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GOVERNMENT ADMINISTRATION

INTRODUCTION

Government administration in Victoria involves the activities of the Commonwealth Government, the Victorian Government, and a local government network of 210 municipalities. The role of the Commonwealth Government is discussed briefly in the following paragraph, followed by various aspects of Victorian Government administration. An outline of the system of local government, which is described in more detail at the beginning of Chapter 6 of this *Year Book*, is followed by a section dealing with public safety.

COMMONWEALTH GOVERNMENT ADMINISTRATION

Since Federation, there have been considerable changes in the functions actually performed by the Commonwealth and Victorian Governments, because of various constitutional amendments and intergovernmental agreements affecting functions. The main fields of activity of the Commonwealth Government today are: foreign affairs and diplomatic representation; maintenance of the Armed Forces; customs and excise; posts and telegraphs; control of broadcasting and television; control of civil aviation; repatriation of ex-servicemen; immigration; industrial arbitration for national industries; control of coinage and currency; overseas trade promotion; employment service; age, invalid, widow's, and various other pensions; national health benefits; Federal territories and overseas dependencies; census and statistics; meteorological service; Federal courts and police; control of banking; collection of sales and income taxes; housing assistance and defence service homes; scientific and industrial research; management of State and national debt; lighthouses and navigation; and Australian territorial sea and seabed. A more detailed treatment of this subject can be found in the Constitution of the Commonwealth of Australia, included on pages 2-22 of *Year Book Australia 1983* (No.67).

A comprehensive guide to the organisations and functions of the Commonwealth Government can be found in the annual *Commonwealth Government Directory*, which lists all Commonwealth Parliamentary departments, courts, tribunals, and Ministers and their departments. Each ministerial portfolio includes its enactments, Ministerial staff listing, and details of departmental establishments, role and functions, and the executive staff of its divisions, and branch offices or representatives throughout Australia and the world.

VICTORIAN GOVERNMENT ADMINISTRATION

Victorian Public Service

The Victorian Public Service consists of those officers and employees who staff the ministerial administrative units and associated administrative units as distinct from those employed in the teaching service, the police force, in local government, or in those statutory authorities which do not employ staff under the Public Service Act. The role of the Victorian Public Service is to administer legislation, implement government policy, and provide policy advice to government.

There are approximately 29,000* permanent officers and their duties cover the full range of professional employment, administrative and clerical duties, most trades, and a wide variety of other miscellaneous categories.

Entry as an officer of the Public Service is determined by reference to any or all of the following:

- (1) the results of examinations or tests prescribed by the Public Service Board;

*At 30 June 1985.

- (2) the results of interviews;
- (3) the attainment of minimum standards of experience and/or education; and
- (4) other criteria that may be prescribed by the Public Service Board.

The Public Service offers career employment with progression dependent on increased knowledge and experience, and subject to a satisfactory level of performance.

About 4,000* people are employed on a temporary basis while a further group of about 10,900* people are engaged in work of an intermittent or casual nature, or employed under the provisions of Commonwealth Awards, State Wages Board Determinations, or at special rates determined by the Public Service Board.

Public Service Board

Functions

Under the *Public Service Act 1974* the Public Service Board is charged with ensuring 'that the Public Service is so organised and staffed as to be capable of performing its functions in the most efficient and economic manner...' and 'to assist in promoting the effective, efficient and economic management of operations of administrative units...'

The Board has other roles which include policy setting and consultation on personnel management matters, discipline and dispute resolution, audit and review of the Public Service and public sector agencies, the preservation of merit principles, and in the provision of assistance to organisations both within the Service and in the public sector generally in order to improve their efficiency and effectiveness.

Composition

The members of the Public Service Board are appointed under the provisions of the *Public Service Act 1974*. The Board consists of members appointed by the Governor in Council, one of whom is the Chairman. In addition to the Chairman and the government-appointed member there are two elected members. One of the elected members is an officer of the Public Service elected by the general service officers of the Public Service; and the other represents only Mental Health officers and officers in the Office of Intellectual Disability Services within the Department of Community Services. The structure of the Board is such that when considering matters related to either general service or mental health and intellectual disability matters the elected member representing the specific division of the Service acts as a member of the Board.

Structure of the Board's Office

Several senior officers support the Board directly. The Office of the Board has three major divisions, being the Service Delivery Division, Management Consultancy Division, and Policy and Tribunal Division.

Administration of Acts

The functions and services administered by the respective Ministers may be inferred from the Acts administered by them are listed below. Many Acts are administered by two or more Ministers. This has been indicated where the joint administration is substantial but has not been indicated where it involves only a minor aspect of the Act.

ACTS OF PARLIAMENT ADMINISTERED BY VICTORIAN GOVERNMENT MINISTERS, SEPTEMBER 1985

1. Minister for Agriculture and Rural Affairs

Abattoir and Meat Inspection Act 1973
Aerial Spraying Control Act 1966
Agricultural Chemicals Act 1958
Agricultural Education Cadetships Act 1969
Australian Tractor Testing Station Act 1976
Barley Marketing Act 1958
Bees Act 1971
Broiler Chicken Industry Act 1978
Canned Fruits Marketing Act 1979
Cattle Compensation Act 1967
Dairy Industry Act 1984
Dried Fruits Act 1958
Egg Industry Stabilization Act 1983
Farm Produce Merchants and Commission Agents Act 1965
Fertilizers Act 1974
Filled Milk Act 1958

Fisheries Act 1968 – jointly administered with the Minister for Conservation, Forests and Lands.
Fruit and Vegetables Act 1958
Imitation Milk Act 1969
Land Settlement Act 1959
Livory and Agistment Act 1958
Margarine Act 1975
Marketing of Primary Products Act 1958
Meat Inspection Services Act 1974
Melbourne (Veterinary School) Lands Act 1970
Melbourne Wholesale Fruit and Vegetable Market Trust Act 1977
Milk and Dairy Supervision Act 1958
Milk Board Act 1958
Milk Pasteurization Act 1958
Poultry Levy (Collection Arrangement) Act 1965
Poultry Processing Act 1968
Protection of Animals Act 1966
Rain-making Control Act 1967

*At 30 June 1985.

