



VICTORIA GOVERNMENT GAZETTE.

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No. 135]

FRIDAY, MAY 3.

[1940

Factories and Shops Acts.

DETERMINATION OF THE CORDAGE BOARD.

Adjusted pursuant to section 21 of the *Factories and Shops Act 1934* (No. 4275).

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

I, FRANCIS ANTHONY MARZORINI, in pursuance of the powers contained in the *Factories and Shops Acts* and in consequence of the provisions contained in a Determination made on the 1st February, 1940, by the Cordage Board, and published in the *Government Gazette* on the 15th February, 1940, hereby issue an adjusted determination showing the adjusted wages, rates to be paid to any person or persons or classes of persons employed in the process, trade, or business of a maker of rope, twine, cordage, halters, coir mats, or coir matting.

(1) The adjusted rates shown herein shall be paid as from the beginning of the first pay period to commence in May, 1940.

(2)

JUNIORS.

		Wages per Week of 44 Hours.			Wages per Week of 44 Hours.	
					Males.	Females.
Hard Fibre Department.			Other Junior Workers.			
Males.		s. d.			s. d.	s. d.
Hand reelers		56 9	Under 16 years of age		17 3	16 3
Attendants to rope house machine—for under 2 inch circumference.. .. .		49 6	From 16 to 17 years of age		23 3	20 9
Lappers of clothes lines		48 6	" 17 to 18 " "		28 3	24 9
Persons balling lashing		39 0	" 18 to 19 " "		33 6	28 9
Persons balling binder twine		35 6	" 19 to 20 " "		42 0	34 0
			" 20 to 21 " "		52 9	37 0
Females.						
Balling binder twine		48 3				
Balling lashing		48 3				
Bagging binder twine		47 3				
All others		44 3				

PROPORTION OF JUNIOR EMPLOYEES.

The proportion of junior employees, male and female, to adult male and female employees shall not exceed two juniors to one adult in the hard fibre section of the industry and three juniors to one adult in the soft fibre section.

No. 135.—5452/40.

	Wages per Week of 44 Hours.
<i>(a) Adult Males.</i>	
First rope layer on heavy type 12 strand machine	104 0
Rope layer on heavy type 9 strand machine	99 0
Foreman in charge of spinning and preparing departments	100 0
Other rope layers in walk with travellers	95 0
Rope splicer on driving ropes and springs	94 0
Storeman in charge	92 0
Packer working press (hand or power), pressing over 28 lb. in weight	90 0
Rope house machinist making 2 inch up to and including 4 inch	90 0
Rope house machinist making over 4 inch	93 0
Power reeler or finisher in connexion with heavy type 12 strand machine	90 0
Feeder of 1st spreader	88 0
Traveller driver on heavy type 12 strand machine	88 0
Damp mixer or batcher	87 0
Feeder of softeners or batchers	87 0
Rope and binder twine packer	87 0
Winder and warper in tarring department	88 0
Winding, oiling, and tarring yarn	88 0
Oilier and/or belt repairer	88 0
Maker of rope fenders	88 0
Maker of pig nets	87 0
Power reeler or finisher in walk	87 0
Other traveller drivers (except on light travellers for cords and lines not exceeding 1½ inches in circumference)	85 0
Opening manilla hemp	85 0
Scutcher	85 0
Lumping, loading or unloading hemp, flax, or twine in store or factory	85 0
Feeder of tow breaker card	85 0
Lumping hemp, flax, or binder twine on wharf	88 0
Packing and balling shop twine	87 0
Mat finisher	87 0
Layer of lines or cords in walk	91 0
Twister or layer of yarn in walk	87 0
Maker of fishing lines	87 0
Hand reelers	85 0
Matting weavers	87 0
All other machine operators or employees feeding or taking from machines	85 0
All others	82 0
<i>(b) Adult Females.</i>	
<i>Hard Fibre Department.</i>	
Balling binder twine	48 3
Balling lashing	48 3
Bagging binder twine	47 3
All others	44 3
<i>Soft Fibre Department.</i>	
Feeding breaker card with clock	48 3
Feeding spreaders	47 3
Feeding finisher cards (hemp)	47 3
Spinning	48 3
Wet spinning	49 3
All other machine operators and employees feeding or taking from machines	47 3
All others	44 3

(3) NIGHT SHIFT.—Employees working on night shift shall be paid 7½ per centum in addition to the wages prescribed for their ordinary hours of employment.

(4) LIMITATION OF WORK TO FEMALES.—Only the following classes of work may be performed by females:—

Hard Fibre Department.

