VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

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

No. 221] MONDAY, JULY 3. [1939

Factories and Shops Acts.

DETERMINATION OF THE QUARRY BOARD.

NOTE.—This Determination on the 23rd June, 1939, applied to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which, since 13th October, 1924, has had the power "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in—

(1) the process, trade or business of quarrying not including agriculture;

(2) (a) carting or driving, or assisting in carting or driving in connexion with or incidental to the trade or business of quarrying (not including agriculture);

(b) the trade of crushing stone,"

has made the following determination, namely:—

(1) That on the 23rd June, 1939, the last previous Determination of the Quarry Board shall be revoked and replaced by this Determination.

(2)

Apprentices.

Wages.

	Per Week.* s.	d.
1st year ..	31	9
2nd " ..	37	6
3rd " ..	43	3

And thereafter the minimum wage.

PROPORTION (within any place):

One apprentice to every three or fraction of three workers receiving not less than 90s. per week.

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

An indenture of apprenticeship prescribed was approved on 6th August, 1923.

Improvers.

CARTING AND DRIVING.

	Wages. Per Week of 48 Hours. s.	d.
Under 18 years ..	59	9
18 and under 19 years	68	3
19 " 20 "	76	0
20 " 21 "	83	0

ALL OTHER IMPROVERS.

	Wages. Per Week of 44 Hours. s.	d.
1st year ..	47	0
2nd "	49	6
3rd "	56	9
4th "	68	3

And thereafter the minimum wage.

PROPORTION (within any place).

(A) Where a working crane is in operation for the production of pitchers or building stone:—

One improver to every three or fraction of three workers receiving not less than 102s. per week of 44 hours.

(B) Where Spall Quarrying is carried on:—

One improver to every twenty or fraction of twenty workers receiving not less than 90s., per week of 44 hours.

Other Employees.

	Day Shift: Wages. Per Hour. s.	d.	Day Shift: Wages. Per Week. s.	d.	Afternoon or Night Shift. Wages. Per Hour. s.	d.	Afternoon or Night Shift. Wages. Per Week. s.	d.	Hours Per Week.
Powder monkey† ..	2	6 6/11	112	0	3	2 2/11	140	0	44
Assistant powder monkey‡	2	3 15/22	101	6	2	10 7/11	127	6	44
Hammerman .. Dresser of pitchers or cubes or Scabblers	2	4 10/11	106	0	3	0 15/44	133	3	44
Spaller	2	3	99	0	2	9 21/22	124	6	44
Faceman	2	3 9/11	102	0	2	10 17/22	127	6	44
Feeder of a stone crushing machine	2	3	99	0	2	9 21/22	124	6	44
Dust hole men	2	3	99	0	2	9 21/22	124	6	44
Persons boring holes by hand or machine ..	2	3	99	0	2	9 21/22	124	6	44
Blacksmith	2	3 6/11	101	0	2	10½	126	6	44
Tool sharpener	2	3 6/11	101	0	2	10½	126	6	44
Carters or drivers driving—									
One horse	2	1 7/11	94	0	2	7 43/44	117	3	48
Two horses	2	3	99	0	2	9 15/22	123	6	48
Three horses	2	4 1/11	103	0	2	10 10/11	128	0	48
Four or five horses ..	2	4 7/11	105	0	2	11 5/11	130	0	48
And 6d. extra per day for each additional horse.									
Drivers of motor vehicles of the following carrying capacity—									
Not exceeding 25 cwt.	2	0 6/11	90	0	2	7 5/22	114	6	48
Exceeding 25 cwt., but not exceeding 3 tons	1	10 13/16	91	3	2	5 1/16	116	3	48
Exceeding 3 tons ..	2	0 1/16	96	3	2	6 11/16	122	9	48
All others	2	0 6/11	90	0	2	6 39/44	113	3	44

† See clause 7 re definition

‡ See clause 8 re definition

Where an employee is working in water, he shall, in addition to the ordinary rate, be paid 1s. per day or portion of a day extra.

(*a*) The hour of beginning and the hour of ending each shift shall be as follows :—

—		Where One Shift is Worked.	
		Time of beginning.	Time of ending.
Monday to Friday	(Day Shift)	8 a.m.	5 p.m.
Saturday	„ „	8 a.m.	12 noon
		Where two shifts are worked.	
Monday to Friday	(Day Shift)	7 a.m.	3 p.m.
	(Afternoon Shift)	3 p.m.	11 p.m.
Saturday	(Day Shift)	7 a.m.	11 a.m.
	(Afternoon Shift)	11 a.m.	3 p.m.
		Where three shifts are worked.	
Monday to Friday	(Day Shift)	7 a.m.	3 p.m.
	(Afternoon Shift)	3 p.m.	11 p.m.
	(Night Shift)	11 p.m.	7 a.m.
Saturday	(Day Shift)	7 a.m.	11 a.m.
	(Afternoon Shift)	11 a.m.	3 p.m.
	(Night Shift)	3 p.m.	7 p.m.

