



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 140.]

THURSDAY, NOVEMBER 5.

[1925.

Factories and Shops Acts.

DETERMINATION OF THE FURNITURE BOARD.

NOTE.—This Determination on the 23rd October, 1925, applied to the whole of the State of Victoria.

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 employed in wholly or partly preparing or manufacturing any article of furniture or in repairing any new or secondhand article of furniture, usually made or partly prepared by cabinetmakers, chair and couch makers, upholsterers, wood carvers, frenchpolishers, and wood turners," has made the following Determination, namely:—

- (1) That on the 23rd October, 1925, the last previous Determination shall be revoked and replaced by this Determination:
(2)

(2)

Apprentices.				Improvers.				Juvenile Workers.		All other Employees.	
WAGES.				WAGES.				WAGES.		WAGES.	
Per week of—				Per week of—				Per week of 48 hours.		Per week of 48 hours.	
48 hours.		44 hours.		48 hours.		44 hours.					
Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.			Males.	
s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.			s. d.	
1st year	15 0	13 6	11 0	1st year	21 3	18 6	16 0	1st year	17 0		
1st 6 months	15 0	13 6	11 0	1st 6 months	21 3	18 6	16 0	2nd "	27 6	Boult's carver or shaping	
2nd 6 "	17 0	15 0	13 0	2nd 6 "	22 0	20 0	18 0	3rd "	36 0	machine operator	110 6
2nd year	22 0	20 0	18 0	2nd year	28 3	26 0	24 0	4th "	48 0	All other machinists	102 6
3rd "	30 0	28 0	26 0	3rd "	41 3	39 0	37 0	5th "	57 0	Yardmen, timber stackers,	
4th "	36 0	34 0	32 0	4th "	54 9	52 6	50 6			or labourers	88 0
5th "	44 6	42 6	40 6	5th "	65 6	63 6	61 6			All others	108 6
6th "	54 0	52 0	50 0								
PROPORTION (by any employer).				PROPORTION (by any employer).						Females.	
Males.				Males.						Females.	
One male apprentice to every two or fraction of two male workers receiving not less than 88s. per week of 48 hours.				One male improver to ten male workers receiving not less than 102s. 6d. per week of 48 hours						Females	
Females.				Females.						s. d.	
One female apprentice to every female worker receiving not less than 52s. per week of 44 hours.				One female improver to the first five female workers receiving not less than 52s. per week of 44 hours; and thereafter one additional female improver to every five additional such workers						— 52 0	
An indenture of apprenticeship prescribed was approved on 3rd February, 1912.											

(4) **DEFINITION OF A JUVENILE WORKER.**—A juvenile worker is a person under 21 years of age (other than an apprentice or an improver) engaged in the following work :—

- | | | | | | | | |
|--|----|----|----|----|----|----|---|
| (a) Operating a sand-papering machine | .. | .. | .. | .. | .. | .. | In connexion with the manufacture of kitchen chairs, made wholly of wood, or with machine-woven cane seats. |
| (b) Operating a trapping machine | .. | .. | .. | .. | .. | .. | |
| (c) Operating a pinning machine | .. | .. | .. | .. | .. | .. | |
| (d) Carrying turnery or wood for turnery | .. | .. | .. | .. | .. | .. | |
| (e) Feeding an automatic lathe | .. | .. | .. | .. | .. | .. | |
| (f) Varnishing or staining | .. | .. | .. | .. | .. | .. | |
| and | | | | | | | |
| (g) Carrying timber | .. | .. | .. | .. | .. | .. | In connexion with the manufacture of furniture. |
| or | | | | | | | |
| (h) Looking after glue-pots | .. | .. | .. | .. | .. | .. | |

Time of Beginning.

Time of beginning.	Time of ending.	
7.30 a.m.	12 noon on the day on which the half-holiday is observed, and
7.30 a.m.	5 p.m. on the other working days of the week.

