

**Victoria
Public Record Office**

**DIGEST
of the
PUBLIC RECORDS
of
VICTORIA**



DEPARTMENT OF
PROPERTY & SERVICES
GOVERNMENT OF VICTORIA

Victoria
Public Record Office
DIGEST OF THE PUBLIC RECORDS
(1803-1990)

This *Digest* is ancillary to the PRO's *Summary Guide* which is published on microfiche and periodically updated. Between them, the *Digest* and the *Summary Guide* aim to

- map out the structure of government administration in Victoria since first European settlement,
- report on the current state of Victoria's public archives (including disposal arrangements),
- catalogue the holdings of the Public Record Office.

The *Digest* should be used as an aid when consulting the *Summary Guide*. Much of the information in the *Digest* (e.g. indications of records held and administrative relationships between Record Groups) is in **abbreviated summary** form and is not exhaustive; for more extensive information and for all details of records held, the *Summary Guide* must be consulted. The *Guide* itself does not yet entirely supersede the *List of Holdings* (1985) which may still need to be consulted.

If you are reasonably familiar with Victoria's administrative history, you can go straight to the *Summary Guide* for the appropriate Record Group or to locate the agency whose records you are seeking by looking it up in the agency index. If you are unfamiliar with Victoria's administrative history, the *Digest* may be able to help you narrow down the field of your search before consulting the *Summary Guide*.

Location Codes used in the *Digest* and *Summary Guide* :

For archival institutions in which records are held

- AAA : some records held by Australian Archives
AON : some records held by Archives Office of New South Wales
GRC : some records held by Geelong Historical Records Centre [place of deposit]
NIA : no records held by Public Record Office, Victoria
PRO : some records held by Public Record Office, Victoria
SBV : some records held by State Bank of Victoria [place of deposit]
UKN : whereabouts of records unknown

For PRO search room(s) at which records or copies of records may be used

- BAL : Central Highlands Search Room (Ballarat) only
BCY : Ballarat and City Reference Search Rooms
CTY : City Search Room (Melbourne) only
LAV : Laverton Base Repository Search Room only
LBC : Ballarat, City Reference and Laverton Search Rooms
LBT : Ballarat and Laverton Search Rooms
LCY : City Reference and Laverton Search Rooms

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THE MAIN COMPONENTS OF THE PRO RECORD CONTROL SYSTEM**Victorian Record Group**

What is Victorian Record Group?

A Victorian Record Group brings together agencies which are part of the same ministerial portfolio, or perform a like function, (eg. schools, courts and municipalities). There are also non-ministerial groups to cover statutory officers like the Auditor-General.

The PRO registers each Group and they each have an individual Victorian Record Group (VRG) number.

Inventory of Agencies

A listing of agencies each group has or had responsibility for.

Agency

What is an Agency?

An agency is an administrative unit which has or had responsibility for the provision of at least one aspect of government administration. It is that functional/operational purpose which accounts for the existence of the agency, (eg. a department of state, statutory authority, municipality, school).

The PRO compiles administrative histories of each agency and each is identified by its own Victorian Agency (VA) number.

Inventory of Series

A listing of series created or maintained by each agency.

Record Series

What is a record series?

A record series is a group of records which:

- ***are in the same numerical, alphabetical, chronological or other identifiable sequence,
- ***result from the same accumulation or filing process, perform the same function and may be of similar physical shape or information content.

The PRO identifies and registers each record series transferred to custody. Each series is identified by its own Victorian Public Record Series (VPRS) number.

Item List

An inventory of items in a record series.

Record Item

What is a record item?

A record item is a single record-keeping unit which exists as a discrete entity and is:

- ***a group of folios fastened together such as a file, or
- ***a single volume, card, map, plan, photograph, film, sound recording, computer tape or other document.

There may be only one record item or there may be several thousand record items in a series.

INTRODUCTION

The Public Record Office holds a collection of documents which form the archives of the Government of Victoria. If you have not used archives before you will need to spend some time finding out how they are arranged and described. Even if you have used archives before, you may find that the system is not the same as those with which you are familiar. There is little standardisation in the way archival materials are arranged and described by their custodians. Even if you have used other archives, you will need to spend some time learning how we do it here.

Please help us and yourself by reading this explanation of our system.

HOW TO USE THE DIGEST

The *Digest* is divided into an Introduction and six Parts :

This INTRODUCTION tells you how to use the guides and finding aids compiled by the PRO to help you find the records you want. We describe how "record items" (files, volumes, boxes, etc.) are assembled into "record series" each with its own VPRS number; you will need to find the VPRS number to call up material into the search room. The series are listed under the "agencies" which originally produced them. The agencies in their turn are categorised into about 100 "record groups" each of which is briefly described in the *Digest*.

PART 1 - HOW TO USE THE PUBLIC RECORD OFFICE tells you how to go about research at the PRO.

PART 2 - NUMERICAL INVENTORY OF RECORD GROUPS (GROUP NUMBER ORDER) lists the record groups numerically for easy reference.

PART 3 - CLASSIFIED INVENTORY OF RECORD GROUPS (MINISTERIAL AND NON-MINISTERIAL) lists the groups into categories.

PART 4 - CHRONOLOGICAL INVENTORY OF RECORD GROUPS divides the history of Victoria into successive periods and lists the relevant groups under each period. In this Part, we also point out how archives in Britain, N.S.W., and the Commonwealth relate to Victoria. We outline briefly the other published sources of information about administrative history.

PART 5 - STATUS REPORT (RESEARCH NOTE) ON THE RECORD GROUPS describes each group, evaluates the PRO's holdings of the records belonging to each group, and indicates broadly the kinds of custody, disposal and access arrangements in force.

PART 6 - ALPHABETICAL INVENTORY (INDEX) OF RECORD GROUPS indexes the groups by name and function.

HOW TO USE THE SUMMARY GUIDE

To do research at the PRO, you will need to consult one or more record items held by us.

Record Items

Official records take a variety of forms: files and dockets; handwritten volumes and folders; cards; maps and plans; photographs; microforms (e.g. microfiche and microfilm); film and video; computer tapes and discs; even paintings; sound recordings and artefacts. Each physically separate thing (file, volume, disc, etc) is called a **record item**. Sometimes, items are kept together in a box or bundle which has a single item number for the whole box or bundle. Record Items are described in the Item Lists which can be found at the Laverton search room. At some stage, you will probably need to search some of the lists to find the items you are seeking.

In many cases, the original departments and agencies (the creators of the records) had lists (or registers) and indexes to many of their records. As far as possible, we try to retain these "control records" together with the records to which they relate. Control records will help you to find the record items you need. (This will be especially important with some of the 19th century record systems in which record items have been "top-numbered"; i.e. earlier related items were physically attached to, and filed with, later items having a higher number.) When you use the control records, you will still need to consult the Item Lists to obtain an item number for your call slip.

To locate the Item List you want, you will need to know a record series number.

SAMPLE INVENTORY OF SERIES

VA 612 1909- 1977

Mines Department [also known as Department of Mines and Mining Department]**Establishment and Functions**

In 1909 the Mines Department (also known as the Department of Mines and The Mining Department) inherited responsibility for the administration of mining from the Department of Mines and Water Supply (VA 2720).

The major responsibilities of the Department were:.....etc.

Historic Record Groups:

Forests	1909 - 1918	VRG 41
Mines	1909 - 1977	VRG 30

Previous Agency(ies):

Department of Mines and Water Supply 1895 - 1909	VA 2720
1909: Geological Survey	

Department of Mines and Water Supply 1895 - 1909	VA 2720
1909: Mining & Extractive Industries	

Department of the Treasurer 1851 - 1982	VA 865
(Also known as Treasury and Treasurer's Office)	

1938: Issue of Goldbuyers Licenses

Chief Secretary's Department 1855 - 1979	VA 475
1965: Explosives	

Subsequent Agency(ies):

Department of Labour and Industry 1954 - 1985	VA 1027
1922: Inspection of Boilers	

Department of Minerals and Energy 1977 - 1985	VA 611
1977: Geological Survey	

SERIES:

Register of Commonwealth - State Grants	VPRS 6777
---	-----------

(1935- 1940) 1935-? 1940	1 Volume Open	LAV
---------------------------	---------------	-----

Ledger Cards	VPRS 6779
--------------	-----------

(1951- 1981) ? 1951-? 1981	23 Boxes Open	LAV
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Minute Books of the Miners Accident Relief Board	VPRS 6778
--	-----------

(1930- 1953) ? 1930-? 1953	3 Volumes Open	LAV
-----------------------------	----------------	-----

Record Series

Items are kept in **record series**. A series may consist of one item or many thousands of items. Unless you already know the series you want, you will need to identify the series before you can begin. Series are identified by number (e.g. VPRS 1024). Each series is described in a series registration which tells you which agency created the records, when they were created, what system of arrangement was used, and what other series are related (e.g. previous, subsequent, etc). Once you have identified a series which contains information you are seeking, you can use the registration data to lead on to other series which might be of interest and to locate other series produced by the same creating agency which might have relevance to your research.

To locate the series you want in the *Summary Guide*, you will need to scan an Inventory of Series. These inventories make up a large part of the *Guide* and will be the first point of reference for many users. For example, records of the Mines Department (1909-1977) are listed in the Inventory of Series in the *Guide* under the heading for Mines. In addition to listing the series, the Inventory gives a brief administrative history of the department and shows other departments and agencies to which the Mines Department handed over some of its functions and from which it inherited functions during the period in which the department operated.

You may not find all the Mines Department records listed in the Inventory of Series. This is because

- (1) not all of the records have yet been transferred to the PRO;
- (2) some records have been lost or destroyed; or
- (3) some Mines Department records at the PRO have yet to be listed in the *Summary Guide*.

Series held by PRO which have yet to be listed in the *Summary Guide* can be found in the PRO's *List of Holdings* (1985) - see note below (p. 11) on the relationship between the *Guide* and the *List*.

See page 6 for sample entry for Inventory of Series

Consignments

Series are transferred into the PRO progressively. Each transfer or **consignment** is separately identified. Public users will not normally need to know what consignments make up each series, what numbers are used, or how many there are - though occasionally the accession details may be relevant for research. Access decisions (whether the records are open for public inspection or closed) are made at the consignment level. You may find, therefore, that some consignments within a series are not available for research. Often you will find that there are separate Item Lists (see above) for each Consignment.

Agencies

Information about series is arranged in the Inventory of Series in agency (VA) number order. To locate the Inventory you want, you will need to know the number of the **agency** which created the records. Information about agencies is described, just like the series, in a registration which tells you something about the agency and its relationships with other agencies including the record group(s) to which it belongs or belonged.

