



VICTORIA GOVERNMENT GAZETTE.

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[1957

Labour and Industry Acts.

DETERMINATION OF THE UNDERTAKERS BOARD.

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

IN accordance with the provisions of the Labour and Industry 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 whosoever employed in the business or occupation of an undertaker, or maker of coffins," has made the following Determination, viz. :—

1. That as from the beginning of the first pay period to commence on or after the 29th May, 1957, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

(OTHER THAN A FEMALE ATTENDANT.)
(Based on a Basic Wage of £13 3s. 0d.)

Apprentices.			Improvers.			Other Employees.			—
WAGES.			WAGES.			WAGES.			£ s. d.
—	Percentage of Basic Wage.	—	Age.	Percentage of Basic Wage.	—	Workers engaged in making coffins of wrought timber for either polishing or varnishing ..			18 3 0
—	—	£ s. d.	—	—	£ s. d.	Workers engaged in making other coffins, trimming or polishing coffins, or conducting funerals			17 10 0
1st year ..	39	5 2 6	Under 18	58	7 12 6	Chauffeurs who make adjustments and attend to actual running repairs to motor hearses, coaches, or wagons ..			17 5 6
2nd year ..	54	7 2 0	18 ..	77	10 2 6	Other chauffeurs who drive and may be required to change tyres, oil, and/or plugs, or grease, clean, and/or polish a motor vehicle			16 12 0
3rd year ..	68	8 19 0	19 ..	99	13 0 6	All others ..			15 12 0
4th year ..	90	11 16 6	20 ..	100 +	14 8 6	Provided that a male employee who is required to reside at either a principal or a branch establishment and carry out the duties of arranging funerals receiving monies and/or answering telephone calls outside his ordinary hours of employment, shall in addition to any other payments to which he may be entitled, be paid £3 10s. per week.			
5th year ..	100 +	14 0 6		25s. 6d.					
	17s. 6d.								
PROPORTION (within any factory or place).			PROPORTION (within any factory or place).						
One apprentice to every two or fraction of two workers receiving not less than £15 12s. per week.			One improver to every seven or fraction of seven employees receiving not less than £15 12s.						
An amended indenture of apprenticeship prescribed by the Board was approved on 9th November, 1915.									

Allowances.—For allowances under this Determination see clause 12.

FEMALE ATTENDANT.

3. A female attendant who resides at either a principal or a branch establishment shall receive not less than 50s. per week, and shall not be entitled to the benefits of this Determination other than those prescribed in clause 10 Annual Holidays.

TIMES OF BEGINNING AND ENDING WORK.

4. The ordinary times of beginning and ending work shall be between 8 a.m. and 5.30 p.m. Monday to Friday inclusive. A meal interval of 60 minutes shall be allowed, and taken between the hours of 11 a.m. and 2 p.m.

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WEEK-END BURIAL, OR CREMATION.

5. Within a radius of 25 miles from the Post Office situated at the corner of Bourke and Elizabeth streets, Melbourne, no employee shall be required to participate in the conduct of any burial or cremation on a Saturday or Sunday, subject to the following exceptions:—

- (a) Unless such burial or cremation is by direction of the District Officer of Health and—
 - (i) the deceased has died from an acute infectious disease; or
 - (ii) the body is in a state of obvious decomposition at the time when the funeral arrangements are being made;
- (b) the deceased person died between the hours of midday and midnight on the preceding Thursday; or
- (c) where any of the holidays prescribed in clause 20 of this Determination occurs on the following Monday, save and except when the preceding Saturday is also prescribed as a holiday in the said clause 20.

REMOVALS.

6. (a) An employee shall not be required to undertake any removal unless assisted by the employer or another of his employees.

(b) An employee shall not be required to undertake a removal from any hospital or institution between the hours of 9 p.m. on any day and 7 a.m. on the following day.

(c) An employee required to undertake any removal between the hours of midnight and 6 a.m. shall be paid a minimum of 35s. for each such removal, provided that two or more removals from the same premises at the same time shall be deemed to be only one removal.

OVERTIME.

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

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

TERMS OF ENGAGEMENT.

