



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 66]

WEDNESDAY, APRIL 7.

[1943

Factories and Shops Acts.

DETERMINATION OF THE COMMERCIAL CLERKS BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provision of the Factories and Shops Acts the Wages Board which since the 21st day of November, 1938, has had the power "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (other than persons employed by any banking company, insurance company, trustee company, barrister or solicitor, but including persons employed in his practice by a barrister or solicitor as a typewriter or stenographer) employed in connexion with some trade or business as a clerk, collecting clerk, time-keeping clerk, despatch clerk, store clerk, weighing clerk, cashier, typewriter, stenographer, bookkeeper, or telephone switchboard attendant," has made the following Determination, namely:—

(1) That as from the beginning of the first pay period to commence in April, 1943, the adjusted Determination which came into force as from the beginning of the first pay period to commence in February, 1943 shall be revoked and replaced by this Determination:—

(2)

APPRENTICES OR IMPROVERS.

MALES.					FEMALES.			
Wages per Week.					Wages per Week.			
Experience.	Commencing Age.				Experience.	Apprentices.	Improvers.	
	Under 16 Years.	16 Years.	17 Years.	18 Years or Over.			Typistes, Stenographers or Operators of Ledger-keeping Machines.	All Other Improvers.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year	28 0	28 0	30 6	32 9	1st year	28 0	36 9	28 0
2nd year	36 9	36 9	44 0	53 0	2nd year	32 9	42 0	32 9
3rd year	44 0	47 3	62 3	71 3	3rd year	42 6	51 6	42 6
4th year—					4th year	53 0	59 0	53 0
1st six months ..	58 0	64 9	73 3	90 6	5th year and until 21			
2nd six months ..	58 0	64 9	90 6	92 0	years of age	64 9	69 9	64 9
5th year—								
1st six months ..	78 0	81 9	107 3	113 6				
2nd six months ..	78 0	104 3	107 3	113 6				
6th year and until 21 years								
of age	107 3	113 6				

PROPORTION (in any place).

APPRENTICES.
One apprentice to every two or fraction of two workers receiving not less than the minimum wage.
An indenture of apprenticeship prescribed by the Board was approved on 13th February, 1924.

IMPROVERS.
One improver to one or two
Two improvers to three or four
Three improvers to five or six
And thereafter one improver to every three or fraction of three } Workers receiving not less than minimum wage.

JUVENILE WORKERS OTHER THAN APPRENTICES AND IMPROVERS.

(a) In cases where only one person coming within the scope of this Determination is employed, and such person is under 21 years of age, and in cases where a person is employed in connexion with copying work for a Directory, and such person is under 21 years of age, the lowest rate of wages per week to be paid to such person in either of such cases shall be the rate fixed for an improver, male or female (as the case may be), of the like experience.

(b) Female employees under the age of 21 years (other than apprentices or improvers) employed as telephone switchboard attendants.

	Wages per Week.	
	s.	d.
1st year	30	0
2nd year	35	3
3rd year	44	9
4th year	55	0
5th year and until 21 years of age	67	3

OTHER EMPLOYEES.

WAGES PER WEEK.

	Within a radius of 25 miles of the General Post Office, Melbourne, and within a radius of 10 miles of the Post Office, Geelong.		Within the Cities of Ballarat, Bendigo, and Warrnambool, and the Boroughs of Eaglehawk and Sebastopol.		All other Parts of Victoria where this Determination Applies.	
	Males.	Females.	Males.	Females.	Males.	Females.
	s.	d.	s.	d.	s.	d.
Stenographers, typistes, or operators of calculating, or ledger-keeping machines	128	0	85	6	125	0
Telephone switchboard attendants	128	0	83	9	125	0
All other adults	128	0	81	9	125	0

(3) **WEEKLY HOURS.**—The number of hours to constitute an ordinary week's work shall be—

- (a) 44 hours in retail shops;
- (b) 42 hours in all other places.

(4) **TIMES OF BEGINNING AND ENDING WORK.**

	Time of Beginning Work.	Time of Ending Work.
On the usual weekly half holiday	8 a.m.	1 p.m.
On all other days of the week	8 a.m.	6.15 p.m.

Provided that for clerks employed in retail shops the time of beginning and ending work on the day on which the usual late trading night is observed or the day immediately preceding a public holiday shall be:—

Time of Beginning Work.	Time of Ending Work.
9 a.m.	9 p.m.

