



VICTORIA
GOVERNMENT GAZETTE.

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No. 8]

MONDAY, JANUARY 13.

[1947

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. 3877) 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 as from the beginning of the first day period to commence on or after the 5th December, 1946, 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>			
1st year	17s.	18s. 6d.	21s. 3d.	<p style="text-align: center;"><i>Apprentices.</i></p> <p>One male apprentice to every three or fraction of three male workers receiving not less than 76s. 3d. per week of 46 hours.</p> <p>One female apprentice to every three or fraction of three female workers receiving not less than 45s. 6d. per week of 46 hours.</p> <p>An indenture of apprenticeship prescribed by the Board was approved on 20.12.1923.</p>
2nd "	21s. 9d.	26s. 6d.	31s. 9d.	
3rd "	26s. 6d.	38s. 3d.	49s. 9d.	
4th "	38s. 3d.	49s. 9d.	65s. 3d.	
5th "	49s. 9d.	65s. 3d.	..	
6th "	65s. 3d.	
	<i>Females.</i>			<p style="text-align: center;"><i>Improvers.</i></p> <p>One male improver to each male worker receiving not less than 76s. 3d. per week of 46 hours.</p> <p>One female improver to each female worker receiving not less than 45s. 6d. per week of 46 hours.</p> <p>Provided that a female improver may be employed in lieu of a male improver, or a male improver in lieu of a female improver.</p>
1st year	15s. 3d.	16s. 6d.	18s. 6d.	
2nd "	17s.	19s.	24s. 3d.	
3rd "	23s. 3d.	24s. 9d.	31s. 9d.	
4th "	29s.	31s. 9d.	41s. 9d.	
5th "	36s.	41s. 9d.	..	
6th "	41s. 9d.	

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	133s. 6d.	115s. 6d.
(b) in charge of one or more persons	147s.	122s. 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	125s. 6d.	77s. 3d.
21 years of age	76s. 3d.	45s. 6d.
22 " "	88s. 6d.	52s. 6d.
Between 23 and 60 years of age	107s.	} 64s.
*60 years of age or over	97s. 6d.	
Packer or storeman	99s.	
Carter driving horse-drawn vehicle	100s.	
Driver of motor vehicle with a carrying capacity of not more than 25 cwt.	101s. 9d.	
Driver of motor vehicle with a carrying capacity of over 25 cwt.	105s.	

* This classification shall not apply in the case of an employee 60 years of age or over who is in the service of an employer by whom he has been continuously employed for a period of at least five years. Such an employee shall be entitled to receive the rate prescribed herein for an employee between 23 and 60 years of age.

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 other working days of the week	8 a.m.	6 p.m.

OVERTIME.

4. 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.

TIME WAGES.

5. 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 rate for an ordinary week's work.

SPECIAL RATES.

6. 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 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.

(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.)

SICK LEAVE.

8. (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) Notwithstanding anything contained in sub-clause (a) hereof, 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.

MIDDAY MEAL.

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

GARMENT ALLOWANCE.

10. 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.

BICYCLE ALLOWANCE.

11. Where an employee is required to use his or her own bicycle in connection with the business of an employer, he or she shall be entitled to an allowance of six pence, for each day or part thereof upon which he or she is so required to use such bicycle.

PAYMENT OF WAGES.

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

REFERENCE.

13. 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.

TRANSFER OF EMPLOYEE.

14. 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.

TERMINATION OF EMPLOYMENT.

15. Except in a case where an employee or an employer has been guilty of misconduct, or where an employee has been engaged temporarily for a period not exceeding six weeks in duration, seven days' notice of termination of employment shall be given by either party or one week's wages paid or forfeited, as the case may be, in lieu thereof.

RENT OF RESIDENCE.

16. 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. per week.

TIME AND WAGES RECORD.

17. 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.

DETERMINATION TO BE AVAILABLE.

18. A copy of this Determination shall be kept in a conspicuous place on each floor of a building in which work covered by this Determination is done. Such Determination shall be readily available for inspection at any time.

PERIODICAL ADJUSTMENT OF WAGES.