Part of the description of each agency is reproduced in the *Summary Guide*. Once you know which agency is likely to have produced records relevant to your research, it is a relatively simple matter to go to the *Summary Guide*, scan the inventory of series for that agency, and select series with titles which you judge likely to contain information of the kind you are seeking.

If you know the name of the agency you are interested in, you can go straight to the Agency Index to find the agency number. If you don't know the agency name, you will need to do some research to find out which agency is most likely to have produced records about the subject you are researching before you can start looking for the records. You may need to go to the sources of administrative history (see Part IV below).

To help locate the agency you want in the *Summary Guide*, you can scan an Inventory of Agencies for a Record Group. For example, agencies in the Chief Secretary's Record Group (1855-1979) are listed in 1 Inventory of Agencies under the heading for Chief Secretary (see page 8 for example Inventory of Agencies). In addition to listing the agencies, the Inventory gives a brief administrative history of the Record

SAMPLE INVENTORY OF AGENCIES

CHIEF SECRETARY**1855 - 1979****VRG 26****Scope of the Group**

The *Victorian Constitution Act 1855* (18 and 19 Vic.,c.55) provided the formal basis for responsible government in the new self-governing Colony of Victoria. It was proclaimed on 23 November 1855. A number of these diverse functions were gradually formed into separate ministerial portfolios, for example mining from 1860 (VRG 30 Mines), agriculture from 1872 (VRG 34 Agriculture), education from 1873 (VRG 35 Education), and public health from 1890 (VRG 39 Health).

Previous Group:

Colonial Secretary 1851 - 1855 VRG 16

1855: Births, Deaths and Marriages Registration

Colonial Secretary 1851 - 1855 VRG 16

1855: Care and Control of Lunatics

Colonial Secretary 1851 - 1855 VRG16

1855: Census and Statistics

Subsequent Group:

Lands 1855 - 1983 VRG 16

1855 : Guardian of Aborigines

Treasurer 1851 - ct VRG 23

1858: Defence

Mines 1860 - 1977 VRG 30

1860: Geological Survey

Agencies:

: Chief Secretary's Department

1855 - 1979 PRO VA 475

: Victoria Police

(including Office of the Chief Commissioner of Police)

1853 - ct PRO VA 724

: Hospitals for the Insane Branch

1867 - 1905 PRO VA 2863

Group and shows other Groups to which the Chief Secretary's Group handed over some of its functions and from which it inherited functions during the period in which the Group operated. Note : A department of state (VA) often gives its name to the Record Group (VRG) of which it is part. The Group will include many other agencies, in addition to the department, for which the relevant minister was responsible.

You may not find all agencies which were part of the Chief Secretary's Group in the Inventory of Agencies. This is because

- (1) not all of the agencies have records deposited in the PRO;
- (2) the records of some agencies have been completely lost or destroyed; or
- (3) some agencies in the Chief Secretary's Group which do have records deposited in the PRO have yet to be listed in the *Summary Guide*.

Agencies in the Chief Secretary's Group which have yet to be listed in the *Summary Guide* can be found in the PRO's *List of Holdings* (1985) - see note below (p. 7) on the relationship between the *Guide* and the *List*.

Record Groups

The **record groups**, about 100 in all, describe the administration of Victoria since the beginning of official settlement in 1836. Most are based on ministerial portfolios (e.g. Treasury; Attorney-General; Agriculture; Premier), some are based on sectors of government activity (e.g. Municipalities; Courts), others are made up of like functions (e.g. Educational Institutions: for schools, colleges, and universities). Each record group is numbered - just like the series and agencies - and information about the history and function of each group as well as its relationships with other groups may be found in the *Summary Guide*. The *Guide* contains the inventory of agencies for each group as well as an index to the names of agencies.

The Record Groups are based on administrative arrangements; their titles reflect the actual divisions of ministerial responsibilities or, in the case of non-ministerial groups, convenient groupings of functions made by the PRO. The Group titles do not, in themselves, reflect actual holdings or the complete subject nature of records in the Groups; nor should you assume that a Group whose title contains the subject term you are interested in will be the only place to look. For some Groups, e.g. ARMED FORCES, little remains at the PRO, but relevant records (relating to defences, etc.) may be found, for example, among the records of the TREASURER, who was administratively responsible for defence for much of the period prior to 1883 and in CHIEF SECRETARY thereafter. In some cases, records relating to a function will exist prior to the commencement date of a Group which deals specifically with that function - e.g. early railway records prior to RAILWAYS AND ROADS (1860-1880) are in PUBLIC WORKS.

How to Start

As a first step, unless you know already which agency you are looking for (in which case you should go straight to the Agency Index in the *Summary Guide*), you can use this *Digest* to narrow down the field of your research by identifying the group(s) most likely to include agencies whose records will be relevant to your particular research topic. We have listed our groups **numerically** (by group number order), **chronologically** (arranged under a brief outline history of the administrative arrangements of which Victoria has been part) and **alphabetically**.

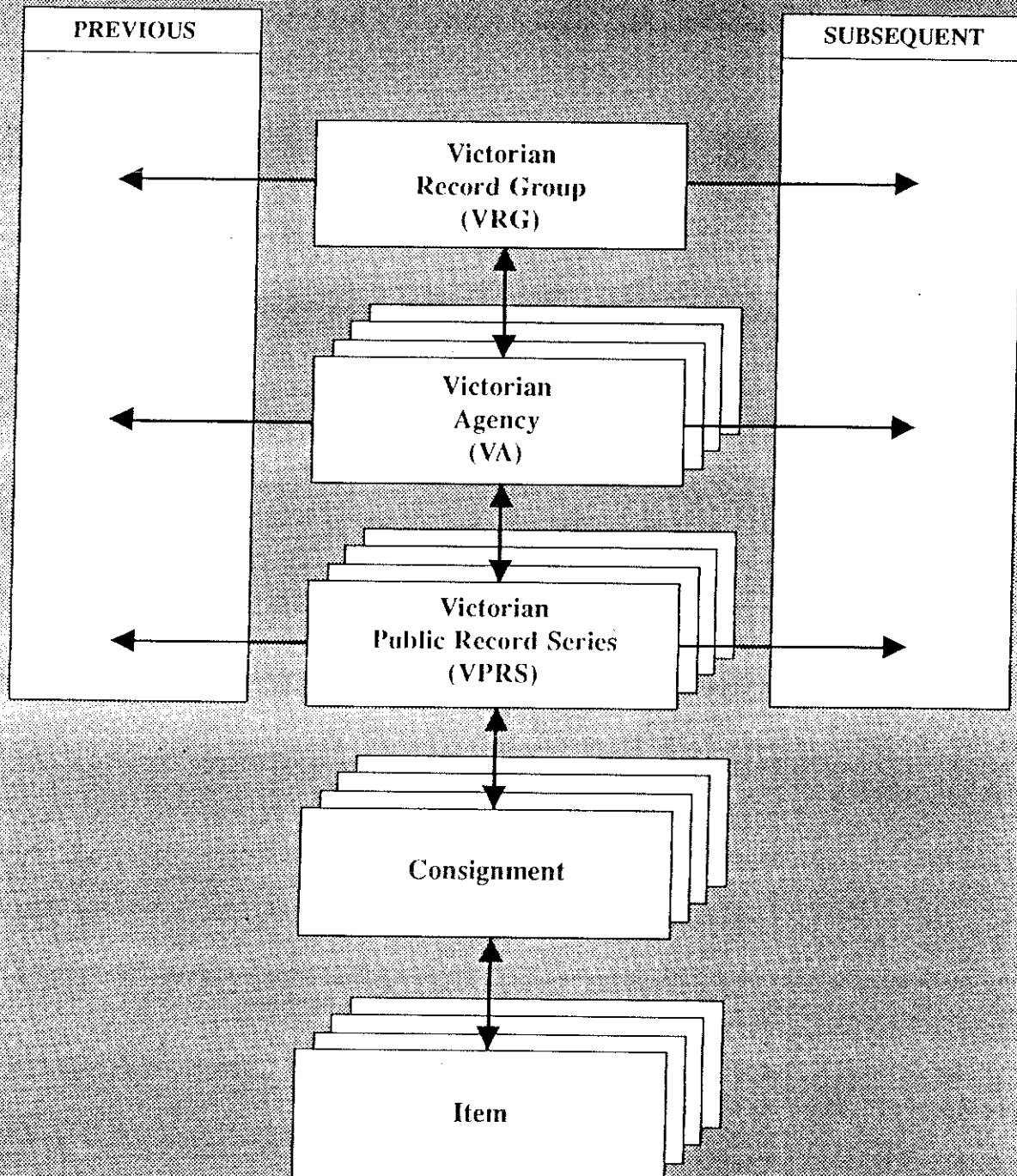
Only the name, dates, and number of each group will be found in the lists; a fuller description of each group can be found at the commencement of the Inventory of Agencies for each Group in the *Summary Guide*. The alphabetical inventory (index) in this *Digest* is being progressively supplemented by selective functional indexes based on contemporary administrative history sources which can be used to assist with a broad subject/function entry into the system.

Note : Relationship of Summary Guide to List of Holdings (1985)

Already much of the information in the 1985 *List of Holdings* is duplicated in the *Summary Guide*. The *Guide* will eventually supersede the *List of Holdings*.

While some of the **Groups** identified in the *Summary Guide* correspond to chapter/section headings in the *List*, many others do not. To assist in linking the two systems, we have cross-referenced from

SOME RELATIONSHIPS IN THE PRO RECORD CONTROL SYSTEM



Groups in the *Summary Guide* back to the chapters/sections in the *List*. The *Guide* can therefore be used as a way back into the *List* until the contents of the 1985 publication are fully incorporated into the *Summary Guide*.

Example

In the *List of Holdings*, the Superintendent of Port Phillip District 1839-1851 (VA 473) is found in section 3.16.3, under the main heading 3.16.0 for POLICE AND EMERGENCY SERVICES (1979-), which was the chief successor eventually to many of the functions of the Superintendent through the COLONIAL SECRETARY (1851-1855) and thence the CHIEF SECRETARY (1855-1978). To find the Superintendent's records described in the *List*, it was necessary to consult the Index which led to the entries in section 3.16.3. Other agencies of the 1839-1851 period, however, were described under different chapters of the *List* because the succession of functions was different. The Chief Surveyor (c.1837-1851), for example, was found in chapter 3.18.0 PROPERTY AND SERVICES which in 1985 was responsible for the Surveyor-General. The Lands Administration (c.1837-1855 : VA 476) was found in chapter 3.6.0 CONSERVATION, FORESTS AND LANDS (1983-).

