



VICTORIA
GOVERNMENT GAZETTE.

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No. 352]

FRIDAY, JUNE 17.

[1955

Labour and Industry Act 1953.

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

NOTES.—(a) This Determination applies to the following parts of Victoria, namely:—The Metropolitan District and the Geelong District as defined in the *Labour and Industry Act 1953* and the Orders in Council thereunder extending such Metropolitan District: the cities of Ballarat, Bendigo, and Warrnambool, and the boroughs of Eaglehawk and Sebastopol.

(b) On the 9th December, 1930, the Shops Board No. 18 (Miscellaneous Shops) was deprived of the power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the trade of a seller by retail of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, and such power was conferred exclusively on the Shops Board No. 22 (Motor Requisites).

IN accordance with the provisions of the *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 trade of a seller by retail of petrol, benzine, or other motor spirit, motor oils, or motor car or motor cycle accessories, has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 31st March, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.
- 2.

APPRENTICES OR IMPROVERS.

WAGES PER WEEK OF 40 HOURS.			PROPORTION (in any Shop).	
	Percentage of Basic Wage.	s. d.		
15 years of age or under	28	66 0	<i>Apprentices.</i> One apprentice to every three or fraction of three persons receiving not less than the minimum wage.	
16 years of age	38	89 6		
17 years of age	52	122 0	<i>Improvers.</i> Two improvers to every worker receiving not less than the minimum wage.	
18 years of age	66	155 0		
19 years of age	86	202 0		
20 years of age	100 + 5s.	240 0		

ALL OTHER EMPLOYEES.

	Wages per Week of 40 Hours.
Manager, or Manageress, of a shop, branch shop, or department (i.e., the principal employee in any shop, branch shop, or department, notwithstanding he may be under the orders of another person who does not devote his whole time to the supervision of such shop, branch shop, or department)	s. d. 285 0
Employee solely engaged in the sale of lubricating oil, petrol, benzine, or other motor spirit	257 0
Other salesman or saleswoman	285 0

HOURS OF WORK.

3. The hours of work shall be 40 per week, to be worked between 7 a.m., and 6 p.m. on Monday to Friday (inclusive), and 7 a.m., and 1 p.m. on Saturday.

OVERTIME.

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

(b) When an employee is required to work more than one hour's overtime after the usual time of ceasing work for the day, he shall be paid 5s. meal money in addition to the prescribed overtime rate; but such payment need not be made to an employee living within one mile of his place of employment who can reasonably return home for a meal.

(c) A worker on a five days' week required to work overtime on a Saturday shall be afforded at least three hours' work or paid for three hours at the appropriate rate.

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

SUNDAYS AND HOLIDAYS.

5. Double time shall be the rate payable for all work done on Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Queen's Birthday, Christmas Day, Boxing Day, and within the Metropolitan District as defined in the *Labour and Industry Act 1953*, after 1 p.m. on Melbourne Cup and Melbourne Show Days.

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

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

TERMINATION OF EMPLOYMENT.

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

ANNUAL LEAVE.

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

SICK PAY.

8. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows:—

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

(ii) during any subsequent year of service—40 hours' ordinary pay. Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

(b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall, provided an employee remains in the service of the employer, or any successor of such employer, be cumulative from year to year. For the purposes of this sub-clause service prior to the 11th October, 1948, shall be disregarded. No employer shall terminate the services of an employee during a period of sick leave with the object of avoiding his obligations under this sub-clause.

MEAL INTERVAL.

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

REST PERIOD.

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

BICYCLE ALLOWANCE.

11. Where an employer directs an employee to use his bicycle in the performance of his duties, such employee shall be paid an allowance of 1s. for each day or part thereof upon which he is so required to use such bicycle.

CLOTHING ALLOWANCE.

12. (a) Any employee who is required to wear, when at work, a washable outer garment, the laundering and purchase of which is not paid for by the employer, shall be paid 7s. 6d. per week in addition to the ordinary wage.

(b) Where the employer provides or loans the garment and the employee is responsible for the laundering of it he shall be paid 3s. 6d. per week in addition to the ordinary wage.

