

Published by Authority.

No. 286]

**FRIDAY, APRIL 14.**

**[1950**

DETERMINATION OF THE SHOPS BOARD No. 14 (FURNITURE DEALERS).

2.

Apprentices and Improvers.						Other Employees.			
				s.	d.				
Under 15 years of age .. .. .				44	0				
15 years of age .. .. .				49	0				
16 years of age .. .. .				64	6				
17 years of age .. .. .				77	6				
18 years of age .. .. .				104	6				
19 years of age .. .. .				130	0				
20 years of age .. .. .				145	0				
PROPORTION (within any shop).									
APPRENTICES.									
One apprentice to every three or fraction of three workers receiving not less than 17ls. per week.									
IMPROVERS.									
One improver to every two or fraction of two workers receiving not less than 17ls. per week.									
Person in charge of a shop (including a branch shop) .. .. .						185	0	182	0
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 .. .. .						174	0	171	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) .. .. .						165	6	162	6
Other storemen or packers .. .. .						161	0	158	0
All others .. .. .						157	0	154	0

No. 286.—2497/50.—PRICE 6d.

## 4. TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
Saturday .. .. .	8 a.m.	noon
On the other working days of the week .. .. .	8 a.m.	5.3 p.m.

## MEAL INTERVAL.

5. Each employee shall be entitled to have one hour for a meal interval which must be taken between the hours of noon and 2.15 p.m. In no case shall an employee be required to work more than five hours without an interval 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.

## PUBLIC HOLIDAYS.

7. Treble time shall be the special rate within the Metropolitan District, and double time elsewhere, for all work done on Easter Saturday, and double time for all work done on New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, King's Birthday, Christmas Day, and Boxing Day, and within the Metropolitan District on Melbourne Cup Day and after 12 noon on Melbourne Show Day. 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 for work done only on the day so substituted.

All employees shall be entitled to the above-named holidays without deduction of pay.

## 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 shall be given by either employer or employee, 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 LEAVE.

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 1s., 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) 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:—

- (i) during the first year—3½ hours' ordinary pay for each complete month of service;  
 (ii) during any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 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.

(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 the equivalent of 120 hours' ordinary pay, 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.

## PERIODICAL ADJUSTMENT OF WAGES.

21. 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 by the same amount and at the same time as such basic wage as prescribed by clause 22. Provided that the wages of apprentices and 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.

*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	6 8 0	6 0	6 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

22. (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 May, 1950, the amounts of the Basic Wage shall be as prescribed in clause 21.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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, 3rd March, 1950.





# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 287]

FRIDAY, APRIL 14.

[1950

*Factories and Shops Act 1928 (No. 3677).*

## DETERMINATION OF THE SHOPS BOARD No. 22 (MOTOR REQUISITES).

NOTES.—(a) This Determination applies to the following parts of Victoria, namely:—The Metropolitan District and the Geelong District as defined in the *Factories and Shops Act 1928 (No. 3677)* and the Orders in Council thereunder; extending such Metropolitan District: the cities of Ballarat, Bendigo, and Warrnambool, and the boroughs of Eaglehawk and Sebastopol.

(b) On the 9th December, 1930, 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 trade of a seller by retail of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, and such power was conferred exclusively on the Shops Board No. 22 (Motor Requisites).

IN accordance with the provisions of the *Factories and Shops Act 1928 (No. 3677)* 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 trade of a seller by retail of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, has made the following Determination, namely:—

1. That as from the 3rd March, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

### APPRENTICES OR IMPROVERS.

WAGES PER WEEK OF 40 HOURS.				PROPORTION (in any Shop).	
<i>Male or Female.</i>					
			<i>s. d.</i>		
15 years of age or under	..	..	37 6	<i>Apprentices.</i>	
16 " " "	..	..	51 0	One apprentice to every three or fraction of three persons receiving not less than the minimum wage.	
17 " " "	..	..	70 0		
18 " " "	..	..	88 6	<i>Improvers.</i>	
19 " " "	..	..	114 6	Two improvers to every worker receiving not less than the minimum wage.	
20 " " "	..	..	139 0		

