



VICTORIA GOVERNMENT GAZETTE.

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WEDNESDAY, MAY 16.

[1945

Factories and Shops Acts.

DETERMINATION OF THE SLAUGHTERING FOR EXPORT BOARD.

NOTE.—This Determination applies 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, 1941, has had the power to "determine the lowest prices or rates which may be paid to any person or classes of persons (other than persons subject to the provisions of any Wages Board heretofore appointed) employed in the meat export trade

- (a) slaughterers or dressers of sheep, lambs, cattle, pigs, or calves ;
 (b) boners, trimmers, or labourers ;
 (c) drovers, stockmen, or penners-up ;
 (d) skin store workers ;"

has made the following Determination, namely :—

1. That on the 3rd May, 1945, the last previous Determination of this Board shall be revoked and replaced by this Determination.

SECTION A.

SHEEP AND LAMBS.

2.

(a) Rates of Pay—

(i) Chain System as hereinafter described—

To slaughtermen employed in Group A, 4s. 3½d. plus 1½d. war loading (total 4s. 4½d.)	} Rams double rates.
per 100 sheep or lambs slaughtered	
To slaughtermen employed in Group B, 4s. 2½d. plus 1s. 1½d. war loading (total 4s. 3½d.)	}
per 100 sheep or lambs slaughtered	

To learners—

For the first 21 days of employment—

From Monday to Friday inclusive 23s. 6d. plus 1s. 1d. war loading (total 24s. 7d.) per day.
 Saturday 11s. 9d. plus 7d. war loading (total 12s. 4d.).

Thereafter until considered competent by the employer—

From Monday to Friday inclusive 28s. 11d. plus 1s. 1d. war loading (total 30s.) per day.
 Saturday 14s. 5d. plus 7d. war loading (total 15s.).

The amount to be paid to learners in each team shall be deducted from the total earnings of such team and the balance shall be divided equally between the remainder of such team.

No person under the age of 18 years shall be employed as a learner.

When one team only is employed, the composite rate of 49s. 5½d. plus 1s. 3d. war loading (total 50s. 8½d.) per 100 sheep or lambs slaughtered shall be divided equally between the members of Groups A and B.

When two or more teams are employed, men employed in Group A shall divide 4s. 3½d. plus 1½d. war loading (total 4s. 4½d.) per 100 sheep or lambs slaughtered equally between them, and men employed in Group B shall divide 4s. 2½d. plus 1s. 1½d. war loading (total 4s. 3½d.) per 100 sheep or lambs slaughtered equally between them.

The following employees shall not be included as members of the team and shall be paid as hereunder :—

To men employed as pointsmen, washers, wipers, and stringers—

Such men shall be paid by the employer at the rate hereinafter prescribed for other labourers, and juvenile wipers, washers, and stringers shall be paid at the rate hereinafter prescribed for juvenile workers.

Employees engaged as trimmers either on the chain or ring shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 6d. per 100 sheep or lambs.

Employees engaged as pushers—in to chain or ring, i.e., feeding from the bleeding rail to the legging table, shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 9d. per 100 sheep or lambs.

Employees engaged inserting spreader on the chain shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 6d. per 100 sheep or lambs.

Employees engaged inserting spreader on the ring shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 6d. per 100 sheep or lambs.

Employees engaged changing from long hook to gambrel and slide on the chain shall be paid at "Other Labourers" rate for the first 2,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 1s. per 100 sheep or lambs.

Employees engaged changing over on the ring shall be paid at "Other Labourers" rate for the first 4,000 sheep or lambs handled daily per employee and thereafter an additional daily rate of 6d. per 100 sheep or lambs.

In the event of more than one employee being engaged on one of the before-mentioned tasks, the additional daily rate above 2,000 or 4,000 per employee as the case may be shall be divided between those so employed on such task.

For the purpose of calculating payment in each instance 15 or over in each multiple of 25 sheep or lambs to be paid for as at 25 and under 15 to be disregarded.