The provisions of this clause shall not apply to employees working in hotels, guest houses, boarding houses, restaurants or coffee palaces, but the spread of hours for such employees shall not exceed nine (9) in any one day.

(5) **OVERTIME.**—(a) Employees working in hotels, guest houses, boarding houses, restaurants or coffee palaces shall be paid time and a half for all work done in excess of the number of hours fixed for an ordinary week's work.

(b) Employees working in any other place:—

- (i) Within the hours fixed in clause (4) in excess of hours fixed for an ordinary week's work .. Time and a half.
- (ii) Outside the hours fixed in clause (4) .. Time and a half.

For the purpose of administering the provisions contained in sub-clauses (a) and (b) hereof the minimum period for which an employee shall be paid overtime shall be one-half hour per week.

(6) **TERMS OF EMPLOYMENT.**—All employees (other than casuals) willing, ready, and available for work shall be paid the full weekly wage fixed herein irrespective of the number of hours worked not exceeding 44 in retail shops or 42 in any other place. To terminate employment one week's notice shall be given by either employer or employee or in lieu of such notice by an employer, one week's wages shall be paid. The provisions of this clause shall not apply in any instance where an employee is dismissed for misconduct.

(7) **CASUAL LABOUR.**—Casual hands, i.e., persons who are employed during any week for not more than one-half of the maximum number of hours fixed in the Determination as a week's work, shall be paid at the rate of time and a half on the hourly rate calculating *pro rata* by dividing the weekly rate by the number of hours fixed for a week's work.

(8) **SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.**—The special rate to be paid to a clerk or cashier employed in hotel, guest house, boarding house, coffee palace, or restaurant shall be at the rate of time and a half, and the special rate to be paid to any other persons shall be the rate of double time for all work done on Sundays, New Year's Day, Australia Day (26th January), Good Friday, Easter Saturday (except in localities in which the late trading night is observed on Saturday), Easter Monday, Labour Day (21st April) (within a radius of 25 miles of the G.P.O., Melbourne; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol), Anzac Day, King's Birthday, Melbourne Cup Day (within the radius of 25 miles of the G.P.O., Melbourne, except in establishments where employees other than clerks are employed and the majority of such employees do not observe Cup Day as a holiday), 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 the special rate shall only be payable for work done on the day so substituted.

Provided that this clause shall not apply to:—

- Receiving clerks or punch or fare checking clerks, outfit clerks, roster clerks, or other clerks in lieu of or in substitution for any such clerks in connexion with the traffic operations of tramways or employed in tramway sheds or tramway offices; or
- Counter clerks, entering clerks, cashiers, label or despatch clerks employed in daily newspaper offices.

(9) **ANNUAL HOLIDAYS.**—Any employee who has been in the service of the same employer for a period of not less than twelve months shall be granted holidays on full pay for a period of nine consecutive working days in each year (exclusive of the holidays specified in clause (8)), and such holidays shall be given within six months of completion of each twelve months' service. Should an employee's services be terminated before the expiration of twelve months' service he shall be entitled to *pro rata* holidays on full pay; but should an employee be dismissed at any time for misconduct before the expiration of any period of twelve months of such employment, he shall not be entitled to any annual leave or any *pro rata* payment in lieu thereof.

(10) HOLIDAYS AND SICK LEAVE.—No deduction shall be made from the wages of employees granted leave for the holidays specified in clause (8) or for unavoidable absence through illness for not more than six days in any year.

(11) TIME AND WAGES RECORDS.—Each employer shall keep time and wages records showing the name of each employee, the hours worked each day, and the wages and overtime paid each week. The time and wages record shall be open for inspection to a duly accredited official of the Federated Clerks' Union of Australia during the usual office hours at the employer's office, or other convenient place, provided that only one demand for such inspection shall be made at the same establishment in any one fortnight, and such demand shall not be made unless the Secretary of the Union suspects that a breach of this Determination has been committed.

(12) MEAL ALLOWANCE.—Any employee who is required to work after the usual finishing hour of work beyond one hour, shall be paid a meal allowance of 2s. This provision shall only apply within a radius of 25 miles of the G.P.O., Melbourne and 10 miles of the Post Office, Geelong.

(13) VEHICLE ALLOWANCES.—(a) Where an employer requires an employee to use his own 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.

(b) Where an employer requires an employee to use his own motor vehicle in the performance of his duties, such employee shall be paid an allowance of not less than fourpence per mile but such allowance shall not exceed £3 per week.

