



# VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, JULY 4.

[1941

Factories and Shops Acts.

## DETERMINATION OF THE BOOT BOARD.

NOTE.—(1) This Determination applies to the whole of the State of Victoria.

(2) Clicking, stuff cutting, making, and finishing were proclaimed on 13th January, 1932, as Apprenticeship Trades under the *Apprenticeship Act 1928* for the Metropolitan District.

Full particulars of the Apprenticeship Regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Geological Museum Buildings, Gisborne-street, Melbourne (price 3d.).

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which since the nineteenth day of May, 1936, has had the power to "determine the lowest prices or rates which may be paid to any person—

(a) wholly or partly preparing or manufacturing, either inside or outside a factory, boots, shoes, or slippers of every description;

(b) designing or cutting patterns of boots, shoes, or slippers from metal or any other material"—has made the following Determination, namely:—

(1) That on the 3rd July, 1941, the adjusted Determination which came into force as from the beginning of the 1st pay period to commence in May, 1941, shall be revoked and replaced by this Determination.

### APPRENTICES AND IMPROVERS.

(2) MALES*—Apprentices. Wages per Week of 44 Hours.				
	Commencing Age.			
	Under 16 years.	16 years.	17 years.	18 years or over.
	s. d.	s. d.	s. d.	s. d.
1st year's experience—				
1st six months ..	20 0	25 0	30 0	40 0
2nd six months ..	22 6	27 6	35 0	45 0
2nd year's experience—				
1st six months ..	25 0	30 0	40 0	50 0
2nd six months ..	27 6	35 0	45 0	55 0
3rd year's experience—				
1st six months ..	30 0	40 0	50 0	65 0
2nd six months ..	35 0	45 0	55 0	70 0
4th year's experience—				
1st six months ..	40 0	50 0	65 0	Minimum wage
2nd six months ..	45 0	55 0	70 0	
5th year's experience—				
1st six months ..	50 0	65 0	Minimum wage	
2nd six months ..	55 0	70 0		
6th year's experience—				
1st six months ..	65 0	Minimum wage		
2nd six months ..	70 0			
Thereafter ..	Minimum wage			

Experience for the purpose of this Clause means actual experience whether as an apprentice or otherwise.

#### Proportion.

(In any factory or place.)

An employer shall not employ male apprentices in excess of the proportion of one male apprentice to every three male workers or fraction thereof receiving wage rates or earning at piece work prices not less than the minimum hourly wage for adult males. Such proportion shall be based on the average number of workers employed during the previous six months receiving wage rates or earning at piece work prices not less than the minimum hourly wage for adult males.

An amended indenture of apprenticeship has been prescribed by the Board.

See Clause (7) for wages and proportion of unapprenticed Junior Workers.

### (3) FEMALES—Improvers.

Females employed clicking, designing, or cutting patterns, stuff cutting, stuff fitting, or preparing for makers, or making or finishing, including the following operations in the making of slippers:—Turning, bottom levelling, wood heeling, blocking, steaming, and ironing on the last, irrespective of age or experience shall be paid the same rates as are paid to adult males on the same class of work.

Females employed attaching uppers to soles of shoes, known as or similar to the Sahara Sandal, or interlacing material of the uppers on the last or attaching such uppers to the soles of shoes known as Basket Shoes or any shoe similar thereto shall be paid the same rates as are paid to adult males on the same class of work.

Apprentices and all other improvers†—

Wages per week of 44 hours.

	s. d.
1st six month's experience ..	20 0
2nd ..	22 6
3rd ..	25 6
4th ..	29 0
5th ..	33 0
6th ..	37 6
7th ..	42 6
8th ..	48 0

Thereafter not less than the minimum wage for adult females

#### Proportion.

(In any factory or place.)

One female apprentice to every three or fraction of three female workers employed and receiving at wages rates or earning at piece work prices not less than the minimum wage for adult females.

#### Proportion.

(In any factory or place.)

Three female improvers to each female worker employed and receiving at wages rates or earning at piece work prices not less than the minimum wage for adult females.

Provided that the total number of female apprentices and improvers in any factory or place shall not exceed three to each adult female receiving not less than the minimum wage for adult females.

