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# VICTORIA GOVERNMENT GAZETTE.

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THURSDAY, MARCH 1.

[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, Raymond Henry Beers, 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 February, 1951.

Dated at Melbourne, this  
20th day of February, 1951.

RAY H. BEERS,  
Secretary for Labour.

### SAND PIT BOARD.

Clause 2 of the Determination made on the 4th December, 1950, and in force as from the beginning of the first pay period to commence in December, 1950, shall be replaced by the following clause:—

#### WAGES.

Apprentices and Improvers.			Other Employees.	
—	Percentage of Basic Wage.	Wages Per Week of 40 Hours.	—	Wages Per Week of 40 Hours.
	%	s. d.		s. d.
Under 16 years of age ..	31	52 6	Leading hand in charge of four or more employees ..	181 0
16 years of age ..	40	68 0	Powder monkey employed in sand pit ..	183 0
17 " " ..	49	83 6	Nozzleman .. .. .	174 0
18 " " ..	58	98 6	Ploughman .. .. .	174 0
19 " " ..	68	115 6	Tipman .. .. .	174 0
20 " " ..	77	131 0	Scoopman .. .. .	174 0
			Shoveller .. .. .	174 0
			Shaft sinker .. .. .	181 0
			Pneumatic pickman .. .. .	179 0
			Jumperman .. .. .	179 0
			Pickman .. .. .	174 0
			Drivers—	
			One horse .. .. .	173 0
			Two horses .. .. .	176 0
			Three horses .. .. .	179 0
			Motor vehicle having maker's capacity of—	
			25 cwt. or less .. .. .	179 0
			Over 25 cwt., but not over 3 tons ..	183 0
			Over 3 tons, but under 6 tons ..	186 0
			All others .. .. .	170 0

Clauses, other than clause 2, of the said Determination shall remain in force.

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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. This section also touches upon the legal implications of failing to maintain such records, which can lead to severe consequences for individuals and organizations alike.

2. The second part of the document delves into the specific requirements for record-keeping, including the types of documents that must be retained and the duration for which they should be kept. It provides a detailed overview of the various categories of records, such as financial statements, contracts, and correspondence, and outlines the best practices for organizing and storing these documents to ensure they are easily accessible and secure.

3. The third part of the document addresses the challenges associated with record-keeping, particularly in the context of digital information. It discusses the risks of data loss, corruption, and unauthorized access, and offers strategies to mitigate these risks. This includes the use of secure storage solutions, regular backups, and access controls to protect sensitive information.

4. The fourth part of the document focuses on the role of record-keeping in legal proceedings. It explains how well-maintained records can serve as crucial evidence in court cases, helping to establish facts and support legal arguments. It also discusses the importance of preserving records in their original form or as certified copies to ensure their admissibility in legal contexts.

5. The fifth part of the document provides a summary of the key points discussed and offers final thoughts on the importance of record-keeping. It reiterates that maintaining accurate records is not just a legal obligation but also a best practice for any individual or organization seeking to operate with integrity and transparency. The document concludes by encouraging readers to take proactive steps to ensure their records are up-to-date and well-organized.