In the *Summary Guide*, the Superintendent is listed, together with other agencies of the 1839-1851 period under VRG 11, SUPERINTENDENT, PORT PHILLIP DISTRICT (1839-1851). In the *Guide* this will be shown thus:

Superintendent, Port Phillip District	1839 - 1851	VRG 11
See also 3.6.0; 3.16.0; 3.18.0 in the <i>List of Holdings</i>		
<u>Agencies:</u>		
: Superintendent, Port Phillip District		
1839 - 1851	PRO	VA 473
: Surveyor General's Department, Port Phillip Branch		
(Also known as the Melbourne Survey Office)		
1836 - 1851	PRO	VA 943

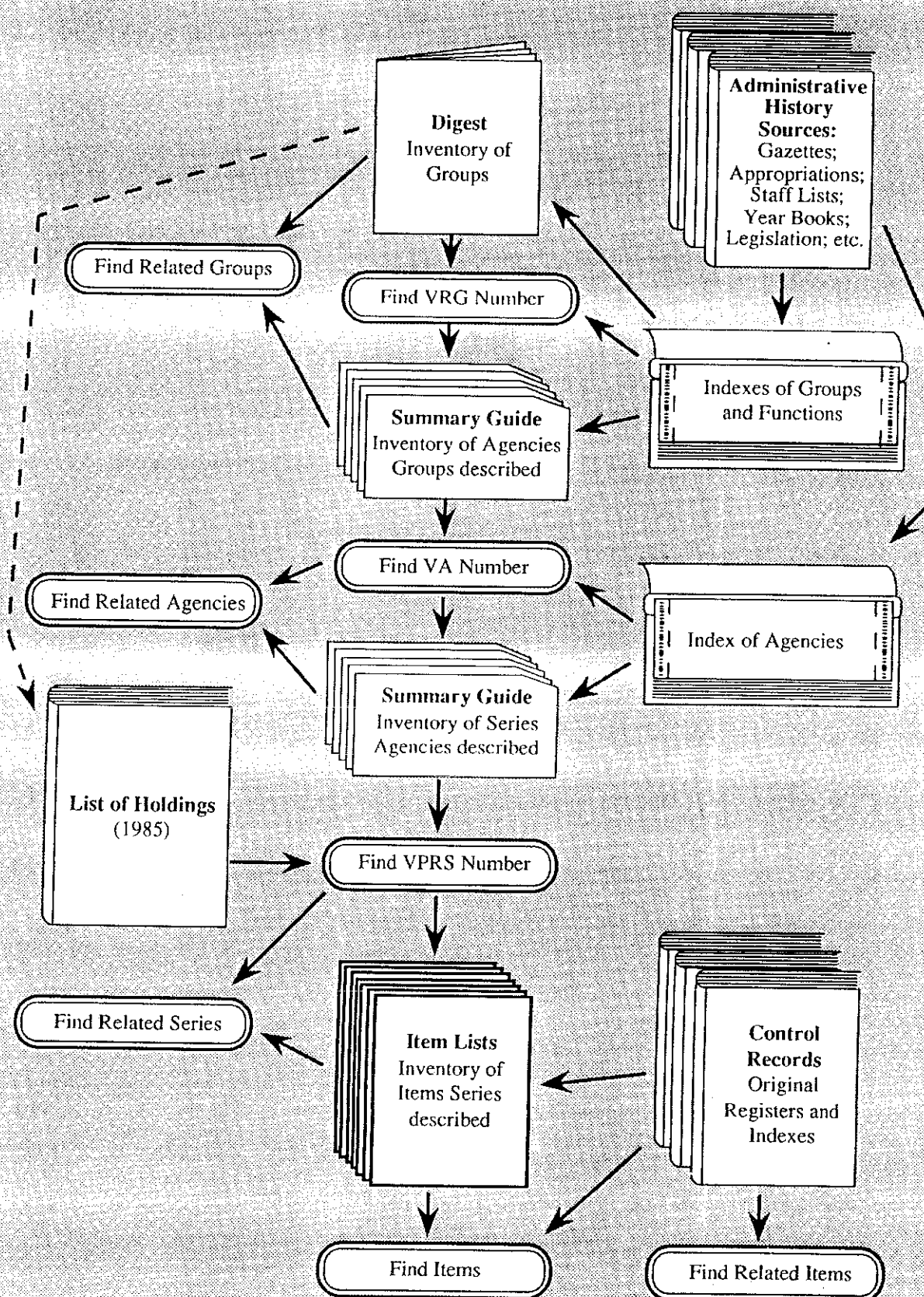
A Warning ! - and an invitation

While the PRO has tried to ensure the accuracy of information contained in the *Digest* and the *Summary Guide*, users will appreciate that the task of documenting the whole of government administration in Victoria since the beginning of European settlement is complex and difficult. We will be continuing to extend our knowledge and gradually improving the finding aids for many years. About many of the Groups, Agencies, and Series we still have much to learn. The finding aids represent our best attempt to place before users the best picture we can provide based on our current knowledge. Torn between the need to say something about everything and the desire to verify the information more thoroughly, we have had to make compromises with the result that some of the information is not as well verified as we would like. Users should bear this in mind when using the finding aids.

It will happen from time to time that our users will know more about particular Groups, Agencies, or Series than we do, or will learn more about them in the course of their research with us. We will be most grateful for any comments which will help us, and other users, by adding to the store of knowledge about the records and their administrative context.

If you wish to help us in this way, please set out your comments - preferably by reference to Group (VRG), Agency (VA) or Series (VPRS) number(s). These comments can be mailed to us or handed in at the search rooms. We will make every effort to follow them up and incorporate corrections/improvements in the finding aids.

How to use the PRO's finding aids



PART 1 - HOW TO USE THE PUBLIC RECORD OFFICE

The Public Record Office of Victoria (PRO) holds the archives of the Government of Victoria. This includes government departments, statutory authorities, courts, public schools & hospitals, universities & colleges, and local government. You can expect to find records from all of these institutions here.

Records are supposed to be transferred to the PRO not later than 85 years after their creation. You should, therefore, be able to find here all official records of that age or older which still survive. For various reasons, however, not all of them are in fact to be found here. Some have slipped out of official custody and may be in private hands or have found their way into non-official collections, and many more even of that great age have not yet been transferred. Moreover, the PRO holds many records which are less than 85 years old.

You should remember that not all records which are created are retained permanently as archives of the State. A good many are destroyed, with the authority of the PRO, after an assessment has been made of their likely research value.

Finally, not all records held by the PRO are available for public inspection. Some records are "closed" for a specified period of years to protect the privacy of individuals or for other reasons. Some closed records may be subject to the Freedom of Information (FOI) Act, in which case you could make a request to whichever agency deposited the records here (or, if it no longer exists, to its successor) for access under FOI.

Repositories and Search Rooms

The PRO has its main repository for records at Laverton where there is a search room for public use. A smaller repository and search room at Ballarat serves the Central Highlands. There is also a search room in the city of Melbourne which holds copies on microfilm of most frequently used records, such as shipping and immigration records.

For information about how to use the search rooms and the whereabouts, times of operation, and phone numbers of our search rooms, consult the sheet headed *"Services to the Public"*.

For information about how to use the finding aids, consult the booklet *"Archives Control Systems and Finding Aids"*.

For information about how to obtain copies, consult the sheet headed *"Copy Service"*.

For information about how to refer to records, consult the booklet *"Citation of Archival Material"*.

Note :

When using archival material it is important to understand the differences between records and other kinds of research material (such as may be found in libraries). Archives are not a collection; they were created to meet the administrative needs of government bodies and for various reasons that is how they continue to be arranged and organised by the archivists into whose care they come.

While we attempt to assist you, through our finding aids, to find records relevant to your research topic you cannot often expect any easy answer to the question "What records do you have on...?" The usual answer to such a question must be "Well, there may be records on that topic; but you will first have to identify which government agency(ies) might have been involved in that sort of activity and go through the finding aids to see what now exists and has been transferred."

If you have not used archives before, you should be aware that this process of research into the administrative background and the finding aids can often take as much (or more) time as you will ultimately spend actually looking at any records you find.

You should also remember that the scope and content of the archives are defined by the activities of the government agencies whose records we hold. If we have records on your topic of research it will be those which came into existence as a result of government activity into some related function. We do not collect research materials on those topics beyond those records produced by government agencies pursuing their ordinary business. If other research materials exist (published material, for example), you will need to go elsewhere (to a library or other collecting institution) to find them.

PART 2 - NUMERICAL INVENTORY OF RECORD GROUPS

(GROUP NUMBER ORDER)

Ref/Cit	Title/Description	Date(s)
VRG 1	: PORT PHILLIP PENAL ESTABLISHMENT	1803-1804
VRG 2	: WESTERN PORT ESTABLISHMENT	1826-1828
VRG 3	: ARMED FORCES	1836-1901
VRG 4	: COURTS	1836-
VRG 5	: CEMETERIES	1836-
VRG 6	: NOT OTHERWISE CLASSIFIED	1836-
VRG 7	: POLICE MAGISTRATE, PORT PHILLIP DISTRICT	1836-1839
VRG 8	: HEALTH AND WELFARE AGENCIES	1837-
VRG 9	: PRISONS AND YOUTH TRAINING CENTRES	1837-
VRG 10	: POLICE	1836-
VRG 11	: SUPERINTENDENT, PORT PHILLIP DISTRICT	1839-1851
VRG 12	: MUNICIPALITIES	1842-
VRG 13	: Cancelled	
VRG 14	: ROYAL COMMISSIONS AND BOARDS OF INQUIRY	1850-
VRG 15	: AUDITOR-GENERAL	1851-
VRG 16	: COLONIAL SECRETARY	1851-1855
VRG 17	: EXECUTIVE	1851-
VRG 18	: LANDS	1851-1983
VRG 19	: LAW	1851-
VRG 20	: PARLIAMENT	1851-
VRG 21	: POSTMASTER GENERAL	1851-1901
VRG 22	: TRADE AND CUSTOMS	1851-1901
VRG 23	: TREASURER	1851-
VRG 24	: EDUCATIONAL INSTITUTIONS	1836-
VRG 25	: MINING DISTRICTS	1852-1975
VRG 26	: CHIEF SECRETARY	1855-1979
VRG 27	: DISTRICT LAND OFFICES	1836-
VRG 28	: PUBLIC WORKS	1855-1987
VRG 29	: Cancelled	
VRG 30	: MINES	1860-1977
VRG 31	: Cancelled	
VRG 32	: RAILWAYS	1860-1934
VRG 33	: WATER AND SEWERAGE AUTHORITIES	1859-
VRG 34	: AGRICULTURE	1872-1985
VRG 35	: EDUCATION	1873-
VRG 36	: WATER SUPPLY	1880-1984
VRG 37	: Cancelled	
VRG 38	: DEFENCE	1883-1901
VRG 39	: HEALTH	1890-
VRG 40	: Cancelled	
VRG 41	: FORESTS	1899-1983
VRG 42	: LABOUR AND INDUSTRY	1900-1985
VRG 43	: Cancelled	
VRG 44	: IMMIGRATION I	1923-1943
VRG 45	: Cancelled	
VRG 46	: MARKETS	1924-1932
VRG 47	: MINERALS AND ENERGY	1927-1985
VRG 48	: Cancelled	