(a) Outside the hours fixed as the times of beginning and ending work

- (b) Within the hours fixed as the time of beginning and ending work in excess of 48 hours in any week Time and a half for males and 44 hours in any week for females

W. W. HARRIS,
Chairman.

W. PAUL WEIR,
Secretary.

By Authority: H. J. GREEN, Government Printer, Melbourne.



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No. 141.]

THURSDAY, NOVEMBER 5.

[1925.]

Factories and Shops Acts.

DETERMINATION OF THE FURNITURE BOARD.

WOOD MANTELPIECE OR OVERMANTEL.

NOTE.—This Determination on the 23rd October, 1925, applied to the whole of the State of Victoria.

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 manufacturing processes of a maker of overmantels, and of wood mantelpieces other than wood mantelpieces to be painted, such as are usually made in sawmills, or in repairing any such overmantels or wood mantelpieces," has made the following Determination, namely:—

(1) That on the 23rd October, 1925, the last previous Determination shall be revoked and replaced by this Determination.

(2)

Apprentices.		Improvers.		Juvenile Workers.		All Other Employees.	
WAGES.		WAGES.		WAGES.		WAGES.	
	Per Week of 48 hours. s. d.		Per Week of 48 hours. s. d.		Per Week of 48 hours. s. d.		Per Week of 48 hours. s. d.
1st year	15 0	1st year	21 3	1st year	17 0	Boult's carver or shaping	
2nd year	22 0	2nd year	28 3	2nd year	27 6	machine operator ..	110 6
3rd year	30 0	3rd year	41 3	3rd year	36 0	All other machinists ..	102 6
4th year	42 0	4th year	55 3	4th year	48 0	Wood turners	108 6
5th year	54 0	5th year	65 6	5th year	57 6	Order men	102 6
PROPORTION (in any Factory or Place).		PROPORTION (in any Factory or Place).				Persons employed solely in fitting up or packing mantelpieces	
One apprentice to every two or fraction of two workers receiving not less than 92s. 6d per week of 48 hours.		1 improver to 10 2 improvers to 15 3 improvers to 20 and thereafter one additional improver to every ten additional				All others	
An indenture of apprenticeship prescribed was approved on 3rd February, 1912.		workers receiving not less than 102s. 6d. per week of 48 hours.					

(3) Sixpence per hour in addition to ordinary rates shall be paid by the employer unless the following are provided by him (if required in the performance of the work):—Benches, wood or iron cramps over 2 ft. 6 in., hand screws in excess of four, glue pots and glue brushes, varnishers' brushes, enamellers' brushes, polishers', grainers', and dulling brushes.

(4) DEFINITION OF A JUVENILE WORKER.—A juvenile worker is a person under 21 years of age (other than an apprentice or an improver) employed carrying timber or looking after glue pots in connexion with the manufacture of wood mantelpieces or overmantels.

(5) TIME OF BEGINNING AND ENDING WORK—

Time of Beginning.		Time of Ending.	
7.30 a.m.	12 noon on the day on which the half-holiday is observed, and	
7.30 a.m.	5 p.m. on the other working days of the week.	

(6) OVERTIME.—The following rates shall be paid for all work done:—

- (a) Outside the hours fixed as the times of beginning and ending work } Time and a half.
 (b) Within the hours fixed as the times of beginning and ending work in excess of 48 hours in any week.. }

(7) SPECIAL RATES.—Double time shall be the rate for all work done on New Year's Day, Foundation Day (26th January), Good Friday, Easter Saturday, Easter Monday, Eight Hours Day (21st April), Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rates shall only be payable for work done on the day so substituted.

W. W. HARRIS,
Chairman.

W. PAUL WEIR,
Secretary.





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No. 142.

THURSDAY, NOVEMBER 5.

[1925.

Factories and Shops Acts.

DETERMINATION OF THE FURNITURE (WIRE MATTRESS) BOARD.

NOTE.—This Determination on the 23rd October, 1925, applied to the whole of the State of Victoria.