Opening hemp; delivery end first spreader; feeding and delivery of all subsequent spreaders and drawing frames; balling binder twine; spooling binder twine; balling lashing; bagging binder twine; sweeping.

A female under 21 years of age shall not be employed on the above-named machines or work unless at adult female rates.

Tow Department.

Delivery end breaker card; feeding and delivery other cards and drawing frames; sweeping.

A female under 17 years of age shall not be employed in this department.

Soft Fibre Department.

Spreaders; breaker cards; finisher cards; drawing frames, roving frames; spinning frames; winding frames; twisting and laying machines; balling shop twine; reeling and spooling shop twine; weighing and parcelling shop twine; pressing and parcelling bagging twine; reeling; plaiting and braiding, covering cordage with canvas and paper, sweeping; making cores for spooling machine; lappers; doffing, piecing and spinning.

Cordage Department.

Hanking and parcelling plough reins and sash lines; making nets from small rope twine and cords; opening, plaiting, and finishing halters; making shanks for halters; hanking, making up, and parcelling fish and other lines.

Mat Department.

Mat makers on looms; mat makers on frames; making bordered mats; carders; plaiters; and winders (including cop winders).

(5) HOURS OF DAY WORK.—(a) The hours for day work shall be 44 per week. Ordinary time shall be worked between the hours of 7.30 a.m. and 6 p.m., Monday to Friday inclusive, with one break for a meal between noon and 1 p.m., or as may be arranged between the employer and his employees, and on Saturday between 7.30 a.m. and noon.

(b) An employee called upon to oil, repair and/or clean machinery during his or her ordinary meal hour shall be granted equivalent time off immediately preceding such ordinary meal hour, otherwise the said employee shall be paid at the rate of time and a half until such meal hour is granted.

(6) HOURS AND SPECIAL CONDITIONS FOR NIGHT SHIFT.—(a) The hours of work on night shift shall be 44 per week.

(b) An employee transferred from day work to night work shall be guaranteed his position on day work after he has completed his work on night shift.

(c) A night shift shall be deemed to be any shift where the majority of the hours of the shift are worked outside the ordinary hours of day work.