Ref/Cit	Title/Description	Date(s)
VRG 49	: TRANSPORT	1934-
VRG 50	: PREMIER	1936-
VRG 51	: STATE DEVELOPMENT AND DECENTRALISATION	1943-1978
VRG 52	: Cancelled	
VRG 53	: HOUSING	1945-1987
VRG 54	: Cancelled	
VRG 55	: CONSERVATION	1949-1983
VRG 56	: PRICES	1950-1955
VRG 57	: LOCAL GOVERNMENT	1958-
VRG 58	: ABORIGINAL AFFAIRS	1967-1975
VRG 59	: TOURISM I	1970-1978
VRG 60	: COMMUNITY WELFARE SERVICES	1970-1985
VRG 61	: ARTS	1972-
VRG 62	: Cancelled	
VRG 63	: CONSUMER AFFAIRS	1973-
VRG 64	: OMBUDSMAN	1973-
VRG 65	: PLANNING	1973-1983
VRG 66	: YOUTH, SPORT AND RECREATION	1972-1985
VRG 67	: Cancelled	
VRG 68	: IMMIGRATION AND ETHNIC AFFAIRS	1976-1983
VRG 69	: PROPERTY AND SERVICES	1978-
VRG 70	: STATE DEVELOPMENT, DECENTRALISATION AND TOURISM	1978-1981
VRG 71	: ECONOMIC DEVELOPMENT	1981-1983
VRG 72	: EMPLOYMENT AND TRAINING	1981-1985
VRG 73	: POLICE AND EMERGENCY SERVICES	1979-
VRG 74	: INDUSTRIAL AFFAIRS	1982-1985
VRG 75	: CONSERVATION, FORESTS AND LANDS	1983-1990
VRG 76	: ETHNIC AFFAIRS	1983-
VRG 77	: INDUSTRY, COMMERCE AND TECHNOLOGY	1983-1985
VRG 78	: PLANNING AND ENVIRONMENT	1983-1990
VRG 79	: AGRICULTURE AND RURAL AFFAIRS	1985-
VRG 80	: COMMUNITY SERVICES	1985-
VRG 81	: EMPLOYMENT AND INDUSTRIAL AFFAIRS	1985-1986
VRG 82	: INDUSTRY, TECHNOLOGY & RESOURCES	1985-1990
VRG 83	: SPORT AND RECREATION	1985-
VRG 84	: WATER RESOURCES	1984-1990
VRG 85	: Cancelled	
VRG 86	: LABOUR	1986-
VRG 87	: NOT OTHERWISE CLASSIFIED - COMMONWEALTH	1901-
VRG 88	: HOUSING AND CONSTRUCTION	1987-
VRG 89	: TOURISM II	1981-1982
VRG 90	: IMMIGRATION II	1950-1976
VRG 91	: TOURISM III	1987-
VRG 92	: MAJOR PROJECTS	1987-
VRG 93	: CORRECTIONS	1987-
VRG 94	: CONSERVATION AND ENVIRONMENT	1990-
VRG 95	: PLANNING AND URBAN GROWTH	1990-
VRG 96	: INDUSTRY AND ECONOMIC DEVELOPMENT	1990-

PART 3 - CLASSIFIED INVENTORY OF GROUPS (MINISTERIAL & NON-MINISTERIAL)

Title/Description	Date(s)	Ref/Cit
PART A : NON-MINISTERIAL GROUPS		
: PORT PHILLIP PENAL ESTABLISHMENT	1803-1804	VRG 1
: WESTERN PORT ESTABLISHMENT	1826-1828	VRG 2
: ARMED FORCES	1836-1901	VRG 3
: COURTS	1836-	VRG 4
: CEMETERIES	1836-	VRG 5
: NOT OTHERWISE CLASSIFIED	1836-	VRG 6
: POLICE MAGISTRATE, PORT PHILLIP DISTRICT	1836-1839	VRG 7
: HEALTH AND WELFARE AGENCIES	1837-	VRG 8
: PRISONS AND YOUTH TRAINING CENTRES	1837-	VRG 9
: POLICE	1836-	VRG 10
: SUPERINTENDENT, PORT PHILLIP DISTRICT	1839-1851	VRG 11
: MUNICIPALITIES	1842-	VRG 12
: ROYAL COMMISSIONS AND BOARDS OF INQUIRY	1850-	VRG 14
: AUDITOR-GENERAL	1851-	VRG 15
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: MINING DISTRICTS	1852-1975	VRG 25
: DISTRICT LAND OFFICES	1836-	VRG 27
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PART B : MINISTERIAL GROUPS		
: COLONIAL SECRETARY	1851-1855	VRG 16
: LANDS	1851-1983	VRG 18
: LAW	1851-	VRG 19
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: TRADE AND CUSTOMS	1851-1901	VRG 22
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: PUBLIC WORKS	1855-1987	VRG 28
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: AGRICULTURE	1872-1985	VRG 34
: EDUCATION	1873-	VRG 35
: WATER SUPPLY	1880-1984	VRG 36
: DEFENCE	1883-1901	VRG 38
: HEALTH	1890-	VRG 39
: FORESTS	1899-1983	VRG 41
: LABOUR AND INDUSTRY	1900-1985	VRG 42
: IMMIGRATION I	1923-1943	VRG 44
: MARKETS	1924-1932	VRG 46

Title/Description	Date(s)	Ref/Cit
: MINERALS AND ENERGY	1927-1985	VRG 47
: TRANSPORT	1934-	VRG 49
: PREMIER	1936-	VRG 50
: STATE DEVELOPMENT AND DECENTRALISATION	1943-1978	VRG 51
: HOUSING	1945-1987	VRG 53
: CONSERVATION	1949-1983	VRG 55
: PRICES	1950-1955	VRG 56
: IMMIGRATION II	1950-1976	VRG 90
: LOCAL GOVERNMENT	1958-	VRG 57
: ABORIGINAL AFFAIRS	1967-1975	VRG 58
: TOURISM I	1970-1978	VRG 59
: COMMUNITY WELFARE SERVICES	1970-1985	VRG 60
: ARTS	1972-	VRG 61
: YOUTH, SPORT AND RECREATION	1972-1985	VRG 66
: CONSUMER AFFAIRS	1973-	VRG 63
: PLANNING	1973-1983	VRG 65
: IMMIGRATION AND ETHNIC AFFAIRS	1976-1983	VRG 68
: PROPERTY AND SERVICES	1978-	VRG 69
: STATE DEVELOPMENT, DECENTRALISATION AND TOURISM	1978-1981	VRG 70
: POLICE AND EMERGENCY SERVICES	1979-	VRG 73
: TOURISM II	1981-1982	VRG 89
: ECONOMIC DEVELOPMENT	1981-1983	VRG 71
: EMPLOYMENT AND TRAINING	1981-1985	VRG 72
: INDUSTRIAL AFFAIRS	1982-1985	VRG 74
: CONSERVATION, FORESTS AND LANDS	1983-1990	VRG 75
: ETHNIC AFFAIRS	1983-	VRG 76
: INDUSTRY, COMMERCE AND TECHNOLOGY	1983-1985	VRG 77
: PLANNING AND ENVIRONMENT	1983-1990	VRG 78
: AGRICULTURE AND RURAL AFFAIRS	1985-	VRG 79
: COMMUNITY SERVICES	1985-	VRG 80
: EMPLOYMENT AND INDUSTRIAL AFFAIRS	1985-1986	VRG 81
: INDUSTRY, TECHNOLOGY & RESOURCES	1985-1990	VRG 82
: SPORT AND RECREATION	1985-	VRG 83
: WATER RESOURCES	1984-1990	VRG 84
: LABOUR	1986-	VRG 86
: HOUSING AND CONSTRUCTION	1987-	VRG 88
: TOURISM III	1987-	VRG 91
: MAJOR PROJECTS	1987-	VRG 92
: CORRECTIONS	1987-	VRG 93
: CONSERVATION AND ENVIRONMENT	1990-	VRG 94
: PLANNING AND URBAN GROWTH	1990-	VRG 95
: INDUSTRY AND ECONOMIC DEVELOPMENT	1990-	VRG 96

PART 4 - CHRONOLOGICAL INVENTORY OF RECORD GROUPS

(including selected references to other archives)

This list displays the Groups in chronological order under headings for the successive stages of constitutional and administrative development. In addition, the inventory describes briefly the connection with the administrations of Great Britain, New South Wales, and the Commonwealth of Australia with particular emphasis on that part of their administration of special relevance to Victoria.

INTRODUCTION

European settlement in Australia was undertaken by the British soon after Cook's discovery of the eastern coastline in 1770. From Britain, Australia has inherited most of its forms of government, law and administration. Settlement began in 1788 with the foundation of the Penal Colony of New South Wales under Captain Arthur Phillip. New South Wales then included the eastern half of the continent and "adjacent" Pacific islands.

New colonies were formed during the nineteenth century: Van Diemen's Land (later Tasmania) in 1825, Western Australia in 1829, South Australia in 1836, New Zealand in 1840, Victoria in 1851, and Queensland in 1859.

A measure of locally responsible government was first granted in 1823 to New South Wales. Self-government on the model developed in Canada following the Durham Report was progressively introduced after 1855.

South eastern New Guinea was annexed to the Western Pacific High Commission in 1884 and jointly administered by Britain and the Colonies of Queensland, New South Wales and Victoria - Queensland supervising its day to day affairs - until 1906 when the Commonwealth assumed responsibility. In 1975, Papua New Guinea became an independent nation.

In 1901, the five mainland colonies federated with Tasmania to form the Commonwealth of Australia. The Commonwealth enjoyed Dominion status within the British Empire (British Commonwealth after 1930). By the Statute of Westminster (1931), adopted by Australia in 1942, Britain renounced Imperial Parliamentary supremacy (with some exceptions) over self-governing countries within the British Commonwealth. Residual imperial powers were further reduced by agreement between the States, the Commonwealth and the United Kingdom in 1986 embodied in the Australia Acts.