(c) Where an employer provides a motor vehicle which is used by an employee in the performance of his duties, all expenses including registration, running and maintenance of such motor vehicle shall be paid by the employer.

(14) UNIFORM ALLOWANCE.—Where an employer requires any employee to wear any special uniform, dress, or clothing, such employee shall be paid an allowance of 2s. 6d. per week unless such uniform, dress, or clothing is supplied and laundered by the employer.

(15) REST PERIOD.—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.

(16) FLOOR COVERING.—Where an employee is called upon to remain stationary on a concrete or stone floor for a period exceeding half an hour, suitable floor covering shall be provided by the employer.

(17) PAYMENT OF WAGES.—Wages, overtime, and allowances shall be paid during working hours not later than Friday in each pay week.

(18) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates set out in clause (2) (b) are based upon the following basic wage, and pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, this Board hereby determines that rates for male adults shall be automatically increased or decreased by the same amount, and at the same time as such basic wage, provided that the wages of female adults, apprentices, improvers and juvenile workers shall be adjusted proportionately to adjustments of the basic wage—such adjustments to be made to the nearest 3d., half or less than half of 3d. to be disregarded.

Provided further that no rate shall be increased or decreased by more than the increase or decrease in the basic wage.

The basic wage shown hereunder shall be adjusted as prescribed in clause (19).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
Within the area to which this Determination applies	£ s. d. 4 12 0	Melbourne

(19) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in May, 1943, the amount of the basic wage shall be as prescribed in clause (18).

(b) 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 according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

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

- (1) The index number set to be applied is that assigned to Melbourne.
- (2) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is made is to be ascertained.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period.

TABLE.

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

Any extension of this table must be of the same construction as the table.

The adjustment shall be made on the following rates:—

APPRENTICES OR IMPROVERS.

MALES.					FEMALES.			
Wages per Week.					Wages per Week.			
Experience.	Commencing Age.				Experience.	Apprentices.	Improvers.	
	Under 16 Years.	16 Years.	17 Years.	18 Years or Over.			Typistes, Stenographers or Operators of Ledger-keeping Machines.	All Other Improvers.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year	28 0	28 0	30 6	32 9	1st year	28 0	36 9	28 0
2nd year	36 9	36 9	44 0	53 0	2nd year	32 9	42 0	32 9
3rd year	44 0	47 3	62 3	71 3	3rd year	42 6	51 6	42 6
4th year—					4th year	53 0	59 0	53 0
1st six months ..	58 0	64 9	73 3	90 6	5th year and until 21			
2nd six months ..	58 0	64 9	90 6	92 0	years of age ..	64 9	69 9	64 9
5th year—								
1st six months ..	78 0	81 9	107 3	113 6				
2nd six months ..	78 0	104 3	107 3	113 6				
6th year and until 21 years of age	107 3	113 6				

JUVENILE WORKERS OTHER THAN APPRENTICES AND IMPROVERS.

	Wages per Week.	
	<i>s.</i>	<i>d.</i>
1st year	30 0
2nd year	35 3
3rd year	44 9
4th year	55 0
5th year and until 21 years of age	67 3

FEMALE ADULTS.

WAGES PER WEEK.

	Within a radius of 25 miles of the General Post Office, Melbourne, and within a radius of 10 miles of the Post Office, Geelong.	Within the Cities of Ballarat, Bendigo, and Warrnambool, and the Boroughs of Eaglehawk and Sebastopol.	All other Parts of Victoria where this Determination Applies.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Stenographers, typistes, or operators of calculating, or ledger-keeping machines	85 6	79 3	73 0
Telephone switchboard attendants	83 9	79 3	73 0
All other adults	81 9	77 0	73 0

P. A. RANLIES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 31st March, 1943.



VICTORIA
GOVERNMENT GAZETTE.

Published by Authority.

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

No. 67]

THURSDAY, APRIL 8.

[1943

Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL AND BENEVOLENT ASYLUM ATTENDANTS BOARD.

NOTE.—This Determination applies to the whole of the State.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (not including professional employees and not including nurses subject to the Hospital Nurses Board) employed in or about—

- (a) a hospital or benevolent asylum doing any kind of work connected with the carrying on of a hospital or benevolent asylum;
- (b) a sanatorium for the treatment of persons suffering from any form of tuberculosis;
- (c) a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such a hospital or home;

has made the following Determination, namely:—

(1) That on the 15th March, 1943, the adjusted Determination which came into force as from the beginning of the first pay period to commence in February, 1943, shall be revoked and replaced by this Determination.

