



VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, NOVEMBER 8.

[1951

Factories and Shops Acts.

DETERMINATION OF A WAGES BOARD ADJUSTED PURSUANT TO SECTION 21 OF THE FACTORIES AND SHOPS ACT 1934 (No. 4275).

I, Henry Norman Jones, Acting Secretary for Labour, in pursuance of the powers conferred by the Factories and Shops Acts, hereby make and issue the following adjusted Determination of the Wages Board referred to hereunder showing adjusted rates and prices to operate from the beginning of the first pay period to commence in November, 1951.

Dated at Melbourne, this
31st day of October, 1951.

H. N. JONES,
Acting Secretary for Labour.

SHOPS BOARD No. 15 (GROCERS).

Clauses 2 of the Determination published in *Government Gazette*, No. 1014 of the 12th October, 1951, shall be replaced by the following clause:—

2.

Apprentices or Improvers.			Other Employees.	Wages per Week of 40 Hours.*	
				Within the Metropolitan District.	Outside the Metropolitan District Wherever this Determination Applies.
WAGES.	Percentage of Basic Wage.	Per Week of 40 Hours. s. d.		s. d.	s. d.
Under 15 years of age	27	53 6			
15 years of age..	35	69 6			
16 years of age..	48	95 6			
17 year of age..	59	117 6			
18 years of age..	73	145 6			
19 years of age..	92	183 0			
20 years of age..	100 + 1/6	200 6			
Provided that any apprentice or improver without previous experience entering the trade at 16, 17, or 18 years of age may be paid for his first and second years' service 20 per cent. less than the rates fixed above.					
The Board has prescribed a form of indenture which must be used.					
PROPORTION (in any shop or place).					
<i>Apprentices.</i>					
One apprentice to every three or fraction of three workers receiving not less than 229s. per week of 40 hours.					
<i>Improvers.</i>					
One improver to every three workers receiving not less than 229s. per week of 40 hours.					
"Worker" includes an owner or partner acting as working manager.					
			(a) Manager, i.e., the principal employee in any shop, except a shop in which an owner or partner is working manager	267 0	264 0
			(b) Head cellarman, i.e., the principal employee engaged in testing, blending, reducing, or fining wines or spirits	247 6	244 6
			(c) Canvasser, i.e., an employee soliciting or collecting orders	232 0	229 0
			(d) Driver of motor vehicle with a carrying capacity of not more than 25 cwt.	226 9	223 9
			(e) Driver of motor vehicle with a carrying capacity of over 25 cwt.	229 6	226 6
			(f) Driver of three or more horses	232 0	229 0
			(g) Driver of two horses	229 6	226 6
			(h) Driver of one horse	226 9	223 9
			(i) Stableman	224 0	221 0
			(j) All others	232 0	229 0

* The ordinary hours of employees classified as (d), (e), (f), (g), and (h) include time occupied in attending to horses or motor vehicles. Clauses, other than clause 2, of the said Determination shall remain in force.

By Authority: J. J. GOURLEY, Government Printer, Melbourne.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities.

2. It is essential to ensure that all data is entered correctly and consistently to avoid any discrepancies or errors.

3. Regular audits and reviews should be conducted to verify the accuracy and integrity of the information.

4. Proper documentation and labeling of files and folders are crucial for easy access and retrieval of data.

5. Implementing strong security measures, such as password protection and access controls, is necessary to safeguard sensitive information.

6. Keeping software and systems up-to-date with the latest updates and patches helps to minimize vulnerabilities.

7. Regular backups of data are essential to prevent data loss in the event of a system failure or disaster.

8. Training staff on proper data handling and security protocols is important to ensure everyone is aware of their responsibilities.

9. Maintaining a clear and organized structure for data storage and management is key to efficient operations.

10. Finally, it is important to regularly review and update data management policies and procedures to adapt to changing needs and technologies.