† Junior females may be employed on the operations set out in paragraphs (c), (d), and (e) of Clause (5) at the above rates.

\* Wages of apprentices and improvers in the Metropolitan District are regulated by the Apprenticeship Commission. See Note 2 above.

## WAGES—continued.

## Other Employees.

(4)	MALES.	Wages per week of 44 hours. s. d.	(5)	FEMALES.
Pattern Cutting—			(a) Females employed clicking, designing, or cutting, patterns, stuff cutting, stuff fitting, or preparing for makers, or finishing, including the following operations in the making of slippers:—Turning, bottom levelling, wood heeling, blocking, steaming, and ironing on the last, irrespective of age or experience shall be paid the same rates as are paid to adult males on the same class of work.	
Pattern Cutters or Designers .. ..	..	117 6	(b) Females employed attaching uppers to soles of shoes, known as or similar to the Sahara Sandal, or interlacing material of the uppers on the last or attaching such uppers to the soles of shoes known as Basket Shoes or any shoe similar thereto shall be paid the same rates as are paid to adult males on the same class of work.	
Clicking—				
Clicking outsides (other than felt, fabric, sheep's roans or splits) .. ..	..	117 6		
Clicking felt, linings, fabrics, sheep's roans, splits—				
By hand .. ..	..	114 6		
By machine .. ..	..	111 6		
All others .. ..	..	111 6		
Stuff cutting—				
Cutting leather outsoles or insoles .. ..	..	114 6		
Ranging by hand .. ..	..	114 6		
All others .. ..	..	111 6		
Making—				
All operatives except those for whom the rates herein-				
after appearing are prescribed .. ..				
Operator of bottom levelling machine .. ..	..	111 6		
Operator of buzzer machine .. ..	..	111 6		
Operator of loose nailing machine .. ..	..	111 6		
Levelling by hand .. ..	..	111 6		
Heeling by hand .. ..	..	111 6		
Opening channels .. ..	..	111 6		
Closing channels .. ..	..	111 6		
Feathering .. ..	..	111 6		
Turning pumps .. ..	..	111 6		
Laying linings and shanking .. ..	..	111 6		
Pulling up backs .. ..	..	111 6		
Pulling on .. ..	..	111 6		
Tingling and trimming (hand or machine) .. ..	..	111 6		
Putting on heels and toe plates .. ..	..	111 6		
Attaching wood heels by hand .. ..	..	111 6		
Putting in stiffeners or toes .. ..	..	108 6		
Putting in bottom fillings and shanks .. ..	..	108 6		
Slipping off .. ..	..	108 6		
Pulling out tacks .. ..	..	108 6		
Stamping and sorting soles .. ..	..	108 6		
Solutioning or cementing by hand or machine .. ..	..	108 6		
Putting studs or bars on football boots .. ..	..	108 6		
Finishing—				
Finishing right through by hand .. ..	..	117 6		
Operating heel trimmer .. ..	..	117 6		
Operating edge trimmer .. ..	..	117 6		
Operating edge sotter .. ..	..	117 6		
Operating heel scourer .. ..	..	117 6		
Operating Naumikeag machine and/or sandpapering				
machine .. ..	..	113 6		
Slipping off .. ..	..	108 6		
All others .. ..	..	111 6		

(5) FEMALE WORK.—The following classes of work may be performed by female employees at the rates prescribed in clause (5) sub-clause (c) (iii):—

- (a) making cosy slippers with soles of upper leather or other soft material with felt or compo filling (excepting the operation set out in clause (5) (a));
- (b) attaching felt to leather soles by Union Special Machine No. 75B 80,100 or any similar table machine;
- (c) marking, stamping, fitting of uppers, machining of uppers, pasting of uppers, lacing of uppers or preparing slippers for the slipper turn sewing machine;
- (d) ironing off the last;
- (e) socking;
- (f) pomming;
- (g) attaching ornaments;
- (h) final trimming and boxing;
- (i) cleaning;
- (j) spraying;
- (k) branding;
- (l) final polishing;
- (m) final brushing;
- (n) sizing;
- (o) treecing after boot is finished;
- (p) patent and coloured leather repairing;
- (q) solutioning and covering wood heels;
- (r) skiving or trimming the insides and outsides of uppers (including cut outs);
- (s) interlacing of uppers before or after making (excluding hand made basket shoes);
- (t) making (in all stages) infants' 0s to 6s footwear with soles of upper leather or other soft material;
- (u) preparing toe puffs of material other than crop;
- (v) all work on which females can be employed in the heel and last-making industry.

