



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 182]

FRIDAY, NOVEMBER 24.

[1944

Factories and Shops Acts.

## DETERMINATION OF THE SHOPS BOARD No. 23 (ELECTRICAL AND RADIO GOODS).

**NOTE.**—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District and the Geelong District as defined in the Factories and Shops Acts, and the Order in Council thereunder extending such Metropolitan District, such portions of the city of Sandringham as are not included within the said Metropolitan District, the cities of Ballarat, Bendigo, and Warrnambool, and the boroughs of Eaglehawk and Sebastopol.

On the 18th May, 1932, the Shops Board No. 18 (Miscellaneous Shops) was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the business of a seller of—

(a) Electrical goods;

(b) Wireless (radio) sets, parts, or accessories;

and such power was conferred exclusively on the Shops Board No. 23 (Electrical and Radio Goods).

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 the business of a seller of—

(a) Electrical goods;

(b) Wireless (radio) sets, parts, or accessories"—

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 7th October, 1944, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices and Improvers.							Other Employees.					
Wages per Week of 47 Hours.							Wages per Week of 47 Hours.					
Experience.	Commencing Age.						Within the Metropolitan District.	Outside the Metropolitan District wherever this Determination applies.				
	15 years or under.	16 years.	17 years.	18 years.	19 years.	20 years.			s. d.	s. d.		
<b>Males—</b>							<b>MALES.</b>					
1st year .. .. .	21 0	21 0	28 0	42 6	56 0	70 6	128 0	124 0	(a) Person in charge of a shop			
2nd year .. .. .	28 0	31 6	39 0	49 6	70 6	88 0			<i>Or,</i>			
3rd year .. .. .	39 0	42 6	62 6	70 6	91 6	..			(b) Manager in charge of one or more persons in an electrical and/or radio department of a departmental store, the business of which is not confined to the sale of radio or electrical goods			
4th year .. .. .	49 6	56 0	70 6	91 6	..	..			(c) Canvassers, travellers, collectors, installers, and all others who are in any way connected with the sale of goods on a merchant's premises, but excluding those selling off such premises if they are paid exclusively by commission and have the right to sell goods for more than one merchant—			
5th year .. .. .	63 6	70 6	..	..	..	..			21 years of age .. .. .	100 6	98 0	
6th year .. .. .	77 6	..	..	..	..	..			22 years of age .. .. .	110 6	108 0	
And thereafter the minimum wage.							23 years of age or over .. .. .				120 6	116 6
<b>Females—</b>							<b>FEMALES.</b>					
1st year .. .. .	19 0	19 0	25 6	25 6	31 0	31 0	Females .. .. .					
2nd year .. .. .	25 6	31 0	34 0	36 0	44 0	..	66 6					
3rd year .. .. .	31 0	36 0	44 0	51 0	..	..	64 0					
4th year .. .. .	36 0	44 0	51 0	..	..	..						
5th year .. .. .	44 0	51 0	..	..	..	..						
6th year .. .. .	51 0	..	..	..	..	..						
And thereafter the minimum wage.												
<b>PROPORTION (WITHIN ANY SHOP).</b>												
<b>Apprentices.</b>												
<b>MALES.</b>												
One male apprentice to every three or fraction of three workers receiving not less than 98s. per week.												
<b>FEMALES.</b>												
One female apprentice to every three or fraction of three workers receiving not less than 64s. 0d. per week.												
<b>Improvers.</b>												
<b>MALES.</b>												
One male improver to every two or fraction of two workers receiving not less than 116s. 6d. per week.												
<b>FEMALES.</b>												
One female improver to every two or fraction of two workers receiving not less than 64s. 0d. per week.												

PENAL RATE.

3. Any person who works less than 36 hours in any week shall be paid for such work at the rate of 3s. 3d. per hour. Provided that no employee shall be entitled to receive more than the rate fixed for his particular class of work for an ordinary week of 47 hours.

4. TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
Friday .. .. .	7.45 a.m.	9 p.m.
Saturday .. .. .	7.45 a.m.	12.45 p.m.
On the other working days of the week .. .. .	7.45 a.m.	6 p.m.

MEAL INTERVAL.

5. No employer shall require any employee to take a longer interval than one hour for a meal.

OVERTIME.

6. Outside the hours fixed in Clause 4 .. .. . } Time and a half.  
 Within the hours fixed in Clause 4 in excess of the number of hours as fixed for an ordinary week's work .. .. . }

SPECIAL RATES.

