



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 91]

FRIDAY, FEBRUARY 8.

[1957

Labour and Industry Acts.

DETERMINATION OF THE CEMETERY EMPLOYEES BOARD.

Note.—1. This Determination applies to the whole of the State of Victoria.

2. On the 25th September, 1946, the powers of the Cemetery Employees Board were varied to enable it to "determine the lowest prices or rates which may be paid to any person employed in or about a crematorium".

In accordance with the provisions of the Labour and Industry Acts, and the Orders in Council thereunder, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person employed:—

(a) in or about a cemetery as a grave digger, grave decorator, gatekeeper, labourer, or gardener:

(b) in or about a crematorium"

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 7th November, 1956, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

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

| Apprentices or Improvers. | | | Other Employees. | |
|---------------------------|---------------------------|---------|--------------------------------|-----------|
| | Percentage of Basic Wage. | £ s. d. | Wages. | |
| | | | Per Hour. | Per Week. |
| | | | s. d. | £ s. d. |
| 1st year | 27 | 3 11 0 | | |
| 2nd year | 31 | 4 1 6 | | |
| 3rd year | 36 | 4 14 6 | | |
| 4th year | 43 | 5 13 0 | | |
| 5th year | 53 | 6 19 6 | | |
| | | | (a) In or about a cemetery— | |
| | | | Grave diggers | |
| | | | 8 27/10 | 16 9 0 |
| | | | All others | |
| | | | 7 7 1/2 | 15 4 0 |
| | | | (b) In or about a crematorium— | |
| | | | * Operator in charge | |
| | | | 9 27/10 | 18 9 0 |
| | | | Other operator | |
| | | | 8 6 1/2 | 17 2 0 |
| | | | All others | |
| | | | 7 7 1/2 | 15 4 0 |

PROPORTION (WITHIN ANY PLACE).

One apprentice and one improver to every three or fraction of three workers receiving not less than the minimum wage.

* Any employee required to act as an Operator in Charge for a period of one week or over shall be entitled to be paid the rate prescribed of an Operator in Charge whilst he is so required to act.

ALLOWANCES.

3. (a) Any employee who is required to set and/or fire explosives shall be paid 5s. extra per day for each day or part of a day on which he performs such operations, and any person who has been directed by the management to assist such an employee shall be paid 2s. 6d. per day extra for each day or part of a day on which he is so required to assist.
- (b) Any employee who is engaged in boring holes in stone by hand or machine for any period in excess of two hours on any day shall be paid 2s. 6d. per day extra for each day on which he is so required to work.

EXHUMATIONS.

4. (a) Any workman employed in the opening and/or entering of a grave for the purposes of an exhumation or exhumations shall be paid for the first body removed the sum of 30s., and for each additional body removed from the same grave a further 15s.;
- (b) Any workman required to assist, but not to open and/or enter a grave, in connexion with an exhumation or exhumations from the same grave shall be paid an allowance of 7s. 6d.

TIME OF BEGINNING AND ENDING WORK.

5. The ordinary times of beginning and ending work shall be between the following hours:—

8 a.m. to 5.15 p.m. Monday to Friday inclusive.

A meal interval of not less than 45 minutes shall be allowed each employee between noon and 1.30 p.m. each day.

WEEK-END BURIAL OR CREMATION.

6. 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 8 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 8.

OVERTIME.

7. All work done outside the hours specified as the times of beginning and ending work, or any work done within such hours in excess of 40 hours in any week, shall be paid for at the rate of time and a half.

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

HOLIDAYS.

8. (a) 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 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.

Provided that should an employee be required to work on any day specified in this sub-clause such work shall not include the digging of stock graves, but may include:—

- (i) any necessary maintenance work;
- (ii) the filling in of a grave;
- (iii) the preparation of an ordered grave.

(b) Any employee who having been instructed to report for work on any holiday mentioned in sub-clause (a) hereof shall if he so reports be entitled to payment as follows:—

- (i) An allowance of 5s. if not given a start at work;
- (ii) for work done with a minimum payment as for four hours.

The allowance or wage provided for in (i) and (ii) hereof is in addition to the payment of a day's pay to which an employee is entitled under sub-clause (a).

8A. In connexion with the holding of the Olympic Games in Victoria during the months of November and December, 1956, where a holiday or half-holiday is proclaimed by Order-in-Council throughout any Municipality or part thereof, or within any defined area, such holiday or half-holiday shall, so far as such Municipality or part thereof, or such defined area is concerned be included in this Determination. An employee not required to work during the period of such holiday or half-holiday as proclaimed shall receive payment at ordinary rates for same.

Provided that no employee shall be entitled to the conditions prescribed by this clause for more than the equivalent of one working day.

Provided further that an employee who fails to attend for work on the working day before and or after such holiday or half-holiday shall not be entitled to be paid for such holiday or half-holiday.

Double time shall be paid for all work done within such Municipality or part thereof, or such defined area during the period of the holiday or half-holiday, as the case may be.

SUNDAYS.

