



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

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

No. 53]

MONDAY, MARCH 15.

[1943

Factories and Shops Acts.

DETERMINATION OF THE PASTRYCOOKS BOARD.

This Determination applies to the following parts of Victoria, namely:—

- (a) The Metropolitan District and the Geelong District as defined in the *Factories and Shops Act 1928* (No. 3677), such portions of the City of Sandringham as are not within the said Metropolitan District, the Cities of Ballarat, Bendigo, Chelsea, Mildura, and Warrnambool; the Towns of Ararat, Hamilton, Horsham, and Sale; the Boroughs of Castlemaine, Clunes, Colac, Eaglehawk, Echuca, Maryborough, Sebastopol, Portland, Queenscliffe, Shepparton, Stawell, Wangaratta, and Wonthaggi; and such portion of the area vested in or under the control of the State Electricity Commission as is within a radius of three miles of the Yallourn Post Office; and
- (b) the shires or portions of the shires (if any) set forth below in the column opposite the name of the shire:—

Name of Shire.	Shire or Portion of the Shire to which Determination is to be Applicable.
Bacchus Marsh	The Township of Bacchus Marsh
Bairnsdale	Such portion as is within a radius of 2 miles of the Bairnsdale Post Office
Beechworth	The Township of Beechworth
Benalla	The Central Riding
Charlton	The Township of Charlton
Colac	Such portion as is within a radius of 2 miles of the Colac Post Office
Dandenong	Such portion as is within a radius of 1½ mile of the Dandenong Post Office
Dimboola	The Township of Dimboola and the Township of Jeparit
Ferntree Gully	Such portion as is within a radius of 1 mile of the Belgrave Post Office
Flinders	Such portion as is within a radius of 2½ miles of the Dromana Show Grounds
Frankston and Hastings	The Township of Frankston
Glenelg	Such portion as is within a radius of 2 miles of the Casterton Post Office
Hampden	The Township of Terang; also such portion of Shire as is within a radius of 2 miles of the Camperdown Post Office
Kilmore	Such portion as is within a radius of 1 mile of the Kilmore Post Office
Korumburra	Such portion as is within a radius of 1 mile of the Korumburra Post Office
Kyneton	The Township of Kyneton
Lowan	The Township of Nhill
Maffra	The Township of Maffra
Mildura	The Township of Merbein; also such portion of the Shire as is within a radius of 1 mile of the Redcliffs Post Office
Morwell	The Township of Morwell
Narracan	The Township of Moe
Seymour	The Township of Seymour
Swan Hill	The Township of Swan Hill
Warracknabeal	The Township of Warracknabeal
Warragul	Such portion as is within a radius of 2 miles of the Warragul Post Office
Werribee	Such portion as is within a radius of 3 miles of the Werribee Post Office
Woorayl	The Township of Leongatha

Pastrycooking was proclaimed on 19th October, 1938, as an apprenticeship trade under the Apprenticeship Acts for the Metropolitan District.

Full particulars of the apprenticeship regulation for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Treasury Gardens, Melbourne. (Price 3d.)

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest price or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of a pastrycook," has made the following Determination, namely:—

(1) That on the 24th February, 1943, the adjusted Determination which came into force as from the beginning of the first pay period to commence in February, 1943, shall be revoked and replaced by this Determination.