7. Time and a half shall be paid for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Melbourne Cup Day (Metropolitan District only), King's Birthday, Christmas Day, and Boxing Day, or after 12.30 p.m. on Show Day (in localities mentioned in the *Public Service Act 1928*). If any other day be by Act of Parliament or proclamation substituted for any of the abovenamed holidays, the special rate shall be payable only for work done on the day so substituted.

TERMINATION OF EMPLOYMENT.

8. 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.

ALLOWANCE.

9. When, in conformity with the custom of the trade, an employee wears, when at work, a washable outer garment the laundering of which is not paid for by the employer, such employee shall be paid 2s. 6d. per week in addition to the ordinary rate.

TEA MONEY.

10. Any employee whose weekly rate is not more than 121s. who is required to work overtime in excess of two hours on any one day, shall receive an allowance of 2s. 6d. as tea money in addition to the rates provided in Clause 6.

NOTICE TO WORK OVERTIME.

11. At least 24 hours' notice shall be given when overtime is required to be worked.

NOTICE OF INTENTION TO RATION.

12. Where an employer, owing to slackness of trade, desires to ration his employees, he shall give at least 24 hours' notice to each employee of his intention to ration such employee.

ANNUAL LEAVE.

13. 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 7), as shown hereunder, viz. :—

On completing 1st year's service .. .. .	Six consecutive working days
„ 2nd year's service .. .. .	Twelve consecutive working days
„ each additional year's service .. .. .	Twelve consecutive working days

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.

SICK PAY.

14. (a) Any employee not attending for duty who has had not less than twelve 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.

(b) If the full period of sick leave as proscribed above is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding eighteen days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

TIME AND WAGES RECORDS.

15. 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.

PAYMENT OF WAGES, ETC.

16. Payment of all wages, overtime, special rates, and allowances due, shall be made during working hours not later than Thursday each week.

REFERENCE.

17. 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.

TRANSPORT ALLOWANCE.

18. (a) When an employee, by arrangement with his employer, uses his own car in the service of the employer he shall be paid an allowance of not less than 4d. per mile; provided that the total allowance payable shall not be less than 40s. per week and shall not exceed 20s. for any one day or £3 for any one week.

(b) When an employee, by arrangement with his employer, uses his own motor cycle or motor cycle and side-car in the service of the employer he shall be paid an allowance of not less than 2d. per mile; provided that the total allowance payable shall not be less than 15s. per week and shall not exceed 7s. 6d. for any one day or 30s. for any one week.

(c) Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 3s. 6d. per week in addition to the ordinary wage shall be paid to such employee.

POSTING OF DETERMINATION.

19. A copy of this Determination shall be kept posted at or near the entrance to any shop or place to which it applies.

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

J. W. RYAN, Secretary.

Melbourne, 17th November, 1944.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 183]

FRIDAY, NOVEMBER 24.

[1944

Factories and Shops Acts.

### DETERMINATION OF THE SHOPS BOARD No. 16 (HARDWARE).

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 portions of the City of Sandringham as are not included in 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 persons employed in the business of a seller of hardware—wholesale or retail”—but not including:—

- (a) persons employed in assembling ordered goods kept in a bulk store or iron yard;
- (b) persons employed as storemen, packers, or sorters—

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 10th October, 1944, the last previous Determination of this Board shall be revoked and replaced by this Determination.
- 2.

Apprentices or Improvers. (The Masculine to include the Feminine.)	Other Employees. (The Masculine to include the Feminine.)	Metropolitan District.	Outside Metropolitan District where Determination Applies.
WAGES.	WAGES.	Per week of 46 hours.	Per week of 46 hours.
Per week of 46 hours.	Per week of 46 hours.	£ s. d.	£ s. d.
s. d.			
Under 16 years of age .. .. .	Departmental managers, or branch managers, having under their control—		
16 years of age .. .. .	5 or more salesmen, 23 years of age or over	7 7 0	7 2 9
17 .. .. .	4 salesmen .. .. .	7 0 3	6 16 6
18 .. .. .	3 salesmen .. .. .	6 12 6	6 8 9
19 .. .. .	2 salesmen .. .. .	6 6 6	6 2 3
20 .. .. .	1 salesman .. .. .	6 3 3	5 19 3
	Other Branch Managers	6 3 3	5 19 3
	Outside salesmen—		
	21 years of age .. .. .	5 8 0	5 5 6
	22 .. .. .	5 16 6	5 14 0
	23 .. .. and over .. .. .	6 7 0	6 4 0
	Salesmen or Buyers:—		
	21 years of age .. .. .	4 18 0	4 15 6
	22 .. .. .	5 6 6	5 4 0
	23 .. .. and over .. .. .	5 17 0	5 14 0
	Assemblers of Ordered Goods:—		
	21 years of age .. .. .	4 18 0	4 15 6
	22 .. .. .	5 1 6	5 1 6
	23 .. .. and over .. .. .	5 10 0	5 10 0
	NOTE.—See Clause 19 re Definitions.		

