



VICTORIA GOVERNMENT GAZETTE.

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[1957

Labour and Industry Acts.

DETERMINATION OF THE TOTALIZATOR EMPLOYEES BOARD.

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

NOTE:—Prior to the twenty-first day of May, 1957, the powers of the Board were limited to cover persons employed in or in connexion with the operation of a totalizator on a racecourse in connexion with a race meeting, other than persons employed in the mechanical maintenance of such totalizator.

IN accordance with the provisions of the Labour and Industry Acts the Wages Board which since the twenty-first day of May, 1957, 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 in or in connexion with the operation of a totalizator on—

- (a) a racecourse in connexion with a race-meeting;
- (b) a ground in connexion with dog racing.

other than persons employed in the mechanical maintenance of such totalizator.”

has made the following Determination, namely:—

1. That as from the 19th July, 1957, the last previous Determination of this Board, shall be revoked and replaced by this Determination.

WAGES AND HOURS OF DUTY.

(Based on a Basic Wage of £13 3s. 0d.)

2. NOTE.—The hours prescribed in column lettered “ B ” are the ordinary commencing times prior to the advertised hour of starting of the first race, and the hours prescribed in column lettered “ C ” are the ordinary finishing times after the time of starting of the last race.

(a)	Classification.	Wages per Meeting.		Hours of Duty.	
		“ A. ”		“ B. ”	“ C. ”
		s.	d.	Hours.	Hours.
	<i>Males.</i>				
Supervisor “ A ” grade control	138	6	3	3
Supervisor “ B ” grade	138	6	2	1½
Supervisor “ C ” grade	126	0	2	1½
Supervisor “ D ” grade	118	6	2	1½
Banker “ A ” grade control	146	0	3	3
Banker “ B ” grade	118	6	2	2
Banker “ C ” grade	102	6	1½	1½
Accountant	94	0	1½	1½
Dividend payer (late dividend)	95	0	1½	1½
Dividend payer (other)	82	6	1½	1½
Money counter assisting banker	82	6	1	1
Money counter (other)	66	6	1	1
Banker’s assistant	82	6	1	1
Dividend calculator (control)	124	0	1	2
Dividend calculator (other)	71	6	1	1
Dividend calculator (other doubles)	86	6	1	1
Runner	66	6	1	1

Provided that any supervisor employed in a house in the Members’ enclosure on any course or ground shall receive not less than the rate prescribed for a supervisor “ C ” grade.

Provided further that a Banker-supervisor in the houses in the members’ enclosures at Flemington and Caulfield shall receive an additional 15s. per meeting, and a Supervisor or a Banker-supervisor in any other composite house shall receive an additional 10s. per meeting.

For additional amounts see Clause 3 (a) hereof.

(a)	Classification.	Wages per Meeting.	Hours of Duty.	
		"A."	"B."	"C."
	<i>Females.</i>	<i>s. d.</i>	Hours.	Hours.
Accountant		76 9	1 1/2	1 1/2
Ticket checker		63 9	1 1/2	1 1/2
Seller, fields doubles operation tickets		67 9	1 1/2	1 1/2
Seller (other)		60 3	1 1/2	1 1/2
Comptometer Operator		50 9	1 1/2	1 1/2
Ticket paper distributor		45 3	1	1
Control office attendant—win and place—trotting meeting		63 9	1	1
Control office attendant—other		76 9	1 1/2	1 1/2

For additional amounts see Clause 3 (a) hereof.

(b) In addition to the appropriate rate prescribed in sub-clause (a) hereof, an employee who is required to work at any meeting in connexion with pre-sales shall receive an allowance of 12s. 6d.

(c) Any person required to work for more than half an hour beyond the hours prescribed in column "C" shall receive payment for all such work as follows:—

Males at the rate of 15s. per hour
 Females at the rate of 12s. per hour } calculated to the nearest quarter of an hour.

ADDITIONAL AMOUNTS.

3. (a) The following amount or amounts shall be payable for work done within a radius of 10 miles of the General Post Office, Melbourne, in addition to the appropriate wages rate prescribed in clause 2.

	Additional Amount.
	<i>s. d.</i>
(i) Dividend payer (late dividends)—who is required to make payments in connexion with a meeting held on some previous day or days	10 6
(ii) A banker who pays wages, other than a supervisor who carries out the duties of a banker:— where the staff of the house number 36 or more	10 6
all others	8 0
(iii) A payer, other than a late dividend payer who pays late dividends only, who is required to pay out on all tickets irrespective of their original purchase price	5 6
(iv) For work done in connexion with each race on a program in excess of:— (a) on a racecourse—seven races; (b) on a dog racing ground—ten races.	
<i>Males.</i>	
Banker "A" grade	8 0
Banker "B" grade	8 0
Banker "C" grade	6 6
Accountant	6 6
Dividend payer (late dividends)	8 0
Dividend payer (other)	8 0
Money counter assisting banker	5 6
Money counter (other)	5 6
Banker's assistant	5 6
Dividend calculator (control)	6 6
Dividend calculator (other)	6 6
Dividend calculator (other-doubles)	6 6
Supervisor	8 0
Runner	5 6
<i>Females.</i>	
Accountant	6 0
Seller, field doubles operations tickets	6 0
Seller (other)	6 0
Checker	6 0
Control office attendant—win and place—trotting meeting	6 0
Control office attendant—other	6 0

(b) Employees engaged at work outside the area prescribed in sub-clause (a) hereof shall be paid the additional amounts prescribed in placitum (iv) of such sub-clause for work done in connexion with each race in excess of:—

(i) on a racecourse—eight races;
 (ii) on a dog racing ground—ten races.

(c) A banker who pays wages, other than a supervisor who carries out the duties of a banker, and a payer, other than a late dividend payer who pays late dividends only, who is required to pay out on all tickets irrespective of their original purchase price wheresoever they may be employed outside a radius of 10 miles of the General Post Office, Melbourne, shall receive the appropriate allowances prescribed in Placita (ii) and (iii) of sub-clause (a) of this clause.

RATE PAYABLE IN THE CASE OF A POSTPONEMENT OR ABANDONMENT OF A MEETING.

4. (a) An employee reporting for duty at the course or ground or the central office of the employer, shall, unless a public announcement is made in the press or by radio not later than four hours prior to the advertised time of starting of the first race in the cases of the Supervisor "A" Grade-Control and the Banker "A" Grade, three hours in the case of all other supervisors and bankers, and two hours prior to the said advertised time in the case of any other employee for a meeting within a radius of 10 miles of the General Post Office, Melbourne, or otherwise in conformity with the times stipulated in sub-clause (b) hereof, that the meeting has been postponed or cancelled, be entitled to receive payment of one half the appropriate amount as prescribed in clause 2 with appropriate expenses.

(b) For all meetings outside the 10 miles radius the time for any announcement to cover all staff shall conform with the following table.

Up to 20 miles	3 hours
From 20 to 60 miles	3½ ..
.. 60 .. 80	4½ ..
.. 80 .. 100	6 ..
.. 100 .. 120	6½ ..

Failing notification as hereinbefore set out, employees shall be entitled to the appropriate payments prescribed in sub-clause (a) hereof.

(c) In the event of a meeting being cancelled or postponed after the commencement of the scheduled program for the day, an employee shall be entitled to be paid the appropriate amount prescribed for a full meeting on such day with appropriate expenses.

PAYMENT FOR AN EMERGENCY NOT RECEIVING AN ENGAGEMENT.

5. An employee who, following on instructions from the employer, reports as an emergency but does not receive an engagement shall be paid One pound in the case of a male and Fifteen shillings in the case of a female.

EMPLOYEE FORCED TO LEAVE DUTY OWING TO ILLNESS.