(ii) Solo System as hereinafter described—

To slaughtermen employed on the solo system 49s. 5½d. plus 1s. 3d. war loading (total 50s. 8½d.) per 100 sheep or lambs slaughtered. Rams—double rates.

(b) Duties of Slaughtermen—

Men employed slaughtering sheep or lambs may be employed upon either the chain system or the solo system.

(i) Chain System.—Slaughtermen slaughtering sheep or lambs upon the chain system shall be organized into a team or teams. Each team shall be divided into the following groups:—

Group A.—Men employed in catching, sticking, shackling.

Group B.—Men employed in skinning hind legs and removing hind trotters, placing long hooks and removing shackle, skinning fore legs, removing tongue and sweetbread, tying weasand, punching briskets, removing spreader, splitting skins, removing front trotters, flanking and thumbing up, clearing tail and rectum gut, punching off skins, scalping and removing heads, gutting, removing pluck, splitting down briskets.

(ii) Solo System.—A slaughterman may be employed in individually performing the complete process of slaughtering, trimming and dressing sheep or lambs. Such slaughterman shall perform, in addition to trimming, such of the duties referred to in the preceding paragraph as are applicable to a solo slaughterman.

(c) Daggy, Maggoty, Diseased Sheep and Lambs and Full Wool Sheep:—

(i) Daggy and/or maggoty sheep and old lambs shall be treated before being stuck.

(ii) Double rates shall be paid for diseased sheep and/or lambs which are condemned by the Veterinary Officer or Chief Meat Inspector for diseases contagious to human beings.

(iii) Full wool sheep shall be paid for at rate and a half after 1st September.

3.

CATTLE.

(a) Rate of Pay to Slaughtermen.—2s. 9½d. plus 1d. war loading (total 2s. 10½d.) per head of cattle slaughtered.

Bulls, 500 lb. to 600 lb., freezer weight—rate and a half. Over 600 lb., freezer weight—double rates.

Downer cattle, i.e. cattle which are carted to the killing pen—double rates.

(b) Duties of Slaughtermen—

Men slaughtering cattle shall be divided into the following classes—

Class A.—Men employed grounding, backing off, skinning tail.

Class B.—Men employed knocking down, shackling, hoisting to bleeding rail, sticking, cutting off heads, placing heads on slide or table, sawing horns, lowering, footing off, pritching, cutting brisket and aitch, lowering weasand, freeing heart fat, saving sweetbreads, removing caul fat, sawing brisket and aitch, placing rollers, hoisting, wiping, landing, necking off, dropping hide down chute, fronting out, chopping or machine sawing.

Class C.—Men employed spinning, wiping hindquarters, washing chine bone, scrubbing ribs and brisket, wiping forequarters.

(c) Organization—

(i) Team System.—An employer may organize a team of employees consisting of not less than seven men in the proportion of 2 Class A, 4 Class B, 1 Class C or any multiple thereof. The total earnings shall be divided among the members of such team as follows:—Class A three ninths, Class B five ninths, Class C one ninth. The amount allotted to each class shall be divided equally among the members of such class.

(ii) Gang System.—An employer may permit any number of men, not exceeding six, to form themselves into a gang. The total earnings of such gang shall be divided between the members of such gang in such proportion as shall be mutually agreed upon between the employer and all of the members of such gang.

4.

CALVES.

Rates of pay to men slaughtering calves on the chain system or by the solo system—

Calves 100 lb. and under, skin on 45s. 10½d. plus 1s. 3d. war loading (total 47s. 1½d.) per 100 calves

Calves 100 lb. and under, skin off, mechanically removed 54s. 1d. plus 1s. 3d. war loading (total 55s. 4d.) per 100 calves.

Calves, 101 lb. to 150 lb., skin on 59s. 2½d. plus 1s. 3d. war loading (total 60s. 5½d.) per 100 calves.

Calves, 101 lb. to 150 lb., skin off, mechanically removed 69s. 6d. plus 1s. 3d. war loading (total 70s. 9d.) per 100 calves.