(7) JUNIOR WORKERS—MALES.—(a) Unapprenticed male juniors may be employed in the following occupations:—Tacking on insoles, putting in stiffeners or toes, putting in bottom fillings and shanks, putting in and slipping lasts, last carrying, last sorting, heel nail feeding, inking edges, solutioning or cementing by hand or machine, inking and colouring (one colour only), rubbing off heels, drawing tacks or nails, socking and sizing, tacking up stuff (including the cutting and preparation of football studs), putting in followers, branding or stamping, any other occupation usually performed by females under this Determination.

(b) The maximum number of unapprenticed male juniors who may be employed in any factory shall not exceed the proportion of one junior to ten or fraction of ten of the average number of male adults employed for the previous six months.

(c) Unapprenticed male juniors shall be paid the rates provided for apprentices plus 10 per cent.

(d) Any unapprenticed junior who has had six years' experience in the industry and who has not reached twenty-one years of age shall be paid the adult rate for the class of work he is performing.

(8) **HOURS OF WORK.**—(a) The ordinary hours of work shall not exceed 44 per week to be worked in five days between the hours of 7.30 a.m. and 5.30 p.m. on Monday to Friday inclusive. Provided that this spread of hours may be altered by mutual agreement between an employer and the Australian Boot Trade Employees Federation.

(b) Each employer may fix starting and finishing times for his own factory and such starting and finishing times, when fixed, shall not be altered except on fourteen days' notice to the employees concerned.

(9) **OVERTIME.**—(a) All time worked by an employee before his or her starting time or after his or her finishing time shall be paid for at the rate of time and a half for the first two hours and double time thereafter.

(b) In computing overtime, each day's work shall stand alone.

(c) Junior workers and apprentices shall not work overtime without the approval of the Apprenticeship Commission, unless a proportionate number of adult males or fully experienced females is employed in the respective departments.

(d) Employees called upon to work overtime exceeding one hour shall be allowed at least 30 minutes for a meal, and shall in addition to any overtime payable be allowed 1s. 6d. (1/6) for such meal, provided that in the case of Saturday overtime 1s. 6d. shall be payable only if the work extends beyond the ordinary time for ceasing work for the midday meal.

(10) **MEAL TIME.**—(a) Not less than 30 nor more than 60 minutes, shall be allowed each working day for a midday meal.

(b) An employee shall not work or be worked for more than five hours consecutively without a break for a meal.

(11) **TERMS OF ENGAGEMENT.**—(a) All employees (excepting apprentices) shall be engaged by the hour, and such engagement shall be terminated without notice at any time.

(b) Any employee who has not received on the previous day notice of suspension of work, or that he or she will not be wanted to attend at the factory, shall be paid for half a day, whether worked or not, unless there is a stoppage of work arising from some cause beyond the employer's control.

(c) Employees shall give notice to their employers when they desire to be absent from work except in cases of sickness or emergency beyond their control.

(12) **SUNDAY WORK.**—For work performed on a Sunday treble time shall be paid for a full day, whether such full day is worked or not. Provided that employees engaged in alterations of plant or machinery necessary for resumption of work the next following working day shall be paid for at the rate of time and a half.

**NOTE.**—Section 8 of the Factories and Shops Act No. 4275 prohibits work on Sundays, but the Minister of Labour may suspend this section in exceptional circumstances.

(13) **HOLIDAYS.**—Double ordinary time shall be paid for all work done on the following nine holidays or the days observed in lieu thereof, viz.:—New Year's Day; Australia Day; Good Friday; Easter Monday; Labour Day; Anzac Day; King's Birthday; Christmas Day; and Boxing Day; provided that within the Metropolitan District Cup Day shall be substituted for King's Birthday.

(14) **PAYMENT OF WAGES.**—(a) Wages shall be paid on Wednesday or Thursday or Friday in each week. Each employer shall fix a pay day, which once fixed shall not be altered unless with the consent of the Australian Boot Trade Employees Federation. Separate pay days for male and female employees may be fixed in any factory.