6. An employee who is forced to leave duty through illness before the completion of his or her engagement shall be entitled to receive payment of the appropriate rate prescribed for a meeting of seven, eight or ten races, as the case may be, on that day. Provided that if the House Supervisor is not satisfied as to the illness of the employee he may obtain an opinion from a qualified Medical Practitioner in regard thereto.

FARE ALLOWANCE.

7. All employees who report for duty on a course or ground within 10 miles of the General Post Office, Melbourne, shall be entitled to the amount represented by the cost of the 1st class return railway fare between Flinders-street, Railway Station and the nearest railway station to that course or ground.

TRANSPORT TO AND FROM COUNTRY MEETINGS.

8. The employer shall provide adequate transport to and from the course or ground, for all employees engaged for a meeting outside a radius of 10 miles of the General Post Office, Melbourne.

MEAL ALLOWANCES FOR COUNTRY MEETINGS.

9. Meal allowances shall be paid to all employees on a country course or ground as follows:—

For meetings outside a radius of 10 miles and within a radius of 25 miles of the General Post Office, Melbourne—Lunch allowance 6s.

For meetings outside the said radius—Lunch allowance 6s., and—Dinner allowance 7s. 6d.

TEA MONEY.

10. An employee not included in clause 9 hereof required to work one hour or more after the usual time of ceasing duty shall be allowed a meal allowance of 5s.

CLOTHING ALLOWANCE.

11. A seller shall receive 6d. per day as a clothing allowance.

HIGHER DUTIES ALLOWANCE.

12. An employee called upon to perform duties of a higher grade during the currency of any engagement shall be paid the appropriate higher amount herein prescribed for such higher grade for the whole of such engagement.

PAYMENT OF WAGES.

13. Each employee shall be paid his or her wages (other than overtime) not later than the time during which the last race is run on any day.

TRANSPORT DURING EMERGENCY CONDITIONS.

14. Reasonable transport free of cost to the employees rostered for duty on any occasion when normal public transport (i.e., rail and/or tram services) is not operative, shall be provided from points to be nominated by the employer. Provided that if an employee with the consent of the employer provides a car to transport himself or herself or other members of the staff rostered for duty he or she shall be entitled to such allowance as may be agreed upon for each mile that each such car necessarily travels from and to the employee's home and the course or ground.

TRANSPORT FOR EMERGENCY WORKERS AND DETAINED STAFF.

15. An employee required to report as an emergency at the Flemington racecourse and whose services are not required for the day shall, after being paid off be entitled, should he or she so require, be provided with transport to the nearest operating public transport system. An employee detained at Flemington after public transport to the course for that day has ceased shall be entitled to be transported to the nearest operating public transport system.

An employee detained at any meeting after the last connecting public transport to enable him or her to reach his or her home by such means has ceased for the day, shall be provided with transport to such home free of cost to such employee.

For the purposes of this provision "detained" shall be deemed to mean "required to complete some duty after his or her normal finishing hour".

MEAL INTERVAL.

16. Any employee whose tour of duty will exceed a period of five hours on any day shall be allowed a meal break of 10 minutes between the hours of noon and 2 p.m. at the convenience of the employer, provided that on any day when pre-sales operate any person employed for such purpose shall have a break of 20 minutes between the hours of 11 a.m. and 1 p.m.

RECEPTACLE FOR KEEPING MONEY.

17. Each ticket machine operator shall be provided with a covered receptacle for the security of money.

TIME OFF FOR ANNUAL HOLIDAYS.

18. An employee who desires to take annual holidays shall, provided he or she has given at least one week's notice of his or her intention, be entitled to be absent from duty on any meetings that may be held between two consecutive Saturdays, and inclusive of such Saturdays.

ANNUAL HOLIDAY.

19. The provisions of the Labour and Industry Acts shall apply.

NOTICE BOARD.

20. A notice board for exhibition of notices by an official of the employees' organization shall be provided and maintained by the employer in a suitable place on each house on each course or ground.

PRESERVATION OF EXISTING CONDITIONS.

21. Except in so far as altered expressly or by necessary implication by the provisions of this Determination, all existing privileges and conditions shall continue.

DEFINITIONS.

22. Supervisor "A" grade—Control means the supervisor who is responsible for the obtaining of information (including scratchings, and dividends) and the conveyance of same to all other houses on the course or ground.

Supervisor "B" grade means a supervisor with 71 employees or more under his control or superintendance.

Supervisor "C" grade means a supervisor with from 36 to 70 employees under his control or superintendance.

Supervisor "D" grade means a supervisor with 35 or less employees under his control or superintendance.

Banker "A" grade means the control banker on any course, or ground.

Banker "B" grade means any banker other than one defined as "A" grade, or "C" grade or a supervisor who also carries out the duties of a banker.

Banker "C" grade means a person who acts as a banker for doubles operations in composite (win, place, and doubles) house under the direction of a banker "A" grade, or a banker "B" grade.

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

J. W. RYAN, Secretary.

Melbourne, 4th July, 1957.



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GOVERNMENT GAZETTE

Published by Authority.

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No. 227]

MONDAY, AUGUST 12.

[1957

Labour and Industry Acts.

DETERMINATION OF THE BRICK TRADE BOARD.

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

(b) On 21st February, 1911, the powers of the Brick Trade Board were extended so that it might fix "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 sand, lime, or cement brickmaking".

(c) On the 14th July, 1953, the Board was deprived of its powers to cover persons employed in the making of cement bricks and such powers were conferred on the Cement Articles Board.

In accordance with the provisions of the Labour and Industry 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 brickmaking (including clay-digging)" has made the following Determination, namely:—

1. That, as from the beginning of the first pay period to commence on or after the 19th June, 1957, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES.

(Based on a Basic Wage of £13 3s. per Week.)

2. "A" (a).

Improvers.			Other Employees.		Per Hour.	Wages per Week of 40 Hours.
WAGES.			FIREBRICKS AND TEXTURE BRICKS.		s. d.	£ s. d.
FIREBRICKS AND TEXTURE BRICKS.						
	Percentage of Basic Wage	Per Week of 40 Hours				
		£ s. d.				
14 years of age..	42	5 10 6	Burners	7 10 $\frac{1}{2}$	15 14 0
15 years of age..	43	5 13 0	Crusher attendants who also haul	7 6 $\frac{3}{20}$	15 0 6
16 years of age..	46	6 1 0	Crusher attendants who do not haul	7 5 $\frac{1}{2}$	14 18 0
17 years of age..	52	6 17 0	Wet or dry pan attendants who do not haul	7 6 $\frac{3}{10}$	15 1 0
18 years of age..	63	8 5 6	Machine drivers*	7 7 $\frac{1}{2}$	15 5 6
19 years of age..	83	10 18 6	Wire cut attendant, column man, or off-bearers from wire-out machine	7 6 $\frac{3}{20}$	15 0 6
20 years of age..	86	11 6 0	Hand moulders, dressers, and cutters with not less than twelve months, experience at the work	8 1 $\frac{1}{2}$	16 4 9
			Other hand moulders, dressers, and cutters	7 9 $\frac{3}{10}$	15 11 0
			Drawers*	7 7 $\frac{1}{2}$	15 6 0
			Setters*	8 1 $\frac{1}{2}$	16 6 0
			Facemen working in a clayhole 25 feet or less in depth*	8 1 $\frac{1}{2}$	16 3 6
			All other facemen*	8 1 $\frac{1}{2}$	16 5 6
			Wheelers of green or burnt bricks	7 7 $\frac{1}{2}$	15 5 6
			Clayhole men (employer to provide tools)*	7 9 $\frac{3}{20}$	15 10 6
			Pressers	7 6 $\frac{3}{20}$	15 0 6
			Loftmen	7 5 $\frac{1}{2}$	14 19 6
			Dampmen or kiln cleaners*	7 7 $\frac{1}{2}$	15 6 6
			Yardmen and wastemen	7 5 $\frac{1}{2}$	14 18 0
OTHER BRICKS.						
14 years of age..	43	5 13 0				
15 years of age..	45	5 18 6				
16 years of age..	48	6 6 0				
17 years of age..	54	7 2 0				
18 years of age..	65	8 11 0				
19 years of age..	86	11 6 0				
20 years of age..	90	11 18 6				

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

* The rates prescribed for these classifications include an allowance of 2s. 6d. per week for wear and tear on clothing.