9. All work done on Sundays shall be paid for at double time. Provided that any employee who is required to be on duty solely for the purpose of acting as a patrolman or as a supervising attendant shall receive a minimum payment of 20s., and any employee called on duty to do any other work shall receive a minimum payment of 30s. for each Sunday he is so required to work.

SATURDAYS.

10. Subject to the provisions of clause 8 hereof time and a half with a minimum payment of 36s. shall be paid for all work done on a Saturday.

EMPLOYEE OPENING OR CLOSING A CEMETERY ON A SATURDAY, SUNDAY, OR A PUBLIC HOLIDAY.

11. Notwithstanding anything contained in clauses 8, 9, or 10 hereof any employee who is required only to open and/or close the gates of a cemetery on a Saturday, Sunday, or a Public Holiday specified in clause 8, shall be paid at the appropriate rate specified for work done on any such day with a minimum payment of 25s. for any such work.

NOTICE OF WORK ON A SUNDAY OR HOLIDAY.

12. If at all possible, 24 hours notice that his services will be required on such day, shall be given to an employee required to work on a Sunday or a holiday specified in clause 8.

PICNIC DAY.

13. The 3rd Wednesday in February in each year shall be observed as a holiday within a radius of 20 miles of the General Post Office, Melbourne, and at Ballarat, Bendigo, and Geelong. Employees (except those required to carry out essential services) shall be entitled to such holiday without deduction of pay.

Employees required to carry out essential services may receive ordinary rates of pay only for work done on such day, but shall within one month receive another day off in lieu of such picnic holiday or have one day added to the annual leave provided for in clause 16.

FARE ALLOWANCE.

14. Any employee residing outside a radius of five miles from his place of employment shall in addition to any other amounts to which he may be entitled under this Determination receive the sum of five shillings per week as a fare allowance.

TERMS OF ENGAGEMENT.

15. 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.

ANNUAL HOLIDAY.

16. An employee with not less than ten years of continuous service with the one employer shall be entitled to three weeks' annual holiday for each complete year of service thereafter with such employer. In all other cases the annual holiday shall be as prescribed by the provisions of the Labour and Industry Acts.

PAYMENT OF WAGES.

17. Wages shall be paid not later than Thursday in each week.

SICK LEAVE.

18. (a) Any employee (other than a casual employee) after not less than three months of continuous service with an employer shall be entitled to sick leave as follows:—

During the first year—Ten hours for each completed month of service;

During any subsequent year of service—Three weeks.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave, as prescribed above is not taken during the employee's fourth, or any subsequent year of continuous service, such portion as is not taken in such fourth or any subsequent year of service, shall be cumulative from year to year up to a period not exceeding twelve weeks on full pay, provided that for each two weeks of any such sick leave, a medical certificate, or other satisfactory evidence of injury or illness shall be furnished by the employee if so required.

(c) Notwithstanding anything contained in sub-clauses (a) or (b) hereof, for absence on account of ill-health or injury for any period not exceeding two consecutive working days, and not exceeding in the aggregate four working days in any one year, the production of a medical certificate shall not be necessary.

(d) Where, under any scheme of insurance or an accident relief or provident fund, to secure the benefit of which the employer has paid the necessary premium, or under any Worker's Compensation Act, compensation becomes payable for any of such days of absence, the employer shall not be bound to pay more of such wage as is prescribed by sub-sections (a) and (b) hereof than is sufficient with such compensation to make up the full pay.

CLOTHING, ETC.

19. Employees required to work in wet places shall be provided with leather or rubber knee boots.

An employee whilst engaged at grave digging shall be supplied with overall trousers, which shall be replaced from time to time where necessary, and shall be paid an amount of 3d. per day or part thereof as a boot allowance for each day on which he is so engaged.

Suitable and adequate overhead covering shall be provided for all employees engaged in grave digging.

An employee engaged in filling in a grave in rain shall be provided with suitable protective clothing.

An employee required to attend at a grave during a funeral shall be provided with a suitable dustcoat to cover his working clothes during such period.

PROTECTION FROM FALLING EARTH OR MASONRY.

20. Where an employee is working in sand or loose earth at a depth of 5 ft. 6 in. or greater, or in any earth at a depth below 7 feet, he shall be assisted by another employee, or given protection by means of timbering or other adequate protection to obviate danger from falling earth or masonry. Where a grave is dug or re-opened in sand or loose earth, planking must be provided by the Cemetery Trust, and used by the grave digger for the safe conduct of the funeral for which preparation is being made.

DEFINITION.

21. A casual employee is a person who is not required to report for duty on each of every ordinary working day, but who is called upon to do certain specified work at irregular intervals.

DINING ACCOMMODATION, ETC.

22. Where four or more men are ordinarily employed in a cemetery suitable dining accommodation with a fireplace, or other means of providing boiling water, and with adequate tables and forms shall be provided for the use of employees when having meals. This accommodation shall be kept clean and used for no other purpose.

Suitable drying accommodation with heating facilities when necessary shall also be provided in each such cemetery.

TERMINATION OF EMPLOYMENT.

23. Except in a case where an employee or an employer 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. This clause does not operate in the case of a casual employee.

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

J. W. RYAN, Secretary.

Melbourne, 25th October, 1956.