GREAT BRITAIN

(1707-)

Under this heading, we describe in very broad terms the constitutional development of the British Empire and the development of colonial administration. The official records of Britain contain much information pertaining to Victoria - first when it was administered as part of New South Wales (to 1851) and subsequently when it was administered directly from London. After federation (1901), the relationship with the imperial power, already much diminished with the development of self-government in the Australian colonies, was varied by the establishment of the Commonwealth of Australia. Reference is made here to selected record groups held at the Public Record Office in London and described in the Mander-Jones Guide and elsewhere (see Sources of Administrative History) which are of special relevance to the administrative development of Victoria. It should in no way be taken as an exhaustive or comprehensive guide to the British records.

KINGDOM OF GREAT BRITAIN (1707-1801)

UNITED KINGDOM OF GREAT BRITAIN AND IRELAND (1801-1922)

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (1922-)

Great Britain was formed by the union of the Kingdoms of England and Scotland. Already, by the time of union, English colonies had been settled abroad - principally in America. Settled colonies, such as those in Australia, had a system of law, government and administration modelled on that of Britain [cf colonies which were conquered/ceded in which laws and institutions inherited from the displaced power might be retained]. Prior to the formation of representative institutions in the 1820's, however, the role and powers of the Governor of New South Wales were unusually broad. Most of the Australian colonies followed a pattern of constitutional/ administrative development similar to that of N.S.W. All except South Australia began as an outpost (settlement, district, etc) of the mother colony. With separation and the establishment of representative institutions (and depending on when this occurred), administration on the Crown Colony or Self-Governing Colony model was established. In 1901, each of the self-governing colonies became States within the Commonwealth.

Victoria was administered first as part of N.S.W. For a description of the Crown Colony administration in which Victoria's official institutions first developed see the 1841 Report of Governor Gipps quoted

GREAT BRITAIN cont'd

(1707-)

below under New South Wales. After separation in 1851, Victoria was administered directly from London first as a separate Crown Colony (to 1855) then as a Self-Governing Colony (1855 to 1901).

In 1901, the federating colonies became States by virtue of "...the Commonwealth Constitution, notably covering clauses III and IV with VI, [which] brought into being three entities : the Federation, the Commonwealth and the States. The Colonies ceased. In that instant there were no State Constitutions...'As States, they [the Colonies-now-States] owe their existence to the [Commonwealth] Constitution which, by ss 106 and 107, provides their constitutions and powers referentially to the constitutions and powers which the former colonies enjoyed' and the Commonwealth Constitution is 'the authority' for a State Constitution". P.H. Lane *Lane's commentary on the Australian Constitution*. Sydney, Law Book, 1986. pp.565-566.

The administrative relationship between the States, the Commonwealth, and the United Kingdom became a matter for legal interpretation and developing constitutional practice. The earliest view of these relationships was well summarised in 1924 : "...The federation of the Commonwealth was undertaken rather in recognition of the advantages of common action in external matters and in such questions as the tariff than for any pressing need of unity, which should leave to the Colonies, which became States, as much power as possible. The connection between the Imperial Crown and the States thus remains unbroken : the Governors are appointed by the Imperial Government, and they are in no sense subordinates of the Governor-General; they do not correspond with the Imperial Government through him, though normally they keep him supplied with copies of their despatches. The legislation of the States cannot be disallowed by the Commonwealth, and the powers of the States in all matters remain unaltered as before federation, save in so far as the constitution of 1900 grants exclusive powers to the Commonwealth...The Commonwealth...may also legislate for...external affairs, but it seems dubious if this power is sufficient to enable the Commonwealth to invade the spheres of the States even in order to carry out treaty obligations...[this view has been modified by subsequent High Court decisions]...By the provision of equal representation in the Senate for each State, regardless of size, there is a more formal recognition of State equality than in Canada...The States retain power of constitutional alteration, but their position is much less secure than that of the provinces [of Canada], for the Commonwealth constitution itself may be altered, by laws passed by the Commonwealth Parliament by an absolute majority and approved at a referendum by a majority of voters and a majority of States..." A. Berriedale Keith *The Constitution Administration and Laws of the Empire* London, Collins, 1924. pp.228-230.

The position of the Commonwealth vis a vis the United Kingdom was clarified by the Statute of Westminster 1932 (U.K.) which was adopted by Australia in 1942 (with retrospective application to 1939) but was expressed not to apply to the Australian States. An agreement severing the remaining constitutional links with the United Kingdom was given effect by the Australia Acts 1986 (C'wealth and U.K.). These Acts were designed to :

- " 1. ...end...appeals from Australian courts of law to the Privy Council, making the High Court of Australia the final court of appeal for all Australian courts;
- " 2. ...end...the powers of the the United Kingdom Parliament and Government with respect to the States;
- " 3. [make] an end to United Kingdom legislation still restricting the legislative powers of the States." *Commonwealth Law Bulletin* (1986), vol.8, no.4, p.245.

In addition

- " 1. The...legislation will establish a new constitutional principle by allowing the Premiers to advise the Queen directly on the appointment and dismissal of Governors. The present anachronistic requirement for advice from United Kingdom Ministers will cease.
- " 2. Honours...are...not affected by the legislation...
- " 3. All other powers in respect of the State which are formally vested in the Queen will be exercised by the State Governor..." *Commonwealth Law Bulletin* (1986) op.cit

From the beginning of the 19th century, colonial administration was the responsibility of the Secretary of State for War and the Colonies. A separate Colonial Office developed in the 1820's, but the Secretary of State retained his "war" responsibilities until 1854. Self-governing parts of the Empire/Commonwealth eventually came under a separate department - the Dominions Office (1925), later the Commonwealth Office. All external relations are now dealt with by the Foreign and Commonwealth Office. Other agencies of the British government did, of course, deal with colonial affairs - e.g. Admiralty, Board of Trade, Treasury, and the War Office.

GREAT BRITAIN cont'd.

(1707-)

Sources of Administrative History

The Public Record Office in London has published a number of lists and guides to their holdings. Of particular relevance is R.B. Pugh, *The Records of the Colonial and Dominions Offices* (1967 : PRO Handbook No.3) a revised version of which, by Anne Thurston, is in preparation. A selective guide to Australian material in the official archives (and other repositories) is to be found in Phyllis Mander-Jones (ed) *Manuscripts in the British Isles relating to Australia, New Zealand, and the Pacific* (Canberra, 1972). The Commonwealth Archivists Association is publishing a series of guides to colonial and commonwealth materials in repositories in the British Isles - forthcoming publications will include detailed studies on Australia and New Zealand.

Much of the official material relating to Australia has been copied onto microfilm as part of the Australian Joint Copying Project (AJCP). A full set of the films is available at the State Library of Victoria. The films can be approached through the *AJCP Handbooks*

NEW SOUTH WALES

(1788-)

The government of Victoria begins with administration from New South Wales. This continued until separation in 1851.

PENAL COLONY OF NEW SOUTH WALES (1788-1823)**CROWN COLONY OF NEW SOUTH WALES (1823-1855)**

The earliest official establishments in Victoria (1803 - penal; 1826 - military; 1836 - police district) form part of the development of New South Wales. Much of the official record of the administration of what is now Victoria is, therefore, to be found in the archives of that State. With the separation of Victoria from New South Wales in 1851, the administrative connection between the two ceases.

In 1841, Governor Gipps outlined the constitutional and administrative arrangements in the colony in a despatch to London. It can be found in full in *Historical Records of Australia* (I/XXI), pp.507-511. It is quoted here to give a snapshot picture of the system of government within which Victoria's institutions began to develop:

REPORT ON THE GENERAL STATE OF THE COLONY**Constitution and form of Government.**

- " The Colony of New South Wales, not possessing a Representative Assembly, comes into the class of those which are called Crown Colonies, though, on account of its having, until lately, been a place of transportation for offenders from the United Kingdom, there are many peculiarities in its constitution and form of Government, as well as in the domestic condition of its inhabitants, not to be met with elsewhere.....
- " The power of Legislating for the wants of the Colony resides in the Governor and a Council of fourteen Members, all named by the Crown and removable at pleasure. Of these Members, seven are Officers of the Government, and the remainder gentlemen of the Colony.....
- " The Colony being one exclusively of British origin, the Laws of England are in force in it as far as they can be applied; and no Law, except British Law, exists in the Territory, or rather British Law modified in many cases by Local Enactments.

Executive Authority

- " The Chief Executive Authority resides in the Governor, who, in cases of difficulty, is aided by an Executive Council, which Council he is also obliged in a great number of mere formal acts to consult.
- " The Chief Officer and organ of the Government is the Colonial Secretary.

Administration of Justice

- " The Supreme Court of Sydney is composed of three Judges, and they exercise Jurisdiction in every branch of Law or Equity. One of the Judges (at present the Chief Justice) is specially appointed to hear, in the first instance, all suits in Equity; another, by an arrangement amongst themselves, generally takes all the Insolvent or Bankrupt cases; and the Chief Justice is, by special Commission, a Judge of Vice Admiralty.
- " Circuit Courts are held in three different places, namely, Bathurst, Berrima and Maitland; and, in the District of Port Phillip, there is a Resident Judge, who is of equal rank with the Puisne Judges of the Supreme Court, and exercises all the powers of that Court within his District.....

NEW SOUTH WALES cont'd.

(1788 -)

- " Quarter Sessions are established in Sydney, and in six different places in the Country [Bathurst; Maitland; Windsor; Campbell Town; Parramatta; Berrima]. The Chairman, though annually elected by the Magistrates, is a salaried officer of the Government.....
- " All Crimes throughout the Colony are prosecuted on the information of the Attorney General, though, in the Courts of Quarter Sessions, a power is lodged in an officer, called the Crown Prosecutor, to file informations in the Attorney General's name; and the same power, in respect to all Courts held within the District of Port Phillip, is held by another officer, called the Crown Prosecutor of that District.....
- " Courts of Request, in which sums to the amount of 10 [pounds] may be recovered, are established in Sydney and in the principal places of the Colony.
- " The Magistrates of the Colony, whether acting singly or in Petty Sessions, have, in respect to the Population in general, the same powers as in England; and an additional jurisdiction over Convicts.....
- " Besides the ordinary or unpaid Magistrates, there are also numerous stipendiary Justices called Police Magistrates, who act in their respective Districts as the Agents of Government.
- " In the unsettled parts of the Colony, or in the Districts beyond what are called the Boundaries of Location, these Stipendiary Magistrates are called Crown Commissioners, or more properly Commissioners of Crown Lands, and their chief duties are to exercise a control over the very numerous grazing establishments, which have been formed in these Districts under Licences from the Government, and to prevent collisions between the men in charge of such Establishments and the Aborigines of the Country. These Commissioners also collect the fees payable on the Government Licences, as well as a small assessment on Cattle and Sheep.....