Improvers.	Other Employees.	Per Hour.	Wages per Week of 40 Hours.
	OTHER BRICKS.	<i>s. d.</i>	<i>£ s. d.</i>
Provided that any improver employed as a loft-worker, or at taking off from a single brick machine, be paid not less than 89 per cent. of the basic wage, i.e., £11 14s. 0d. per week of 40 hours plus an allowance at the rate of 3s. 6d. per week as compensation for time lost through wet weather.	Burners	7 10½	15 14 0
	Machine drivers or machine riggers*	7 9 ³ / ₂₀	15 10 6
	Wet or dry pan attendants who do not haul	7 7½	15 6 0
	Crusher attendants who do not haul	7 7 ⁷ / ₂₀	15 4 6
	Crusher and wet or dry pan attendants who also haul	7 9 ³ / ₂₀	15 10 6
	Drawers and setters (employed in Hoffman kilns)*	8 1½	16 6 0
	Drawers and setters of fancy bricks (other than those employed in Hoffman kilns)*	7 10 ¹ / ₂₀	15 13 6
	Other drawers*	7 10½	15 16 0
Provided also that improvers trucking from a single brick machine or taking off or trucking from a double brick machine shall be paid not less than the rate fixed for truckers.	Man taking off conveyor belt and setting on cars for tunnel kiln burning	7 11½	15 18 0
	Other setters*	8 1½	16 6 0
	Facemen working in a clayhole 25 feet or less in depth*	8 2 ¹¹ / ₂₀	16 8 6
	All other facemen*	8 4 ⁷ / ₂₀	16 14 6
	Clayhole men (employer to provide tools)*	7 10 ¹² / ₂₀	15 15 6
	Lime grinders, lime crushers, pressers, sand and lime mixers, or silomen*	7 10½	15 16 0
	Hand moulders	7 8 ¹¹ / ₂₀	15 8 6
	Off-bearers from wire cut machine	7 7 ¹³ / ₂₀	15 5 6
	Truckers*	7 8½	15 8 0
	Adults taking off-bricks machines	7 7 ¹³ / ₂₀	15 5 6
	Dampermen or kiln cleaners*	7 9 ⁹ / ₂₀	15 11 6
	Loftmen	7 7½	15 4 0
	Yardmen and wastemen	7 6 ⁹ / ₁₀	15 3 0
PROPORTION (in any factory or place).			
One improver to every eight or fraction of eight employees receiving not less than £14 18s. 0d. per week of 40 hours.			

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

*The rates prescribed for these classifications include an allowance of 2s. 6d. per week for wear and tear on clothing.

(b) The wages rates prescribed in the Other Bricks Section in sub-clause (a) hereof, include the following allowances, as compensation for time lost through wet weather:—

(i) All adults (other than burners) at the rate of 5s. per week of 40 hours.

(ii) Improvers—

14 years of age—	at the rate of 1s. 8d. per week of 40 hours.
15	1s. 8d. " 40 "
16	1s. 10d. " 40 "
17	2s. 0d. " 40 "
18	2s. 6d. " 40 "
19	3s. 3d. " 40 "
20	3s. 5d. " 40 "

(c) When the temperature of a kiln, ascertained at a height of five feet six inches from the ground, and at a distance of one foot six inches from the face of the bricks is over 115 degrees Fahrenheit, setters shall be entitled to additional allowances as follows:—

- (i) between 115 degrees and 130 degrees 4d. per hour extra;
- (ii) over 130 degrees 6d. per hour extra.

Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, setters shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay.

SHIFT WORK.

"B" (The provisions of this clause shall have no application to Burners). Employees may be employed on shift work subject to the following provisions—

- (a) Continuous shift work (i.e., work done over a spread of 24 hours for at least six days a week).
- (b) Other shift work.
- (c) The premium rate to be paid for work done during any afternoon or night shift shall be ordinary rates plus ten per cent.
- (d) 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 working week or for at least six successive afternoons or nights in a six-day working week shall be paid at the rate of time and a half.
- (e) Twenty minutes shall be allowed to shift workers each shift for crib which shall be counted as time worked.
- (f) An employee shall receive at least four days' notice that he will be required to work shift work.
- (g) The definition of shift work shall mean where men are ordinarily rostered to perform a days' work which commences between the hours of 3 p.m. and midnight.

TIME OF BEGINNING AND ENDING WORK.

- 3. For any person except shift workers, burners, machine drivers, machine riggers, and pan or crusher attendants:—

Time of Beginning.	Time of Ending.
(i) 7.30 a.m.	12 noon on Saturdays.
(ii) 7.30 a.m.	5 p.m. on each of the other five working days of the week.
- A meal break of not less than 45 minutes shall be allowed Monday to Friday, inclusive.

SPECIAL RATE.

- 4. Burners on night shift shall be paid 10 per cent. extra for work performed between 6 p.m. and 6 a.m.

OVERTIME.

5. (a) Any employee who works for any time in excess of the ordinary hours of work per day or in excess of the rostered hours of his shift shall be paid for such extra time at the rate of time and a half.

Provided that an employee working on maintenance work in excess of four hours overtime on any one day shall be paid at the rate of double time for such excess.

Provided further that, where an employee ordinarily works a five-day week, work done on Saturday shall be deemed to be overtime, and shall be paid for as such, except in the case where an employee is required to work on such Saturday to make up for time lost during the preceding five days (except because of public holidays) through any circumstances over which the employer had no control. In such an excepted case the employee shall only be entitled to be paid at ordinary rates for the first four hours worked on such Saturday.

(b) Any employee (other than a burner, machine driver, machine rigger, or pan or crusher attendant) who works outside the spread of hours fixed in clause 3 shall be paid for such time at the rate of time and a half.

(c) All work done by machine drivers machine riggers, and pan or crusher attendants, either before the ordinary starting time or after the ordinary finishing time of the factory, shall be paid for at the rate of time and a half irrespective of the number of hours worked.

(d) A burner who works in excess of 40 hours in any one week shall be paid for such excess at the rate of time and a half.

MEAL ALLOWANCE.

6. 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 be paid a meal allowance of 7s. 6d.

SUNDAYS AND HOLIDAYS.

7. Double time shall be the special rate for all work done on Sundays, and the following holidays:—
New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, 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.

PAYMENT FOR HOLIDAYS.

8. (a) All employees shall, as far as practicable, be granted the holidays mentioned in clause 7 without deduction of pay.

(b) Provided that an employee shall not be entitled to pay for any of the holidays mentioned in Clause 7 if absent from employment without leave on the working day immediately preceding and/or following a holiday or group of holidays unless he produces to the employer a certificate of a legally qualified Medical Practitioner, or failing the production of such certificate, such other evidence as shall be satisfactory to the employer.

PAYMENT OF WAGES.

9. (a) All wages due shall be paid not later than Thursday in each week, except where otherwise mutually agreed between employer and employee.

(b) In the event of an employer terminating the employment of an employee, except in the case of misconduct, he shall pay to such employee on the day of the termination of the employment all wages and holiday pay due to him.

ANNUAL HOLIDAY.

