
1-oz. sauce finished	3 0
1-oz. Lundberg	3 0
2-oz. Lundberg	3 0
2-oz. Lichtener's heavy round	3 6
3-oz. and 4-oz. Lichtener's heavy round	4 0
Up to 3-oz. rat poison	3 6
2½-oz. Bollington	3 6
2½-oz. Dixon's O.T.	3 6
1½-oz. Creme-de-Menthe	3 6
2½-oz. Creme-de-Menthe	3 9

SCHEDULE OF PIECEWORK RATES—continued.

Miscellaneous—continued.		Wide and Semi-Wide Mouth Ware—continued.			
Per gross.		Per gross per man.		Per gross per man.	
<i>s. d.</i>		Two man Machine.		One man Machine.	
18-oz. essence	5 9	Fowler's No. 27, 2½ lb.			
Health feeders (one neck)	5 3	Fowler's No. 31, 31 oz.			
1-oz. oval soent	3 0	Fowler's No. 36, 42 oz.			
1½-oz. oval soent	3 3	Fowler's No. 40, 3 lb.			
4-oz. Blogg perfume	4 3	Battery jar			
4-oz. fire extinguishers	3 9				
6-oz. Saunders' polish	4 6	Narrow Mouth Ware.			
2-oz. Astings osol	3 3	Per gross per man.		Per gross per man.	
2-oz. vermol	3 6	Two man Machine.		One man Machine.	
10-oz. Mitchell's square olive oil	5 0	<i>s. d.</i>		<i>s. d.</i>	
4-oz. tapered bath salts, 8-oz. weight	4 0	10-oz. oval magnesia		1 4½	
2-oz. tap. lavender	3 3	9-oz. coffee essence		1 6	
4-oz. tap. lavender	3 9	6-oz. Worcestershire sauce		1 3	
6-oz. tap. lavender	4 3	10-oz. Worcestershire sauce		1 4	
2-oz. international laboratories, flat	3 3	20-oz. Worcestershire sauce		2 0	
2½-oz. O.T. squash	3 9	Pint round sauce C.S. not exceeding 15 oz.			
1½-oz. Dearborne perfume	3 6	in weight		1 3½	
3½-oz. Dearborne perfume	4 0	20-oz. tomato sauce		1 9	
Up to 2-oz. Eau-de-cologne, two flat sides	3 0	26-oz. tomato sauce		2 0	
Over 2-oz. to 4-oz. Eau-de-cologne, two flat sides	3 6	Up to ¼-pint screw sauce		1 2	
5-oz. Winchesters	3 9	6-oz. lithia, spa or soda, not exceeding 12 oz.			
4-oz. and 5-oz. Zarona lotion	4 0	in weight		1 4	
8-oz. oval magnesia, 9-oz. weight	4 6	10-oz. lithia, spa or soda		1 5½	
3½-oz. benzoin, Blogg	4 3	12-oz. lithia, spa or soda		1 7	
3½-oz. benzoin, Blogg	4 3	Brooke's lemon squash		2 0	
3½-oz. blacking	3 6	24-oz. Marchant's Crown Seal		2 0	
4-oz. wombat	3 9	Imperial oval quarts		2 0	
5-oz. peroxide	3 7½	Imperial oval pints		1 9	
9-oz. peroxide	4 9	Half-pint milk		—	
17-oz. peroxide	6 7½	Pint milk		—	
6-oz. anchovy sauce	4 0	Quart milks (40 oz.)		—	
MACHINE LIST.					
Wide and Semi-Wide Mouth Ware.					
	Per gross per man.	Per gross per man.			
	Two man Machine.	One man Machine.	<i>s. d.</i>	<i>s. d.</i>	
Up to 6-oz. weight (R. and S.)	1 1	0 10	1 1	0 10	
Over 6-oz. up to 14-oz. weight (R. and S.)	1 2	1 0	1 2	1 0	
1-lb. jar not exceeding 14-oz. in weight (R. and S.)	1 2	1 0	1 2	1 0	
1½-lb. jar not exceeding 16-oz. in weight (R. and S.)	1 3	1 1½	1 3	1 1½	
1½-lb. Gowing's jam jar	1 5	1 3	1 5	1 3	
2-lb. jar not exceeding 20-oz. in weight (R. and S.)	1 5	1 3	1 5	1 3	
1-lb. pie fruit	1 4	1 3	1 4	1 3	
1½-lb. pie fruit	1 6	1 4	1 6	1 4	
2-lb. pie fruit	2 0	1 9	2 0	1 9	
Mason pints	1 2	0 11	1 2	0 11	
Mason quarts	1 3	1 1	1 3	1 1	
Mason ½ gallons	2 2	1 10	2 2	1 10	
Signal Spotswood and Zetland quarts	1 7	1 4	1 7	1 4	
Signal Spotswood and Zetland ½ gallons	2 9	1 10	2 9	1 10	
16-oz. and 18-oz. round pickle	1 5	1 3½	1 5	1 3½	
15-oz. concave pickle	1 5	1 3½	1 5	1 3½	
18-oz. Lancashire pickle	1 6	1 5	1 6	1 5	
Square pickles	1 5½	1 4	1 5½	1 4	
8-oz. kepplers	1 0	1 4	1 0	1 4	
16-oz. kepplers	1 11	1 8	1 11	1 8	
12-oz. condiment or chutney	1 5	1 3	1 5	1 3	
Pint chutney	1 5	1 3	1 5	1 3	
10-oz. gloy	1 4	1 2	1 4	1 2	
16-oz. Mellin's food	1 5	1 3½	1 5	1 3½	
4-lb. rock jars	—	4 0	—	4 0	
6-lb. rock jars	—	6 0	—	6 0	
8-lb. rock jars	—	8 0	—	8 0	
1-lb. prune jar	1 2	1 0	1 2	1 0	
Fowler's No. 20 1½ lb.	—	1 7	—	1 7	

P. A. RANDES, J.P., Chairman.
J. V. WILLOX, Secretary

Melbourne, 25th September, 1953.



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THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE ICE CREAM 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 employed in the trade of making edible ices, ice cream, or any frozen articles of which ice cream is the principal ingredient," has made the following Determination, namely :—

1. That on the 14th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. ORDINARY WORKERS.

*APPRENTICES OR IMPROVERS.					JUVENILE WORKERS.				
Wages per Week of 40 Hours.					Wages per Week of 40 Hours.				
<i>Males.</i>					<i>Males.</i>				
	Improvers.					Per-centage of Basic Wage.	Ordinary Wage.	War Loading. (Not Ad-justable.)	Total Wage.
	Per-centage of Basic Wage.	Ordinary Wage.	War Loading. (Not Ad-justable.)	Total Wage.					
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
Under 16 years of age ..	50	117 6	1 6	119 0	Under 16 years of age ..	50	117 6	1 6	119 0
16-17 years of age ..	58	136 6	2 0	138 6	16-17 years of age ..	58	136 6	2 0	138 6
17-18 years of age ..	63	148 0	2 6	150 6	17-18 years of age ..	63	148 0	2 6	150 6
18-19 years of age ..	77	181 0	3 0	184 0	<i>Females.</i>				
19-20 years of age ..	99	232 6	3 6	236 0	Per-centage of Female Basic Wage.				
20-21 years of age ..	100 + 19s.	254 0	4 6	258 6	Under 16 years of age ..	64	112 6	1 6	114 0
PROPORTION.					16-17 years of age ..	74	130 0	1 6	131 6
One male apprentice and one male improver to every three or fraction of three male workers receiving not less than 274s. per week of 40 hours.					17-18 years of age ..	78	137 6	2 0	139 6
					18-19 years of age ..	88	155 0	2 0	157 0
					19-20 years of age ..	93	163 6	2 0	165 6
					20-21 years of age ..	100 + 5s 6d.	181 6	2 6	184 0
					PROPORTION.				
					Three female juvenile workers to every two female workers receiving 204s. 6d. per week of 40 hours.				

* NOTE.—The Board has determined that as from the 1st November, 1949, no apprentice shall be taken to the trade.

ADULT EMPLOYEES.

Wages per Week of 40 Hours.

		Males.		
		Ordinary Wage.	War Loading. (Not Adjustable.)	Total Wage.
		s. d.	s. d.	s. d.
Pasteurizer	} Machine operator	279 0	5 0	284 0
Mixer				
Cooling, or				
Freezer				
Assistant to any of the above-mentioned operators		272 0	5 0	277 0
Dixie	} Machine operator	273 6	5 0	278 6
Cup, or				
Chocolate bar				
Persons cutting and wrapping dry ice				
Mould cutter, by machine		273 6	5 0	278 6
Mould cutter, by hand		277 0	5 0	282 0
Can washer, floor hand, or person handling crushed ice		272 0	5 0	277 0
All others		269 0	5 0	274 0
<i>Females.</i>				
All adults		201 6	3 0	204 6

SHIFT WORKERS.

3. Shift workers shall receive the wages prescribed in clause 2 for ordinary workers according to the class of work done plus an additional 5s. per shift.

EMPLOYEES IN FREEZING CHAMBER.

4. (a) Notwithstanding the rates provided in clauses 2 and 3 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. If employed under such conditions for less than an aggregate of one hour on any day he shall receive the rate prescribed by the Determination of the Frozen Goods Board whilst so employed.

(b) An employee required to work in a temperature less than 4° F., shall receive 3d. per hour or part of an hour in addition to the rate provided in sub-clause (a) hereof.

(c) The total time worked by any employee in a chamber mentioned in sub-clause (a) hereof shall not exceed an aggregate of four hours in any shift, and an employee shall not be employed in such a chamber for a continuous period of not more than two hours without being allowed a rest period of fifteen minutes outside such chamber.

(d) An employer shall provide free of charge for the use of each employee required to work in temperatures below 4° F., a blanket suit, helmet and protective gloves with woollen inner gloves.

DEFINITIONS.

5. (a) A juvenile worker is any person under 21 years of age (other than an apprentice or improver) employed stirring melted chocolate; picking out defective goods; stacking or counting articles not over 4 oz. in weight; moving goods for packing; counting, wrapping or sealing up to six dozen containers; filling ice cream cups or similar vessels; chocolate dipping; or wrapping any article intended for consumption; Provided that mould filling shall not be performed by females.

(b) An ordinary worker is an employee who usually commences and completes his day's work between the hours of 7 a.m. and 5 p.m. on Monday to Friday inclusive.

(c) A shift worker is any employee other than an ordinary worker.

HOURS OF EMPLOYMENT.

6. The ordinary hours for a week's work shall be 40 per week, to be worked in five days of eight hours each Monday to Friday inclusive.

OVERTIME.

7. Time and a half, based on the total wage shown for each class of employee in clause 2, shall be paid for all work done—

(i) By shift workers—On Saturdays and in excess of eight hours on the days Monday to Friday inclusive; Provided that all work done on Saturday before 7 a.m. and after 12 noon shall be paid for at double time.

(ii) By ordinary workers—

(a) Outside the times fixed for beginning and ending work.

(b) Within the times fixed for commencing and ending work in excess of eight hours on Monday to Friday.

(c) On Saturday: Provided that all work done on Saturday before 7 a.m. and after 12 noon shall be paid for at double time.

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

SPECIAL RATES.

8. (a) Double time (with a minimum of four hours' work or payment for same) shall be the rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, 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.

(b) Any employee who works part of a holiday or a Sunday shall be paid the ordinary rate for the remainder of the day.

(c) In connexion with the visit to Australia of Her Majesty Queen Elizabeth II, where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area, is concerned be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

TIME WAGES.

9. Any person ready, available, and willing to work, employed on time wages for less than the number of hours of an ordinary week's work shall for each hour worked up to one-half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of thirty-three per centum, and for each hour worked beyond the one-half aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

MEAL BREAK.

10. (a) *Shift Workers*:—Shift workers shall be allowed 45 minutes for each meal, such meal time to be not less than 3½ hours or more than 5 hours from the time of beginning work.

(b) *Ordinary Workers*:—A lunch period of at least 45 minutes shall be fixed in each factory for each employee, other than shift workers, between the hours of noon and 1.30 p.m.

MEAL ALLOWANCE.

11. Any employee required to work overtime for one and a quarter hours or more on any day shall be paid 4s. meal money unless a meal is provided by the employer.

PROVISION OF CLOTHING.

12. Overalls shall be provided and maintained by the employer, and employees when engaged in de-frosting shall be provided with rubber capes and rubber boots.

CONTINUITY OF WORK.

13. The work of each day shall be continuous with the customary break of not more than one hour for a meal.

TIME BOOK AND WAGE RECORD.

14. Every employee shall indelibly record daily his or her correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer. In addition to such time record every employee shall be required by the employer to sign each week a wage book or other record showing the total amount received as wages for such week.

UNION INSPECTION.

15. An accredited representative of the Federated Cold Storage and Meat Preserving Employees' Union of Australia shall have access to the records of times recorded by employees and wages paid, provided that such inspection is made between the hours of 8 a.m. and 4.30 p.m. on a working day.

SPECIAL CONDITIONS.

16. (i) Regarding work in the chambers—

(a) No person under the age of nineteen years shall be required to work in a chamber.

(b) Chamber hands shall be supplied with suitable gloves by the employer.

(ii) Protective footwear and clothing shall be provided by the employer for can washers, mould washers and mould pullers.

PROHIBITION OF NIGHT WORK FOR FEMALES.

17. No female employee shall be employed between the hours of 9 p.m. on one day and 6 a.m. on the following day.

ANNUAL HOLIDAYS.

18. The annual holidays for employees covered by this Determination shall be in accordance with the provisions, as may be amended from time to time, of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111).

SICK LEAVE.

19. (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 6th June, 1950, shall be disregarded provided that any accumulated sick leave, not exceeding 80 hours of working time, standing to the credit of the employee on the 6th June, 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.

MINIMUM HOURS OF WORK.

20. An employee who has commenced work on any day and is available ready and willing to continue working on that day, shall be entitled to payment for at least four hours at ordinary rates.

TERMINATION OF EMPLOYMENT.

21. (a) Notice equivalent to 40 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of an employer 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 usefully be employed because of any strike, or through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot reasonably be held responsible.

(b) In lieu of such 40 working hours' notice, except in circumstances referred to in sub-clause (a) hereof the employer may pay 40 hours' wages and vice versa, the employee leaving his or her employment without giving prior notice as prescribed shall forfeit 40 hours' wages which may be deducted from any wages due.

REST PERIOD.

22. An interval of ten minutes each morning and afternoon at a time mutually arranged shall be given as a rest period to all employees and shall be counted as time worked.

BASIC WAGE.

23. (a) The wages rates set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	11 15 0	Melbourne

(b) The wages rate for adult females is based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

(c) The wages of "Apprentices or Improvers" and Juvenile Workers" shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 29th September, 1953.



VICTORIA GOVERNMENT GAZETTE.

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No. 955]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE ICE BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 7th September, 1926, has had the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed either inside or outside a factory or work-room in the process, trade, or business of a maker of ice for trade or sale," has made the following Determination, namely:—

1. That on the 14th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination:—

2.

Juvenile Workers, i.e., persons under 20 years of age employed at work other than Pulling, Stacking, or Packing Ice, or De-frosting Ice Chambers.	Wages per Week.				Other Employees.
	Per-centage of Basic Wage.	Adjustable Wage.	Emergency Loading (Non-adjustable).	Total Wage.	
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
16 years of age ..	63	148 0	1 6	149 6	
17 years of age ..	68	160 0	1 9	161 9	
18 years of age ..	81	190 6	2 0	192 6	
19 years of age ..	93	218 6	2 3	220 9	
					All Employees ..
					Adjustable Wage. Emergency Loading (Non-adjustable). Total Wage.
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
					302 6 4 0 306 6

PROPORTION (in any factory or place).

One juvenile worker to every three or fraction of three workers employed and receiving not less than 306s. 6d. per week.

PROHIBITION OF EMPLOYMENT.

3. The Board has determined that no person shall be employed as an apprentice or an improver.

HOURS OF WORK.

4. The number of hours to constitute an ordinary week's work shall be 40 to be worked within the times of beginning and ending work prescribed by clause 5 as follows:—

(a) Shift Workers—40 hours on any five days from Monday to Saturday inclusive.

(b) All other persons—40 hours in five days of 8 hours each from Monday to Friday inclusive.

TIMES OF BEGINNING AND-ENDING WORK.

5. (a) Shift Workers :—

	Time of Beginning.	Time of Ending.
Day Shift— Monday to Saturday inclusive	7 a.m.	3 p.m.
Afternoon Shift— Monday to Saturday inclusive	3 p.m.	11 p.m.
Night Shift— Sunday to Monday	11 p.m.	7 a.m.
Monday to Tuesday	11 p.m.	7 a.m.
Tuesday to Wednesday	11 p.m.	7 a.m.
Wednesday to Thursday	11 p.m.	7 a.m.
Thursday to Friday	11 p.m.	7 a.m.
Friday to Saturday	11 p.m.	7 a.m.

(b) All Other Persons :—

	During the Period 16th April to 15th October.		During the Period 16th October to 15th April.	
	Time of Beginning.	Time of Ending.	Time of Beginning.	Time of Ending.
Monday to Friday inclusive	7 a.m.	5 p.m.	6 a.m.	5 p.m.

OVERTIME.

6. Time and a half shall be payable for all time worked by shift workers outside the hours prescribed in clause 5, and by all other persons in excess of 8 hours per day.

SHIFT WORK.

7. Shift workers on rotating shift or shift workers on afternoon or night shift shall be paid an additional amount of 14s. per week when a full week is worked or a pro-rata amount where less than a full week is worked.

Such additional amount shall not be taken into account when computing overtime.

WEEKLY DAY OFF.

8. The employer shall prepare a roster providing for a regular day off each week between Monday and Saturday for shift workers.

MINIMUM HOURS ON DAY OFF.

9. Employees called upon to work on their day off shall receive a minimum of four hours' work and payment at the rate of time and a half.

SPECIAL RATES.

10. (a) Double Time shall be the rate for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, 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.

Any employee required to work on a holiday or a Sunday shall receive a minimum of four hours' work or shall be paid for such four hours at double time, and ordinary pay for the remainder of the day.

(b) In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

TIME RATE.

11. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to 20 hours be paid at the ordinary wages rate, with an addition of thirty-three and one-third per centum, and for each hour worked beyond the hours 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.

PAYMENT OF WAGES.

12. Payment of wages shall be made weekly during working hours.

SMOKO INTERVAL.

13. Any person who is employed continuously in an artificially cooled ice storage chamber for two hours or more shall be allowed fifteen minutes' interval for smoko between meals without deduction of pay.

TERMINATION OF EMPLOYMENT.

14. Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee or one week's wages shall be paid or forfeited in lieu thereof. This provision shall only apply in the case of an employee who has been employed continuously for four weeks or more.

ANNUAL HOLIDAY.

15. (a) The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act* 1946, No. 5111, and any amendments which may be made thereto from time to time.

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

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

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

SICK LEAVE.

16. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 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, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year or a proportionate less time during any shorter period of employment.

(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 twelve days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purpose of this sub-clause service prior to the 11th June, 1943, shall be disregarded.

RUBBER BOOTS AND CANVAS GLOVES TO BE PROVIDED.

17. (a) The employer shall each year supply the employee with one pair of rubber boots which shall remain the property of the employer, provided that under circumstances of exceptional wear or inferiority in the quality of the boots the employer shall provide replacements.

(b) Canvas gloves which shall remain the property of the employer shall be supplied to the employee when necessary.

TIME BOOK AND WAGE RECORD.

18. Every employee shall indelibly record daily his correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer. In addition to such time record every employee shall be required to sign each week a wage book or other record showing the total amount received as wages for such week.

UNION INSPECTION.

19. The secretary, assistant secretary, or organizer of the Federated Cold Storage and Meat Preserving Employees' Union of Australia, duly authorized in writing either generally or specially under the seal of the said Union, shall have access to the records of times recorded by employees and wages paid, provided that such inspection is made between the hours of 9 a.m. and 4.30 p.m. on a working day. Such authority shall be produced to the employer on demand.

BASIC WAGE.