ACTS OF PARLIAMENT ADMINISTERED BY VICTORIAN GOVERNMENT MINISTERS,
SEPTEMBER 1985 – *continued*

Rural Finance Act 1958
Rural Finance and Settlement Commission Act 1961
Seeds Act 1982
Sheep Branding Fluids Act 1963
Soldier Settlement Act 1958
Stock (Artificial Breeding) Act 1962
Stock Diseases Act 1968
Stock Foods Act 1958
Stock Medicines Act 1958
Swine Compensation Act 1967
Tobacco Leaf Industry Stabilization Act 1966
Tomato Processing Industry Act 1976
Vegetation and Vine Diseases Act 1958
Veterinary Research Institute Act 1972
Veterinary Surgeons Act 1958
Victorian Dairy Industry Authority Act 1977
Victorian Fishing Industry Council Act 1979
Western Metropolitan Market Act 1938
Wheat Marketing Act 1984
Wine Grape Processing Industry Act 1978
Young Farmers' Finance Council Act 1979

2. Minister for The Arts

Exhibition Act 1957
Film Victoria Act 1981
Geelong Performing Arts Centre Trust Act 1980
Libraries Act 1958
Library Council of Victoria Act 1965
Ministry for the Arts Act 1972
Museums Act 1983
National Gallery of Victoria Act 1966
State Film Centre of Victoria Council Act 1983
Victorian Arts Centre Act 1979

3. Attorney-General

Acts Enumeration and Revision Act 1958
Administration and Probate Act 1958
Administrative Appeals Tribunal Act 1984
Administrative Law Act 1978
Adoption of Children Act 1964 – jointly administered with the Minister for Community Services
Age of Majority Act 1977
Alcoholics and Drug-dependent Persons Act 1968 – jointly administered with the Minister for Health
Amendments Incorporation Act 1958
Appeal Costs Fund Act 1964
Arbitration Act 1958
Associations Incorporation Act 1981
Attorney-General and Solicitor-General Act 1972
Auction Sales Act 1958
Bail Act 1977
Business Investigations Act 1958
Business Names Act 1962
Charities Act 1978
Children (Guardianship and Custody) Act 1984
Children's Court Act 1973 – jointly administered with the Minister for Community Services
Collusive Practices Act 1965
Commercial Arbitration Act 1984
Commonwealth Places (Administration of Laws) Act 1970
Community Welfare Services Act 1970 – jointly administered with the Minister for Community Services
Companies Act 1961
Companies (Acquisition of Shares) (Application of Laws) Act 1981
Companies (Administration) Act 1981
Companies (Application of Laws) Act 1981
Companies and Securities (Interpretation and Miscellaneous Provisions) (Application of Laws) Act 1981
Constitution Act 1975 – Part III (the remaining provisions are administered by the Premier)
Constitutional Convention Act 1972
Constitutional Powers (Coastal Waters) Act 1980
Constitutional Powers (Requests) Act 1980
Coroners Act 1958
Council of Law Reporting in Victoria Act 1967
County Court Act 1958
Court Security Act 1980
Courts Administration Act 1975
Crimes Act 1958
Crimes (Offences at Sea) Act 1978
Criminal Injuries Compensation Act 1983
Criminal Proceedings Act 1984
Crown Proceedings Act 1958
Cul-de-sac Applications Act 1965 – see also Minister for Property and Services.
Director of Public Prosecutions Act 1982
Domicile Act 1978
Equal Opportunity Act 1984
Estate Agents Act 1980

Evidence Act 1958
Evidence (Commissions) Act 1982
Federal Council Act 1885
Fences Act 1968
Films Act 1971
Films (Classification) Act 1984
Foreign Judgments Act 1962
Freedom of Information Act 1982
Frustrated Contracts Act 1959
Fuel Emergency Act 1977 – jointly administered with the Premier.
Fundraising Appeals Act 1984
Goods Act 1958
Hire-Purchase Act 1959
Howard Florey Institute of Experimental Physiology and Medicine Act 1971
Imperial Acts Application Act 1980
Imperial Law Re-enactment Act 1980
Imprisonment of Fraudulent Debtors Act 1958
Instruments Act 1958
Interpretation of Legislation Act 1984
Judges Salaries Act 1982
Judgment Debt Recovery Act 1984
Judicial Proceedings Reports Act 1958
Juries Act 1967
Land Act 1958 – sections 22C to 22E (the remaining provisions are administered by the Minister for Conservation, Forests and Lands).
Landlord and Tenant Act 1958
Lands Compensation Act 1958
Law Reform Commission Act 1984
Legal Aid Commission Act 1978
Legal Profession Practice Act 1958
Leo Cussen Institute for Continuing Legal Education Act 1972
Limitation of Actions Act 1958
Listening Devices Act 1969
Magistrates' Courts Act 1971
Magistrates (Summary Proceedings) Act 1975
Maintenance Act 1965
Marine Stores and Old Metals Act 1958
Marketable Securities Act 1970
Marriage Act 1958
National Companies and Securities Commission (State Provisions) Act 1981
National Crime Authority (State Provisions) Act 1984
Occupiers' Liability Act 1983
Parole Orders (Transfer) Act 1983
Partnership Act 1958
Patriotic Funds Act 1958
Pawnbrokers Act 1958
Penalties and Sentences Act 1981 – jointly administered by the Minister for Community Services
Penalty Interest Rates Act 1983
Perpetuities and Accumulations Act 1968
Police Offences Act 1958
Printers and Newspapers Act 1958
Prisoners (Interstate Transfer) Act 1983
Property Law Act 1958
Public Trustee Act 1958
Religious Successory and Charitable Trusts Act 1958
Sale of Land Act 1962
Second-hand Dealers Act 1958
Securities Industry Act 1975
Securities Industry (Application of Laws) Act 1981
Settled Land Act 1958
Status of Children Act 1974
Strata Titles Act 1967 – jointly administered with the Minister for Property and Services and the Minister for Planning and Environment.
Subordinate Legislation Act 1962
Subordinate Legislation (Revocation) Act 1984
Summary Offences Act 1966
Supreme Court Act 1958
Taxation Appeals Act 1972
Theatres Act 1958
Transfer of Land Act 1958
Trustee Act 1958
Trustee Companies Act 1984
Unauthorized Documents Act 1958
Vagrancy Act 1966
Victoria Law Foundation Act 1978
Victorian Prison Industries Commission Act 1983
Vital State Projects Act 1976 – jointly administered with the Premier.
War Expenditure and Overdrafts Act 1914
Warehousemen's Liens Act 1958
Wills Act 1958
Wrongs Act 1958

4. Minister for Community Services

Adoption Act 1984
Adoption of Children Act 1964 – jointly administered with the Attorney-General.
Children's Court Act 1973 – jointly administered with the Attorney-General.
Community Welfare Services Act 1970 – jointly administered with the Attorney-General.
Health Act 1958 – jointly administered with the Minister for Health.