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

(b) In addition to the above, seven-day 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 seven-day shift worker, he shall be entitled to have the period of two week's annual leave prescribed by the said Act increased by 3½ hours for each month he is continuously engaged as aforesaid.

(d) If, in any twelve-monthly qualifying period, a seven-day 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.

(e) For the purposes of administering sub-clauses (b) and (d) hereof, service prior to the 1st January, 1952, shall be disregarded.

SICK LEAVE.

11. (a) An employee who has been in the industry continuously for a period of at least three months and 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, a medical certificate, if receiving medical attention, or a statutory declaration indicating to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence.

For the purposes of this Determination, the second or subsequent year of service for an employee who commenced in the industry prior to the 1st December, 1951, shall be deemed to commence on the 1st March, 1952, and further subsequent years of service shall be deemed to commence on the corresponding date in each following year.

(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 March, 1947, shall be disregarded. Any accumulated sick leave, not exceeding 160 hours, standing to the credit of any employee on the 1st March, 1952, shall not be reduced by virtue of the provisions of this sub-clause.

No employer shall terminate the service of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

TERMINATION OF EMPLOYMENT.

12. In any case where it is intended to close down a kiln or kilns or portion or the whole of the works, one week's notice of such intention shall be given to employees whose services are to be terminated; such week's notice shall not apply when the closing of the works is brought about because of any strike or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

MORNING TEA INTERVAL.

13. A morning tea interval of seven minutes shall be allowed employees each morning during ordinary working hours without deduction of pay, such interval shall be arranged by the employer so as to avoid the necessity for a stoppage of operations in the establishment.

ASSISTANCE FOR TRUCKERS.

14. Persons trucking 75 yards or over shall be supplied with assistance, and any person so assisting shall be paid at a trucker's rate.

INJURED EMPLOYEES.

15. In all cases of accidents where it is deemed necessary to send the injured person to a hospital or a doctor he shall be accompanied by an attendant.

MIXED FUNCTIONS.

16. On any day or shift any employee (other than a burner) required to perform work of a higher grade, shall be paid whilst so employed, the wages attaching to such higher grade but, in the case of any such employee being required to perform the work of a lower grade to that to which he is classed, he shall not suffer any reduction of pay by reason only of his working temporarily out of his grade. Such work shall not be considered temporary if it continues for more than one week.

CLOTHING ALLOWANCE (FIREBRICK AND TEXTURE BRICK SECTION).

17. An allowance of 2s. 6d. per week shall be paid for wear and tear on boots to burners or burners' assistants engaged as a periodic kiln fired with coal, coke, briquettes, or other solid fuel.

NUMBER OF BURNERS TO BE EMPLOYED.

18. Except in the case of an emergency where one of the men ordinarily rostered for duty is not available, four burners shall be employed on each Hoffman kiln burning.

MINIMUM PAYMENT FOR REPORTING FOR WORK.

19. An employee reporting for work on any day shall, except in the case of wet weather, be provided with minimum of two hours' work or payment for same.

FIRST-AID OUTFIT.

20. An adequate first-aid-kit and a stretcher shall be provided in the clayhole.

Regulations require 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	

PIECEWORK PRICES FOR BRICKS OTHER THAN FIREBRICKS.

21. The lowest piecework prices to be paid for bricks, other than firebricks, shall be—

	In Yards where Railway Trucks are Used.		In Yards where Railway Trucks are not Used.	
	Ordinary Bricks, per 1,000.	Radial or Culvert or Bull-nosed Bricks, per 1,000.	Ordinary Bricks, per 1,000.	Radial or Culvert or Bull-nosed Bricks, per 1,000.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Drawing, wheeling, and stacking where the distance wheeled, commencing from the outside wall of kiln at the wicket from which the bricks are drawn, is—				
Not more than 26 yards	7 11½	8 3	7 9½	8 1½
26 to 36 yards	8 4½	8 8½	8 2½	8 6½
36 to 46 yards	8 6½	8 10½	8 5½	8 8½
Over 46 yards	9 1½	9 5½	9 0½	9 4

Drawing, wheeling, and loading on railway trucks :—

	On Level Surface.		On Up-grade Planks.	
	Ordinary Bricks, per 1,000.	Radial or Culvert or Bull-nosed Bricks, per 1,000.	Ordinary Bricks, per 1,000.	Radial or Culvert or Bull-nosed Bricks, per 1,000.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Not more than 26 yards	9 3	9 6½	9 6½	9 9½
26 to 36 yards	9 7½	9 11	9 11½	10 2½
36 to 46 yards	9 10½	10 1	10 2	10 5
Over 46 yards	10 5½	10 8½	10 9	11 0

		Per Thousand.
		s. d.
Hand-moulding square bricks where material is prepared on the ground within 15 feet of table and off-bearing to grass hacks		68 4
" " " in sheds		58 9
" " " from bowling stool and placing on grass hacks (where material is placed on the table)		47 8
" " " from bowling stool in sheds (where material is placed on the table)		44 8
" " " fancy bricks and off-bearing to hacks or in sheds		69 1
" " " from bowling stool		62 7
Setting		11 10
Picking blues		20 0

An amount at the rate of 5s. per week of 40 hours has been added to the earnings of pieceworkers as compensation for time lost through wet weather.

PIECEWORK PRICES WHICH MAY BE FIXED BY AN EMPLOYER.

22. The Board determines that any employer may fix and pay piecework prices to any person employed in fire-brick making or as a clayholeman, machine driver, machine rigger, wheeler of green bricks, or trucker, provided that any such employer shall base such piecework prices on the earnings of an average worker working under like conditions, and such piecework prices shall be fixed so that an average worker can earn not less than the wages rates that are fixed by the Board for such work.

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

J. W. RYAN, Secretary.

Melbourne, 4th June, 1957.

1. Introduction

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3. Methodology

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VICTORIA GOVERNMENT GAZETTE.

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No. 228]

MONDAY, AUGUST 12.

[1957

Labour and Industry Acts.

DETERMINATION OF THE THEATRE MANAGERS 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 appointed to "determine the lowest prices or rates which may be paid to any persons or persons or classes of persons employed in concert halls, cinematographic, legitimate or vaudeville theatres as—

- | | |
|----------------------------|-------------------------------------|
| (a) general managers, | (h) secretary-treasurers, |
| (b) managers, | (i) assistant secretary-treasurers, |
| (c) zone managers, | (j) treasurers, |
| (d) assistant managers, | (k) assistant treasurers, |
| (e) trainee managers, | (l) publicity men, or |
| (f) secretaries, | (m) assistant publicity men," |
| (g) assistant-secretaries, | |

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 3rd June, 1957, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2 (i) WAGES.

NOTE.—The rates prescribed in this Determination—are based on a basic wage of £13.

Weekly Employees.

		Per Week.
		£ s. d.
First Schedule.		
<i>Legitimate, Vaudeville and/or Concert Companies on Tour.</i>		
Manager		29 4 0
Assistant Manager		23 11 0
Treasurer		21 6 0
<i>Legitimate or Vaudeville Theatre and/or Concert Hall.</i>		
Manager		28 11 0
Assistant Manager		22 16 0
Treasurer		20 6 0
Trainee Manager		15 17 0
<i>Picture Theatres and Theatrettes.</i>		
*Zone Manager		27 11 0
Manager		27 11 0
Assistant Manager		21 6 0
Treasurer		18 6 0
Trainee Manager		15 17 0
Second Schedule.		
*Zone Manager		26 6 0
Manager		26 6 0
Assistant Manager		19 1 0
Trainee Manager		15 17 0

* Additional Allowance.

Weekly Employees—continued.