- (9) **TERMINATION OF EMPLOYMENT.**—Employees who have worked for 28 days or longer shall give or receive one week's notice of termination of employment, or one week's wages shall be forfeited or paid in lieu thereof.
- (10) **PUBLIC HOLIDAYS.**—That double time shall be the special rate for all work (except making fermented doughs) done on New Year's Day, 26th January (Australia Day), 21st April (Labour Day), Good Friday, Easter Monday, 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-mentioned holidays, the special rate shall only be payable for work done on the day so substituted.
- (11) **SUNDAY WORK.**—No person shall be employed on Sunday before 12 midnight with the following exceptions—
- Making fermented doughs for which double time shall be paid;
 - One man per factory may be employed in the preparation of pie meat between the hours of 1 p.m. and 5 p.m. at double rates of pay, with a minimum payment of 10s. for this work.
- (12) **TIME BOOK.**—The correct times of beginning and ending work shall be recorded daily in a proper book or time card, or by mechanical means, to be furnished by the employer, such record shall be initialised by the employee at least once a week, and shall be open for inspection by the permanent Secretary-Treasurer of the Victorian Branch of the Pastrycooks Union of Australia and the Inspector of Factories.
- (13) **AUTHORIZED PERSON MAY ENTER FACTORY.**—The permanent Secretary-Treasurer of the Pastrycooks Union of Australia, Victorian Branch, shall have power to enter and inspect during working hours any part of a pastrycook's factory or workshop in which any work is being carried on. The Secretary-Treasurer of the Pastrycooks Union shall have the right to interview employees in regard to conditions of employment at the employer's convenience.
- (14) **MEAL TIME.**—A meal break of not less than 30 minutes and not more than one hour shall be allowed after a period of four hours' and not more than five hours' continuous work. Such meal break shall not be calculated as time worked.
- (15) **REST PERIODS.**—A rest period of ten minutes in the forenoon and ten minutes in the afternoon shall be given all female workers without any deduction from wages.
- (16) **FEMALE EMPLOYEES.**—No female of any age shall be employed prior to 6 a.m.
- (17) **PICNIC DAY.**—Should a Picnic Day holiday be proclaimed in any year, employees shall be entitled to be absent on the day so proclaimed without deduction of pay.
- (18) **ANNUAL LEAVE.**—(a) All persons subject to this Determination (except casual employees) shall receive seven working days' leave of absence on full pay for each twelve calendar months' service, such leave to commence on the day observed as Christmas Day and to terminate on the day observed as New Year's Day.
- (b) Employees entitled to such leave and required to work during above-mentioned period shall be given seven working days' leave on full pay at some other time of the year. Employees dismissed or leaving employer's service before such leave is granted shall be paid seven days' wages in lieu of same.
- (c) Employees dismissed or leaving employer's service after completion of six months' employment shall be entitled to a pro rata leave or payment in lieu thereof.
- (19) **DETERMINATION TO BE EXHIBITED.**—A copy of this Determination shall be posted or hung up in a place where it is easily accessible to the employees.
- (20) **DEFINITION.**—"Ovenman" shall mean an employee responsible for the baking of all kinds of cakes and pastry.

PERIODICAL ADJUSTMENT OF WAGES.

(21) The wages rates set out in clause (2) 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*, this Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time, as such basic wage. Provided that the wages of females, apprentices, improvers and juveniles shall be adjusted proportionately to adjustments of the basic wage. Such adjustments in the case of females, apprentices, improvers and juveniles shall be computed to the nearest 3d., half or less than half of 3d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause (22):—

Basic Wage.

Place.	Needs Basic Wage.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
Within the area to which this Determination applies ..	£ s. d. 4 12 0	s. d. 6 0	£ s. d. 4 18 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

(22) For work done before the beginning of the first pay period to commence in May, 1943, the amount of the basic wage shall be as prescribed in clause (21).

For work done during each future successive period beginning with the first pay period to commence in a May, an August, a November, or a February, 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:—

- The index number set to be applied is that assigned to Melbourne.
- The index number for the calendar quarter next preceding the period of thirteen weeks for which the adjustment is made is to be ascertained.
- The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- 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. RANDES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 10th March, 1943.



VICTORIA GOVERNMENT GAZETTE.

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No. 54]

MONDAY, MARCH 15.

[1943

Factories and Shops Acts.

DETERMINATION OF THE ICE CREAM 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 appointed to "determine the lowest prices or rates which may be paid to any person employed in the trade of making edible ices, ice cream, or any frozen articles of which ice cream is the principal ingredient," has made the following Determination, namely:—

(1) That on the 5th March, 1943, the adjusted Determination which came into force as from the beginning of the first pay period to commence in February, 1943, shall be revoked and replaced by this Determination.

(2)

ORDINARY WORKERS.