STANDING DOWN EMPLOYEE.

13. 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.

FIRST-AID OUTFIT.

14. 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.

15. The wages 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 by clause 16.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
Within the area to which this Determination applies	<p style="text-align: center;">£ s. d.</p> <p style="text-align: center;">11 15 0</p>	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1955, the amount of the basic wage shall be as prescribed in clause 15.

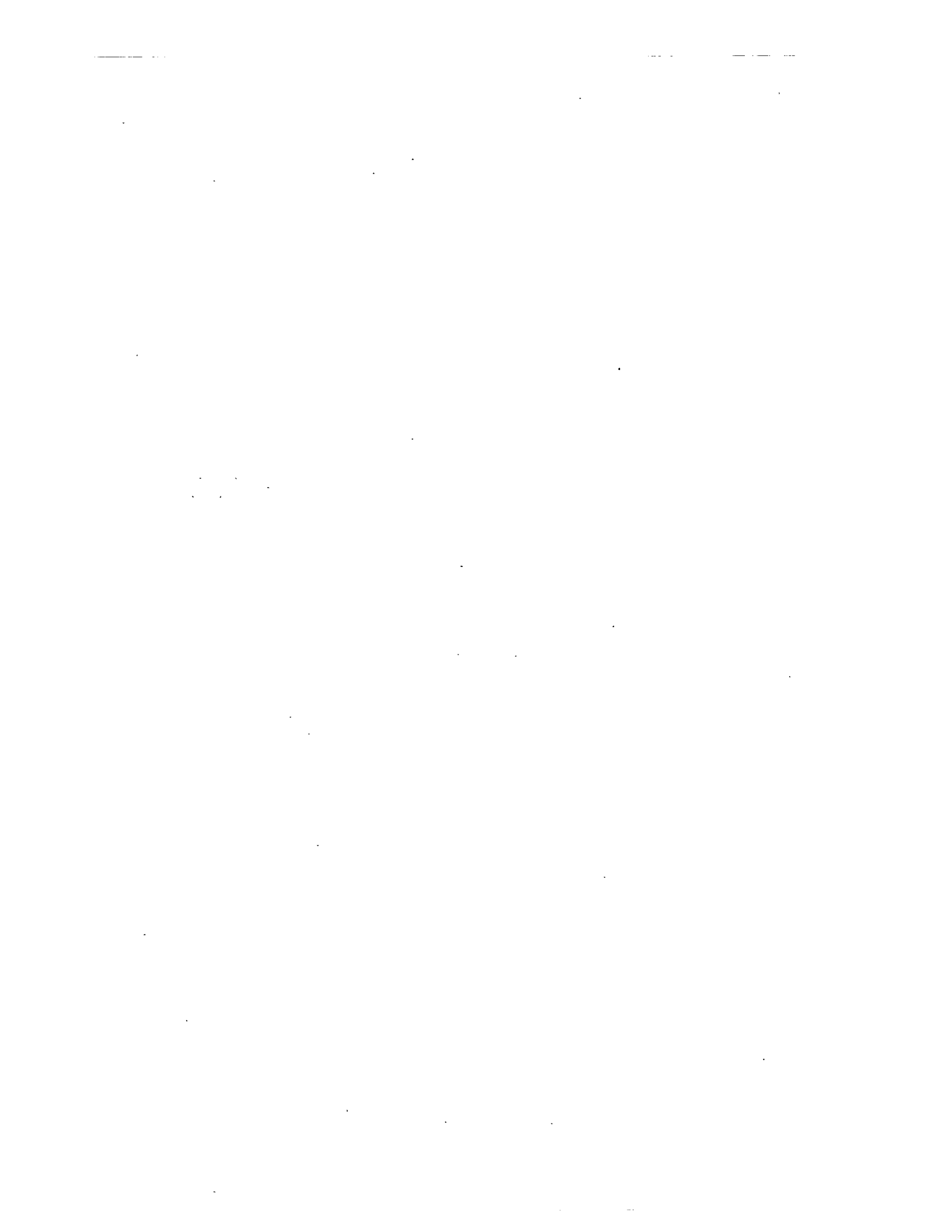
(c) During each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .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, 16th March, 1955.