(2) APPRENTICES OR IMPROVERS.

WAGES PER WEEK OF 48 HOURS WITHOUT BOARD AND LODGING.*

	Employed at Clerical Work.		All Other Classes of Work.		
	Males.	Females.	Males.	Females.	
				Employed in the Metropolitan District; Cities of Ballarat, Bendigo, Geelong or Mildura; or Mooroonpa Riding of Shire of Rodney.	Employed in any other part of Victoria.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	28 6	25 0	41 6	} 47 9	} 46 9
16 years of age	33 6	30 0	46 6		
17 "	38 6	35 0	53 0		
18 "	43 6	40 0	60 0		
19 "	58 6	47 0	68 0		
20 "	78 6	55 0	80 6		

PROPORTION (IN ANY PLACE).

APPRENTICES.	IMPROVERS.
<p style="text-align: center;">MALES.</p> <p>One male apprentice to every three or fraction of three male workers receiving not less than 108s. per week of 48 hours.</p> <p style="text-align: center;">FEMALES.</p> <p>One female apprentice to every three or fraction of three female workers receiving not less than 58s. per week of 48 hours.</p>	<p style="text-align: center;">MALES.</p> <p>One male improver to every eight or fraction of eight male workers receiving not less than 108s. per week of 48 hours.†</p> <p style="text-align: center;">FEMALES.</p> <p>One female improver to every six or fraction of six female workers receiving not less than 58s. per week of 48 hours.</p>

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed without board and lodging.

NOTE.—The Board has determined that as from the 1st December, 1941, no apprentice shall be taken in this occupation.

OTHER EMPLOYEES.

(a) Employed in the Metropolitan District; the Cities of Ballarat, Bendigo, Geelong or Mildura; or the Mooropna Riding of Shire of Rodney.

Males.			Females.		
WAGES WITHOUT BOARD AND LODGING.*		Per Week of 48 Hours.	WAGES WITHOUT BOARD AND LODGING.*		Per Week of 48 Hours.
		s. d.			s. d.
Clerks		113 6	Clerks		87 6
Cooks—First		120 6	Cook; where there is only one employed ..		72 6
Other cooks		113 6	Cooks in charge of—		
Dresser, head, where five or more dressers are employed		137 0	One to three kitchen employees		72 6
Dressers doing venereal diseases work		131 0	Four to seven kitchen employees		80 0
Other dressers—			Eight or more kitchen employees		90 0
1st year's experience as such		111 0	Second cooks		70 0
2nd year's experience as such		116 0	Other cooks		87 6
Thereafter		121 0	Head housemaids		62 6
Foreman in charge of—			Housekeepers		77 6
One to nine employees		113 6	Head laundresses in charge of—		
Ten or more employees		121 0	One to three persons		70 0
Assistant foreman		111 0	Four or more persons		75 0
Gardeners in charge of one or more gardeners or where there is only one employed		110 6	Second laundresses		65 0
Other gardeners		108 0	Laundresses where only one employed		65 0
Incinerator attendants		108 0	Sorters		65 0
Kitchenmen or scullerymen		108 0	Washing machine hands		73 0
Laboratory assistants		116 6	Storekeeper in charge of one or more store hands or where there is only one employed		67 6
Laundrymen		111 0	Storekeeper's assistants—		
Mortuary-men employed solely on post-mortem work		126 0	1st year's experience as such		58 0
Other mortuary-men		111 0	2nd year's experience as such		59 0
And 10s. extra for each post-mortem.			Thereafter		60 0
Motor or motor ambulance drivers or assistants		115 6	Stenographers and typistes—		
Operating theatre attendants		111 0	1st year's experience as such		67 6
Casualty porters engaged on preparations and theatre work		111 0	2nd year's experience as such		70 0
Dispensary porters		111 0	Thereafter		72 6
Relieving porters		110 6	Telephone attendants		75 0
X-ray porters		108 0	Waitresses—		
Night porters who in the course of their duties patrol the hospital		111 6	1st year's experience as such		58 0
Other night porters		108 0	2nd year's experience as such		59 0
Recording attendants		113 6	Thereafter		60 0
Splint makers		121 0	Wardmaids—		
Splint makers' assistants		111 0	1st year's experience as such		58 0
Storemen in charge of one or more storemen or where there is only one employed		113 6	2nd year's experience as such		59 0
Other storemen		108 0	Thereafter		60 0
Telephone attendants		111 0	Registered X-ray technicians—		
Ward cleaners handling sputum mugs		121 0	1st year's experience as such		87 6
Other ward cleaners		108 0	2nd year's experience as such		92 6
X-ray attendants		116 0	Thereafter		97 6
X-ray technicians—			Laboratory assistants		73 0
1st year's experience as such		108 6			
2nd year's experience as such		123 6	Seamstresses who cut out and fit garments		72 0
Thereafter		133 6	Other seamstresses—		
All others		108 0	1st year's experience as such		60 0
			2nd year's experience as such		61 0
			Thereafter		62 0
			All others—		
			1st year's experience as such		58 0
			2nd year's experience as such		59 0
			Thereafter		60 0