### ALL OTHER EMPLOYEES.

	Wages per Week of 40 Hours.	
	Males.	Females.
	<i>s. d.</i>	<i>s. d.</i>
Manager of a shop, branch shop, or department (i.e., the principal employee in any shop, branch shop, or department, notwithstanding he may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department)	171 0	171 0
Employee solely engaged in the sale of lubricating oil, petrol, benzine, or other motor spirit	151 0	136 0
Other salesman or saleswoman	171 0	171 0

## NOTICE TO WORK OVERTIME.

3. No employee shall be obliged to work overtime unless he has received at least 24 hours' notice of same.

## OVERTIME.

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

(b) When an employee is required to work more than one hour's overtime after the usual time of ceasing work for the day, he shall be paid 2s. 6d. meal money in addition to the prescribed overtime rate; but such payment need not be made to an employee living within one mile of his place of employment who can reasonably return home for a meal.

## SUNDAYS AND HOLIDAYS.

5. Double time shall be the rate payable for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, King's Birthday, Christmas Day, Boxing Day, and within the Metropolitan District as defined in the Factories and Shops Acts, after 1 p.m. on Melbourne Cup and Melbourne Show Days.

If any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, this rate shall be payable for work done only on the day so substituted.

All employees shall be entitled to the above-named holidays without deduction of pay.

## TERMINATION OF EMPLOYMENT.

6. Seven days' notice of termination of employment shall be given by either employer or employee.

## ANNUAL LEAVE.

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.

## SICK PAY.

8. (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:—

(i) during the first year—3½ hours' ordinary pay for each complete month of service;

(ii) during any subsequent year of service—40 hours' ordinary pay. Provided that in either case such employee produces or forwards within 48 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.

(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 the equivalent of 120 hours' ordinary pay, 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 INTERVAL.

9. A meal interval not exceeding one hour shall be allowed between the hours of noon and 2 p.m. (Monday to Friday inclusive).

## REST PERIOD.

10. A rest period of 10 minutes each morning and afternoon (Monday to Friday inclusive) shall be granted to each employee, such time to be counted as time worked.

## STANDING DOWN EMPLOYEE.

11. An employer may deduct payment for any day an employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any other cause arising out of such strike and for which the employer cannot be held responsible. Provided further that any such time lost shall be counted as time worked in computing annual holidays and sick leave under this Determination.

## PERIODICAL ADJUSTMENT OF WAGES.

12. The wages 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 by the same amount and at the same time as such basic wage as prescribed by clause 13.

Provided that the wages of employees receiving less than the amount of the total basic wage, 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 .. .. .	6 8 0	6 0	6 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

13. (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 May, 1950, the amounts of the basic wage shall be as prescribed in clause 12.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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, 3rd March, 1950.



# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 288]

FRIDAY, APRIL 14.

[1950

Factories and Shops Acts.

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

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

1. That as from the 7th March, 1950, the last 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.				Wages per Week of 40 Hours.		
	Males.		Females.		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.
	s.	d.	s. d.			
Under 16 years .. .. .	39	6	33 6			
16 years .. .. .	62	0	45 6			
17 " .. .. .	84	0	54 6			
18 " .. .. .	106	6	64 6			
19 " .. .. .	128	6	75 0			
20 " .. .. .	147	0	85 0			
Provided that any apprentice or improver without previous experience entering the trade at 17, 18, 19, or 20 years of age may be paid for his or her first year's service 12½ per cent. and for his or her second year's service 10 per cent. less than the rates fixed above.						
PROPORTION (IN ANY SHOP OR PLACE).						
APPRENTICES.						
Males.						
One male apprentice to every three or fraction of three male persons receiving not less than 168s. per week of 40 hours.						
Females.						
One female apprentice to every three or fraction of three female persons receiving not less than 110s. per week of 40 hours.						
An indenture of apprenticeship prescribed by the Board was approved on 28th March, 1923.						
IMPROVERS.						
Males.						
Two male improvers to one	} male persons receiving not less than 168s. per week of 40 hours.			Manager of a shop or head salesman, i.e., the principal employee in any shop, branch shop, or boot and/or shoe department in any establishment in which are sold goods other than those sold by boot dealers, notwithstanding he may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department ..	196 0	193 0
Four " " " two						
Five " " " three						
Six " " " four				Salesmen .. .. .	171 0	168 0
Seven " " " five						
Eight " " " six						
Nine " " " seven	} and thereafter one additional male improver to every two or fraction of two additional.			Persons employed in the parcels or country order office, or as packers, porters, or storemen ..	171 0	168 0
Ten " " " eight						

