VICTORIA
GOVERNMENT GAZETTE.

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No. 939] MONDAY, OCTOBER 25. [1954

STAMPS ACTS.

At Government House, Melbourne, the twenty-second day of October, 1954.

PRESENT:

His Excellency the Governor of Victoria.

Mr. Slater | Mr. Scully.

UNDER and by virtue of the powers and authorities conferred by the Stamps Acts, as amended by Part II. of the *Bookmakers Act* 1953 and the *Acts Interpretation Act* 1928 and the *Finance (Racing) Act* 1954, His Excellency the Governor of the State of Victoria by and with the advice of the Executive Council thereof, doth hereby amend the Betting Tax Regulations approved by Order in Council dated 9th March, 1954, in the manner following, that is to say:—

1. In paragraph 5 (1) and in the heading thereto, by deleting the expression "and winning bets statements".

2. In paragraph 5 (2), by deleting the expression "Forms 'F' and 'G'" and substituting in lieu thereof the expression "Form 'F'".

3. In paragraph 9 (1) and in the heading thereto, by deleting the expression "and winning bets statements".

4. In paragraph 9 (1), by deleting the expression "*Stamps (Betting Tax) Act* 1951" and substituting in lieu thereof the expression "Stamps Acts" and by deleting the expression "Forms 'D' and 'E'" and substituting in lieu thereof the expression "Form 'D'".

5. In paragraph 9 (2), by deleting the expression "or winning bets statement".

6. By deleting paragraph 10 (4).

7. In paragraph 13, by deleting from sub-paragraph (*d*) thereof, the expression "and winning bets statement".

8. In the Schedule to such Regulations—

(*a*) by deleting Form "B" and substituting in lieu thereof Form 1 in the Schedule hereto;
(*b*) by deleting Form "D" and substituting in lieu thereof Form 2 in the Schedule hereto;
(*c*) by deleting Form "E";
(*d*) by deleting Form "F" and substituting in lieu thereof Form 3 in the Schedule hereto;
(*e*) by deleting Form "G".

No. 939.—10879/54.

SCHEDULE.

FORM 1.

Reqn. No. Date Receipt No. Amount Paid

B.T.

Received the above amount Receiver

VICTORIA.

STAMPS ACTS.

Requisition No.
B.T.

BETTING TICKETS.

TO THE COMPTROLLER OF STAMPS

Required by.....

of.....

BETTING TICKETS.		TOTAL VALUE.		
Number Required	Value	£	*s.*	*d.*
.....	½d.	.....	.....	.....
.....	1d.	.....	.....	.....
.....	2d.	.....	.....	.....
Cost at 12s. per 1,000 ..		.....	.....	.....

Signature of Applicant .....

Date.....19

Received the above tickets duly stamped

(*Signed*).....

Date.....19

DO NOT DETACH

Reqn. No. Date Receipt No. Amount Paid

B.T.

Received the above amount Receiver

DUPLICATE

VICTORIA.

STAMPS ACTS.

Requisition No.
B.T.

BETTING TICKETS.

TO THE COMPTROLLER OF STAMPS

Required by.....

of.....

BETTING TICKETS.		TOTAL VALUE.		
Number Required	Value	£	*s.*	*d.*
.....	½d.	.....	.....	.....
.....	1d.	.....	.....	.....
.....	2d.	.....	.....	.....
Cost at 12s. per 1,000 ..		.....	.....	.....

Signature of Applicant .....

Date.....19

Form D.

SCHEDULE.

FORM 2.

STAMPS ACTS.

B.T. 6.

WEEKLY BETTING STATEMENT.

Particulars of all bets, in respect of which the full amount of Stamp Duty has not been paid, made by .....

of ..... in his capacity of Bookmaker during the period from ..... 19..... to ..... 19 ..... both days inclusive.

Date of Meeting.	Place of Meeting.	Enclosure where Bets are made.	Nature of Meeting, Race, Sports, Coursing.	Betting Books.		COLUMN A. All Bets, whether Credit or Cash, in Respect of which Stamp Duty is Payable in Addition to that already Paid on Betting Tickets Issued or Payable under Column B. hereof.															COLUMN A.			COLUMN B. Credit Bets in Respect of which Stamp Duty had not been Paid by the Issue of Betting Tickets.					
				Book No.	Folio No.	Total Amount of Bets on Metropolitan Racecourses.			Percentage Rate Payable.	Amount of Tax Payable for Meeting.			Total Amount of Bets Other than on Metropolitan Racecourses.			Percentage Rate Payable.	Amount of Tax Payable for Meeting.			Total Turnover Tax Payable for Meeting.			Total Number of Credit Bets made.	Rate of Stamp Duty Payable.	Amount of Duty Payable.		
						£	s.	d.		£	s.	d.	£	s.	d.		£	s.	d.	£	s.	d.			£	s.	d.
									2%							1½%											
									2%							1½%											
									2%							1½%											
									2%							1½%											
									2%							1½%											
									2%							1½%											
									2%							1½%											
									2%							1½%											
				Total					Totals ..							Totals ..				£				£			

FOR OFFICE USE ONLY.

Plus tax as per Column B. (Credit bets) .. £				
TOTAL TAX PAYABLE .. £				
Plus 10 per cent. penalty for late payment .. £				
Less Credit on Req. No. .. .. .. £				
GRAND TOTAL (including penalty) £				

Checked by—

/ /19

Signature of Bookmaker .....

(To be signed by the Bookmaker personally)

TABLES FOR COMPUTING BETTING TAX.

RATE: TWO PER CENT. ON TURNOVER.

