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No. 353]

[1947

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

2.

No. 353.—7514/47.

Apprentices or Improvers.		Other Employees.		
		Wages per Week of 44 Hours.		
		Within the Metro- politan District the Cities of Geelong and Geelong West; and the Town of Newtown and Chilwell.	All other parts of Victoria where this Determination applies.	
PROPORTION (IN ANY SHOP OR PLACE). IMPROVERS. Females.		s. d.	s. d.	
Two female improvers to one	} female persons receiving not less than 69s. 6d. per week of 44 hours,	FEMALES.		
Four " " " two		Manageress of a shop or head sales-		
Five " " " three		woman, i.e., the principal em-		
Six " " " four		ployee in any shop, branch shop,		
Seven " " " five		or boot and/or shoe department		
Eight " " " six		in any establishment in which are		
Nine " " " seven		sold goods other than those sold		
Ten " " " eight		by bootdealers, notwithstanding		
and thereafter one additional female improver to every two or fraction of two additional		she may be under the orders of		
Provided that one female improver in lieu of one male improver, or one male improver in lieu of one female improver, may be employed.		another person who does not devote his whole time to the supervision of such shop, branch shop, or department—		
		(a) Working singly	134 6	129 6
		(b) In charge of 1, 2, 3, or 4 persons	140 0	132 6
		(c) In charge of 5 or more persons	151 0	143 6
		Saleswomen	69 6	69 6

OVERTIME.

3. (a) All time worked in excess of 44 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.

TIME WAGES.

4. 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 22 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 22 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.

SPECIAL RATES.

5. 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, 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, 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.

NOTICE OF INTENTION TO WORK OVERTIME.

6. 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.

MEAL ALLOWANCE.

7. 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 2s. 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.

CLOTHING ALLOWANCE.

8. 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.

BICYCLE ALLOWANCE.

9. 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. per week in addition to the ordinary wage shall be paid to such employee.

PAYMENT OF FARES.

10. 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.

REFERENCE.

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

SICK LEAVE.

12. (a) 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 as follows:—(1) during the first year, one half day's ordinary pay for each complete month of service; (2) during any subsequent year of service, six days' ordinary pay, provided that evidence satisfactory to the employer is produced to prove that such absence was due to personal ill health or accident.

(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 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.

ANNUAL HOLIDAY.

13. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111, and any amendments which may be made thereto from time to time.

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 9d., plus postage.)

REST PERIOD.

14. 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.

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.

TERMINATION OF EMPLOYMENT.

16. 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.

PAYMENT OF WAGES.

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

PERIODICAL ADJUSTMENT OF WAGES.

18. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 19. Provided that the wages of apprentices, improvers, and females shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 6d., half or less than half of 6d. to be disregarded.

Basic Wage.

Place.	Needs Basic Wage (Adjustable.)	Loading (Constant).	Total Basic Wage.	Index Number. Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Within the area to which this Determination applies ..	5 2 0	6 0	5 8 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

19. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 18.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

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

J. W. RYAN, Secretary.

Melbourne, 8th July, 1947.



VICTORIA GOVERNMENT GAZETTE.

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No. 354]

TUESDAY, AUGUST 12.

[1947

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 15 (GROCERS).

NOTE.—This Determination applies to the following parts of Victoria, viz.:—The Metropolitan District as defined in the Factories and Shops Acts and the Orders in Council thereunder; 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 grocer, including a seller of tea," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st August, 1947, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.	Apprentices or Improvers.	Other Employees.	Wages.			
			Within the Cities of Ballarat and Bendigo, and the Boroughs of Eaglehawk and Sebastopol.	Within the Cities of Geelong, Geelong West, and Warrnambool, and the Town of Newtown and Chilwell.	All other parts of Victoria where this Determination applies.	Per Week of—
	WAGES. Per Week of 44 Hours. s. d.		s. d.	s. d.	s. d.	Hours.
	Under 15 years of age .. 25 6	Manager, i.e., the principal employee in any shop, except a shop in which an owner or partner is working manager ..	141 9	143 9	147 9	44
	15 years of age .. 34 0	Head cellarman, i.e., the principal employee engaged in testing, blending, reducing, or fining wines or spirits ..	133 6	135 6	139 6	44
	16 years of age .. 46 0	Canvasser, i.e., an employee soliciting or collecting orders ..	119 0	121 0	125 0	44
	17 years of age .. 56 9	Driver of motor vehicle with a carrying capacity of not more than 25 cwt. ..	114 0	116 0	120 0	44*
	18 years of age .. 69 3	Driver of motor vehicle with a carrying capacity of over 25 cwt. ..	116 9	118 9	122 9	44*
	19 years of age .. 87 9	Driver of three or more horses ..	119 0	121 0	125 0	44*
	20 years of age .. 97 0	Driver of two horses ..	116 9	118 9	122 9	44*
	Provided that any apprentice or improver without previous experience entering the trade at 16, 17, or 18 years of age may be paid for his first and second years' service 20 per cent. less than the rates fixed above.	Driver of one horse ..	114 0	116 0	120 0	44*
	The Board has prescribed a form of indenture which must be used.	Stableman ..	111 6	113 6	117 6	44
	PROPORTION (in any shop or place).	All others ..	119 0	121 0	125 0	44
	<i>Apprentices.</i>					
	One apprentice to every three or fraction of three workers receiving not less than 119s. per week of 44 hours.					
	<i>Improvers.</i>					
	One improver to every three workers receiving not less than 119s. per week of 44 hours.					
	"Worker" includes an owner or partner acting as working manager.					

