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*Labour and Industry Acts.*

AMENDING DETERMINATION OF THE CHAFFCUTTERS BOARD

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

That, on the 19th November, 1956, the Determination made on the 9th March, 1955, and published in *Government Gazette*, No 335 of the 3rd June, 1955, shall be amended by adding the following new clause:—

OLYMPIC GAMES HOLIDAY.

8A. 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 clauses 7 and 8.

Provided that no employee shall be entitled to the conditions prescribed by this clause for more than the equivalent of 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. RANDEES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 19th November, 1956.

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 such records serve as a critical tool for monitoring performance, identifying inefficiencies, and ensuring that resources are used effectively and ethically.

2. The second part of the document addresses the challenges associated with implementing robust record-keeping systems. It highlights the need for standardized procedures, adequate training for staff, and the use of modern technology to streamline data collection and storage. The author points out that many organizations struggle with inconsistent data entry and lack of oversight, which can lead to significant errors and mismanagement of information.

3. The third part of the document explores the legal and ethical implications of record-keeping. It discusses the importance of protecting sensitive information and ensuring that records are stored securely and accessed only by authorized personnel. The text also touches upon the right to privacy and the potential for misuse of data, emphasizing the need for clear policies and procedures to govern the handling of personal and confidential information.

4. The fourth part of the document provides practical recommendations for improving record-keeping practices. It suggests conducting regular audits to verify the accuracy and completeness of records, as well as establishing a clear chain of responsibility for data management. The author also recommends fostering a culture of transparency and accountability within the organization, where employees are encouraged to report any discrepancies or concerns promptly.

5. The fifth and final part of the document concludes by reiterating the significance of record-keeping as a cornerstone of effective governance. It states that while the implementation of these practices may require initial investment and effort, the long-term benefits in terms of improved efficiency, reduced risk, and enhanced public trust are well worth the effort. The document ends with a call to action, urging all relevant stakeholders to take immediate steps to address any existing gaps in their record-keeping systems.