Turnover.	TAX.	Turnover.	TAX.	Turnover.	TAX.	Turnover.	TAX.	Turnover.	TAX.	Turnover.	TAX.
£	s. d.	£	s. d.	£	£ s. d.	£	£ s. d.	£	£ s. d.	£	£ s. d.
1 ..	0 5	21	8 5	41	0 16 5	61	1 4 5	81	1 12 5	200	4 0 0
2 ..	0 10	22	8 10	42	0 16 10	62	1 4 10	82	1 12 10	300	6 0 0
3 ..	1 3	23	9 3	43	0 17 3	63	1 5 3	83	1 13 3	400	8 0 0
4 ..	1 7	24	9 7	44	0 17 7	64	1 5 7	84	1 13 7	500	10 0 0
5 ..	2 0	25	10 0	45	0 18 0	65	1 6 0	85	1 14 0	600	12 0 0
6 ..	2 5	26	10 5	46	0 18 5	66	1 6 5	86	1 14 5	700	14 0 0
7 ..	2 10	27	10 10	47	0 18 10	67	1 6 10	87	1 14 10	800	16 0 0
8 ..	3 3	28	11 3	48	0 19 3	68	1 7 3	88	1 15 3	900	18 0 0
9 ..	3 7	29	11 7	49	0 19 7	69	1 7 7	89	1 15 7	1,000	20 0 0
10 ..	4 0	30	12 0	50	1 0 0	70	1 8 0	90	1 16 0	2,000	40 0 0
11 ..	4 5	31	12 5	51	1 0 5	71	1 8 5	91	1 16 5	3,000	60 0 0
12 ..	4 10	32	12 10	52	1 0 10	72	1 8 10	92	1 16 10	4,000	80 0 0
13 ..	5 3	33	13 3	53	1 1 3	73	1 9 3	93	1 17 3	5,000	100 0 0
14 ..	5 7	34	13 7	54	1 1 7	74	1 9 7	94	1 17 7	6,000	120 0 0
15 ..	6 0	35	14 0	55	1 2 0	75	1 10 0	95	1 18 0	7,000	140 0 0
16 ..	6 5	36	14 5	56	1 2 5	76	1 10 5	96	1 18 5	8,000	160 0 0
17 ..	6 10	37	14 10	57	1 2 10	77	1 10 10	97	1 18 10	9,000	180 0 0
18 ..	7 3	38	15 3	58	1 3 3	78	1 11 3	98	1 19 3	10,000	200 0 0
19 ..	7 7	39	15 7	59	1 3 7	79	1 11 7	99	1 19 7	..	..
20 ..	8 0	40	16 0	60	1 4 0	80	1 12 0	100	2 0 0	..	..

RATE: ONE AND ONE-HALF PER CENT. ON TURNOVER.

Turnover.	TAX.	Turnover.	TAX.	Turnover.	TAX.	Turnover.	TAX.	Turnover.	TAX.	Turnover.	TAX.
£	s. d.	£	s. d.	£	s. d.	£	£ s. d.	£	£ s. d.	£	£ s. d.
1 ..	0 4	21	6 4	41	12 4	61	0 18 4	81	1 4 4	200	3 0 0
2 ..	0 7	22	6 7	42	12 7	62	0 18 7	82	1 4 7	300	4 10 0
3 ..	0 11	23	6 11	43	12 11	63	0 18 11	83	1 4 11	400	6 0 0
4 ..	1 3	24	7 3	44	13 3	64	0 19 3	84	1 5 3	500	7 10 0
5 ..	1 6	25	7 6	45	13 6	65	0 19 6	85	1 5 6	600	9 0 0
6 ..	1 10	26	7 10	46	13 10	66	0 19 10	86	1 5 10	700	10 10 0
7 ..	2 1	27	8 1	47	14 1	67	1 0 1	87	1 6 1	800	12 0 0
8 ..	2 5	28	8 5	48	14 5	68	1 0 5	88	1 6 5	900	13 10 0
9 ..	2 9	29	8 9	49	14 9	69	1 0 9	89	1 6 9	1,000	15 0 0
10 ..	3 0	30	9 0	50	15 0	70	1 1 0	90	1 7 0	2,000	30 0 0
11 ..	3 4	31	9 4	51	15 4	71	1 1 4	91	1 7 4	3,000	45 0 0
12 ..	3 7	32	9 7	52	15 7	72	1 1 7	92	1 7 7	4,000	60 0 0
13 ..	3 11	33	9 11	53	15 11	73	1 1 11	93	1 7 11	5,000	75 0 0
14 ..	4 3	34	10 3	54	16 3	74	1 2 3	94	1 8 3	6,000	90 0 0
15 ..	4 6	35	10 6	55	16 6	75	1 2 6	95	1 8 6	7,000	105 0 0
16 ..	4 10	36	10 10	56	16 10	76	1 2 10	96	1 8 10	8,000	120 0 0
17 ..	5 1	37	11 1	57	17 1	77	1 3 1	97	1 9 1	9,000	135 0 0
18 ..	5 5	38	11 5	58	17 5	78	1 3 5	98	1 9 5	10,000	150 0 0
19 ..	5 9	39	11 9	59	17 9	79	1 3 9	99	1 9 9	..	..
20 ..	6 0	40	12 0	60	18 0	80	1 4 0	100	1 10 0	..	..

SCHEDULE.

FORM 3.

Date.	Receipt No.	Amount Paid.

B.S.

RECEIVED the above amount.

Receiver.

CASHIER.
Retain Original Copy.

VICTORIA.
STAMPS ACTS.
BOOKMAKERS' WEEKLY BETTING STATEMENT.

Reqn. No.
B.S.

TO THE COMPTROLLER OF STAMPS.

Required by.....

of .....

—	TOTAL VALUE. £	s.	d.	
Stamp duty on total turnover				As per weekly statement for period ending
Stamp duty on credit bets (not paid by means of betting tickets)				/ /19
TOTAL TAX PAYABLE				*Additional on Requisition*
10 per cent. penalty for late payment				No.....
Less credit on Req. No.....				
GRAND TOTAL				

Signature of Applicant.....

Date / /19 .

DUPLICATE. *DO NOT DETACH.*

VICTORIA.
STAMPS ACTS.
BOOKMAKERS' WEEKLY BETTING STATEMENT.

Reqn. No.
B.S.

TO THE COMPTROLLER OF STAMPS.

Required by.....

of .....