Calves, 151 lb. to 200 lb., skin on 71s. 6½d. plus 1s. 3d. war loading (total 72s. 9½d.) per 100 calves.

Calves, 151 lb. to 200 lb., skin off, mechanically removed 86s. 11½d. plus 1s. 3d. war loading (total 88s. 2½d.) per 100 calves.

Calf skimmers engaged skinning cold calves—

Monday to Friday inclusive 24s. 7d. plus 1s. war loading (total 25s. 7d.) per day.

Saturday 12s. 3d. plus 1s. war loading (total 13s. 3d.).

The weights referred to above are as stated, either including the weight of skin where the rate is quoted with skin on or excluding the weight of skin where the rate is quoted with skin off.

5.

PIGS.

(a) Rates of pay to men slaughtering pigs—

Machine dehaired—

Up to 100 lb. 7d. per head

101 lb. to 200 lb. 9½d. per head

Over 200 lb. 1s. 3½d. per head

Hand scudded—

Up to 100 lb. 1s. per head

101 lb. to 200 lb. 1s. 3½d. per head

Over 200 lb. 2s. 0½d. per head

If pigs are put through singeing machine 6d. per head shall be added to the above rates.

} plus 13½ per cent.,
plus 4 per cent.
war loading.

(b) Duties of slaughtermen slaughtering pigs.—Knocking down or stunning, shackling and hoisting to bleeding rail, sticking, handling into and in scald tank, handling out of scald tank into machine, handling out of machine, scraping, shaving and thoroughly cleaning, opening up and removing viscera, washing and hanging off, chopping or saving down, washing and tucking up.

RATES OF PAY TO BONERS.

6. Boners may be employed at the daily rates as prescribed in clause 8 hereof or at the following piece-work prices which, in respect of beef or mutton, shall not apply until the following daily quota has been completed:—

(a) (1) When a 5½-day week is worked the quota shall be:—

for an ordinary day (Monday to Friday inclusive)—

(i) beef—8½ bodies.

(ii) mutton—61 carcasses.

for a Saturday—

(i) beef—3½ bodies,

(ii) mutton—20 carcasses.

(2) When a five day week is worked the quota shall be:—

- (i) beef—9½ bodies,
(ii) mutton—65 carcasses.

(b) Piece-work prices referred to above are:—

- (i) Mutton:—6d. for each additional carcass in excess of the daily quota.
Rams shall be paid for at double rates whenever done and in addition an employee shall be paid 1½d. for each carcass ribbed and bird caged.

For the purposes of this sub-clause—

- Two flying foxes shall equal one carcass.
Three trunks shall equal two carcasses.
Three pairs of legs shall equal one carcass.
Three pairs of loins shall equal one carcass.
Three pairs of hindquarters shall equal two carcasses.

- (ii) Beef:—3s., and 9d. respectively for each additional body or quarter of beef (all-in-weights) in excess of the daily quota.

Bulls shall be paid for at double rates whenever done.

For the purposes of this sub-clause—

- Five briskets shall equal one quarter of beef.
Two rumps and loins shall equal one quarter of beef.
Four clods and stickings shall equal one quarter of beef.
Fifteen shins shall equal one quarter of beef.
Two necks and blades shall equal one quarter of beef.
Two ribs and two briskets shall equal one quarter of beef.
Three crops shall equal two quarters of beef.
Three shoulders shall equal two quarters of beef.
Three chucks and blades shall equal two quarters of beef.
Three horses' heads shall equal two quarters of beef.
Five butts shall equal two quarters of beef.
Seven briskets with shin attached shall equal two quarters of beef.

Surplus Fore-quarters i.e., those fore-quarters which have been purchased or acquired under the Acquisition Plan and being additional fore-quarters to the full bodies being treated.