Improvers.	Other Employees.		
	Wages per Week of 40 Hours.		
		Within the Metropolitan 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.	FEMALES.	s. d.	s. d.
Two female improvers to one	Manageress of a shop or head saleswoman, i.e., the principal employee in any shop, branch shop, or boot and/or shoe department in any establishment in which are sold goods other than those sold by boot dealers, notwithstanding she may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department ..	196 0	193 0
Four " " " two			
Five " " " three			
Six " " " four			
Seven " " " five			
Eight " " " six			
Nine " " " seven			
Ten " " " eight	Saleswomen .. ..	114 6	110 0
and thereafter one additional female improver to every two or fraction of two additional.			
Provided that one female improver in lieu of one male improver, or one male improver in lieu of one female improver, may be employed.			

## OVERTIME.

3. (a) All time worked in excess of 40 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 noon on Saturday shall be paid for at the rate of double time.

## TERMS OF EMPLOYMENT.

4. (a) *Contract*.—A contract of employment as prescribed herein containing the nature of the relevant engagement and specifically stating whether such engagement is for weekly, part time, or casual employment, shall be signed by the employer (or his representative) and the employee.

(b) *Weekly Employment*.—Except as hereinafter provided employment shall be by the week and a weekly employee who is ready, willing, and available to work the number of hours prescribed herein as a week's work shall be paid the full weekly wage fixed herein irrespective of the number of hours worked not exceeding 40; provided however, that such an employee not attending for duty except as provided by clause 13 (Sick Leave) hereof shall lose his or her pay for the actual time of such non-attendance.

An employer may deduct payment for any day an employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any other cause arising out of such strike and for which the employer cannot be held responsible. Provided that any such time lost shall be counted as time worked in computing annual holidays and sick leave under this Determination.

(c) *Part Time*.—A weekly employee not ready, willing, and available to work the full number of hours normally worked by employees of similar classification with the same employer, but who is ready, willing, and available to work a specified lesser number of hours at his or her own request shall be paid *pro rata* the wages prescribed herein for 40 hours' work according to the number of hours worked: provided that the number of part-time employees in any shop shall not exceed one for each three or fraction of three engaged as weekly employees.

(d) *Casual Employment*.—Where a person is ready, willing, and available to work the number of hours required by an employer, such being less than the number of hours prescribed herein as a week's work, he or she shall be paid as follows:—

For time worked up to the first 20 hours—

(i) In any week in which two or more Public Holidays occur—at the ordinary wages rate with an addition of 50 per centum;

(ii) In any other week—at the ordinary wages rate with an addition of 33½ per centum; with a minimum payment as for four hours' work on any day, and for time worked beyond the 20 hours aforesaid—the ordinary wages rate; provided that the total amount payable, excluding any overtime, shall not exceed the wage prescribed for a week's work.

(e) *Contract of Employment*.—

I ..... of .....  
(Employee's full name) (Address)

hereby agree to accept the position of .....  
(Nature of Employment)

as a ..... at a commencing  
(Weekly, part time, or casual employee)

wage of ..... (per week, per hour &c.) and I .....

..... hereby agree to the said employment on the above-mentioned terms.  
(Employer or Employer's representative.)