19. The wages rates for adults in receipt of the needs basic wage or over set out in clause 2 are based upon the following basic wage and, pursuant to and in accordance with the provisions 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. Provided that the wages of adults, apprentices, or improvers in receipt of less than the needs basic wage 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.

The basic wage shown hereunder shall be adjusted as prescribed in clause 20.

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 ..	4 13 0	6 0	4 19 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

20. (a) Until the beginning of the first pay period to commence in February, 1947, the amount of the basic wage shall be as prescribed in clause 19.

(b) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage 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 purposes 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 set to be applied is that assigned to Melbourne.
- (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 that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period.

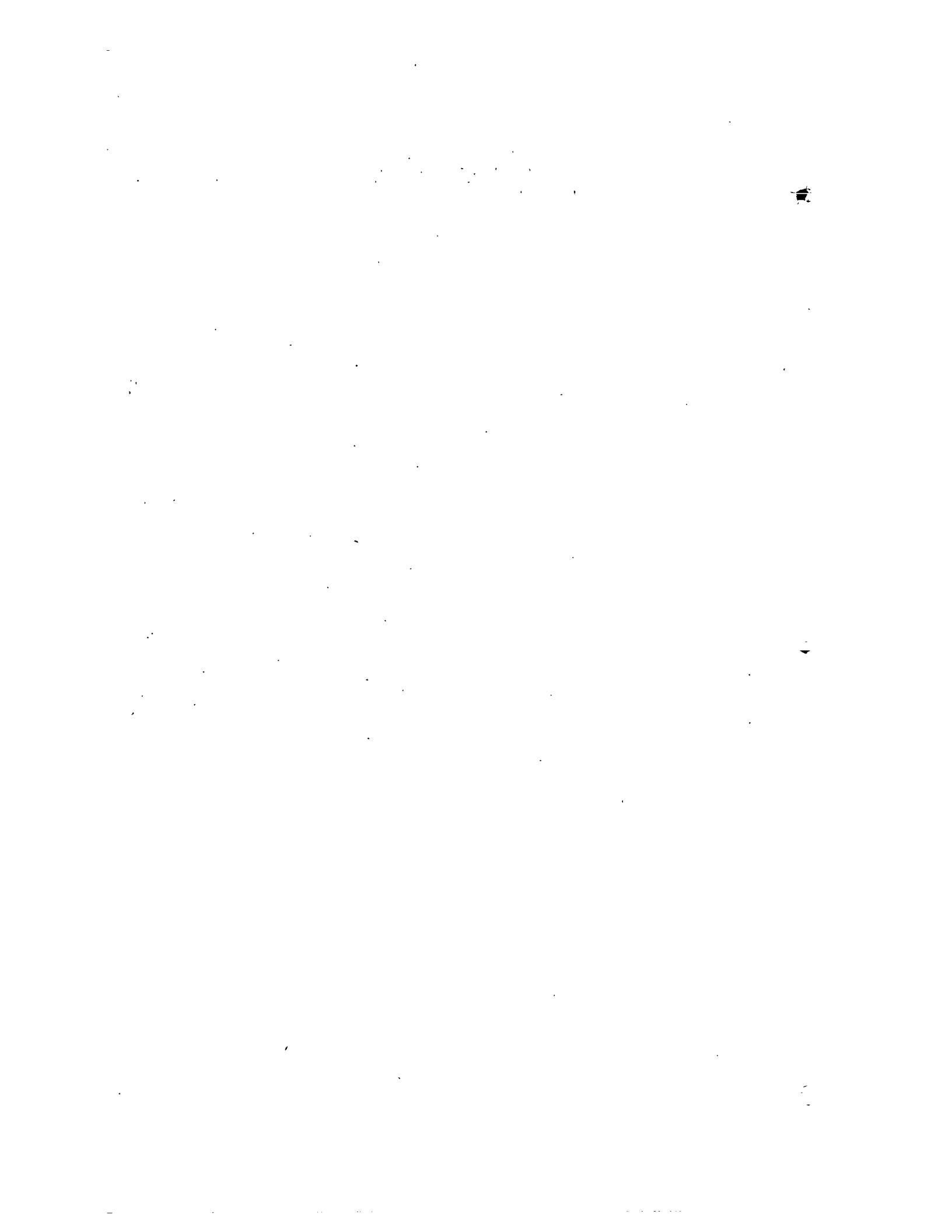
Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage.
	£ s. d.		£ s. d.
994-1006	4 1 0	1118-1129	4 11 0
1007-1018	4 2 0	1130-1141	4 12 0
1019-1030	4 3 0	1142-1154	4 13 0
1031-1043	4 4 0	1155-1166	4 14 0
1044-1055	4 5 0	1167-1179	4 15 0
1056-1067	4 6 0	1180-1191	4 16 0
1068-1080	4 7 0	1192-1203	4 17 0
1081-1092	4 8 0	1204-1216	4 18 0
1093-1104	4 9 0	1217-1228	4 19 0
1105-1117	4 10 0	1229-1240	5 0 0