(b) Not more than one day's wages shall be kept in hand excepting that where a holiday occurs on the actual pay day, the following day may be substituted as pay day.

(c) Any employee working part of a week shall be paid all moneys due on ceasing work for that week.

(d) Where an employee's services are dispensed with, all moneys due shall be paid immediately on the employee ceasing work.

(e) Employees kept waiting more than five minutes for their pay after ceasing work shall be paid at overtime rates for all the time in excess of five minutes they are kept waiting as aforesaid.

(15) **TIME AND WAGES BOOK.**—(a) Each employer shall keep a time and wages book or record, showing the name of each employee, his or her occupation, the hours worked each day and the wages and allowances paid each week.

(b) The time occupied by an employee in filling in time books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

(c) The time and wages book or records shall be open for inspection by a duly accredited permanent official of the Australian Boot Trade Employees Federation during the usual office hours at the employer's office or other convenient place.

Provided that an inspection shall not be demanded unless the secretary of the said Federation or the district secretary or organizer of any branch of the said Federation suspects that a breach of this determination has been committed. Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment.

The official making such inspection shall be entitled to take a copy of entries from a time and wages book or record relating to the suspected breach of this determination.

(16) **ANNUAL LEAVE.**—(a) A period of seven consecutive days' leave shall be allowed annually to all employees after twelve months' continuous service (less the period of annual leave).

(b) Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than one week's notice to the employee provided that the giving of annual leave may with the consent of the Secretary for Labour be postponed for a period to be specified in cases where the exigencies of the war render it impracticable to give it within the said period of six months.

(c) An employer may allow annual leave to an employee before the right thereto has accrued due but where leave is taken in such a case a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in respect of which annual leave had been taken before it accrued.

(d) If after six months' continuous service in any qualifying twelve-monthly period an employee leaves his employment or his employment is terminated by the employer through no fault of the employee, the employee shall be paid one-sixth of a week's wage at ordinary rates for the occupation in which the employee was ordinarily employed immediately prior to the end of the engagement in respect of each completed two months of continuous service in respect of which leave has not been granted hereunder.

(e) Each employee before going on leave shall be paid a week's wage at ordinary rates for the occupation in which the employee was ordinarily employed immediately prior to the commencement of his leave. Payment in the case of employees employed on piece or bonus work or any other system of payment by results shall be at time rates.

(f) The annual leave provided for by this clause shall be allowed and shall be taken and except as provided by sub-clause (d) hereof payment shall not be made or accepted in lieu of annual leave.

(g) Notwithstanding anything herein provided an employer who gives to an employee leave of absence without loss of pay throughout the interval of time from and after the day observed as Boxing Day to the 31st day of December inclusive shall be deemed thereby to fulfil all obligations to that employee under this clause in respect of the period of twelve months' service referred to in sub-clause (a) hereof. The provisions of sub-clause (c) hereof shall apply to this sub-clause.

(h) Where leave has been granted to an employee pursuant to sub-clauses (c) or (g) hereof before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the twelve months' continuous service in respect of which the leave was granted the employer may for each two complete months of the qualifying period of twelve months not served by the employee deduct from whatever remuneration is payable upon the termination of the employment, one-sixth of the amount of wage paid on account of the annual leave, which amount shall not include any sums paid for any of the prescribed public holidays.

(i) For the purposes of this clause service shall be deemed to be continuous notwithstanding:—

(i) any interruption or determination of the employment by the employer if such interruption or determination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;

(ii) any absence from work on account of sickness or accident or military service and in calculating the period of twelve months' continuous service, absence on account of sickness or accident to the extent of fourteen days in any twelve months shall be deemed to be part of the period of continuous service;

(iii) any termination of the employment by the employee if such termination has been made merely with the intention of preventing the operation of sub-clause (g) hereof;

(iv) breaks arising from slackness of work.

(j) Except as provided by sub-clause (g) hereof the annual leave prescribed by this clause shall be exclusive of any of the public holidays prescribed by this determination, and if any such holiday falls within an employee's period of annual leave there shall be added to that period one day for each such holiday falling as aforesaid.