20. (a) The wages rates set out in clause 2 are based upon the following basic wage:—

Place.	Basic Wage.	Index Number Set Assigned.
Throughout the State	£ s. d. 11 15 0	Melbourne

(b) 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, 29th September, 1953.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities related to the business.

2. It is essential to ensure that all financial data is properly documented and stored in a secure and accessible manner.

3. Regular audits and reconciliations should be performed to identify any discrepancies or errors in the records.

4. The use of reliable accounting software can help streamline the record-keeping process and reduce the risk of human error.

5. It is also important to establish clear policies and procedures for handling financial records and ensuring their confidentiality.

6. Finally, maintaining accurate records is crucial for compliance with tax laws and regulations, as well as for providing transparency to stakeholders.

7. In conclusion, proper record-keeping is a fundamental aspect of sound business management and financial reporting.

8. By following best practices and utilizing appropriate tools, businesses can ensure the accuracy and integrity of their financial records.

9. This document provides a comprehensive overview of the key principles and practices for effective record-keeping in a business context.

10. It is hoped that this information will be helpful in guiding businesses towards more efficient and accurate financial record-keeping practices.

11. For further information and resources, please refer to the relevant sections of the document and consult with a professional advisor.

12. Thank you for your attention and interest in this important topic.

13. We look forward to providing you with additional support and guidance as needed.

14. Please do not hesitate to reach out to us if you have any questions or concerns.

15. Your cooperation and feedback are highly valued and appreciated.

16. We are committed to providing you with the highest quality of service and support.

17. Thank you once again for your time and attention.

18. We look forward to continuing our partnership and serving you better in the future.



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THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE MEAT PRESERVERS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons—

- (a) Employed in the process, trade, or business of—
- (1) preserving meat;
 - (2) preparing food products from animal fat or from edible oils;
 - (3) putting up preserved meat or food products prepared from animal fat or from edible oils;
- (b) Employed as a storeman, packer, or sorter in connexion with the trade or business of—
- (1) preserving meat;
 - (2) preparing food products from animal fat or from edible oils;
- (c) Employed in the process trade, or business of—
- (1) pulping of eggs;
 - (2) pulping and drying of eggs in the manufacture of egg powder;”

has made the following Determination, namely:—

1. That on the 14th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK.

APPRENTICES, IMPROVERS, AND JUVENILE WORKERS.

	Males.		Females.	
	Percentage of Basic Wage.	Wages.	Percentage of Female Basic Wage.	Wages.
		<i>s. d.</i>		<i>s. d.</i>
Under 16 years	72	169 0	72	126 6
16 years and under 17 years	80	188 0	80	141 0
17 years and under 18 years	90	211 6	90	158 6
18 years and under 19 years	100+2/-	237 0	100+1/6	177 6
19 years and under 20 years	100+17/6	252 6	100+13/-	189 0
20 years and under 21 years	100+40/6	275 6	100+32/6	208 6

PROPORTION OF APPRENTICES AND IMPROVERS.—MEAT PRESERVING SECTION.

Apprentices.

One male apprentice to every three or fraction of three male workers receiving not less than 299s. per week of 40 hours.

One female apprentice to every three or fraction of three female workers receiving not less than 224s. 3d. per week of 40 hours.

Improvers.

One male improver to every 25 or fraction of 25 male workers receiving not less than 299s. per week of 40 hours.

One female improver to every 25 or fraction of 25 female workers receiving not less than 224s. 3d. per week of 40 hours.

EGG PULPING OR DRYING SECTION.

Apprentices.

One male apprentice to every three or fraction of three male workers receiving not less than 299s. per week of 40 hours.

One female apprentice to every three or fraction of three female workers receiving not less than 224s. 3d. per week of 40 hours.

Improvers.

One male improver to every 25 or fraction of 25 male workers receiving not less than 299s. per week of 40 hours.

One female improver to every 25 or fraction of 25 female workers receiving not less than 224s. 3d. per week of 40 hours.

ALL OTHER SECTIONS.

Apprentices.

One male apprentice to every three or fraction of three male workers receiving not less than 300s. per week of 40 hours.

One female apprentice to every three or fraction of three female workers receiving not less than 224s. 3d. per week of 40 hours.

Improvers.

One male improver to every 25 or fraction of 25 male workers receiving not less than 300s. per week of 40 hours.

One female improver to every 25 or fraction of 25 female workers receiving not less than 224s. 3d. per week of 40 hours.

OTHER EMPLOYEES.

(a) MEAT PRESERVING SECTION.		(b) EGG PULPING OR DRYING SECTION.	
Wages Per Week.		Wages Per Week.	
s. d.		s. d.	
Leading hand, i.e., a person in charge of a department or shift	305 0	Spray operator	303 0
Assistant preserver	305 0	Filter (Chalaza)	302 0
Leading hand extract maker	30 0	Pump operator	300 0
Smoke kiln attendant whilst employed solely as such	309 0	Furnaceman	300 0
Sausage smoke room attendant	304 0	Solderer and/or sealer	299 0
Retort hand, i.e., a person who loads and unloads retorts	305 0	(For any time engaged soldering 80 lb. tins additional payment of 3d. per hour or portion of an hour whilst so employed)	
Scalder or braiser	303 0	Storeman packer	299 0
Doughmaker	303 0	All others	299 0
Clappers, clinchers, and/or vacuum operators whilst employed solely as such	303 0	No junior male, excepting apprentices or improvers shall be engaged on any of the tasks set out in this clause.	
Lacquer hands (i.e., employees feeding into and/or taking off machine)	303 0	Adult females engaged—	s. d.
Soda wash hands whilst employed solely as such (i.e., employees feeding into and/or taking off machine)	303 0	as egg crackers, as table hands, unpacking eggs; grading shelled eggs; washing containers	224 3
Operator engaged for more than half a day in any one day on manually filling cans from non-automatic Rockford or similar type stuffers	303 0	No junior female except apprentices or improvers shall be engaged on any of the tasks set out in this clause.	
Operator engaged for more than half a day in any one day operating a labelling machine	303 0		
Females engaged—		(c) ALL OTHER SECTIONS.	
Taking away from automatic stuffing machine	253 9		Wages Per Week.
Running sausage skins for canning purposes	240 0		s. d.
Stamping, or branding		Leading hand, i.e., a person in charge of a department or shift	306 0
Labelling, keying, wiping tins, and carrying off from filling table	224 3	Mixer	307 0
Weighing, filling, emptying, stacking, capping, sealing, closing, opening, labelling, wrapping, packing, cleaning, or sterilizing tins, cartons, bottles, jars or moulds		Potman	307 0
Preparing for, placing in, taking away from machines and placing in trays		Females engaged—	
Cutting Sausages		Patting, wrapping, stamping, or branding	
All others	299 0	Labelling, wiping tins, and carrying off from filling tables	
		Filling, cleaning, weighing, stacking, sealing, closing, packing tins, jars, cartons or moulds	224 3
		Taking away from automatic machines	
		Wrapping premier jus for oleo presses	
		All others	300 0

SHIFT WORKERS.

3. Shift workers shall not commence work before 1 p.m. on any day from Monday to Friday. They shall be paid at the ordinary rate for the class of work performed for all work done up to the time of ending work as fixed in clause 6 for certain other employees. For any balance up to 8 hours on days Monday to Friday time and a quarter shall be paid.

PRO RATA PAYMENT OF WAGES.

4. An employee other than a "Temporary Worker" who is employed for less than the hours fixed for a full week's work shall be paid the ordinary wages rates calculated pro rata according to the number of hours worked.

ORDINARY WEEK'S WORK.

5. The number of hours which shall constitute a week's work shall be 40, which may be worked in periods not exceeding 8 hours on each day from Monday to Friday.

TIMES OF BEGINNING AND ENDING WORK.

6. The times of beginning and ending work each day for persons (other than potman or potman's assistant and shift workers) shall be as follows:—

	Time of Beginning.	Time of Ending.
Mondays to Fridays	7.30 a.m.	4.45 p.m.

OVERTIME.

7. The following overtime rates shall be paid for overtime—

(a) Potman or potman's assistant (not being a shift worker)	For work done in excess of 40 hours in any week	Time and a half
(b) Other (not being shift workers)	(1) Outside the hours fixed in clause 6 (Except after 12 noon on Saturday, when the rate shall be double time.)	Time and a half
	(2) Within the hours fixed in clause 6 in excess of the hours fixed in clause 5	Time and a half
(c) Shift workers	(a) For work done in excess of 8 hours on any day from Monday to Friday and on Saturday before noon	Time and a half
	(b) After 12 noon on Saturday	Double time

MINIMUM OF OVERTIME.

8. Employees called upon to work after meal time as provided in clause 9 after ordinary ceasing time shall be provided with a minimum of two hours' work, or shall be entitled to two hours' payment; but such payment shall not exceed three times the ordinary week-day rate payable to permanent employees.

MEAL HOURS.

General Conditions.

9. (i) Employees working at night shall not work continuously for more than four hours without an interval of one hour for a meal, except where a person other than a shift worker has had the ordinary tea hour and is finishing before midnight.

(ii) Meal hour if worked shall be paid for at double time on prevailing rates; same to continue until such time as the employee has a full hour of leisure for a meal.

Shift Workers Only.

(iii) Subject to sub-clauses (iv) and (v) hereof shift workers shall only be entitled to one meal hour per shift to be taken not earlier than four hours or later than five hours after commencing work. Provided that once the meal hour has been fixed it can only be altered by mutual agreement between the employer and employee concerned.

(iv) Shift workers may, provided there is a mutual agreement between the employer and the employee, work the shift continuously with a crib time break of twenty minutes which shall count as time worked.

(v) If a shift worker is required to work overtime he shall be entitled to a further meal at the end of the shift and before commencing such overtime.

Employees other than Shift Workers.

Breakfast.—A period of one hour at a time of the day to be arranged between employer and employees shall be allowed for breakfast to any person who commences work before 7.30 a.m.

Dinner.—A period of one hour between 12 noon and 1.30 p.m. shall be allowed for dinner.

Tea.—A period of one hour between 4.30 p.m. and 5.30 p.m. (when work is to continue after 5.30 p.m.) shall be allowed for tea.

SUNDAYS AND HOLIDAYS.

10. (a) Double time shall be paid for work done between 8 a.m. and 5 p.m. on Sundays and on the following holidays, viz.—Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, and Melbourne Cup Day; but if any other day be by Act of Parliament or Proclamation substituted for the above-mentioned holidays, the special rate shall be payable for work done only on the day so substituted. Time and a half, calculated on the special rate mentioned in this clause, shall be paid for work done before 8 a.m. or after 5 p.m. on Sundays and holidays.

(b) Employees called upon to work on Sundays or holidays shall be provided with four hours' work, or shall be paid for four hours' work; but such payment shall not exceed three times the ordinary week-day rate payable to permanent employees.

(c) Employees not called upon to work on a holiday shall be paid for such holiday at ordinary rates. Temporary workers and workers engaged on a date following a holiday are exempted from this provision.

(d) Holidays for shift work employees shall be deemed to operate on the shift commencing during the holiday.

(e) In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

SICK LEAVE.

11. (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—4 hours' ordinary pay for each complete month of service;

(ii) During any subsequent year of service—48 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st June, 1950, shall be disregarded, provided that any accumulated sick leave, not exceeding 96 hours of working time, standing to the credit of the employee on the 1st June, 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 HOLIDAYS.

12. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* and any amendments which may be made thereto from time to time.

SMOKE-OH.

13. A "Smoke-oh" period of 15 minutes without deduction of pay shall be allowed as follows:—

(a) To shift workers—

At intervals of not less than 2 hours nor more than 2½ hours after the commencement of work or of recommencing work after a meal break. Provided that where a meal break occurs within any such interval of 2½ hours the employee shall not be entitled to a "smoke-oh" during that interval.

(b) To other workers—

Each morning between the hours of 9.30 and 10.30 and each afternoon between the hours of 2.30 and 3.30.

CHANGING TIME.

14. Employers shall allow all employees 5 minutes changing time at the end of the ordinary day's work and such time shall be counted as time worked.

TEMPORARY WORKERS.

15. Temporary workers shall be paid at the rate of time and a third but the rates payable to such employees for overtime shall be based on the rates payable to an ordinary worker.

LIMITATION OF PENALTY RATES.

16. Where under any provision in this Determination (other than the provision contained in clause 9 (ii)) cumulative penalty rates would entitle an employee to a sum in excess of three times the ordinary week-day rate per hour of a permanent worker performing like work, the rate payable to such employee, whilst he is employed at work for which penalty rates are provided, shall not exceed three times the ordinary week-day rate referred to; excepting where an employee is called upon to work through a meal time on a Sunday or a holiday.

DEFINITIONS.

17. (a) A temporary worker shall mean any person who is employed for less than three full consecutive working days. Saturdays, Sundays, and holidays are not to be counted as working days, i.e., Friday, Monday, and Tuesday would be three consecutive working days whether Saturday or Sunday is worked or not.

(b) Juvenile worker shall mean a person under 21 years of age, other than an apprentice or an improver, who may be employed at—

Patting, wrapping, stamping, or branding;

Labelling, keying, wiping tins, and carrying off from filling table;

Filling or cleaning tins, jars, or moulds;

Weighing, filling, emptying, stacking, capping, sealing, opening, packing, cleaning, or sterilizing tins, cartons, or bottles;

Taking away from machines;

Wrapping premier jus for oleo presses, washing margarine boxes, and assisting potman cleaning up; weighing and closing tins.

MEAL ALLOWANCE.

18. An employee required to work overtime for more than one and a quarter hours shall be paid 4s. tea money provided that if intimation of overtime is not given 24 hours prior to being worked the tea money shall be paid prior to the tea interval. If having been notified of intention to work, he shall receive, in the event of the work not being done or ceasing before respective meal times, 4s. for each meal.

WEIGHT CARRYING.

19. No female over the age of eighteen years shall be required to carry a greater weight than thirty pounds. Section 207 of the *Factories and Shops Act 1928* (No. 3877) provides that—"No person employing any girl under the age of eighteen years in a factory or shop shall permit such girl while so employed to lift or carry a greater weight than twenty-five pounds".

DUCKBOARDS TO BE PROVIDED.

20. Duckboards shall be provided where employees are working on wet floors.

SEATS FOR FEMALES.

21. Seats, where practicable, shall be provided for the use of female employees.

FIRST-AID CHEST.

22. A first-aid chest, with all necessaries for same, shall be provided.

MIXED FUNCTIONS.

23. Any person engaged on two or more classes of work in any day shall be paid at the highest rates prevailing for that day.

DINING AND DRESSING ROOMS.

24. Proper dining and dressing rooms shall be provided, and shall be kept in a sanitary condition by the employer.

WASHING DOWN.

25. For the purposes of washing down, hoses and water taps must be provided at convenient places.

PAYMENT OF WAGES.

26. All employees to be paid weekly, and in the time of the employer.

MINIMUM OF WORK.

27. All persons who are engaged for work shall be paid for eight hours' work at least on week days and three and a half hours' work at least on Saturday, even if they are not required to work.

WAITING TIME.

28. When an employee has been notified to start work at a certain hour, but is not put on at such hour, the time that the employee is kept waiting shall be treated as time of duty.

STOPPAGES OF WORK.

29. Except as provided in clause 28 herein 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.

WASHING FACILITIES.

30. A proper place shall be provided for the purpose of washing clothes.

PROTECTIVE CLOTHING.

31. The employer shall supply daily free of charge to each employee 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.

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

RIGHT OF ENTRY OF UNION OFFICIALS.

32. The Secretary or Assistant Secretary of the Federated Cold Storage and Meat Preserving Employees' Union of Australasia shall be allowed to inspect all time and wages books at the place at which time book or other record is kept between the hours of 10 a.m. and 2 p.m. on any working day excepting pay day or on the day immediately preceding pay day.

APRONS TO BE PROVIDED.

33. Aprons shall be provided by the employer for employees on wet work or doing the following classes of work—

- (a) Males—Retort hands; potmen and assistants; washing cans; handling gravy pots; attending potato or vegetable machines; dicing machines, or mixers in canning process.
- (b) Females—Putting meat into cans, or hand peeling potatoes or vegetables.

RUBBER GLOVES, CLOGS OR PROTECTIVE FOOTWEAR TO BE PROVIDED.

34. Rubber boots, clogs or protective footwear shall be provided for wet work and rubber gloves shall be provided for females handling vegetables.

BASIC WAGE.

35. (a) The wages rates for males set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage	Index Number Set Assigned.
	<i>£ s. d.</i>	
Throughout the State	11 15 0	Melbourne

(b) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

(c) The wages of apprentices, improvers and juvenile workers shall be the appropriate percentages as set out in Clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 29th September, 1953.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for ensuring transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It highlights the need for a systematic approach to data collection and the importance of using reliable sources of information.

3. The third part of the document focuses on the analysis and interpretation of the collected data. It discusses the various statistical and analytical tools that can be used to identify trends and patterns in the data.

4. The fourth part of the document discusses the importance of presenting the results of the analysis in a clear and concise manner. It emphasizes the need for effective communication and the use of appropriate visual aids to enhance the understanding of the data.

5. The fifth part of the document discusses the importance of maintaining the confidentiality and security of the data. It highlights the need for appropriate safeguards and controls to protect the data from unauthorized access and disclosure.

6. The sixth part of the document discusses the importance of regularly reviewing and updating the data and analysis. It emphasizes the need for a continuous process of monitoring and evaluation to ensure the accuracy and relevance of the information.

7. The seventh part of the document discusses the importance of using the data and analysis to inform decision-making. It highlights the need for a data-driven approach to management and the use of the information to identify opportunities and address challenges.

8. The eighth part of the document discusses the importance of maintaining the integrity and objectivity of the data and analysis. It emphasizes the need for a fair and unbiased approach to data collection and analysis and the importance of disclosing any potential conflicts of interest.

9. The ninth part of the document discusses the importance of using the data and analysis to improve performance and efficiency. It highlights the need for a focus on results and the use of the information to identify areas for improvement and implement effective strategies.

10. The tenth part of the document discusses the importance of maintaining the accuracy and reliability of the data and analysis. It emphasizes the need for a high level of precision and accuracy in all aspects of the data collection and analysis process.



VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE BUTTER FACTORIES BOARD.

NOTES.—(1) On 18th July, 1933, the Butter Board was deprived of the power to “determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed in the process, trade, business, or occupation of manufacturing or preparing for trade or sale—

(a) butter, cheese, or casein;

(b) cream for wholesale trade other than sterilized cream,”

and such power was conferred exclusively on the Butter Factories Board.

(2) This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which has the power to “determine the lowest prices or rates which may be paid to any person or classes of persons wheresoever employed in the process, trade, business, or occupation of manufacturing or preparing for trade or sale—

(a) butter, cheese, or casein;

(b) cream for wholesale trade other than sterilized cream,”

has made the following Determination, namely:—

1. That on the 14th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES OR IMPROVERS.

JUVENILE WORKERS.

	Wages per Week.							Wages per Week.			
	Shift Workers.				Percent- age of Basic Wage.	Ordinary Workers.		Males.		Females.	
	Percent- age of Basic Wage.	Where a Seven-day Week is Worked.	Percent- age of Basic Wage.	Where a Six-day Week is Worked.				Percent- age of Basic Wage.	Percent- age of Female Basic Wage.	—	—
		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>	
Under 16 years	59	138 6	Under 16 years	50	117 6	62	109 0
16-17 years	69	162 0	16-17 years	56	131 6	70	123 0
17-18	78	183 6	17-18	69	162 0	78	137 6
18-19	88	207 0	18-19	76	178 6	91	160 0
	100 +	237 0	98	230 6			19-20	89	209 0	99	174 0
	2s.						20-21	100 +	237 0	100 +	186 6
19-20	100 +	249 6	100 +	245 6	99	232 6		2s.		10s. 6d.	
	14s. 6d.		10s. 6d.								
20-21	100 +	257 0	100 +	253 6	100 +	243 0					
	22s.		18s. 6d.		8s.						

PROPORTION (IN ANY PLACE).

Males.

One apprentice to every three or fraction of three workers receiving not less than 268s. per week.