Any of the above times of beginning and ending may be varied on any job by mutual consent of the employer and the majority of the employees, but in no case shall the spread of hours of any shift be increased.

(*b*) The higher rate to be paid for each hour or fraction of an hour worked by any employee before or after his shift shall be time and a half.

(4) Time Wages.—Any person working on time wages in connexion with stonecrushing plants 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 the ordinary wages rate with an addition of thirty-three and one-third per centum.

(5) Special Rates.—For all work done on Sunday and the undermentioned holidays the rates shall be :—

Sunday	Double time.
Australia Day, Labour Day, King's Birthday	Time and a half.
New Year's Day, Good Friday, Easter Monday, Anzac Day, Christmas Day and Boxing Day, provided that time and a half only shall be payable in respect of time worked rendered necessary by a breakdown in plant	Double time.

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

(6) Tools and Appliances.—That any employee on wages rates who is called upon to supply any or all of the following Tools or appliances, viz. :—

Picks, shovels, wheelbarrows, face bars, banker bars, drills, jumpers, dressing hammers, spawling hammers, striking hammers, scabbling picks, or any other tools that may be necessary for the process of quarrying, shall be paid by the employer 3d. per hour in addition to the ordinary rates fixed by this Determination.

(7) Powder Monkey.—Powder monkey shall mean a person using or having charge of explosives during any portion of a week.

(8) Assistant Powder Monkey.—Assistant powder monkey shall mean a person who assists a powder monkey. Provided that if, in the absence of the powder monkey and/or for any other reason, he carries out the duties of a powder monkey, he shall be paid at the rate fixed for such person.

(9) Sanitation.—Proper sanitary conveniences shall be provided by the employer for the use of employees.

(10) Payment of Wages.—An employee kept waiting for his wages on pay day for more than a quarter of an hour after—

(*a*) the usual time of ceasing work in the case of a person not working overtime, or

(*b*) his time of ceasing work in the case of a person working overtime,

shall be paid at overtime rates after that quarter of an hour with a minimum of a quarter of an hour.

(11) Shelter Sheds.—Shelter sheds, to give reasonable protection to the employees, shall be provided by the employer.

(12) Carrying of Working Tools.—All time occupied by an employee in carrying his working tools—

(*a*) into or out of the quarry, or

(*b*) for a greater distance than 100 yards to or from the face of the quarry,

shall be paid for at the rate fixed in this Determination for the class of work usually performed by him.

(13) Meal Interval.—In places where only one shift is worked, each employee shall have not less than one hour meal interval each day.

(14) Employee Presenting Himself for Work.—Any employee who is not informed before he leaves the job at the end of his shift that he is not required to work at his next shift, and having presented himself at the time fixed for commencing work, is not employed, shall be paid for two hours on the basis of his classification. Provided that where an employee becomes entitled to payment as aforesaid, and is employed for part of the shift, he shall not receive payment for more than an ordinary day's work for such shift.

The provisions of this clause shall not apply where unemployment is caused by a breakdown in machinery, rain, or conditions brought about by wet weather or other act of God.

To be entitled to the benefit of this provision, an employee (other than a driver of a motor vehicle engaged in delivery) shall have worked the whole or part of his immediately preceding shift.

(15) Piece-work.—The lowest piece-work prices to be paid to persons engaged in the undermentioned work shall be—

	Dressing. Per Hundred. s. d.	Knocking Out and Dressing. Per Hundred. s. d.
Pitchers—		
9 inches wide × 9 inches deep × 10 to 14 inches long	11 11	20 4
9 „ „ × 9 „ „ × 10 „ 13 „ „	10 2	18 9
9 „ „ × 8 „ „ × 10 „ 13 „ „	9 5	17 3
9 „ „ × 4 to 6 inches deep × 10 to 14 inches long	7 11	15 2
Cubes—		
4½ to 6 inches wide × 8 to 9 inches deep × 10 to 14 inches long	9 8	17 10
3½ „ 6 „ „ × 7 inches „ × 10 „ 14 „ „	8 10	15 3
4 „ 6 „ „ × 5 to 6 inches „ × 8 „ 12 „ „	8 1	13 8

Pitchers or cubes restricted to any length which exceeds the average of the lengths specified in any particular item shown above shall be paid for at the rate of 1s. 6d. per hundred in addition to the respective prices specified opposite the said item.