8. Any employee (other than a casual employee) willing and available to work shall, in respect of each week of his employment, be paid the full weekly wage fixed by this Determination and shall, in addition, be paid at overtime rates for work done in excess of or outside the ordinary hours of employment.

CASUAL LABOUR.

9. Casual employees, i.e., persons who are employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work shall be paid at the rate of time and a quarter, with a minimum of three pounds per day.

ANNUAL HOLIDAY.

10. The annual holiday shall be as prescribed by the provisions of the Labour and Industry Acts.

PAYMENT OF WAGES.

11. All wages must be paid on Thursday, and in the employer's time. Each pay envelope shall be endorsed with the gross amount payable to the employee, and an itemised statement as to the amounts of deductions therefrom.

ALLOWANCES.

12. (i) An employee instructed to report for work at a time when ordinary means of public transport are not available, shall be reimbursed all fares necessarily expended in going to and returning from such work.

(ii) An employer shall reimburse an employee the cost of any telephone calls made under instructions by him or in the case of an emergency in connexion with the duties of such employee.

TELEPHONE RENTAL.

13. Where an employer requires an employee to have a telephone installed at his residence, half the rental cost of such telephone shall be paid by the employer.

HOLIDAYS.

14. All employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Labour Day, Queen's Birthday, Christmas Day, and Boxing Day, and

(i) within the said Metropolitan District as defined in the Labour and Industry Acts—Melbourne Cup Day and Show Day;

(ii) outside the said Metropolitan District—Melbourne Cup Day and Show Day or in lieu of such days, holidays to be mutually agreed upon between any employer and a majority of his employees;

but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this condition shall only apply for the day so substituted, or should any such holiday occur on a Saturday or a Sunday and a day is not so substituted employees whether called upon to work on such day or not shall be entitled to a holiday in lieu of same on a day to be arranged between the employees and the employer concerned.

SICK LEAVE.

15. (a) Any employee (other than a casual employee) who has had not less than six months' service with the same employer shall be entitled to leave of absence on account of ill-health, provided he has submitted, within 24 hours of the commencement of such absence, satisfactory evidence that same is not the result of his own misconduct. If the conditions hereinbefore stated have been complied with, the employee shall be entitled to leave of absence (without deduction of pay) for a period not exceeding in the aggregate 40 hours of working time in any year of service.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave as prescribed therein is not taken in any year such portion as is not taken shall, provided the employee remains in the service of the one employer or any successor of such employer, be cumulative from year to year and also cumulative upon any sick leave (not exceeding 120 hours of working time) which may have been standing to the credit of the employee on the 1st May, 1953.

(c) 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 sub-clause (b) hereof.

SUNDAY WORK.

16. All employees assisting in the carrying out of funerals or removals on any Sunday shall be paid a minimum of 20s. for such work.

PICNIC DAY.

17. The third Wednesday in February in each year shall be observed as a holiday within a radius of 25 miles of the General Post Office, Melbourne, and at Ballarat, Bendigo, Geelong, and Warrnambool.

EXTENDED JOURNEY.

18. A motor driver shall not be required to travel on any journey extending over 110 miles from the employer's headquarters unless accompanied by a male adult employee who shall also be a licensed motor driver.

TERMINATION OF EMPLOYMENT.

19. 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, or a week's wages shall be paid or forfeited, as the case may be, in lieu thereof.

SPECIAL RATES.

20. Time and a half, with a minimum payment of 10s. shall be paid for all work done on a Saturday, and double time shall be paid for all work done on Sundays, New Year's Day, Australia Day, Picnic Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, and,

- (i) within the Metropolitan District as defined in the Labour and Industry Acts—Melbourne Cup Day and Show Day;
 - (ii) outside the said Metropolitan District—Melbourne Cup Day and Show Day or in lieu of such days, holidays to be mutually agreed upon between any employer and a majority of his employees;
- 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.

PROVISION FOR PROTECTIVE CLOTHING.

21. Gum boots shall be provided for employees whilst washing vehicles. Raincoats and rubber gloves for the use of employees when same are necessary, shall be provided by the employer.

STANDING BY TIME.