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

J. W. RYAN, Secretary.

Melbourne, 20th November, 1946.





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No. 9]

MONDAY, JANUARY 13.

[1947

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 17 (TOBACCONISTS).

NOTE.—This Determination applies to the following parts of Victoria, viz.:—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 person employed in a Tobacconist's shop" has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 6th November, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.				Other Employees.			
Per Week of 47 Hours.				Per Week of 47 Hours.			
WAGES.		Males.	Females.	WAGES.		Males.	Females.
		s. d.	s. d.			s. d.	s. d.
15 years of age or under	..	21 0	21 0	Departmental Manager, i.e., the principal employee in charge of a tobacco Department in any store, notwithstanding he or she may be under the orders of another person who does not devote his or her whole time to the management of such Department	..	128 6	113 6
16 years of age	..	26 6	26 6	First assistant, 25 years of age, where two or more persons over the age of 19 years are employed	..	123 6	108 6
17 years of age	..	38 6	34 6	*All others—			
18 years of age	..	47 6	41 0	21 years of age	..	86 0	71 6
19 years of age	..	57 6	50 6	22 years of age	..	98 6	82 0
20 years of age	..	63 0	62 0	23 years of age or over	..	113 6	97 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 first and second year's service 20 per cent. less than the rates fixed above.

PROPORTION (IN ANY PLACE).

Apprentices.

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

Improvers.

One improver to every two or fraction of two workers receiving not less than the minimum wage.

* Provided that any employee in charge of a kiosk, or stall, notwithstanding he or she may be under the orders of another person who does not devote his or her whole time to the management of such kiosk, or stall, shall be paid the rates herein provided with an addition of 10 per cent.

3.

TIME OF BEGINNING AND ENDING WORK.

Time of Beginning.	Time of Ending.
8.30 a.m.	6 p.m. on Monday to Friday inclusive.
8.30 a.m.	1 p.m. on Saturday

OVERTIME.

4. Within the hours fixed in clause 3 in excess of 47 hours in any week } Time and a half.
Outside the hours fixed in clause 3 }

TIME WAGES.

5. 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 24 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 thereafter the ordinary wage rate up to but not exceeding ordinary wages rates for an ordinary week's work.

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.

TERMINATION OF EMPLOYMENT.

6. Except in a case where an employee or an employer has been guilty of misconduct, or where an employee has been engaged temporarily for a period not exceeding six weeks in duration, seven days' notice of termination of employment shall be given by either party or a week's wages paid or forfeited, as the case may be, in lieu thereof.

SPECIAL RATES.

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

MEAL INTERVAL.

8. 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, and in addition on Fridays, three-quarters of an hour for tea.

MEAL MONEY.

9. Any employee who is required to work overtime in excess of one hour on any day shall receive an allowance of 2s. 6d. as meal money in addition to the rate provided in clause 4.

ANNUAL HOLIDAY.

10. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1940, 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.)

SICK LEAVE.

11. (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) Notwithstanding anything contained in sub-clause (a) hereof, 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.

PAYMENT OF WAGES, ETC.

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

REST PERIODS.

13. 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 luncheon interval; (b) the second of ten minutes to be allowed between the usual luncheon interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

REFERENCE.

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

POSTING DETERMINATION.

15. A copy of this Determination shall be posted in a conspicuous place at or near the entrance to the shop, kiosk, stall, or department.

PERIODICAL ADJUSTMENT OF WAGES.