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 manufacturing of wire mattresses" has made the following Determination, namely:—

(1) That on the 23rd October, 1925, the last previous Determination shall be revoked and replaced by this Determination.

(2)

(2)

Apprentices and Improvers.

Juvenile Workers, *i.e.*,
Persons under the age of
17 years (not being
apprentices or improvers)
employed in Polishing or
Cutting Tin; Staining;
Sandpapering; Heating
Glue Pots; or receiving
and Stacking Timber
from the Machines (except
Pulling out).

All other Employees.

Wages per week of—

WAGES.

WAGES.

Experience.

Males—48 hours.

Females—44 hours.

Per Week
of 48 hours.

Per Week
of 48 hours.

Apprentices.

Improvers.

Apprentices.

Improvers.

s. d.

Males.

s. d.

1st six months ..	16 6	23 0	14 6	15 0
2nd ..	20 6	27 0	16 6	16 6
3rd ..	25 0	30 9	22 6	22 0
4th ..	28 6	37 6	24 0	24 0
5th ..	32 0	46 3	29 6	29 6
6th ..	41 0	55 3	31 6	31 6
7th ..	48 0	61 6	44 0	44 6
8th ..	54 0	67 3	47 0	47 0

1st year ..	22 6
2nd ..	28 6

Boult's carver or shaping machine operators ..	110 6
Buzzer, planing machine, circular saw, band saw, 3 or 4 side-planer, tenon- ing machine, or turning lathe operators ..	102 6
Boring machine operators ..	99 0
Yardmen or labourers en- gaged in stacking timber ..	88 0
All others ..	100 0

APPRENTICES.

IMPROVERS.

PROPORTION (in any factory or
place).

PROPORTION (in any factory or
place).

Males.

Males.

One male apprentice to every two
or fraction of two male workers re-
ceiving not less than 88s. per
week of 48 hours.

One male improver
to the first ten, eleven,
twelve, thirteen, or
fourteen .. } workers re-
ceiving
not less
than 88s.
per week
of 48
hours.

Two male im-
provers to fifteen,
sixteen, seventeen,
eighteen, or nineteen
Three male im-
provers to twenty;
and thereafter one
additional male im-
prover to every ten
additional males .. }

Females.

Females.

One female apprentice to every
two or fraction of two female
workers receiving not less than 64s.
per week of 44 hours.

One female improver to every
five female workers receiving not
less than 64s. per week of 44
hours.

Per week
of 44 hours.

Females.

s. d.

Females .. 64 0

An indenture of apprenticeship
prescribed was approved on 3rd
February, 1912.

(3) TIME OF BEGINNING AND ENDING WORK—

Time of Beginning. Time of Ending.
7.30 a.m. .. 12 noon on the day on which the half-holiday is observed, and
7.30 a.m. .. 5.15 p.m. on the other working days of the week.

(4) OVERTIME.—The following rates shall be paid for all work done:—

(a) Outside the hours fixed as the times of beginning and ending work .. Time and a half.
(b) Within the hours fixed as the times of beginning and ending work in excess of 48 hours in any week ..
for males and 44 hours in any week for females

(5) SPECIAL RATES.—Double time shall be the rate for all work done on New Year's Day, Foundation Day (26th January), Good Friday, Easter Saturday, Easter Monday, Eight Hours Day (21st April), Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rates shall only be payable for work done on the day so substituted.

W. W. HARRIS,
Chairman.
W. PAUL WEIR,
Secretary.

Melbourne, 8th October, 1925.

By Authority: H. J. GREEN, Government Printer, Melbourne.

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No. 143.]

THURSDAY, NOVEMBER 5.

[1925.

Factories and Shops Acts.

DETERMINATION OF THE FURNITURE (BEDDING) BOARD.

NOTE.—This Determination on the 23rd October, 1925, applied to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates of payment payable to any person employed in the manufacture of mattresses or bedding" has made the following Determination, namely:—

- (1) That on the 23rd October, 1925, the last previous Determination shall be revoked and replaced by this Determination.
(2)

(2)

Apprentices.