(k) For the purpose of this clause, a month shall be reckoned as commencing with the beginning of the first day of the employment or period of employment in question and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month, and if there be no such day in such subsequent month shall be reckoned as ending at the end of such subsequent month.

(17) **MIXED FUNCTIONS.**—An employee engaged for more than half of one day on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day; if less than half of one day he shall be paid the higher rate for the time so worked.

(18) **REST PERIOD.**—(a) Female employees shall be allowed a morning rest period of ten minutes at a time to be mutually arranged in each factory.

(b) Facilities for making tea shall be made available to employees at the commencement of rest periods and meal hours.

(19) **SEATS.**—Where it is necessary for employees to sit at their work, seats will be provided by the employer for the employees. Such seats shall be reasonably comfortable.

(20) **TOOLS.**—The employer shall provide all needles and findings, grindery, tools for finishers, viz., feather knives, fudge wheels, ordinary top irons, waist wheels, and brushes (paint and ink), workshop and light, and all colours and materials used in connexion with the trade.

(21) **DETERMINATION POSTED.**—A copy of this Determination, together with all variations thereof, shall be posted and kept posted by the employer in a prominent place in each factory or workshop.

(22) **DEDUCTION IN WAGES.**—Deductions in wages may be made only for such time as is actually lost by any employee, including holidays. Such deductions shall be proportionate to the wage; but no deduction shall be made from the wages of apprentices, other than those mentioned in the Indenture of Apprenticeship.

(23) **PIECE-WORK.**—(a) Any employer may fix and pay piece-work prices in lieu of time rates so long as such rates permit employees of average capacity to earn at least the minimum rate prescribed for their respective classes with the addition of 10 per cent.

(b) If any groups of employees in any factory are dissatisfied with the piece-work rates so fixed they shall have the right to refer the matter to the Secretary for Labour for investigation and decision.

(24) **RIGHT OF ENTRY.**—Any duly accredited permanent official of the Australian Boot Trade Employees Federation authorized in writing by the Secretary for Labour shall have the right to enter any place or factory of any kind whatsoever for the purpose of interviewing or conversing with the employees in such factory or place.

Provided such duly accredited permanent officials shall not wilfully hamper or hinder the employees during their working time, and may interview any employees or converse with them during any luncheon or non-working time, for the purpose of collecting dues, posting notices, and attending to other matters of the said Federation relating to the industry.

If any employer alleges that a representative is unduly interfering with his workshop or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the conditions abovementioned, such employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Secretary for Labour.

(25) **WASHING ACCOMMODATION.**—Suitable washing accommodation shall be provided for all employees.

(26) **SHOP STEWARDS.**—A shop steward appointed by employees in each workshop shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom they represent.

(27) **FIRST-AID OUTFIT.**—Each employer shall provide a properly equipped first-aid chest. Such chest shall comply, as to its contents, with the requirements of the Factories and Shops Acts.

(28) **PERIODICAL ADJUSTMENT OF WAGES.**—The wages rates for adult males set out in clause (4) are based upon the following basic wage rates, and, pursuant to and in accordance with the provision of section 21 of the *Factories and Shops Act 1934* the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates.

The basic wage rates shown hereunder shall be adjusted as prescribed in clause (29).

#### BASIC WAGE.

Place.	Basic Wage.	Loadings and Margin for Skill.	Index Number Set Assigned.
	£ s. d.	£ s. d.	
Whole of the State .. .. .	4 1 0	1 10 6	Six Capital Cities (Weighted Average)

(29) **ADJUSTMENT OF WAGE RATES.**—(a) Until the beginning of the first pay period to commence in August, 1941, the total wage rates prescribed in clause (4) shall be paid.

(b) During each future successive period beginning on the first pay period to commence in an August, a November, a February, or a May the amount of the basic wage prescribed in Clause (28) shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All items" retail price index numbers.

For the purpose of this determination the expression "Commonwealth Statistician's retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(1) The index number for the six capital cities weighted average is to be applied.

(2) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.

(3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising such number is to be ascertained.

(4) The basic wage shall be of that assigned amount during such period of or near a quarter, plus the loadings and margin prescribed in Clause (28).

