

[4151]



VICTORIA
GOVERNMENT GAZETTE

Published by Authority

No. 1161

FRIDAY, NOVEMBER 29

[1974

ACTS OF PARLIAMENT.

PROCLAMATION

By His Excellency the Governor of the State of Victoria and its Dependencies in the Commonwealth of Australia &c., &c., &c.

I, the Governor of the State of Victoria, in the Commonwealth of Australia, do hereby declare that I have this day assented, in Her Majesty's name, to the Bill passed by the Parliament of the said State, the title whereof is hereunder set forth, together with the short title, that is to say:—

No. 8605. "An Act to appropriate certain Sums out of the Consolidated Fund for the Service of the Financial Year 1974-75 and to appropriate the Supplies granted in the last preceding Session of Parliament and for other purposes." (*Appropriation (1974-75, No. 1) Act 1974.*)

Given under my Hand and the Seal of the State of Victoria aforesaid, at Melbourne this twenty-ninth day of November, in the year of our Lord One thousand nine hundred and seventy-four, and in the twenty-third year of the reign of Her Majesty Queen Elizabeth II.

(L.S.)

HENRY WINNEKE.

By His Excellency's Command,

R. J. HAMER,

Premier.

GOD SAVE THE QUEEN!

NOTE.—The abovementioned Act 8605 shall come into operation as from the date of Royal Assent i.e. 29th November, 1974.

By Authority: C. H. RIXON, Government Printer, Melbourne.

No. 116.—12088/74.—PRICE 10 cents

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 when needed.

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 the implementation of robust 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 the facts of a matter and support a party's position. It also discusses the importance of preserving records in their original form or as certified copies to ensure their admissibility in legal proceedings.

5. The fifth and final part of the document provides a summary of the key points discussed and offers practical advice for implementing effective record-keeping practices. It encourages individuals and organizations to take a proactive approach to record-keeping, recognizing its value as a tool for managing risk and ensuring compliance with applicable laws and regulations.