ACTS OF PARLIAMENT ADMINISTERED BY VICTORIAN GOVERNMENT MINISTERS,
SEPTEMBER 1985 – *continued*

Health Commission Act 1977 – jointly administered with the Minister for Health.
Melbourne Sailor's Home Act 1964
Mental Health Act 1959 – jointly administered with the Minister for Health.
Penalties and Sentences Act 1981 – jointly administered with the Attorney-General.
Pre-School Teachers and Assistants (Portability of Long Service Leave) Act 1984

5. Minister for Conservation, Forests and Lands

Aboriginal Lands Act 1970
Crown Land (Reserves) Act 1978 – jointly administered with the Minister for Planning and Environment.
Director-General of Conservation, Forests and Lands Act 1983
Fisheries Act 1968 – jointly administered with the Minister for Agriculture and Rural Affairs.
Forests Act 1958
Land Act 1958
Land Conservation (Vehicle Control) Act 1972
Melbourne Cricket Ground Acts
Ministry for Conservation Act 1972
Mt. Hotham Alpine Resort Act 1972
National Parks Act 1975
Reference Areas Act 1978
Shrine of Remembrance Act 1978
Soil Conservation and Land Utilization Act 1958
Temperance Halls Act 1958
Vermin and Noxious Weeds Act 1958
Victorian Institute of Marine Sciences Act 1974
Wild Flowers and Native Plants Protection Act 1958
Wildlife Act 1975
Wire Netting Act 1958
Zoological Parks and Gardens Act 1967

6. Minister for Consumer Affairs

Building Contracts (Deposits) Act 1962
Chattel Securities Act 1981 – jointly administered with the Minister for Transport.
Consumer Affairs Act 1972
Credit Act 1984
Credit (Administration) Act 1984
Credit Reporting Act 1978
Disposal of Uncollected Goods Act 1961
Employment Agents Act 1983
Finance Brokers Act 1969
Local Government Act 1958
Market Court Act 1978
Ministry of Consumer Affairs Act 1973
Motor Car Traders Act 1973
Residential Tenancies Act 1980 – jointly administered with the Minister for Housing.
Small Claims Tribunal Act 1973
Weights and Measures Act 1958

7. Minister for Education

Ballarat College of Advanced Education Act 1976
Baxter Technical School Land Act 1982
Bendigo College of Advanced Education Act 1976
Council of Adult Education Act 1981
Deakin University Act 1974
Education Act 1958
Education (Special Developmental Schools) Act 1976
Educational Grants Act 1973
Gordon Technical College Act 1976
Institute of Educational Administration Act 1980
La Trobe University Act 1964
Melbourne College of Advanced Education Act 1982
Melbourne College of Divinity Act 1910
Melbourne University Act 1958
Mildura College Lands Act 1916
Monash University Act 1958
Post-Secondary Education Act 1978
Post-Secondary Education Remuneration Tribunal Act 1980
Serpell Joint Schools Act 1981
State Board of Education Act 1983
State Schools (Bush Fire Relief) Act 1943
Teaching Service Act 1983
Victorian College of Agriculture and Horticulture Act 1982
Victorian College of the Arts Act 1981
Victorian Institute of Secondary Education Act 1976

8. Minister for Labour

Anzac Day Act 1958 – excluding sections 4 and 4A (these provisions are administered by the Minister for Sport and Recreation).
Bank Holidays Act 1958
BLF (De-recognition) Act 1985
Bread Industry Act 1959
Carriers and Inkeepers Act 1958
Construction Industry Long Service Leave Act 1983
Discharged Servicemen's Preference Act 1943
Employment and Training Act 1981

Explosives Act 1960
Hairdressers Registration Act 1958
Health Act 1958 – jointly administered with the Minister for Health.
Hospitals Remuneration Tribunal Act 1978
Industrial Relations Act 1979
Industrial Training Act 1975
Inflammable Liquids Act 1966
Labour and Industry Act 1958 – jointly administered with the Minister for Industry, Technology and Resources.
Liquefied Petroleum Gas Act 1958
Occupational Health and Safety Act 1985
Summer Time Act 1972
Sunday Entertainment Act 1967
Trade Unions Act 1958
Workers Compensation Act 1958 – jointly administered with the Treasurer.
Youth, Sport and Recreation Act 1972 – jointly administered with the Minister for Sport and Recreation.