- (d) A junior employee under the age of 18 years shall not be required to work at night.
- (e) A female employee shall not be employed on night shift.
- (f) The employment on night shift of adult workers who are not eligible for transfer to day work may be terminated by one week's notice on either side on other than seasonal work and 24 hours' notice on either side on seasonal work.
- (g) The employment of male junior employees between 18 and 21 years of age on night shift may be terminated by 24 hours' notice on either side.
- (h) By mutual agreement between an employer and his employees and with the consent of the Australian Rope and Cordage Workers' Union a short shift may be worked without payment of the night shift rates provided in this clause: Provided that in the event of the said Union refusing such permission the matter may be referred to this Wages Board.
- (7) OVERTIME AND SUNDAY WORK.—(a) Subject to clause 5 hereof hours of work shall be fixed by each employer for day work. For work performed outside the fixed hours, overtime shall be paid at the rate of time and a half for the first four hours and double time thereafter.
- (b) For work done outside the recognized hours of duty in any establishment on night shift, overtime shall be paid after 44 hours have been worked, at the rate of time and a half for the first four hours and double time thereafter.
- (c) For all time of duty on Sunday all employees shall be paid at the rate of double time for time actually worked with a minimum of four hours.
- (d) An employee required to work overtime for more than two hours without being notified the day before that he will be so required to work shall either be supplied with a meal by the employer or paid 1s. 6d., or if work extends into a second meal hour 2s. 6d. for the two meals, but such payment need not be made to employees living in the same locality as their workshop who can reasonably return home for meals.
- (e) If an employee pursuant to notice has provided a meal or meals and is not required to work overtime, he shall be paid for each meal so provided.
- (f) For work done during meal hours and thereafter until a meal hour break is allowed employees shall be paid at the rate of time and a half. An employee shall not be compelled to work for more than six consecutive hours without a break for a meal.
- (8) HOLIDAYS.—(a) All employees shall be entitled to the holidays hereinafter mentioned or any day observed in lieu thereof without deduction of pay:—New Year's Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, King's Birthday, Christmas Day, Boxing Day.
- (b) In Melbourne, Melbourne Cup Day shall be observed as a holiday in lieu of King's Birthday.
- (c) Employees working on any of these days shall be paid double ordinary rates for time actually worked with minimum of four hours.
- (d) Where 75 per cent. of employees in any factory in a ballot conducted under the auspices of the Australian Rope and Cordage Workers' Union express a desire not to work on a holiday other than those prescribed by sub-clause (a) hereof or on some special day the employer may close his factory and employees shall not be entitled to payment for such holiday.
- (9) ANNUAL LEAVE.—(a) Except as hereinafter provided employers shall in each year give their employees continuously employed as defined, a holiday from and after the day observed as Boxing Day to the 31st day of December inclusive and shall pay full wages for ordinary working days included in that period. Piece and bonus workers receiving such holiday shall be paid time work rates.
- (b) Employees entitled to such holiday and required to work during that period shall be given a week's holiday on full pay at some other time during the year or if dismissed from employment before receiving such holiday shall be paid an extra week's wages on dismissal.
- (c) "Continuously employed" for the purpose of this clause means employed (except as to breaks arising from slackening of work) for the three months immediately preceding the 25th day of each December. Any employee so continuously employed dismissed during the two weeks immediately preceding the 25th day of December shall be entitled to payment of one week's wages for such annual holiday.
- (10) WEEKLY HIRING.—(a) Employment shall be terminated only by a week's notice on either side, and such notice may be given at any time during any week.
- (b) This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot be usefully employed because of any strike, or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.
- (c) This clause shall not apply to workers on night shift or to junior workers.
- (d) Casual employees may be employed by the hour provided they are paid Ten per centum more than the weekly rates prescribed for their occupations.
- (11) SICKNESS.—(a) An employee shall not be entitled to payment for non-attendance on the ground of personal ill-health for more than four days in each year.
- (b) An employee may leave work at any time on account of sickness, and shall not be prejudiced in his or her employment by so doing, provided satisfactory evidence of his or her inability to work is given to the employer. This sub-clause is subject to the provisions of the Determination relating to weekly hiring and sick pay.
- (c) Junior employees shall not be entitled to payment for non-attendance on the ground of personal ill-health.
- (12) FEMALE WORKERS.—(a) Where practicable, seats shall be provided for all female employees who are on duty.
- (b) A rest room with proper seating accommodation and a couch shall be provided for female employees who may be temporarily indisposed during working hours.
- (13) PAYMENT OF WAGES.—(a) All wages due shall be paid not later than Friday in each week.
- (b) An employer shall not be allowed to keep more than two day's pay in hand. Such pay shall be forfeited by any employee who leaves his employment except by his employer's consent without giving notice as prescribed in clause (10) hereof.
- (c) If an employee leaves or is dismissed he shall be paid his wages on leaving or being dismissed, provided that the necessary money is available at the factory office.
- (d) All wages shall be paid during ordinary working hours.
- (14) TOOLS OF TRADE.—The employer shall provide all tools of trade excepting knives.
- (15) HEAVY WEIGHTS.—(a) A male employee shall not be employed to pull, drag, or push more than 8 cwt. on a level surface, except in trucks on rails, the floor or surface to be kept in good order and repair.
- (b) A female employee under 18 years of age shall not be obliged to lift or carry a greater weight than 25 lb.
- (16) DINING-ROOM ACCOMMODATION.—Proper dining-room accommodation, with sufficient supply of boiling water at meal hours, shall be provided by the employer for the use of employees.
- (17) REST PERIOD.—A rest period of ten minutes shall be given to all female employees between the hours of 9.30 a.m. and 11.30 a.m. Employees shall assist in avoiding stoppage of machinery by taking their rest periods as directed from time to time.
- (18) UNION DELEGATE.—The secretary or branch secretary of The Australian Rope and Cordage Workers' Union or any official thereunto authorized by the said union shall not be prevented by any employer from visiting and conversing with employees at meal time or before or after the hours of work in a place mutually agreed upon by the employer or his works manager and the said union secretary or other authorized official.

(19) UNION BUSINESS.—Members of the Australian Rope and Cordage Workers' Union may leave their work to attend to the business of the said union after at least one day's notice has been given to the employer, but without being paid while absent.

(20) ROPE SPLICERS.—All splicers shall be paid expenses when working away from home.
All time shall start from the time that rope splicers leave the factory.

(21) MIXED FUNCTIONS.—When an employee works for any part of a day on work of a higher grade than that which he usually performs he shall be paid for the whole day at the higher rate provided in the Determination.

(22) TIME AND WAGES BOOK.—(a) Each employer shall keep a record or time book at his factory or any office convenient thereto in which shall be entered the name of each employee working for him, his occupation, the time of starting and finishing work each day, and the amount of overtime worked and the wages and overtime paid to each employee.