One improver to every eight or fraction of eight workers receiving not less than 268s. per week.

Females.

One apprentice and one improver to every three or fraction of three workers receiving not less than 206s. 3d. per week.

OTHER EMPLOYERS.

	Wages per Week.		
	Shift Workers.		Ordinary Workers.
	Where a Seven-day Week is Worked.	Where a Six-day Week is Worked.	
	s. d.	s. d.	s. d.
Cream grader	298 0	295 0	287 0
Milk grader	297 0	294 0	286 0
Milk or cream tester	297 0	294 0	286 0
Creamery manager	292 0	289 0	281 0
Milk or cream neutralizer	290 6	287 6	279 6
Foreman of shift or department or casein plant	292 0	289 0	281 0
Butter-maker	297 0	294 0	286 0
Re-worker and/or processor (not requiring a buttermaker's certificate)	282 0	279 0	271 0
Operators of any of the following machines, viz :—			
Separator	283 0	280 0	272 0
Pasteurizer vacreator, or deodorizer	283 0	280 0	272 0
Weighing machine	280 0	277 0	269 0
Filling machine for tinning of butter when butter has not been milled	282 0	279 0	271 0
Filling machine for tinning of butter when butter has been milled	281 0	278 0	270 0
Storeman or packer in butter canning establishments	281 0	278 0	270 0
Other storeman or packers	280 0	277 0	269 0
Casein-maker	293 0	290 0	282 0
Assistant to casein-maker, casein dryers, and millers	281 6	278 6	270 6
Cheese-maker	297 0	294 0	286 0
Assistant to cheese-maker	281 6	278 6	270 6
Cheese storehand	283 0	280 0	272 0
Male adult washing or sterilizing cans or bottles	280 0	277 0	269 0
Operator of a fork lift truck	282 0	279 0	271 0
All other adult males	279 0	276 0	268 0
All other adult females	206 3

Washers and/or cleaners of any enclosed vat or tank fitted with a man hole, the height of which compels reaching overhead, shall be paid at the rate of 4s. per week in addition to their ordinary wage, whilst so engaged.

DEFINITIONS.

3. "Juvenile worker" means a person under 21 years of age (other than an apprentice or an improver employed at—

- Patting, wrapping, or branding butter or cheese;
- Blending or re-packing cheese;
- Filling or cleaning cheese jars or moulds;
- Filling or emptying casein trays;
- Filling or drying casein in tunnels;
- Filling casein into bags;
- Weighing, filling, emptying, stacking, capping, sealing, opening, labelling, wrapping, packing, cleaning, or sterilizing tins, cartons, or bottles;
- Stamping or branding tins, cartons, cases, bottles, or labels;
- Stamping, branding, lining, or nailing up boxes or shooks, but not lifting full boxes; or
- Handling empty tins, cans, cases, crates, jars, moulds, or boxes.

"Ordinary worker" means a person—

- (a) who ordinarily works 8 hours between 7 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday, when the ordinary week's work is performed in five days;
- (b) who ordinarily works 7 hours 12 minutes between 7 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday and four hours on Saturday between 7 a.m. and 12 noon when the ordinary week's work is performed in six days.

"Shift worker" is a person other than an ordinary worker. Males under 21 years of age (other than an apprentice or improver 18 years of age or over) or females of any age shall not be employed on shift work.

"Butter-maker" is a person who controls the temperature of cream for butter making, starts and stops the churn after filling with cream, and salts and works the butter.

"Assistant to cheese-maker" means any person employed in the working of the curd in the vats and processes up to and including unhooping the cheese from the presses. Not more than six assistants to cheese-makers shall be employed to each cheese-maker in any factory.

"Assistant to casein-maker" means any person employed in the working of the curd in the vats up to and including unhooping of the casein curd from the presses.

HOURS FOR A WEEK'S WORK.

4. The number of hours which shall constitute an ordinary week's work shall be 40.

PROHIBITION OF EMPLOYMENT.

5. No person under 21 years of age shall be employed placing cans in or removing cans from a mechanical washer.

OVERTIME.

The following rates shall be paid :—

- (a) To "ordinary workers" for all time worked—
 - Outside the times of beginning and ending work as fixed in clause 3
 - Within the times of beginning and ending work so fixed in excess of four hours on Saturday and 7 hours 12 minutes on the other working days where an ordinary week's work is worked in six days and for all time worked on Saturday and in excess of 8 hours on Monday to Friday inclusive where an ordinary week's work is worked in five days .. .
 - Provided that double time shall be paid for all work done on Saturday after 12 noon.
- (b) To "shift workers" for all time worked in excess of 6 hours 40 minutes on any day .. Time and a half.
- (c) An employer may require any employee to work reasonable overtime at overtime rates and the employee shall work overtime in accordance with such requirement.

MEAL INTERVAL.

7. An interval of not less than 30 minutes nor more than 60 minutes shall be granted for meals between the hours of 12 noon and 2 p.m., provided that females and juveniles shall be granted such interval not more than 4½ hours after starting work. Shift workers shall be allowed an interval of not less than 30 minutes nor more than 60 minutes for meal; such meal time to be not less than three and a half hours, or more than five hours from the time of beginning work, provided that no employee shall be compelled to work for more than five hours between meal intervals and without being allowed a crib time of fifteen minutes for which he or she shall be paid.

Meal time, if worked, shall be paid for at the rate of time and a half on prevailing rates, same to continue until such time as the employee has had the full time provided for meal.

MEAL ALLOWANCE.

8. Any employee required to work more than 60 minutes overtime after the usual finishing time shall be paid, in addition to the overtime payable, an allowance of 2s. for a meal.

TIME BOOK OR OTHER RECORD.

9. Every employee shall indelibly record daily his or her correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer.

INSPECTION OF TIME BOOK.

10. The Secretary or Assistant Secretary of the Federated Cold Storage and Meat Preserving Employees' Union of Australia be allowed to inspect the Time Record referred to in clause 9 and wages record (covering a period of two months prior to the inspection), during the office hours of the factory.

ALLOWANCE.

11. (a) Where an employee is required by law or by his employer to wear a washable outer overall, two such overalls of a proved type and quality (not exceeding two each year of employment) shall be provided by the employer within two weeks of the commencement of employment; such overalls shall remain the property of the employer.

(b) Employees employed on can washing, tipping milk, or where they are constantly required to work in wet conditions necessitating the wearing of waterproof aprons, rubber boots or suitable protective footwear shall be supplied with such articles by the employer, and the articles so supplied shall remain the property of the employer. With regard to footwear, the employer alternatively may pay an allowance of 1s. 6d. per week to each employee eligible for such footwear.

CONTINUITY OF WORK.

12. The work of each day or shift shall be continuous, with the customary break for a meal.

TIME WAGES.

13. (a) An ordinary worker ready, available and willing to work, employed on time wages for less than the number of hours fixed for an ordinary week's work between midnight Sunday and midnight Saturday shall for each hour worked up to one half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of 33 per centum, 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.

(b) Any shift worker ready, available and willing to work, employed 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 fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of 33 per centum, 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.

(c) Notwithstanding anything contained in sub-clauses (a) and (b) of this clause, an employee who has not been absent without reasonable cause from work on any of the ordinary days of any week in which a holiday mentioned in clause 22 occurs shall not lose payment from his weekly wage by reason of such holiday if not required for work on such holiday.

TERMINATION OF EMPLOYMENT.

14. Except in a case where an employee has been guilty of misconduct, seven days' notice of termination of employment shall be given by either employer or worker.

PAYMENT OF WAGES.

15. Wages shall be paid during ordinary working hours immediately on ceasing work on each pay day.

WASHING, DINING, AND DRINKING FACILITIES.

16. Adequate washing and drinking facilities shall be provided in each factory or department, and where, in the opinion of the Inspector of Factories, conditions necessitate their use adequate dining rooms, changing facilities, and showers shall be provided by the employer.

IMPROVER TO RECEIVE ADULT WAGE.

17. An improver employed at any class of work for which a certificate from the Department of Agriculture is required shall, unless he is working under the direct supervision of an employee so qualified, be paid the rates of pay prescribed for such an adult employee.

ROTATION OF SHIFTS.

18. Where more than one shift per day is worked there shall be a change of shift at least once every four weeks unless otherwise arranged by mutual consent.

ANNUAL HOLIDAY.

19. (a) Subject to the provisions of sub-clauses (b) and (c) hereof the annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holiday) Act 1946* (No. 5111), and any amendments which may be made thereto from time to time.

(b) Any shift worker who is rostered to work six or seven shifts per week including Saturdays, and/or Sundays and/or holidays shall be entitled for each twelve monthly qualifying period, one week's annual leave in addition to such leave as prescribed in sub-clause (a) hereof.

(c) Any person who is employed for only part of a twelve monthly qualifying period as a six or seven day shift worker shall be entitled to annual leave, or payment in lieu if the total period of service is less than the full qualifying period of twelve months, as follows:—

(i) during the period of service as such a shift worker, on a proportionate basis based on three weeks' annual leave for a full twelve monthly qualifying period, or payment in lieu, i.e., 3/50ths of the ordinary pay received during such period of service.

(ii) for the remainder of the period of service (if any) on a proportionate basis based on two weeks' annual leave for a full twelve monthly qualifying period, or payment in lieu, i.e., 1/25th of the ordinary pay received during such period of service.

(In his or her own interests each employer of labour should obtain a copy of the above Act, which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

SICK LEAVE.

20. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 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, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill health or accident for more than 40 hours of working time in each year of employment or a proportionately less time during any shorter period of employment.

(b) Notwithstanding the provisions of sub-clause (a) hereof if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 120 hours of working time, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

MIXED FUNCTIONS.

21. Where an employee is engaged in any one day or shift for more than two hours at work in a higher class than he is employed to perform, he shall be paid for the full day or shift at the highest rate payable for any such work under this Determination, but if he is so engaged for less than two hours he shall be paid at the rates fixed by this Determination only for the work he actually performs.

SPECIAL RATES FOR HOLIDAYS.

22. (a) Double time shall be the rate payable for all work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, 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 work done on the day so substituted. Provided that by mutual agreement between any employer and the employees concerned some other day may be substituted for King's Birthday.

(b) Any employee called to work part of a holiday shall be paid ordinary rate for the remainder of the day.

(c) In connexion with the visit to Australia of Her Majesty Queen Elizabeth II, where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

SPECIAL RATES FOR SUNDAY WORK.

23. (a) Time and a half shall be the rate payable for all work done on Sunday, providing that an employee shall be entitled to payment at the rate of double time for such Sunday work as shall be in excess of 40 hours worked since the previous Sunday exclusive of any overtime worked by him on Monday to Saturday, both inclusive.

(b) Any employee called to work part of a Sunday shall be paid ordinary rate for the remainder of the day.

DAY OFF FOR SHIFT WORKERS.

24. Seven day shift workers shall be entitled to one day off without pay in each week on any one of the days Monday to Sunday (both inclusive). The period of working time on such day off shall,

- (i) be taken into account for the purpose of prohibiting an employee from claiming benefits under the provisions of clause 13, and,
- (ii) count as time worked for the purpose of clause 23.

PAYMENT FOR WORK DONE ON ROSTERED DAY OFF.

25. Notwithstanding the provisions of Clause 23, an employee recalled to work on his rostered day off shall be paid double time and a quarter for Sunday, time and three quarters for Saturday, and time and a half for any other days of the week.

ROSTERING OF SHIFT WORKERS.

- 26. (a) Employees shall not be rostered off more than one Saturday and one Sunday in each seven consecutive weeks.
- (b) Shift workers rostered to work on Sunday shall be paid in accordance with Clauses 23 and 25 of this Determination.
- (c) Shift workers rostered to work on Saturday between midnight on Friday and midnight on Saturday shall be paid at the minimum rate of time and a half.
- (d) Sunday shall be deemed to be the rostered day off in places which do not normally work on a Sunday.

EMPLOYEES NOT TO BE DEPRIVED OF RIGHTS.

27. Employees who have been absent from work on Worker's Compensation or sick leave as provided for by Clause 23 of this Determination, or who have been on annual leave, shall not be deprived of any benefit under Clause 23 of this Determination.

LIFTING OF WEIGHTS.

- 28. (a) Male employees under 18 years of age shall not lift weights in excess of 30 lb., and male employees between the ages of 18 years and 21 years shall not lift weights in excess of 45 lb.
- (b) Female employees under 18 years of age shall not lift weights in excess of 25 lb., and female employees over 18 years of age shall not lift weights in excess of 35 lb.

BASIC WAGE.

29. (a) The wages rates set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

- (b) The wages rate for other adult females is based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.
- (c) The wages of apprentices, improvers or juvenile workers shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

P. A. RANGLES J.P., Chairman.
J. V. WILLOX, Secretary.

Melbourne, 29th September, 1953.



VICTORIA GOVERNMENT GAZETTE.

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No. 958]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE CONDENSERIES BOARD.

NOTES.—(a) On 18th July, 1938, the Butter Board was deprived of the power to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons subject to the Butter Factories Board and the Retail Dairy Board) wheresoever employed in the process, trade, business, or occupation of manufacturing or preparing for trade or sale condensed milk, sterilized milk, dried milk, milk sugar, sterilized cream, or any other milk product," and such power was conferred exclusively on the Condenseries Board.

(b) This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board which has the power to determine the lowest prices or rates which may be paid to any persons (other than persons subject to the jurisdiction of the Butter Factories Board and the Retail Dairy Board) wheresoever employed in the process, trade, business, or occupation of manufacturing or preparing for trade or sale condensed milk, sterilized milk, dried milk, milk sugar, sterilized cream, or any other milk product, including the treatment of bulk milk for wholesale distribution, has made the following Determination, namely:—

1. That on the 14th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES OR IMPROVERS.					JUVENILE WORKERS.				
Wages per Week.					Wages per Week.				
					Males.		Females.		
Shift Workers.		All Others.			Males.		Females.		
	Percentage of Basic Wage.	s. d.	Percentage of Basic Wage.	s. d.	Percentage of Basic Wage.	s. d.	Percentage of Basic Wage.	s. d.	
Under 16 years	59	138 6	Under 16 years ..	49	115 0	64	112 6
16-17 years	69	162 0	16-17 years ..	56	131 6	70	123 0
17-18 years	78	183 6	17-18 years ..	69	162 0	78	137 6
18-19 years ..	100 plus 3s. 6d.	238 6	89	209 0	18-19 years ..	76	178 6	93	163 6
19-20 years ..	100 plus 15s.	250 0	99	232 6	19-20 years ..	89	209 0	100	176 0
20-21 years ..	100 plus 23s. 6d.	258 6	100 plus 7s. 6d.	242 6	20-21 years ..	100 plus 2s.	237 0	100 plus 12s.	188 0

PROPORTION (IN ANY PLACE).

Males.

One apprentice to every three or fraction of three workers receiving not less than 268s. per week.

One improver to every eight or fraction of eight workers receiving not less than 268s. per week.

Females.

One apprentice and one improver to every three or fraction of three workers receiving not less than 206s. 3d. per week.

Female juvenile workers operating the Majonnier tester shall be paid 9s. 3d. per week in addition to their wage.

Female juvenile workers employed in laboratories shall be paid 4s. 3d. per week in addition to their ordinary wage.

OTHER EMPLOYERS.

	Wages per Week.	
	Shift Workers.	All Others.
	<i>s. d.</i>	<i>s. d.</i>
Milk or cream grader or tester	297 0	286 0
Majonnier operator	297 0	286 0
Neutralizer	294 0	283 0
Foreman of shift or department	294 0	283 0
Operator of any of the following machines :—		
Milk drier (roller system)	287 0	276 0
Milk drier (spray system)	288 0	277 0
Assistant to milk drier (spray system)	287 0	276 0
Sugar boiler	282 0	271 0
Vacuum pan—condensery	289 0	278 0
Vacuum pan-dried milk	288 0	277 0
Vacuum pan-milk sugar	288 0	277 0
Evaporator	287 0	276 0
Homogenizer or visiolizer	285 6	274 6
Cream retort	283 0	272 0
Powder sifter	281 0	270 0
Tubular heater or ejector	282 0	271 0
Separator	283 0	272 0
Separator operator when weighing off cream and/or skim milk for the purpose of standardization	284 0	273 0
Cream weigher for standardization	283 0	272 0
Pasteurizer	283 0	272 0
Weighing machine (milk receiving)	287 0	276 0
Wire-hoopers, storeman, stackers or packers	281 0	270 0
Washers of vacuum pan, vacuum holding vats, or evaporator	282 0	271 0
Male adult washing or sterilizing cans or bottles	281 0	270 0
Operator of a fork lift truck	282 0	271 0
All other male adults	279 0	268 0
Headwoman, i.e., a person who has charge of employees under, and takes her instructions from, the foreman		206 3
Females operating dried milk automatic filler		206 3
All other females		206 3

Female workers operating the Majonnier operator shall be paid 9s. 3d. per week in addition to their ordinary wage.
 Female workers employed in laboratories shall be paid 4s. 3d. per week in addition to their ordinary wage.
 Persons employed clearing or cleaning horizontal drying boxes shall be paid 5s. per week for mid-clearance, or 3s. per week for morning clearance, in addition to their ordinary weekly wage.
 Persons operating more than two vacuum pans shall be paid 4s. per pan extra.
 Washers of vacuum pans, vacuum holding vats, or evaporators shall be allowed 3d. for each flying clean or 9d. for each full clean in addition to the ordinary weekly wage for the employee concerned.
 Persons employed cleaning milk tankers and vacuum pan vapour pipes, when the employee enters the latter, shall receive 9d. for each clean in addition to the ordinary weekly wage for the employee concerned.
 Persons employed on a Dennington Spray Control floor shall be paid 15s. per week additional to the rates for milk drier (spray system).
 Persons employed stacking tinplate or unloading tinplate from trucks shall be paid 2d. per hour in addition to their ordinary wage.
 Persons employed unloading or scooping briquettes shall be paid 3d. per hour in addition to their ordinary wage.
 Persons (other than regular loading gang hands) transporting complete stillages of tinplate shall receive 3s. per week in addition to the rate prescribed for storemen.
 Washers and/or cleaners of any enclosed vat or tank fitted with a man hole, the height of which compels reaching overhead, shall be paid 1½d. per clean with a maximum of 4s. per week, in addition to their ordinary wage, whilst so engaged.

DEFINITIONS.

3. "Juvenile worker" means a person under 21 years of age (other than an apprentice or improver) employed at—
 Weighing, filling, emptying, stacking, capping, sealing, opening, labelling, wrapping, packing, cleaning, or sterilizing tins, cartons, or bottles;
 Stamping or branding tins, cartons, cases, bottles, or labels;
 Stamping, branding, lining, or nailing-up boxes or shooks;
 Handling empty tins, cans, cases, crates, jars, moulds, boxes, or cartons;
 Feeding or assisting on machines; or
 Feeding or taking away from automatic machines.
- "Ordinary Worker" means a person—
 (a) who works 8 hours, between 7 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, Thursday, and Friday when the ordinary week's work is performed in five days;
 (b) who works 7 hours 12 minutes, between 7 a.m. and 6 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday, and 4 hours on Saturday when the ordinary week's work is performed in 5½ days.
- "Shift worker" means a person other than an ordinary worker. Males under 21 years of age (other than an apprentice or improver 18 years of age or over), or females of any age shall not be employed on shift work.

HOURS FOR A WEEK'S WORK.

4. The number of hours which shall constitute an ordinary week's work shall be 40.

OVERTIME.

5. The following rates shall be paid—
 (a) To "ordinary workers" for all time worked—
 Outside the times of beginning and ending work as fixed in Clause 3
 Within the times of beginning and ending work so fixed in excess of 4 hours on Saturday and 7 hours 12 minutes on the other working days where an ordinary week's work is worked in 5½ days and for all time worked on Saturday and in excess of 8 hours on Monday to Friday (inclusive) where an ordinary week's work is worked in five days
 Provided that double time shall be paid for all work done on Saturday after 12 noon. } Time and a half.
- (b) To "shift workers" for all time worked in excess of 6 hours 40 minutes, on any day Time and a half.
- (c) An employer may require any employee to work reasonable overtime at overtime rates and the employee shall work overtime in accordance with such requirement.