Departments of Government

- " The Chief Departments of Government are those of the Colonial Secretary, Treasurer, Auditor and Surveyor General, all of which are under the immediate control of the Governor.
- " The Customs Department is also a principal one, but is not so immediately or entirely under the Governor's control.
- " The other Departments of Government are those of Public Works, Post Office, Port or Harbour Master, Storekeeper, Government Printing Establishment, etc.....
- " The Convict Department is not, strictly speaking, a Colonial one; for, though entirely under the control of the Government, the expence of it is defrayed by the British Treasury.
- " Police and Gaols of the Colony were formerly considered branches of the Convict Establishment; but since 1834, the whole expence of their maintenance has been thrown upon the Local Government.

Education

- " No system of general Education for the poorer classes has been established, the attempt made to introduce the Irish, and subsequently the British and Foreign system, not having proved successful. At present the Public Schools are for the most part under the management of the Clergy of different denominations, assistance being rendered by the Government equally to all.
- " The orphan Schools, at which about 350 children are supported, are the only ones under the entire control of the Government.

Immigration

- " Since the discontinuance of transportation, a very rapid Immigration into the Colony has been carried on from the United Kingdom. The produce of the sale of wild lands is appropriated to this purpose, after deducting the expences of their Survey and Sale, and of expences incurred on account of the Aborigines, the original possessors of the lands. The number of immigrants introduced at the cost of the Colony in the year 1840 was 6,697, and the expences incurred on their account 110,929 [pounds] 11s. 5d.....

Finances and Taxation

- " The population of the Colony during the year 1840 did not much exceed (if it at all exceeded) 120,000 Souls; and the gross revenue, including that derived from the sale of Crown Lands was 651,487 [pounds] 1s. 4d. Exclusive of the sale of land it was 335,048 [pounds] 9s.
- " The possession of this large revenue undoubtedly makes the Government strong; but, on the other hand, it causes every person to look to the Government for everything, and consequently

NEW SOUTH WALES cont'd.

(1788 -)

- " no species of district or municipal administration by Local Authorities, possessing Local funds, has yet been established.
- " The demands on the Government, however, have of late become so enormous for Public Works, Roads, Buildings, Churches, Schools, etc., and especially for the maintenance of the Police and Gaols of the Colony, that the Revenue, large as it undoubtedly is, has proved unequal to the expenditure, and new means must therefore be resorted to in order to provide for the wants of different districts out of other funds.
- " Two very important Acts were brought forward in the last Session of the Local Legislature for this purpose, but they have not yet passed into Laws; One of them was for the creation of Municipal Corporations, the other for making provision, by means of Local Assessment, for the maintenance of the Highways, Public Buildings, Police, Gaols, etc., of every District.

Government House, Sydney, 14th Sept., 1841

GEO. GIPPS."

Pre separation administration in Victoria was supervised from Sydney. Accordingly, it is necessary to refer, in many cases, to the N.S.W. records for the full story in the pre-separation period on important matters such as lands and public works.

The records of the N.S.W. COLONIAL SECRETARY are of vital importance for the pre-separation period. Some records of the 1826 settlement can now be found under the Record Group ESTABLISHMENTS (MILITARY, PENAL AND AGRICULTURAL) in the N.S.W. Archives Authority's Concise Guide. Other important areas for research include:

Attorney general	Governor	Ordnance and Colonial Storekeeper
Auditor-general	Harbour department	Postmaster General
Colonial architect	Hospitals	Supreme Court and General Sessions
Colonial [royal] engineer	Immigration department	Surveyor general
Commissariat	Lands department	Treasury
Customs Department	Mounted Police	Vice Admiralty Court

For a description of N.S.W. records inherited by Victoria see below: VICTORIA (Port Phillip District).

For a description of N.S.W. records (including records of/relating to Victoria) inherited by the Commonwealth see below: COMMONWEALTH (CO 2).

Sources of Administrative History

The New South Wales State archives are described in a variety of guides and finding aids produced by the Archives Authority of New South Wales. The only complete list of holdings is the Concise Guide to the State Archives of New South Wales, originally published in 1970 and updated by later Supplements. In the Concise Guide, records are arranged by Government agency; and series titles, dates, location numbers and (in many instances) descriptions of the records are given.

In addition to the Concise Guide and Supplements, the Archives Office of New South Wales has produced numerous finding aids, including inventories which list the complete records or select groups of records of particular Government agencies; subject guides which relate to particular kinds of records regardless of the creating agency; and, indexes to individuals, subjects and localities. The are of chief interest to those researching Victorian history, particularly in the pre-separation period:

Colonial Secretary : Correspondence records

Guide to records relating to the Occupation of Crown Lands

Guide to Convict records in the Archives Office of New South Wales

Guide to Shipping and Free Passenger records

Index to Assisted Immigrants arriving Port Phillip, 1839-1851.

The Archives Authority's publication programme also includes the *Genealogical Research Kit*, published in four stages, which comprises microform copies of shipping, immigration, convict, land and other frequently used records, such as the Returns of the Colony ("Blue Books"). A full Kit is available

NEW SOUTH WALES cont'd.

(1788 -)

at the State Library of Victoria and the University of Melbourne and parts of the *Kit* are held at a number of other locations within the State.

In addition to the *Genealogical Research Kit*, the Authority has published the early Colonial Secretary's Papers, 1788-1825, on microform, and a printed index to the Papers. These documents constitute the largest and most extensive collection of public records relating to the formative years of settlement in New South Wales. The records reflect all aspects of colonial life - administration by the civil and military authorities, the granting and settlement of land, the operation of the convict system, the exploration of the coast and the interior, interaction with the Aboriginal population, and the commercial and maritime development of the Colony.

Sources for the administrative history of New South Wales are similar to those for Victoria. For the early period, the most important of these are the Returns of the Colony (known as the "Blue Books"). They are included in Stage I of the *Genealogical Research Kit*. The Blue Books comprise sets of statistical returns of the Colony of New South Wales and of areas under its jurisdiction compiled annually from 1822 to 1857 by the Colonial Secretary for transmission to the Secretary of State for the Colonies in London. In the Blue Books from 1837 to 1850 the returns either include Port Phillip information or there is a separate return for the District under various statistical headings.

VICTORIA

(1803-)

After two early attempts at settlement were abandoned, the Port Phillip District was established as part of the Colony of New South Wales.

Until separation from New South Wales, many government offices dealt directly with or referred matters to their parent offices in Sydney. Official records of the pre-separation period can, therefore, be found today duplicated in the archives of New South Wales (some of which have, in turn, been inherited by the Commonwealth), and in some cases these N.S.W. records and some dispersed estrays are the only extant archives.

The Crown Colony of Victoria (established 1851) became self-governing in 1856 and was succeeded by the State of Victoria when the Australian colonies federated in 1901.

At federation, many records relating to functions assumed by the Commonwealth were passed to that administration. For some years afterwards, Melbourne was the seat of Commonwealth government and this process was probably more complete in Victoria than elsewhere. From the 1920's on, Commonwealth agencies were moved progressively to the new capital in Canberra. As a result of these moves, some inherited records of the 19th century Victorian government can now be found at either the Victorian or the Canberra branch of the Australian Archives. On the other hand, the process of separation was not perfectly completed in 1901. Some functions did not pass immediately over to the new administration and remained in State hands for many years. Moreover, some records pertaining to Commonwealth functions after 1901 remain in Victorian custody. These can be found described under VRG 87.

PORT PHILLIP PENAL SETTLEMENT (1803-1804)

Administered by Penal Colony of New South Wales (1788-1823).

An expedition under the command of Lieutenant-Colonel David Collins arrived in Port Phillip Bay in October 1803. Nearly 400 persons, including 299 male convicts, had been brought in the vessels

"*Calcutta*" and "*Ocean*". Collins established his small settlement on the Nepean (later Mornington) Peninsula near present day Sorrento.

The settlement did not prosper. Governor King authorised the abandonment of the settlement less than four months after its establishment. Collins and his party departed on 30 January to join the new settlement in Van Diemen's Land (Tasmania).

Title/Description	Date(s)	Ref/Cit
: PORT PHILLIP PENAL SETTLEMENT	1803-1804	VRG 1

* Sources of information about the Settlement are described in a report by P.J.F. Coutts *Victoria's First Official Settlement* (Victorian Archaeological Survey, 1981). See also M. Tipping *Convicts Unbound* (Melb., 1988) and John J. Shillinglaw *Historical Records of Port Phillip: The First Annals of the Colony of Victoria* Edited by C.E. Sayers (Melb., 1972).

WESTERN PORT ESTABLISHMENT (1826-1828)

Administered by Crown Colony of New South Wales (1823-1856)

VICTORIA cont'd.

(1803-)

WESTERN PORT ESTABLISHMENT cont'd.

Fear of the French seems to have motivated the British Government to instruct Governor Darling to establish posts on the south and west coastlines of Australia. A party of forty, including twenty convicts, under Captain Wright and Lieutenant Burchell, on board the "Fly" and the "Dragon", arrived at Western Port in November 1826. The Establishment was military not penal in character and, once fears of the French subsided, it was abandoned in January 1828.

Extant records are to be found amongst the archives of New South Wales; microfilm copies of some are held amongst the Victorian archives.

Title/Description	Date(s)	Ref/Cit
: ESTABLISHMENTS (MILITARY, PENAL AND AGRICULTURAL) - original records	1818-1851	
: WESTERN PORT ESTABLISHMENT - microfilm copies from AON	1826-1828	VRG 2
* See also P.J.F. Coutts <i>Corinella : A Forgotten Episode in Victoria's History</i> (Records of the Victorian Archaeological Survey; No. 15 May, 1983) for references to other official records at AON and elsewhere.		

PORT PHILLIP DISTRICT (1836-1851)

Administered by Crown Colony of New South Wales (1823-1856).

Early exploration of south-eastern Australia revealed the pastoral potential of what is now Victoria. Sealers and whalers established early depots along the coast. They were joined in the mid 1830's by many pastoralists, including Henty and Batman, and other mercantile pioneers such as Fawkner. Batman was forward in establishing the Port Phillip Association (see records in the State Library of Victoria and the Mitchell Library) to urge the New South Wales and British governments to establish an official settlement.