TABLE.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
834-845 .. .. .	3 8 0	933-944 .. .. .	3 16 0
846-858 .. .. .	3 9 0	945-956 .. .. .	3 17 0
859-870 .. .. .	3 10 0	957-969 .. .. .	3 18 0
871-882 .. .. .	3 11 0	970-981 .. .. .	3 19 0
883-895 .. .. .	3 12 0	982-993 .. .. .	4 0 0
896-907 .. .. .	3 13 0	994-1006 .. .. .	4 1 0
908-919 .. .. .	3 14 0	1007-1018 .. .. .	4 2 0
920-932 .. .. .	3 15 0	1019-1030 .. .. .	4 3 0

Any extension of this table must be of the same construction as the table.

The rates prescribed for female workers in Clause (5) hereof other than the constant loadings shall be increased or decreased proportionately to increases or decreases of the needs basic wage calculated to the nearest threepence, half or less than half of threepence to be disregarded.

H. J. RICHARDSON, J.P., Chairman.  
F. MCGREGOR, Secretary.

Melbourne, 18th June, 1941.

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[1941

Factories and Shops Acts.

## DETERMINATION OF THE SHOPS BOARD No. 7 (COUNTRY SHOP ASSISTANTS).

NOTE.—This Determination applies to the whole of the State *outside and excepting* the following parts of Victoria, namely:—The Metropolitan District as defined in the *Factories and Shops Act 1928* (No. 3677) and the Order in Council thereunder, and such portion of the City of Sandringham as is not included within the said District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops 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 or in connexion with a shop as a shop assistant, packer, storeman, or carter," has made the following Determination, viz.:—

(1) That on the 7th July, 1941, the last Determination of this Board shall be revoked and replaced by this Determination as to the lowest prices or rates which may be paid to any person employed in or in connexion with a shop as a shop assistant, packer, storeman, or carter, but not including persons subject to the Determinations of the—

Shops Board No. 4 (Butchers, Country),

Shops Board No. 6 (Chemists),

Shops Board No. 13 (Fuel and Fodder, Country), or the

Hotel and Restaurant Board.

(2)

### APPRENTICES OR IMPROVERS.

Experience.			WAGES PER WEEK OF 46 HOURS.			PROPORTION. (In or in connexion with any shop.)
			Commencing Age.			
			15 years or under.	16 years.	17 years or over.	
			<i>Males.</i>			<i>Apprentices.</i> One male apprentice to every three or fraction of three male workers receiving not less than 66s. per week of 46 hours. One female apprentice to every three or fraction of three female workers receiving not less than 39s. 6d. per week of 46 hours. An indenture of apprenticeship prescribed by the Board was approved on 20.12.1923.
1st year	..	..	14s. 6d.	16s.	18s. 6d.	
2nd "	..	..	19s.	23s.	27s. 6d.	
3rd "	..	..	23s.	33s.	43s.	
4th "	..	..	33s.	43s.	56s. 6d.	
5th "	..	..	43s.	56s. 6d.	..	
6th "	..	..	56s. 6d.	..	..	
			<i>Females.</i>			<i>Improvers.</i> One male improver to each male worker receiving not less than 66s. per week of 46 hours. One female improver to each female worker receiving not less than 39s. 6d. per week of 46 hours. Provided that a female improver may be employed in lieu of a male improver, or a male improver in lieu of a female improver.
1st year	..	..	13s.	14s.	16s.	
2nd "	..	..	14s. 6d.	16s. 6d.	21s.	
3rd "	..	..	20s.	21s. 6d.	27s. 6d.	
4th "	..	..	25s. 6d.	27s. 6d.	36s.	
5th "	..	..	31s.	36s.	..	
6th "	..	..	36s.	..	..	

## OTHER EMPLOYEES.

	WAGES PER WEEK OF 46 HOURS.	
	Males.	Females.
Shop assistant—		
In charge of a shop, i.e., the person for the time being entrusted with the control or superintendence of a shop, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to supervising such shop—		
(a) working singly .. .. .	118s. 6d.	101s. 6d.
(b) in charge of one or more persons .. .. .	133s.	108s. 6d.
In charge of a department, i.e., the person for the time being entrusted with the control or superintendence of a department in which are employed two or more other persons, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to supervising such department .. .. .	111s. 6d.	67s.
21 years of age .. .. .	60s.	39s. 6d.
22 " " .. .. .	76s. 6d.	45s. 6d.
Between 23 and 60 years of age .. .. .	93s.	55s. 6d.
60 years of age or over .. .. .	84s. 6d.	
Packer or storeman .. .. .	86s.	..
Carters driving horse-drawn vehicles .. .. .	87s.	..
Driver of motor vehicle with a carrying capacity of not more than 25 cwt. .. .. .	88s. 6d.	..
Driver of motor vehicle with a carrying capacity of over 25 cwt. .. .. .	91s.	..