(b) Such record or time book shall, on demand, be produced by the employer for inspection to an official of The Australian Rope and Cordage Workers' Union, duly authorized in writing by the president or secretary of the local branch or sub-branch of the said Union at the place where the records or time books are kept between the hours of 10 a.m. and noon on any one day between the 1st to the 27th, inclusive, of each calendar month except on pay day or the day before.

No authority to inspect shall be given by the said Union unless the president and secretary have good reason to suspect that a breach of this Determination has been committed by the employer whose time sheets are to be inspected.

(c) Provided that an employer may at his option, in lieu of a time book, provide a mechanical clock for the purpose of recording the time worked by each employee, in which case the employee shall at the end of each week enter the wages and overtime received on some card or check used in connexion with such clock.

F. A. MARZORINI,

Secretary for Labour.

Melbourne, 18th April, 1940.



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No. 136]

FRIDAY, MAY 3.

[1940

Factories and Shops Acts.

DETERMINATION OF THE BEDSTEADMAKERS BOARD.

Adjusted pursuant to section 21 of the *Factories and Shops Act 1934* (No. 4275).

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District as defined in the *Factories and Shops Acts* and the Order in Council thereunder, and such portions of the city of Sandringham as are not 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.

I, FRANCIS ANTHONY MARZORINI, in pursuance of the powers contained in the *Factories and Shops Acts*, and in consequence of the provisions contained in a Determination made on the 31st January, 1940, by the Bedsteadmakers Board, and published in the *Government Gazette* on the 15th February, 1940, hereby issue an adjusted Determination showing the adjusted wages rates to be paid to any person or persons or classes of persons (including the moulders of bedsteads and excluding the moulders of fenders) employed in the process, trade, or business of a maker of metal bedsteads or fenders, or parts thereof.

(1) The adjusted rates shown herein shall be paid as from the beginning of the first pay period to commence in May, 1940.

2.	Wages per week of 44 hours.	
	Within the Metropolitan District and such portions of the City of Sandringham as are not included within the said district; the Cities of Geelong, Geelong West and the Town of Newtown and Chilwell and the City of Warrnambool.	Other Parts of Victoria where the Determination applies.
	<i>s. d.</i>	<i>s. d.</i>
Bedstead smiths	93 0	90 0
Chill fitters called on to design and model	105 0	102 0
Other chill fitters	93 0	90 0
Machinists	90 0	87 0
Platers in charge	102 0	99 0
Polishers and grinders	92 0	89 0
Chippers and casters	89 0	86 0
Furnacemen	89 0	86 0
Bedstead fitters and mounters	93 0	90 0
Employees engaged cutting, binding, straightening, drilling or squaring up parts of bedsteads and frame setters	92 0	89 0
Japanners and lacquerers	90 0	87 0
All others	82 0	79 0

3. UNAPPRENTICED MALE JUNIORS AND FEMALES.		Weekly Hiring.	Hourly Hiring.
(a) Junior Males.		<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age		17 0	18 3
16 and under 17 years of age		26 9	28 6
17 " " 18 " "		47 0	50 0
18 " " 19 " "		59 3	63 3
19 " " 21 " "		71 6	76 0
(b) Adult Females.			
If of less than 12 months' experience		51 0	54 3
Of 12 months' experience or more		57 9	61 3
(c) Junior Females.			
1st year's experience		14 0	15 0
2nd " "		18 9	20 0
3rd " "		30 0	32 0
4th " "		37 6	40 0
5th " "		43 0	45 9
Thereafter until reaching 21 years		48 0	51 0

4. SPECIAL RATES.—In addition to the wages prescribed in clause 2 hereof the following special rates and allowances shall be paid:—

- (a) Leading hands in charge of not less than three and not more than ten employees, including apprentices, 6s. per week extra; more than ten and not more than twenty employees, including apprentices, 12s. per week extra; more than twenty employees, including apprentices, 18s. per week extra.
- (b) Working in wet places, 1½d. per hour extra. Working in confined spaces, 3d. per hour extra.
- (c) Working for more than one hour in the shade where the temperature is raised by artificial means to between 115 and 130 degrees Fahrenheit, 1½d. per hour extra; in places where the temperature exceeds 130 degrees Fahrenheit, 3d. per hour extra. Where work continues for more than two hours in temperatures exceeding 130 degrees Fahrenheit, employees shall also be entitled to twenty minutes' rest after every two hours' work without deduction of pay. The temperature shall be decided by the foreman of the work after consultation with the employees who claim the extra rate.
- (d) Dirty work, i.e., work which the foreman and the workmen shall agree is of an unusually dirty or offensive nature, 1½d. per hour extra.
- (e) Compensation to the extent of the damage sustained shall be made for work in which clothing or tools are damaged or destroyed by the use of acids.
- (f) Where more than one of the disabilities entitling a workman to extra rates exists on the same job, the employer shall be bound to pay only one rate, viz., the highest for the disabilities so prevailing.

