VICTORIA
GOVERNMENT GAZETTE.

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No. 177] **WEDNESDAY, AUGUST 25.** **[1943**

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 1 (BOOT DEALERS).

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts 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 wheresoever employed in the business of a seller of boots, shoes, or slippers, being a business usually or frequently carried on in a shop," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 26th August, 1943, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.

Wages per Week of 46 Hours.

—	Males. s. d.	Females. s. d.
Under 16 years	17 0	15 0
16 years	22 0	21 0
17 „	32 6	27 0
18 „	40 0	34 6
19 „	51 0	39 0
20 „	61 6	44 6

Provided that any apprentice or improver without previous experience entering the trade at 17, 18, 19, or 20 years of age may be paid for his or her first year's service 12½ per cent. and for his or her second year's service 10 per cent. less than the rates fixed above.

PROPORTION (IN ANY SHOP OR PLACE).

APPRENTICES.

Males.

One male apprentice to every three or fraction of three male persons receiving not less than 78s. 6d. per week of 46 hours.

Females.

One female apprentice to every three or fraction of three female persons receiving not less than 49s. per week of 46 hours.

An indenture of apprenticeship prescribed by the Board was approved on 28th March, 1923.

IMPROVERS.

Males.

Two male improvers to one
Four „ „ „ two
Five „ „ „ three
Six „ „ „ four
Seven „ „ „ five
Eight „ „ „ six
Nine „ „ „ seven
Ten „ „ „ eight
} male persons receiving not less than 78s. 6d per week of 46 hours,

and thereafter one additional male improver to every two or fraction of two additional.

Other Employees.

Wages per Week of 46 Hours.

—	Within the Metropolitan District and such portion of the City of Sandringham as is not included within the said District; the Cities of Geelong and Geelong West; and the Town of Newtown and Chilwell. s. d.	All other parts of Victoria where this Determination applies. s. d.
MALES.		
Manager of a shop or head salesman, *i.e.*, the principal employee in any shop, branch shop, or boot and/or shoe department in any establishment in which are sold goods other than those sold by bootdealers, notwithstanding he may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department—		
(*a*) Working singly ..	125 6	120 6
(*b*) In charge of 1, 2, 3, or 4 persons	131 0	123 6
(*c*) In charge of 5 or more persons	142 0	134 0
Salesmen—		
21 years of age	83 0	78 6
22 years of age	98 0	93 6
23 years of age or over ..	122 6	114 6
Persons employed in the parcels or country order office, or as packers, porters, or storemen—		
21 years of age	83 0	78 6
22 years of age	98 0	93 6
23 years of age or over ..	122 6	114 6

Apprentices or Improvers.	Other Employees.		
	Wages per Week of 46 Hours.		
		Within the Metropolitan District and such portion of the City of Sandringham as is not included within the said District; the Cities of Geelong and Geelong West; and the Town of Newtown and Chilwell.	All other parts of Victoria where this Determination applies.
	FEMALES.	s. d.	s. d.
PROPORTION (IN ANY SHOP OR PLACE). IMPROVERS. *Females.* Two female improvers to one Four " " " two Five " " " three Six " " " four Seven " " " five Eight " " " six Nine " " " seven Ten " " " eight female persons receiving not less than 49s. per week of 46 hours, and thereafter one additional female improver to every two or fraction of two additional Provided that one female improver in lieu of one male improver, or one male improver in lieu of one female improver, may be employed.	Manageress of a shop or head saleswoman, *i.e.*, the principal employee in any shop, branch shop, or boot and/or shoe department in any establishment in which are sold goods other than those sold by bootdealers, notwithstanding she may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department—		
	(*a*) Working singly ..	125 6	120 6
	(*b*) In charge of 1, 2, 3, or 4 persons	131 0	123 6
	(*c*) In charge of 5 or more persons	142 0	134 0
	Saleswomen—		
	21 years of age	49 0	49 0
	22 years of age	53 6	53 6
	23 years of age or over ..	63 6	59 6

3. OVERTIME.—(*a*) All time worked in excess of 46 hours in any week shall be paid for at the rate of time and a half for the first three hours and double time thereafter.

(*b*) All time worked after 12.45 p.m. on Saturday shall be paid for at the rate of double time.

4. TIME WAGES.—Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to 23 hours be paid—

(*a*) in any week in which two or more public holidays occur .. At the ordinary wages rate, with an addition of fifty per centum.

(*b*) in any other week .. .. At the ordinary wages rate, with an addition of thirty-three and one-third per centum,

and for each hour worked beyond the 23 hours aforesaid shall be paid at the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

Provided that no such person shall be paid for less than two hours on any one Saturday and not less than three hours on any one day other than a Saturday.