## (3) TIMES OF BEGINNING AND ENDING WORK.—

	Time of Beginning.	Time of Ending.
On the day on which the weekly half-holiday is observed .. .. .	8 a.m.	12.30 p.m.
On the usual late trading night .. .. .	8 a.m.	9 p.m.
On the other working days of the week .. .. .	8 a.m.	6 p.m.

## (4) OVERTIME.—The rate of time and a half shall be paid for all work done—

- (a) Outside the hours fixed as the times of beginning and ending work ;  
 (b) Within the hours fixed as the times of beginning and ending work in excess of 46 hours in any week.

(5) TIME WAGES.—Any person employed on time wages for less than the number of hours of an ordinary week's work shall for each hour worked up to one-half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of thirty-three per centum, and for each hour worked beyond the one-half aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(6) SPECIAL RATES.—All work done on Sunday, Good Friday, Easter Saturday (except in localities in which the late trading night is observed on a Saturday), Easter Monday, and the days on which Australia Day, Labour Day, King's Birthday, Christmas Day, Boxing Day, and New Year's Day are observed as public holidays shall be paid for at the rate of double time.

(7) ANNUAL LEAVE.—Any employee who has been in the service of an employer for a period of not less than twelve months shall be granted one week's holiday, exclusive of the holidays mentioned in clause (6), in each year on full pay and such holiday shall be given within three months of the completion of twelve months' service, provided that, for the purposes of this clause, any service prior to the 6th April, 1937, shall not be taken into account.

(8) SICK PAY.—Any employee not attending for duty shall lose his or her pay for the actual time lost unless such employee has had not less than twelve month's service with the same employer, and he or she produces or forwards within twenty-four hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than six days in each year commencing from the 4th July, 1938.

(9) MIDDAY MEAL.—An interval of one hour shall be allowed for the midday meal between the hours of 12 noon and 2 p.m.

(10) GARMENT ALLOWANCE.—Any employee who wears, when at work, a washable outer-garment, the laundering of which is not paid for by the employer, shall be paid 3s. per week in addition to the ordinary wage. Such laundering shall be done in the town in which is situated the shop or branch shop at which the employee works.

(11) BICYCLE ALLOWANCE.—Where an employee uses his or her own bicycle in connexion with the employer's business such employee shall be paid an allowance of 2s. per week in addition to the ordinary wage.

(12) PAYMENT OF WAGES.—Wages shall be paid not later than Thursday in each week, and must be paid during working hours.

(13) REFERENCE.—An employee, on severing his or her connexion with an employer, shall be entitled to and shall receive from such employer a reference in writing, stating his or her period of service and qualifications.

(14) TRANSFER OF EMPLOYEE.—Where any employer transfers an employee from one township to another, the employer shall be responsible for and shall pay the whole of the moving expenses, including fares and transport charges, for the employee and his family.

(15) TERMINATION OF EMPLOYMENT.—Except in a case where an employee has been guilty of a misdemeanour, seven days' notice of termination of employment shall be given by either employer or worker.

(16) RENT OF RESIDENCE.—The employer shall not charge any manager or assistant who resides on the premises in connexion with the shop in which the business of such employer is carried on a greater sum as rent for such premises than 10s. 0d. per week.

(17) TIME AND WAGES RECORD.—The employer shall keep a time and wages record showing the name of each worker, the number of hours worked each week, and the wages and overtime paid each week. Such record shall be open for inspection by a duly accredited representative of the Shop Assistants and Warehouse Employees' Federation of Australia or of the Victorian Storekeepers' Association.

F. W. BOND, Chairman.

H. N. JONES, Secretary.

Melbourne, 18th June, 1941.