When Governor Bourke sent a police magistrate to Port Phillip in June 1836, there were found to be nearly 200 Europeans there. Captain William Lonsdale, as well as acting as police magistrate for the District, had "the general superintendence in the new settlement of all such matters as require the immediate exercise of the authority of the government". Lonsdale's party arrived in September 1836 on board the "Rattlesnake" and from this time forward Victoria has had continuous local administration.

Lonsdale's successor, C.J. La Trobe, at first Superintendent, then Lieutenant-Governor and Governor after separation in 1851, took charge in October 1839. From 1836 to 1839, Lonsdale and his officials took their instructions from Sydney, and the early history of Port Phillip is therefore to be found extensively recorded in the archives of New South Wales as well as those of Victoria. The system changed somewhat under La Trobe, to whom and through whom local matters were increasingly referred. For the latter part of the period, therefore, the Superintendent's records at the PRO provide a fuller record of the administration, but still need to be supplemented by the New South Wales archives.

Melbourne, so named by Governor Bourke in 1837, grew rapidly and was incorporated as a town in 1842. In that same year, the District was given representation, by an Act of the British Parliament, by 6 out of 24 elected members in the New South Wales Legislative Council. Rising discontent with the New South Wales administration induced the British government to pass an Act in 1850 separating Port Phillip from New South Wales and conferring a constitution on the new Crown Colony of Victoria.

Note: In the pre-separation period, all administrative functions are grouped by the PRO either under POLICE MAGISTRATE...(1836-1839) or SUPERINTENDENT...(1839-1851) unless the agency concerned clearly belongs to one of the categories of "Non-Ministerial" Groups alive in that period (e.g. COURTS; POLICE). That is to say, the actual structure of the N.S.W. administration, of which Port Phillip formed a part, is not reflected in the construction of the Groups used to describe the pre-separation period.

Title/Description	Date(s)	Ref/Cit
: POLICE MAGISTRATE, PORT PHILLIP DISTRICT	1836-1839	VRG 7
: ARMED FORCES	1836-1901	VRG 3
: COURTS	1836-	VRG 4
: CEMETERIES	1836-	VRG 5
: NOT OTHERWISE CLASSIFIED	1836-	VRG 6
: HEALTH AND WELFARE AGENCIES	1836-	VRG 8
: POLICE	1836-	VRG 10
: EDUCATIONAL INSTITUTIONS	1836-	VRG 24
: DISTRICT LAND OFFICES	1836-	VRG 27

VICTORIA cont'd.

(1803-)

PORT PHILLIP DISTRICT cont'd.

Title/Description	Date(s)	Ref/Cit
: PRISONS AND YOUTH TRAINING CENTRES	1837-	VRG 9
: SUPERINTENDENT, PORT PHILLIP DISTRICT	1839-1851	VRG 11
: MUNICIPALITIES	1842-	VRG 12
: ROYAL COMMISSIONS AND BOARDS OF INQUIRY	1850-	VRG 14

* For Victorian records inherited by the Commonwealth see below: COMMONWEALTH (CO 2).

CROWN COLONY OF VICTORIA (1851-1855)

Administered by United Kingdom of Great Britain and Ireland (1801-1922)

The Crown Colony formally came into existence on 13 January, 1851. La Trobe was appointed first Lieutenant-Governor and was supported by a partially elected Legislative Council. The discovery of gold led to a rapid and significant increase in population and created unprecedented problems of administration, not least the agitation arising from gold mining licence fees which culminated in an outbreak of violence at Ballarat at the Eureka Stockade. Charles Hotham succeeded C.J. La Trobe as Lieutenant-Governor in June 1854 and presided over the transition to self-government.

After separation, Victoria was in direct communication with the Imperial Government in London although on some matters reference was still made to the Governor of New South Wales who acted, for a short period, as "Governor-General" in Australasia.

Title/Description	Date(s)	Ref/Cit
: ARMED FORCES	1836-1901	VRG 3
: COURTS	1836-	VRG 4
: CEMETERIES	1836-	VRG 5
: NOT OTHERWISE CLASSIFIED	1836-	VRG 6
: POLICE	1836-	VRG 10
: EDUCATIONAL INSTITUTIONS	1836-	VRG 24
: DISTRICT LAND OFFICES	1836-	VRG 27
: HEALTH AND WELFARE AGENCIES	1837-	VRG 8
: PRISONS AND YOUTH TRAINING CENTRES	1837-	VRG 9
: MUNICIPALITIES	1842-	VRG 12
: ROYAL COMMISSIONS AND BOARDS OF INQUIRY	1850-	VRG 14
: PARLIAMENT	1851-	VRG 20
: EXECUTIVE	1851-	VRG 17
: COLONIAL SECRETARY	1851-1855	VRG 16
: LANDS	1851-1983	VRG18
: LAW	1851-	VRG 19
: POSTMASTER GENERAL	1851-1901	VRG 21
: TRADE AND CUSTOMS	1851-1901	VRG 22
: TREASURER	1851-	VRG 23
: AUDITOR-GENERAL	1851-	VRG 15
: MINING DISTRICTS	1852-1975	VRG 25

* For Victorian records inherited by the Commonwealth see below: COMMONWEALTH (CO 6).

SELF-GOVERNING COLONY OF VICTORIA (1855-1901)

The British Government invited New South Wales and Victoria to construct new constitutions for self-government on the model recently established in Canada. The Victorian Constitution was submitted in 1854, enacted and received the Royal Assent in that year. The new Constitution was brought into effect on 23 November 1855. A bicameral Parliament replaced the former single chamber. Both chambers were elected.

Ministerial appointees in the first administration of William Clark Haines, the first Colonial Secretary (Premier) were effectively also departmental chiefs of their departments; some were in fact the officials who had served in comparable posts (e.g. Surveyor General) under the Crown Colony or who had formerly sat in the Legislative Council prior to self-government. This arrangement led to difficulties when governments fell; it was apparent that what was needed were permanent civil service officers whose tenure was independent of the life of the government. For more than a century, however, certain statutory appointments were held at ministerial level - the last such office in Victoria

VICTORIA cont'd.

(1803-)

SELF GOVERNING COLONY (1855-1901) cont'd.

to be "degraded" from ministerial status was that of Solicitor-General, the holder of which office regularly belonged to the Ministry until 1951. Public service structures as we know them today were not settled until the 1880's. The pattern of the modern government department under the control and direction of a Permanent Head (now Chief Administrator) was established by a succession of Public Service Acts which gave shape and form to the civil service. A peculiarity of Victorian administration has been the extent of the establishment of statutory authorities to undertake government business, much of which was elsewhere the task of departmental agencies.

Much of the work of government during the 19th century was concerned with land development and survey, agricultural and pastoral development, mining, and with tariffs and immigration. Administration of the law and treatment of criminals remained a significant part of government business. Social welfare programmes - e.g. care of lunatics and neglected children - became increasingly important as did matters such as public health, education, and factory legislation. Large departments developed to deal with postal services and (later) railways. Local government was extended over practically the whole of Victoria, beginning with the establishment of the Roads Boards in rural Victoria (which exercised municipal jurisdiction in addition to responsibility for road development and construction until succeeded by the rural shires), and of cities, boroughs, and towns.

Title/Description	Date(s)	Ref/Cit
: ARMED FORCES	1836-1901	VRG 3
: COURTS	1836-	VRG 4
: CEMETERIES	1836-	VRG 5
: NOT OTHERWISE CLASSIFIED	1836-	VRG 6
: POLICE	1836-	VRG 10
: EDUCATIONAL INSTITUTIONS	1836-	VRG 24
: DISTRICT LAND OFFICES	1836-	VRG 27
: HEALTH AND WELFARE AGENCIES	1837-	VRG 8
: PRISONS AND YOUTH TRAINING CENTRES	1837-	VRG 9
: MUNICIPALITIES	1842-	VRG 12
: ROYAL COMMISSIONS AND BOARDS OF INQUIRY	1850-	VRG 14
: AUDITOR-GENERAL	1851-	VRG 15
: EXECUTIVE	1851-	VRG 17
: LANDS	1851-1983	VRG 18
: LAW	1851-	VRG 19
: PARLIAMENT	1851-	VRG 20
: POSTMASTER GENERAL	1851-1901	VRG 21
: TRADE AND CUSTOMS	1851-1901	VRG 22
: TREASURER	1851-	VRG 23
: MINING DISTRICTS	1852-1975	VRG 25
: CHIEF SECRETARY	1855-1979	VRG 26
: PUBLIC WORKS	1855-	VRG 28
: MINES	1860-1977	VRG 30
: RAILWAYS	1860-1934	VRG 32
: WATER AND SEWERAGE AUTHORITIES	1859-	VRG 33
: AGRICULTURE	1872-1985	VRG 34
: EDUCATION	1873-	VRG 35
: WATER SUPPLY	1880-1984	VRG 36
: DEFENCE	1883-1901	VRG 38
: HEALTH	1890-	VRG 39
: FORESTS	1899-1983	VRG 41
: LABOUR AND INDUSTRY	1900-1985	VRG 42

* For Victorian records inherited by the Commonwealth see: COMMONWEALTH (CO 6).

STATE OF VICTORIA(1901-)

In the years immediately following the recession of the 1890's, government activity continued to be curtailed - reflecting the tightened economic circumstances of the time. During the early part of the twentieth century, there was a rapid growth in secondary industry and, in the inter-war period, the value of production from secondary industry for the first time exceeded that from primary industry. The

VICTORIA cont'd.

(1803-)

STATE OF VICTORIA cont'd.

Irvine Ministry (1902) "...inaugurated a policy of state socialism which was carried on so vigorously by successive Liberal premiers that the economic sphere controlled by the state in Victoria became probably larger than in any other British country. In the first two decades of this century, the Government began to build the best network of country roads in Australia, took over the city tramways, carried out large schemes of irrigation and water-supply, began a huge electricity scheme on the brown coalfields of Gippsland. The acquisition and sub-division of large estates for closer settlement absorbed 35,000,000 pounds and was the largest and most abortive of the State's projects in this period. Like all the State's new activities, this project was directed by an independent corporation free of transitory political influence." *Australian Encyclopaedia* (1963) vol. 9, p. 124.

All sectors of the economy suffered during the depression of the 1920's and 1930's which had a marked effect on Victoria owing to the volume of its secondary industries. In the period preceeding the Second World War, there was relatively little change to the pattern of government organisation and administration compared with the earlier period (up to the 1890's) and the period post World War II. Developments in marketing, planned immigration, irrigation, roads, and rural settlement were particular objects of government policy in the 1930's.