5. SPECIAL RATES.—Double time shall be the rate for all work done on Sunday and time and a half shall be the rate for all work done on New Year's Day, Australia Day (26th January), Good Friday, Easter Saturday (except in the area enclosed by and including Flinders-street, Spencer-street, Lonsdale-street, and Spring-street, in the City of Melbourne, where the rate of treble time shall be paid), Easter Monday, Labour Day (21st April), King's Birthday, Christmas Day, and Boxing Day or after 1 p.m. on Show Day (in such localities mentioned in the Twelfth Schedule to the *Public Service Act* 1928 as are within the area to which this Determination applies); but if any other day be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays, the special rate shall only be payable for work done on the day so substituted.

6. NOTICE OF INTENTION TO WORK OVERTIME.—At least four hours' notice of intention to work overtime shall be given to an employee before such employee is required to work beyond the usual time of ceasing duty.

7. MEAL ALLOWANCE.—An employee required to work any overtime in excess of one hour beyond the usual time of ceasing duty shall be paid a meal allowance of 1s. 6d. Such allowance shall be paid on the day upon which the overtime is worked and shall be in addition to any payment due for such overtime.

8. GARMENT ALLOWANCE.—Any employee who is required to wear, when at work, a washable outer-garment, dust-coat, or overall, shall be paid 2s. per week in addition to the ordinary wage, unless the garment is both provided and laundered by the employer.

9. BICYCLE ALLOWANCE.—Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 2s. per week in addition to the ordinary wage shall be paid to such employee.

10. PAYMENT OF FARES.—Where an employee is required by his or her employer to move temporarily from one branch or shop to another all additional fares so incurred shall be paid by the employer.

11. 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.

12. SICK PAY.—Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay at the ordinary rate, for six days in any one year commencing from the 21st November, provided that evidence satisfactory to the employer is produced to prove that such absence was due to personal ill health or accident.

13. 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, in each year, annual leave on full pay (exclusive of the holidays mentioned in clause 5), as shown hereunder, viz.:—

On completing 1st year's service	Six consecutive working days
" " 2nd " "	Nine " " "
" " 3rd " "	Twelve " " "
" " each additional year's service	Twelve " " "

Such leave shall be given within three months of the completion of each year's service.

Should the services of an employee, who has served at least twelve months with the same employer, be terminated at any time thereafter he shall be entitled to *pro rata* holidays on full pay, but, should such employee be dismissed at any time for misconduct, he shall not be entitled to any such *pro rata* holidays.

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

15. Time and Wages Records.—An employer shall keep time and wages records showing the name of each employee, the hours worked each week by, and the wages and overtime paid to each employee.

16. Termination of Employment.—Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited, as the case may be, in lieu thereof. This provision shall only apply in the case of the employee who has been employed continuously for three months or more.

17. Payment of Wages.—Wages shall be paid not later than Thursday in each week and must be paid during working hours.

NOTE.—Section 176 of the Factories and Shops Act 1928 (No. 3677) provides that, where the provisions of a Determination of a Wages Board apply, a true copy of such Determination shall be posted in some conspicuous place in such a position as to be easily read by the persons employed therein. Penalty not exceeding £10.

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

J. W. RYAN, Secretary.

Melbourne, 20th August, 1943.

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No. 178] WEDNESDAY, AUGUST 25. [1943

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 9 (DRAPERS AND MEN'S CLOTHING).

NOTE.—1. On the 9th March, 1921, this Board was appointed in lieu of the Drapers Board and the Men's Clothing Board.

2. This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder; such portions of the City of Sandringham as are not included within the said Metropolitan 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 persons employed in the business of a seller of—

(*a*) any article of men's or boys' clothing (whether made to order or otherwise), mercery, or wearing apparel, including underclothing, hats, and caps;

(*b*) goods usually sold by drapers or haberdashers, including mantles, costumes, millinery, gloves, stockings, and underclothing," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 25th August, 1943, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers. * Wages per Week of 46 Hours						
Experience.	Commencing Age. 15 years or under.	16 years.	17 years.	18 years.	19 years.	20 years.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Males—						
1st year—						
1st 6 months	22 6	22 6	27 0	28 0	28 0	35 6
2nd 6 months	22 6	22 6	27 0	28 0	28 0	49 6
2nd year—						
1st 6 months	28 0	28 0	35 6	46 6	46 6	61 6
2nd 6 months	28 0	28 0	35 6	46 6	53 0	66 0
3rd year—						
1st 6 months	32 0	38 0	46 6	64 6	64 6	77 0
2nd 6 months	32 0	38 0	46 6	64 6	77 0	86 6
4th year ..	43 0	49 6	64 6	..	..	..
5th year ..	52 6	64 6	..	..	..	..
6th year, and until 21 years of age ..	64 6	..	..	..	..	..
Females—						
1st year—						
1st 6 months	16 0	21 0	27 0	28 0	29 0	30 6
2nd 6 months	16 0	21 0	27 0	28 0	29 0	30 6
2nd year—						
1st 6 months	22 6	27 6	30 6	32 0	34 0	35 6
2nd 6 months	22 6	27 6	30 6	32 0	34 0	42 6
3rd year—						
1st 6 months	28 6	30 6	35 6	35 6	35 6	46 6
2nd 6 months	28 6	30 6	35 6	35 6	35 6	48 6
4th year ..	30 6	35 6	42 6	..	..	..
5th year ..	35 6	42 6	..	..	..	..
6th year, and until 21 years of age ..	42 6	..	..	..	..	..