(b) Employed in any other part of Victoria.

Males.			Females.		
WAGES WITHOUT BOARD AND LODGING.*		Per Week of 48 Hours.	WAGES WITHOUT BOARD AND LODGING.*		Per Week of 48 Hours.
		s. d.			s. d.
Adults		108 0	Clerks		63 0
			Cooks—		
			First—or where there is only one employed		72 6
			Second		67 6
			Head laundress; or where there is only one employed		65 0
			Other laundresses		60 0
			Stenographers and typistes		68 0
			Telephone attendants		63 0
			All others—		
			1st year's experience		58 0
			2nd year's experience		59 0
			3rd year's experience		60 0

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed without board and lodging.

Clauses (3) to (23) inclusive of the Determination published in *Government Gazette* No. 190 of the 21st May, 1942, shall remain in force.

(3) **TIME OFF.**—All employees shall receive a period of not less than 26 hours off duty in each week provided that employee shall not be required to work more than eight consecutive days without such period off duty.

(4) **OVERTIME.**—The following overtime rates shall be paid for all work done:—

- (a) Within a spread of 12 hours from the time of commencing work on any day but in excess of the number of hours fixed as a week's work Time and a half.
 (b) Outside a spread of 12 hours from the time of commencing work on any day Double time.

(5) **A FULL WEEK'S WAGES TO BE PAID.**—Any employee (other than a casual worker) willing to work who works for less than the full working week, viz., 44 hours in the case of seamstresses and 48 hours in all other cases, shall be entitled to the payment of a full week's wage.

(6) **CASUAL LABOUR.**—A casual employee, i.e. a person who is employed for not more than 18 hours per week, shall be paid per hour an amount equal to $1\frac{1}{5}$ of the weekly rate prescribed by this Determination for the work performed divided by 44 in the case of seamstresses and 48 in all other cases.

(7) **RISK RATE.**—Persons (other than dressers doing venereal diseases work for whom provision is already made in clause (2)) shall in addition to the rates prescribed in clause (2) be paid allowances as follows whilst:—

- | | |
|--|---|
| (a) Employed in infectious diseases wards or wards wherein less than 25 per cent. of the patients are suffering from venereal diseases, cancer, tuberculosis, typhoid, or meningitis | 6d. per day. |
| (b) Employed in infectious diseases wards or wards wherein 25 per cent. or more of the patients are suffering from venereal diseases, cancer, tuberculosis, typhoid, or meningitis | 2d. per hour with a minimum of 6d. per day. |
| (c) Handling or dressing patients suffering from venereal diseases, cancer, tuberculosis, typhoid or meningitis or patients qualified for admission to infectious diseases hospitals or wards | |
| (d) Handling clothes, bedding or linen, rubbish bins or refuse not previously disinfected and used in connexion with any patient, hospital or ward referred to in sub-clauses (a), (b), and (c) of this clause | |
| (e) Handling the bodies of deceased patients who at the time of their death were suffering from any infectious disease or any of the diseases referred to in sub-clause (a) of this clause | |
| (f) Engaged in experiments of an infectious nature or handling microscopic slides of an infectious nature or slides used in connexion with any of the complaints referred to in sub-clause (a) of this clause | |

(8) **NAUSEOUS WORK.**—All male employees not provided for in clause (7) who handle linen of a nauseous nature, other than linen bagged or packed in containers shall be paid at the rate of 5s. per week in addition to the rates prescribed in clause (2).

(9) **ANNUAL LEAVE.**—Any employee who has been in the service of an employer for a period of not less than twelve months shall be granted by such employer fourteen days' leave at least in each year on full pay, without any deduction for board and lodging.

(10) **PUBLIC HOLIDAYS.**—Employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day (within a radius of 20 miles of the General Post Office, Melbourne), Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays employees shall be entitled to the days so substituted.