—	TOTAL VALUE. £	s.	d.	
Stamp duty on total turnover				As per weekly statement for period ending
Stamp duty on credit bets (not paid by means of betting tickets)				/ /19
TOTAL TAX PAYABLE				Additional on Requisition
10 per cent. penalty for late payment				No.....
Less credit on Req. No.....				
GRAND TOTAL				

Signature of Applicant.....

Date / /19 .

And the Honorable John Cain, Her Majesty's Treasurer for the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,
Clerk of the Executive Council.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.

VICTORIA
GOVERNMENT GAZETTE.

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No. 940] **TUESDAY, OCTOBER 26.** **[1954**

Labour and Industry Act 1953.

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

NOTE.—This Determination applies to the following parts of Victoria, viz. :—The Metropolitan District as defined in the *Labour and Industry Act* 1953, the cities of Ballarat, Bendigo, Geelong, Geelong West, Warrnambool and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the *Labour and Industry Act* 1953, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons wheresoever employed in the business of a grocer, including a seller of tea," has made the following Determination, namely :—

1. That as from the 1st September, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

Apprentices or Improvers.

WAGES.	Percentage of Basic Wage.	Per Week of 40 Hours. s. d.
Under 15 years of age	27	63 6
15 years of age..	35	82 6
16 years of age..	48	113 6
17 year of age ..	59	139 0
18 years of age..	73	172 6
19 years of age..	92	217 0
20 years of age..	100+1/6	237 6

Provided that any apprentice or improver without previous experience entering the trade at 16, 17, or 18 years of age may be paid for his first and second years' service 20 per cent. less than the rates fixed above.

The Board has prescribed a form of indenture which must be used.

PROPORTION (in any shop or place).

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than 266s. per week of 40 hours.

Improvers.

One improver to every three workers receiving not less than 266s. per week of 40 hours.

"Worker" includes an owner or partner acting as working manager.

Other Employees.	Wages per Week of 40 Hours.* Within the Metropolitan District. s. d.	Outside the Metropolitan District Wherever this Determination Applies. s. d.
(*a*) Manager, i.e., the principal employee in any shop, except a shop in which an owner or partner is working manager	304 0	301 0
(*b*) Head cellarman, i.e., the principal employee engaged in testing, blending, reducing, or fining wines or spirits	284 6	281 6
(*c*) Canvasser, i.e., an employee soliciting or collecting orders	269 0	266 0
(*d*) Driver of motor vehicle with a carrying capacity of not more than 25 cwt.	263 9	260 9
(*e*) Driver of motor vehicle with a carrying capacity of over 25 cwt.	266 6	263 6
(*f*) Driver of three or more horses ..	269 0	266 0
(*g*) Driver of two horses	266 6	263 6
(*h*) Driver of one horse	263 9	260 9
(*i*) Stableman	261 0	258 0
(*j*) All others	269 0	266 0

* The ordinary hours of employees classified as (*d*), (*e*), (*f*), (*g*), and (*h*) include time occupied in attending to horses or motor vehicles.

No. 940.—8773/54—PRICE 6D.

3. TIMES OF BEGINNING AND ENDING WORK.

—	Drivers, Stablemen and Employees not making Direct Sales to the Public.		All Others.	
	Time of Beginning.	Time of Ending.	Time of Beginning.	Time of Ending.
On Saturday	8 a.m.	noon	9.5 a.m.	noon
On the other working days of the week	8 a.m.	5.30 p.m.	9.5 a.m.	5.30 p.m.

OVERTIME.

4. The following rate shall be paid for overtime :—

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

ORDINARY WEEK'S WORK.

5. The number of hours which shall constitute an ordinary week's work shall be 40.

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 each hour worked up to 20 hours, as follows :—

(a) in any week in which two or more public holidays occur — At the ordinary wages rate with an addition of fifty per centum.

(b) in any other week .. .. — At the ordinary wages rate, with an addition of thirty-three and one-third per centum.

For time worked beyond the 20 hours aforesaid, he shall be paid the ordinary wages rate up to but not exceeding the rate prescribed by this Determination for an ordinary week's work, together with any overtime rate which is applicable.

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 sick leave under this Determination.

ALLOWANCES.

7. (a) Where, in conformity with the custom of the trade, an employee wears, when at work, a washable outer garment, the laundering of which is not paid for by the employer, such employee shall be paid 7s. per week in addition to the ordinary rate.

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

TERMINATION OF EMPLOYMENT.

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

MEAL INTERVAL.

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

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

10. Treble time shall be the special rate payable for all work done on Easter Saturday (i.e., the Saturday immediately succeeding Good Friday), and double time for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Christmas Day, and Boxing Day and within the Metropolitan District, Melbourne Show Day and Melbourne Cup Day, but, if any other day be substituted by Act of Parliament or Proclamation 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.

PUBLIC HOLIDAYS.

10A. New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Christmas Day, Boxing Day, and within the Metropolitan District, Show Day and Melbourne Cup Day, or any day by Act of Parliament or Proclamation substituted for any of the said days shall be observed as Public Holidays.

MEAL MONEY.

11. For each day upon which more than one hour's overtime is worked, each person who works such overtime shall be paid 5s. meal money in addition to the prescribed overtime rate.

ANNUAL LEAVE.

12. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act* 1953, and any amendments which may be made thereto from time to time.

REFERENCES.

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

RENT OF RESIDENCE.

14. 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 20s. per week.

SICK LEAVE.

15. (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—3¼ 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, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded. No employer shall terminate the services of an employee with the object of ending his obligations under this sub-clause.

PAY DAY.

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

PAYMENT OF FARES.

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

REST PERIOD.

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

FIRST-AID OUTFIT.

20. In each shop where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees an adequate first-aid outfit.

PERIODICAL ADJUSTMENT OF WAGES.

21. The wages rates set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 33 of the *Labour and Industry Act* 1953, 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.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	Per Week. £ s. d.	
Within the area to which this Determination applies	11 16 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 November, 1954, the amount 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 November, a February, a May, or an August, 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 ·103 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.