Other Employees. * Wages per Week of 46 Hours.		
—	Within the Metropolitan District.	Outside the Metropolitan District wherever this Determination applies.
	s. d.	s. d.
Males.		
Manager (other than departmental manager), i.e., a person entrusted with the control or superintendence of a shop, notwithstanding he may be under the orders of a superior who does not devote his whole time to the management of the said shop	141 0	141 0
Departmental manager, i.e., a person in control of three or more salesmen or saleswomen 21 years of age or over, notwithstanding he may be under the orders of a superior who does not devote his whole time to the management of such department	133 0	133 0
Person in charge of an order tailoring establishment	141 0	141 0

* The above rates include a war loading of 4s. per week in the case of adult males and proportionate amounts for females and all juniors.

Apprentices or Improvers.	Other Employees. * Wages per Week of 46 Hours.	Within the Metropolitan District. s.	Within the Metropolitan District. d.	Outside the Metropolitan District wherever this Determination applies. s.	Outside the Metropolitan District wherever this Determination applies. d.
PROPORTION (in any Shop or Place).	*Males.*				
APPRENTICES.	Pattern-men, assemblers, or salesmen—				
Males.	21 years of age	100	0	90	6
One male apprentice to every three or fraction of three male workers receiving not less than 90s. 6d. per week of 46 hours.	22 years of age	110	0	101	6
	23 years of age or over	127	0	122	0
	Canvassers, who are in any way connected with the sale of goods	130	0	130	0
	Collectors who, in addition to their duties of collecting, are in any way connected with the sale of goods	130	0	130	0
Females.	Foreman packer or storeman, i.e., a person in control of four or more packers or storemen, notwithstanding he may be under the orders of a superior who does not devote his whole time to the management of such department	119	0	119	0
One female apprentice to every three or fraction of three female workers receiving not less than 48s. 6d. per week of 46 hours.	Packers or storemen	114	6	114	6
	Porters	114	6	114	6
An indenture of apprenticeship prescribed by the Board was approved on 25th January, 1924.	All others	127	0	122	6
IMPROVERS	*Females.*				
Males	Manageress (other than departmental manageress), i.e., a person entrusted with the control or superintendence of a shop stocking frocks, dress or Manchester goods, drapery furnishing, prints, silks, or men's clothing, notwithstanding she may be under the orders of a superior who does not devote his whole time to the management of the said shop	141	0	141	0
One male improver to every male person receiving not less than 90s. 6d. per week of 46 hours.	Departmental manageress—				
Females.	(a) in control of three or more salesmen or saleswomen 21 years of age or over, in dress, Manchester, drapery furnishing, prints, silks, or men's clothing departments, notwithstanding she may be under the orders of a superior who does not devote his whole time to the management of such department	133	0	133	0
Two female improvers to one female person .. receiving not less than 48s. 6d. per week of 46 hours.	(b) In control of three or more saleswomen 23 years of age or over in any other department, notwithstanding she may be under the orders of a superior who does not devote his whole time to the management of such department	78	0	76	0
Four female improvers to two female persons, and thereafter—	Saleswomen selling goods usually sold in dress, Manchester, drapery furnishing, prints, silk, or men's clothing departments—				
One female improver to each additional female person	21 years of age	95	6	86	0
Provided that one female improver in lieu of one male improver or one male improver in lieu of one female improver may be employed.	22 years of age	107	6	98	0
	23 years of age or over	127	0	122	0
	Other saleswomen or pattern women, or assemblers—				
	21 years of age	52	6	48	6
	22 years of age	61	0	53	6
	23 years of age or over	66	6	62	6
	Packers	113	0	113	0
	Canvassers who are in any way connected with the sale of goods	66	6	66	6
	Porters	113	0	113	0
	All others	66	6	62	6

* The above rates include a war loading of 4s. per week in the case of adult males and proportionate amounts for females and all juniors.