22. An employee called upon to stand by, that is to hold himself available if wanted, shall be paid the following rates:—

- (a) Between the hours of 5.30 p.m. and midnight (Monday to Friday)—3s. per night;
- (b) Between 7 a.m. and midnight on a Saturday, Sunday, or any of the holidays prescribed in clause 20 hereof—20s. per day;
- (c) The allowances prescribed in sub-clauses (a) and (b) hereof shall be in addition to appropriate payments for any work done during the hours therein mentioned;
- (d) Notwithstanding anything contained in sub-clauses (a) or (b) hereof, an employee required to stand by at an employer's place of business shall be entitled to be paid at the rate prescribed for a chauffeur who makes adjustments and attends to actual running repairs to motor hearses, coaches, or waggons for all time he is so required to stand by.

WASHING MATERIALS.

23. Each employer shall provide towels, soap and disinfectants for use by his employees.

EXHUMATIONS.

24. Any undertaker's assistant required to do any work in a cemetery in connexion with an exhumation shall receive an allowance of £1 in addition to his ordinary wage.

MISCELLANEOUS.

- 25. (a) Each employer shall insure the tools of his employees against loss by fire.
- (b) Each employer shall at some reasonably convenient place on his premises provide a changing room with a suitable locker for each employee.
- (c) Where four or more men are employed in any establishment dining accommodation with means for boiling water, and adequate table and seating facilities shall be provided for such employees when having their mid-day meal.

PIECEWORK.

26. That the lowest piecework prices to be paid to persons for doing work of the kinds specified in the following Schedule shall be:—

SCHEDULE.

All Inside Measurements (Head to Heel).	If made Throughout by Hand—			If made with the Aid of Machinery Actually Installed on Employer's Premises, and driven by Steam, Gas, Oil, Water, or Electric Power—		
	Not Exceeding 20 Inches Wide.	Over 20 Inches, but not Exceeding 22 Inches Wide.	Exceeding 22 Inches Wide.	Not Exceeding 20 Inches Wide.	Over 20 Inches, but not Exceeding 22 Inches Wide.	Exceeding 22 Inches Wide.
	Each.	Each.	Each.	Each.	Each.	Each.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Best oak, maple, myrtle, or other wrought hardwood coffins, over 4 ft. 9 in. long	118 8	126 2	133 0	103 10	111 11	121 0
Plain oak, maple, myrtle, or other wrought hardwood coffins, over 4 ft. 9 in. long (with or without a plinth)	106 3	113 11	121 3	93 7	100 7	108 1
Kauri, cedar, white pine, or other wrought soft-wood coffins, best, over 4 ft. 9 in. long	89 2	92 7	99 9	78 6	83 5	87 8
Kauri, cedar, white pine, or other wrought soft-wood coffins, plain, with or without a plinth, over 4 ft. 9 in. long	71 8	77 2	83 4	63 9	68 8	76 2
Common coffins, over 4 ft. 9 in. long	16 0	17 11	20 1	13 11	15 9	17 11
Common coffins, over 4 ft. 9 in. long, over 1 inch in thickness	17 11	20 1	22 4	15 9	17 11	20 1
		s. d.			s. d.	
Oak, maple, myrtle, or other wrought hardwood coffins, up to 4 ft. 9 in. long		66 2 each			56 2 each	
Kauri, cedar, white pine, or other wrought soft-wood coffins, up to 4 ft. 9 in. long		54 3 „			43 9 „	
Common coffins, up to 2 feet long		71 8 per dozen			55 6 per dozen	
Common coffins, over 2 feet and up to 3 feet long		96 7 „			77 3 „	
Common coffins, over 3 feet and up to 4 ft. 9 in. long		131 1 „			102 11 „	
Inside shells for lead coffins		47 9 each			32 0 each	
Cover lids, up to 2 feet wide		66 4 per dozen			44 11 per dozen	
Cover lids, over 2 feet wide		72 7 „			71 7 „	
					s. d.	
Extra for common coffins or coverlids if glued	3 11 each	
Extra for lids made with two or three decks	25 3 „	

DEFINITION.

27. "Best" coffins means a coffin which bears any ornamentation other than a plinth.

A. V. BARNES J. P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 14th May, 1957.

