



VICTORIA GOVERNMENT GAZETTE.

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No. 699]

FRIDAY, AUGUST 13.

[1954

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 18 (MISCELLANEOUS SHOPS).

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder, the cities of Ballarat, Bendigo, Geelong, Geelong West, Warrnambool, and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

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 (including an outside salesman) employed in or in connexion with any shop other than shops of the following classes, that is to say:—

- (a) A Butcher's shop, a Bookseller's and Newsagent's shop, a Confectionery and Pastry shop, a Cooked Meat Dealer's shop, a Fish and Oyster shop, a Fruit and Vegetable shop, a Hairdresser's shop, a Tobacconist's shop;
- (b) A Boot Dealer's shop, a Boot Repair shop, a Bread shop, a Chemist's shop, a Dairy Produce Dealer's shop, a Draper's shop, a Dyer's and Clothes Cleaner's shop, a Fuel and Fodder Dealer's shop, a Furniture Dealer's shop, a Grocer's shop, a Haberdasher's shop, a Hardware shop, a Hatter's shop, a Men's Clothing shop, a Mercer's shop, a Milliner's shop, an Underclothing shop, a shop for the sale of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, a shop for the sale of electrical goods or for the sale of wireless (radio) sets, parts, or accessories;

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 20th May, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. (a)

APPRENTICES AND IMPROVERS.

Wages per Week of 40 Hours.

Males.	Percentage of Basic Wage.	—	Females.	Percentage of Female Basic Wage.	—
		s. d.			s. d.
Under 15 years of age	40	95 0	Under 15 years of age	48	85 0
At 15 years of age	42	99 6	At 15 years of age	51	90 6
At 16 years of age	48	114 0	At 16 years of age	55	97 6
At 17 years of age	63	149 6	At 17 years of age	62	110 0
At 18 years of age	80	189 6	At 18 years of age	73	129 6
At 19 years of age	97	230 0	At 19 years of age	83	147 6
At 20 years of age	100 + 15s.	252 0	At 20 years of age	97	172 0

PROPORTION (IN ANY SHOP).

Apprentices.

One apprentice to every three or fraction of three persons receiving not less than the minimum wage.

Improvers.

One male improver to every male worker receiving not less than the minimum wage.

Two female improvers to every female worker receiving not less than the minimum wage.

Provided that a female improver may be employed in lieu of a male improver, or a male improver in lieu of a female improver.

(b)

OTHER EMPLOYEES.

Employed in the business of a curio dealer, a feather dealer, a furrier, a jeweller, a pawnbroker, a seller of clocks, watches, perfumery and toilet requisites, optical goods, photographic materials, sports materials, typewriters, business systems, surgical instruments, pianos, organs, piano-players, push cycles, motor cycles and motor cars, and accessories for push cycles, a bird or dog dealer, a stamp dealer, a herbalist, a saddler, a ship chandler, a seller of cork goods, crockery, fancy goods, toys, grindery, leather goods, music, musical instruments (other than pianos, organs, or piano-players), pictures, picture frames, perambulators, paper patterns, rubber goods which are not motor cycle or motor car accessories, florists' goods, seeds, seedlings, tents, flags, umbrellas, or wicker goods, paints, colours, wall-papers, or employed in any business, other than those specially mentioned, to which this Determination applies:—

Branch manager (i.e., a person entrusted with the control or superintendence of a branch shop, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to the management of the said branch shop)

Departmental manager or manageress (i.e., a person in control of three or more persons 21 years of age or over, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to the management of such department)—

Male

Female—

Where one or more adult males are under her control

In other cases

Other employees

Wages per week of 40 hours.

Males.		Females.	
s.	d.	s.	d.
289	0	265	6
280	0
..	..	256	6
..	..	205	6
274	0	193	0

(c) Any person required to act as "Father Christmas" (i.e. a person required to wear the traditional clothes and act as such a person) shall receive the rate prescribed for his or her ordinary classification in sub-clause (a) or (b) hereof, plus an additional 5s. for each day or part thereof on which he or she is so required to act.

TIMES OF BEGINNING AND ENDING WORK.

3. (a) Employees in paint, colour, or wall-paper shops—

	Time of Beginning. (not earlier than)	Time of Ending. (not later than)
On the usual half-holiday	8 a.m.	noon
On all the other working days of the week	8 a.m.	5.30 p.m.

(b) Employees in any other place—

On the usual half holiday	9.5 a.m.	noon
On all the other working days of the week	9.5 a.m.	5.30 p.m.

OVERTIME.

*4. The rate of time and a half shall be paid for all time worked by persons employed in—

(a) Shops and departments of shops where paints, colour, or wall-paper is sold—

(i) Within the times fixed for beginning and ending work—

In excess of 3 hours 55 minutes on the usual half-holiday.

