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*Labour and Industry Acts.*

AMENDING DETERMINATION OF THE BREAD TRADE BOARD.

IN accordance with the provisions of the Labour and Industry Acts, the Bread Trade Board has made the following amending Determination, namely:—

That, on the 13th November, 1956, the Determination made on the 18th July, 1956, and in force as from the beginning of the first pay period to commence in August, 1956, shall be amended by adding the following new sub-clause to clauses 7 and 24:—

- (c) In connexion with the holding of the Olympic Games in Victoria, during the months of November, and December, 1956, where a holiday or half-holiday is proclaimed by Order in Council throughout any Municipality or part thereof, or within any defined area, such holiday or half-holiday shall, so far as such Municipality or part thereof, or such defined area is concerned be deemed to be included in the list of holidays prescribed in sub-clause (a) hereof.

Provided that no employee shall be entitled to the conditions prescribed by this clause for more than the equivalent one working day.

Provided further that an employee who fails to attend for work on the working day before and/or after such holiday or half-holiday without reasonable excuse shall not be entitled to be paid for such holiday or half-holiday.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 13th November, 1956.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The text notes that without reliable records, it would be difficult to verify the accuracy of financial statements and to identify any discrepancies or irregularities.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all transactions must be recorded in a clear and concise manner, using a standardized format. This includes recording the date, amount, and nature of the transaction, as well as the names of the parties involved. The text also mentions that records should be maintained for a minimum of seven years, unless otherwise specified by applicable laws or regulations.

3. The third part of the document discusses the role of internal controls in ensuring the accuracy and reliability of financial records. It explains that internal controls are a set of policies and procedures designed to prevent and detect errors and fraud. The text highlights the importance of segregation of duties, authorization, and independent verification as key components of an effective internal control system. It also notes that regular audits and reviews are necessary to ensure that internal controls are properly implemented and maintained.

4. The fourth part of the document addresses the consequences of non-compliance with record-keeping requirements. It states that failure to maintain accurate records can result in severe penalties, including fines and imprisonment. The text also mentions that non-compliance can damage the reputation of the organization and lead to a loss of trust from investors and other stakeholders. Therefore, it is crucial for all organizations to adhere to the highest standards of record-keeping and to take proactive measures to ensure compliance.

5. The final part of the document provides a summary of the key points discussed and offers some practical advice for implementing effective record-keeping practices. It suggests that organizations should establish a clear policy on record-keeping and ensure that all employees are trained and aware of their responsibilities. It also recommends that organizations should regularly review and update their internal controls to reflect changes in the business environment and to address any emerging risks. Finally, the text emphasizes that maintaining accurate records is not just a legal obligation, but also a fundamental aspect of good business practice that can help organizations to achieve long-term success and growth.