Under 100 lb.	9d. per quarter	} bone-in-weight.
101 lb. to 150 lb.	11d. per quarter	
Over 150 lb.	1s. per quarter	

(c) Calves.—At the following rates—

Up to 60 lb.	6d. per carcass	} Veal to be ribbed out.
61 to 120 lb.	9d. per carcass	
121 to 200 lb.	1s. 6d. per carcass	

Over 200 lb. to be paid for at beef prices.

For the purposes of this sub-clause—

- Two flying foxes of veal shall equal one carcass.
Three trunks of veal shall equal two carcasses.
Three pairs of legs of veal shall equal one carcass.
Three pairs of loins of veal shall equal one carcass.
Three pairs of hindquarters of veal shall equal two carcasses.

- (d) Pork.—At the rate of 1s. 6d. per 100 lb. bone-in-weight. The work to be done on pork shall be as follows:—
Meat to be boned out, rinded and defatted to the satisfaction of the employer.

Boners on piece-work shall work 44 hours per week and the standard of boning shall be carried out to the entire satisfaction of the employer.

RATES OF PAY TO SLICERS AND TRIMMERS.

7. Slicers and trimmers may be employed at the daily rates as prescribed in clause 8 hereof or at the following piece-work prices which shall not apply until the following daily quota has been completed:—

(a) When a five and a half day week is worked the quota shall be:—

(1) for an ordinary day (Monday to Friday inclusive)—

- (i) beef—thirteen bodies, provided that when work is done on surplus fore-quarters as defined in clause 6 (b) (ii) the quota shall be:—

Under 100 lb.	52 quarters.
101 lb. to 150 lb.	48 quarters.
Over 150 lb.	45 quarters.

(ii) mutton—120 carcasses.

(2) for a Saturday—

- (i) beef—five bodies, provided that when work is done on surplus fore-quarters as defined in clause 6 (b) (ii) the quota shall be:—

Under 100 lb.	20 quarters.
101 lb. to 150 lb.	20 quarters.
Over 150 lb.	15 quarters.

(ii) mutton—50 carcasses.

(b) When a five day week is worked the quota shall be:—

- (i) beef—fourteen bodies, provided that when work is done on surplus fore-quarters as defined in clause 6 (b) (ii) the quota shall be:—

Under 100 lb.	56 quarters.
101 lb. to 150 lb.	52 quarters.
Over 150 lb.	48 quarters.

(ii) mutton—130 carcasses.

(c) Piecework prices referred to above are:—

- (i) Mutton—1½d. for each additional carcass in excess of the daily quota.

- (ii) Beef—1s. 1½d. for each additional body in excess of the daily quota provided that when surplus fore-quarters as defined in clause 6 (b) (ii) are done the following prices shall be paid for each additional fore-quarter in excess of the daily quota:—

Under 100 lb.	5·52d. per quarter.
101 lb. to 150 lb.	6·73d. per quarter.
Over 150 lb.	7·36d. per quarter.

- (d) Bull beef (excluding surplus fore quarters) shall be paid for at fifty per cent. above ordinary rates.

Slicers and Trimmers on piece-work shall work 44 hours per week and the standard of slicing and trimming shall be carried out to the entire satisfaction of the employer.

MEAL TIME.

13. (a) Stickers shall be allowed one hour for a meal between 11.45 a.m. and 12.45 p.m.
 (b) Team slaughtermen shall be allowed one hour for a meal between 12 noon and 1.15 p.m.
 (c) All other employees shall be allowed one hour for a meal between 12 noon and 1.30 p.m.

SMOKOS.

14. All employees shall be allowed fifteen minutes smoko between 9 a.m. and 10 a.m., and fifteen minutes smoko between 3 p.m. and 4 p.m.; provided that stickers shall commence their smokos fifteen minutes earlier than the team slaughtermen.

GRINDSTONES.

15. An employer shall provide grindstones in the proportion of one grindstone to every 20 slaughtermen employed by him.

WATERPROOF CLOTHING.

16. Waterproof boots and waterproof aprons shall be provided by the employer free of charge to employees engaged as washers and scrubbers. Such boots and aprons shall remain the property of the employer.

SPECIAL RATES.