Apprentices and Improvers.				Juvenile Workers.			
Wages per Week of 44 Hours.				Wages per Week of 44 Hours.			
<i>Males.</i>				<i>Males.</i>			
<i>Apprentices.</i>				<i>Apprentices.</i>			
	Ordinary Wage.	War Loading. (Not Adjustable.)	Total Wage.		Ordinary Wage.	War Loading. (Not Adjustable.)	Total Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	22 6	1 0	23 6	Under 16 years of age	36 0	1 6	37 6
16-17 years of age	31 6	1 6	33 0	16-17 years of age	43 0	2 0	45 0
17-18 years of age	36 6	1 6	38 0	17-18 years of age	49 6	2 6	52 0
18-19 years of age	47 0	2 0	49 0				
19-20 years of age	65 6	3 0	68 6				
20-21 years of age	78 0	3 6	81 6				
<i>Improvers.</i>				<i>Improvers.</i>			
Under 16 years of age	36 0	1 6	37 6	Under 16 years of age	31 6	1 6	33 0
16-17 years of age	43 0	2 0	45 0	16-17 years of age	35 6	1 6	37 0
17-18 years of age	49 6	2 6	52 0	17-18 years of age	37 6	2 0	39 6
18-19 years of age	60 6	3 0	63 6	18-19 years of age	42 6	2 0	44 6
19-20 years of age	78 0	3 6	81 6	19-20 years of age	45 6	2 0	47 6
20-21 years of age	92 0	4 6	96 6	20-21 years of age	50 0	2 6	52 6
PROPORTION.				PROPORTION.			
One male apprentice and one male improver to every three or fraction of three male workers receiving not less than 109s. per week of 44 hours.				Three female juvenile workers to every two female workers receiving 63s. 6d. per week of 44 hours.			

ADULT EMPLOYEES.

Wages per Week of 44 Hours.

<i>Males.</i>			
	Ordinary Wage.	War Loading. (Not Adjustable.)	Total Wage.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Pasteurizer	114 0	5 0	119 0
Mixer	107 0	5 0	112 0
Cooling, or	108 6	5 0	113 6
Freezer	108 6	5 0	113 6
Assistant to any of the above-mentioned operators	112 0	5 0	117 0
Dixie	107 0	5 0	112 0
Cup, or	104 0	5 0	109 0
Chocolate bar			
Mould cutter, by machine			
Mould cutter, by hand			
Can washer, floor hand, chamber hand, or person handling ice			
All others			
<i>Females.</i>			
All adults	60 6	3 0	63 6

(3) **SHIFT WORKERS.**—Shift workers shall receive the wages prescribed in clause (2) for ordinary workers according to the class of work done plus an additional 1s. per shift.

(4) **EMPLOYEES IN FREEZING CHAMBER.**—(a) Notwithstanding the rates provided in clauses (2) and (3), any employee who is required to work in a freezing chamber, the temperature of which does not exceed 40° F., for an aggregate of time exceeding two hours on any day, shall be paid for all work (whether inside or outside the chamber) done on such day at the rate of 3s. per hour. If employed under such conditions for less than an aggregate of two hours on any day he shall receive 3s. per hour whilst so employed.

(b) An employee required to work in a temperature less than 4° F. shall receive 3d. per hour or part of an hour in addition to the rate provided in sub-clause (a) hereof.

(c) The total time worked by any employee in a chamber mentioned in sub-clause (a) hereof shall not exceed an aggregate of four hours in any shift and an employee shall not be employed in such a chamber for a continuous period of two hours without being allowed a rest period of fifteen minutes outside such chamber.

(d) An employer shall provide free of charge for the use of each employee required to work in temperatures below 4° F. a blanket, suit, helmet and gloves.

(5) **DEFINITIONS.**—(a) A juvenile worker is any person under 21 years of age (other than an apprentice or improver) employed stirring melted chocolate; picking out defective goods; stacking or counting articles not over 4 oz. in weight; moving goods for packing; counting, wrapping or sealing up to six dozen containers; filling ice cream cups or similar vessels; chocolate dipping; or wrapping any article intended for consumption.

(b) An ordinary worker is an employee who usually commences and completes his day's work between the hours of 6 a.m. and 7 p.m. on Monday to Friday inclusive, and between the hours of 6 a.m. and 1 p.m. on Saturday.

(c) A shift worker is any employee other than an ordinary worker.

(6) **HOURS OF EMPLOYMENT.**—The ordinary hours for a week's work shall be 44 per week, to be worked in five days of eight hours, and one day (Saturday) of four hours, or five days of eight hours forty-eight minutes each.

(7) **OVERTIME.**—Time and a half, based on the total wage shown for each class of employee in clause (2), shall be paid for all work done—

(i) By shift workers—

(a) In excess of four hours on Saturday and eight hours on other days } Where an ordinary week's work is worked in six week days.

(b) On Saturdays, and in excess of eight hours forty-eight minutes on other days } Where an ordinary week's work is worked in five days (Monday to Friday).