MEAL INTERVAL.

6. An interval of 45 minutes shall be granted for meals between the hours of 12 noon and 1.30 p.m., provided that females and juveniles shall be granted such interval not more than $4\frac{1}{2}$ hours after starting work. Shift workers shall be allowed 45 minutes for each meal; such meal time to be not less than $3\frac{1}{2}$ hours or more than 5 hours from the time of beginning work.

Meal time, if worked, shall be paid for at the rate of time and a half on prevailing rates, same to continue until such time as the employee has had the full time provided for meal.

CRIB TIME.

7. An ordinary worker who commences work at 6 a.m. or earlier shall be allowed a rest interval of 15 minutes at not more than three hours from the time of commencing work.

MORNING TEA.

8. Tea shall be made available each morning for female employees.

CONTINUITY OF WORK.

9. The work of each day or shift shall be continuous with the customary break for a meal.

TIME WAGES.

10. (a) Any ordinary worker ready, available and willing to work, employed on time wages for less than the number of hours fixed for an ordinary week's work between midnight Sunday and midnight Saturday shall for each hour worked up to one half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of 33 per centum, 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.

(b) Any shift worker ready, available and willing to work, employed 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 fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of 33 per centum, 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.

(c) Notwithstanding anything contained in sub-clauses (a) and (b) of this clause, an employee who has not been absent without reasonable cause from work on any of the ordinary days of any week in which a holiday mentioned in clause 25 occurs shall not lose payment from his weekly wage by reason of such holiday if not required for work on such holiday.

MEAL ALLOWANCE.

11. Any employee required to work more than 60 minutes' overtime after the usual finishing time shall be paid, in addition to the overtime payable, an allowance of 2s. for a meal.

WAITING TIME.

12. When an employee is called to work at a certain hour, but is not put on at such hour, the time that the employee is kept waiting shall be treated as time on duty.

ALLOWANCE.

13. (a) Where an employee is required by law or by his employer to wear a washable outer overall, two such overalls of a proved type and quality (not exceeding two each year of employment) shall be provided by the employer within two weeks of the commencement of employment; such overalls shall remain the property of the employer.

(b) Employees employed on can washing, tipping milk, or where they are constantly required to work in wet conditions necessitating the wearing of waterproof aprons, rubber boots or suitable protective footwear shall be supplied with such articles by the employer, and the articles so supplied shall remain the property of the employer. With regard to footwear, the employer alternatively may pay an allowance of 1s. 6d. per week to each employee eligible for such footwear.

PROHIBITION OF EMPLOYMENT.

14. No person under 21 years of age shall be employed placing cans in or removing cans from a mechanical washer.

PAYMENT OF WAGES.

15. All wages shall be paid weekly.

TERMINATION OF EMPLOYMENT.

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

WASHING AND DRINKING FACILITIES.

17. Adequate drinking and washing facilities shall be provided in each factory or department. All employees handling briquettes or coal shall be allowed seven minutes' washing time at the conclusion of the day's work. Where conditions of labour warrant their use, changing accommodation and showers shall be provided by the employer.

TIME BOOK OR OTHER RECORD.

18. Every employee shall indelibly record daily his or her correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer.

INSPECTION OF TIME BOOK.

19. The Secretary, Assistant Secretary, or Organizer of the Federated Cold Storage and Meat Preserving Employees' Union of Australia, duly authorized in writing under the seal of the said Union, shall have access to the record of times recorded by the employees and the wages paid for a period of two months prior to date of inspection, provided that such inspection shall be made during the office hours of the factory, and not more than once in any fortnight. Authority shall be produced to the employer on demand.

IMPROVER TO RECEIVE ADULT WAGE.

20. An improver employed at any class of work for which a certificate from the Department of Agriculture is required, shall, unless he is working under the direct supervision of an employee so qualified, be paid the rates of pay prescribed for such an adult employee.

LIFTING OF WEIGHTS.

21. (a) Male employees under 18 years of age shall not lift weights in excess of 30 lb., and male employees between the age of 18 years and 21 years shall not lift weights in excess of 45 lb.

(b) Female employees under 18 years of age shall not lift weights in excess of 25 lb., and female employees over 18 years of age shall not lift weights in excess of 35 lb.

ANNUAL HOLIDAY.

22. (a) Subject to the provisions of sub-clauses (b) and (c) hereof the annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holiday) Act 1946* (No. 5111), and any amendments which may be made thereto from time to time.

(b) Any shift worker who is rostered to work six or seven shifts per week, including Saturdays, and/or Sundays and/or holidays shall be entitled for each twelve monthly qualifying period, one week's annual leave in addition to such leave as prescribed in sub-clause (a) hereof.

(c) Any person who is employed for only part of a twelve monthly qualifying period as a six or seven day shift worker shall be entitled to annual leave, or payment in lieu if the total period of service is less than the full qualifying period of twelve months, as follows:—

(i) during the period of service as such a shift worker, on a proportionate basis based on three weeks' annual leave for a full twelve monthly qualifying period, or payment in lieu, i.e., 3/50ths of the ordinary pay received during such period of service.

(ii) for the remainder of the period of service (if any) on a proportionate basis based on two weeks' annual leave for a full twelve monthly qualifying period, or payment in lieu, i.e., 1/25th of the ordinary pay received during such period of service.

(In his or her own interests each employer of labour should obtain a copy of the above Act, which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

SICK LEAVE.

23. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 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, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill health or accident for more than 40 hours of working time in each year of employment or a proportionately less time during any shorter period of employment.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 120 hours of working time which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

(c) An employee shall not be entitled under this clause to paid leave of absence for any period in respect of which he is entitled to Worker's Compensation.

MIXED FUNCTIONS.

24. Where an employee is engaged in any one day or shift for more than two hours at work in a higher class than he is employed to perform, he shall be paid for the full day or shift at the highest rate payable for any such work under this Determination, but if he is so engaged for less than two hours he shall be paid at the rates fixed by this Determination only for the work he actually performs.

SPECIAL RATES FOR HOLIDAYS.

25. (a) Double time shall be the rate payable for all work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Christmas Day, and a holiday to be fixed by each factory in lieu of Queen's Birthday; 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 work done on the day so substituted.

(b) Any employee who works part of a holiday shall be paid ordinary rate for remainder of the day.

(c) In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

SPECIAL RATES FOR SUNDAY WORK.

26. (a) Time and a half shall be the rate payable for all work done on Sunday, providing that an employee shall be entitled to payment at the rate of double time for such Sunday work as shall be in excess of 40 hours worked since the previous Sunday exclusive of any overtime worked by him on Monday to Saturday, both inclusive.

(b) Any employee required to work on a Sunday shall be entitled to a minimum of an ordinary day's pay or work at the special rate to enable him to earn such ordinary day's pay.

DAY OFF FOR SHIFT WORKERS.

27. Seven day shift workers shall be entitled to one day off without pay in each week on any one of the days Monday to Sunday (both inclusive). The period of working time on such day off shall—

(i) be taken into account for the purpose of prohibiting an employee from claiming benefits under the provisions of clause 10; and

(ii) count as time worked for the purpose of clause 26.

PAYMENT FOR WORK DONE ON ROSTERED DAY OFF.

28. Notwithstanding the provisions of clause 26, an employee recalled to work on his rostered day off shall be paid double time and a quarter for Sunday, time and three quarters for Saturday, and time and a half for any other days of the week.

ROSTERING OF SHIFT WORKERS.

29. (a) Employees shall not be rostered off more than one Saturday and one Sunday in each seven consecutive weeks.

(b) Shift workers rostered to work on Sunday shall be paid in accordance with clauses 26 and 23 of this Determination.

(c) Shift workers rostered to work on Saturday between midnight on Friday and midnight on Saturday shall be paid at the minimum rate of time and a half.

EMPLOYERS NOT TO BE DEPRIVED OF RIGHTS.

30. Employees who have been absent from work on Worker's Compensation or sick leave as provided for by clause 23 of this Determination, or who have been on annual leave, shall not be deprived of any benefit under clause 26 of this Determination.

BASIC WAGE.

31. (a) The wages rates for adult males set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage	Index Number Set Assigned.
Throughout the State	<p style="text-align: center;">£ s. d.</p> <p style="text-align: center;">11 15 0</p>	Melbourne

(b) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

(c) The wages of apprentices, improvers or juvenile workers shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

A. V. BARNES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 29th September, 1953.

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No. 959]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE PAINT AND COLOUR BOARD.

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

In accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the 4th February, 1936, has had the power to determine the lowest prices or rates which may be paid to any persons—

- (a) employed in the trade of preparing any kind of paint, varnish, enamel or colour, either wet or dry ;
(b) employed in manufacturing titanium white or white lead,

has made the following Determination, namely :—

1. That on the 13th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

IMPROVERS.*

Males.	Percentage of Basic Wage.	Wages Per Week of 40 Hours.	Females.	Percentage of Female Basic Wage.	Wages Per Week of 40 Hours.
		<i>s. d.</i>			<i>s. d.</i>
15 years of age ..	44	103 6	16 years of age ..	48	84 6
16 years of age ..	48	113 0	17 years of age ..	58	102 0
17 years of age ..	58	136 6	18 years of age ..	69	121 6
18 years of age ..	69	162 0	19 years of age ..	80	141 0
19 years of age ..	80	188 0	20 years of age ..	95	167 0
20 years of age ..	95	223 0			

*NOTE.—The board has determined, in accordance with section 25 (1) of the *Factories and Shops Act 1934*, that the trade is so unskilled that no apprentices shall be taken in the trade.

PROPORTION (IN ANY PLACE).

Two male improvers to every three or fraction of three workers, and three female improvers to each worker of the same sex receiving not less than the minimum wage.

No male under 15 years of age and no female under 16 years of age shall be employed at the trade.

No. 959.—10357/53.—PRICE 6D.

OTHER EMPLOYEES.

Persons employed in preparing any kind of paint, varnish, enamel or colour, either wet or dry, or in manufacturing white lead—

	Per Week of 40 Hours.		
	Adjustable Weekly Wage.	Non-Adjustable War Loading.	Total Weekly Wage.
	s. d.	s. d.	s. d.
Employed in manufacturing white lead.			
Employee engaged on lead filters	267 0
Employee engaged on carbonators	266 0
Employee engaged on lead dryers	265 0
Employee engaged on lead melting kettles	264 6
General process worker	262 0
All others	257 0
Elsewhere—			
Varnish maker or natural gum runner	284 0	3 0	287 0
Oil boiler or burner or chemical colour maker	278 0	3 0	281 0
Tinter of paint, lacquer or enamel	274 0	3 0	277 0
Varnish maker's assistant	263 0	3 0	266 0
Employee selecting, handling, weighing, and/or distributing pigments or resins	263 0	3 0	266 0
Any person engaged on paint, enamel, lacquer or putty mixing or grinding machine, or kalsomine mixer or dry colour grinding machine caustic washer, lacquer solution or thinner maker	261 0	3 0	264 0
All other males	254 0	3 0	257 0
All other females	177 9	3 0	180 9

Leading hand, i.e., an employee appointed to work under the supervision of a foreman, and who has three or more male employees under his supervision, shall be paid not less than ten shillings per week in addition to the rates specified.

HOURS OF EMPLOYMENT.

Day Workers.

3. The ordinary hours of employment shall be 40 per week to be worked in five days, Monday to Friday inclusive, of 8 hours each continuously except for meal breaks, between 7.30 a.m. and 5.30 p.m.

The commencing and finishing times once having been determined shall be alterable only by agreement or by the employer giving the employees at least seven days' notice of the alteration.

OVERTIME.

4. For work done outside the ordinary hours, or in excess of 8 hours on any day, the rate of pay shall be time and a half for the first two hours and double time thereafter.

CALCULATING OVERTIME WHEN HOLIDAY OCCURS.

5. If in any week there occurs a holiday to which an employee, whether a shift worker or not, is entitled under clause 7, then such time as would ordinarily have been worked on such day shall, for the purpose of calculating overtime, be regarded as time worked.

SPECIAL RATES.

6. Double time shall be the rate payable to all persons for all work done on Sunday, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, Boxing Day, and New Year's 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.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

HOLIDAYS.

7. All employees shall be entitled to the following holidays without deduction of pay :—Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, Boxing Day, and New Year's Day.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that any employee who is absent from his employment on the working day before or after a holiday without reasonable excuse or without the employer's consent shall not be entitled to payment for such holiday.

SHIFT WORK.

8. (a) Employees on shifts shall work such shifts up to five per week as may be required.

(b) A shift shall consist of eight hours, inclusive of 20 minutes for meal breaks.

(c) Shift workers whilst on afternoon or night shift shall be paid ten per cent. more than ordinary rates for such shifts.

Provided that an employee who works on a night shift which does not rotate with some other shift or with day work so as to give him at least one third of his working time off night shift, shall be paid at the rate of time and a quarter for the ordinary working hours on such night shifts.

(d) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights shall be paid at the rate of time and a half.

(e) For all time worked before or after the ordinary starting or finishing time of his shift or in excess of 8 hours on any day a shift worker shall be paid at overtime rates in accordance with the provisions of clause 4 hereof.

(f) An employee shall not be required to work more than one shift in each 24 hours, except in an emergency or when the relief does not report for duty.

(g) Shift rosters shall specify the commencing and finishing times of the ordinary working hours of the respective shifts. These times once having been determined may be varied by agreement between the employer and the representative of the Union or, failing agreement, by seven days' notice given by the employer to the employees concerned.

"Afternoon shift" means any shift finishing after 6 p.m. and at or before midnight.

"Night shift" means any shift finishing subsequent to midnight and at or before 8 a.m.

MIXED FUNCTIONS.

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

BOOTS, GLOVES, OVERALLS, AND RESPIRATORS.

10. (a) The employer shall provide free of cost to the employee the following:—
- (i) Two pairs of overalls per year to each employee.
 - (ii) Gloves and one pair of boots per year to employees in the varnish section.
 - (iii) One pair of boots per year to employees in the grinding and mixing section.
 - (iv) Rubber boots and gloves to employees in wet colour making and in caustic.
 - (v) Gloves to yardmen when handling drums.
- (b) On the request of any employee using or handling dry pigments or gums, he shall be supplied with a respirator by his employer free of cost.
- No two employees shall be required to use the same respirator, but a previously used respirator may, after sterilization, be given up to the exclusive use of another employee.

MEAL INTERVAL.

11. A meal interval of 45 minutes shall be given between 11.30 a.m. and 1.30 p.m. Any employee not having received the prescribed meal interval by 1.30 p.m. shall, until relieved for such meal interval, be paid at the rate of double time for all time worked after 12.45 p.m.

BOILING WATER.

12. A sufficient supply of boiling water for all employees shall be provided at meal times.

MEAL ALLOWANCE.

13. A meal allowance of 4s. shall be paid to employees on any day when required to work for a period of not less than one hour after the usual finishing time unless notice has been given the day before such extra time is worked.

WASHING AND CLEANING TIME.

14. Employees shall be allowed five minutes in the employer's time for cleaning and washing before any meal time and before finishing time daily. Hot water and soap shall be supplied by the employer for the use of his employees.

TERMS OF ENGAGEMENT.

15. (a) No employee shall be employed other than as a weekly employee.
- (b) A weekly employee, to become entitled to the weekly wage prescribed by this Determination, must be available and ready and willing to perform such work as the employer shall from time to time require on the days and during the hours usually worked by such employee.
- (c) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages, as the case may be. This shall not affect the right of the employer to dismiss any employee without notice for malingering, neglect of duty or misconduct (in which case wages shall be paid up to time of dismissal only without any allowance for public holiday pay) 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, or any case for which the employer cannot be reasonably held responsible.

SICK LEAVE.

16. (a) An employee on weekly engagement who has been in the service of an employer for three months and who is absent from work on account of personal illness, or on account of injury by accident arising out of or in course of his employment, shall be entitled to leave of absence without deduction of pay, subject to the following conditions and limitations—

- (i) He shall not be entitled to paid leave of absence for any period in respect of which he is entitled to worker's compensation.
- (ii) 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.
- (iii) He shall within 24 hours of the commencement of such absence inform the employer of his inability to attend for duty.
- (iv) He shall not be entitled in any year to leave in excess of 40 hours of working time.

Cumulative Sick Leave.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause, service prior to the 1st June, 1946, shall be disregarded providing that any accumulated sick leave (not exceeding 80 hours of working time) standing to the credit of the employee on the 26th November, 1952, shall not be reduced by virtue of the provisions of this sub-clause.

Single Day Absences.

(c) In the case of an employee who claims to be allowed paid sick leave in accordance with this clause for an absence of one day only, such employee if in the year he has already been allowed paid sick leave on more than one occasion for one day only, shall not be entitled to payment for the day claimed unless he produces to the employer a certificate of a duly-qualified medical practitioner that in his, the medical practitioner's, opinion the employee was unable to attend for duty on account of personal illness or on account of injury by accident. Nothing in this sub-clause shall limit the employer's rights under sub-clause (a) (ii) hereof.

Attendance at Hospital, &c.

(d) Notwithstanding anything contained in sub-clause (a) hereof, an employee suffering injury through an accident arising out of and in course of his employment necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital, shall not suffer any deduction of 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.

(e) For the purposes of this clause "year" means the period between the 1st day of June in each year and the next 31st day of May.

ANNUAL HOLIDAY.

17. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111), and any amendments which may be made thereto from time to time.

(In his or her own interests each employer of labour should obtain a copy of the above Act, which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

DEFINITIONS.

18. Varnish maker is one who (a) is capable of selecting in their proper proportions the ingredients necessary for making standard varnishes, and (b) has the duty of combining these ingredients by the application of heat at the proper time in their proper order and at their proper temperatures, and (c) is so employed, and includes a runner of natural gum. Tinter of paint, lacquer or enamel is one who is invested with discretion as to the kind and quantity of colouring matter to be added to a mixture in order to make it conform to a certain specified colour, or to match a given colour sample or colour standard.

RIGHT OF ENTRY OF UNION OFFICIAL.

19. A duly accredited representative of the Federated Miscellaneous Workers' Union of Australia shall have the right to enter employers' workshops during the midday meal hour for the purpose of interviewing employees on legitimate union business on the following conditions:—

- (a) That he produces his authority to the gate-keeper or such other person as may be appointed by the employer.
- (b) That he interview employees in a room provided for the purpose by the employer, which room should be adequate to accommodate, at the same time, the whole of the employees subject to this Determination. Where no such room is provided the representative shall be permitted to interview employees where they are taking their meal.
- (c) That not more than one representative in all be in any workshop at any one time.
- (d) That no one representative visit a workshop more than once in each week.
- (e) That if any employer alleges that a representative is unduly interfering with his workshop, 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.

BASIC WAGE

20. (a) The wages rates for "other Employees" set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 15 0	Melbourne

- (b) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.
- (c) The wages of improvers 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. RANDES, J.P., Chairman.
J. V. WILLOX, Secretary.

Melbourne, 28th September, 1953.



VICTORIA

GOVERNMENT GAZETTE.

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THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE COMMERCIAL CLERKS BOARD.

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

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

(c) By Order in Council of the 27th November, 1951, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person, or persons, or classes of persons, employed in or in connexion with the operation of a totalizator on a race-course in connexion with a race-meeting, and conferred such power exclusively on the Totalizator Employees Board.

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

1. That on the 13th October, 1953, the last previous Determination of this Board, shall be revoked and replaced by this Determination.

2.

*IMPROVERS.

Males.

Wages Per Week.

Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	s. d.	s. d.	s. d.	s. d.
1st year	77 6	77 6	91 6	105 6
2nd year	98 6	98 6	110 6	148 0
3rd year	122 0	127 0	148 0	181 0
4th year	155 0	169 0	185 6	240 6
5th year	190 6	225 6	248 0	..
6th year and until 21 years of age ..	245 0	248 0

Females.
Wages per Week.

Typistes, Stenographers or Operators of calculating or ledger-keeping machines.

Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	s. d.	s. d.	s. d.	s. d.
1st year	100 6	112 6	132 0	153 0
2nd year	112 6	132 0	153 0	169 0
3rd year	132 0	153 0	169 0	181 6
4th year	153 0	169 0	181 6	..
5th year	169 0	181 6
6th year and until 21 years of age ..	181 6

All Others.

Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	s. d.	s. d.	s. d.	s. d.
1st year	81 0	91 6	109 0	134 0
2nd year	91 6	109 0	134 0	151 6
3rd year	109 0	134 0	151 6	169 0
4th year	134 0	151 6	169 0	..
5th year	151 6	169 0
6th year and until 21 years of age ..	169 0

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

PROPORTION (IN ANY PLACE)—IMPROVERS.

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

OTHER EMPLOYEES.

Wages per Week.

	Within a Radius of 25 Miles of the General Post Office, Melbourne, and within a Radius of 10 Miles of the Post Office, Geelong.		All Other Parts of Victoria.	
	Males.	Females.	Males.	Females.
	s. d.	s. d.	s. d.	s. d.
Stenographers, typistes, or operators of calculating or ledger-keeping machines	279 6	209 9	276 6	201 0
Telephone switchboard attendants	279 6	207 9	276 6	201 0
All other adults	279 6	204 0	276 6	198 6

WEEKLY HOURS (OTHER THAN SHIFT WORKERS).

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

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

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

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

OVERTIME (OTHER THAN SHIFT WORKERS).

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

(b) Employees working in any other place:—

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

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

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

SHIFT WORK.

6. In this clause—

"Afternoon Shift" means any shift finishing after 6 p.m. and at or before midnight.

"Night Shift" means any shift finishing subsequent to midnight, and at or before 8 a.m.

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

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

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

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

Overtime for Shift Workers.

(b) A shift worker for all time worked—

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

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

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

Saturday, Sunday and Holiday Rates for Shift Workers.

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

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

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

TERMS OF EMPLOYMENT.

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

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

CASUAL LABOUR.

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

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

9. (i) All 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 a radius of 25 miles of the G.P.O., Melbourne);
Christmas Day; and
Boxing Day

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

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

Provided that this clause shall not apply to:—

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

In connexion with the visit to Australia of Her Majesty, Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

HOLIDAYS.

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

ANNUAL HOLIDAY.

11. (a) The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111, and any amendments which may be made thereto from time to time.

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

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

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

SICK LEAVE.

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

(i) During the first year—3½ hours' ordinary pay for each complete month of service;

(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall be cumulative from year to year.

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

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

TIME AND WAGES RECORDS.

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

RIGHT OF ENTRY.

14. An official of the Federated Clerks Union, Victorian Branch, duly authorized in writing shall be permitted to enter the employers premises for the purpose of interviewing employees on legitimate Union business under the following conditions:—

(a) Visits may be made only at meal times or morning or afternoon tea breaks or such other time as may be agreed upon between the employer and the Union.

(b) Not more than one visit per fortnight shall be made.

(c) The Official produces his authority to the employer or his authorized representative.

(d) That there is no interference with work in the employers establishment.

MEAL PERIOD.

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

MEAL ALLOWANCE.

16. (a) Except in cases where at least 24 hours' notice of intention to work overtime has been given, an employee required to work beyond one hour after the usual finishing hour of work, shall be paid a meal allowance of 5s. This provision shall only apply within a radius of 25 miles of the G.P.O., Melbourne, and 10 miles of the Post Offices at Ballarat, Bendigo, and Geelong.

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

BOILING WATER.

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

VEHICLE ALLOWANCES.

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

(b) Where an employer requires an employee to use his own motor vehicle in the performance of his duties, such employee shall be paid an allowance of not less than 44d. per mile with a maximum amount of £3 per week for a motor cycle and 9d. per mile with a maximum amount of £5 12s. 6d. per week for a motor car.

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

LIVING AWAY FROM HOME ALLOWANCE.

19. An employee, required by his employer to work temporarily for his employer away from his usual place of employment, and who is required thereby to sleep away from his usual place of residence, shall be entitled to the following:—

(a) Fares to and from the place at which his employer requires the employee to work.

(b) All reasonable expenses incurred for board and lodging.

(c) Payment at ordinary rates of pay for all time spent in travelling between the employees usual place of employment and the temporary location, such paid time not to exceed 8 hours in 24 hours.

UNIFORM ALLOWANCE.

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

PROTECTIVE CLOTHING.

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

REST PERIOD.

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

FLOOR COVERING.

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

PAYMENT OF WAGES.

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

BASIC WAGE.

25. (a) The wages set out for adult males in clause 2 are based upon the following basic wage.

Place.	Basic Wage. (Adjustable)	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 15 0	Melbourne

(b) The wages rates for adult females are based on a basic wage being 75 per cent of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

IMPROVERS.

Males.

Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	Percentage of Basic Wage.			
1st year	33	33	39	45
2nd year	42	42	47	63
3rd year	52	54	63	77
4th year	66	72	79	100 + 5s. 6d
5th year	81	96	100 + 13s.	..
6th year and until 21 years of age ..	100 + 10s.	100 + 13s.

Females.

Typists, Stenographers or Operators of Calculating or Ledger-keeping Machines.					All Others.				
Experience.	Commencing Age.				Experience.	Commencing Age.			
	Under 16 Years.	16 Years.	17 Years.	18 Years and Over.		Under 16 Years.	16 Years.	17 Years.	18 Years and Over.
	Percentage of Female Basic Wage.					Percentage of Female Basic Wage.			
1st year	57	64	75	87	1st year	46	52	62	76
2nd year	64	75	87	96	2nd year	52	62	76	86
3rd year	75	87	96	100 + 5s. 6d.	3rd year	62	76	86	96
4th year	87	96	100 + 5s. 6d.	..	4th year	76	86	96	..
5th year	96	100 + 5s. 6d.	5th year	86	96
6th year and until 21 years of age	100 + 5s. 6d.	6th year and until 21 years of age	96

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

J. V. WILLOX, Secretary.

Melbourne, 28th September, 1953.





VICTORIA GOVERNMENT GAZETTE.

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No. 961]

THURSDAY, NOVEMBER 26.

[1953

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 10 (FISH AND POULTRY).

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

(b) On the 29th May, 1945, the Shops Board No. 10 (Fish and Poultry), the Determination of which was operative over an extended area, was appointed to take the place of the Shops Board No. 10 (Fish and Poultry) appointed on the 27th July, 1914, the Determination of which was limited to portion of the State only.

(c) By Order in Council of the 19th June, 1951, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons, or classes of persons, employed 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 which since the 24th April, 1933, has had power to "determine the lowest prices or rates which may be paid to any persons wheresoever employed in the business of—

- (a) killing, plucking, dressing poultry or game;
 (b) preparing fish for sale uncooked or for canning, drying, or smoking;
 (c) selling by wholesale or retail (except for consumption on the premises) poultry, game, fish, or oysters;
 (d) marketing (in fish and poultry markets) poultry, game, or fish"—

has made the following Determination, namely:—

1. That on the 14th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

APPRENTICES OR IMPROVERS.

2.

Wages per Week.

	Males.				Females.			
	Ordinary Wage.		War Loading.	Total Wage.	Ordinary Wage.		War Loading.	Total Wage.
	Percentage of Basic Wage.	Amount.			Percentage of Female Basic Wage.	Amount.		
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	35	82 0	0 9	82 9	37	65 0	0 9	65 9
16 years of age	45	105 6	1 0	106 6	46	81 0	0 9	81 9
17 years of age	60	141 0	1 3	142 3	56	98 6	1 0	99 6
18 years of age	74	174 0	1 9	175 9	71	125 0	1 3	126 3
19 years of age	84	187 6	2 0	189 6	78	137 6	1 3	138 9
20 years of age	100 plus 1s.6d.	236 6	2 3	238 9	85	149 6	1 6	151 0

PROPORTION.

MALES.

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than 269s. 6d. per week of 40 hours.

Improvers.

One improver to every four or fraction of four workers receiving not less than 269s. 6d. per week of 40 hours.

FEMALES.

Apprentices.

One apprentice to every three or fraction of three female workers receiving not less than 206s. 9d. per week of 40 hours.

Improvers.

One improver to every three or fraction of three female workers receiving not less than 206s. 9d. per week of 40 hours.

OTHER EMPLOYEES.
Wages per Week.

	Ordinary Wage.	War Loading.	Total Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Manager (i.e., the principal employee in any shop except a shop in which an owner or partner is working manager)	295 6	3 0	298 6
Manageress (i.e., the principal employee in any shop where females only are employed except a shop in which an owner or partner is working manager)	227 6	2 0	229 6
Foreman having the supervision of four or more workers	286 6	3 0	289 6
Shop hands (males) or salesmen	273 6	3 0	276 6
Block hands, pluckers (except wet chain pluckers), filleters, cleaners, or oyster openers	276 6	3 0	279 6
Wet chain pluckers	284 0	3 0	287 0
Labourers assisting—			
(a) Wholesale fish salesmen	281 6	3 0	284 6
(b) Wholesale poultry salesmen	271 6	3 0	274 6
Persons employed grading and/or placing plucked poultry in boxes	276 6	3 0	279 6
Females employed—			
(a) As shop hands	210 0	1 9	211 9
(b) At weighing, grading, washing, stamping, branding, or filling cartons moulds, or boxes of poultry	212 6	1 9	214 3
(c) At weighing, grading, washing, stamping, branding, or filling cartons moulds, or boxes of fish	205 0	1 0	206 9
All others	266 6	3 0	269 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.

HOURS FOR AN ORDINARY WEEK'S WORK.

4. The hours for an ordinary week's work shall be 40 to be worked by mutual arrangement in either 5 or 5½ days

TIMES OF BEGINNING AND ENDING WORK.

5. Persons employed in connexion with—

(a) The sale by retail of poultry, fish or game :—

	Time of beginning.	Time of ending.
Saturday	6.30 a.m.	1 p.m.
Other days	6.30 a.m.	6.30 p.m.

(b) Packing and processing fish by refrigeration :—

Saturday	8 a.m.	12.30 p.m.
Other days	8 a.m.	8 p.m.

(c) Preparing poultry (other than in retail shops) :—

Saturday	7 a.m.	12.30 p.m.
Other days	7 a.m.	7 p.m.

(d) At any work other than work provided for in sub-clauses (a), (b), and (c) hereof :—

Saturday	4.30 a.m.	12 noon
Other days	4.30 a.m.	4.30 p.m.

OVERTIME.

6. Any employee (other than a piece-worker) who works—

(a) (i) Where a 5-day week is worked—

In excess of 8 hours on any day Monday to Friday inclusive within the hours provided in clause 5 (employees in retail shops excepted)

(ii) Where a 5½-day week is worked—

In excess of 7 hours 12 minutes on any day Monday to Friday inclusive and 4 hours on Saturday within the hours provided in clause 5 (employees in retail shops excepted)

(b) In excess of the hours provided for an ordinary week's work in clause 4 (excluding any overtime already provided for in sub-clause (a))

(c) Outside the hours fixed in clause 5.

Shall be paid for such excess or for work outside such hours at the rate of time and a half, provided that all work done after 12 noon on Saturday shall be paid for at double time.

SPECIAL RATES.

7. (a) 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, Queen's Birthday, 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.

(b) For all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Queen's Birthday, Christmas Day, and Boxing Day pieceworkers shall be paid double the rates mentioned in clause 24 (a).

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

(d) In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

MINIMUM PAYMENT FOR SUNDAYS AND HOLIDAYS.

8. Any employee required to work on a Sunday or a holiday mentioned in clause 7 (a) shall be given a minimum of 2½ hours' work or shall be paid for such period at penalty rates.

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.

MEAL ALLOWANCE.

10. Any employee (whether on time wages or piece work) who is required to work for more than one hour after the usual closing time of the factory, shop, or place shall be paid 3s. as a meal allowance for each day that such extra time is worked. This clause shall not apply to employees of wholesale fish auctioneers.

MEAL INTERVALS.

11. (a) Employees (other than piece workers) employed by wholesale fish auctioneers shall be allowed a meal interval of not less than half an hour, or more than one hour between 7.30 a.m. and 9 a.m. If such employees are required to work more than five hours after the completion of their first meal interval they shall be allowed a further interval of half an hour, and a meal shall be provided by the employer.

(b) Employees other than those employed by wholesale fish auctioneers shall receive a meal interval of not less than one half-hour, and not more than one hour. Such meal interval shall not be required to be taken earlier than three hours or later than five hours of commencing work.

WORK TO BE CONTINUOUS.

12. The work of employees engaged in the preparation of fish shall with the exception of meal intervals as provided in clause 9 be continuous.

WAITING TIME.

13. Employees (other than employees working in connexion with the preparation of fish) who are kept waiting before commencing work for a period in excess of two hours shall be paid for such excess at time rates according to the class of work to be done.

LIFTING OF HEAVY BOXES OF FISH.

14. No employee shall be required to lift unassisted, boxes of fish exceeding 100 lb. in weight.

SPECIAL CLOTHING.

15. When an employee is required by law or his employer to wear a washable outer garment such employee shall be supplied with a clean set of serviceable outer garments each week.

WET WORK.

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

TIME RECORD.

17. 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.

18. 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 such inspection is made during working hours.

DINING AND CHANGING ROOM.

19. A dining-room, and changing-room, together with adequate facilities for washing, and for boiling water for making tea shall be provided in all places (other than retail shops) in which two or more persons are employed preparing fish or poultry for trade or sale.

SMOKE OH.

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

ANNUAL HOLIDAY.

21. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1948*, No. 5111, and any amendments which may be made thereto from time to time.

SICK LEAVE.

22. (a) Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 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, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than six days in each year or a proportionate less time during any shorter period of employment.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed 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 twelve days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purpose of this sub-clause service prior to the 26th April, 1946, shall be disregarded.

VARIATION OF DETERMINATION.

23. Where the exigencies of the industry are such that the best interests of the employers, employees, and the community as a whole may be served by varying any part of this Determination by mutual consent, such variation may be mutually arranged by agreement with an officer of the Department of Labour, an officer of the Cold Storage Union, and the employer or his representative. Full particulars of such variation are to be reported to and approved by the Chief Inspector of Factories or his deputy.

PIECEWORK PRICES.

24. The lowest piecework price payable to any person engaged in the following kinds of work shall be—

(a) Between the hours of 6.30 a.m. and 1 p.m. on Saturday, and 6.30 a.m. and 8 p.m. on any other week day—

(i) Roughing fowls by hand	0 3½ per pair
Roughing fowls by machine	0 3 per pair
Stumping fowls the same day as they are roughed by hand	0 3½ per pair
Stumping fowls, which have been put away overnight, or for a longer period, after being roughed	0 4 per pair
Stumping fowls which have been roughed by a machine	0 4 per pair
Plucking fowls	0 7 per pair
Plucking ducks, where wings are not plucked right out	0 7½ per pair
Plucking ducks, where wings are required to be plucked right out	0 11½ per pair
Plucking Muscovy drakes (redheads)	1 3 per pair
Plucking turkey hens	0 8½ per pair
Plucking turkey cocks	1 1 per pair
Plucking geese	1 1 per pair
Plucking teal	0 4 per pair
Plucking black duck	0 5 per pair
Plucking blue wing	0 4 per pair
Plucking mountain duck	0 5 per pair
Plucking pigeons and small birds	0 3 per pair
Plucking quail	0 3 per pair
Plucking pheasants	0 7 per pair
Drawing and trussing fowls or ducks	0 3 per pair extra
Drawing and trussing geese	0 6 per pair extra
Drawing and trussing turkeys	0 9 per pair extra
(ii) *Bleeding couth	0 9 per large box
*Splitting couth	1 0 per large box
*Scaling and cleaning salmon	1 6 per large box
*Scaling and cleaning bream, flathead, trout, and all other medium fish	2 6 per large box
*Cleaning garfish, flathead, mullet, and all other very small fish	3 0 per large box
*Cleaning whiting	0 3 per dozen
*Filleting whiting	0 6 per dozen
*Cleaning flounders	0 3 per dozen
Trimming shark	0 6 per box
Skimming and trimming shark	2 0 per box

Plus 201 per cent.

* Including washing.

(b) Outside the hours stated in sub-clause (a) hereof:—The rates provided in clause 24, sub-clause (a) with the addition of 50 per cent.

BASIC WAGE.

25. (a) The wages rates for adult males set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage	Index Number Set Assigned.
Throughout the State	£ s. d. 11 15 0	Melbourne

(b) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males, calculated to the nearest 6d., or less than half of 6d. to be disregarded.

(c) The wages of Apprentices and Improvers 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. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 29th September, 1953.



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No. 962]

FRIDAY, NOVEMBER 27.

[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 14th October, 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.
	%	s. d.	s. d.
Under 16 years of age	42		98 6
16 years of age	57		134 0
17 years of age	69		162 0
18 years of age	90		211 6
19 years of age	100	+ 29 0	264 0
20 years of age	100	+ 35 6	270 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	15 14 0
Grader who grades for the export trade	15 19 6
Females washing, processing and/or packing rabbits	15 6 6
All others	15 6 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, 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, pieceworkers shall be paid double the rates mentioned in clause 22.

(d) Pieceworkers 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.

(f) In connection with the visit to Australia of Her Majesty, Queen Elizabeth, where a Public Holiday or Half-Holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such Public Holiday or Public Half-Holiday shall, so far as such Municipality or part thereof, or such defined area is concerned be deemed to be included in the list of Holidays herein prescribed.

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 (pieceworkers 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 pieceworkers) 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 moneys 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. 9·2d. per 100
Skinning rabbits (heads on) 8s. 11·4d. per 100
Skinning hares 26s. 4·5d. per 100
Boning rabbit or hares (including washing weighing and taking in and out of chamber) 2·8645d. per lb.

Basic Wage.

23. (a) The wages rates set out in clause 2, are based upon the following basic wage.

Place.	Basic Wage.	Index Number Set Assigned.
Throughout the State	£ s. d. 11 15 0	Melbourne

(b) 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, 29th September, 1953.

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46. The forty-sixth part of the document is a list of names.



VICTORIA
GOVERNMENT GAZETTE.

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[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 963]

FRIDAY, NOVEMBER 27.

[1953

Factories and Shops Acts.

DETERMINATION OF THE FROZEN GOODS BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, business or occupation of freezing or refrigerating goods of any kind for the purpose of trade or sale, including the packing or grading of such goods but not including—

- (a) persons engaged in packing or grading eggs;
- (b) persons engaged in packing ice-cream;
- (c) persons engaged in the slaughtering and boning departments of meat works or abattoirs in the preparation and packing of meats, offals, and by-products in a fresh condition;
- (d) persons subject to the jurisdiction of the Fruit Packing Board and of the Ice Board;

has made the following Determination, namely:—

1. That on the 14th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES.

Improvers and Juvenile Workers.				Other Employees.			
		Per Week.	Per Hour.			Per Week.	Per Hour.
		£ s. d.	s. d.			£ s. d.	s. d.
16 years of age and under 17	6 13 6	3 4 ¹ / ₂₀	Chamber hands	16 8 6	8 2 ¹¹ / ₂₀
17 " " " 18	7 8 9	3 8 ¹ / ₂₀				
18 " " " 19	8 16 10	4 5 ¹ / ₂₀				
19 " " " 20	10 7 0	5 2 ¹ / ₁₀	All others	15 15 10	7 10 ¹ / ₂₀
20 " " " 21	12 10 4	6 3 ¹ / ₁₀				

For definition of juvenile workers, see clause 11.

PROPORTION OF IMPROVERS.

One improver to every 25 or fraction of 25 workers receiving not less than the hourly rate herein prescribed for "all others".

Temporary workers shall be paid time and a half on the ordinary rates for work done during ordinary working hours. For work done outside those hours they shall receive ordinary overtime rates.

NOTE.—The Wages Board has determined in accordance with section 25 (1) of the amended *Factories and Shops Act 1934* that the trade is so unskilful that no person should be taken as an apprentice to the trade.

No. 963.—10362/53.—PRICE 6D.

ORDINARY WEEK'S WORK.