(d) The wages of apprentices or improvers shall be the appropriate percentages as set out in Clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 12th August, 1954.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

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No. 941] TUESDAY, OCTOBER 26. [1954

Labour and Industry Act 1953.

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 Labour and Industry Act 1953; the Cities of Ballarat, Bendigo, Geelong, Geelong West, Warrnambool and Newtown and Chilwell; and the Boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the *Labour and Industry Act* 1953, 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 in September, 1954, 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. Males. Percentage of Basic Wage.	Males. s. d.	Females. Percentage of Female Basic Wage.	Females. s. d.
15 years of age or under ..	33	78 0	41	72 6
16 years of age ..	42	99 0	51	90 6
17 years of age ..	60	141 6	69	122 0
18 years of age ..	74	174 6	81	143 6
19 years of age ..	90	212 6	100 plus 1/6	178 6
20 years of age ..	100 plus 6/6	242 6	100 plus 25/6	202 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.

Other Employees.

Wages.	Per Week of 40 Hours. s. d.
Departmental Manager or Manageress, 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 ..	288 0
First assistant male or female, 25 years of age, where two or more persons over the age of 19 years are employed ..	283 0
*All others Male	273 0
*All others Female	204 6

* 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.

No. 941.—8775/54.—PRICE 6D.

3. TIME OF BEGINNING AND ENDING WORK.

Time of Beginning.	Time of Ending.
8.30 a.m.	5.30 p.m. on Monday to Friday inclusive.
8.30 a.m.	noon on Saturday.

OVERTIME.

4. Within the hours fixed in clause 3 in excess of 40 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 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 thereafter the ordinary wage 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 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 FOR SUNDAYS AND HOLIDAYS.

7. 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, Queen's Birthday, Christmas Day, and Boxing Day, but 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.

PUBLIC HOLIDAYS.

7A. New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Christmas Day and Boxing Day, or any day by Act of Parliament or Proclamation substituted for any of the said days shall be observed as Public Holidays.

MEAL INTERVAL.

8. All employees shall be allowed the following meal interval, with permission to leave the shop for the whole of such interval, viz. :—From Monday to Friday, one hour for lunch, between the hours of 11.45 a.m. and 2.15 p.m.

MEAL MONEY.

9. Any employee who is required to work overtime in excess of one hour on any day shall receive an allowance of 5s. as meal money in addition to the rate provided in clause 4.

ANNUAL LEAVE.

10. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act*, 1953, and any amendments which may be made thereto from time to time.

SICK LEAVE.

11. (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, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded. No employer shall terminate the services of an employee with the object of avoiding his obligations under this sub-clause.

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.

TIME AND WAGES RECORD.

15. The employer shall keep a wages record showing the name of each employee, the number of hours worked each week, and the wages and overtime paid for such week. Such record shall be open for inspection by a paid accredited representative of the Shop Assistants and Warehouse Employees' Federation of Australia or of the Retail Tobacco Sellers' Association of Victoria.

CLOTHING.

16. Where any employee is required by his employer to wear any special uniform, dress, or clothing, it shall be supplied, paid for, and if necessary, except as provided hereunder, laundered by the employer. Any such garment shall remain the property of the employer.

Where the employee is required to launder the garment an allowance of 3s. 9d. per week, in addition to the ordinary wage shall be paid.

FIRST-AID OUTFIT.

17. In each shop where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees an adequate first-aid outfit.

PERIODICAL ADJUSTMENT OF WAGES.

18. The wages rates for adult males, Departmental Manageress, and First Assistant (Female), set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 33 of the *Labour and Industry Act*, 1953, 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 19.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	Per week. £ s. d.	
Within the area to which this Determination applies	11 16 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

19. (*a*) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(*b*) Until the beginning of the first pay period to commence in November, 1954, the amounts of the Basic Wage shall be as prescribed in clause 18.

(*c*) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the 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 ·103 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.

(*d*) The wages rates for adult females classified as All Others are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(*e*) The wages of apprentices or improvers shall be the appropriate percentages as set out in Clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 9th August, 1954

NOTE.—This Determination was made pursuant to the provisions of the *Labour and Industry Act*, 1953, and in his or her own interest each employer of labour should obtain a copy of the said Act which may be purchased from the Government Printer, Melbourne.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.

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No. 942] **TUESDAY, OCTOBER 26.** **[1954**

Labour and Industry Act 1953.

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

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District and the Geelong District as defined in the *Labour and Industry Act* 1953 the cities of Ballarat, Bendigo, and Warrnambool, and the boroughs of Eaglehawk and Sebastopol.

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

(*a*) Electrical goods;

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

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

IN accordance with the provisions of the *Labour and Industry Act* 1953, the Wages Board appointed to "determine the lowest rates which may be paid to any person or persons or classes of persons employed in the business of a seller of—

(*a*) Electrical goods;

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

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in September, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

Apprentices and Improvers.

	Percentage of Basic Wage.	s. d.
MALES.		
Under 16 years of age	27	63 6
16 years of age	36	85 0
17 "	46	108 6
18 "	64	151 0
19 "	81	191 0
20 "	99	233 6
FEMALES.	Percentage of Female Basic Wage.	
Under 16 years of age	36	63 6
16 years of age	45	79 6
17 "	51	90 6
18 "	59	104 6
19 "	67	118 6
20 "	76	134 6

Other Employees.

	Within the Metropolitan District.	Outside the Metropolitan District wherever this Determination applies.
	s. d.	s. d.
MALES.		
(*a*) Person in charge of a shop *Or,* (*b*) Manager in charge of one or more persons in an electrical and/or radio department of a departmental store, the business of which is not confined to the sale of radio or electrical goods	288 6	284 6
(*c*) Canvassers, travellers, collectors, installers, and all others who are in any way connected with the sale of goods on a merchant's premises, but excluding those selling off such premises if they are paid exclusively by commission and have the right to sell goods for more than one merchant ..	273 0	269 0
FEMALES.		
Females	214 6	210 6

Apprentices and Improvers	Other Employees
PROPORTION (WITHIN ANY SHOP). *Apprentices.* MALES. One male apprentice to every three or fraction of three workers receiving not less than 269s. per week. FEMALES. One female apprentice to every three or fraction of three workers receiving not less than 210s. 6d. per week. *Improvers.* MALES. One male improver to every two or fraction of two workers receiving not less than 269s. per week. FEMALES. One female improver to every two or fraction of two workers receiving not less than 210s. 6d. per week.	