9. Minister for Ethnic Affairs

Ethnic Affairs Commission Act 1982

10. Minister for Health

Alcoholics and Drug-dependent Persons Act 1968
Cancer Act 1958
Cemeteries Act 1958
Chiropodists Act 1968
Chiropodists and Osteopaths Act 1978
Dental Technicians Act 1972
Dentists Act 1972
Dietitians Act 1981
Drugs, Poisons and Controlled Substances Act 1981
Food Act 1984
Health Act 1958 – jointly administered with the Minister for Employment and Industrial Affairs.
Health Commission Act 1977
Health (Fluoridation) Act 1973
Hospitals and Charities Act 1958
Human Tissue Act 1982
Infertility (Medical Procedures) Act 1984
Medical Practitioners Act 1970
Mental Health Act 1959 – jointly administered with the Minister for Community Services and the Attorney-General.
Nurses Act 1958
Optometrists Registration Act 1958
Pathology Services Accreditation Act 1984
Pharmacists Act 1974
Physiotherapists Act 1978
Psychological Practices Act 1965
Queen Victoria Medical Centre (Guarantees) Act 1982
St. Nicholas Hospital (Sale of Land) Act 1982
Venerable Diseases Act 1958

11. Minister for Housing

Building Societies Act 1976
Co-operation Act 1981
Co-operative Housing Societies Act 1958
Decentralized Industry (Housing) Act 1973
Housing Act 1983
Industrial and Provident Societies Act 1958
Residential Tenancies Act 1980 – jointly administered with the Minister for Consumer Affairs.
Urban Land Authority Act 1979
Urban Renewal Act 1970

12. Minister for Industry, Technology and Resources

Albury-Wodonga Agreement Act 1973
Alpine Resorts Act 1983 – jointly administered with the Minister for Planning and Environment.
Chinatown Historic Precinct Act 1984 – jointly administered with the Minister for Planning and Environment.
Coal Creek Historical Park Act 1975
Coal Mines Act 1958 – jointly administered with the Treasurer.
Decentralization Advisory Committee Act 1964
Decentralized Industry Incentive Payments Act 1972
Economic Development Act 1981
Electric Light and Power Act 1958
Emerald Tourist Railway Act 1977
Extractive Industries Act 1966
Fuel Prices Regulation Act 1981
Gas Act 1969
Gas Franchises Act 1970
Gas and Fuel Corporation Act 1958
Geelong Regional Commission Act 1977

ACTS OF PARLIAMENT ADMINISTERED BY VICTORIAN GOVERNMENT MINISTERS,
SEPTEMBER 1985 – continued

Groundwater Act 1969 – jointly administered with the Minister for Water Resources and the Minister for Industry, Technology and Resources.
Labour and Industry Act 1958 – jointly administered with the Minister for Employment and Industrial Affairs.
Latrobe Regional Commission Act 1983 – jointly administered with the Minister for Planning and Environment.
Liquefied Petroleum Gas Subsidy Act 1980
Liquor Control Act 1968
Minerals and Energy Act 1976
Mines Act 1958
Mines (Aluminium Agreement) Act 1961
Mining Development Act 1958
Nuclear Activities (Prohibitions) Act 1983
Petroleum Act 1958
Petroleum Retail Selling Sites Act 1981
Petroleum (Submerged Lands) Act 1982
Pipelines Act 1967
Small Business Development Corporation Act 1976
South Yarra Project Act 1984 – jointly administered with the Minister for Planning and Environment.
State Coal Mine Industrial Tribunal Act 1932
State Coal Mines (Winding Up) Act 1968
State Electricity Commission Act 1958
Swan Hill Pioneer Settlement Act 1974
Undersea Mineral Resources Act 1963
Victorian Economic Development Corporation Act 1981
Victorian Solar Energy Council Act 1980
Victorian Tourism Commission Act 1982
Wodonga Area Land Acquisition Act 1973
Wodonga Area Land Acquisition (Validation) Act 1980

13. Minister for Local Government

Cluster Titles Act 1974
Cultural and Recreational Lands Act 1963
Dog Act 1970
Drainage Areas Act 1958
Hawkers and Pedlars Act 1958
Litter Act 1964
Local Authorities Superannuation Act 1958
Local Government Act 1958 – jointly administered with the Minister for Planning and Environment and the Minister for Consumer Affairs.
Local Government Department Act 1958
Markets Act 1958
Municipalities Assistance Act 1973
Newmarket Sheep Sales Act 1974
Nudity (Prescribed Areas) Act 1983
Petrol Pumps Act 1958
Pounds Act 1958
Public Authorities Marks Act 1958
Victoria Grants Commission Act 1976

14. Minister for Planning and Environment

Aboriginal Affairs (Transfer of Functions) Act 1974
Alpine Resorts Act 1983 – jointly administered with the Minister for Industry, Technology and Resources.
Archaeological and Aboriginal Relics Preservation Act 1972
Building Control Act 1981
Central Gippsland (Brown Coal Land Compensation) Act 1980
Chinatown Historic Precinct Act 1984 – jointly administered with the Minister for Industry, Technology and Resources.
Development Areas Act 1973
Environment Effects Act 1978
Environment Protection Act 1970
Historic Buildings Act 1981
Historic Shipwrecks Act 1981
Land Conservation Act 1970
Latrobe Regional Commission Act 1983 – jointly administered with the Minister for Industry, Technology and Resources.
Planning Appeals Board Act 1980
Port Phillip Coastal Planning and Management Act 1966
South Yarra Project Act 1984 – jointly administered with the Minister for Industry, Technology and Resources.
Sirata Titles Act 1967
Town and Country Planning Act 1961
Town and Country Planning (Amalgamation) Act 1980
Town and Country Planning (Western Port) Act 1981
Upper Yarra Valley and Dandenong Ranges Authority Act 1976
Victoria Conservation Trust Act 1972

15. Minister for Police and Emergency Services

Country Fire Authority Act 1958
Firearms Act 1958
Metropolitan Fire Brigades Act 1958
Motor Boating Act 1961
Police Assistance Compensation Act 1968
Police Regulation Act 1958

Private Agents Act 1966
Seamen's Act 1958
Sheep Owners Protection Act 1961
State Disasters Act 1983
Unlawful Assemblies and Processions Act 1958
Victoria State Emergency Service Act 1981

16. Premier

Administrative Arrangements Act 1983
Agent-General's Act 1958
Audit Act 1958 – jointly administered with the Treasurer.
Commonwealth Arrangements Act 1958
Constitution Act 1975
Essential Services Act 1958
Fuel Emergency Act 1977 – jointly administered with the Attorney-General.
Members of Parliament (Register of Interests) Act 1978
Ombudsman Act 1973
Parliamentary Committees Act 1968
Parliamentary Officers Act 1975
Parliamentary Salaries and Superannuation Act 1968
Public Safety Preservation Act 1958
Public Service Act 1974
State Relief Committee Act 1958
The Constitution Act Amendment Act 1958 – provisions are jointly administered with the Minister for Property and Services.
Vital State Projects Act 1976 – jointly administered with the Attorney-General.
Wrongs (Public Contracts) Act 1981