5. HOURS OF EMPLOYMENT.—The ordinary hours of employment shall be 44 per week, to be worked (except as to shift workers) between the hours of 7 a.m. and 5.30 p.m. on Monday to Friday inclusive, and 7 a.m. and noon on Saturday. Provided that the spread of hours herein prescribed may be altered by mutual agreement between an employer and his employees and also that the weekly hours may be worked in five days.

6. OVERTIME.—(a) For all work done outside ordinary hours the rate of pay shall be time and a half for the first four hours and double time thereafter.

- (b) In computing overtime each day's work shall stand alone.
- (c) An employee recalled after leaving his workshop to work overtime shall be paid for a minimum of three hours' work at the appropriate rate.
- (d) An employee occasionally required to hold himself in readiness after ordinary working hours shall until released be paid standing-by time at ordinary rates from the time from which he is to hold himself in readiness. Any custom now prevailing under which an employee is required to regularly hold himself in readiness for a call back shall continue.
- (e) An employee (other than on shift) who has worked up to or beyond midnight shall not be bound to continue work on the following day.
- (f) For all work done during meal hours and thereafter until a meal hour break is allowed a time and a half rate shall be paid. An employee shall not be compelled to work for more than six hours without a break for meals.
- (g) An employee working overtime shall be allowed a crib time of twenty minutes without deduction of pay after each four hours of work, but this provision shall not prevent any arrangement being made for the taking of a longer meal period without pay.
- (h) Before starting overtime after working ordinary hours, a meal break of at least 45 minutes shall be allowed, unless the period of overtime is less than one and a half hours. An employee and his employer may mutually agree to any variation of this sub-clause to meet the circumstances of the work in hand.
- (i) An employee required to work overtime for more than two hours without being notified the day before that he will be required so to work, shall either be supplied with a meal by the employer or paid 1s. 6d., or if work extends into a second meal hour, 2s. 6d. for the two meals, but such payment need not be made to employees living in the same locality as their workshop, who can reasonably return home for meals.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime he shall be paid for each meal provided.

(j) Subject to the provisions of the second part of sub-clause (f) hereof an employee shall work during meal breaks at the ordinary rates herein prescribed whenever instructed so to do for the purpose of making good breakdowns of plant or upon routine maintenance of plant which can only be done while such plant is idle.

(k) When an employee working overtime finishes work at a time when reasonable means of transport is not available the employer shall provide him with a conveyance or pay him ordinary wage rates for the time occupied in reaching his home.

7. SHIFT WORK.—For any afternoon shift 7½ per cent. and for any night shift 10 per cent. more than ordinary wage rates shall be paid. Shifts which do not continue for five consecutive nights shall be regarded as overtime.

8. HOLIDAYS AND SUNDAY WORK.—(a) Employees shall be entitled to the following public holidays (without pay except as hereinafter provided): New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or such other day as is generally observed in the locality as a substitute for any of the said days respectively.

(b) Employees shall be paid at the rate of double ordinary time for work done on Sundays and public holidays, such double time to continue until the employee has been relieved from duty for at least eight hours. Provided that the employee shall not be paid for the time he is resting.

8A. ANNUAL HOLIDAYS.—(a) Except as hereinafter provided employers shall in each year give their employees continuously employed as defined a holiday from and after the day observed as Boxing Day to the 31st day of December inclusive and shall pay full wages for ordinary working days included in that period. Pieceworkers and bonus workers receiving such holiday shall be paid time work rates.

(b) Employees entitled to such holiday and required to work during that period shall be given a week's holiday on full pay at some other time during the year, or if dismissed from employment before receiving such holiday shall be paid an extra week's wages on dismissal.

(c) "Continuously employed" for the purpose of this clause means employed (except as to breaks arising through slackening of work) for the three months immediately preceding the 25th day of each December. Any employee dismissed during the two weeks immediately preceding the 25th day of December shall be entitled to payment of one week's wages for such annual holiday.

9. SHOP STEWARDS.—Shop stewards appointed by employees in each workshop shall be allowed the necessary time during working hours to interview the employer or his representative on matters affecting employees whom they represent.