Improvers.

All other Employees.

WAGES.		Per week of		Per week of	
		48 hours.		44 hours.	
		Male.	Female.	Male.	Female.
1st six months	16 8	14 6
2nd six months	19 0	19 0
3rd six months	26 0	22 6
4th six months	31 6	22 6
5th six months	34 6	31 6
6th six months	43 6	31 6
7th six months	46 0	36 0
8th six months	53 0	41 0
9th six months	60 0
10th six months	66 9

WAGES.			Per week of		Per week of	
			48 hours.		44 hours.	
			Male.	Female.	Male.	Female.
1st six months	17 3	15 0
2nd six months	20 3	19 6
3rd six months	27 0	22 0
4th six months	32 9	22 0
5th six months	36 0	31 6
6th six months	45 3	31 6
7th six months	48 0	36 0
8th six months	55 3	40 6
9th six months	62 6
10th six months	69 9

WAGES.		Per week of	
		48 hours.	
		s. d.	
Male bedding hands, including re-	101 6
pairers
Female bedding hands, including	52 0
repairers

PROPORTION (within any factory or place).

Apprentices.

Improvers.

One male apprentice to every two or fraction of two male workers receiving not less than 101s. 6d. per week of 48 hours.

One female apprentice to every female worker receiving not less than 52s. per week of 44 hours.

An indenture of apprenticeship prescribed was approved on 3rd February, 1912.

One male improver to every five male workers receiving not less than 101s. 6d. per week of 48 hours.

One female improver to every five female workers receiving not less than 52s. per week of 44 hours.

Juvenile Workers.

WAGES.	Per Week of
	48 hours.
Male persons under 18 years of age (other than apprentices or improvers) employed solely in teasing bedding materials—	s. d.
1st year 24 0
2nd year 31 0
3rd year 38 6
4th year 81 6

(3) TIME OF BEGINNING AND ENDING WORK.—

Time of Beginning.

7.30 a.m. 12 noon on the day on which the half-holiday is observed, and
7.30 a.m. 5.15 p.m. on the other working days of the week.

Time of Ending.

(4) OVERTIME.—The following rates shall be paid for all work done:—

- (a) Outside the hours fixed as the times of beginning and ending work } Time and a half.
(b) Within the hours fixed as the times of beginning and ending work in excess of 48 hours in any week }
for males, and 44 hours in any week for females }

(5) SPECIAL RATES.—Double time shall be the rate for all work done on New Year's Day, Foundation Day (26th January), Good Friday, Easter Saturday, Easter Monday, Eight Hours Day (21st April), Christmas Day, or Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rates shall only be payable for work done on the day so substituted.

W. W. HARRIS,
Chairman.

W. PAUL WEIR,
Secretary.

Melbourne, 8th October, 1925.

By Authority: H. J. GREEN, Government Printer, Melbourne

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text notes that without reliable records, it is difficult to track progress, identify issues, and make informed decisions.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It mentions the use of surveys, interviews, and focus groups to gather qualitative information, as well as the application of statistical software for quantitative analysis. The importance of ensuring the validity and reliability of the data is stressed throughout this section.

3. The third part of the document describes the process of interpreting the collected data and drawing meaningful conclusions. It highlights the need for a systematic approach to data analysis, including the identification of patterns, trends, and outliers. The text also discusses the potential limitations of the data and the importance of considering alternative explanations.

4. The fourth part of the document provides a summary of the findings and discusses their implications for future research and practice. It notes that the results suggest a need for further investigation into certain areas and offers suggestions for how the findings can be applied to improve existing processes or develop new ones.

5. The final part of the document includes a conclusion and a list of references. The conclusion reiterates the key points of the study and expresses the authors' confidence in the results. The references list the sources of information used in the research, providing a basis for further exploration of the topics discussed.



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No. 144.]

THURSDAY, NOVEMBER 5.

[1925.