Pitchers or cubes *tied* to any definite length which does not exceed the average of the lengths specified in any particular item shown above shall be paid for at the rate of 1s. per hundred in addition to the respective prices specified opposite the said item.

Pitchers or cubes *tied* to any definite length which exceeds the average of the lengths specified in any particular item shown above shall be paid for at the rate of 2s. 6d. per hundred in addition to the respective prices specified opposite the said item.

All stones for pitchers or cubes shall be plugged and placed on the banker ready for persons engaged knocking out and dressing.

	Knocking Out and Dressing.
Pitcher kerb	2½d. per lineal foot.
Kerbing stones—Hammer dressed—	
12 inches deep × 6 inches to 12 inches wide, not exceeding 5 feet in length	4d. " "
All radial stone	8d. " "
Building stone up to 12 inches × 12 inches, not exceeding 7 feet in length	6d. " "
All stone over 12 inches × 12 inches, not exceeding the cubical content of 15 cubic feet	6d. per cubic foot.
All stone exceeding the cubical content of 15 cubic feet	9d. " "

	When the material is removed in a Wheelbarrow to a distance of more than 50 yards.	In all other cases.
	Per superficial yard.	Per superficial yard.
Stripping—	s. d.	s. d.
Not exceeding 18 inches in depth	2 0	1 11
Exceeding 18 inches, but not exceeding 30 inches in depth	2 1	2 0
	Per cubic yard.	Per cubic yard.
Exceeding 30 inches in depth	2 2½	2 1½
Spalling, but not including spalls produced on the banker from cut stone or pitchers	2s. 1½d. per cubic yard.	

PERIODICAL ADJUSTMENT OF WAGES.

(16) The wages rates set out in clause (2) 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, the Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time as such basic wage. Provided that proportionate adjustments to the rates for apprentices and improvers and to the piecework prices shall be made at the same time as follows :—

(*a*) The rates for apprentices and improvers to the nearest 3d., half or less than half of 3d. to be disregarded.

(*b*) The piecework prices as set out in clause (15) to the nearest penny.

The basic wage shown hereunder shall be adjusted as prescribed in clause (17).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	3 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

(17) (*a*) Until the beginning of the first pay period to commence in September, 1939, the amount of the basic wage shall be as prescribed in clause (16).

(*b*) During each future successive period beginning with the first pay period to commence in a September, a December, a March, or a June, 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 thirteen weeks 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,
	£ s. d.
735–746	3 0 0
747–759	3 1 0
760–771	3 2 0
772–783	3 3 0
784–796	3 4 0
797–808	3 5 0
809–820	3 6 0
821–833	3 7 0
834–845	3 8 0
846–858	3 9 0
859–870	3 10 0
871–882	3 11 0
883–895	3 12 0
896–907	3 13 0
908–919	3 14 0
920–932	3 15 0
933–944	3 16 0

D. GRANT, Chairman.

GEO. E. PARR, Secretary.

Melbourne, 8th June, 1939.

By Authority: T. RIDER, Acting Government Printer, Melbourne.

VICTORIA

GOVERNMENT GAZETTE.

Published by Authority.

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

No. 222] **MONDAY, JULY 3.** **[1939**

Factories and Shops Acts.

DETERMINATION OF THE SHOPS BOARD No. 9 (DRAPERS AND MEN'S CLOTHING).

NOTE.—1. On the 9th March, 1921, this Board was appointed in lieu of the Drapers Board and the Men's Clothing Board.

2. This Determination on the 3rd July, 1939, applied to the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder; such portions of the City of Sandringham as are not included within the said Metropolitan 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 persons employed in the business of a seller of—

(*a*) any article of men's or boys' clothing (whether made to order or otherwise), mercery, or wearing apparel, including underclothing, hats, and caps;

(*b*) goods usually sold by drapers or haberdashers, including mantles, costumes, millinery, gloves, stockings, and underclothing," has made the following Determination, namely:—

(1) That on the 3rd July, 1939, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