In excess of 8 hours 10 minutes on all other working days of the week.

Or in excess of 40 hours in any week.

(ii) Outside the times of beginning and ending work.

(b) Other shops and departments of shops—

(i) Within the times fixed for beginning and ending work in excess of 40 hours.

(ii) Outside the times of beginning and ending work.

NOTE.—Section 117 (2) Act 3677 provides that:—Any person may, if notice in writing has previously been sent to the chief inspector, be employed in any shop or at any work in connexion with a shop for any time not exceeding three hours in any one day beyond the ordinary working hours, provided that the total number of days in any one year on which in any shop or at any work in connexion with a shop any such person is so employed shall not exceed twenty-five.

Section 105, however, makes it an offence for any employer to detain an employee later than half an hour on a half holiday.

DAY'S WORK TO BE CONTINUOUS.

5. No employee, except in a case where he has been guilty of misconduct, having commenced work, shall be required to take any time off (exclusive of intervals for meals) until he has completed the full number of hours for that day's work.

TERMS OF EMPLOYMENT.

6. (a) *Weekly Employment.*—Except as hereinafter provided employment shall be by the week and a weekly employee who is ready, willing, and available to work the number of hours prescribed herein as a week's work shall be paid the full weekly wage fixed herein irrespective of the number of hours worked not exceeding 40; provided however, that such an employee not attending for duty except as provided by clause 7 (Sick Leave) hereof shall lose his or her pay for the actual time of such non-attendance.

An employer may deduct payment for any day an employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any other cause arising out of such strike and for which the employer cannot be held responsible. Provided that any such time lost shall be counted as time worked in computing annual holidays and sick leave under this Determination.

(b) *Part Time.*—A weekly employee not ready, willing, and available to work the full number of hours normally worked by employees of similar classification with the same employer, but who is ready, willing, and available to work a specified lesser number of hours at his or her own request shall be paid *pro rata* the wages prescribed herein for 40 hours' work according to the number of hours worked: provided that the number of part time employees in any shop shall not exceed one for each three or fraction of three engaged as weekly employees.

(c) *Casual Employment.*—Where a person is ready, willing, and available to work the number of hours required by an employer, such being less than the number of hours prescribed herein as a week's work, he or she shall be paid as follows:—

For time worked up to the first 20 hours—

(i) In any week in which two or more Public Holidays occur—at the ordinary wages rate with an addition of 50 per centum;

(ii) In any other week—at the ordinary wages rate with an addition of 33½ per centum; with a minimum payment as for two hours fifty-five minutes' work on a Saturday and for four hours' work on any other day and for time worked beyond the 20 hours aforesaid—the ordinary wages rate; provided that the total amount payable, excluding any overtime, shall not exceed the wage prescribed for a week's work.

(d) Provided always that any employee who is required to work less than 25 hours per week, but who is required to work for any period during a Friday or a Saturday shall be deemed a casual employee and any employee who is required to work less than 20 hours per week or in any week shall be deemed a casual employee and paid accordingly.

SICK LEAVE.

7 (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 August, 1948, shall be disregarded.

MEAL ALLOWANCE.

8. For each day upon which more than one hour's overtime is worked, each person who works such overtime shall be paid 5s. meal money in addition to the prescribed overtime rate.

MEAL INTERVALS.

9. All employees shall be allowed the following meal intervals with permission to leave the shop for the whole of such intervals, viz.—From Monday to Friday, one hour for lunch between noon and 3 p.m.

REST PERIOD.

† 10. All employees shall be allowed two rest intervals on each day (Monday to Friday inclusive) as follows:—(a) The first of ten minutes to be allowed between the time of commencing work and the usual meal interval; (b) the second of ten minutes to be allowed between the usual meal interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

† NOTE.—Section 117 (8) of the *Factories and Shops Act 1928* (No. 3677) provides that no person shall be employed in any shop more than five hours without an interval for a meal.

CLOTHING ALLOWANCE.

11. Where any employee is required by his employer to wear any special uniform, dress or clothing, it shall be supplied, paid for, and, if necessary, laundered by the employer. Any such garment shall remain the property of the employer.

NOTICE OF INTENTION TO RATION.

12. Where an employer owing to slackness of trade desires to ration his employees, he shall give seven day's notice to each employee of his intention to ration such employee.

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.

(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.)

TERMINATION OF EMPLOYMENT.

14. Except in a case where an employee or an employer has been guilty of misconduct, or where an employee has been engaged temporarily for a period not exceeding six weeks in duration, seven days' notice of termination of employment shall be given by either party or one week's wages paid or forfeited, as the case may be, in lieu thereof.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

15. The special rates for all work done on Sundays or the undermentioned Public Holidays shall be—

Sunday	} Double time.
New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Queen's Birthday, Melbourne Cup Day (Metropolitan District only) Christmas Day, Boxing Day, and after 12.30 p.m. on Show Day in such localities mentioned in the Sixth Schedule to the <i>Public Service Act 1946</i> , as are within the area to which this Determination applies.	
Easter Saturday	
Five times the ordinary rate.	