(ii) By ordinary workers—

(a) Outside the times fixed for beginning and ending work.

(b) Within the times fixed for commencing and ending work in excess of four hours on Saturday and eight hours on other days where an ordinary week's work is worked in six days and for all work done on Saturday and in excess of eight hours forty-eight minutes on Monday to Friday where an ordinary week's work is worked in five days.

(8) **SPECIAL RATES.**—Double time (with a minimum of four hours' work or payment for same) shall be the rate for all work done on Sundays, New Year's Day, Australia Day (26th January), Good Friday, Easter Monday, Labour Day (21st April), Anzac Day, 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, the special rate shall only be payable for work done on the day so substituted.

(9) **TIME WAGES.**—Any person employed on time wages for less than the number of hours of an ordinary week's work shall for each hour worked up to one-half the number of hours fixed for an ordinary week's work be paid at the ordinary wages rate with an addition of thirty-three per centum, and for each hour worked beyond the one-half aforesaid shall be paid the ordinary wages rate up to but not exceeding ordinary wages rates for an ordinary week's work.

(10) **NOTICE OF INTENTION TO WORK OVERTIME.**—In every case where practicable an employer shall give 24 hours' notice to each employee of his intention to work such employee overtime. In each case where such notice has not been given and the employee is required to work overtime for not less than one hour he shall receive one shilling and sixpence as tea money, in addition to any other special payments provided.

(11) **MEAL ALLOWANCE.**—When an employee has provided himself with a customary meal because of receipt of notice of intention to work overtime, he shall be entitled to payment of 2s. for each meal so provided in the event of the work not being done or ceasing before such meal time.

(12) **PROVISION OF CLOTHING.**—Overalls shall be provided and maintained by the employer; and employees when engaged in de-frosting shall be provided with rubber capes and rubber boots.

(13) **CONTINUITY OF WORK.**—The work of each day shall be continuous with the customary break of not more than one hour for a meal.

(14) **TIME BOOK AND WAGE RECORD.**—Every employee shall indelibly record daily his or her correct times of beginning and ending work in a book, or on time cards, or by a mechanical contrivance, which shall be furnished by the employer. In addition to such time record every employee shall be required by the employer to sign each week a wage book or other record showing the total amount received as wages for such week.

(15) **UNION INSPECTION.**—An accredited representative of the Federated Cold Storage and Meat Preserving Employees' Union of Australia shall have access to the records of times recorded by employees and wages paid, provided that such inspection is made between the hours of 8 a.m. and 4.30 p.m. on a working day.

(16) **SPECIAL CONDITIONS regarding work in the chambers—**

(a) No person under the age of nineteen years shall be required to work in a chamber.

(b) Chamber hands shall be supplied with suitable gloves by the employer.

(17) **PROHIBITION OF NIGHT WORK FOR FEMALES.**—No female employee shall be employed between the hours of 9 p.m. on one day and 6 a.m. on the following day.

(18) **ANNUAL LEAVE.**—(a) Employees who have been in the continuous employment of an employer for twelve months shall be entitled to one week's annual leave without deduction of pay.

(b) Employees who have been in the continuous employment of an employer for less than twelve months and more than four months shall be entitled to one day's leave without deduction of pay for each completed two months of service.

(19) **SICK LEAVE.**—Any employee who has been in the employment of the same employer for a period of not less than three months and who does not attend for duty shall lose his pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the ground of personal ill-health or accident for more than four days in each year or a proportionate less time during any shorter period of employment on the basis of one day for each three months of service.

(20) **TERMINATION OF EMPLOYMENT.**—(a) Notice equivalent to 44 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of an employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct (in which case wages shall be paid up to the time of dismissal only), or to deduct payment for any day the employee cannot usefully be employed because of any strike, or through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot reasonably be held responsible.

(b) In lieu of such 44 working hours' notice, except in circumstances referred to in sub-clause (a) hereof the employer may pay 44 hours' wages and vice versa, the employee leaving his or her employment without giving prior notice as prescribed shall forfeit 44 hours' wages which may be deducted from any wages due.

(21) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates for adult employees set out in clause (2) 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 by the same amount, and at the same time as such basic wage. Provided that the wage of any adult female, and of apprentices, improvers, and juvenile workers shall be adjusted proportionately to adjustments of the basic wage, such adjustments to be to the nearest 6d., half or less than half of 6d. to be disregarded. Provided further that the hourly rate mentioned in clause (4) shall be adjusted proportionately to adjustments of the basic wage.