Dated ..... 19 .....

Signed by the said (employee) .....

Signed by the said (employer) .....



## SUNDAYS AND HOLIDAYS.

5. Double time shall be the rate for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Christmas Day, Boxing Day, and within the Metropolitan District Melbourne Cup Day and after 12 noon on Melbourne Show Day. If any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays the rate shall be payable for work done only on the day so substituted. All weekly employees shall be entitled to the above-named holidays without deduction of pay.

## 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.

## GARMENT 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 a reference in writing, stating his or her period of service and qualifications.

## MEAL BREAK.

12. A meal break of not less than 60 minutes shall be allowed daily (Monday to Friday) to each employee between the hours of 11.45 a.m. and 2.15 p.m., provided that by mutual agreement between an employer and his employee such meal break may be reduced to not less than a break of 30 minutes.

## SICK LEAVE.

13. (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:—

- (i) during the first year—3½ hours' ordinary pay for each complete month of service;
- (ii) during any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 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.

(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 the equivalent of 120 hours' ordinary pay, 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 LEAVE.

14. 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 1s., plus postage.)

## REST PERIOD.

15. 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.

16. 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.

17. 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.

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

## PERIODICAL ADJUSTMENT OF WAGES.

19. 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 by the same amount and at the same time as such Basic Wage as prescribed by clause 20. 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	6 8 0	6 0	6 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

20. (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 May, 1950, the amounts of the basic wage shall be as prescribed in clause 19.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the 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, 7th March, 1950.



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No. 289]

FRIDAY, APRIL 14.

[1950

## 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 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 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 7th March, 1950, 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 40 hours.	Per week of 40 hours.
						£ s. d.	£ s. d.
Under 16 years of age	..	..	33	3			
16 years of age	..	..	44	3			
17 "	..	..	56	6			
18 "	..	..	75	0			
19 "	..	..	96	0			
20 "	..	..	125	9			
PROPORTION (in any shop or place).			Departmental managers, or branch managers, having under their control—			10 9 0	10 6 0
One apprentice to every three workers or fraction of three workers employed, and receiving not less than the minimum wage.			3 or more salesmen, 21 years of age or over			9 11 0	9 8 0
One improver to one worker			Other Branch Managers			8 14 6	8 11 6
Two improvers to two, three or four workers			Outside salesmen			8 11 0	8 8 0
Three improvers to five, six or seven workers			Salesmen or Buyers			8 4 0	8 4 0
Four improvers to eight workers			Assemblers of Ordered Goods				
Five improvers to nine or ten workers and thereafter one improver to every two or fraction of two workers			NOTE.—See Clause 20 re Definitions.				
Receiving not less than the rates fixed for assemblers of ordered goods.							

3.

## TIMES OF BEGINNING AND ENDING WORK.

On the usual Half Holiday

On all the other working days of the week

Time of Beginning. Time of Ending.

.. 8 a.m. noon.

.. 8 a.m. 5.30 p.m.

4.

## \* OVERTIME.

Within the times fixed for beginning and ending work in excess of 40 hours

Outside the times of beginning and ending work

Time and a half, with a minimum  
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 which 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.

**SUNDAYS AND HOLIDAYS.**

6. Double time shall be the rate for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, Christmas Day and Boxing Day, and within the Metropolitan District Melbourne Cup Day and after 12 noon on Melbourne Show Day. If any other day be by Act of Parliament or Proclamation substituted for any of the abovenamed holidays the rate shall be payable for work done only on the day so substituted. All employees shall be entitled to the abovenamed holidays without deduction of pay.

**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 20 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 20 hours aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

Provided that an employer may deduct payment for any day an employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any other cause arising out of such strike and for which the employer cannot be held responsible. Provided further that any such time lost shall be counted as time worked in computing annual holidays and sick leave under this Determination.

**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.

**PAY DAY.**

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

**NOTICE TO WORK OVERTIME.**

10. No employee shall be obliged to work overtime unless he has received at least 24 hours' notice of same.

**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 LEAVE.**

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.