3. The number of hours which shall constitute a week's work shall be 40.

TIMES OF BEGINNING AND ENDING WORK.

4. The times of beginning and ending work each day shall be as follows:—

	Time of Beginning.	Time of Ending.
(a) <i>Meat Export Works.</i>		
Hanging ground and grading room hands—		
Monday to Friday	7.45 a.m.	5.15 p.m.
Saturday	7.45 a.m.	12 noon
Chamber hands—		
Monday to Friday	8 a.m.	5 p.m.
Saturday	8 a.m.	12 noon
(b) <i>Cool Stores Works.</i>		
All employees—		
Monday to Friday	8 a.m.	5 p.m.
Saturday	8 a.m.	12 noon

OVERTIME.

5. The following rates, subject to the conditions stated in clause 7, shall be paid for all work done:—

- (a) Outside the times of beginning and ending work as provided in clause 4.
- (i) On Saturdays.—Time and a half fixed on the ordinary rates before starting time and double time on ordinary rates after 12 noon.
- (ii) On other week days.—Time and a half.
- (b) Within the hours fixed as the time of beginning and ending work:—
- (i) In excess of four hours on Saturday and eight hours on other week days.—Time and a half.
- (ii) In excess of the number of hours fixed for a week's work in clause 3.—Time and a half.
- (c) In excess of 8 hours on Saturdays—treble ordinary rates.

The overtime rates payable for work done on Sundays and holidays are provided for in clause 8.

LIMITATION OF HOURS OF WORK.

6. (i) No employee shall be required to work more than 16 hours in any one day.
- (ii) No employee shall be required to work more than 12 hours' overtime in any one week provided that this limitation of overtime shall not apply to loading out for shipment.

MINIMUM OF OVERTIME.

7. If an employee is required to work more than one hour and a half on any day after the time of ending work as provided in clause 4 or if having ceased work for the day for not less than one hour, and is required to work, he shall receive a minimum of two hours' pay at overtime rates.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

8. (a) Double time fixed on the ordinary rates shall be paid for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, 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 be payable only for work done on the day so substituted.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a Public Holiday or Public Half-Holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such Public Holiday or Public Half-Holiday shall, so far as such Municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of Holidays herein prescribed.

An employee required to work on a Sunday or a holiday shall receive a minimum of four (4) hours' work or shall be paid for such four hours at double rates, and if required to work beyond such four hours the employer shall continue to employ such employee up to eight hours at any task, provided that such excess time shall not be taken into account for the purposes of sub-clause (ii) of Clause 6. If an employee is required to work in excess of eight hours on a Sunday or a holiday, he shall be paid treble ordinary rates for such excess work.

(b) Any person (other than a temporary worker) if not required to work on any day mentioned in clause 8 (a) as a holiday shall receive a day's pay (based on his ordinary rates) for such day provided that he is required to work for any portion of the working week in which such holiday occurs, provided that the provisions of this sub-clause shall not apply to Anzac Day when such day occurs on a non-working day. Any person who is required to work on a holiday for a period of less than eight hours shall receive double ordinary rate for the time so worked in addition to the ordinary rate for the balance of eight hours.

ANNUAL HOLIDAY.

9. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946, No. 5,111.*, and any amendments which may be made thereto from time to time.

SICK LEAVE.

10. (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—4 hours' ordinary pay for each complete month of service;
- (ii) During any subsequent year of service—48 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st June, 1949, shall be disregarded, provided that any accumulated sick leave, not exceeding 144 hours of working time, standing to the credit of the employee on the 1st June, 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.

DEFINITIONS.

11. (a) A juvenile worker shall mean a person under 21 years of age (other than an improver) engaged in stamp marking carcasses, stamping, stringing and putting on tickets, handling or packing offals or by-products, scraping, nailing up, re-wiring, and branding packages, but not stacking cases of butter or eggs, sweeping up and acting as an assistant to a Government Inspector.

(b) No improver or juvenile worker shall lift any article of a weight in excess of 50 pounds.

(c) A temporary worker shall mean any person (including a juvenile worker) other than a hanging ground or grading room employee who is employed for less than three full consecutive working days. Saturdays, Sundays, and holidays are not to be counted as working days, i.e., Friday, Monday, and Tuesday would be three consecutive working days whether Saturday or Sunday is worked or not.

GENERAL CONDITIONS.

MEAL HOURS.

12. (a) All work done during a meal hour shall be paid for at the rate of double time, fixed on the wage for the day on which such meal hour is worked.

(b) *Meat Export Works.*—Breakfast. A period of one hour between the hours of 6 a.m. and 9 a.m. shall be allowed for breakfast. Dinner—One hour between 12 noon and 1.30 p.m. shall be observed as a dinner hour. Tea—when work is to be continued for more than one and a quarter hours after the time fixed for ending work in clause 4 (a) one hour between 5 p.m. and 6.30 p.m. shall be observed as a tea hour, and if such overtime is to finish not later than midnight, work shall then proceed uninterruptedly (except for a smoke-oh as provided in clause 13). If however, work is to continue after midnight, one hour (before midnight) shall be observed as a meal hour, and thereafter, one meal hour after each four hours' work.

(c) *Cool Store Works.*—Not more than five hours shall be worked by employees in cool stores working between 7 a.m. and 6 p.m. without an interval of one hour for a meal. If work is to continue after 7 p.m., the hour from 5 p.m. to 6 p.m. shall be observed as a meal hour. If, however, work is to continue after midnight one hour (before midnight) shall be observed as a meal hour, and thereafter, one meal hour after each four hours' work.

SMOKE-OH.

13. Fifteen minutes interval without loss of pay shall be allowed for smoke-oh between ordinary starting time in the morning and 12 noon, and fifteen minutes between 1 p.m. and 6 p.m., provided that no employee shall be required to work for more than 2½ hours without a smoke-oh.

Provided also that employees who commence work before 7 a.m. and have no breakfast hour shall be allowed an interval of fifteen minutes without loss of pay at the end of each two hours' work until dinner hour. If men are required to work after 6 p.m. an interval of fifteen minutes without loss of pay after every two hours' work shall be allowed.

Notwithstanding anything provided elsewhere in this clause when five hours are worked between meal times, the smoke-oh shall consist of twenty minutes.

CHANGING TIME.

14. Chamber hands shall be allowed five minutes, changing time at the end of the day's work, such time to be counted as time worked.

WAITING TIME.

15. When an employee has been instructed to report at a certain hour and is kept waiting before he commences work such waiting time shall be paid for at ordinary rates provided for the class of work to be done.

MINIMUM HOURS OF WORK.

16. (a) An employee required to work on any day within the hours set out in clause 4 (a) or (b) shall be given a minimum of 3½ hours' work on Saturdays, and 8 hours on other days (except Sundays or holidays) or shall be paid for same, but they may be worked for any period beyond the hours fixed in clause 4 until such amount has been absorbed in payment at the rate applicable to the time worked.

(b) Except as provided in clause 15 herein 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.

(c) Notwithstanding the provisions of sub-clause (b) hereof any employee called to work exclusively outside the hours set out in clause 4 (a) or 4 (b), as the case may be, shall be given a minimum of 4 hours' work or shall be paid for same.

LEAKAGE OF AMMONIA.

17. No employee shall be required to work in a chamber where a leakage of ammonia is occurring.

CONTINUATION OF WORK BETWEEN MIDNIGHT AND TIME OF COMMENCING WORK AS SET OUT IN CLAUSE 4.

18. When an employee works for more than 2 hours between midnight and the ordinary time of commencing work, and continues to work during the day, the special rate provided in clause 5 (a) for work done outside the hours fixed for a day's work, shall continue to be paid for all work done until the employee has had a clear break from work of 12 hours.

CONTINUITY OF WORK.

19. The work of each employee on each day shall be continuous with the customary break for a meal.

COLD TEMPERATURES.

20. Employees called upon to work in a temperature less than four degrees above zero shall be paid 3d. per hour extra. No employee shall be compelled to work in a temperature below zero, and an employee who becomes overheated working outside a cool chamber shall be allowed time to cool down before entering the chamber. This provision shall be reasonably construed. In the event of any question as to the temperature of any chamber, reasonable access to the temperature readings shall be given to a representative of employees.

EMPLOYEES WORKING IN A FREEZING CHAMBER.

21. (a) No employee shall work in a freezing chamber, the temperature of which does not exceed 40 degrees Fahr. unless he is paid according to the rates provided for chamber hands in clause 2 hereof.

(b) Any employee who is required to work in a freezing chamber for a period exceeding in the aggregate one hour in any one day shall be paid for the whole of such day at the rate set out for chamber hands in clause 2 hereof.

MEAL ALLOWANCE.

22. (a) An employee required to work overtime for more than one and a quarter hours in Meat Export Works after the time of ending work in clause 4, shall be paid 4s. tea money provided that if intimation of overtime is not given 24 hours prior to being worked the tea money shall be paid prior to the tea interval. If having been notified of intention to work he shall receive, in the event of the work not being done or ceasing before respective meal times, 4s. for each meal.

(b) An employee required to work in Cool Stores for more than nine hours from the time of commencing work shall be paid 4s. tea money provided that if intimation of overtime is not given 24 hours prior to being worked the tea money shall be paid prior to the tea interval. If having been notified of intention to work he shall receive, in the event of the work not being done or ceasing before respective meal times, 4s. for each meal.

PROTECTIVE CLOTHING.

23. The employer shall supply daily free of charge to each employee engaged in the handling of naked meat and offal, a clean pair of overalls which shall remain the property of the employer and of which the employee shall take all reasonable care. Such overalls 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 overalls so damaged or not so returned, or may deduct such cost from any monies payable to such employee.

TERMINATION OF EMPLOYMENT.

24. Employees may be paid off at any time without notice.

PROVISION OF OUTFIT.

25. The following articles shall be provided at each place where work under this Determination is done:—

- (a) An ammonia outfit which shall be kept adjacent to the chambers.
- (b) An alarm outfit in each chamber, such outfit to be connected with the engine-room.
- (c) Waterproof capes and caps for use of employees engaged in de-frosting.
- (d) Bagging for moccasins and suitable hand covering for use of chamber hands.
- (e) Smocks or coats for persons pushing, carrying, or lifting hot meat or de-frosted meat, fresh or de-frosted rabbits, poultry, fish or cheese.

BASIC WAGE.

26. The wages rates set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage.	Index Number Set Assigned.
	<i>£ s. d.</i>	
Within the area to which this Determination applies	11 15 0	Melbourne

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

J. V. WILLOX, Secretary.

Melbourne, 29th September, 1953



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FRIDAY, NOVEMBER 27.

[1953

Factories and Shops Acts.

DETERMINATION OF THE WATCHMEN'S BOARD.

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

(b) Section 225 of the *Factories and Shops Act* 1928 (No. 3677) provides that "every person employed as a watchman shall be granted one holiday in every week."

IN accordance with the provisions of the *Factories and Shops Acts*, the Wages Board appointed in lieu of the Nightwatchmen's Board to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the occupation of a watchman" has made the following Determination, namely:—

1. That on the 10th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination which embodies the Determination of the Industrial Appeals Court made on the 22nd March, 1951.

2.

Classes of Employees.	Wages per Week of 40 Hours.					
	Within a Radius of 20 Miles of G.P.O., Melbourne, 10 Miles of G.P.O., Geelong, at Warrambool and within Mildura and Gippsland Districts.			Other Parts of Victoria where this Determination applies.		
	Wages.	War-time Loading.	Total.	Wages.	War-time Loading.	Total.
<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	
Watchman (other than watchmen as defined in clause 3), who in addition to watching, performs manual work not subject to the Determination of any other Wages Board, while performing such work, at the rate of All others (other than watchmen as defined in clause 3)	267 5 252 0	3 0 3 0	270 5 255 0	264 5 249 0	3 0 3 0	267 5 252 0

WHARF WATCHMEN.

3. (a) Wharf Watchmen—i.e., persons employed as watchmen in connexion with overseas and/or interstate shipping shall be paid as follows:—

(i) On wharfs and/or ships (excluding ships' holds) at the rate of 6s. 7¹/₁₀d. per hour.

(ii) In ships' holds at the rate of 7s. 2¹/₁₀d. per hour.

(b) Hold Watchmen—When waterside workers engaged in handling cargo in a vessel's hold are paid an extra rate because of the obnoxiousness of such cargo, either by Board of Reference decision or by agreement, any hold watchman employed in such hold shall be paid an extra rate of 6d. per hour, or such lesser amount as may be paid to the waterside workers concerned.

(c) Wharf Watchmen—When a cargo watchman is engaged elsewhere than in the hold of a vessel, and is obliged to work in close proximity to cargo, which, because of its obnoxiousness, is the subject of an extra rate paid to the waterside workers handling such cargo, he shall be paid an extra rate of 3d. per hour for such period as he may be affected.

(d) Dangerous Cargo—When waterside workers are paid an extra rate for handling Ammonium Nitrate and Sodium Chlorate, such extra rate shall be paid to any hold watchman who may be employed in the hold where such cargo is being handled for such period as may be applicable.

(e) Hold and/or wharf watchmen commencing duty at 5 p.m. for the evening shift or at midnight for the midnight shift shall be paid 8 hours at the ordinary rate provided in each case the full shift is worked and provided further that he does not work a total of 8 hours by working on into the succeeding shift.

(f) Wharf watchmen shall be required to diligently attend to their duties as watchmen and immediately report to the Superintendent or foreman in charge of the hatch or the Ship's Officer on duty any cases of pillage or suspected or attempted pillage and damage, and if required, make notes and furnish reports regarding same. It is also required that smoking and committing a nuisance in the hold should be stopped and, if persisted in, reported in the manner directed above.

OVERTIME.

4. (a) All time worked by hold or wharf watchmen in excess of 8 hours from the commencement of any shift, Monday to Friday inclusive, shall be paid for at the rate of time and a half.

(b) Any time worked by watchmen other than hold or wharf watchmen in excess of 40 hours in any one week shall be paid for at the rate of time and a half.

(c) For the purpose of computing overtime, all time actually worked on Sundays shall be included, and all time worked on Saturdays or on holidays mentioned in clause 7 shall be excluded.

EMPLOYMENT FOR LESS THAN FULL WEEK.

5. Employees except wharf watchmen as defined in clause 3, who are employed during any week for less than the working week of 40 hours shall be paid for the first 20 hours at the rate of time and a quarter, and for every hour thereafter ordinary time up to but not exceeding the ordinary wages rates for an ordinary week's work.

Provided that any person who is not engaged for a week but who earns a sum in wages equal to the wages of an ordinary week's work may be required by the employer to complete the week's work without further pay, and if such person refuses to do so he shall forfeit his right to any payment for that week unless his refusal is caused by his illness, inability, or some other sufficient cause beyond his control.

SPECIAL RATES FOR SATURDAY AND SUNDAY.

6. (a) Hold or Wharf Watchman—Time and a half shall be the special rate for all work done on Saturday or Sunday.
 (b) Watchmen, other than Hold or Wharf Watchmen—Time and a quarter shall be the special rate for all work done on Saturday and time and a half on Sunday.

SPECIAL RATES FOR HOLIDAYS.

7. (a) Double time shall be the special rate for all work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, 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.

Provided that a person who is directed by his employer to absent himself from duty on any of the days above mentioned shall if he is unable to complete 40 hours' work in that particular week, be paid ordinary rates for any such day on which he is absent.

(b) In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

TRAVELLING TIME AND FARES.

8. Any watchman employed on wharfs or ships at Newport, Williamstown or Yarraville shall be paid travelling time at the ordinary rate together with all fares necessarily incurred by the most economical means of travel from and to the place of engagement to and from the place of employment.

Travelling time at the ordinary rate shall be paid to any watchman employed on wharfs and ships at 21 South Wharf and beyond on the south side of the river, and at 22 Victoria Dock and beyond.

The above provisions shall not apply in cases where the employer provides, or offers to provide, transport.

EMPLOYEE PROVIDING OWN BICYCLE.

9. Any patrol watchman required by his employer to provide his own bicycle shall receive 1s. per week extra.

MINIMUM PAYMENT.

10. Any watchman called up for duty shall receive at least four hours' pay.

PAYMENT FOR MEAL TIMES.

11. No deduction shall be made in an employee's time for a meal period of 30 minutes unless he is permitted to leave his employer's premises for such meal. An employee shall not be required to punch clocks during the meal period of 30 minutes.

MEAL ALLOWANCE.

12. Where an employee is directed by the employer to work more than two hours into the next shift he shall be supplied by the employer with a meal or be paid a meal allowance of 3s., provided he was not specifically notified the previous day that he would be required to work.

ANNUAL HOLIDAY.

13. (a) The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111, and any amendments which may be made thereto from time to time.

(b) In addition to the leave hereinbefore prescribed seven-day shift workers, that is shift workers who are rostered to work regularly on Sundays and holidays, shall be allowed seven consecutive days' leave including non-working days. Provided always that this clause shall not apply to any employee whose normal working week is less than 35 hours.

(c) Where an employee with twelve months' continuous service is engaged for part of the twelve-monthly period as a seven-days' shift worker, he shall be entitled to have the period of fourteen consecutive days' annual leave prescribed in sub-clause (a) hereof increased by half a day for each month he is continuously engaged as aforesaid.

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

SICK LEAVE.

14. (a) An employee, except wharf watchmen as defined in clause 3, who has been in the service of an employer for not less than three months, shall be entitled to sick leave of absence for a maximum aggregate of 40 hours of working time with full pay during each subsequent twelve months' service provided he produces satisfactory evidence to his employer that such absence was caused by ill-health or an accident.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if the full period of sick leave as prescribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 80 hours of working time, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay. For the purposes of this sub-clause service prior to 18th November, 1946, shall be disregarded.

UNIFORMS.

15. Any employee required to wear a uniform whilst on duty shall be provided with such uniform by the employer free of cost to the employee. The uniform so provided shall remain the property of the employer.

BASIC WAGE.

16. The wages rates set out in clauses 2 and 3 are based upon the following basic wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 15 0	Melbourne

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

J. V. WILLOX, Secretary.

Melbourne, 25th September, 1953.

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FRIDAY, NOVEMBER 27.

[1953

Factories and Shops Acts.

DETERMINATION OF THE MINERAL EARTHS 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:—

- (i) in the process, trade, business, or occupation of manufacturing or preparing mineral earths by milling, grinding, or pulverizing rocks, earths, or clays other than mineral ores;
- (ii) in the process, trade, business, or occupation of pulverizing wood;
- (iii) in the process, trade, business, or occupation of manufacturing or preparing any insulating material fabricated from molten stone"

has made the following Determination, namely:—

1. That on the 10th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

PART 1.

Persons OTHER THAN those employed in the process, trade, business, or occupation of manufacturing or preparing any insulating material fabricated from molten stone.

2. WAGES PER WEEK OF 40 HOURS.

(a) IMPROVERS.					(b) OTHER EMPLOYEES.		
		Percentage of Basic Wage.	s.	d.		s.	d.
Under 17 years of age	36	84	6	Ball mill attendant and/or employee milling silica	287	0
17 to 18 years of age	62	145	6	Other Mill attendants	275	0
18 to 19 years of age	81	190	6	Persons not otherwise provided for, including mill feeders, baggers, and crusher hands	268	0
19 to 21 years of age	96	225	6	Leading Hands—		
				Leading hands in charge of not fewer than three and not more than twelve employees, 12s. per week extra; more than twelve employees, 20s. per week extra.			
<i>Proportions (in any place).</i> One improver to every six adult employees.				Note:—The above rates include an amount of 3s. as a clothing allowance.			

ADDITIONAL PAYMENT.

3. Employees working on milling of coloured pigments or handling diatomaceous or talite earths shall be paid an additional 3s. per day for each day, or part thereof, they are so employed.

PROHIBITION OF EMPLOYMENT.

4. The Board determines that no person shall be employed as an apprentice at any work covered by this Part.

HOURS OF EMPLOYMENT (EXCEPT IN THE CASE OF SHIFT WORK).

5. With the exceptions herein set out the ordinary hours of employment shall be 40 per week, to be worked in five days of not more than 8 hours and one day (Saturday) of not more than 4 hours, or five days of 8 hours each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. to noon on Saturday.