16. The wages rates for adult males set out in clause 2 are based upon the following basic wage and, pursuant to and in accordance with the provisions 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. Provided that the wages of adult females and apprentices or improvers 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. Provided further that no increase or decrease shall exceed the amount of the variation made in respect of an adult male.

The basic wage shown hereunder shall be adjusted as prescribed in clause 17.

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 ..	4 13 0	6 0	4 19 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

17. (a) Until the beginning of the first pay period to commence in February, 1947, the amount of the basic wage shall be as prescribed in clause 16.

(b) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amount of the basic wage 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 purposes 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 set to be applied is that assigned to Melbourne.
- (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 that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period.

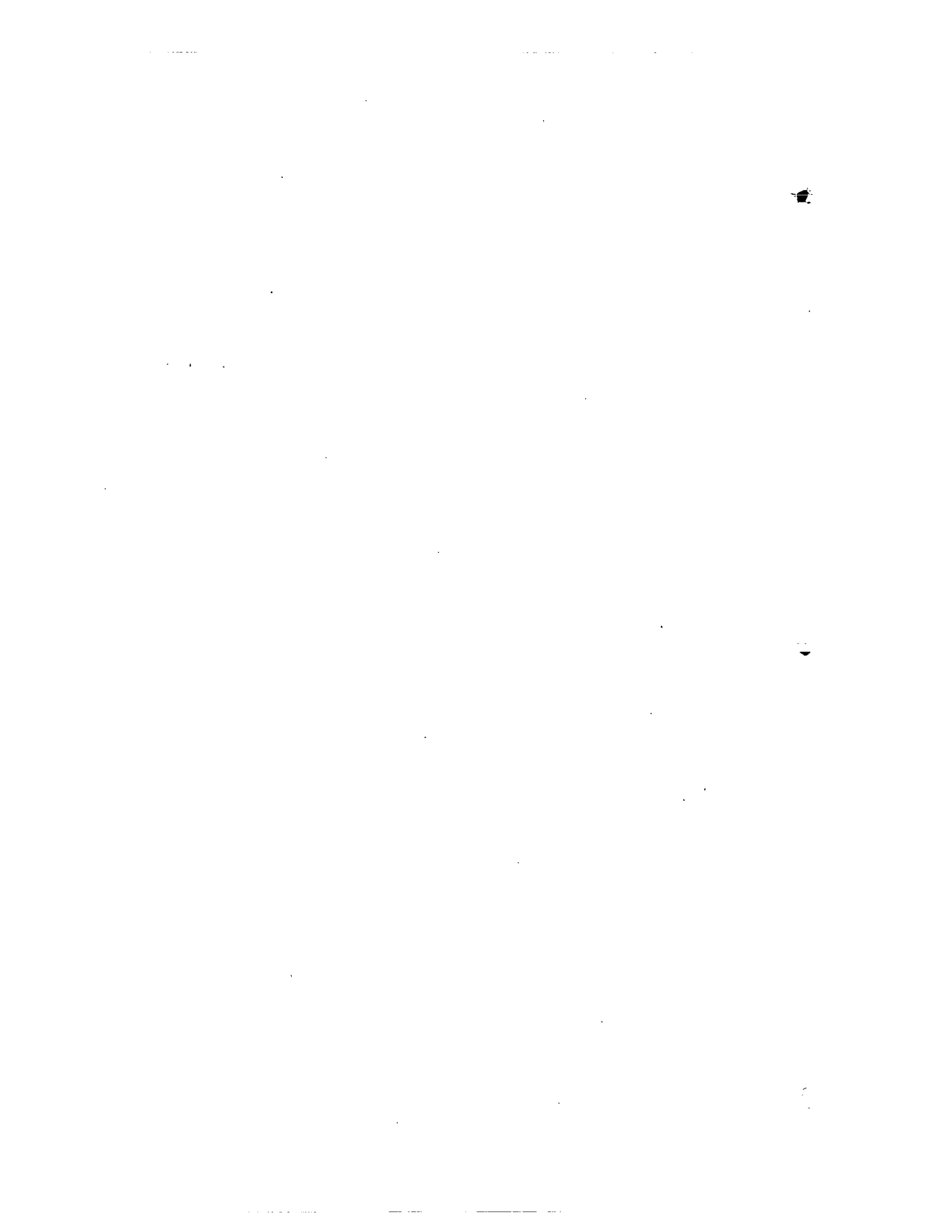
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1019-1030	4 3 0	1142-1154	4 13 0
1031-1043	4 4 0	1155-1166	4 14 0
1044-1055	4 5 0	1167-1179	4 15 0
1056-1067	4 6 0	1180-1191	4 16 0
1068-1080	4 7 0	1192-1203	4 17 0
1081-1092	4 8 0	1204-1216	4 18 0
1093-1104	4 9 0	1217-1228	4 19 0
1105-1117	4 10 0	1229-1240	5 0 0