Provided that if an employee works on any of such holidays or such holiday occurs on his or her rostered day off or during his or her period of annual leave he or she shall be given—

- (a) within four weeks following the date on which such holiday occurred—
 (1) one extra day's pay, or
 (2) equal time off in lieu thereof, or
 (b) one day shall be added to his or her annual leave.

(11) **SICK LEAVE.**—In the event of an employee becoming sick and certified as such by the Medical Superintendent, or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, he or she shall be entitled to sick leave on full pay as follows:—

- (a) During the first year of service in an institution—one day for each month of service.
 (b) During the second, third, and fourth years of service in an institution—fourteen days in each year.
 (c) Thereafter—twenty-one days in each year.

Sick leave shall be in addition to the annual leave provided in clause (9).

Notwithstanding any other provision in this clause an employee who contracts an infectious disease in the course of his or her duties and same having been certified to by the Medical Superintendent or by a Medical Practitioner approved by the institution shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(12) **EMPLOYEES ENGAGED ON NIGHT DUTY.**—For any period of not less than 3 hours worked by females between the hours of 8 p.m. and 8 a.m. and by males between the hours of 6 p.m. and 8 a.m. an amount of 6d. for each such period shall be paid in addition to the rates prescribed in clause (2) of this Determination.

(13) **EARLY MORNING DUTY.**—Employees (other than employees referred to in clause (12)) who commence duty on any day between the hours of 5 a.m. and 6.30 a.m. shall be paid an amount of 5d. for each of such days in addition to the rates prescribed in clause (2) of this Determination.

(14) **TIME BOOK.**—Every employer shall provide and cause to be kept a time book or other record in which each employee shall daily enter his or her starting and finishing times.

Such time book or other record shall be available for inspection to the General Secretary of The Hospital, Dispensary, and Asylum Employees' and Allied Government Officers' Federation.

(15) **ROSTER.**—A weekly roster setting out employees' weekly and daily working hours, times of commencing duty, meal intervals, time off duty and time of ending duty shall be kept posted or affixed in some conspicuous part of the premises in which persons subject to this determination are employed where it may be readily seen by such employees and the Secretary of the Hospital, Dispensary and Asylum Employees and Allied Government Officers' Federation of Australia, No. 1 Victorian Branch.

(16) **DRESSING ROOMS, ETC.**—Dressing rooms, rest rooms, bathrooms or shower rooms, and lunch rooms, shall be provided for non-resident employees, and suitable healthy accommodation for resident employees.

(17) **UNIFORMS, ETC.**—Uniforms, overalls, caps, and aprons, shall be provided and laundered free of cost for employees required to wear same.

(18) **RUBBER GLOVES, ETC.**—Rubber gloves and all necessary safety appliances shall be provided free of cost for the use of employees and an adequate supply of same shall be maintained.

(19) **TERMINATION OF EMPLOYMENT.**—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 paid or forfeited as the case may be in lieu of such notice.

(20) **UNION INTERVIEWS.**—During working hours employees of any establishment subject to this Determination may, with the consent of the person in charge of such establishment (which consent shall not be unreasonably withheld) be interviewed by the Secretary or Organizer of the Hospital, Dispensary, and Asylum Employees and Allied Government Officers' Federation of Australia, No. 1 Victorian Branch, or have their Union contributions collected by the steward of the said organization.

(21) **DEFINITION.**—For the purpose of this Determination "experience" referred to in clause (2) means experience at such work in any hospital or institution subject to this Determination.

NOTE.—Section 174 of the Factories and Shops Acts provides: 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.

(22) PERIODICAL ADJUSTMENT OF WAGES.—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*, shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates.

The basic wage rates hereunder shall be adjusted as prescribed in clause (23).

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. £ s. d.	Per week. £ s. d.	
Within the area to which this Determination applies	4 12 0	Adult Males. 0 6 0	4 18 0	Melbourne

(23) ADJUSTMENT OF WAGE RATES.—(a) Until the beginning of the first pay period to commence in May, 1943, the wages hereinbefore prescribed shall be paid.

(b) During each future period of or near a quarter beginning with the first pay period to commence in a May, an August, a November, or a February, the amounts of the said rates shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this agreement 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 Industrial Registrar.