17. Minister for Property and Services

Cadet Surveyors Act 1964 – jointly administered with the Minister for Water Resources.
Cul-de-Sac Applications Act 1965
Electoral Commission Act 1982
Electoral Provinces and Districts Act 1974
Government Employee Housing Authority Act 1981
Instruments Act 1958
Property Law Act 1958
Public Lands and Works Act 1964 – jointly administered with the Minister for Public Works.
Public Records Act 1973
Registration of Births Deaths and Marriages Act 1959
Returned Servicemen's Badges Act 1956
Senate Elections Act 1958
Sirata Titles Act 1967 – jointly administered with the Minister for Planning and Environment and Attorney-General.
Survey Co-ordination Act 1958
Surveyors Act 1978
The Constitution Act Amendment Act 1958 – jointly administered with the Premier.
Transfer of Land Act 1958 (see also Attorney-General.)
Valuation of Land Act 1960
Victorian Public Offices Corporation Act 1974

18. Minister for Public Works

Architects Act 1958
Public Lands and Works Act 1964 – jointly administered with the Minister for Property and Services.

19. Minister for Sport and Recreation

Lotteries Gaming and Betting Act 1966
Professional Boxing Control Act 1985
Racing Act 1958
Youth, Sport and Recreation Act 1972 – jointly administered with the Minister for Employment and Industrial Affairs.

20. Minister for Transport

Air Navigation Act 1958
Border Railways Act 1922
Chattel Securities Act 1981 – jointly administered with the Minister for Consumer Affairs.
Civil Aviation (Carriers' Liability) Act 1961
Grain Elevators Act 1958
Harbor Boards Act 1958
Marine Act 1958
Motor Car Act 1958
Navigable Waters (Oil Pollution) Act 1960
Port of Geelong Authority Act 1958
Port of Melbourne Authority Act 1958
Port of Portland Authority Act 1958
Railways (Standardization Agreement) Act 1958
South Australian and Victorian Border Railways Act 1930
Traction Engine Act 1900
Transport Act 1983
Westernport Development Act 1967
Westernport (Oil Refinery) Act 1963
Western Port (Steel Works) Act 1970
Western Port Steel Works (Development Control) Act 1970

ACTS OF PARLIAMENT ADMINISTERED BY VICTORIAN GOVERNMENT MINISTERS,
SEPTEMBER 1985 – *continued*

21. Treasurer

Accident Compensation Act 1984
Annual Reporting Act 1983
Annual Appropriation Acts
Annual Supply Acts
Annual Works and Services Appropriation Acts
Audit Act 1958 – jointly administered with the Premier.
Benefit Associations Act 1958
Business Franchise (Petroleum Products) Act 1979
Business Franchise (Tobacco) Act 1974
Cabrini Private Hospital (Guarantees) Act 1970
Coal Mines Act 1958 – jointly administered with the Minister for Industry, Technology and Resources.
Commonwealth and States Financial Agreements Act 1927
Crown Intellectual Property (Assignment) Act 1983
Debt Conversion Agreement Act 1931
Decimal Currency Act 1965
Educational Institutions (Guarantees) Act 1976
Energy Consumption Levy Act 1982
Financial Institutions Duty Act 1982
Friendly Societies Act 1958
Gift Duty Act 1971
Government Advances (Reduction of Interest) Act 1934
Hospital Benefits (Levy) Act 1982
Hospitals Superannuation Act 1965
Land Tax Act 1958
Management and Budget Act 1983
Marine Act 1958
Master Builders' Association of Victoria (Guarantees) Act 1979
Melbourne Cricket Ground (Guarantees) Act 1984
Mercy Private Hospital (Guarantee) Act 1971
Metropolitan Fire Brigades Superannuation Act 1976
Miners' Pithitis (Treasury Allowances) Act 1938
Mini Act 1958
Motor Accidents Act 1973
Parliamentary Contributory Superannuation Act 1962
Parliamentary Salaries and Superannuation Act 1968 – Part II (the remaining provisions are administered by the Premier).
Pay-roll Tax Act 1971
Pensions Supplementation Act 1966
Petroleum Products Subsidy Act 1965
Probate Duty Act 1962
Public Account Act 1958

Public Account (Trust Funds) Act 1982
Public Authorities (Contributions) Act 1966
Public Authorities (Dividends) Act 1983
Public Authorities (Sinking Funds) Act 1982
St. Andrew's Hospital (Guarantee) Act 1978
St. Vincent's Private Hospital (Guarantees) Act 1972
Stamps Act 1958
State Accident Insurance Office Land Act 1966
State Bank Act 1958
State Employees Retirement Benefits Act 1979
State Insurance Office Act 1984
Statistics Act 1958
Superannuation Act 1958
Superannuation Benefits Act 1977
Superannuation (Lump Sum Benefits) Act 1981
Tattersall Consultations Act 1958
Unclaimed Moneys Act 1962
Victorian Public Authorities Finance Act 1984
Workers Compensation Act 1958
Young Men's Christian Association of Ballarat (Guarantee) Act 1979

22. Minister for Water Resources

Cadet Surveyors Act 1964 – jointly administered with the Minister for Property and Services.
Dandenong Valley Authority Act 1963
Drainage of Land Act 1975
Geelong Waterworks and Sewerage Act 1958
Groundwater Act 1969 – jointly administered with the Minister for Industry, Technology and Resources.
Latrobe Valley Act 1958
Melbourne and Metropolitan Board of Works Act 1958
Mildura Irrigation Trusts and Sunraysia Water Board Act 1958
Public Contracts Act 1958
River Improvement Act 1958
River Murray Waters Act 1982
Sewerage Districts Act 1958
Snowy Mountains Engineering Corporation (Victoria) Act 1971
State Rivers and Water Supply Commission (Special Projects) Act 1969
Victorian Water and Sewerage Authorities Association Act 1981
Water Act 1958
Water (Central Management Restructuring) Act 1984
Water and Sewerage Authorities (Restructuring) Act 1983
West Moorabool Water Board Act 1968

Victorian Government departments and statutory authorities

Information concerning Victorian Government departments may be found in previous editions of the Year Book. More recent information may be found in the Victorian Government Directory, compiled by the Department of the Premier and Cabinet.