										Per Week.			
										£	s.	d.	
Third Schedule.													
*Zone Manager	24	6	0
Manager	24	6	0
Assistant Manager	18	11	0
Trainee Manager	15	17	0
Fourth Schedule.													
*Zone Manager	22	1	0
Manager	22	1	0
Trainee Manager	15	17	0
Fifth Schedule. Drive-in Theatres.													
Division 1 :—Theatres giving eight or more shows per week.													
Manager	26	16	0
Assistant Manager	19	14	0
Treasurer	18	6	0
Trainee Manager	15	17	0
Division 2 :—Theatres giving four to seven shows per week.													
Manager	25	6	0
Assistant Manager	18	14	0
Trainee Manager	15	17	0
Division 3 :—Theatres giving less than four shows per week.													
Manager	24	1	0
Trainee Manager	15	17	0

* Additional Allowance.

A Zone Manager shall, in addition to his ordinary wage, be entitled to the following allowance for each additional theatre supervised :—

- First Schedule.
£1 10s. per week with a maximum of £6 per week.
- Second Schedule.
£1 2s. 6d. per week with a maximum of £4 10s. per week.
- Third Schedule.
15s. per week with a maximum of £3 per week.
- Fourth Schedule.
11s. 3d. per week with a maximum of £2 5s. per week.

INTERMITTENT MANAGERS.

3. (a) Managers may be intermittently employed on a weekly basis for the following hours :—
 - (i) For two days per week of not more than 13 hours 20 minutes.
 - (ii) For three days per week of not more than 20 hours.
 - (iii) For four days per week of not more than 26 hours 40 minutes.
 - (iv) For five days per week of not more than 33 hours 20 minutes.
- (b) An intermittent manager shall be paid one-sixth of the weekly rate of a fourth schedule manager multiplied by the number of days for which he is intermittently employed, plus 33s.
- (c) All time worked in excess of the appropriate hours provided in sub-clause (a) hereof shall be paid for at overtime rates, i.e., time and one-half for the first four hours and double time thereafter.
- (d) All other provisions of this Determination shall be applicable to intermittent managers.

CASUAL EMPLOYEES.

4. A casual employee is an employee engaged and paid by the hour. A casual employee for working ordinary time shall be paid per hour one-fortieth of the appropriate weekly wage with the addition of 20 per cent., with a minimum payment as for four hours in respect of each start.

HOURS.

5. (i) The ordinary hours of work for weekly employees shall not exceed 40 hours per week. A week shall be reckoned Monday to Saturday, inclusive, or alternatively any six consecutive working days excluding Sundays.
- (ii) The ordinary hours of work shall commence not earlier than 9.30 a.m. and finish not later than 11.20 p.m., provided that the hours of work under this sub-clause must be worked within a spread of twelve hours.

TIME OFF.

6. (a) Weekly employees covered by the First Schedule shall, as arranged by the employer, be entitled to one afternoon, as from 1 p.m., and one night off each week.
- (b) Weekly employees covered by the Second, Third and Fifth Schedules shall, as arranged by the employer, be entitled to two afternoons off each week as from 1 p.m.

ROSTERS.

7. Each employee shall be provided with a written statement setting out his normal weekly working hours, and in particular, the starting and ceasing times and meal breaks to be observed by the employee concerned. The employer shall not, except in case of emergency, alter the employee's normal hours of work as specified in the aforesaid statement unless and until he withdraws the said statement and furnishes the employee with a statement setting out the altered hours of work for the employee concerned. No rosters shall be withdrawn without giving to the employee concerned at least ten days' notice thereof, except in the case of emergency or with the employee's consent.

TIME AND WAGES BOOK.

8. (a) Every employer shall keep or cause to be kept at the theatre a time and wages record hereafter prescribed in respect of employees covered by this Determination and employed at that theatre.

(b) The time and wages records required to be kept in the last preceding sub-clause shall be correctly written up in ink from day to day and shall contain the following information in respect of each employee:—

- (i) His full name and address;
- (ii) His classification under this Determination;
- (iii) His actual commencing and ceasing time on each working day;
- (iv) Time taken off duty for meals or other purposes;
- (v) The amount of weekly wage payable to him.

(c) The time and wages records hereinbefore specified shall be preserved in good order and condition and shall be available for inspection for a period of 18 months.

(d) Such time and wages records shall be available for inspection of a duly accredited official of the Theatre Managers Association at any time during the usual theatre hours of the theatre, provided that not more than one such inspection shall be made in any one fortnight at the same theatre.

(e) The official making such inspection shall be entitled to enter upon the theatre premises and shall be entitled to take a copy of any entries from such time and wage records.

MIDNIGHT PERFORMANCES.

9. An employee called on to work at a performance which begins after the usual closing time of 11 p.m. or thereabouts shall be paid for that performance one-third of his appropriate weekly rate.

ADDITIONAL PERFORMANCES.

10. Where an employee covered by the Third Schedule works in any one week during more than eight performances he shall be paid in respect of such week the appropriate rate applicable to his classification under the Second Schedule. Any performance commencing at or after 4 p.m. on Saturday or on a public holiday or on a midnight performance shall not be deemed an additional performance for the purpose of this clause.

Notwithstanding anything herein contained where any employee is entitled to overtime under the provisions of clause 11 of this Determination he shall, in addition to any extra remuneration payable under this clause, be paid overtime in accordance with the provisions of the said clause 11.

OVERTIME.

11. (i) All time worked outside the times of beginning and ending work as prescribed in Clause 5 shall be paid for at the rate of double time.

(ii) All time worked within the times of beginning and ending work in excess of the hours fixed for a week's work shall be paid for at the rate of time and a half for the first four hours and double time thereafter; provided that all time worked outside the spread of eleven hours but within a spread of twelve hours in any one day shall be paid for at the rate of time and a half and outside the spread of twelve hours at the rate of double time. Provided further that overtime worked in any one day outside the spread of eleven hours, but within a spread of twelve hours shall stand alone and shall not be included as overtime to be calculated on a weekly basis.

(iii) Time off shall not be given in lieu of payment for overtime.

(iv) The calculation of rates in this clause shall, except where it is agreed that the actual rate paid includes an amount to compensate for overtime worked or to be worked, be on the actual rate paid to the employee. The rates payable under this clause shall not be cumulative.

SPECIAL RATES.—SUNDAYS AND HOLIDAYS.

12. (a) (i) An employee called upon to work on a Sunday, Christmas Day, Good Friday or Labour Day shall be paid at the rate of double time for all time worked with a minimum payment as for a full day at double time.

This provision shall not apply to employees who commence work on a Saturday for a performance, other than a midnight performance, and who are required to remain on duty after midnight. Such employees shall be paid at the rate of double time for all time worked after 11.20 p.m. on the Saturday night.

(ii) Casual employees shall be paid double the appropriate rates prescribed for work on ordinary days.

(b) (i) Double time shall be the rate payable for all work done on Boxing Day, New Year's Day, Australia Day, Easter Saturday, Easter Monday, Anzac Day, the Birthday of the Sovereign, and all other days regarded and observed as holidays throughout the State.

(ii) Casual employees shall be paid one and a half times the appropriate rates prescribed for work on ordinary days.

(c) A casual shall not be employed on a Sunday when another employee of the employer is ready, willing and able to undertake the work.

(d) The calculation of rates in this clause shall, except where it is agreed that the actual rate paid includes an amount to compensate for overtime worked or to be worked, be on the actual rate paid to the employee. The rates payable under this clause shall not be cumulative with the rates payable under clause 11, so as to entitle an employee to payment in excess of double time.

MEAL HOURS.

13. The following shall be the prescribed hours for meals:—

Luncheon—Not less than one continuous hour between 11.45 a.m. and 2.15 p.m.

Dinner—Not less than one continuous hour between 5 p.m. and 7 p.m.