- (1) Adjustment is to be based upon the equating of index number 81.0 with a needs basic wage of 81s., the amount assessed upon that number of the Commonwealth Statistician's declared needs basic wage per week for an adult male.
- (2) The index number for Melbourne is to be applied.
- (3) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is to be ascertained.
- (4) The amount of addition or deduction assigned in the following table (or in any extension thereof) to the index number division comprising such number is to be ascertained.
- (5) That the assigned amount shall for work done during such period of or near a quarter be added to or deducted from the originally prescribed amounts of the rates in accordance with that table.
- (6) The division called "original" in the following table is that for the amount of the needs basic wage upon which the rates are to be deemed to have been originally prescribed:—

TABLE.

Original Index Number Division 1056-1067. (£4 6s.)

Index Number Divisions.		Amounts of Additions or Deductions per Week.		
For Additions.	For Deductions.	Adult Male Employees.	Adult Female Employees and Male Junior Employees.	Female Junior Employees.
		s. d.	s. d.	s. d.
1056-1067	1056-1067	0 0	0 0	0 0
1068-1080	1044-1055	1 0	0 6	0 3
1081-1092	1031-1043	2 0	1 0	0 6
1093-1104	1019-1030	3 0	1 6	0 9
1105-1117	1007-1018	4 0	2 0	1 0
1118-1129	994-1006	5 0	2 6	1 3
1130-1141	982-993	6 0	3 0	1 6
1142-1154	970-981	7 0	3 6	1 9
1155-1166	957-969	8 0	4 0	2 0

Any extension of this table must be of the same construction as the table.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 3rd April, 1943.



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 68]

THURSDAY, APRIL 8.

[1943

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 7 (COUNTRY SHOP ASSISTANTS).

NOTE.—This Determination applies to the whole of the State outside and excepting the following parts of Victoria, namely:—The Metropolitan District as defined in the *Factories and Shops Act 1928* (No. 3677) and the Order in Council thereunder, and such portion of the City of Sandringham as is not included within the said District; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in or in connexion with a shop as a shop assistant, packer, storeman, or carter," has made the following Determination, viz:—

(1) That as from the beginning of the first pay period to commence on or after the 29th March, 1943, the last Determination of this Board shall be revoked and replaced by this Determination as to the lowest prices or rates which may be paid to any person employed in or in connexion with a shop as a shop assistant, packer, storeman, or carter, but not including persons subject to the Determinations of the—

Shops Board No. 4 (Butchers, Country),
Shops Board No. 6 (Chemists),
Shops Board No. 13 (Fuel and Fodder, Country), or the
Hotel and Restaurant Board.

(2) APPRENTICES OR IMPROVERS.

Experience.	WAGES PER WEEK OF 46 HOURS.			PROPORTION. (In or in connexion with any shop.)
	Commencing Age.			
	15 years or under.	16 years.	17 years or over.	
	<i>Males.</i>			
1st year	16s. 9d.	18s. 3d.	21s.	<p><i>Apprentices.</i></p> <p>One male apprentice to every three or fraction of three male workers receiving not less than 75s. 6d. per week of 46 hours.</p> <p>One female apprentice to every three or fraction of three female workers receiving not less than 45s. per week of 46 hours.</p> <p>An indenture of apprenticeship prescribed by the Board was approved on 20.12.1923.</p>
2nd "	21s. 6d.	26s. 3d.	31s. 6d.	
3rd "	26s. 3d.	37s. 9d.	49s. 3d.	
4th "	37s. 9d.	49s. 3d.	64s. 6d.	
5th "	49s. 3d.	64s. 6d.	..	
6th "	64s. 6d.	
	<i>Females.</i>			
1st year	15s.	16s. 3d.	18s. 3d.	<p><i>Improvers.</i></p> <p>One male improver to each male worker receiving not less than 75s. 6d. per week of 46 hours.</p> <p>One female improver to each female worker receiving not less than 45s. per week of 46 hours.</p> <p>Provided that a female improver may be employed in lieu of a male improver, or a male improver in lieu of a female improver.</p>
2nd "	16s. 9d.	18s. 9d.	24s.	
3rd "	23s.	24s. 6d.	31s. 6d.	
4th "	28s. 9d.	31s. 6d.	41s. 3d.	
5th "	35s. 6d.	41s. 3d.	..	
6th "	41s. 3d.	

OTHER EMPLOYEES.