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

J. W. RYAN, Secretary.

Melbourne, 21st November, 1946.





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No. 10]

MONDAY, JANUARY 13.

[1947

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 19 (CONFECTIONERY, PASTRY,
FRUIT AND VEGETABLE).

NOTES.—(a) 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 made thereunder; 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.

(b) On the 21st December, 1922, the Board was deprived of the power to determine the lowest prices or rates which may be paid to any persons employed whole or part time selling confectionery or pastry in any place in which the business of a restaurant is carried on, and such power was conferred exclusively on the Restaurant Board.

(c) On the 4th December, 1929, the power to determine the lowest prices or rates which may be paid to any persons employed in any bread shop was taken from the Shops Board No. 18 (Miscellaneous Shops) and conferred exclusively on the Shops Board No. 19 (Confectionery, Pastry, Fruit, and Vegetable).

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 confectionery and pastry shops, or fruit and vegetable shops," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 11th December, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.				Other Employees.	
Males.		Females.			
Wages per week of 46 hours.		Wages per week of 46 hours.		Wages per week of 46 hours.	
		In any shop wherein employees' wages are subject solely to this Determination.	In any other Shop.		
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>
15 years of age or under ..	24 9	15 years of age or under ..	22 3	15 years of age or under ..	23 0
16 years of age ..	31 6	16 years of age ..	24 9	16 years of age ..	26 3
17 " " ..	38 6	17 " " ..	30 9	17 " " ..	32 6
18 " " ..	48 3	18 " " ..	36 3	18 " " ..	38 6
19 " " ..	59 0	19 " " ..	42 3	19 " " ..	45 3
20 " " ..	70 6	20 " " ..	49 9	20 " " ..	52 6
PROPORTION (in any Shop or Place).					
One apprentice and one improver to every three or fraction of three workers receiving not less than the minimum wage.					
				(a) Manager or Departmental Manager	112 6
				(b) Manageress—	
				in any shop where employees' wages are subject solely to this Determination ..	66 9
				in any other shop ..	72 9
				(c) Departmental Manageress ..	72 9
				(d) Shop assistants—	
				(i) Males	102 3
				(ii) Females—	
				In any shop wherein employees' wages are subject solely to this Determination ..	80 9
				In any other shop ..	66 3

DEFINITIONS.

3. "Manager" or "Manageress" means the principal employee in any shop except a shop in which an owner or partner is working manager or working manageress.
 "Departmental Manager" or "Departmental Manageress" means the principal employee in a department of a shop wherein employees' wages are not subject solely to this Determination, and where two or more persons are employed in such department.

OVERTIME.

4. Any employee who in any week works for any time in excess of 46 hours shall be paid for such extra time at the rate of time and a half.

SPREAD OF HOURS.

5. The period between the time of commencing work and the time of finishing work on any day shall not exceed ten hours, except on one day per week, when the period concerned shall not exceed twelve hours.

TIME WAGES.

6. Any person employed on time wages for less than the number of hours fixed for an ordinary week's work shall be paid, for time worked up to 23 hours, at the ordinary wages rate with an addition of thirty-three and one-third per centum, and for time 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.

REFERENCES.

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

SPECIAL RATES.

8. Time and a half shall be paid for all work done on Sundays, or any of the undermentioned public holidays, viz. :—

New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, 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), Melbourne Cup Day, Anzac Day, Christmas Day or Boxing Day. If any other day be substituted by Act of Parliament or Proclamation for any of the abovementioned holidays, the special rate shall be payable only for work done on the day so substituted.