PAYMENT WHERE LESS THAN A FULL WEEK IS WORKED.

3. Any person who is ready, available and willing to complete the number of hours for a week's work for which he or she was engaged, shall, if actually employed in any week for less than 40 hours, be paid for each hour up to 30 hours as follows:—

(*a*) in any week in which two or more public holidays occur—at the ordinary rate, with an addition of fifty per centum;

(*b*) in any other week—at the ordinary rate, with an addition of thirty-three and one-third per centum;

and thereafter the ordinary wage rate up to but not exceeding the appropriate wage rate prescribed for a week of 40 hours.

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.

4. TIMES OF BEGINNING AND ENDING WORK.

—	Time of Beginning.	Time of Ending.
Saturday	7.45 a.m.	noon
On the other working days of the week	7.45 a.m.	5.30 p.m.

MEAL INTERVAL.

5. No employer shall require any employee to take a longer interval than one hour for a meal, and such meal interval shall be taken between the hours of 11.30 a.m., and 2.30 p.m.

OVERTIME.

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

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

7. 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, Queen's Birthday, after 12 noon on Melbourne Show Day (Metropolitan District only), Melbourne Cup Day (Metropolitan District only), Christmas Day, and Boxing Day. 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, provided their services are not required, shall be entitled to the above-named holidays without deduction of pay.

PUBLIC HOLIDAYS.

7A. New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Christmas Day, and Boxing Day, or any day by Act of Parliament or Proclamation substituted for any of the said days shall be observed as Public Holidays

TERMINATION OF EMPLOYMENT.

8. Except in a case where an employer or an employee has been guilty of a misdemeanour, 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.

GARMENT ALLOWANCE.

9. Any employee who is required to wear, when at work, a washable outer garment, dust coat, or overall shall be paid 4s per week in addition to the ordinary wage, unless the garment is both provided and laundered by the employer.

TEA MONEY.

10. Any employee, who is required to work overtime in excess of two hours on any one day, shall receive an allowance of 5s. as tea money in addition to the rates provided in clause 6.

NOTICE TO WORK OVERTIME.

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

NOTICE OF INTENTION TO RATION.

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

ANNUAL LEAVE.

13. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act* and any amendments which may be made thereto from time to time

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—3⅓ 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, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded.

TIME AND WAGES RECORDS.

15. An employer shall keep time and wages records showing the name of each employee, and the hours worked each week by, the wages and overtime paid to each employee.

PAYMENT OF WAGES, ETC.

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

REFERENCE.

17. An employee, on severing his or her connexion with an employer, shall be entitled to and shall receive from such employer a reference in writing, stating his or her period of service and qualifications. This provision shall only apply in the case of an employee who has been employed continuously for three months or more.

TRANSPORT ALLOWANCE.

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

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

(c) Where a bicycle is provided by an employee and is required to be used in connexion with his employer's business, an allowance of 1s. per day in addition to the ordinary wage shall be paid to such employee.

FIRST-AID OUTFIT.

19. In each shop where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees, an adequate first-aid outfit.

PERIODICAL ADJUSTMENT OF WAGES.

20. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 33 of the *Labour and Industries Act* 1953, 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 21.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	11 16 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

21. (a) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in November, 1954, the amounts of the basic wage shall be as prescribed in clause 20.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the 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 ·103 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.

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices or improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

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

J. W. RYAN, Secretary.

Melbourne, 5th August, 1954.

NOTE.—This Determination was made pursuant to the provisions of the *Labour and Industry Act* 1953, and in his or her own interest each employer of labour should obtain a copy of the said Act which may be purchased from the Government Printer, Melbourne.

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No. 943] **TUESDAY, OCTOBER 26.** **[1954**

Labour and Industry Act 1953.

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 Labour and Industry Act: the cities of Ballarat, Bendigo, Geelong, Geelong West, Warrnambool, and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Labour and Industry Act, 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 first pay period to commence in September, 1954, 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.

Males.

	Percentage of Basic Wage.	s. d.
Under 15 years of age ..	26	61 6
15 years of age	35	82 6
16 years of age	48	113 6
17 years of age	63	148 6
18 years of age	79	186 6
19 years of age	90	212 6
20 years of age	100 + 4s.	240 0

PROPORTION (in any shop or place).

Apprentices.

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

Improvers.

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.

Females.

	Percentage of Female Basic Wage.	s. d.
15 years of age or under ..	41	72 6
16 years of age	49	86 6
17 years of age	60	106 0
18 years of age	78	138 0
19 years of age	86	152 0
20 years of age	94	166 6

PROPORTION (in any shop or place).

Apprentices.

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

Improvers.

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.

Other Employees.

	Within the Metropolitan District.	All other parts of Victoria where this Determination applies.
	s. d.	s. d.
Males.		
Manager (i.e., the principal employee in any shop except a shop in which an owner or partner is working manager)	280 6	276 0
* Travelling salesman ..	264 6	260 6
All others	264 6	260 6
Females.		
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)—		
In charge of three or more assistants	221 6	217 9
In charge of less than three assistants	210 3	206 9
All others	191 0	188 3

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

No. 943.—8777/54.—PRICE 6D.

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. (a) 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.

(b) Any employee required to work on any day shall receive a minimum payment as for 2 hours 55 minutes' work on a Saturday or for 4 hours' work on any other day.

(c) The proportion of employees engaged for less than a full week in any shop shall not exceed one for each three or fraction of three engaged as weekly employees.

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 and purchase of which are not paid for by the employer, such employee shall be paid 7s. 6d. per week. Where the employer provides or supplies on loan such garment, the laundering of which is the responsibility of the employee the weekly allowance shall be 4s. 6d. in the case of a male and 4s. in the case of a female.