17. Slaughtermen shall be paid double rate and all other employees shall be paid double time for all work done on Sundays, Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Cup Day, and Butchers' Picnic 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.

HOLIDAYS.

18. All employees (other than slaughtermen) shall be entitled to the ten holidays hereinafter mentioned at ordinary daily rates of pay, provided that such employee has been employed during any portion of the working week in which any one or more of such holidays is observed, viz:—Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Cup Day, and Butchers' Picnic Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-mentioned holidays in any place, all employees in that place shall be entitled to such day in lieu of the holiday for which it was substituted.

ANNUAL LEAVE OF ABSENCE.

19. Any employee on the completion of twelve months' service with an employer may at a time, arranged with the employer, take one week's leave of absence.

NOTE.—For the purpose of this clause, Annual Leave and Sick Leave is progressively paid for by the addition of an added rate as the case may be to the hourly, daily, and/or piece-work rates of pay.

WEIGHTS.

20. All weights referred to shall mean the frozen weights of animals slaughtered.

SKINS.

21. Skins and hides shall be taken off free from cuts and tears.

TALLY BOARD.

22. Each employer using the team system of slaughtering shall cause to be hung in a conspicuous place a blackboard, on which shall be recorded the daily tally and the number of men on each chain.

PAY DAY.

23. Wages shall be paid weekly and not later than Friday, provided that where killing has ceased for the working week wages shall be paid on the day in which such cessation occurs.

MEAL ALLOWANCE.

24. Employees required to work overtime for more than one and a half hours on any day without having been notified on the preceding day that they would be required so to work shall be paid the amount of 2s. in addition to any overtime payment to which they may be entitled.

KNIVES TO BE SUPPLIED.

25. Knives which shall remain the property of the employer shall be supplied under the following conditions to labourers when necessary for the performance of their duties:—

- (i) They shall be returned to the employer on termination of the employment or at the end of the season.
 (ii) If such knives are not returned the employer shall be entitled to deduct their cost from any money owing to the employee.

RIGHT OF ENTRY.

26. A duly accredited representative of the Australasian Meat Industry Employees Union shall have the right to enter employers' premises during the meal hour for the purpose of interviewing employees on legitimate Union business on the following conditions:—

- (a) that he produces his authority to the manager or such other person as may be appointed by the employer;
 (b) that he interviews employees only at the place where they are taking their meal;
 (c) that not more than one representative visits the premises at any one time;
 (d) that not more than one representative visits the same premises more than once in a week; and
 (e) that if any employer allege that a representative is unduly interfering with his business or is creating disaffection amongst his employees or is offensive in his methods or is committing a breach of any of the previous conditions such employer may refuse the right of entry.

SECTION B.

DROVERS, STOCKMEN, OR PENNERS-UP.

27.

ADULT WORKERS.

Men picking up stock at Newmarket Sale Yards—22s. plus 6d. war loading (total, 22s. 6d.), per day.

Men droving stock from Newmarket Sale Yards to Imperial Freezing Works, Lynch-street, Footscray—8s. plus 2d. war loading (total, 8s. 2d.), per trip.

Men droving stock from Newmarket Sale Yards to—

- | | | | | | |
|--|----|----|----|----|--|
| (a) Western and Murray, Geelong-road, Brooklyn | .. | .. | .. | .. | } 26s. 8d., plus 6d. war loading
(total, 27s. 2d.), per trip. |
| (b) Thos. Borthwick and Sons (A'sia.) Ltd., Brooklyn | .. | .. | .. | .. | |
| (c) Sims Cooper Freezing Works, Newport | .. | .. | .. | .. | |

Men on trips to the country for the purpose of lifting stock and delivering same to Freezing Works—27s. 8d., plus 6d. war loading (total, 28s. 2d.), per day, including Saturdays and Sundays.

Penners-Up—

Monday to Friday—22s. 8d. plus 8d. war loading (total 23s. 4d.) per day.
 Saturday—11s. 5d. plus 8d. war loading (total, 12s. 1d.).