PICNIC DAY (Confectionery Shops).

9. No person shall be employed at the work of selling confectionery within the Metropolitan District as defined in the *Factories and Shops Acts* on the day proclaimed as a trade holiday for the Manufacturing Confectionery trade. Any person absent from work on such day in accordance with this provision shall not suffer any loss of wages on account of such absence.

SICK LEAVE.

10. (a) Any employee not attending for duty, who has had not less than 12 months' service with the same employer, shall be paid 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 or her non-attendance was due to personal ill-health or accident necessitating such absence. Provided that the employer shall not be obliged to pay the employee for such absence in respect of more than six days in any one year.

(b) Notwithstanding anything contained in sub-clause (a) hereof, 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 without deduction of pay.

ANNUAL HOLIDAY.

11. 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.)

PAYMENT OF WAGES, ETC.

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

BICYCLE ALLOWANCE.

13. Where any person uses his or her own bicycle in the delivery or collection of goods for the employer, or in connexion with the employer's business, such person shall receive the sum of 6d. per day for each day or part thereof on which he or she is so required to use such bicycle in addition to any rate prescribed otherwise by this Determination.

CLOTHING ALLOWANCE.

14. Where any person wears, whilst at work, any washable outer-garment, dress, or headwear, such garment, dress, or headwear shall be supplied free of charge by the employer. The employer shall defray the cost of any necessary laundering of such garment, dress, or headwear or alternatively shall make, in addition to the payment of any rate prescribed otherwise by this Determination, a weekly allowance of 2s. 6d. to the wearer of such garment, dress, or headwear.

TIME AND WAGES RECORD.

15. The employer shall keep a time and wages record in the English language showing the name, age, and sex 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 any of the following bodies, viz. :—The Shop Assistants and Warehouse Employees' Federation of Australia; The Federated Retail Confectionery, Refreshment and Mixed Business Association of Australia (Victorian Branch), the Melbourne and Metropolitan Retail Fruiterers and Greengrocers' Association, and the Victorian Master Pastrycooks' Association.

REST PERIODS.

16. 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 luncheon interval; (b) the second of ten minutes to be allowed between the usual luncheon interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

MEAL INTERVALS.

17. Every person shall be allowed and shall receive the following meal intervals, with permission to leave the shop during the whole of such intervals, viz. :—

On each day when work is done—1 hour for lunch, to be taken between 12 noon and 3 p.m.

On each day when work is done after 7.30 p.m.—An additional interval of three-quarters of an hour, to be taken between 5 p.m. and 7.15 p.m.

MEAL MONEY.

18. Any employee who is required to work overtime in excess of one hour on any day shall receive an allowance of 2s. 6d. as meal money in addition to the rate provided in clause 4.

TERMINATION OF EMPLOYMENT.

19. Except in a case of misconduct by either an employer or an employee seven days' notice of termination of employment shall be given by either employer or employee, or a week's wages paid or forfeited, as the case may be, in lieu thereof.

POSTING OF DETERMINATION.

20. 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, 26th November, 1946.



VICTORIA GOVERNMENT GAZETTE.

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No. 11]

MONDAY, JANUARY 13.

[1947

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 14 (FURNITURE 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 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 person or persons or classes of persons employed in the business of a seller of furniture or floor coverings," has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 18th December, 1946, 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 46 Hours.							Wages per Week of 46 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.	
1st year—										
1st 6 months	22 6	23 6	31 6	38 6	47 6	54 6	141 0	136 0		
2nd 6 months	28 0	31 6	34 6	41 6	54 6	62 6				
2nd year—										
1st 6 months	35 6	35 6	41 6	47 6	62 6	67 6				
2nd 6 months	39 0	39 0	47 6	62 6	67 6	78 6				
3rd year ..	45 6	45 6	59 6	78 6	78 6	..				
4th year ..	59 6	59 6	78 6				
5th year ..	78 0	78 6				
6th year ..	86 6				
And thereafter the minimum wage.										
PROPORTION (within any shop).										
APPRENTICES.										
One apprentice to every three or fraction of three workers receiving not less than 98s. 6d. per week.										
IMPROVERS.										
One improver to every two or fraction of two workers receiving not less than 126s. per week.										
PERSON IN CHARGE OF A SHOP (INCLUDING A BRANCH SHOP)										
Canvassers, travellers, window dressers, ticket writers, collectors (who, in addition to their duties of canvassing, travelling, or collecting, are in any way connected with the sale of goods), salesmen, or saleswomen—										
21 years of age							101 0	98 6		
22 years of age							111 0	108 6		
23 years of age or over							130 0	126 0		
Storeman or packer (i.e. an adult either working singly or supervising other storemen or packers, who is in charge of a store or floor where goods are received or despatched)							123 6	116 6		
Other storemen or packers							113 6	109 0		
All others							113 6	109 0		