The basic wage shown hereunder shall be adjusted as prescribed in clause (22).

Basic Wage.

Place.	Basic Wage.	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	£ s. d.	£ s. d.	
Within the area to which this Determination applies ..	4 12 0	0 6 0	4 18 0	Melbourne

(22) ADJUSTMENT OF BASIC WAGE.—(a) Until the beginning of the first pay period to commence in May, 1943, the amount of the basic wage shall be as prescribed in clause (21).

(b) During each future period of or near a quarter beginning with the first pay period to commence in a May, an August, a November, or a February, 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 to a place is that assigned thereto in clause (21).
- (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) of 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, Chairman.

J. V. WILLOX, Secretary.

Melbourne, 10th March, 1943.

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 the context of public administration and government operations. The text notes that without reliable records, it becomes difficult to track the flow of funds, assess performance, and identify areas for improvement.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for standardized procedures to ensure consistency and reliability in the data collection process. The text also discusses the importance of data security and privacy, particularly when dealing with sensitive information. It suggests that organizations should implement robust security measures to protect their data from unauthorized access and breaches.

3. The third part of the document focuses on the analysis and interpretation of the collected data. It discusses various statistical and analytical techniques that can be used to identify trends, patterns, and correlations in the data. The text emphasizes that the results of the analysis should be presented in a clear and concise manner, using appropriate visual aids such as charts and graphs to facilitate understanding. It also notes that the analysis should be conducted in a fair and unbiased manner, taking into account all relevant factors and perspectives.

4. The fourth part of the document discusses the implications of the findings and the need for action. It suggests that the results of the analysis should be used to inform decision-making and to develop strategies for improving performance and efficiency. The text also notes that the findings should be shared with all relevant stakeholders to ensure transparency and accountability. It suggests that organizations should establish a culture of continuous improvement, where the results of the analysis are used to identify areas for improvement and to implement changes that lead to better outcomes.

5. The fifth part of the document discusses the challenges and limitations of the data collection and analysis process. It notes that there are often significant barriers to obtaining accurate and complete data, particularly in the context of public administration and government operations. These barriers can include limited resources, lack of training, and resistance to change. The text suggests that organizations should be aware of these challenges and take steps to address them, such as providing training and support, and establishing clear policies and procedures for data collection and analysis.

6. The sixth part of the document discusses the future of data collection and analysis. It suggests that there are many opportunities for innovation and improvement in this field, particularly with the advent of new technologies such as artificial intelligence and machine learning. The text notes that these technologies can be used to automate data collection and analysis, and to identify patterns and trends that would be difficult to detect using traditional methods. It suggests that organizations should embrace these technologies and invest in the necessary infrastructure and training to take full advantage of their capabilities.

7. The seventh part of the document discusses the importance of ethics and integrity in the data collection and analysis process. It notes that there are many ethical considerations that must be taken into account, particularly when dealing with sensitive information. These considerations include the need for informed consent, the protection of privacy, and the avoidance of bias and discrimination. The text suggests that organizations should establish a strong ethical framework and ensure that all data collection and analysis activities are conducted in a fair and transparent manner.

8. The eighth part of the document discusses the role of the public in the data collection and analysis process. It suggests that the public should be actively involved in the process, particularly in the identification of data needs and the interpretation of results. The text notes that the public can provide valuable insights and feedback that can help organizations improve their data collection and analysis processes. It suggests that organizations should establish mechanisms for public participation and ensure that the public's voice is heard in all stages of the process.

9. The ninth part of the document discusses the importance of collaboration and partnership in the data collection and analysis process. It notes that there are many opportunities for organizations to collaborate and share data and resources, particularly in the context of public administration and government operations. The text suggests that organizations should establish partnerships with other organizations, including academia and the private sector, to leverage their strengths and resources and to achieve better results. It also suggests that organizations should participate in industry forums and conferences to stay up-to-date on the latest developments in the field.

10. The tenth part of the document discusses the importance of ongoing monitoring and evaluation of the data collection and analysis process. It notes that the process is not a one-time activity, but rather an ongoing cycle that requires regular monitoring and evaluation to ensure that it remains effective and relevant. The text suggests that organizations should establish a system for monitoring and evaluating the process, and should use the results of the evaluation to make improvements and to ensure that the process is always up-to-date and effective.