Factories and Shops Acts.

DETERMINATION OF THE FURNITURE BOARD.

(PLANNING CARPETS, ETC.)

NOTE.—This Determination on the 23rd October, 1925, 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 the 13th October, 1924, has had the power to "determine the lowest prices or rates which may be paid to any—

- (a) females employed as upholstresses, whether as carpet hands, table hands, or drapery hands;
- (b) males employed in planning and laying floor coverings, or fixing draperies, blinds, or screens;
- (c) males or females employed in making blinds;

but not including persons subject to the jurisdiction of the Tentmakers Board," has made the following Determination, namely:—

- (1) That on the 23rd October, 1925, the last previous Determination shall be revoked and replaced by this Determination.
- (2)

APPRENTICES AND IMPROVERS.					ALL OTHER EMPLOYEES.		
Wages.					WAGES.		
					Males.		
					Per week of 48 hours.		
					s. d.		
					.. 113 0		
					.. 108 6		
					Females.		
					Per week of 44 hours.		
					s. d.		
					.. 52 0		
					.. 65 0		
					Upholstresses, whether as carpet hands, table hands, drapery hands or blindmakers, or repairing any new article		
					Sewers of second-hand carpets		
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						
						



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No. 145.]

THURSDAY, NOVEMBER 5.

[1925.]

Factories and Shops Acts.

DETERMINATION OF THE FARRIERS (COUNTRY) BOARD.

NOTE.—This Determination on the 5th November, 1925, applied to the whole of the State OUTSIDE AND EXCEPTING the following parts of Victoria, namely:—The Metropolitan District as defined in the Factories and Shops Acts; the cities of Ballarat, Bendigo, Geelong, Sandringham, and Warrnambool; the towns of Geelong West and 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 trade of a farrier," has made the following Determination, namely:—

(1) That this Determination shall come into force on the 5th day of November, 1925.

(2)

Apprentices or Improvers.					Other Employees.				
WAGES PER WEEK OF 48 HOURS.					WAGES PER WEEK OF 48 HOURS.				
				<i>s. d.</i>					<i>s. d.</i>
Under 17 years of age	17 6	Smiths	100 0
17 and under 18 years of age	25 0	Floormen	80 0
18 19	32 6					
19 20	42 6					
20 21	60 0					
PROPORTION (WITHIN ANY PLACE).									
One apprentice to every worker receiving not less than 80s. per week of 48 hours.									
One improver to every worker receiving not less than 100s. per week of 48 hours.									

(3) OVERTIME.—All work done in any week in excess of 48 hours shall be paid for at the rate of time and a half.

(4) SPECIAL RATES.—Double time shall be the special rate for all work done on Sunday, 26th January (Foundation Day), Good Friday, Easter Monday, 3rd June (King's Birthday), Christmas Day, Boxing Day, and New Year's Day, 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.

(5) DAY AND LATEST HOUR FOR PAYMENT OF WAGES.—The day and latest hour when payment is to be made shall be Friday at 5.30 p.m.

H. M. MURPHY,
Chairman.

T. HOTCHIN,
Secretary.

Melbourne, 8th October, 1925.

By Authority: H. J. GARRN, Government Printer, Melbourne.



VICTORIA GOVERNMENT GAZETTE.

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No. 146.]

FRIDAY, NOVEMBER 6.

[1925.]

Factories and Shops Acts.

DETERMINATION OF THE TANNERS (FURRED SKINS) BOARD.

NOTE.—This Determination on the 14th December, 1925, applied to the whole of the State.

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 trade of a tanner of all kinds of furred skins, or a dresser or a dyer of such skins has made the following Determination, namely:—

(1) That this Determination shall come into force and be operative on and after the 14th December, 1925.