(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 1s., plus postage.)

**SICK LEAVE.**

13. (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:—

(i) During the first year—3½ hours' ordinary pay for each complete month of service.

(ii) During any subsequent year of service—40 hours' ordinary pay.

Provided that, in either case such employee produces or forwards within 48 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.

(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 the equivalent of 120 hours' ordinary pay, 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. One hour shall be given for a meal, between the hours of 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.

**REST PERIOD.**

19. A rest period of ten minutes each morning and afternoon shall be granted each employee, such periods are to be counted as time worked.

**DEFINITIONS.**

20. "Departmental manager" shall mean a person having the control of one or more salesmen, 21 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.

## PERIODICAL ADJUSTMENT OF WAGES.

21. The wages 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 by the same amount and at the same time as such basic wage as prescribed by clause 22.

Provided that the wages of apprentices, improvers, and juveniles 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.
	£ s. d.	s. d.	£ s. d.	
Within the area to which this Determination applies	6 8 0	6 0	6 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

22. (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 May, 1950, the amounts of the Basic Wage shall be as prescribed in clause 21.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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, 7th March, 1950.





# VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

**No. 290]**

**FRIDAY, APRIL 14.**

**[1950**

Factories and Shops Acts.

## DETERMINATION OF THE SHOPS BOARD No. 8 (DAIRY PRODUCE AND COOKED MEAT).

**NOTE.**—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the *Factories and Shops Act 1928* (No. 3677) 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 persons employed in the trade of a seller of Dairy Produce or Cooked Meat,” has made the following Determination, namely:—

1. That as from the 8th March, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK OF 40 HOURS.

Apprentices or Improvers.				Other Employees.			
Males.		Females.		Males.		Within the Metropolitan District as defined in the <i>Factories and Shops Act 1928</i> (No. 3677).	All other parts of Victoria where this Determination applies.
WAGES.		WAGES.		WAGES.			
	s. d.		s. d.			s. d.	s. d.
Under 15 years of age ..	34 0	15 years of age or under ..	41 3	Manager (i.e., the principal employee in any shop except a shop in which an owner or partner is working manager)		178 6	174 0
15 years of age ..	46 6	16 years of age ..	49 0	* Travelling salesman ..		162 6	158 6
16 years of age ..	63 9	17 years of age ..	60 0	All others ..		162 6	158 6
17 years of age ..	84 0	18 years of age ..	77 9				
18 years of age ..	105 6	19 years of age ..	85 9				
19 years of age ..	120 6	20 years of age ..	94 6				
20 years of age ..	138 3						
PROPORTION (in any shop or place).		PROPORTION (in any shop or place).		Females.			
Apprentices.		Apprentices.		Manageress (i.e., principal employee in any shop where females only are employed, except a shop in which an owner or partner is working manager)—			
One apprentice to every three or fraction of three male workers receiving not less than the minimum wage.		One apprentice to every three or fraction of three female workers receiving not less than the minimum wage.		In charge of three or more assistants ..		142 6	138 9
Improvers.		Improvers.		In charge of less than three assistants ..		131 3	127 9
One improver to first two or fraction of two, two to three; and thereafter one improver to every additional two male workers receiving not less than the minimum wage.		One improver to first three or fraction of three, two to four; and thereafter one to every additional three female workers receiving not less than the minimum wage.		All others ..		113 0	110 6

\* The hours of a Travelling salesman include time occupied in attending to horses or motor vehicles.

**NOTE.**—Section 109 of the “Factories and Shops Act 1928” (No. 3677) provides that a shopkeeper 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 shopkeeper is carried on a greater sum as rent for such premises than ten shillings per week.

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

Section 174 of the Factories and Shops Act 1928 (No. 3677) provides that where any person is employed to perform two or more classes of work to which a rate fixed by a wages board is applicable then such person shall be paid in respect of the time occupied in each class of work at the rate fixed by the Board for such work.