Apprentices or Improvers. Wages per Week of 46 Hours.						
Experience.	Commencing Age. 15 years or under.	16 years.	17 years.	18 years.	19 years.	20 years.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Males—						
1st year—						
1st 6 months	17 6	17 6	21 0	22 0	22 0	27 0
2nd 6 months	17 6	17 6	21 0	22 0	22 0	35 6
2nd year—						
1st 6 months	22 0	22 0	27 0	35 6	35 6	47 0
2nd 6 months	22 0	22 0	27 0	35 6	41 6	51 6
3rd year—						
1st 6 months	25 6	29 6	36 0	50 0	50 0	60 0
2nd 6 months	25 6	29 6	36 0	50 0	60 0	67 0
4th year ..	33 6	39 0	50 0			
5th year ..	41 0	50 0				
6th year, and until 21 years of age ..	50 0					
Females—						
1st year—						
1st 6 months	12 6	16 0	21 0	22 0	23 0	24 6
2nd 6 months	12 6	16 0	21 0	22 0	23 0	24 6
2nd year—						
1st 6 months	17 6	21 6	24 6	25 6	26 0	27 0
2nd 6 months	17 6	21 6	24 6	25 6	26 0	33 0
3rd year—						
1st 6 months	22 6	24 6	27 0	27 0	27 0	36 6
2nd 6 months	22 6	24 6	27 0	27 0	27 0	37 6
4th year ..	24 6	27 0	33 0			
5th year ..	27 0	33 0				
6th year, and until 21 years of age ..	33 0					

Other Employees. Wages per Week of 46 Hours.	Within the Metropolitan District.	Outside the Metropolitan District wherever this Determination applies.
—	s. d.	s. d.
Males.		
Manager (other than departmental manager), i.e., a person entrusted with the control or superintendence of a shop, notwithstanding he may be under the orders of a superior who does not devote his whole time to the management of the said shop	114 6	114 6
Departmental manager, i.e., a person in control of three or more salesmen or saleswomen 21 years of age or over, notwithstanding he may be under the orders of a superior who does not devote his whole time to the management of such department	106 6	106 6
Person in charge of an order tailoring establishment	114 6	114 6

Apprentices or Improvers.

PROPORTION (in any Shop or Place).

APPRENTICES.

Males.

One male apprentice to every three or fraction of three male workers receiving not less than 66s. 0d. per week of 46 hours.

Females.

One female apprentice to every three or fraction of three female workers receiving not less than 37s. 6d. per week of 46 hours.

An indenture of apprenticeship prescribed by the Board was approved on 25th January, 1924.

IMPROVERS.

Males.

One male improver to every male person receiving not less than 66s. per week of 46 hours.

Females.

Two female improvers to one female person .. } receiving not less than 37s. 6d. per week of 46 hours.
Four female improvers to two female persons and thereafter—
One female improver to each additional female person

Provided that one female improver in lieu of one male improver or one male improver in lieu of one female improver may be employed.

Other Employees.

Wages per Week of 46 Hours.

—	Within the Metropolitan District. s.	d.	Outside the Metropolitan District wherever this Determination applies. s.	d.
Males.				
Pattern-men, assemblers, or salesmen—				
21 years of age	75	0	66	0
22 years of age	85	0	76	6
23 years of age or over	101	0	96	0
Canvassers, who are in any way connected with the sale of goods	104	0	104	0
Collectors who, in addition to their duties of collecting, are in any way connected with the sale of goods	104	0	104	0
Foreman packer or storeman, i.e., a person in control of four or more packers or storemen, notwithstanding he may be under the orders of a superior who does not devote his whole time to the management of such department	93	6	93	6
Packers or storemen	89	0	89	0
Porters	89	0	89	0
All others	101	0	96	0
Females.				
Manageress (other than departmental manageress), i.e., a person entrusted with the control or superintendence of a shop stocking dress or Manchester goods, drapery furnishing, prints, silks, or men's clothing, notwithstanding she may be under the orders of a superior who does not devote his whole time to the management of the said shop	114	6	114	6
Departmental manageress—				
(*a*) in control of three or more salesmen or saleswomen 21 years of age or over, in dress, Manchester, drapery furnishing, prints, silks, or men's clothing departments, notwithstanding she may be under the orders of a superior who does not devote his whole time to the management of such department	106	6	106	6
(*b*) In control of three or more saleswomen 23 years of age or over in any other department, notwithstanding she may be under the orders of a superior who does not devote his whole time to the management of such department	61	0	59	0
Saleswomen selling goods usually sold in dress, Manchester, drapery, furnishing, prints, silk, or men's clothing departments—				
21 years of age	75	0	66	6
22 years of age	85	0	76	6
23 years of age or over	101	0	96	0
Other saleswomen or pattern women, or assemblers—				
21 years of age	41	0	37	6
22 years of age	46	6	42	0
23 years of age or over	52	0	48	0
Packers	89	0	89	0
Canvassers who are in any way connected with the sale of goods	52	0	52	0
Porters	89	0	89	0
All others	52	0	48	0

(3) TIMES OF BEGINNING AND ENDING WORK.