Supper—Not less than a continuous half an hour between 10 p.m. and midnight, where a further performance is to commence after 11 p.m.

If an employee is required to work during the time when a meal interval should be allowed he shall be paid for such time worked at the rate of time and one half in lieu of ordinary time.

DRESS SUIT AND FOOTWEAR ALLOWANCES.

14. (a) Employees required so to do shall provide their own dinner dress for evening wear in a first class condition.
- (b) The employer shall pay to such employee the sum of twelve shillings and sixpence per week to cover the cost of replacing, maintenance, repair and cleaning and laundering.
- (c) Employees employed at drive-in theatres shall be paid by the employer the sum of six shillings per week as a footwear allowance.
- (d) Where an employer requires an employee to wear full evening dress suit, white coat or other prescribed wear, the employer shall provide it in first-class condition and any expense incurred for maintaining and laundering it occasioned by use when on duty shall be defrayed by the employer.
- (e) The provisions of sub-clauses (b) and (c) of this clause shall not apply to employees while on sick leave or annual leave.

TERMS OF ENGAGEMENT.

15. (a) All employees on the permanent staff shall be engaged by the week unless a longer period of engagement be agreed to between the parties.
- (b) Such employment shall be terminated on either side only by two week's notice, which may be given at any time during the week and the employee shall only be entitled to payment up to the time of the expiration of the notice.
- (c) Nothing in this Determination shall affect any legal right of an employer to dismiss without notice any employee for whatever period engaged for malingering, inefficiency, neglect of duty or misconduct, and in the case of such dismissal wages shall be payable for the employment up to but not after the time of dismissal.
- (d) Notwithstanding anything contained in this Determination an employer may deduct payment of wages for any day on which an employee cannot be usefully employed because of—
- (i) any strike, or
 - (ii) any breakdown of machinery, or
 - (iii) any stoppage of work unavoidable by the employer.

TRAVELLING AND INCIDENTAL EXPENSES.

16. (a) All out-of-pocket expenses incurred in connexion with the employer's business authorized by the employer and properly paid by the employee shall be reimbursed by the employer.
- (b) If an employee is required to travel within the State of Victoria on his employer's business and is unable to return to his home each night, he shall, in addition to his weekly wage, be provided with first-class transport including a sleeping berth on trains where such accommodation is usually available together with a living allowance of £15 per week, or if the period be less than one week, at the rate of £2 17s. 6d. per day or the employer shall have the option of providing and paying for accommodation suitable to reasonable requirements of the employee and as approved by the employee, such approval not to be unreasonably withheld.
- (c) If any employee is detained at the place of employment by the employer or his representative until too late to travel by the last tram, train or vehicle to his or her home, the employer shall provide proper conveyance for the employee so detained, if a female to her home, or if a male to his home if such home is more than a mile from the place of employment.

Provided that this sub-clause shall not apply to employees who receive a locomotion allowance in accordance with the provisions of clause 17 of this Determination.

LOCOMOTION ALLOWANCE.

17. (a) Any employee, other than a manager of a drive-in theatre, who is required by his employer to use his own motor vehicle in the performance of his duties shall be paid at the rate of 9d. per mile for the actual mileage travelled by his vehicle on any business of the employer, including in all such instances mileage travelled to and from the place where the vehicle is usually housed.
- (b) (i) Where a manager of a drive-in theatre in Division 1 of the fifth schedule of clause 2 is required by his employer to use his own motor vehicle, he shall be paid an amount per day calculated at the rate of 9d. per mile for a total mileage equal to three times the mileage from the place where the vehicle is usually housed and the theatre for each day that he attends the theatre, and in addition he shall be paid at the rate of 9d. per mile for the actual mileage otherwise travelled by his vehicle on any business of the employer.
- (ii) The provisions of paragraph (i) of this sub-clause shall apply to a manager of a drive-in theatre in division 2 or division 3 of the fifth schedule of clause 2 on the days only on which performances are held. On the days on which performances are not held and such a manager is required to attend the theatre, the mileage shall be equal to two journeys from the place of housing of the vehicle to the theatre, and in addition he shall be paid at the rate of 9d. per mile for the actual mileage otherwise travelled by his vehicle on any business of the employer.
- (c) In lieu of the foregoing provisions of this clause, the employer may agree in writing with the Theatre Managers' Association to pay a fixed amount to an employee in respect of "locomotion," and thereupon the employer shall no longer be bound to comply with the provisions of this clause.

REMOVAL EXPENSES.

18. Where an employee is appointed or transferred to a theatre, and the employer desires the employee to reside in a particular suburb or town, then the cost of removal and expenses necessarily incurred shall be borne and paid for by the employer.

ANNUAL LEAVE.

19. (a) All full time employees, other than casuals, shall be entitled to and shall take three weeks' annual leave on full pay and in the event of the employment of an employee, other than a casual, being terminated before the expiration of twelve months, such employee shall be paid one and one-half days' pay for each completed month of service.
- (b) The employer shall give each employee at least one calendar month's notice of the date from which his annual leave shall be taken.
- (c) The annual leave shall be given and taken in three consecutive weeks unless otherwise mutually arranged.
- (d) Where any Public Holiday as prescribed in clause 12 occurs during the period of the employee's annual leave, the leave shall be increased by one day for each holiday falling as aforesaid.

SICK-LEAVE.

20. (a) Any employee engaged by the week absent from duty shall lose pay proportionate to such absence unless he provides or forwards to his employer within 24 hours of the commencement of such absence evidence satisfactory to the employer that the absence was reasonable because of either—

- (i) Any illness of himself due neither to his own default nor to accident arising otherwise than out of and in the course of his employment; or
- (ii) Any bodily injury to himself caused by accident arising out of and in the course of his employment.

(b) This clause shall not affect any right of the employer to determine the employment in accordance with clause 15 of this Determination.

PAYMENT OF WAGES.

21. All moneys payable to an employee shall be paid not later than 9 p.m. on the last day or night of the employee's working week, but payment of overtime in respect of any week shall be paid not later than in the subsequent week.

RIGHT OF ENTRY OF ASSOCIATION OFFICIALS.

22. (1) For the purpose of interviewing employees on legitimate Association business, a duly accredited representative of the Theatre Managers' Association shall have the right to enter employer's premises on the following conditions:—

- (a) That he produces his authority to the manager or such other person as may be appointed by the employer for that purpose.
- (b) That not more than one representative of the said Association be on the premises at any one time.
- (c) That not more than one representative be permitted to visit the premises more than once a week; provided that such representative shall not make his visit earlier than 30 minutes after the commencement of the performance.
- (d) 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 herein, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Board of Reference.

(2) A person shall be a duly accredited representative of the Theatre Managers' Association, if he be the holder for the time being of a certificate which has not been cancelled or revoked, signed by the Secretary and bearing the seal of the Association and bearing the signature of the holder. The certificate shall be in the following form, or in a form not materially different therefrom:—

Theatre Managers' Association.

This is to certify that whose signature appears hereunder, is a duly accredited representative of the above-named Association for all purposes of the Theatre Managers Determination.

Seal of Association.....

..... Secretary.

..... Date.

(Signature of holder of Certificate.)

Nothing in this clause shall affect the operation of sub-clauses (d) and (e) of clause 3 of this Determination.

DEFINITIONS.

23. (a) "Theatre" includes cinematograph theatres, drive-in theatres, legitimate theatres, vaudeville theatres, theatrettes and concert halls.

(b) "Zone Manager" means a person who in addition to working in a theatre as a manager exercises supervision, control or direction over another manager or managers in another theatre or theatres.