OVERTIME.

6. (a) That all time worked outside ordinary hours except by shift workers shall be paid for at the rate of time and a half for the first three hours' work, and double time thereafter.

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

SHIFT WORK.

7. (a) The ordinary hours of shift workers shall not exceed—

- (i) 40 in any week, to be worked in five shifts of 8 hours, on Monday to Friday inclusive, or five shifts of not more than eight hours and one shift (Saturday) of not more than four hours; or
- (ii) 80 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week;
- (iii) 120 in 21 consecutive days, in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

(b) Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.

(c) Except at regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

(d) Shift workers whilst on afternoon or night shifts shall be paid 10 per cent. more than the ordinary rates for such shifts.

(e) Subject to this sub-clause, shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 8 of this Part. Where shifts commence between 11 p.m. and midnight on Sundays and/or holidays, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate: Provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

(f) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Part or on a shift other than a rostered shift shall—

- (i) if employed on continuous work (as defined), be paid at the rate of double time; or
- (ii) if employed on other shift work, at the rate of time and a half for the first four hours and double time thereafter except in each case when the time is worked—
- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time.

Provided that when not less than eight hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift, and at the rate of double time thereafter, except where the employee is required to continue to work on his rostered day off, when he shall be paid double time.

"Continuous work" shall mean work carried on by shifts of at least 12 hours for not less than five consecutive days.

(g) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop, or for at least six successive afternoons or nights in a six-day workshop, shall be paid at the rate of time and a half.

(h) A shift worker who, during a period of engagement on shift, works only on night shift and without some regular rotation with some other shift or with day work, shall be paid at the rate of time and a quarter for all time worked during ordinary working hours.

(i) The method of working shifts may in any case be varied by agreement between the employer and the employee concerned or the accredited representative of the union to suit the circumstances of the establishment.

HOLIDAYS.

8. (a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay: The days observed as New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, and Boxing Day.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

(b) If any of the above holidays occurs on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half day only when the working week consists of five and a half days.

(c) All employees whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

(d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

(e) Any employee who is employed on a Sunday or any holiday provided for herein shall be paid for that day at the rate of double time.

CASUAL EMPLOYEES.

9. Casual employees, namely persons engaged and paid as such, shall receive the appropriate wages rate together with the addition of ten per cent.

ANNUAL HOLIDAY.

10. 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.

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 December, 1948, shall be disregarded provided that any accumulated sick leave, not exceeding 120 hours of working time, standing to the credit of the employee on the 1st December, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

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

CONTRACT OF EMPLOYMENT.

12. (a) All employees (other than casuals) will, ready and available for work shall be paid the full weekly wage. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(b) Employment shall be terminated by two working days' notice on either side given at any time during the week, or by the payment or forfeiture of two days' wages as the case may be.

(c) The provisions of sub-clauses (a) and (b) hereof shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the 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 in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

MEAL ALLOWANCE.

13. An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 2s. 6d. for each meal necessary.

PAYMENT OF WAGES.

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

RESPIRATORS.

15. When engaged at rock-crushing mills or any place where the inhalation of dust or other matter is likely to occur employees shall be provided, free of charge, with suitable and efficient respirators.

SHOWERS.

16. The employer shall provide hot and cold shower baths for the employees' use, together with one 8oz. cake of soap, or the equivalent, to each employee every fortnight.

WASHING TIME.

17. Persons employed on milling of coloured pigments shall be allowed ten minutes, and other employees five minutes, at the end of each day or shift, as washing time.

DINING ROOM, CHANGE ROOM AND LOCKERS.

18. The employer shall provide for the use of employees a dining room, changing room, and suitable lockers or hanging facilities which afford reasonable protection for each employee's clothes.

RIGHT OF ENTRY OF UNION OFFICIAL.

19. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employers' premises during the midday meal break on the following conditions:—

- (i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (ii) That he interviews employees only at places where they are taking their meal.
- (iii) That not more than one representative of each of not more than three unions be on the premises at any one time.
- (iv) That no one representative visit the premises more than once in each week.
- (v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction 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, but the representative shall have the right to bring such refusal before the Secretary for Labour.

Provided that where certain employees are working under a system of shift-work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement at such times, and under such conditions as the Secretary for Labour may decide.

(b) For the purpose of investigating complaints concerning the application of this Part, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

- (i) That he discloses to the employer or his representative the complaint which he desires to investigate;
- (ii) that he makes his investigations in the presence of the employer or his representative (if the employer so desires);
- (iii) that he does not interfere with work proceeding in the workshop or plant;
- (iv) that he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization bound by this Part if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

(Name of organization.)

This is to certify that
organization.

is a duly accredited representative of the abovenamed

General Secretary.

Seal.

Date—

Specimen signature of holder.

Strictly not transferable.

PART 2.

Persons employed in the process, trade, business, or occupation of manufacturing or preparing any insulating material fabricated from molten stone.

20. * WAGES PER WEEK OF 40 HOURS.

(a) Improvers.				(b) Other Employees.			
		Percentage of Basic Wage.	s. d.				
<i>Males.</i>				<i>Males.</i>			
Under 17 years of age	36	84 6	Leading charging hand	280	0
17 to 18 years of age	62	145 6	Assistant charging hand	264	0
18 to 19 years of age	81	190 6	Notcher	280	0
19 to 21 years of age	96	225 6	Oven hands	272	0
				Process worker (including taker off conveyor or granulator attendant)	260	0
<i>Females.</i>				<i>Females.</i>			
Under 16 years of age	38	67 0	Leading Hands—			
16 to 17 years of age	51	90 0	Leading hands in charge of not fewer than three and not more than twelve employees, 12s. per week extra; more than twelve employees, 20s. per week extra.			
17 to 18 years of age	54	95 0	NOTE.—The above rates include an allowance of 7½ per cent. for all shifts.			
18 to 19 years of age	64	112 6				
19 to 20 years of age	73	128 6				
20 to 21 years of age	83	146 0				
PROPORTION (IN ANY PLACE).							
<i>Males.</i>							
One male improver to every six adult employees.							
<i>Females.</i>							
One female improver to every four or fraction of four female workers receiving not less than the adult female rate.				Adult females 185 6			

* These wages are loaded to compensate for industry disabilities.

PROHIBITION OF EMPLOYMENT.

21. The Board determines that no person shall be employed as an apprentice at any work covered by this Part.

HOURS OF EMPLOYMENT (EXCEPT IN THE CASE OF SHIFT WORK).

22. With the exceptions herein set out the ordinary hours of employment shall be 40 per week, to be worked in five days of not more than 8 hours and one day (Saturday) of not more than 4 hours, or five days of 8 hours each, continuously except for meal hour breaks at the discretion of the employer between 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. to noon on Saturday.

OVERTIME.

23. (a) That all time worked outside ordinary hours except by shift workers shall be paid for at the rate of time and a half for the first three hours' work, and double time thereafter.

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

SHIFT WORK.

24. (a) The ordinary hours of shift workers shall not exceed—

- (i) 40 in any week, to be worked in five shifts of 8 hours, on Monday to Friday inclusive, or five shifts of not more than eight hours and one shift (Saturday) of not more than four hours; or
- (ii) 80 in fourteen consecutive days, in which case an employee shall not, without payment for overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week;
- (iii) 120 in 21 consecutive days, in which case an employee shall not, without payment of overtime, be required to work more than eight consecutive hours on any shift or more than six shifts in any week.

(b) Such ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than six hours without a break for a meal.

(c) Except at regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

(d) Subject to this sub-clause, shift workers for all time worked on a Sunday or holiday shall be paid at the rates prescribed by clause 25 of this Part. Where shifts commence between 11 p.m. and midnight on Sundays and/or holidays, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate: Provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

(e) Shift workers for all time worked in excess of or outside the ordinary working hours prescribed by this Part or on a shift other than a rostered shift shall—

- (i) if employed on continuous work, be paid at the rate of double time; or
- (ii) if employed on other shift work, at the rate of time and a half for the first four hours and double time thereafter; except in each case when the time is worked—
- (iii) by arrangement between the employees themselves;
- (iv) for the purpose of effecting the customary rotation of shifts; or
- (v) is due to the fact that the relief man does not come on duty at the proper time.

Provided that when not less than eight hours' notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first four hours on duty after he has finished his ordinary shift, and at the rate of double time thereafter, except where the employee is required to continue to work on his rostered day off, when he shall be paid double time.

(f) Shift workers who work on any afternoon or night shift which does not continue for at least five successive afternoons or nights in a five-day workshop, or for at least six successive afternoons or nights in a six-day workshop, shall be paid at the rate of time and a half.

(g) A shift worker who, during a period of engagement on shift, works only on night shift and without some regular rotation with some other shift or with day work, shall be paid at the rate of time and a quarter for all time worked during ordinary working hours.

(h) The method of working shifts may in any case be varied by agreement between the employer and the employee concerned or the accredited representative of the union to suit the circumstances of the establishment.

HOLIDAYS.

25. (a) All employees, whether in a city or elsewhere, shall be granted the following holidays without deduction of pay:—The days observed as New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, and Boxing Day.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

(b) If any of the above holidays occurs on a Sunday or Saturday and is not observed on any other day, then employees shall not be paid for such Sunday, and shall be paid for such Saturday as for a half day only when the working week consists of five and a half days.

(c) All employees whether in a city or elsewhere, shall be paid for the above holidays an amount for each holiday based on the actual weekly wage paid to them by the employer.

(d) Any employee absenting himself or herself from work on any portion of the working day preceding, or any portion of the working day succeeding a holiday provided for herein, other than Boxing Day and New Year's Day, without permission from the employer or without having reasonable cause for having absented himself or herself from work, shall not be entitled to payment for such holiday.

(e) Any employee who is employed on a Sunday or any holiday provided for herein shall be paid for that day at the rate of double time.

CASUAL EMPLOYEES.

26. Casual employees, namely persons engaged and paid as such, shall receive the appropriate wages rate together with the addition of ten per cent.

ANNUAL HOLIDAYS.

27. 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.

28. (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 December, 1948, shall be disregarded provided that any accumulated sick leave, not exceeding 120 hours of working time, standing to the credit of the employee on the 1st December, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

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

CONTRACT OF EMPLOYMENT.

29. (a) All employees (other than casuals) willing, ready and available for work shall be paid the full weekly wage. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(b) Employment shall be terminated by two working days' notice on either side given at any time during the week, or by the payment or forfeiture of two days' wages as the case may be.

(c) The provisions of sub-clauses (a) and (b) hereof shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the 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 in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

MEAL ALLOWANCE.

30. An employee required to work overtime for more than two hours without being notified on the previous day or earlier that he will be so required to work shall either be supplied with a meal by the employer or paid 2s. 6d. for each meal necessary.

PAYMENT OF WAGES.

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

RESPIRATORS.

32. When engaged at rock-crushing mills or any place where the inhalation of dust or other matter is likely to occur employees shall be provided, free of charge, with suitable and efficient respirators.

SHOWERS.

33. The employer shall provide hot and cold shower baths for the employees' use, together with one 8-oz. cake of soap or the equivalent, to each employee every fortnight.

WASHING TIME.

34. Employees shall be allowed five minutes, at the end of each day or shift, as washing time.

DINING ROOM, CHANGE ROOM AND LOCKERS.

35. The employer shall provide for the use of employees a dining room, changing room, and suitable lockers or hanging facilities which afford reasonable protection for each employee's clothes.

RIGHT OF ENTRY OF UNION OFFICIAL.

36. (a) For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employer's premises during the midday meal break on the following conditions:—

- (i) That he produces his authority to the gatekeeper or such other person as may be appointed by the employer.
- (ii) That he interviews employees only at places where they are taking their meal.
- (iii) That not more than one representative of each of not more than three unions be on the premises at any one time.
- (iv) That no one representative visit the premises more than once in each week.

(v) That if any employer alleges that a representative is unduly interfering with his work or is creating dissatisfaction 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, but the representative shall have the right to bring such refusal before the Secretary for Labour.

Provided that where certain employees are working under a system of shift-work which precludes a representative from interviewing them during the midday meal break, the representative shall have the right to enter the employer's premises for the purpose of interviewing such employees at such time and under such conditions as to notice as may be mutually arranged by the representative and the employer or, failing agreement at such times, and under such conditions as the Secretary for Labour may decide.

(b) For the purpose of investigating complaints concerning the application of this Part, a duly accredited union representative shall be afforded reasonable facilities for entering an employer's workshop or plant during working hours, subject to the following conditions:—

- (i) That he discloses to the employer or his representative the complaint which he desires to investigate;
- (ii) that he makes his investigations in the presence of the employer or his representative (if the employer so desires);
- (iii) that he does not interfere with work proceeding in the workshop or plant;
- (iv) that he conducts himself properly.

(c) A union representative shall be a duly accredited representative of an organization bound by this Part if he be the holder for the time being of a certificate, signed by the general secretary of that organization and bearing the seal of that organization, in the following form, or in a form not materially differing therefrom:—

(Name of organization.)

This is to certify that _____ is a duly accredited representative of the abovenamed organization.

Seal. _____ Date— _____
Specimen signature of holder. _____ General Secretary.

Strictly not transferable.

PART 3.

BASIC WAGE.

37. (a) The adult male rates set out in clause 2 of Part 1 and clause 20 of Part 2 are based upon the following basic wage.

Place.	Basic Wage	Index Number Set Assigned.
Throughout the State	£ s. d. 11 15 0	Melbourne

(b) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

(c) The wages of improvers shall be the appropriate percentages as set out in clauses 2 and 20. 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, 25th September, 1953.



VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, NOVEMBER 27.

[1953

Factories and Shops Acts.

DETERMINATION OF THE BISCUIT BOARD.

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

(b) On the 21st June, 1913, the powers of the Biscuit Board were extended to enable it to "determine the lowest prices or rates which may be paid to any person employed as storeman, packer, or sorter in connexion with the trade or business of making biscuits."

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 employed in making biscuits," has made the following Determination, namely:—

1. That on the 15th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.					Other Employees.	
WAGES PER WEEK OF 40 HOURS.					WAGES.	
	Per-centage Basic Wage.	Male Apprentices or Improvers.	Per-centage of Female Basic Wage.	Female Apprentices or Improvers.	Per week of 40 hours.	
		<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	
Under 16 years of age	38	89 6	63	111 0	Bakers (including Wafer Bakers and Branette Bakers)	274 0
16 years of age ..	40	94 0	63	111 0	Brakesman	270 0
17 years of age ..	56	131 6	70	123 0	Machine Attendant	267 0
18 years of age ..	64	150 6	81	142 6	Men carrying and stacking flour	269 0
19 years of age ..	75	176 0	88	155 0	Mixers (including Wafer Mixers and Sugar Cream Mixers)	273 0
20 years of age ..	85	199 6	96	169 0	Oven firemen	268 0
					Adult males operating "Enroba" chocolate dipping machine	260 0
					Despatch hands	260 0
					All other males	252 0
					All other females	195 9

Apprentices or improvers engaged attending gas ovens during the baking of wafers and branettes shall be paid 5s. per week in addition to above rates.

PROPORTION (IN ANY PLACE).

Apprentices.

MALES.

One male apprentice to every three or fraction of three male workers receiving not less than 25s. per week of 40 hours.

FEMALES.

One female apprentice to every three or fraction of three female workers receiving not less than 19s. 9d. per week of 40 hours.

Improvers.

MALES.

Two male improvers to every male worker receiving not less than 25s. per week of 40 hours.

FEMALES.

Four female improvers to every female worker receiving not less than 19s. 9d. per week of 40 hours.

TERMS OF ENGAGEMENT.

3. Employees who work less than 40 hours in any week may be paid *pro rata* according to the number of hours worked.

OVERTIME.

4.

- (a) Places in which the week's work is performed in $5\frac{1}{2}$ days—
 Time worked in excess of 8 hours on any one day, Monday to Friday (inclusive) .. Time and a half.
 Time worked in excess of 4 hours on Saturday Time and a half.
- (b) Places in which the week's work is performed in 5 days—
 Time worked in excess of 8 hours on any one day, Monday to Friday (inclusive) .. Time and a half.
- (c) Any time worked in excess of 40 hours in any week Time and a half.

TEA MONEY.

5. An allowance of 3s. for tea money shall be paid to all employees when work extends for more than two hours beyond the usual time of ending work.

ALLOWANCES.

6. Employees who wear, when at work, overalls, the laundering of which is not paid for by the employer, shall be paid an allowance of 2s. 6d. per week in addition to their ordinary weekly wage.

TIME BOOK OR OTHER RECORD.

7. The correct times of beginning and ending work shall be recorded daily in a book, time card, or by mechanical means to be furnished by the employer; such record to be open for inspection by the permanent Secretary-Treasurer of the Victorian Branch of the Biscuit Makers' Union of Australia.

MEAL TIME.

8. A meal period of not less than 30 minutes and not more than one hour shall be allowed after a period of five hours continuous work. Such meal period shall not be calculated as time worked.

EXTRA RATES.

9.

- (i) All employees working on night work between the hours of 9 p.m. and 6.30 a.m. shall receive the rate of 5s. per night additional to the usual wage rate: Provided that when the employee works for less than half of the normal shift such payment in addition to the usual wage shall be 2s. 6d.
- (ii) All employees on day work whose normal time of finishing work is 6 p.m. or up to 9 p.m. shall receive 2s. 6d. per shift in addition to the usual wages rate for such work subject to the provisions of clauses 3 and 4.
- (iii) All employees on day work commencing work before 2.30 a.m. shall receive the rate of 5s. per shift in addition to the usual wages rate.
- (iv) All employees on day work commencing between the hours of 2.30 a.m. and 6.30 a.m. shall receive the rate of 2s. 6d. per shift in addition to the usual wages rate.
- (v) No female of any age shall be employed between the hours of 9 p.m. and 6.30 a.m.

SHIFT WORK.

10. Each employee engaged on shift work shall have a break of 10 hours between shifts.

SUNDAY WORK.

11. For all work done on Sunday, double time shall be paid with a minimum of 10s.

PAYMENT FOR HOLIDAYS.

12. Employees shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Union Picnic Day (i.e., second Monday in February in each year), Good Friday, Easter Monday, Anzac Day, Labour Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day; or any other day substituted for the above days by Act of Parliament or Proclamation.

Double time shall be the rate for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Queen's Birthday, 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.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

ANNUAL HOLIDAYS.

13. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* (No. 5111), and any amendments which may be made thereto from time to time.

SICK LEAVE.

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

- (i) During the first year— $3\frac{1}{2}$ 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 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, provided that any accumulated sick leave, not exceeding 80 hours of working time, standing to the credit of the employee on the 1st July, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

REST PERIOD.

15. Female employees shall be allowed a period of ten minutes in the morning and ten minutes in the afternoon at a time to be mutually arranged between the employer and the Secretary-Treasurer of the Biscuit Maker's Union, such time to count as time worked. Reasonable facilities shall be provided by the employer for female employees to make tea during such interval if they so desire: provided that:—

- (i) Such period shall not be allowed within one hour of commencing or finishing work for the day or one hour before or after a meal break; and
- (ii) Employees shall conform to such arrangement as the employer may make to ensure the continuity of operations.

PIECEWORK.

- 16. (a) Subject to the minimum wages prescribed by clause 2 an employer may pay any of his employees under any system of payment by results based on rates which will enable workers of average capacity working under like conditions to earn at least 10 per cent. above the wages prescribed by clause 2.
- (b) Any system of payment by results shall provide that all female employees doing the same class of work shall receive the same piecework, bonus or task rates.
- (c) Any such system or any variation thereof shall be posted by the employer in a suitable position in the factory.
- (d) Employees working under such system shall be paid for overtime, holidays, sick leave and annual leave at the amount applicable to time rate employees.

AUTHORIZED PERSON MAY ENTER FACTORY.

17. The permanent Secretary-Treasurer of the Biscuit Makers' Union of Australia, Victorian Branch, shall have the right to enter and inspect, during working hours, any part of a biscuit factory or workshop in which any work is being carried on. The Secretary-Treasurer of the Biscuit Makers' Union shall have the right to interview employees in regard to conditions of employment.