* Including time occupied in attending to horses or motor vehicles.

3. TIMES OF BEGINNING AND ENDING WORK.

	Drivers.		All others except Stablemen.	
	Time of Beginning.	Time of Ending.	Time of Beginning.	Time of Ending.
On Saturday	8.20 a.m.	12.30 p.m.	8.30 a.m.	12.30 p.m.
On the other working days of the week	8.35 a.m.	6.15 p.m.	8.45 a.m.	5.45 p.m.

4. OVERTIME.

The following rate shall be paid for overtime :—

Stablemen—

For all work done in excess of 44 hours in any one week

All others—

Outside the hours fixed in clause 3

Within the hours fixed in clause 3 in excess of the number of hours fixed for an ordinary week's work } Time and a half.

5. ORDINARY WEEK'S WORK.

The number of hours which shall constitute an ordinary week's work shall be 44.

6. TIME WAGES.

Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for each hour worked up to 22 hours, as follows :—

(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.

For time worked beyond the 22 hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Determination for an ordinary week's work, together with any overtime rate which is applicable.

7. ALLOWANCES.

(a) Where, 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.

(b) Where an employer directs an employee to use his bicycle in the performance of his duties, such employee shall be paid an allowance of sixpence for each day or part thereof upon which he is so required to use such bicycle.

8. TERMINATION OF EMPLOYMENT.

Except in a case where an employee has been guilty of misconduct, seven days' notice of termination of employment shall be given by either employer or worker. If such notice be not given, a week's wages shall be paid or forfeited, as the case may be, in lieu thereof.

9. MEAL INTERVAL.

A meal interval of at least one hour shall be allowed between the hours of 12 noon and 2 p.m. daily.

10. SPECIAL RATES.

Time and a half shall be the special rate payable for all work done 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), and double time the special rate payable for all work done on Sundays, New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day or Boxing Day; but, if any other day be substituted by Act of Parliament or Proclamation for any of the above-mentioned holidays, the special rate shall be payable only for work done on the day so substituted.

11. MEAL MONEY.

For each day upon which more than one hour's overtime is worked, each person who works such overtime shall be paid 2s. 6d. meal money in addition to the prescribed overtime rate.

12. ANNUAL HOLIDAY.

The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946 No. 5111* and any amendments which may be made thereto from time to time.

13. REFERENCES.

Every employee, on the termination of his engagement, shall be given by the employer, if the employee so desires, a certificate setting out the employee's length of service and qualifications.

14. RENT OF RESIDENCE.

The employer shall not charge any manager or assistant who is required to reside 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.

15. SICK PAY.

(a) 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 months' 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.

(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.

16. PAY DAY.

Payment of wages, including overtime, meal money, special rates, and allowances shall be made not later than Thursday of each 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 Grocers' Association of Victoria.

18. PAYMENT OF FARES.

Where an employee is required by his employer to work at a shop or branch other than that at which he is ordinarily employed, he shall be paid the additional fares, if any, incurred by him in so doing. Provided that this clause shall not apply to any employee who is transferred to another store or branch for a period of not less than one week.

REST PERIOD.

19. A rest interval of ten minutes shall be given to all employees during each morning and afternoon, and shall be counted as time worked.

PERIODICAL ADJUSTMENT OF WAGES.

20. The wages rates set out in clause 2 are based upon the following basic wage rates, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act* 1934, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 21. Provided that the wages of apprentices or improvers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 3d., half or less than half of 3d. to be disregarded.

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. s. d.	Per week. £ s. d.	
Within the area to which this Determination applies ..	5 2 0	6 0	5 8 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

21. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' 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.

(b) Until the beginning of the first pay period to commence in November, 1947, the amounts of the Basic Wage shall be as prescribed in clause 20.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach '5 or more the basic wage shall be taken to the next higher shilling.

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

J. W. RYAN, Secretary.

Melbourne, 14th July, 1947.