SPECIAL RATES FOR 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, Queen'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.

PUBLIC HOLIDAYS.

8A. New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Christmas Day, and Boxing Day, and within the Metropolitan District Melbourne Show Day and Melbourne Cup Day, or any day by Act of Parliament or Proclamation substitated for any of the said days shall be observed as Public Holidays.

ANNUAL LEAVE.

9. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act* 1953 and any amendments which may be made thereto from time to time.

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 who work more than four hours in any one day shall be allowed not less than one hour for a meal interval (Monday to Friday inclusive) which must be taken between the hours of noon and 2 p.m. 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 5s. 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, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded.

No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

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 of adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 33 of the *Labour and Industry Act* 1953, 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 in clause 22.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	11 16 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 November, 1954, the amount 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 November, a February, a May, or an August, 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 ·103 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.

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices or improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

NOTE.—This Determination was made pursuant to the provisions of the *Labour and Industry Act* 1953, and in his or her own interest each employer of labour should obtain a copy of the said Act which may be purchased from the Government Printer, Melbourne.

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

J. W. RYAN, Secretary.

Melbourne, 26th August, 1954.

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No. 944] **TUESDAY, OCTOBER 26.** **[1954**

Labour and Industry Act 1953.

DETERMINATION OF THE HAIRDRESSERS BOARD.

NOTES.—(1) This Determination applies to the whole of the State of Victoria.

(2) Ladies' and/or Men's Hairdressing were proclaimed on 3rd December, 1941, as apprenticeship trades under the Apprenticeship Acts, for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell-street, Melbourne.

IN accordance with the provisions of the *Labour and Indutry Act* 1953, 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 Hairdresser or Barber, or Wig Maker, or other Workers of Hair," has made the following Determination, namely:—

On the 30th November, 1925, the powers of this Board were extended to enable it to fix the lowest prices or rates which may be paid to any person or persons or classes of persons employed at—

(*a*) hair or scalp treatment;
(*b*) toilet work.

1. That as from the beginning of the first pay period to commence in September, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES AND IMPROVERS.

(*a*) Outside the Metropolitan District.

—	Wages per Week.			
	Apprentices.		*Improvers.	
	Males.	Females.	Males.	Females.
	s. d.	s. d.	s. d.	s. d.
1st year	42 6	35 6		
2nd year	56 6	49 6		
3rd year	82 6	69 0		
4th year—				
1st six months ..	113 6	97 6	231 6	140 0
2nd six months ..	113 6	113 6		
5th year—				
1st six months ..	139 0	113 6		
2nd six months ..	139 0	..		

(*b*) Within the Metropoliton District—The wages payable shall be such rates as may be prescribed from time to time by the Apprenticeship Commission of Victoria.

Apprentices and improvers shall be subject to the number of hours per week as fixed for their respective sections.

JUVENILE WORKERS, i.e., females under 21 years of age employed solely as receptionists or females under 17 years of age employed solely as messengers—

Wages.

Receptionists ..	.. 86s. 6d. per week of 40 hours.
Messengers ..	.. 33s. 6d. per week of 40 hours.

PROPORTION (IN ANY SHOP OR PLACE).

One Juvenile Worker employed as a receptionist to every fifteen or fraction of fifteen persons receiving not less than the minimum wage.

In addition, one Juvenile Worker employed as a messenger in any shop or place where not less than four persons are employed.

* The employment, within the Metropolitan District, of any improver is illegal.

No. 944.—8778/54.—PRICE 6D.

APPRENTICES AND IMPROVERS—*continued.*

PROPORTION (IN ANY SHOP OR PLACE).

Apprentices.

In Men's Hairdressing Saloons.

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

In Ladies' Hairdressing Saloons.

One apprentice to each female worker receiving not less than the wage of 196s. 9d. per week. Provided that a male working employer shall be entitled to an apprentice.

In Places where both Men's and Ladies' Hairdressing is Carried Out.

One apprentice to every three or fraction of three workers, male or female, receiving not less than the minimum wage if male, or 196s. 9d. per week if female.

Improvers.

One male improver to every fifteen male workers receiving not less than the minimum wage.

One female improver to every fifteen persons receiving not less than the minimum wage.

An amended indenture of apprenticeship prescribed by the Board was approved on 26th March, 1936.

Other Employees.	Wages. Within the Metropolitan District as defined in the Labour and Industry Act; the Cities of Geelong, Geelong West, Warrnambool, and of Newtown and Chilwell.	Wages. All Other Parts of Victoria.
Men's Hairdressing Saloons.	*s. d.*	*s. d.*
	Per Week of 40 Hours.	Per Week of 40 Hours.
Chair workers (male or female)	275 0	265 0
Provided that any person appointed by his employer to be foreman of a saloon shall be paid 5s. extra per week if not more than five persons are employed, and if more than five persons are employed he shall be paid 1s. extra per week for each employee.		
Any Other Place.	Per Week of 40 Hours.	Per Week of 40 Hours.
Males engaged in—		
Children's haircutting	275 0	265 0
Ladies' haircutting	284 6	281 6
All other males	294 6	291 6
	Per Week of 20 Hours.	Per Week of 20 Hours.
Female window models	267 6	262 0
	Per Week of 40 Hours.	Per Week of 40 Hours.
Females engaged in haircutting	212 0	208 6
Female receptionists	177 0	176 6
All other females	199 6	196 9

3. TIME OF BEGINNING AND ENDING WORK.

—	*Time of Beginning.* On Saturday.	*Time of Beginning.* On the other Working Days of the Week.	*Time of Ending.* On Saturday.	*Time of Ending.* On the other Working Days of the Week. In Flinders-street, Spencer-street, Latrobe-street, and Spring-street, and within the Area enclosed by such streets in the city of Melbourne.	*Time of Ending.* On the other Working Days of the Week. In all other parts of Victoria.
(*a*) For persons engaged solely in hair or scalp treatment, toilet work or ladies' hairdressing	8.30 a.m.	9 a.m.	noon.	6 p.m.	6 p.m.
(*b*) For other persons ..	8 a.m.	8.30 a.m.	noon.	6 p.m.	6 p.m.