(c) "Manager" means a person (i) who is responsible for the general operations at the theatre and (ii) who may be called upon to attend to one or more of the following:—advertising, maintenance, employment and supervision of staff thereof, and who with or without the assistance of a treasurer and/or assistant manager, is responsible for the checking, safe keeping and banking of the theatre receipts and funds, the payment of salaries and wages and/or accounts, and the preparation and keeping of records as directed by the proprietor or his representative.

(d) "Assistant Manager" means a person who assists a manager of a theatre in carrying out the duties of a manager as herein provided and who is called upon to carry out the duties and responsibilities of a manager during the absence of a manager from the theatre.

(e) "Trainee Manager" means a person who shall be under the supervision of a manager or assistant manager for a period of not more than twelve months engaged in training for the duties of a manager, assistant manager or treasurer. A trainee manager shall not be left in charge of a theatre except in the case of an emergency.

(f) "Treasurer" means a person other than a manager or assistant manager who may be called upon to carry out the checking, banking and safe keeping of the theatre receipts and funds, and payment of the accounts and/or wages and salaries, and the preparation and keeping of such records as directed by the manager or assistant manager but shall not include a person whose regular duties are those of any other employee at the theatre.

(g) "Manager on Tour" means a person whilst on tour who is responsible as hereinbefore mentioned in paragraphs (i) and (ii) of sub-clause (c) and in addition may be called upon to attend to transport arrangements.

SCHEDULES.

First Schedule.

(a) Theatres situated in the area enclosed by Flinders-street, Spencer-street, Latrobe-street, Victoria-street, and Spring-street, in the City of Melbourne.

(b) Any theatre regularly giving three or more performances daily.

(c) All legitimate or vaudeville theatrical shows wherever performed.

Second Schedule.

Theatre (other than those in the first schedule) giving two performances daily or nightly and/or any theatre commencing daily at 6 p.m. or thereabouts as the case may be.

SCHEDULES—*continued.**Third Schedule.*

Theatres (other than those in the first and second schedules) in the Metropolitan District as defined in the Labour and Industry Acts, and in the following provincial cities and towns showing six nights per week and one matinee.

Ararat	Dandenong	Maryborough	Swan Hill
Bairnsdale	Echuca	Mildura	Traralgon
Ballarat	Frankston	Moe	Wangaratta
Benalla	Geelong	Morwell	Warragul
Bendigo	Hamilton	Sale	Warrnambool
Castlemaine	Horsham	Shepparton	Wodonga
Colac	Lilydale	Stawell	Wonthaggi
			Yallourn.

Fourth Schedule.

Theatres in all places other than those provided for in the first, second and third schedules, giving more than one performance per week.

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

J. V. WILLOX, Secretary.

Melbourne, 4th July, 1957.



VICTORIA GOVERNMENT GAZETTE

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No. 229]

MONDAY, AUGUST 12.

[1957

Labour and Industry Acts.

DETERMINATION OF THE HOSPITAL EXECUTIVES 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 appointed to “determine the lowest prices or rates which may be paid to any person or persons, or classes of persons, employed full time as an executive officer (namely, a secretary, an assistant secretary, a chief clerk, or an accountant) in or in connexion with any hospital or benevolent home registered pursuant to the *Hospital and Charities Act 1928*, and any amendments thereto” has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in August, 1957, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES PER WEEK.

2. The following rates are based upon a basic wage of £13 3s.

	First Year's Service.	Second Year's Service.	Third Year's Service.	Fourth Year's Service.	Fifth Year's Service and Thereafter.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
<i>Secretary.</i>					
<i>Males.</i>					
Where the adjusted bed capacity is:—					
Under 66	20 8 0	21 7 0	22 6 0	23 5 0	24 4 0
66 to 100	25 0 0	25 19 0	26 18 0	27 17 0	28 16 0
101 to 200	29 16 0	30 15 0	31 14 0	32 13 0	33 12 0
201 to 400	34 12 0	35 16 0	37 0 0	38 4 0	39 8 0
401 and over	39 8 0	41 11 0	43 14 0	45 17 0	48 0 0
<i>Females.</i>					
Where the adjusted bed capacity is:—					
Under 66	16 6 0	17 1 0	17 17 0	18 12 0	19 7 0
66 to 100	20 0 0	20 15 0	21 10 0	22 6 0	23 1 0
101 to 200	23 17 0	24 12 0	25 7 0	26 2 0	26 18 0
201 to 400	27 14 0	28 13 0	29 12 0	30 11 0	31 10 0
401 and over	31 10 0	33 5 0	34 19 0	36 14 0	38 8 0

	First Year's Service.	Second Year's Service.	Third Year's Service.	Fourth Year's Service.	Fifth Year's Service and Thereafter.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
<i>Assistant Secretary.</i>					
Males.					
Where the adjusted bed capacity is:—					
Under 201	18 5 0	18 14 0	19 3 0	19 12 0	20 1 0
201 to 400	25 19 0	26 17 0	27 15 0	28 13 0	29 11 0
401 and over	29 11 0	31 3 0	32 15 0	34 7 0	35 19 0
Females.					
Where the adjusted bed capacity is:—					
Under 201	14 12 0	14 19 0	15 6 0	15 14 0	16 1 0
201 to 400	20 15 0	21 10 0	22 4 0	22 18 0	23 13 0
401 and over	23 13 0	24 18 0	26 4 0	27 10 0	28 15 0
<i>Accountant.</i>					
Males.					
Where the adjusted bed capacity is:—					
Under 201	19 17 0	20 10 0	21 3 0	21 16 0	22 9 0
201 to 400	23 2 0	23 18 0	24 14 0	25 10 0	26 6 0
401 and over	26 6 0	27 15 0	29 4 0	30 13 0	32 2 0
Females.					
Where the adjusted bed capacity is:—					
Under 201	15 18 0	16 8 0	16 18 0	17 9 0	17 19 0
201 to 400	18 10 0	19 2 0	19 15 0	20 8 0	21 1 0
401 and over	21 1 0	22 4 0	23 7 0	24 10 0	25 14 0
<i>Chief Clerk.</i>					
Males.					
Where the adjusted bed capacity is:—					
Under 201	18 5 0	18 14 0	19 3 0	19 12 0	20 1 0
201 to 400	20 4 0	21 3 0	21 3 0	21 3 0	21 3 0
401 and over	21 3 0	21 17 0	22 11 0	23 5 0	23 19 0
Females.					
Where the adjusted bed capacity is:—					
Under 201	14 12 0	14 19 0	15 6 0	15 14 0	16 1 0
201 to 400	16 3 0	16 18 0	16 18 0	16 18 0	16 18 0
401 and over	16 18 0	17 10 0	18 1 0	18 12 0	19 3 0

ADJUSTED BED CAPACITY.

3. (1) For the purposes of this Determination the adjusted bed capacity shall be the bed capacity shown in the last annual return furnished by the respective institution to the Hospitals and Charities Commission of Victoria or other statutory body and in the case of a Secretary, Assistant Secretary, Accountant, and Chief Clerk shall be further adjusted in respect to the number of out-patients' attendances and maternity beds as follows:—

(a) Out-patients' attendances—

- (i) For the first 49,000 out-patients' attendances add one bed for each 700 or part thereof;
- (ii) For the second 49,000 out-patients' attendances add one bed for each 1,400 or part thereof;
- (iii) Thereafter add one bed for each 2,100 or part thereof.

(b) Maternity beds.—One-third or part thereof of the number of maternity beds as stated in the above return shall be added to the total number of beds.

(2) Officers in hospitals in which the chief and principal treatment is in connexion with—

- (a) eyes, ears, nose, and throat, shall be classified as 201 to 400 adjusted beds;
- (b) dentistry, shall be classified as 201 to 400 adjusted beds.
- (c) after care, shall be classified as 201 to 400 adjusted beds.

ADDITIONAL PAYMENTS.

