



VICTORIA GOVERNMENT GAZETTE.

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[1938

Factories and Shops Acts.

DETERMINATION OF THE GENERAL BOARD.

(Paper Crackers or Bon-Bons Section.)

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

(b) On 18th July, 1938, by Order in Council, the following additional trades and branches of trades were specified to be trades, or branches of trades for the purposes of section (6) of the *Factories and Shops Act 1936*, that is to say:—

Gold beating.

Ornamenting cakes, where such work is not subject to the Determination of the Pastrycooks Board.

Manufacturing or preparing—

Designs for paper patterns or for other paper articles whatsoever.

Paper crackers or bon-bons.

Lampshades of all types other than those made of silk, parchment, glass, metal, porcelain, earthenware, synthetic resin, casein, or other substance of a nature similar to synthetic resin or casein.

Abrasive articles (other than abrasive paper or cloth), including carborundum wheels, emery wheels, and sharpening stones.

Articles made of feathers, including dress ornaments and boas.

Vinegar and yeast.

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 the following trades and branches of trades, that is to say:—

Renovating carpets ;
Preparing feathers ;
Treating flax ;
Treating pyrites and other metalliferous ores ;
Mixing seed and making poultry foods ;
Glass badging ;
Gold stamping ;
Ivory working ;
Show-card and ticket-writing ;
Manufacturing or preparing—
Abrasive paper or cloth ;
Asbestos articles ;
Blue prints ;
Buttons and buckles other than those subject to the Determination of the Plastic Moulding Board ;
Button badges ;
Carbon articles ;
Chalk crayons, or other articles from mineral earth ;

Cinematograph film ;
Composition flooring ;
Cutlery ;
Artificial flowers and bouquets ;
Paper articles not subject to any Board heretofore appointed ;
Honey ;
Ink or adhesives ;
Lead and shot ;
Silk or parchment lamp shades ;
Mica products ;
Fishing and other nets ;
Ornaments for cakes ;
Plaster models ;
Sporting goods not provided for under any Board heretofore appointed ;
Surgical instruments ;
Toys ;
Watch cases "

has made, in respect of the manufacturing or preparing of Paper Crackers or Bon-Bons, the following Determination, namely:—

(1) That this Determination shall come into force and be operative as from the beginning of the first pay period to commence in September, 1938.

(2)

WAGES PER WEEK OF 44 HOURS.

(a) IMPROVERS.				(b) ADULTS.	
Males.		Females.			
	s.	d.		s.	d.
1st year's experience	16	0	1st six month's experience	13	0
2nd " "	22	6	2nd " " "	16	0
3rd " "	31	3	3rd " " "	19	0
4th " "	41	9	4th " " "	22	0
5th " "	53	6	5th " " "	25	0
6th " "	61	9	6th " " "	28	6
7th " "	66	0	7th " " "	31	6
			8th " " "	35	6

Males 78 0
Females 42 0

and thereafter the rate prescribed for adults.

PROPORTION.

Five male improvers to each male person receiving not less than the rate prescribed for adults.
Five female improvers to each female person receiving not less than the rate prescribed for adults.

(3) PROHIBITION OF EMPLOYMENT.—The Board determines that no person shall be employed as an apprentice.

(4) WEEKLY HOURS.—That the number of hours to constitute an ordinary week's work shall be 44.

(5) TIMES OF BEGINNING AND ENDING WORK.—That the times of beginning and ending work shall be :—

Time of Beginning (not earlier than).		Time of Ending (not later than).	
7.30 a.m.	12 noon on Saturday.
7.30 a.m.	5.15 p.m. on the other working days of the week.

(6) OVERTIME.—That all time worked—

- (a) Outside the times of beginning and ending work prescribed in clause (5); or
- (b) Within such prescribed times, but in excess of 44 hours in any one week—

shall be paid for at the rate of time and a half for the first four hours' work, and double time thereafter. Provided that, in computing overtime, each day's work shall stand alone.

(7) HOLIDAYS AND SUNDAY WORK.—That employees shall be entitled to the following public holidays without deduction of pay :—New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, King's Birthday, 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.

Work done on Sunday or on any of the above-mentioned holidays shall be paid for at the rate of double time.

(8) TERMS OF EMPLOYMENT.—(a) That notice equivalent to 44 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to 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 or work, or any cause for which the employer cannot be reasonably held responsible.

(b) In lieu of such 44 working hours' notice except in circumstances referred to above, the employer may pay 44 hours' wages; and vice versa the employee leaving his employment without notice shall forfeit 44 hours' wages, which may be deducted from any wages due.

(c) Provided that any notice determining the employment solely for the purpose of evading payment for prescribed holidays and not to determine finally the engagement, shall not deprive the employee of payment for any prescribed holidays occurring or observed between such notice to terminate and the re-engagement, if any.

(9) REST PERIOD FOR FEMALES.—Females shall be allowed, each morning, an interval of ten minutes for rest, such interval to count as part of time worked.

(10) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates for males 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*, 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 the wages of improvers and of females shall be adjusted proportionately to adjustments of the basic wage such adjustments to be to the nearest 3d. half or less than half of 3d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause (11).

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
	£ s. d.	
Within the area to which this Determination applies	3 12 0	Melbourne

(11) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in December, 1938, the amount of the basic wage shall be as prescribed in clause (10).

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

D. GRANT Chairman.

REX L. CECIL, Secretary.

Melbourne, 29th July, 1938.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Additionally, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster.

The second section focuses on the process of reconciling accounts. It provides a step-by-step guide on how to compare the internal records with the bank statements. Any discrepancies should be investigated immediately to identify the cause, such as a missed entry or a bank error.

It is also advised to perform reconciliations on a regular basis, typically at the end of each month, to catch any errors early and ensure the accuracy of the financial statements.

The third part of the document addresses the issue of budgeting. It suggests creating a detailed budget that outlines expected income and expenses for a given period. This helps in monitoring spending and staying within the allocated limits.

Furthermore, it highlights the importance of reviewing the budget regularly to adjust for any changes in circumstances. This proactive approach can help in avoiding financial stress and ensuring long-term stability.

The final section discusses the role of technology in financial management. It mentions that using accounting software can significantly streamline the process of recording transactions, generating reports, and performing reconciliations.

However, it also cautions against relying solely on technology. Regular manual checks and audits are still necessary to ensure the integrity of the data and to identify any potential issues that the software might not catch.