10. TRAVELLING TIME, ALLOWANCES AND BOARD.—(a) All fares and reasonable travelling expenses—including the cost, if incurred, for meals—incurred by an employee during travelling shall be paid by the employer. The fares shall be first class on coastal boats, or on inter-state boats where there is no second class distinct from steerage. On trains when the employee has to travel all night, sleeping accommodation shall be provided where available.

(b) Time occupied in travelling during ordinary hours of employment shall be paid for at ordinary rates.

(c) If such employee has to be away from his home overnight he shall be allowed reasonable costs of board and lodging.

(d) When it is more convenient for the employee in the city or town in which his employer's factory is situated, to go direct to the job from his home, he shall do so, and start and cease work at the usual time customary at the shop. Provided that any extra expense incurred by him in travelling shall be borne by the employer.

11. CONTRACT OF EMPLOYMENT.—(a) With the exceptions hereinafter stated, employment may be by the week or by the hour. If by the week it shall be terminable on either side by one week's notice given on any day or (if the employer terminate it without such notice) by payment of one week's wages.

A contract for weekly employment may be terminated by an employer without liability to pay for more than time actually worked, for misconduct or for absence from work without reasonable excuse. If an employee engaged by the week absents himself from duty, except on public holidays or for days for which he produces a certificate from a medical practitioner or other proof satisfactory to his employer of sickness (aggregating four days' sickness in each year) a sum proportionate to his time of absence may be deducted from his pay, i.e., one sixth of the weekly wage for each day of absence including Saturday in shops working six days per week and one-fifth in shops working five days per week; provided that only time actually lost shall be deducted when an employee is absent with leave on a Saturday.

(b) If the contract of employment is for hourly hiring the total amount of the rates prescribed in clause 2 hereof shall be increased by 5s. per week, but such amount shall not be taken into account when computing overtime, Sunday and Holiday rates.

(c) An employee starting work on hourly hiring shall be entitled to a minimum of four hours' consecutive work or to four hours' pay for the job; such hours may be deemed to be consecutive if worked in ordinary hours at the end of a day and the beginning of the next succeeding day.

12. PAYMENT OF WAGES.—(a) Wages shall be paid weekly. Where the services of an employee are dispensed with wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

(b) An employee kept waiting for his pay on pay day for more than a quarter of an hour after the usual time of ceasing work shall be paid at overtime rates after that quarter of an hour with a minimum of a quarter of an hour.

13. TIME AND WAGES BOOK.—Each employer shall keep a time and wages book showing the name of each employee and his occupation, and the hours worked each day and the wages and allowances paid each week.

The time occupied by an employee in filling in any time books or cards or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

14. PAYMENT BY RESULTS.—(a) Subject to the minimum wages herein prescribed, an employer may remunerate any of his employees under any system of payment by results based on rates which will enable workers of average capacity to earn at least 10 per cent. in excess of their weekly or hourly rates.

(b) Any increases in prevailing daily and hourly wages resulting from this Determination shall not of themselves compel any increase in piecework rates during the term of this Determination. If in a factory piecework is extended to processes now done on weekly or hourly hiring sub-clause (a) hereof shall apply.

15. MISCELLANEOUS.—(a) "Tools"—The employer shall provide for each employee such tools as are customarily provided at the time of making this Determination, and for sheet metal workers, snips used in the cutting of stainless steel, monel metal and similar hard metals. The employee shall replace or pay for any tools so provided if lost through his negligence.

(b) Suitable mica or other goggles for emery wheel operators shall be provided by the employer.

(c) Suitable canvas or leather gloves shall be provided by employers for the operators of pneumatic tools and/or punch and shearing machines.

(d) Employers shall provide proper washing and sanitary conveniences for the use of their employees.

16. DEFINITIONS.—(a) "Wet place" means place where water is continually dripping from overhead to such an extent as to saturate the clothing of an employee or a place where water accumulates underfoot to a depth exceeding 2 inches.

(b) "Confined space" means a working place, the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, or where confinement within a limited space is productive of unusual discomfort.

17. MIXED FUNCTIONS.—An employee engaged on any day in different grades of work shall be paid at the rates prescribed for the time actually worked in each grade.

18. EXTRA RATES NOT CUMULATIVE.—Extra rates prescribed in this Determination are not cumulative so as to exceed the minimum of double the ordinary rate.

Melbourne, 18th April, 1940.

F. A. MARZORINI,

Secretary for Labour.