	WAGES PER WEEK OF 46 HOURS.	
	Males.	Females.
Shop assistant—		
In charge of a shop, i.e., the person for the time being entrusted with the control or superintendence of a shop, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to supervising such shop—		
(a) working singly	132s. 6d.	114s. 6d.
(b) in charge of one or more persons	146s.	121s. 6d.
In charge of a department, i.e., the person for the time being entrusted with the control or superintendence of a department in which are employed two or more other persons, notwithstanding he or she may be under the orders of a superior who does not devote his or her whole time to supervising such department	124s. 6d.	76s. 6d.
21 years of age	75s. 6d.	45s.
22 " "	87s. 6d.	52s.
Between 23 and 60 years of age	106s.	} 63s. 3d.
*60 years of age or over	96s. 6d.	
Packer or storeman	98s.	--
Carters driving horse-drawn vehicles	99s.	--
Driver of motor vehicle with a carrying capacity of not more than 25 cwt.	100s. 9d.	--
Driver of motor vehicle with a carrying capacity of over 25 cwt.	104s.	--

* This classification shall not apply in the case of an employee 60 years of age or over who is in the service of an employer by whom he has been continuously employed for a period of at least 5 years. Such an employee shall be entitled to receive the rate prescribed herein for an employee between 23 and 60 years of age.

(3) TIMES OF BEGINNING AND ENDING WORK.—

	Time of Beginning.	Time of Ending.
On the day on which the weekly half-holiday is observed	8 a.m.	12.30 p.m.
On the usual late trading night	8 a.m.	9 p.m.
On the other working days of the week	8 a.m.	6 p.m.

(4) OVERTIME.—The rate of time and a half shall be paid for all work done—

- (a) Outside the hours fixed as the times of beginning and ending work;
- (b) Within the hours fixed as the times of beginning and ending work in excess of 46 hours in any week.

(5) TIME WAGES.—Any person employed on time wages for less than the number of hours of an ordinary week's work shall for each hour worked up to one-half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of thirty-three per centum, and for each hour worked beyond the one-half aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rate for an ordinary week's work.

(6) SPECIAL RATES.—All work done on Sunday, Good Friday, Easter Saturday (except in localities in which the late trading night is observed on a Saturday), Easter Monday, and the days on which Australia Day, Labour Day, King's Birthday, Christmas Day, Boxing Day, and New Year's Day are observed as public holidays shall be paid for at the rate of double time.

(7) ANNUAL LEAVE.—Any employee who has been in the service of an employer for a period of not less than twelve months shall be granted one week's holiday, exclusive of the holidays mentioned in clause (6), in each year on full pay and such holiday shall be given within three months of the completion of twelve months' service. At least seven days' notice shall be given by the employer to the employee before the latter commences his or her holiday. Any employee who has been employed for not less than six months, but less than twelve months in an employer's service, and whose engagement is terminated, shall receive one half day's holiday payment for each month, or fraction of a month, in such employer's service.

The provisions of this clause shall not apply in the case of any employee who has been dismissed for a misdemeanour.

(8) SICK PAY.—Any employee not attending for duty shall lose his or her pay for the actual time lost unless such employee has had not less than twelve months' service with the same employer, and he or she produces or forwards within twenty-four hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than six days in each year.

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

(10) GARMENT ALLOWANCE.—Any employee who wears, when at work, a washable outer-garment, the laundering of which is not paid for by the employer, shall be paid 3s. per week in addition to the ordinary wage. Such laundering shall be done in the town in which is situated the shop or branch shop at which the employee works.

(11) BICYCLE ALLOWANCE.—Where an employee uses his- or her own bicycle in connexion with the employer's business such employee shall be paid an allowance of 2s. per week in addition to the ordinary wage.

(12) PAYMENT OF WAGES.—Wages shall be paid not later than Thursday in each week, and must be paid during working hours

(13) REFERENCE.—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.

(14) TRANSFER OF EMPLOYEE.—Where any employer transfers an employee from one township to another, the employer shall be responsible for and shall pay the whole of the moving expenses, including fares and transport charges, for the employee and his family.

(15) TERMINATION OF EMPLOYMENT.—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 worker.

(16) RENT OF RESIDENCE.—The employer shall not charge any manager or assistant who resides on the premises in connexion with the shop in which the business of such employer is carried on a greater sum as rent for such premises than 10s. 0d. per week.

(17) TIME AND WAGES RECORD.—The employer shall keep a time and wages record showing the name of each worker, the number of hours worked each week, and the wages and overtime paid each week. Such record shall be open for inspection by a duly accredited representative of the Shop Assistants and Warehouse Employees' Federation of Australia or of the Victorian Storekeepers' Association.

NOTE.—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.

A. V. BARNES, Chairman.

J. W. RYAN, Secretary

Melbourne, 2nd April, 1943.