	Time of Beginning.	Time of Ending.
On the usual half-holiday	9 a.m.	12.45 p.m.
On the usual late trading night, or the night previous to a Public Holiday	9 a.m.	9 p.m.
On all the other working days of the week	9 a.m.	6 p.m.

(4) OVERTIME.*

The following rates shall be paid for all work done:—

(*a*) By persons (including apprentices and improvers) employed as salesmen or saleswomen—
(1) Before 9 a.m. .. .. Five times the ordinary rate.
(2) Outside the times of ending work .. .. .. Double time

(*b*) By all other persons—Outside the times of beginning and ending work. Double time

* NOTE.—Section 117 (2) Act 3677 provides that:—Any person may, if notice in writing has previously been sent to the chief inspector, be employed in any shop or at any work in connexion with a shop for any time not exceeding three hours in any one day beyond the ordinary working hours, provided that the total number of days in any one year on which in any shop or at any work in connexion with a shop any such person is so employed shall not exceed twenty-five.

Section 105, however, makes it an offence for an employer to detain an employee later than half an hour on a half-holiday.

(5) Tea Money.

Any employee required to work overtime shall be paid not less than 1s. 6d. tea money in addition to the overtime rates as prescribed for in this Determination.

(6) Time Rate.

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 23 hours be paid—

(a) In any week in which two or more Public Holidays occur ..	At the ordinary wages rate with an addition of fifty per centum.
(b) In any other week	At the ordinary wages rate with an addition of thirty-three and one-third per centum.

and for each hour worked beyond the 23 hours aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

Provided that no person shall be employed for less than four consecutive hours on any one working day between the hours of 9 a.m. and 6 p.m. on Monday to Thursday and between the hours of 9 a.m. and 9 p.m. on Friday or for less than 3½ hours on Saturday.

(7) Meal Intervals.

All employees shall be allowed the following meal intervals with permission to leave the shop for the whole of such intervals viz.:—

From Monday to Friday, one hour for lunch between noon and 3 p.m., and in addition, on Friday, three-quarters of an hour for tea between the hours of 5 p.m. and 7.15 p.m.

(8) Rest Period.

Where any spell of duty is for more than four hours an interval of ten minutes, to be arranged by the employer, shall be allowed after 2½ hours work. Such interval shall be counted as part of the time of duty without deduction of pay.

(9) 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 shall be paid or forfeited in lieu thereof. This provision shall only apply in the case of an employee who has been employed continuously for three months or more.

(10) Notice of Intention to Ration.

Where an employer owing to slackness of trade desires to ration his employees, he shall give at least one clear working day's notice to each employee of his intention to ration such employee.

(11) Annual Holidays.

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 13) in each year on full pay, and such holiday shall be given within three months of the completion of twelve months' service.

(12) Sick Pay.

Any employee not attending for duty who has had not less than 12 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 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 commencing from the 25th October.

(13) Special Rates for Sundays and Holidays.

The special rates for all work done on Sundays or the undermentioned Public Holidays shall be—

Sunday	Double time.
New Years Day, Australia Day, Good Friday, Easter Monday, Labour Day, King's Birthday, Christmas Day, Boxing Day, or after 12.30 p.m. on Show Day in localities mentioned in the Twelfth Schedule to the *Public Service Act* 1928 within the area to which this Determination applies	Time and a half.
Easter Saturday—	
(a) In the area enclosed by and including Flinders-street, Spencer-street, Lonsdale-street, and Spring-street in the City of Melbourne	Five times the ordinary rate.
(b) In all other places where this Determination applies	Double time.

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.

(14) Bicycle Allowance.

Where a bicycle is provided by an employee and is required to be used in connexion with his employers' business, an allowance of 1s. 6d. per week in addition to the ordinary wage shall be paid to such employee.

(15) 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. This provision shall only apply in the case of an employee who has been employed continuously for three months or more.

(16) Time and Wages Records.

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.

J. W. CLARKE, Chairman;

L. M. BRADY, Secretary.

Melbourne, 14th June, 1939.

By Authority: T. Rider, Acting Government Printer, Melbourne.