If, by Act of Parliament or Proclamation, any other day be substituted for any of the above-named holidays, the special rate shall be payable only for work done on the day so substituted.

PAYMENT OF WAGES.

16. Payment of all moneys due shall be made not later than Thursday of each week, and during working hours.

REFERENCE.

17. An employee, on severing his or her connexion with an employer, shall be entitled to and shall receive from such employer a reference in writing, stating his or her period of service and duties performed. This provision shall apply only in the case of an employee who has been employed continuously for three months or more.

DETERMINATION TO BE AVAILABLE.

18. A copy of this Determination shall be kept in a conspicuous place on each floor of a building in which work covered by this Determination is done. Such Determination shall readily be available for inspection at any time. Nothing in this clause shall however, operate where a copy of the Determination is kept posted on the notice board in a staff room in the establishment.

FIRST-AID OUTFIT

19. In each shop where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees an adequate first-aid outfit.

PERIODICAL ADJUSTMENT OF WAGES.

20. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed by clause 21.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

20. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in August, 1954, the amount of the basic wage shall be as prescribed in clause 19.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor 103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach 5 or more the basic wage shall be taken to the next higher shilling.

(d) 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. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) 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.

A. V. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 5th May, 1954.



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FRIDAY, AUGUST 13.

[1954

Labour and Industry Act 1953.

DETERMINATION OF THE CLERKS (MEAT WORKS) BOARD.

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

(b) On the 25th September, 1951, the Commercial Clerks 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 of the carcasses of such animals or the products therefrom, and such power was conferred exclusively on the Clerks (Meat Works) Board.

IN accordance with the provisions of the *Labour and Industry Act 1953*, 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 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 of the carcasses of such animals or the products therefrom,"—has made the following Determination namely :—

1. That on the 8th July, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES PER WEEK OF 40 HOURS. * Improvers.

2. (a)					
Males.	Percentage of Basic Wage.	Total Wage.	Females.	Percentage of Female Basic Wage.	Total Wage.
	%	s. d.		%	s. d.
Under 16 years of age ..	39	92 6	Under 16 years of age ..	44	78 0
At 16 years of age ..	48	114 0	At 16 years of age ..	57	101 0
At 17 years of age ..	59	140 0	At 17 years of age ..	72	128 0
At 18 years of age ..	77	182 6	At 18 years of age ..	83	147 6
At 19 years of age ..	100 plus 1s. 6d.	238 6	At 19 years of age ..	95	168 6
At 20 years of age ..	100 plus 22s. 6d.	259 6	At 20 years of age ..	100 plus 7s. 6d.	185 0

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

PROPORTION (IN ANY PLACES).

One improver to one or two; Two improvers to three or four; Three improvers to five or six
And thereafter one improver to every three or fraction of three } Workers receiving not less than the minimum Wage.

(b) *Other Employees.*

	Total Wage.
	£ s. d.
Males—(See Clause 3 (c) (vi) when less than 10 are employed)—	
Grade "C" (as defined in clause 3)	14 11 6
Grade "B" (as defined in clause 3)	15 6 6
Grade "A" (as defined in clause 3)	16 6 6
Females	10 18 6

GRADINGS.

3. (a) Every employer shall establish at the date of the commencement of this Determination and thereafter as hereinafter provided maintain the following proportions amongst adult male clerks to be graded:—

The number of clerks in Grade "C" shall not exceed 50 per cent. of the clerks employed in each establishment.

The number of clerks in Grade "B" shall be not less than 40 per cent. of the clerks employed in each establishment.

The number of clerks in Grade "A" shall be not less than 10 per cent of the clerks employed in each establishment, provided that any excess above 10 per cent at any time graded into Grade (A) may be used to make up the 40 per cent. required to be graded into Grade (B).

(b) The grade to which each clerk is allotted shall be determined by the employer.

(c) The following provisions shall apply to the grading of clerks:—

(i) The clerks to be graded shall comprise all adult male clerks, in the service of each individual employer.

(ii) The clerks in each grade shall comprise those receiving wages within the following ranges:—

Grade C—From the minimum prescribed for Grade C to 14s. per week above that amount,

Grade B—From the minimum prescribed for Grade B to 19s. per week above that amount,

Grade A—From the minimum prescribed for Grade A upwards.

(iii) The foregoing proportions shall be maintained at twelve monthly intervals at dates to be selected by each employer.

(iv) Any clerk who is dissatisfied with his grading may request his employer to review it.

(v) Grading shall be for the purpose only of determining minimum rates of pay.