In addition to ministerial departments, there is also a wide variety of Victorian Government statutory authorities, some of which are bodies corporate. Such authorities are constituted by specific Acts of Parliament, are governed by controlling Boards or Commissions, and have varying degrees of freedom from ministerial direction. Some are staffed under the Public Service Act; some employ their own staff; and in others, the authority employs its own staff under conditions approved by the Public Service Board.

The largest of the statutory authorities are engaged in public utility or developmental fields of activity, for example, the Victorian Railways Board, the State Electricity Commission, the Melbourne and Metropolitan Tramways Board, the Gas and Fuel Corporation, the Melbourne and Metropolitan Board of Works, and the Country Roads Board.

AUDITOR-GENERAL

The Auditor-General of Victoria is appointed by the Governor in Council pursuant to the *Audit Act 1958* which also defines the duties, responsibilities, and powers of the position. The appointee is not subject to the *Public Service Act 1974* nor to the direction of any Minister but he may be removed by resolution of both Houses of Parliament.

In Victoria, as in other places operating under the Westminster system of government, the Auditor-General is responsible for the external audit of the financial affairs and activities of government agencies, i.e. departments and most public bodies. The Auditor-General reports independently to the Legislative Assembly of the Parliament on the results of those audits with the objective of providing Parliament with the information it requires to oversee the financial operations of government departments and statutory bodies.

Broadly speaking, the Auditor-General has all the responsibilities of external auditors of commercial organisations in relation to the conduct of a financial audit. In addition, he has special responsibilities associated with government auditing to ensure that the decisions of Parliament in relation to financial matters are properly observed and attention is drawn to departures from statutory provisions covering these matters.

OMBUDSMAN

The Office of the Victorian Ombudsman was created after the passing of the Ombudsman Act in 1973. The basic function of the Ombudsman's Office is to receive complaints from citizens who feel aggrieved by the administrative actions of government departments, statutory bodies, or staff of municipal councils. The Ombudsman's responsibility is to investigate such complaints to determine the facts and express an opinion where the actions complained of are contrary to law, unjust, unfair, or unreasonable.

The Ombudsman does not have jurisdiction to investigate the decisions of courts or of some tribunals and a few other specific authorities. He is empowered to make recommendations and to report the results of his investigations, comments, and recommendations to Parliament. He, like most Ombudsmen, has no power to direct the rectification of a wrong but if the recommendation is not implemented, the Ombudsman may refer the matter to the Executive Council and then to Parliament.

Freedom of information

The Ombudsman may also be involved with freedom of information matters. He has four major areas of responsibility under the Act and these are as follows:

- (1) where an agency or a Minister believes a document to which access is sought does not exist or cannot be located after a thorough and diligent search it must inform the applicant(s) of the right to complain to the Ombudsman (section 27[1e]);
- (2) a right of appeal to the Administrative Appeals Tribunal (AAT) by an applicant for a review of a charge levied by an agency for access to a document whether or not that charge has been paid, provided that the Ombudsman certifies that the matter is one of sufficient importance for the court to consider (section 50[2e]);
- (3) where an agency fails to make a decision on an application for access within a reasonable time or if the applicant has complained to the Ombudsman pursuant to the provisions of the Ombudsman Act concerning that delay, the applicant cannot appeal to the AAT until the Ombudsman has informed him of the result of his investigation and issued him with a certificate enabling him to appeal to the Tribunal (section 53[2]); and
- (4) an applicant who appeals to the County Court may apply to the Ombudsman to intervene before the court in his appeal (section 57).

Review of police files

The Ombudsman's other responsibility concerns the review of Internal Investigation Bureau files. These files are created as a result of complaints which are made to the Chief Commissioner of Police concerning the actions or inactions of a member of the Police Force and records the complaints, the investigation, and the subsequent conclusions or actions taken. The Police Regulation (Amendment) Bill establishes a Police Complaints Authority which will carry out this role in future.

LOCAL GOVERNMENT ADMINISTRATION

General

Local government is the third sphere in the tripartite structure of government in Australia (namely, Commonwealth, State, and local). Since it is closely connected with the life of communities, it can become sensitive to, and aware of, their needs. Local government in Victoria is administered by 210 municipalities (at 1 October 1985) operating under the oversight of the Minister for Local Government, and his Permanent Head, the Director-General for Local Government, with a staff of 75 officers as well as 73 members of statutory boards and committees, most of whom serve in a part-time capacity.

Although the Minister and his Department administer a number of other Acts of the Victorian Parliament, as set out in detail in Chapter 6 of this *Year Book*, the majority of the powers and duties given to municipal councils are set out in the *Local Government Act 1958* and other Acts of the Victorian Parliament. The *Local Government Act* which is subject to continuing review in the light of changing community needs, essentially sets out the framework within which each Council is free to exercise control over matters of local concern.

Relationships between State and local governments are not confined to the Local Government Department and extensive direct dealings are conducted by municipalities with many State departments and instrumentalities on a wide range of topics. For example, important areas of concern for councils, such as health and various welfare functions (e.g. home help, elderly citizens, meals-on-wheels, social workers, recreation officers, etc.) are administered by the Health Commission, the Department of Community Welfare Services, and the Department of Sport and Recreation.

The Minister and his Department are entrusted with the responsibility of ensuring that councils act within their field of authority and so preserve the rights of citizens. In recommending desirable legislative changes, the Department is implementing government policy aimed at improving the democratic and representative nature of local government and strengthening the powers and autonomy enjoyed by local government, better enabling it to meet the changing needs and requirements of the local community.

PUBLIC SAFETY

Fire authorities

Metropolitan Fire Brigades Board

The Metropolitan Fire Brigades Board (MFBB) is constituted under the *Metropolitan Fire Brigades Act 1958*, and administration is centred at East Melbourne. The MFBB is responsible for the protection of life and property and the suppression of fire within the Metropolitan Fire District.