(2)

Apprentices or Improvers.					Other Employees.				
WAGES PER WEEK OF 44 HOURS.					WAGES PER WEEK OF 44 HOURS.				
				s. d.				£	s. d.
14 to 15 years of age	17 0	Fleshers	5	0 0
15 to 16 "	24 9	Machine Shavers	5	0 0
16 to 17 "	33 0	Toppers..	4	12 6
17 to 18 "	41 9	All others	4	4 6
18 to 19 "	49 6					
19 to 20 "	58 3					
20 to 21 "	66 0					
PROPORTION (IN ANY PLACE).									
One apprentice to every three or fraction of three workers receiving not less than 84s. 6d. per week of 44 hours.									
One improver to every two workers receiving not less than 84s. 6d. per week of 44 hours.									

(3) OVERTIME.—For work done in excess of the maximum number of hours fixed as a week's work—First two hours, time and half; thereafter, double time.

(4) TIME RATES.—Any person employed on time wages for less than the number of hours fixed for a week's work shall for each hour worked up to one-half the number of hours per week fixed in this Determination be paid the ordinary wage, with an addition of 33½ per cent.

(5) SPECIAL RATES.—Double time shall be the rate for all work done on Sunday, New Year's Day, 26th January (Foundation Day), Good Friday, Easter Monday, Eight Hours Day (21st April), King's Birthday, Christmas Day, or Boxing Day, 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.

(6) TOOLS AND APPLIANCES.—If any employee is required to provide gloves, apron, leggings with vamps attached, or any tools or implements of trade required by him in the performance of his duties, 6d. per hour, in addition to the ordinary rates fixed by this Determination, shall be paid by the employer.

S. MAUGER, J.P.,
Chairman.

V. G. EMPEY,
Secretary.

Melbourne, 29th October, 1925.

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No. 147.]

FRIDAY, NOVEMBER 6.

[1925.

DETERMINATION OF THE WHOLESALE GROCERS BOARD.

(b) This Determination on the 6th November, 1925, applied to the whole of the State of Victoria.

(1) That on the 6th November, 1925, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

(3) TIMES OF BEGINNING AND ENDING WORK—

Time of Beginning.	Times of Ending.	
Not earlier than—	Not later than—	
7.45 a.m.	12 noon	(On Saturday, or the day on which the weekly half-holiday is observed
7.45 a.m.	5.30 p.m.	On the other working days of the week.

(4) OVERTIME.—The following rates shall be paid for all work done :—

Outside the times of beginning and ending work	First two hours, Time and a half; thereafter, Double time.
Within the times of beginning and ending work, in excess of the maximum number of hours fixed as a week's work in any week	Time and a half.

(6) **SPECIAL RATES.**—Double time shall be the special rate for all work done on Sundays, New Year's Day, Foundation Day (26th January), Good Friday, Easter Saturday, Easter Monday, Eight Hours Day (21st April), King's Birthday, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, then the special rate shall be payable only for the day so substituted.

W. L. HARRINGTON,
Secretary.

By Authority: H. J. GREEN, Government Printer, Melbourne.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text suggests that organizations should implement robust systems to track and document every aspect of their operations, from procurement to sales.

2. The second part of the document addresses the challenges of data management in a rapidly changing environment. It highlights the need for flexible and scalable solutions that can adapt to evolving requirements. The author argues that investing in modern data infrastructure is crucial for ensuring that organizations can effectively analyze and utilize their data for strategic decision-making.

3. The third part of the document focuses on the role of technology in enhancing operational efficiency. It explores various digital tools and platforms that can streamline processes, reduce errors, and improve overall productivity. The text encourages organizations to embrace innovation and continuously evaluate their technology stack to stay competitive in the market.

4. The fourth part of the document discusses the importance of fostering a culture of continuous improvement. It suggests that organizations should regularly assess their performance and seek ways to optimize their processes. This involves encouraging employees to share their ideas and insights, and implementing a system of feedback and learning from mistakes.

5. The fifth part of the document concludes by emphasizing the need for strong leadership and governance. It states that clear vision and effective communication are key to successful implementation of any strategy. The author calls for leaders to set a strong example and ensure that all team members are aligned with the organization's goals and values.