All others—

Monday to Friday—21s. 4d., plus 6d. war loading (total, 21s. 10d.), per day.
 Saturday—11s. 1d., plus 6d. war loading (total, 11s. 7d.)

28. JUVENILE WORKERS.

	Wages per Day.	
	Monday to Friday.	Saturday.
16 years of age and under 17 years of age	s. d. 7 8	s. d. 2 11
17 years of age and under 18 years of age	8 2	3 3
18 years of age and under 19 years of age	9 10	4 0
19 years of age and under 20 years of age	11 3	4 0
20 years of age and under 21 years of age	14 11	5 11

TIME OF BEGINNING AND ENDING WORK.

29. Monday to Saturday
 Time of Beginning. .. 6 a.m. .. Time of Ending. .. 6 p.m.

OVERTIME.

30. (a) Outside the times of beginning and ending work
 (b) Within the times of beginning and ending work in excess of 10 hours in any one day or 44 hours in any one week } Time and a half.

Note—Overtime and penalty rates shall be calculated on ordinary rates of pay, excluding war loadings.

SPECIAL RATES.

31. Employees shall be paid double time for all work done on Sundays, Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Cup Day, and Butchers' Picnic Day; provided that employees called upon to work on any of the aforementioned days shall be paid for a minimum of 4 hours work; provided further that men on trips to the country for the purpose of lifting stock and delivering same to Freezing Works shall not be entitled to double time for work done on Sundays.

EXPENSES.

32. The employer shall pay all out-of-pocket expenses reasonably and necessarily incurred by the employee whilst on trips to the country for the purpose of lifting stock.

ALLOWANCE FOR DOGS.

33. An amount of one shilling per day shall be paid by the employer to each drover, stockman or penner-up towards the maintenance of the dog or dogs (irrespective of the number) used by each such drover, stockman or penner-up in the course of his carrying out the job or service required by that employer.

PERIODICAL ADJUSTMENT OF WAGES.

34. The wages rates for males set out in clauses 2 to 8, 27, and 28 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 in proportion to the increase or decrease in the basic wage.

The basic wage shown hereunder shall be adjusted as prescribed in clause 35.

Basic Wage.

Place.	Basic Wage.	Index Number Set Assigned.
Within the area to which this Determination applies	£ s. d. 4 12 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

35. (a) Until the beginning of the first pay period to commence in August, 1945, the amount of the basic wage shall be as prescribed in clause 34.

(b) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, 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 or near a quarter 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.
994-1006	4 1 0	1118-1129	4 11 0
1007-1018	4 2 0	1130-1141	4 12 0
1019-1030	4 3 0	1142-1154	4 13 0
1031-1043	4 4 0	1155-1166	4 14 0
1044-1055	4 5 0	1167-1179	4 15 0
1056-1067	4 6 0	1180-1191	4 16 0
1068-1080	4 7 0	1192-1203	4 17 0
1081-1092	4 8 0	1204-1216	4 18 0
1093-1104	4 9 0	1217-1228	4 19 0
1105-1117	4 10 0	1229-1240	5 0 0

Any extension of this table must be of the same construction as the table.

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

J. V. WILLOX, Secretary.

Melbourne, 7th May, 1945.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.

6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

7. The seventh part of the document discusses the importance of data quality and the steps taken to ensure that the data collected is accurate, complete, and reliable. It also addresses the issue of data consistency across different sources and time periods.

8. The eighth part of the document explores the various methods used for data analysis, including descriptive statistics, inferential statistics, and advanced data mining techniques. It also discusses the importance of interpreting the results of data analysis in the context of the organization's objectives.

9. The ninth part of the document focuses on the role of data in strategic planning and decision-making. It discusses how data can be used to identify trends, opportunities, and risks, and to inform the development of strategic initiatives.

10. The tenth part of the document concludes by emphasizing the importance of data as a key asset for the organization. It calls for a data-driven culture where data is used to inform all aspects of the organization's operations and decision-making.

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