



# VICTORIA GOVERNMENT GAZETTE.

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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 organized for easy access and review.

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 significantly streamline the record-keeping process and reduce the risk of human error.

5. Maintaining clear and concise records is crucial for compliance with tax regulations and for providing accurate financial statements to stakeholders.

6. It is also important to establish a system for backing up and securing all financial data to prevent loss or theft.

7. Finally, regular communication and collaboration between all parties involved in the business is key to ensuring the accuracy and integrity of the records.

8. By following these guidelines, businesses can ensure that their financial records are accurate, complete, and reliable.

9. This document serves as a comprehensive guide for businesses looking to improve their record-keeping practices.

10. For more information on best practices for financial record-keeping, please refer to the attached resources.

11. We encourage all businesses to take the time to review and implement these recommendations.

12. Thank you for your attention and cooperation in this matter.

13. Sincerely,  
[Signature]

14. [Name]  
[Title]

15. [Address]  
[City, State, ZIP]

16. [Phone Number]  
[Email Address]

17. [Website]

18. [Footer Information]