3. FLOOR SUPERVISORS, FLOOR WALKERS AND/OR SUPERINTENDENTS.

Floor supervisors, floor walkers and/or superintendents shall be paid 5 per centum over and above the rate fixed for persons 23 years or over, provided that any person acting as floor supervisor, floor walker and/or superintendent for less than 23 hours in any one week shall not be entitled to the additional 5 per centum.

4. TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
On the usual half-holiday	9 a.m.	12.45 p.m
On the usual late trading night, or the night previous to a Public Holiday	9 a.m.	9 p.m.
On all the other working days of the week	9 a.m.	6 p.m.

5. OVERTIME.*

The following rates shall be paid for all work done:—

(a) By persons (including apprentices and improvers) employed as salesmen or saleswomen—

(1) Before 9 a.m.	Five times the ordinary rate.
(2) Outside the times of ending work	Double time.
(3) Within the times of beginning and ending work in excess of 46 hours	Double time.
(b) By all other persons (1) Outside the times of beginning and ending work.	Double time.
(2) Within the times of beginning and ending work in excess of 46 hours	Double time.

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

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

6. Meal Money.

Any employee required to work after the usual finishing hour of work or before the usual commencing hour of work beyond one hour shall be paid not less than 1s. 6d. meal money in addition to the overtime rates as prescribed for in this Determination.

7. Time Rate.

Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall for each hour worked up to 23 hours be paid—

(a) In any week in which two or more Public Holidays occur .. At the ordinary wages rate with an addition of fifty per centum.

(b) In any other week .. .. At the ordinary wages rate with an addition of thirty three and one-third per centum.

and for each hour worked beyond the 23 hours aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

Provided that no person shall be employed for less than four consecutive hours on any one working day between the hours of 9 a.m. and 6 p.m. on Monday to Thursday and between the hours of 9 a.m. and 9 p.m. on Friday or for less than 3¾ hours on Saturday.

8. Meal Intervals.

All employees shall be allowed the following meal intervals with permission to leave the shop for the whole of such intervals viz.:—

From Monday to Friday, one hour for lunch between noon and 3 p.m., and in addition, on Friday, three-quarters of an hour for tea between the hours of 5 p.m. and 7.15 p.m.

9. Rest Period.

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

10. Termination of Employment.

Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof. This provision shall only apply in the case of an employee who has been employed continuously for three months or more.

11. Notice of Intention to Ration.

Where an employer owing to slackness of trade desires to ration his employees, he shall give at least one clear working day's notice to each employee of his intention to ration such employee.

12. Annual Holidays.

Any employee who has been in the service of the same employer for a period of not less than twelve months shall be granted holidays on full pay for a period of twelve consecutive working days in each year (exclusive of the holidays specified in clause 14), and such holidays shall be given within three months of completion of each twelve months' service. Should an employee's services be terminated before the expiration of twelve months' service he shall be entitled to *pro rata* holidays on full pay provided that such employee has completed six months' continuous service with the same employer; but should an employee be dismissed at any time for misconduct before the expiration of any period of twelve months of such employment, he shall not be entitled to any annual leave or any *pro rata* payment in lieu thereof. Fourteen days' notice shall be given by the employer to the employee before the latter commences his annual holidays aforesaid.

13. Sick Pay.

Any employee not attending for duty who has had not less than 12 months' service with the same employer shall lose his or her pay for the actual time lost unless such employee produces or forwards within 24 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.

14. Special Rates for Sundays and Holidays.

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

Sunday .. .. Double time.

New Years Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, Boxing Day, or after 12.30 p.m. on Show Day in localities mentioned in the Twelfth Schedule to the *Public Service Act* 1928 within the area to which this Determination applies .. .. Time and a half.

Easter Saturday—

(a) In the area enclosed by and including Flinders-street, Spencer-street, Lonsdale-street, and Spring-street in the City of Melbourne .. .. Five times the ordinary rate.

(b) In all other places where this Determination applies .. .. Double time.

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.

15. Bicycle Allowance.

Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 1s. 6d. per week in addition to the ordinary wage shall be paid to such employee.

16. 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. This provision shall only apply in the case of an employee who has been employed continuously for three months or more.

17. Time and Wages Records.

An employer shall keep time and wages records showing the name of each employee, the hours worked each week by, and the wages and overtime paid to each employee.

18. Payment of Wages.

All wages due shall be paid not later than Thursday in each week, and must be paid during working hours.

Note.—Section 176 of the Factories and Shops Act provides that where the provisions of a Determination of a Wages Board apply, a true copy of such Determination shall be posted in some conspicuous place in such a position as to be easily read by the employees working thereat. Penalty not exceeding £10.

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

J. W. RYAN, Secretary.

Melbourne, 20th August, 1943.

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