4. Secretaries shall be entitled to the following additional amounts:—

	Per Week.
	£ s. d.
General teaching hospital	4 16 0
Special teaching hospital	3 17 0
Base and similar hospital	2 18 0

Such hospitals shall be classified as follows:—

General Teaching Hospitals—

Royal Melbourne Hospital.
Alfred Hospital.
St. Vincent's Hospital.
Prince Henry's Hospital.

Special Teaching Hospitals—

Royal Children's Hospital.
Royal Women's Hospital.
Victorian Eye and Ear Hospital.
Fairfield Hospital.
Queen Victoria Memorial Hospital.
Dental Hospital.

Base and similar Hospitals—

Ballarat and District Base Hospital.
Bendigo and Northern District Base Hospital.
Geelong and District Hospital.
Mildura Base Hospital.
Gippsland Hospital, Sale.
Hamilton and District Base Hospital.
Wimmera Base Hospital, Horsham.
Mooroopna and District Base Hospital.
Wangaratta District Base Hospital.
Warrnambool and District Base Hospital.
West Gippsland Hospital, Warragul.
Footscray and District Hospital.
Austin Hospital.
Latrobe Valley Community Hospital.

DEFINITIONS.

5. "Secretary" means any persons employed full time as—

- (a) Secretary, Manager, or Business Manager; or
(b) the principal administrative officer however styled in any institution.

"Assistant Secretary" means any person employed full time and appointed to act as first assistant to a Secretary as defined.

"Accountant" means any person who is a certified member of a recognized Institute of Accountants, and who has been appointed to work full time as the Accountant at any institution. Provided that any person who has held the position of Accountant in any institution prior to 1st April, 1948, shall not be required to hold a certificate from a recognized Institute of Accountants.

"Chief Clerk" means any person appointed to act full time as such, but does not include any person covered by the definitions of Secretary, Assistant Secretary, or Accountant.

WORKING WEEK.

6. A week's work shall be spread over five days provided that an officer shall work at other reasonable times as and when necessary.

SUBSIDIARY HOSPITAL OR ANNEXES.

7. For the purposes of determining the salary of a Secretary, Assistant Secretary, Accountant, or Chief Clerk who are required to administer the affairs of or perform duties in connexion with one or more subsidiary hospitals or annexes, the adjusted bed capacity shall be the sum of the adjusted bed capacity of the parent hospital and the subsidiaries or annexes concerned.

PUBLIC HOLIDAYS.

8. (a) An officer shall be entitled to be absent without deduction of pay on the days observed as New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Melbourne Cup Day (within a radius of 20 miles of the General Post Office, Melbourne), Christmas Day, Boxing Day, and such other day or days as may be proclaimed as a holiday or holidays within the area in which the Institute concerned is situated.

(b) An officer required to work on any day specified in sub-clause (a) hereof shall be entitled to time off in lieu of such day.

SICK LEAVE.

9. (a) An officer shall be entitled to be absent without loss of pay on account of personal ill-health or accident, proof of which shall be submitted in a manner satisfactory to the Committee of the Hospital, for a period not exceeding in the aggregate 28 working days for each twelve months of service.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave therein contained is not taken in any year such portion as is not taken shall be cumulative from year to year. 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 LEAVE.

10. (a) Officers shall be entitled to annual leave on completion of each year of service in any one institution without deduction of pay, as follows:—

Secretary	Four weeks.
All others	Three weeks.

Should any day or days specified in clause 8 as a Public Holiday occur during an officer's period of annual leave, an additional day shall be added to the period of annual leave for each such specified day so occurring.

(b) Annual leave shall be granted within a period of six months after becoming due, and at a time suitable to the convenience of the Institution.

(c) An officer whose employment is terminated with less than twelve months' service in any qualifying twelve-monthly period shall be granted *pro rata* annual leave or payment in lieu.

LONG SERVICE LEAVE.

11. (a) An officer who has been in the service of one or more Institutions (including any statutory body directly associated with such Institution or Institutions) for a cumulative period of twenty years in the case of a male and fifteen years in the case of a female shall be entitled to six months' long service leave in accordance with the following provisions:—

- (i) Where an officer has completed more than fifteen or twenty years' service (as the case may be) and his employment is terminated by the employer for any cause other than serious and wilful misconduct or by the employee on account of illness, incapacity or domestic or any other pressing necessity where such illness, incapacity or necessity is of such nature as to justify such termination, there shall be added to any long service leave or payment in lieu thereof due to him a *pro rata* amount for all service in excess of fifteen or twenty years (as the case may be).

- (ii) Upon the death from any cause of an officer, who, at the date of his death was eligible for the grant of long service leave, the Committee shall pay to the legal representative of the deceased officer the amount that the officer would have been entitled to receive had he retired immediately prior to the date of his death.
- (iii) Long service leave shall be granted as soon as practicable after an employee becomes entitled thereto, having regard to the needs of the employer's establishment but the taking of such leave may be postponed to such date as is mutually agreed, or, in default of agreement, as the Industrial Appeals Court directs.
- (b) In the case of an officer who has completed at least ten years' service but less than twenty years in the case of a male officer and at least ten years' service but less than fifteen years in the case of a female officer with his or her employer and whose employment is terminated
- (i) by the employer for any cause other than serious and wilful misconduct; or
- (ii) by the officer on account of illness, incapacity or domestic or any other pressing necessity where such illness, incapacity or necessity is of such nature as to justify such termination—
- such amount of long service leave as equals one-eightieth of the period of continuous employment.
- (c) Any officer retiring or resigning after the 1st April, 1949, shall be entitled to the benefits of this clause provided he has had not less than fifteen or twenty years service (as the case may be).
- (d) For the purposes of this clause the following definitions apply:—
- “Service” shall mean service calculated as from the date of first commencing employment with an Institution (including any statutory body directly associated with such Institution or Institutions) and shall include all periods during which an officer was serving in His Majesty's Forces or was made available by the employer for national duty or for other periods of absence approved by the Institution or statutory body as the case may be.
- “Salary” shall mean the officer's salary or wage (exclusive of overtime or other allowance) at the time leave is taken, or immediately prior to the officer leaving the service or death of the officer (as the case may be).
- “Committee” shall mean the Committee or Governing Body of the Hospital or Benevolent Home in which the officer is employed.
- Words importing the masculine gender only shall include the feminine gender.

HIGHER DUTIES ALLOWANCE.

12. An officer required to take over all the duties of a senior officer shall be paid not less than the rate prescribed for such senior officer for such period as he so acts.

TRAVELLING ALLOWANCE.

13. (a) An officer required to travel on business in connexion with the Institution shall be re-imbursed all reasonable travelling expenses necessarily incurred.

(b) Where an officer is required to use his own motor car in connexion with the business of an Institution, he shall be re-imbursed such sum as may be agreed upon between the Governing Body of the Institution and himself. In the absence of any such agreement, he shall be paid an allowance at the rate of 1s. per mile for each mile he is so required to use his motor car.

TERMINATION OF SERVICES.

14. To terminate employment, one month's written notice shall be given by the employee or the Committee or one month's wages paid or forfeited, as the case may be. This shall not affect the right of the Committee to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, in which case wages shall be paid up to time of dismissal only.

ACCOMMODATION.

15. Where an officer attached to a Hospital or Benevolent Home is required to reside in quarters provided for him by the Institution, a deduction of not more than ten per cent. may be made from his wages as rental.

RATES AND CONDITIONS TO BE MAINTAINED.

16. Nothing in this Determination shall be deemed or construed to reduce the Wage or allowance any officer was receiving prior to the date of operation of this Determination or alter unfavourably the terms or conditions of employment operating at the date hereof.

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

J. V. WILLOX, Secretary.

Melbourne, 9th July, 1957.