## TIMES OF BEGINNING AND ENDING WORK.

					Time of Beginning.		Time of Ending.
3.	On Mondays to Fridays (inclusive)	..	..	..	9.5 a.m.	..	5.30 p.m.
	On Saturdays	..	..	..	9.5 a.m.	..	Noon.

## OVERTIME.

4. All time worked—  
 (a) in excess of the number of hours fixed as a week's work,  
 (b) outside the times of beginning and ending work,  
 shall be paid for at the rate of time and a half.

## TIME RATE.

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 in this Determination for an ordinary week's work be paid at the ordinary wages rate with an addition of thirty-three and one-third 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 rates for an ordinary week's work.

Provided that an employer may deduct payment for any day an employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any other cause arising out of such strike and for which the employer cannot be held responsible. Provided further that any such time lost shall be counted as time worked in computing annual holidays and sick leave under this Determination.

## TERMINATION OF EMPLOYMENT.

6. Except where the conduct of an employee justifies instant dismissal, or the period of continuous employment is one month or less, one week's notice of termination of employment shall be given on a Monday by either employer or employee, or one week's wages shall be paid or forfeited in lieu thereof.

## ALLOWANCE.

7. 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 3s. per week if a male, and 2s. 6d. per week if a female, in addition to the ordinary rate.

## SUNDAYS AND HOLIDAYS.

8. Treble time shall be the rate for all work done on Easter Saturday, and double time for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, King's Birthday, Christmas Day, and Boxing Day, and within the Metropolitan District Melbourne Show Day and Melbourne Cup Day. If any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the rate shall be payable for work done only on the day so substituted.

All employees shall be entitled to the above-named holidays without deduction of pay.

## ANNUAL LEAVE.

9. 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 1s., plus postage.)

## PAYMENT OF WAGES.

10. Payment of wages, including overtime, tea money, special rates, &c., shall be made not later than Thursday of each week, and during working hours.

## MEAL INTERVALS.

11. All employees shall be allowed not less than one hour for a meal interval which must be taken between the hours of noon and 2 p.m., and not more than five hours shall be worked between meals. During such meal interval employees shall be allowed to leave the employer's premises.

## NOTICE TO WORK OVERTIME.

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

## TEA MONEY.

13. Any employee required to work overtime in excess of one hour beyond the usual time of ceasing work shall be paid not less than 2s. 6d. tea money in addition to the overtime rates as prescribed for in this Determination.

Provided that such tea money shall not be payable when a meal is supplied by the employer.

## NOTICE OF INTENTION TO RATION.

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

## BICYCLE ALLOWANCE.

15. Where an employer directs an employee to use his bicycle in the performance of his duties, such employee shall be paid an allowance at the rate of 3s. 6d. per week for such period as the bicycle is used.

## REFERENCE.

16. 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 the length of service, character, and qualifications. Such reference shall be given to the employee immediately on the termination of employment.

## FARES.

17. Fares shall be paid by the employer to an employee who is required to work in more than one shop on the same day.

## REST PERIOD.

18. An interval of ten minutes each morning and afternoon (Mondays to Fridays inclusive) shall be given as a rest period to all employees, and shall be counted as time worked.

## SICK LEAVE.

19. (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:—

- (i) during the first year—3½ hours' ordinary pay for each complete month of service;
- (ii) during any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 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.

(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 the equivalent of 120 hours' ordinary pay, 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 RECORD.

20. 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 Dairy Produce and Cooked Meat Traders' Association.

## PERIODICAL ADJUSTMENT OF WAGES.

21. 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 the rates for adults provided for at a rate in excess of the needs basic wage shall be automatically adjusted by the same amount and at the same time as such basic wage as prescribed in clause 22.

Provided that the wages of other employees 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.
	£ s. d.	s. d.	£ s. d.	
Within the area to which this Determination applies	6 8 0	6 0	6 14 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

22. (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 May, 1950, the amounts of the basic wage shall be as prescribed in clause 21.

(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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 March, 1950.