Members of the MFBB comprise the President and Deputy President, representatives of insurance companies, the Melbourne City Council, municipalities south and north of the Yarra River, and officers and employees of the MFBB.

Until January 1974, municipalities within the Metropolitan Fire District contributed one-third and fire insurance companies transacting business in the same area provided two-thirds of the amount required to maintain metropolitan fire brigades. As a result of amended legislation, operative since the beginning of 1974, contributions have subsequently been received in the proportions of one-eighth from the Victorian Government, one-eighth from municipal councils, and three-quarters from fire insurance companies.

During 1984–85, contributions by municipalities were equivalent to 0.366 cents in the dollar of the annual value of property, amounting to \$2.29m, while fire insurance companies contributed at a rate of \$30.99 for every \$100 of fire insurance premiums paid on insured property. Premiums received in the Metropolitan Fire District in 1984–85 amounted to \$162.88m.

Metropolitan Fire District

The Metropolitan Fire District embraces an area within the various municipalities named below, having a radius of sixteen kilometres from the General Post Office, Melbourne, with extensions therefrom. The following municipalities are wholly within the Metropolitan Fire District: the Cities of Melbourne, Altona, Box Hill, Brighton, Broadmeadows, Brunswick, Camberwell, Caulfield, Coburg, Collingwood, Essendon, Fitzroy, Footscray, Hawthorn, Heidelberg, Kew, Malvern, Moorabbin, Mordialloc, Northcote, Nunawading, Oakleigh, Port Melbourne, Prahran, Preston, Richmond, Ringwood, St Kilda, Sandringham, South Melbourne, Sunshine, Waverley, and Williamstown.

The following municipalities are partly within the Metropolitan Fire District: the Cities of Croydon, Doncaster and Templestowe, Keilor, and Springvale, and the Shires of Bulla, Diamond Valley, Eltham, Lillydale, and Werribee.

Particulars of the revenue, expenditure, and loan indebtedness of the Metropolitan Fire Brigades Board for each of the years 1979-80 to 1984-85 are shown in the following table:

**METROPOLITAN FIRE BRIGADES BOARD:
REVENUE, EXPENDITURE, AND LOAN INDEBTEDNESS, VICTORIA
(\$'000)**

Particulars	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85
REVENUE						
Statutory contributions—						
Treasurer of Victoria	4,646	5,510	5,990	8,701	7,836	8,412
Municipalities	4,646	5,510	5,990	8,701	7,836	8,412
Insurance companies	27,782	33,061	35,941	52,206	47,043	50,477
Brokers and owners	530	533	539	706	791	954
Charges for services	3,480	4,385	4,676	4,597	5,369	6,664
Interest and sundries	929	1,172	2,127	2,876	4,171	4,708
Total	42,013	50,171	55,263	77,787	73,046	79,627
EXPENDITURE						
Salaries	29,104	33,138	39,571	45,469	49,353	53,243
Other	13,759	15,555	19,337	19,844	25,844	26,384
Total	42,863	48,693	58,908	65,313	75,197	79,627
Net surplus (+) or deficit (-)	- 850	+ 1,478	- 3,645	+ 12,474	- 2,151	- 1,941
Loan indebtedness (at 30 June)	6,071	5,664	5,217	4,727	4,190	3,600

The following table shows particulars of the number of fire stations operated by the Metropolitan Fire Brigades Board and the number of staff employed at 30 June for each of the years 1980 to 1985:

**METROPOLITAN FIRE BRIGADES BOARD, NUMBER OF
FIRE STATIONS AND STAFF EMPLOYED (a) AT 30 JUNE, VICTORIA**

Particulars	1980	1981	1982	1983	1984	1985
Fire stations	48	48	48	47	47	47
Staff employed—						
Fire fighting	1,654	1,683	1,696	1,679	1,701	1,684
Special service				116	125	130
Support staff	{ 350	{ 365	{ 374	262	302	371

(a) Prior to 1983, Special service and Support staff were grouped together as 'All other'.

Country Fire Authority

The headquarters of the Country Fire Authority are situated in Malvern, a suburb of Melbourne, where an operations centre is in direct radio contact with every fire control region throughout Victoria. At 30 June 1985, there were 162 permanent firefighters employed in brigades at Ballarat, Bendigo, Boronia, Dandenong, Doveton, Frankston, Geelong, Norlane, North Geelong, Geelong West, and Springvale, with a total of 147 permanent brigade officers at these stations and at Belgrave, Chelsea, Mildura, Morwell, Shepparton, Traralgon, Wangaratta, Warrnambool, Wodonga, Eltham, and Fiskville Training Centre.

The revenue of the Country Fire Authority consists mainly of statutory contributions, in the proportion of one-third from the Victorian Treasury's Municipalities Assistance Fund and two-thirds from insurance companies underwriting fire risks in the country area of Victoria. There were 136 insurance companies contributing during 1984-85.

Up to 30 June 1985, the Authority had raised 186 loans, representing a total of \$43.8m, which has been used for the provision of buildings and equipment for brigades.

Particulars of revenue, expenditure, surplus, and loan expenditure and indebtedness of the Country Fire Authority, for each of the years 1979-80 to 1984-85, are shown in the first of the following tables. The second table shows particulars of the number of fire brigades, personnel, and motor vehicles for the same years.