TIME WAGES.

3. 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 thereafter the ordinary wage rate up to but not exceeding ordinary wages rates for an ordinary week's work.

4. TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
Saturday	8 a.m.	12.45 p.m.
On the other working days of the week	8 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 }
 Within the hours fixed in Clause 4 in excess of the number of hours as fixed for an ordinary week's work } Time and a half.

SPECIAL RATE FOR PUBLIC HOLIDAYS.

7. Treble time shall be paid within the Metropolitan District and double time elsewhere for all work done on Easter Saturday, and time and a half for all work done on New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, Boxing Day, and on Cup Day (Metropolitan District only), and 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). 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.

SUNDAYS.

8. Treble time shall be paid for all work done on Sundays.

TERMINATION OF EMPLOYMENT.

9. Except in a case where an employee has been guilty of a misdemeanour, seven days' notice of termination of employment be given by either employer or worker, or one week's wages paid or forfeited, as the case may be, in lieu thereof.

TEA MONEY.

10. Any employee who is required to work overtime in excess of two hours on any day shall receive an allowance of 2s. as tea money in addition to the rates provided in Clause 6.

RATIONING OF EMPLOYEES.

11. Where it is claimed by the employer that the exigencies of trade necessitate the rationing of employees, then such employer shall give at least seven days' notice of such rationing to the employee concerned.

ANNUAL HOLIDAY.

12. 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.

NOTE.—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.

PROVISION OF BICYCLE OR OTHER MECHANICAL CONVEYANCE.

13. Where an employer directs an employee to provide himself with a bicycle or some other mechanical means of transport in order to carry out his duties, such an employee shall be entitled to an allowance (in addition to any other amount to which he may be entitled under this Determination) as follows:—

For provision of a bicycle	2s. 6d. per week.
For provision of a motor cycle	10s. per week.
For provision of a motor car	at the rate of 4d. per mile up to a maximum allowance of £3 per week.

SICK LEAVE.

14. (a) An employee who has been in the service of an employer for not less than twelve months shall be entitled to six days' sick leave of absence with full pay during each subsequent twelve months' service provided he produces satisfactory evidence to his employer that such absence was caused by ill-health or an accident.

(b) Notwithstanding anything contained in sub-clause (a) hereof, 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.

PAYMENT OF FARES.

15. Where an employee is temporarily transferred from one branch of an employer's business to another, and such transfer necessitates the employee paying a higher fare in proceeding to and from his home, such excess amount shall be paid by the employer

PAYMENT OF RENT.

16. A shopkeeper shall not charge any employee who is required to reside on the premises in connexion with the shop in which the business of such shopkeeper is carried on a greater sum as rent for such premises than 10s. per week.

REFERENCE.

17. An employee on severing his connexion with an employer shall be entitled to and shall receive a reference stating length of employment, character, and qualifications whilst in such employment.

REST PERIODS.

18. All employees shall be allowed two rest periods of not less than five minutes each on each day, the first between the time of commencing work and the mid-day meal interval, and the second between the mid-day meal interval and the ending of work.

CLOTHING ALLOWANCE.

19. Where any employee is required to wear, whilst at work, a washable outer garment (such as overalls, dust coat, &c.) such outer garment shall be provided and laundered by the employer.

PAYMENT OF WAGES.

20. Payment of wages (including overtime, allowances, fares, &c.) shall be made not later than Thursday in each week.

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

J. W. RYAN, Secretary.

Melbourne, 3rd December, 1946.