Provided that on any working day, no employee shall work or be permitted to work after the hour of 6.5 p.m. in any hairdressing saloon or other place in Flinders-street, Spencer-street, Latrobe-street, and Spring-street, and within the area enclosed by such streets in the City of Melbourne.

Provided further that no employee shall, on any day, work or be permitted to work before the time fixed in this clause for beginning work in any hairdressing saloon or other place within the metropolitan district.

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, provided that treble time shall be paid for all work done before the hours fixed as hours of beginning work on any day;

(*b*) within the hours fixed as the times of beginning and ending work in excess of the maximum number of hours fixed as a week's work;

(*c*) in excess of four and a half hours on Saturday, or eight and a half hours on any other working day of the week.

TERMS OF EMPLOYMENT.

5. (a) An employee shall be engaged on terms of either weekly or hourly hiring. Unless specifically engaged on terms of hourly hiring the terms shall be deemed to be those of weekly hiring.

(b) An employee on weekly hiring ready, available, and willing to work shall be paid the full weekly wage herein prescribed irrespective of the number of hours worked in any week, not exceeding the ordinary hours prescribed for a week's work.

Provided that this shall not affect the right of an employer to deduct payment for any day or part of a day during which the employee cannot be usefully employed in any saloon, other than a men's hairdressing saloon, because of electricity emergency restrictions which began on Tuesday, the 15th April, 1952.

(c) An employee on hourly hiring shall be paid :—

(i) For each hour worked up to one half the number of hours prescribed for a week's work, at the ordinary wages rate with an addition of fifty per centum in any week in which two or more Public Holidays occur, and at the ordinary wages rate with an addition of thirty-three and one-third per centum in any other week;

(ii) for each hour worked beyond the one half the number of hours prescribed for a week's work, at the ordinary wages rate up to but not exceeding the wages rate for an ordinary week's work;

(iii) notwithstanding anything contained in sub-clause (i), and (ii), at the rate of ordinary wages rate with an addition of fifty per centum if the number of hours worked in any week is less than thirteen hours;

(iv) if the time actually worked includes a fraction of an hour exceeding five minutes, for such fraction as for a full hour.

(d) An employee on hourly hiring who is required to work on any day shall be given a minimum number of hours work, or payment in lieu, for such day as follows—

(i) on the day on which the half-holiday is observed—three hours;

(ii) on any other day in the week—four hours.

The amount payable shall be at the appropriate rate as prescribed in sub-clause (c) hereof.

ALLOWANCES.

6. (a) *Within the Metropolitan District.*—Every employer whose place of business is outside a radius of 6 miles from the General Post Office, Melbourne, shall pay to each employee who is engaged for less than one week's continuous work the fares necessarily expended by the employee in travelling between his home and the employer's place of business.

(b) *Outside the Metropolitan District.*—Every employer shall pay the fares necessarily incurred by an employee in proceeding from his home to employment outside the Metropolitan District, and also the fares necessarily incurred by the employee in returning to his home at the termination of his employment with the employer. Provided that the employer shall not be required to pay the fare to his home of an employee who voluntarily leaves the service of the employer before he has completed a period of three months in such employment.

SPECIAL RATE.

7. Double time shall be paid for all work done on Melbourne Cup Day within the Metropolitan District as defined in the Labour and Industry Act.

PUBLIC HOLIDAYS.

7A. (a) New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Christmas Day, and Boxing Day, or any day by Act of Parliament or Proclamation substituted for any of the said days shall be observed as Public Holidays.

An employee engaged on terms of weekly hiring shall be entitled to the above-named Public Holidays without deduction of pay.

(b) Where a Public Holiday prescribed in this clause occurs in any week an employee shall not be required to make up time lost through such holiday and for the purpose of computing overtime an employee shall be deemed to have worked the same number of hours as he ordinarily worked on such day.

(c) An employee who fails to attend for work on the working day before and/or after a Public Holiday without reasonable excuse shall not be paid for such holiday.

UNIFORMS.

8. Any employee who is required by his employer to provide himself with a special uniform shall have refunded to him, by the employer, so much of the cost of same as exceeds 12s. 6d. per uniform. Such uniform shall become the property of the employee. The entire cost of special uniforms shall be borne by the employer where the employee is employed for a period of less than six months. Where change to special designs in uniforms is required, the employer shall bear the cost of same.

In cases where the employer arranges for the laundering of the uniform of any employee he shall be entitled to deduct from the wages of such employee the actual cost of such laundering not exceeding 9d. per week.

MEALS.

9. Meal breaks of not less than 60 consecutive minutes shall be allowed to each employee between the hours of 11.45 a.m. and 2 p.m., and between the hours of 4.15 p.m. and 7 p.m. Provided that in the case of any employee who ceases work not later than 6.5 p.m. on any day no second meal break shall be allowed on such day.

In any shop meals may be partaken of only in some room or place in which hairdressing or toilet work is not actually being carried on.

DAY AND LATEST HOUR FOR PAYMENT OF WAGES.

10. Five o'clock p.m. on Thursday shall be the day and latest hour for payment of wages.

ANNUAL HOLIDAY.

11. The annual holiday shall be as prescribed by the provisions of the *Labour and Industry Act* 1953 and any amendments which may be made thereto from time to time.

SICK LEAVE.

12. 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 personel 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 40 hours of working time in each year of service.

TERMINATION OF EMPLOYMENT.

13. Except in a case where an employer or an employee has been guilty of misconduct, 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.

In the case of an employee who has been engaged from week to week (whether for an ordinary week's work or for any definite period other than an ordinary week's work) for at least four weeks the expression "termination of employment" shall include any variation of the terms of his engagement whereby he is to work for a shorter period than that for which he was previously engaged. "A week's wages" shall mean the wages in respect of the weekly period for which he was previously engaged.

APPRENTICES AND IMPROVERS ON ELECTRICAL CURLING OR WAVING MACHINES.