3. **TIMES OF BEGINNING AND ENDING WORK.**

	Time of Beginning.	Time of Ending.
On the usual Half Holiday .. .. .	8 a.m.	12.45 p.m.
On all the other working days of the week .. .. .	8 a.m.	6 p.m.

4. **\* OVERTIME.**

Within the times fixed for beginning and ending work in excess of 46 hours .. .. . } Time and a half, with a minimum  
 Outside the times of beginning and ending work .. .. . } payment of 1s. per hour.

\* 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.

**MEAL MONEY.**

5. Where overtime, as in the preceding clause, is performed on any day in the week, an allowance of 2s. 6d. shall be made for meal money, and shall be paid on the day when such work is performed.

**SPECIAL RATES.**

6. Double time shall be the rate payable for all work done on Sunday, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, King's Birthday, Christmas Day, Boxing Day and on Cup Day (Metropolitan District only), or after 12.30 p.m. on Show Day (in localities mentioned in the Twelfth Schedule to the *Public Service Act 1928*), but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the special rate shall be payable only for work done on the day so substituted.

**TIME RATE.**

7. 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.

**TERMINATION OF EMPLOYMENT.**

8. 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.

**PAY DAY.**

9. All wages, overtime, &c., shall be paid not later than Thursday of each week.

**NOTICE TO WORK OVERTIME.**

10. At least 24 hours' notice shall be given when overtime is required to be worked.

**NOTICE OF INTENTION TO RATION.**

11. Where an employer owing to slackness of trade desires to ration his employees, he shall give seven days' notice to each employee of his intention to ration such employee.

**ANNUAL HOLIDAYS.**

12. (a) Any employee on the completion of each twelve months' service with an employer shall be granted twelve consecutive working days' annual leave on full pay, and such leave shall be given within three months of the completion of each such twelve months' service.

(b) Any employee who leaves or is dismissed for any reason other than for a misdemeanour, after having completed not less than six months' service during the first qualifying period of service with an employer, shall in lieu of annual leave be given one half day's pay for each complete month of service with such employer.

(c) Any employee who leaves or is dismissed for any reason other than for a misdemeanour, after having completed one or more years of service with an employer, but before having completed a further full twelve-monthly period of service with such employer shall in lieu of annual leave be given one day's pay for each complete month of service during such further qualifying twelve-monthly period.

**SICK PAY.**

13. (a) Any employee not attending for duty who has had not less than twelve months' service with the same employer shall not lose his pay for the actual time lost if such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his 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.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall be cumulative from year to year up to a period not exceeding 18 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

**MEAL INTERVALS.**

14. Not less than one hour shall be given for a meal, between the hours of 12 noon and 3 p.m.

NOTE.—Section 117 (3) of the *Factories and Shops Act 1928* (No. 3877) provides that no person shall be employed in any shop more than five hours without an interval for a meal.

**BICYCLE ALLOWANCE.**

15. Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 6d. per day or part thereof for each day on which he is so required to use such bicycle, shall be paid by the employer.

**GARMENT ALLOWANCE.**

16. Any employee who is required to wear, when at work, a washable outer garment, dust coat, or overall, shall be paid 2s. 6d. per week in addition to the ordinary wage, unless the garment is both provided and laundered by the employer.

**REFERENCE.**

17. On an employee being dismissed or leaving his employment he shall be entitled to a reference showing his period of service and qualifications.

**TIME AND WAGES RECORDS.**

18. 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, shall be kept by his employer and completed weekly.

**DEFINITIONS.**

19. "Departmental manager" shall mean a person having the control of one or more salesmen, 23 years of age or over, notwithstanding he may be under the orders of a general manager.

"Branch manager" shall mean and include a person for the time being entrusted with the control or superintendence of a shop or of a branch shop (the proprietor of which is trading under his own or a different name), notwithstanding such manager may be under the orders of a superior who does not devote the whole of his time to the management of the said shop or branch shop.

"Outside salesman" shall mean an employee who for at least half the working hours in any week solicits or receives orders for goods while absent from the shop where he is employed, whether such goods are kept in stock or have to be procured in order to fulfil such orders.

"Assembler" shall mean an employee 21 years of age or over who is engaged in assembling goods for order and despatch from salesmen's and/or travellers' lists or invoices.

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

J. W. RYAN, Secretary.

Melbourne, 17th November, 1944.