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No. 353]

FRIDAY, JUNE 17.

[1955

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 on or after the 30th March, 1955, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. WAGES PER WEEK OF 40 HOURS.

Apprentices or Improvers.					Other Employees.		
Male.			Female.		Males.	Within the Metropolitan District:	All other parts of Victoria where this Determination applies.
	Per-centage of Basic Wage.	s. d.		Per-centage of Female Basic Wage.			
Under 15 years of age	40	94 0	Under 15 years of age	48	84 6		
15 years of age	42	98 6	15 years of age	51	90 0		
16 years of age	48	113 0	16 years of age	55	97 0		
17 years of age	63	148 0	17 years of age	62	109 0		
18 years of age	80	183 0	18 years of age	73	128 6		
19 years of age	97	223 0	19 years of age	83	146 0		
20 years of age	100+15a.	250 0	20 years of age	97	170 6		
PROPORTION (in any shop or place).			PROPORTION (in any shop or place).				
<i>Apprentices.</i>			<i>Apprentices.</i>				
One apprentice to every three or fraction of three male workers receiving not less than the minimum wage.			One apprentice to every three or fraction of three female workers receiving not less than the minimum wage.				
<i>Improvers.</i>			<i>Improvers.</i>				
One improver to first two or fraction of two, two to three; and thereafter one improver to every additional two male workers receiving not less than the minimum wage.			One improver to first three or fraction of three, two to four; and thereafter one to every additional three female workers receiving not less than the minimum wage.				
					<i>Manager (i.e., the principal employee in any shop except a shop in which an owner or partner is working manager)</i>	295 0	290 6
					<i>* Travelling salesman</i>	273 6	269 6
					<i>All others</i>	273 6	269 6
					<i>Females.</i>		
					<i>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)—</i>		
					<i>In charge of three or more assistants</i>	236 0	232 3
					<i>In charge of less than three assistants</i>	218 3	214 9
					<i>All others</i>	197 6	194 9

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

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 substituted 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 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

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

(b) Until the beginning of the first pay period to commence in May, 1955, 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 May, an August, a November, or a February, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .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. BARNES, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 15th March, 1955.

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.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and government operations. The text highlights how detailed records can help identify inefficiencies, prevent fraud, and ensure that resources are used effectively.

2. The second part of the document focuses on the role of technology in modern record-keeping. It explores how digital systems and software solutions can streamline the process of data collection, storage, and retrieval. The author notes that while technology offers significant advantages, it also presents challenges such as data security, system integration, and the need for staff training. The text suggests that a balanced approach, combining traditional methods with modern technology, is often the most effective solution.

3. The third part of the document addresses the legal and regulatory requirements surrounding record-keeping. It discusses various laws and standards that govern how records must be maintained, including retention periods, access protocols, and data protection regulations. The author stresses that organizations must stay up-to-date with these requirements to avoid legal penalties and ensure compliance. The text also touches upon the importance of having clear policies and procedures in place to guide record-keeping practices.

4. The fourth part of the document discusses the impact of record-keeping on decision-making and strategic planning. It argues that high-quality records provide a wealth of data that can be analyzed to identify trends, patterns, and areas for improvement. The text suggests that organizations that invest in robust record-keeping systems are better positioned to make informed decisions and develop effective strategies. The author also notes that records can be used to track progress and evaluate the performance of various initiatives over time.

5. The fifth and final part of the document concludes by summarizing the key points discussed and reiterating the importance of record-keeping. It emphasizes that while record-keeping may seem like a mundane task, it is in fact a critical component of any organization's success. The author encourages organizations to take a proactive approach to record-keeping, ensuring that they have the necessary resources, systems, and policies in place to maintain accurate and reliable records. The text ends with a call to action, urging readers to review their current record-keeping practices and make any necessary improvements.