BASIC WAGE.

18. (a) The wages rates for males set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage.	Index Number Set Assigned.
Throughout the State	£ s. d. 11 15 0	Melbourne

- (b) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.
- (c) The wages of apprentices or improvers 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, 29th September, 1953.

The first part of the paper discusses the general theory of the firm, focusing on the role of the entrepreneur and the importance of capital structure. It argues that the entrepreneur's personal characteristics, such as risk aversion and time preference, significantly influence the firm's capital structure decisions. The paper then examines the implications of these findings for the design of financial contracts and the role of debt in the firm's financing strategy.

In the second part, the paper analyzes the impact of capital structure on the firm's performance and growth. It shows that a higher debt-to-equity ratio can lead to a higher cost of capital, which in turn reduces the firm's value. However, debt can also provide tax shields and reduce the agency costs associated with equity financing. The paper concludes that the optimal capital structure is determined by the trade-off between these two effects.

The third part of the paper discusses the implications of the findings for policy makers and investors. It suggests that a better understanding of the entrepreneur's personal characteristics can help in the design of more effective financial contracts and in the assessment of the firm's risk. The paper also highlights the importance of monitoring the firm's capital structure and the role of debt in its financing strategy.

The paper is organized as follows. Section 1 discusses the general theory of the firm and the role of the entrepreneur. Section 2 analyzes the impact of capital structure on the firm's performance and growth. Section 3 discusses the implications of the findings for policy makers and investors. Section 4 concludes.

1. General Theory of the Firm and the Role of the Entrepreneur

The general theory of the firm is based on the assumption that the entrepreneur is the owner and manager of the firm. The entrepreneur's personal characteristics, such as risk aversion and time preference, significantly influence the firm's capital structure decisions. The entrepreneur's risk aversion leads to a higher demand for debt, while the entrepreneur's time preference leads to a higher demand for equity. The paper shows that the entrepreneur's personal characteristics can be used to predict the firm's capital structure decisions.

The importance of capital structure is highlighted by the fact that it affects the firm's cost of capital and its growth opportunities. A higher debt-to-equity ratio increases the firm's cost of capital, which reduces its value. However, debt can also provide tax shields and reduce the agency costs associated with equity financing. The paper shows that the optimal capital structure is determined by the trade-off between these two effects.

The implications of the findings for policy makers and investors are discussed in Section 3. It is suggested that a better understanding of the entrepreneur's personal characteristics can help in the design of more effective financial contracts and in the assessment of the firm's risk. The paper also highlights the importance of monitoring the firm's capital structure and the role of debt in its financing strategy.



VICTORIA GOVERNMENT GAZETTE.

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No. 967]

FRIDAY, NOVEMBER 27.

[1953

Factories and Shops Acts.

DETERMINATION OF THE PASTRYCOOKS BOARD.

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

(b) Pastrycooking was proclaimed on 19th October, 1938, as an apprenticeship trade under the Apprenticeship Acts for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell Street, Melbourne. (Price 3d.)

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 pastrycook," has made the following Determination, namely:—

1. That on the 15th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES OR IMPROVERS—MALE OR FEMALE.

Wages Per Week of 40 Hours.

Experience.	Commencing Age.				Overtime— For overtime rates for Apprentices and Improvers, see clause 7.
	Under 17 Years.		17 Years and Over.		
	Percentage of Basic Wage.	Total Weekly Rate.	Percentage of Basic Wage.	Total Weekly Wage.	
		<i>s. d.</i>		<i>s. d.</i>	
First Year	32	75 0	43	101 0	
Second Year	43	101 0	54	127 0	
Third Year	54	127 0	72	169 0	
Fourth Year	72	169 0	95	223 0	
Fifth Year	95	223 0	

NOTE.—The Apprenticeship Commission has provided that after 19th October, 1938, no new improver shall be employed in the Metropolitan District except with the consent of the Commission.

PROPORTIONATE NUMBER.

Apprentices.

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

An indenture of apprenticeship has been prescribed by the Board.

Improvers.

One improver to the first three workers receiving not less than 29s. per week of 40 hours, and thereafter one improver to every six additional such workers.

No. 967—10373/53.—PRICE 6D.

JUVENILE WORKERS.
Wages Per Week of 40 Hours.

Persons under 21 years of age (other than apprentices or improvers) employed as follows:—

	Persons Engaged in General Work for the Whole of their Working Time.				Females Engaged Decorating Christmas and New Year Cakes.	
	Males.		Females.		Percentage of Female Basic Wage.	Weekly Wage.
	Percentage of Basic Wage.	Weekly Wage.	Percentage of Female Basic Wage.	Weekly Wage.		
		<i>s. d.</i>		<i>s. d.</i>		<i>s. d.</i>
14 years of age	26	61 0
15 years of age	30	70 6	33	58 0	40	70 6
16 years of age	34	80 0	35	61 6	45	79 0
17 years of age	40	94 0	45	79 0	53	93 6
18 years of age	45	105 6	49	86 0	61	107 6
19 years of age	50	117 6	54	95 0	69	121 6
20 years of age	59	138 6	58	102 0	76	134 0

OTHER EMPLOYEES.

Wages Per Week of 40 Hours.

	Weekly Wage.
	<i>s. d.</i>
Fore-hand, i.e., a person who has charge of a bakehouse or bakehouses in adjacent buildings and employees therein	307 0
Single-hand, i.e., a person who has charge of a bakehouse or workroom with no pastrycook, ornamenteer, or ornamental worker under his or her charge	302 0
Pastrycooks, ovenmen, ornamenters, ornamental workers, crumpet or muffin bakers	294 0
All other males	249 0
Females engaged in general work	176 0

Jobbers, i.e., pastrycooks engaged for not more than half the number of hours fixed for a week's work shall be paid an hourly rate ascertained by increasing the weekly rate prescribed for a pastrycook by 12½ per cent., and dividing the result by 40.

WEEKLY HOURS.

3. The number of hours to constitute a week's work shall be forty (40).

TERMS OF EMPLOYMENT.

4. Employees, other than jobbers, who work less than 40 hours in any week may be paid the ordinary wages rate calculated *pro rata* according to the number of hours worked.

GENERAL WORK.

5. That wherever occurring in this Determination, the expression "General Work" shall only include—

- | | |
|--|--|
| Bringing fuel to oven. | Creaming and filling. |
| Bringing in raw material. | Emptying tins or trays. |
| Buttering tins. | Labelling tins or boxes. |
| Carrying goods to and from the oven. | Packing wedding cakes, other cakes, or pastry. |
| Cleaning bakehouse yard or premises. | Papering hoops. |
| Cleaning fruit and cutting peel. | Turning hand machines. |
| Cleaning pans, tins, tools, or other utensils. | Washing of machines. |
| Cracking eggs. | Wrapping cakes. |

TIME OF BEGINNING AND ENDING WORK.

6. On Monday to Saturday (inclusive) Time of Beginning. 6 a.m. Time of Ending. 7 p.m.

OVERTIME.

7. (a) All time worked in excess of 40 hours per week. Time and a half for the first 6 hours and double time thereafter. In computing such overtime all work shall be taken into account whether performed by day or by night or both combined.
(b) All time worked between the hours of 7 p.m. and 12 midnight on Monday, Tuesday, and Wednesday, and between the hours of 7 p.m. and 8 p.m. on Friday } Double time.

(c) Night work.—All time worked on—
(i) Sunday between 12 midnight and 6 a.m. }
Monday : } Adult employees—Ordinary rate plus 25 per cent.
(ii) Monday, Tuesday, Wednesday between }
the hours of 12 midnight and 6 a.m. } Apprentices, Improvers, Juvenile workers—Ordinary rate plus 25 per cent. or 1½d. per hour, whichever is the higher.
(iii) Thursday, between the hours of 10 p.m. }
and 6 a.m. the following day : }
(iv) Friday, between the hours of 8 p.m. and }
6 a.m. the following day }

All employees who commence work at or before 1 a.m. shall receive night work rates for time worked after 6 a.m. until completion of shift.

(d) Employees (other than jobbers) whose services are not required on any holiday mentioned in clauses 12 and 13 shall not be required to make up time lost through such holiday which shall be deemed to be of 7 hours, and employees required to work—

- (i) in excess of 33 hours in any week in which one holiday occurs } shall be paid for such excess at the rate of time and a half.
(ii) in excess of 26 hours in any week in which two holidays occur }

LIMITATION OF NIGHT WORK.

8. Subject to the provisions of clause 17 no employee shall be required to work at night for more than ten hours in a spread of eleven hours.

SHIFTS.

9. There shall be a ten (10) hour interval between shifts.

TERMINATION OF EMPLOYMENT.

10. Employees who have worked for 28 days or longer shall except in a case of misconduct by either employer or employee give or receive one week's notice of termination of employment, or one week's wages shall be forfeited or paid in lieu thereof.

SPECIAL RATE FOR PUBLIC HOLIDAYS.

11. That double time shall be the special rate for all work (except making fermented doughs) done on New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, 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-mentioned holidays, the special rate shall only be payable for work done on the day so substituted.

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area, is concerned be deemed to be included in the list of holidays herein prescribed.

PUBLIC HOLIDAYS.

12. All employees (except jobbers) shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day; or any other day substituted for the above days by Acts of Parliament or Proclamation:

In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that where an employee is absent from his or her employment on the working day before or after a holiday without reasonable cause or without the employer's consent, the employee shall not be entitled to payment for such holiday.

UNION PICNIC DAY.

13. All employees (except jobbers) employed within the Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council made thereunder; the Cities of Geelong, Geelong West, Newtown and Chilwell, Ballarat, and Bendigo; and the Boroughs of Sebastopol and Eaglehawk shall be granted a holiday on Union Picnic Day (i.e. the second Monday in February in each year) without deduction of pay.

SUNDAY WORK.

14. No person shall be employed on Sunday before 12 midnight with the following exceptions:—

(a) Making fermented doughs, for which double time shall be paid;

(b) One man per factory may be employed in the preparation of pie meat between the hours of 1 p.m. and 5 p.m. at double rates of pay, with a minimum payment of 10s. for this work.

TIME BOOK.

15. The correct times of beginning and ending work shall be recorded daily in a proper book or time card, or by mechanical means, to be furnished by the employer, such record shall be initialed by the employee at least once a week, and shall be open for inspection by the permanent Secretary-Treasurer of the Victorian Branch of the Pastrycooks Union of Australia and the Inspector of Factories.

AUTHORIZED PERSON MAY ENTER FACTORY.

16. The permanent Secretary-Treasurer of the Pastrycooks Union of Australia, Victorian Branch, shall have power to enter and inspect during working hours any part of a pastrycook's factory or workshop in which any work is being carried on. The Secretary-Treasurer of the Pastrycooks Union shall have the right to interview employees in regard to conditions of employment at the employer's convenience.

MEAL TIME.

17. A meal break of not less than 30 minutes and not more than one hour shall be allowed after a period of four hours' and not more than five hours' continuous work. Such meal break shall not be calculated as time worked.

REST PERIODS.

18. A rest period of ten minutes in the forenoon and ten minutes in the afternoon shall be given all female workers without any deduction from wages.

FEMALE EMPLOYEES.

19. No female of any age shall be employed prior to 6 a.m.

LAUNDERING ALLOWANCE.

20. Any employee required to wear overalls shall receive a laundering allowance of three shillings per week.

ANNUAL HOLIDAYS.

21. 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.

22. (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 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 be cumulative from year to year.

For the purposes of this sub-clause service prior to the 1st August, 1949, shall be disregarded, providing that any accumulated sick leave (not exceeding 80 hours of working time) standing to the credit of the employee on the 1st August, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

DETERMINATION TO BE EXHIBITED.

23. A copy of this Determination shall be posted or hung up in a place where it is easily accessible to the employees.

DEFINITION.

24. "Ovenman" shall mean an employee responsible for the baking of all kinds of cakes and pastry.

BASIC WAGE.

25. (a) The wages rates set out in clause 2 are based upon the following basic wage.

Place.	Basic Wage.	Index Number Set Assigned.
Throughout the State	<p style="text-align: center;">£ s. d.</p> <p style="text-align: center;">11 15 0</p>	Melbourne

(b) The wages rate for adult females is based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

(c) The wages of "Apprentices or Improvers" and "Juvenile Workers" shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 30th September, 1953. 2



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GOVERNMENT GAZETTE.

VICTORIA

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 968]

FRIDAY, NOVEMBER 27.

[1953

Factories and Shops Acts.

DETERMINATION OF THE BOARDING SCHOOL EMPLOYEES BOARD.

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

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 at domestic work in or in connexion with sub-primary, primary, or secondary boarding schools, has made the following Determination, namely:—

1. That as from the 15th October, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES.

2.(a) Apprentices or Improvers.

Males.	Percentage of Basic Wage.	Per Week.	Females.	Percentage of Female Basic Wage.	Per Week.
		<i>s. d.</i>			<i>s. d.</i>
Under 17 years of age	57	134 0	Under 16 years of age	46	81 0
17 years of age and under 18	68	160 0	16 years of age and under 17	56	98 6
18 years of age and under 19	79	185 6	17 years of age and under 17½	65	114 6
19 years of age and under 20	90	211 6	17½ years of age and under 18	74	130 0
20 years of age and under 21	100 + 3/6	238 6	18 years of age and under 19	84	148 0
			and thereafter the minimum wage.		

Proportion (in any place).

Apprentices.—One apprentice to every four or fraction of four workers of either sex receiving not less than the minimum wage.

Improvers.—One improver to every four or fraction of four workers of either sex receiving not less than the minimum wage.

(b) Other Employees.

Males.	Per Week.	Females.	Per Week.
	<i>£ s. d.</i>		<i>£ s. d.</i>
First Cook, where the number of persons employed in the kitchen is		First Cook, where the number of persons employed in the kitchen is	
Eight or more	14 8 6	Eight or more	11 5 6
Five, six, or seven	14 3 6	Five, six, or seven	11 1 0
Four or less	13 18 6	Four or less	10 15 3
Cook employed alone	13 3 6	Cook employed alone	10 3 3
Second Cook, where the number of persons employed in the kitchen is		Second Cook, where the number of persons employed in the kitchen is	
Eight or more	13 13 6	Eight or more	10 10 6
Five, six, or seven	13 8 6	Five, six, or seven	10 5 0
Four or less	13 3 6	Four or less	9 19 3
Vegetable Cook	12 13 6	Vegetable Cook	9 10 0
Other Cooks	12 18 6	Other Cooks	9 16 0
Kitchenman, pantryman, houseman, or waiter	12 9 6	Head waitress	9 12 0
All others	12 9 6	Needlewoman or seamstress	9 12 0
		Kitchenmaid, pantrymaid, housemaid, or waitress	9 5 0
		All others	9 5 0

DEDUCTIONS FOR BOARD AND/OR BOARD AND LODGING.

(c) The amounts which may be deducted from the wages when an employee is provided with board only or board and lodging shall be :—

	Board Only.		Board and Lodging.	
	Percentage of Basic Wage.	Per Week.	Percentage of Basic Wage.	Per Week.
(i) Apprentices or Improvers.				
<i>Males.</i>				
		<i>s. d.</i>		<i>s. d.</i>
Under 17 years of age	6	14 0	8	18 9
17 years of age and under 18	7.5	17 6	10	23 6
18 years of age and under 19	8.25	19 6	11	25 9
19 years of age and under 20	9.75	23 0	13	30 6
20 years of age and under 21	10.5	24 9	14	33 0
<i>Females.</i>				
Under 16 years of age	6	14 0	8	18 9
16 years of age and under 17	7.5	17 6	10	23 6
17 years of age and under 17½	8.25	19 6	11	25 9
17½ years of age and under 18	9.75	23 0	13	30 6
18 years of age and under 19	10.5	24 9	14	33 0
(ii) Other Employees.				
Other employees	12	28 3	16	37 6

HOURS.

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

TIMES OF BEGINNING AND ENDING WORK.

4. The times of beginning and ending work shall be between the hours of 6.30 a.m. and 7.30 p.m.

OVERTIME.

5. The following rates shall be paid for all work done :—

- (a) Within the times of beginning and ending work in excess of 7 hours 20 minutes per day or in excess of 40 hours per week—Time and a half.
 (b) Outside the times of beginning and ending work—Double time.

DAY OFF EACH WEEK.

6. Each employee shall have at least one full day off in each week. The full day shall operate as from the finishing time of work on the day immediately preceding the day off and until the starting time of the day immediately succeeding the day off.

The day off shall be rostered and shall not be altered except by mutual agreement between the employer and the employee.

TERMS OF EMPLOYMENT.

7. All employees (other than casual employees) shall be engaged by the week and shall be paid either on Thursday or Friday of each week. Except in the case of misconduct by either employer or employee, one week's notice shall be given by the employer or employee to terminate employment, or in lieu of such notice, one week's wages shall be paid by the employer or forfeited by the employee. When notice of termination of service has been given, employees shall be paid within 24 hours from the expiry of such notice.

CASUAL LABOUR.

8. (a) Casual employees, i.e., persons employed for less than the number of hours fixed for an ordinary week's work shall be paid as follows:—

- For the first 20 hours Time and a half.
 Thereafter Time and a third.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if a casual employee works on any holiday as prescribed in Clause 9 he or she shall receive double time for all time worked on such day.

(c) Casual employees shall receive a minimum of four hours' work at casual rates on each day so employed.

PUBLIC HOLIDAYS.

9. (i) All employees (other than casual employees) shall be entitled to the following holidays without deduction of pay, viz., New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Show Day, Christmas Day and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays, employees shall be entitled to the days so substituted.

Provided that if any employee works on any of such holidays or such holiday occurs on his or her rostered day off or during his or her period of annual leave or sick leave, he or she shall be given :—

(a) within four weeks following the date on which such holiday occurred—

- (i) one extra day's pay, or
 (ii) equal time off in lieu thereof, or
 (b) one day shall be added to his or her annual leave.

(ii) In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays herein prescribed.

Provided that an employee who fails to attend for work on the working days before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

SPECIAL RATE FOR SUNDAYS.

10. All work done on Sunday within an employee's ordinary week's work of 40 hours shall be paid for at the rate of time and a half or alternatively:—

- (i) one half day off in lieu thereof shall be given within 4 weeks, or
- (ii) one half day shall be added to his or her annual leave.

ANNUAL LEAVE.

11. Each employee (other than a casual employee) shall receive two weeks' leave annually without deduction of pay. Provided that any employee who has completed three but less than twelve months' service shall, if employment is terminated, receive a proportionate allowance in money that the period of service bears to one year.

SICK LEAVE.

12. Any employee (other than a casual employee) who has been in the service of an employer for not less than three months shall be entitled to twelve working days' sick leave of absence with full pay during each subsequent twelve months' service, provided he or she produces, within 24 hours, evidence satisfactory to his or her employer that such absence was caused by ill-health or by accident.

FARES.

13. Casual employees shall be entitled to all fares exceeding 3d. per day necessarily incurred.

UNIFORMS.

14. Where any female employee is required by the employer to wear a uniform, such uniform shall be provided and laundered by the employer free of cost to the employee. A uniform shall mean and be deemed to be a coat, skirt, apron, cuffs, or any other special articles of clothing.

RIGHT OF ENTRY.

15. Any representative of employees on the Boarding School Employees Wages Board, authorized in writing by the Chairman of the Board, shall have the right to enter any establishment or premises covered by this Determination in order to inspect time sheets and to interview employees on any matter connected with their employment. Such accredited official before entering such establishment or premises shall produce the authority in writing on a demand by the employer or his representative for such production.

BASIC WAGE.

16. (a) The wages rates of adult males set out in clause 2 (b) are based upon the following basic wage.

Place.	Basic Wage	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 15 0	Melbourne

(b) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

(c) The wages of apprentices or improvers 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.

(d) The amounts deductible for Board and/or Board and Lodging shall be the appropriate percentages as set out in clause 2, such amounts shall be calculated to the nearest 3d. half or less than half to be disregarded.

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

J. V. WILLOX, Secretary.

Melbourne, 30th September, 1953.

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