14. Female apprentices and improvers shall not operate or assist in operating electrical curling or waving machines except in the presence of a person receiving not less than the minimum wage.

PREMIUMS OR BONUSES.

15. No person shall, either directly or indirectly, request any other person to pay or give or shall receive from any other person, any premium, bonus, consideration, or payment for employing or teaching or purporting to employ or teach any person subject to this Determination any of the callings to which the Determination applies.

TIME BOOK.

16. In a book provided for such purpose by the employer, every employee shall indelibly record and initial daily his or her correct times of beginning and ending work and the correct times of ceasing and commencing work before and after the meal breaks prescribed in clause 9 of this Determination. Such book shall be open for inspection by the Secretary, Assistant Secretary, or an accredited official of the Victorian Branch of the Australian Hairdressers', Wigmakers', and Hairworkers' Employees' Federation between the hours of 9 a.m. and 5 p.m. of any working day except Saturday at the employer's shop or other convenient place, provided that only one demand for each inspection shall be made at the same establishment in any calendar month. Such demand shall not be made unless the Secretary, Assistant Secretary, or accredited official of the said Federation suspects that a breach of this Determination has been committed.

PERIODICAL ADJUSTMENT OF WAGES.

17. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 33 of the *Labour and Industry Act* 1953, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 18.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Victoria	11 16 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

18. (*a*) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(*b*) Until the beginning of the first pay period to commence in November 1954, the amount of the Basic Wage shall be as prescribed in clause 17.

(*c*) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, a 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 ·103 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.

(*d*) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adults males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(*e*) The wages of apprentices, improvers and juvenile workers shall be the appropriate percentages as set out hereunder. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

	Apprentices.		Improvers.		JUVENILE WORKERS, i.e., females under 21 years of age employed solely as receptionists or females under 17 years of age employed solely as messengers—	
	Males.	Females.	Males.	Females.		
	Percentage of Basic Wage.	Percentage of Female Basic Wage.	Percentage of Basic Wage.	Percentage of Female Basic Wage.		Percentage of Female Basic Wage.
1st year	18	20			Receptionists	49
2nd year	24	28			Messengers	19
3rd year	35	39				
4th year—						
1st six months ..	48	55	98	79		
2nd six months ..	48	64				
5th year—						
1st six months ..	59	64				
2nd six months ..	59	..				

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

J. W. RYAN, Secretary.

Melbourne, 11th August, 1954.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.

VICTORIA

GOVERNMENT GAZETTE.

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No. 945] TUESDAY, OCTOBER 26. [1954

Labour and Industry Act 1953.

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 *Labour and Industry Act* 1953; the cities of Ballarat, Bendigo, Geelong, Geelong West, Warrnambool, and Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the *Labour and Industry Act* 1953, 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 in September, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

Apprentices and Improvers.	Percentage of Basic Wage.	s. d.
Under 15 years of age	33	78 0
15 years of age	37	87 6
16 years of age	48	113 6
17 years of age	58	137 0
18 years of age	78	184 0
19 years of age	97	229 0
20 years of age	100 + 11/-	247 0

PROPORTION (within any shop).

APPRENTICES.

One apprentice to every three or fraction of three workers receiving not less than 273s. per week.

IMPROVERS.

One improver to every two or fraction of two workers receiving not less than 273s. per week.

Other Employees. —	Within the Metropolitan District. s. d.	Outside the Metropolitan District wherever this Determination applies. s. d.
Person in charge of a shop (including a branch shop)	287 0	284 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	276 0	273 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)	267 6	264 6
Other storemen or packers	263 0	260 0
All others	259 0	256 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 one half the number of hours fixed for an ordinary week's work 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.

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.

No. 945.—8782/54.—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.	5.30 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 .. .. } Time and a half.
Within the hours fixed in clause 4 in excess of the number of hours as fixed for an ordinary week's work .. .. }

SPECIAL RATES FOR 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, Queen's Birthday, Christmas Day, and Boxing Day, and within the Metropolitan District on Melbourne Cup Day and 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.

PUBLIC HOLIDAYS.

7A. New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Queen's Birthday, Christmas Day, and Boxing Day, or any day by Act of Parliament or Proclamation substituted for any of the said days shall be observed as Public Holidays.

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.

MEAL MONEY.

10. Any employee who is required to work overtime in excess of two hours on any day shall receive an allowance of 5s. as meal 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 suc 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 *Labour and Industry Act* 1953, and any amendments which may be made thereto from time to time.

PROVISION OF BICYCLE OR OTHER MECHANICAL CONVEYANCE.

13. Where an employer directs an employee to provide himself with a bicycle or some other mechanica 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 a provision of a bicycle .. .. 1s. per day or part thereof
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, provided an employee remains in the service of the one employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 1st August, 1948, shall be disregarded.

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 resides 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 20s. 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.

TIME AND WAGES RECORDS.

21. 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. Such record shall be open for inspection by a duly accredited representative of the Shop Assistants and Warehouse Employees' Federation of Australia. Provided that an inspection shall not be demanded unless the Secretary or other paid official of the union suspects that a breach of the Determination has been committed.

FIRST-AID OUTFIT.

22. In each shop where employees are regularly employed, the employer shall provide and continuously maintain, at a place or places reasonably accessible to all employees an adequate first-aid outfit.

PERIODICAL ADJUSTMENT OF WAGES.

23. The wages rates set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of Section 33 of the *Labour and Industry Act* 1953, 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 24.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	11 16 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

24. (*a*) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(*b*) Until the beginning of the first pay period to commence in November, 1954, the amount of the basic wage shall be as prescribed in clause 23.

(*c*) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the 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 ·103 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.

(*d*) The wages of apprentices and improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

NOTE.—This Determination was made pursuant to the provisions of the *Labour and Industry Act* 1953, and in his or her own interests each employer of labour should obtain a copy of the said Act which may be purchased from the Government Printer, Melbourne.

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

J. W. RYAN, Secretary.

Melbourne, 5th August, 1954.

By Authority: W. M. HOUSTON, Government Printer, Melbourne.