(vi) Where less than 10 male clerks are employed the grading scale shall not operate and the rate shall be an average of Grades (A), (B) and (C) as prescribed in clause 2.

WEEKLY HOURS.

(Other than Shift Workers).

4. The number of hours to constitute an ordinary week's work shall be forty.

TIMES OF BEGINNING AND ENDING WORK.

(Other than Shift Workers.)

					Time of Beginning.	Time of Ending.
5. On the usual weekly half holiday	7 a.m.	12 noon.
On all other days of the week	7 a.m.	5.30 p.m.

OVERTIME.

(Other than Shift Workers.)

6. All time worked in excess of the hours stated in clause 4, or in excess of eight hours per day, or outside the hours fixed in clause 5 shall be paid for on the prevailing rate, at time and a half for the first four hours and double time thereafter.

An employee required to work on a Saturday, Sunday or Public Holiday shall be paid a minimum of four hours' pay at the appropriate rate.

An employer may require an employee to work reasonable overtime at overtime rates, and such employee shall work overtime in accordance with such requirements. For the purpose of computing overtime each day's work shall stand alone; provided that in the aggregate the minimum period for which an employee shall be paid overtime shall be half an hour per week.

SHIFT WORK.

7. 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 nine hours each in the case of a five-day week and not exceeding eight 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 on the prevailing rate, 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 on the prevailing rate.

(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 10) 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 10) 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 7 (a) (ii) hereof, be paid time and a quarter for all work done between midnight Friday and midnight Saturday.

TERMS OF EMPLOYMENT.

8. 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.

CASUAL LABOUR.

9. Casual hands, i.e., persons engaged as such 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 half on the hourly rate calculated *pro rata* by dividing the weekly rate by the number of hours fixed for a week's work.

HOLIDAYS.

(Other than Shift Workers.)

10. All employees shall be entitled to the same holidays as are observed by the general body of employees in the Department in which they are employed without deduction of pay.

All time worked on such a holiday shall be at the rate of double time.

SUNDAYS.

(Other than Shift Workers.)

11. All time worked on a Sunday shall be paid for at the rate of double time.

ANNUAL HOLIDAY.

12. (a) The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act 1953*, 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.

13. (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 hour 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, WAGES, AND GRADINGS RECORDS.

14. Each employer shall keep time, wages, and gradings records showing the name of each employee, the hours worked each day, the wages and overtime paid each week, and the grade in which each employee is allotted as provided in Clause 3 hereof. The time, wages, and gradings records shall be open for inspection to a duly-accredited official of the Federated Clerks' Union of Australia (Victorian Branch) 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 State Secretary of the Union suspects that a breach of this Determination has been committed.

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) Any employee who is required to work beyond one hour after the usual finishing hour shall be paid a meal allowance of 5s., such allowance to be paid to the employee prior to the commencement of the meal break.

(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 employees to obtain boiling water at meal times and rest periods.

VEHICLE ALLOWANCE.

(Other than Travelling to and from His Place of Employment.)

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 4½d. 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. for a motor car.

(c) Where an employer provides a motor vehicle which is used by an employee in the performances of his duties, all expenses, including registration, running, and maintenance of such motor vehicle, shall be paid by the employer.

PROTECTIVE CLOTHING.

19. Where an employee is required by his employer to work in conditions that could cause damage to his clothing such employee shall be supplied with protective clothing, which shall be laundered by his employer.

REST PERIOD.

20. 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.

21. 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.

22. Wages, overtime, and allowance accrued shall be paid not later than Thursday in each week, and shall be paid at or before the cessation of duty. On or with the pay envelope of each employee there shall be endorsed or supplied particulars as follows—

1. Gross amount of salary.
2. Details of deductions.
3. Nett amount.

RIGHT OF ENTRY OF OFFICIALS.

23. For the purpose of interviewing employees on legitimate union business, a duly accredited union representative shall have the right to enter employer's premises 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 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.

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 may be mutually arranged by the representative and the employer.

A union representative shall be a duly accredited representative if he be the holder for the time being of a certificate, signed by the State 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 for all purposes of this Determination.

State Secretary.

Date

(Specimen signature of Holder)
Strictly not transferable.

MAINTENANCE OF FORMER RATES.

24. Nothing in this Determination shall have the effect of reducing the wage any employee was receiving prior to the 21st December, 1951.

PERIODICAL ADJUSTMENT OF WAGES.

25. The wages set out for adult males in clause 2 are based upon the following basic wage rate, and, pursuant to the provisions of the *Labour and Industry Act 1953*, the board hereby determines that such rate shall be automatically adjusted as prescribed by clause 26.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

26. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in August, 1954, the amount of the basic wage shall be as prescribed in clause 25.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor 103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach 5 or more the basic wage shall be taken to the next higher shilling.

(d) 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. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) 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. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 23rd June, 1954.