COUNTRY FIRE AUTHORITY: REVENUE, EXPENDITURE, AND LOAN INDEBTEDNESS,
VICTORIA
(\$'000)

Particulars	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85
INCOME						
Statutory contributions –						
Municipalities Assistance Fund	7,303	8,417	9,600	11,860	13,378	15,362
Insurance companies	14,606	16,834	19,201	23,719	26,373	31,111
Other	901	1,100	1,913	3,196	2,619	7,213
Total	22,810	26,351	30,714	38,775	42,370	53,686
EXPENDITURE						
Salaries and wages	9,809	11,456	13,650	16,131	17,876	19,445
Other	10,601	13,168	15,136	19,152	20,131	36,421
Total	20,410	24,624	28,786	35,283	38,007	55,866
Net surplus (+) or deficit (–)	2,400	1,727	1,928	3,492	4,363	–2,180
Loan expenditure	2,025	3,104	3,833	3,111	6,455	3,896
Loan indebtedness (at 30 June)	16,354	19,515	22,690	25,891	29,391	31,516

COUNTRY FIRE AUTHORITY: NUMBER OF FIRE BRIGADES, PERSONNEL^(a), AND
MOTOR VEHICLES, VICTORIA

Particulars	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85
Fire brigades–						
Urban	215	215	216	216	218	218
Rural	1,065	1,066	1,069	1,072	1,072	1,071
Personnel–						
Permanent	576	590	600	626	710	791
Volunteer	106,874	107,699	106,937	106,086	108,346	106,608
Vehicle fleet –						
Self-propelled	1,773	1,876	2,020	2,076	2,060	2,158
Trailer units	472	486	490	476	446	457

(a) Includes clerical and administrative staff.

Natural disasters and emergencies

Victoria State Emergency Service

The Victoria State Emergency Service (VICSES) is a branch of the Ministry for Police and Emergency Services. It operates under the provisions of the *Victoria State Emergency Service Act 1981*. Under this Act an 'emergency' means an emergency due to the actual or imminent occurrence of any event including an earthquake, flood, windstorm, or other natural event; fire; explosion; road accident; plague or epidemic; or a warlike act, whether directed at Victoria or any other State or Territory of the Commonwealth.

The functions of VICSES are to:

- (1) assist the Chief Commissioner of Police to plan and organise measures to deal with emergencies and their effects;
- (2) assist the bodies and organisations responsible for dealing with emergencies and their effects to discharge their responsibilities;
- (3) deal with floods and windstorms and their effects;
- (4) provide a rescue service for persons involved in road accidents; and
- (5) co-ordinate and assist bodies and organisations providing welfare services to persons affected by emergencies.

The Act provides compensation, protection, and indemnity for registered members of VICSES in performing their duties. It also empowers VICSES to draw upon volunteer manpower during emergencies in addition to its registered members. The Headquarters of VICSES is located in Melbourne, with a Regional Director for each of the North and South Regions of the Melbourne metropolitan area. There are ten permanently manned Regional Headquarters located at Bairnsdale, Ballarat, Bendigo, Dandenong, Geelong, Hamilton, Moe, Shepparton, Swan Hill, and Wodonga. The units of VICSES, of which there were 150 municipal units and sub-units at 26 November 1985,

are wholly manned by volunteer members of VICSES, although the Controller, or head, of each unit is a council nominee. The State and Regional Headquarters have trained volunteers on their establishments. The functional divisions of these Headquarters are operations, communications, training, equipment, and administration.

The structure of VICSES is similar to that of the State Emergency Services of other States and Territories and it has strong ties with the Commonwealth Natural Disasters Organisation, which is a branch of the Department of Defence.

Funding of VICSES is derived from three levels. The Commonwealth Government, through the Natural Disasters Organisation sponsors an equipment support programme and building subsidies for municipal units. The Victorian Government bears the administrative costs of VICSES, including various grants and subsidies for local councils and their units, but excludes salaries of Regional Directors which the Commonwealth provides. Local municipal councils provide some funding for the administration of their local units. In addition, voluntary fund raising occurs at the local level.

VICSES is also responsible for the operation of the 'Logistics' sub-plan of DISPLAN (the State Disaster Plan) which together with the 'Community Support' sub-plan (to be co-ordinated in conjunction with the Department of Community Services) addresses the welfare aspects of disasters.

The extent of the operational involvement of the Service in emergencies is indicated in the following table of operations.

STATE EMERGENCY SERVICE, OPERATIONAL ACTIVITIES, VICTORIA

Type of operation	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85
Search and rescue	260	214	204	266	297	238
Road accident assistance	293	387	421	482	411	437
Aircraft accidents	9	7	12	4	7	8
Fire support	68	78	49	145	56	90
Flood	17	22	65	18	127	85
Wind storm	31	150	159	331	316	153
Welfare	5	23	9	50	9	17
Hazardous materials	7	10	12	13	10	12
Community service	81	52	7	n.a.	n.a.	n.a.
Evacuation	—	4	3	8	7	8
Marine incidents	n.p.	n.p.	16	79	30	25
Rail incidents	n.p.	n.p.	3	5	10	8
Miscellaneous	90	95	102	92	106	178
Total (a)	861	1,042	1,062	1,393	1,368	1,259

(a) An incident irrespective of magnitude, duration, or units deployed is recorded as one operation.

State Disaster Plan

The State Disaster Plan (DISPLAN) codifies arrangements for co-ordinating the resources of governmental agencies in coping with natural disasters and serious emergencies in Victoria.

The DISPLAN concept provides the mechanism for the build up of appropriate resources to cope with emergencies throughout the State.

Most incidents are of local concern and can be co-ordinated from local municipal resources. However, when local resources are exhausted, DISPLAN provides for further resources to be made available, first from neighbouring municipalities (on a Regional basis) and second on a State wide basis. When State resources have been exhausted, DISPLAN also permits requests for physical assistance to be directed to the Commonwealth.

The Chief Commissioner of Police acts as Co-ordinator under DISPLAN in situations where it is necessary to bring together the resources of a number of agencies to deal with a disaster or emergency. State organisations are allocated either combating roles (e.g. the Country Fire Authority and the Forests Commission in the event of bushfires) or supporting roles (e.g. the Health Commission and the State Electricity Commission). Provision is made for obtaining assistance from Commonwealth agencies such as Telecom Australia and the Defence Forces.

Within the broad context of DISPLAN, specific plans have been developed by the operating authorities to deal with particular types of disasters and emergencies.

Procedures involving the assistance of State and private agencies have been established under DISPLAN to provide for the relief of victims of disasters.

Grants may be provided to repair or replace essential household items or for essential repairs to homes; to offset the cost of transporting fodder and stock; or to restore public and community assets. Primary producers may apply for cash grants in cases of personal hardship. Also, loans may be provided to primary producers at concessional rates of interest or to the proprietors of small businesses if they do not have ready access to conventional sources of finance.