



# VICTORIA GOVERNMENT GAZETTE.

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[1948

Factories and Shops Acts.

## DETERMINATION OF THE SHOPS BOARD No. 21 (BOOKSELLERS AND NEWSAGENTS).

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 Warrambool; 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 which now has power "to determine the lowest prices or rates which may be paid to any persons employed—

- (a) in booksellers' or newsagents' shops,
- (b) in the trade of a wholesale bookseller or newsagent,
- (c) in a lending library conducted for profit,"

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st January, 1948, the previous Determination of this Board shall be revoked and replaced by this Determination.

2.

| Apprentices or Improvers.  |                       |          | Other Employees.                  |          |   |          |
|--|-----------------------|----------|-----------------------------------|----------|---|----------|
| WAGES.   | Per week of 40 hours. |          | Per week of 40 hours.             |          |   |          |
|  | Males.                | Females. | Within the Metropolitan District. |          | All other parts of Victoria where this Determination applies. |          |
|  | s. d.                 | s. d.    | Males.                            | Females. | Males.  | Females. |
| 15 years of age or under   | 28 0                  | 22 6     |                                   |          |   |          |
| 16 years of age ..   | 33 6                  | 28 6     |                                   |          |   |          |
| 17 years of age ..   | 43 6                  | 34 6     |                                   |          |   |          |
| 18 years of age ..   | 55 6                  | 41 0     |                                   |          |   |          |
| 19 years of age ..   | 68 6                  | 47 0     |                                   |          |   |          |
| 20 years of age ..   | 82 0                  | 53 0     |                                   |          |   |          |
| PROPORTIONS (by any employer).   |                       |          |                                   |          |   |          |
| <i>Apprentices.</i>  |                       |          |                                   |          |   |          |
| One apprentice to every three or fraction of three workers receiving not less than the minimum wage.   |                       |          |                                   |          |   |          |
| An indenture of apprenticeship has been prescribed by the Board.   |                       |          |                                   |          |   |          |
| <i>Improvers.</i>  |                       |          |                                   |          |   |          |
| Two improvers to each adult worker receiving not less than 109s. per week of 40 hours in the case of a male adult and 58s. per week of 40 hours in the case of a female adult. |                       |          |                                   |          |   |          |
|  |                       |          | WAGES.                            |          |   |          |
|  |                       |          | Within the Metropolitan District. |          | All other parts of Victoria where this Determination applies. |          |
|  |                       |          | s. d.                             | s. d.    | s. d.   | s. d.    |
| DEPARTMENTAL MANAGER, i.e., a person in control of two or more persons (not including bookstall employees) receiving not less than the minimum wage—                           |                       |          |                                   |          |   |          |
| Where two such persons are under his or her control .. .. .  |                       |          | 133 0                             | 91 6     | 133 0   | 91 6     |
| Where three or more such persons are under his or her control .. .. .  |                       |          | 142 6                             | 103 6    | 142 6   | 103 6    |
| <i>All Others.</i>   |                       |          |                                   |          |   |          |
| (a) Employed in connexion with the sale or distribution of newspapers—   |                       |          | 111 6                             | 62 0     | 109 0   | 58 0     |
| (b) Employed at any other work—  |                       |          | 118 6                             | 65 6     | 115 6   | 61 0     |

OVERTIME.

3. (a) Any employee who in any week works for any time in excess of 40 hours shall be paid for such extra time at the rate of time and a half.

(b) Any employee who is required to work between 12 noon and 4 p.m. on any Saturday shall be paid for such work at the rate of double time.

TIME WAGES.

4. (a) (This clause shall not apply to an employee at a Railway Bookstall sub-let to a newsagent.) 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 20 hours be paid at the ordinary wage rate with an addition of 33½ per cent. and thereafter the ordinary wage rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(b) An employee at a Railway Bookstall sub-let to a newsagent who works less than 40 hours in any week shall only be entitled to be paid *pro rata* according to the number of hours worked.

HOLIDAYS.

5. (Nothing in this clause shall apply to any employee who is required to work on any day mentioned therein in connexion with the sale or distribution of newspapers.) Employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Labour Day, King's Birthday, Melbourne Cup Day (Metropolitan District only), Christmas Day, and Boxing Day, 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; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this condition shall only apply for the day so substituted.

Any employee who is required to work on any day mentioned in this clause shall receive double time for such work.

MEAL MONEY.

6. 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 rates provided in clause 3.

ANNUAL HOLIDAY.

7. 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 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 without deduction of pay.

MEAL INTERVALS.

9. Employees shall be entitled to meal intervals as follows:—

- (a) Between the 7th December and the 24th December in each year—three-quarters of an hour
  - (b) At any other period of the year—one hour
- } Between the hours of 11.45 a.m. and 2.45 p.m., and on a late trading night between the hours of 5 p.m. and 7 p.m.

TERMINATION OF EMPLOYMENT.

10. 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.

PAY DAY.

11. Employees shall be paid weekly on a regular pay day other than a Friday or a Saturday.

REST PERIOD.

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

BICYCLE ALLOWANCE.

13. If an employee is required to use his own bicycle in the business of his or her employer, an allowance of 6d. per day or part thereof shall be made for such use.

TIME AND WAGES RECORD.

14. Employers shall keep a Time and Wages Record, showing the name, age, and sex of each employee, the number of hours worked each day and each week, and the wages and overtime payments (if any) to each such employee. Such record shall be open for inspection by a duly accredited representative of the Shop Assistants and Warehouse Employees Federation of Australia (Victorian-Tasmanian Branch).

REFERENCE.

15. On an employee being dismissed or leaving his or her employment he or she shall be entitled to and shall receive from the employer a reference stating length of service and qualifications. This reference must be given to the worker immediately on the termination of his or her employment.

PERIODICAL ADJUSTMENT OF WAGES.

16. The wages rates for adult males 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 17.

Provided that the wages of other employees 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 3 0                          | 6 0               | 5 9 0             | Melbourne                  |

## ADJUSTMENT OF BASIC WAGE.

17. (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 February, 1948, the amounts of the Basic Wage shall be as prescribed in clause 16.

(c) 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 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. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 26th November, 1947.