Victoria shared in the national effort of postwar reconstruction and became home to many of Australia's postwar immigrants. This was the basis of very rapid industrial growth and urbanisation (especially in Melbourne) which has continued to the present time. In common with other States, Victoria has, in the 20th century, seen considerable growth in government activity in the areas of housing, social welfare, education and health services, to meet the needs of a growing and highly urbanised society, moves by government to involve itself more in economic planning and development, and the involvement of government in new activities (such as consumer protection and the protection of the environment).

Title/Description	Date(s)	Ref/Cit
: COURTS	1836-	VRG 4
: CEMETERIES	1836-	VRG 5
: NOT OTHERWISE CLASSIFIED	1836-	VRG 6
: POLICE	1836-	VRG 10
: EDUCATIONAL INSTITUTIONS	1836-	VRG 24
: DISTRICT LAND OFFICES	1836-	VRG 27
: HEALTH AND WELFARE AGENCIES	1837-	VRG 8
: PRISONS AND YOUTH TRAINING CENTRES	1837-	VRG 9
: MUNICIPALITIES	1842-	VRG 12
: ROYAL COMMISSIONS AND BOARDS OF INQUIRY	1850-	VRG 14
: AUDITOR-GENERAL	1851-	VRG 15
: EXECUTIVE	1851-	VRG 17
: LANDS	1851-1983	VRG 18
: LAW	1851-	VRG 19
: PARLIAMENT	1851-	VRG 20
: TREASURER	1851-	VRG 23
: MINING DISTRICTS	1852-1975	VRG 25
: CHIEF SECRETARY	1855-1979	VRG 26
: PUBLIC WORKS	1855-	VRG 28
: MINES	1860-1977	VRG 30
: RAILWAYS	1860-1934	VRG 32
: WATER AND SEWERAGE AUTHORITIES	1859-	VRG 33
: AGRICULTURE	1872-1985	VRG 34
: EDUCATION	1873-	VRG 35
: WATER SUPPLY	1880-1984	VRG 36
: HEALTH	1890-	VRG 39
: FORESTS	1899-1983	VRG 41
: LABOUR AND INDUSTRY	1900-1985	VRG 42
: NOT OTHERWISE CLASSIFIED - COMMONWEALTH	1901-	VRG 87
: IMMIGRATION I	1923-1943	VRG 44
: MARKETS	1924-1932	VRG 46
: MINERALS AND ENERGY	1927-1985	VRG 47

VICTORIA (cont'd).

(1803-)

STATE OF VICTORIA (1901-) cont'd.

Title/Description	Date(s)	Ref/Cit
: TRANSPORT	1934-	VRG 49
: PREMIER	1936-	VRG 50
: STATE DEVELOPMENT AND DECENTRALISATION	1943-1978	VRG 51
: HOUSING	1945-1987	VRG 53
: CONSERVATION	1949-1983	VRG 55
: PRICES	1950-1955	VRG 56
: IMMIGRATION II	1950-1976	VRG 90
: LOCAL GOVERNMENT	1958-	VRG 57
: ABORIGINAL AFFAIRS	1967-1975	VRG 58
: TOURISM I	1970-1978	VRG 59
: COMMUNITY WELFARE SERVICES	1970-1985	VRG 60
: ARTS	1972-	VRG 61
: CONSUMER AFFAIRS	1963-	VRG 63
: OMBUDSMAN	1973-	VRG 64
: PLANNING	1973-1983	VRG 65
: YOUTH, SPORT AND RECREATION	1972-1985	VRG 66
: IMMIGRATION AND ETHNIC AFFAIRS	1976-1983	VRG 68
: PROPERTY AND SERVICES	1978-	VRG 69
: STATE DEVELOPMENT, DECENTRALISATION AND TOURISM	1978-1981	VRG 70
: POLICE AND EMERGENCY SERVICES	1979-	VRG 73
: EMPLOYMENT AND TRAINING	1981-1985	VRG 72
: TOURISM II	1981-1982	VRG 89
: ECONOMIC DEVELOPMENT	1981-1983	VRG 71
: INDUSTRIAL AFFAIRS	1982-1985	VRG 74
: CONSERVATION, FORESTS AND LANDS	1983-1990	VRG 75
: ETHNIC AFFAIRS	1983-	VRG 76
: INDUSTRY, COMMERCE AND TECHNOLOGY	1983-1985	VRG 77
: PLANNING AND ENVIRONMENT	1983-1990	VRG 78
: AGRICULTURE AND RURAL AFFAIRS	1985-1986	VRG 79
: COMMUNITY SERVICES	1985-	VRG 80
: EMPLOYMENT AND INDUSTRIAL AFFAIRS	1985-1986	VRG 81
: INDUSTRY, TECHNOLOGY AND RESOURCES	1985-1990	VRG 82
: SPORT AND RECREATION	1985-	VRG 83
: WATER RESOURCES	1984-1990	VRG 84
: LABOUR	1986-	VRG 86
: HOUSING AND CONSTRUCTION	1987-	VRG 88
: TOURISM III	1987-	VRG 90
: MAJOR PROJECTS	1987-	VRG 92
: CORRECTIONS	1987-	VRG 93
: CONSERVATION AND ENVIRONMENT	1990-	VRG 94
: PLANNING AND URBAN GROWTH	1990-	VRG 95
: INDUSTRY AND ECONOMIC PLANNING	1990-	VRG 96

* For Victorian records inherited by the Commonwealth see: COMMONWEALTH (CO 20).

Sources of Administrative History

Research amongst government archives requires a sound prior knowledge of administrative history. To identify the records which are most likely to contain the information sought, it is first necessary to identify the agency(ies) which carried out the functions most likely to have produced records on the subject of the inquiry.

This can be facilitated by the guides and finding aids produced by the PRO but it is likely that many researchers will have to undertake additional research for themselves at some stage into the administrative history of their subject to take them further.

This brief essay outlines some of the more important sources for administrative history of the government of Victoria.

VICTORIA cont'd.

(1803-)

Sources of Administrative History cont'd.

LEGISLATION : ACTS AND REGULATIONS

Acts and regulations are good evidence both of the assignment of functions to government agencies and of the existence (creation, functioning, abolition) of agencies themselves. Until recently, many departments, ministries, and offices were created by statute as well as the more familiar statutory bodies. Prior to separation from New South Wales, the law in Victoria comprised

- Acts of the British Parliament having application in the Colony; and
- Acts of New South Wales.

Upon separation, much of this legislation was "received" into Victoria and continued to apply (some of it for many years) as the statutory basis for administrative action. Separate Victorian statutes start with

- Acts of the Legislative Council (1851-1856)

and continue with

- Acts of the Parliament of Victoria (1856-)

to which may be added the Statutory Rules.

Victorian legislation was regularly cumulated (1866; 1875; 1887; 1890; 1915; 1929; 1958). Existing statutes which had been frequently amended were re-enacted in consolidated form in those years and are to be found (together with certain new Acts of the year in which the cumulation was made) in the consolidation for those years - i.e. not in the annual volumes. It should be noted that such consolidations were thereafter cited by the year of the last consolidation (not the year in which the Act was first passed); in such cases the year cited in the title of the Act may refer to a law which had been in operation for many years prior to the date in the citation.

ESTABLISHMENT LISTS/DIRECTORIES

The "Blue Books" - including returns of staff employed in the civil establishment - are a valuable source of information about the structure and functioning of government and, because they show the names of officers, can be useful in tracing the development of functions where no other source exists.

The New South Wales "Blue Books" include Port Phillip Accounts and Establishment Lists up to 1850. The returns for Port Phillip are duplicated in the records of the Police Magistrate and the Superintendent.

The Victorian "Blue Books" (1851-1916 : VPRS 943) contain manuscript and later printed Returns of Staff Employed which are also reprinted in the *Government Gazette* (usually in January) and amongst the Parliamentary Papers during the 19th century. After c.1883, the Returns are to be found annually extracted and/or separately printed and afterwards become the Public Service Staff Lists which were issued annually until recently and are still issued periodically.

The statutory requirements concerning the returns are to be found in the various Civil/Public Service Acts. Prior to the 1883 Act, after which the lists are grouped by ministerial portfolio, the listings do not indicate ministerial responsibility and reference may be had for the preceding period to the Appropriation Acts (q.v.).

It should be noted that, for the early period, the returns omit staff not employed under the Civil/Public Service Acts and later show temporary staff in a separate section. Some functions were staffed entirely by temporaries and this needs to be borne in mind when using the lists.

The *Victorian Government Directory* (1970-) provides an extensive listing of government functions and agencies. The *Municipal Directory* (which dates from the last century) should be consulted on local government.

APPROPRIATION ACTS (1851-)/TREASURER'S REPORTS/BUDGET PAPERS

With separation from New South Wales in 1851, the Victorian Legislative Council (1851-1856) and later the Victorian Parliament (1856-) passed an annual Appropriation Act showing the sums of money to be allocated to specified purposes.

These Acts are an excellent source of administrative history. Prior to the 1880's it is quite difficult to work out which ministers were responsible for which functions. It is still not altogether an easy matter after that date. The appropriations offer a useful guide since in the matter of financial accounting a clearer statement of responsibilities was necessary.

VICTORIA cont'd.

(1803-)

Sources of Administrative History cont'd.

From 1851 to 1857/58, the appropriations are recited in the body of the Acts:

1851 : 15 Vict. 8 (Dec 1851)

1853 : 16 Vict. 30 (20 Jan 1853)

1854 : 17 Vict. 7 (31 Jan 1854)

1855: 18 Vict. 35 (31 May 1855)

1856: 19 Vict. 17 (19 Mar 1856) amend 19 Vict. 18

1856-57 : 21 Vict. 44 (24 Nov 1857)

1857-58 : 21 Vict. 46 (10 Mar 1858)

Each "ministry" or grouping of functions is dealt with in a separate section of the Act, so that a fairly clear picture of the division of responsibilities can be formed. The dating of agencies not formally established by legislation or proclamation can be derived from the allocation of money for their establishment/maintenance.

After 1857/58, the information formerly contained in the body of the Act appears as a Schedule to the Act. As before, the funds assigned are listed in groupings or divisions which relate to ministerial responsibilities. A good idea of the subordination of functions can be derived.

The post-1857/58 Schedules are to be found reprinted in various sources. These include the Parliamentary Papers and the Government Gazette. A reasonably complete set of the separate Appropriation Acts is to be found in the PRO Library which may be supplemented by reference to the other sources cited above. Note: the Schedule is not usually reprinted in the Acts of Parliament after 1857-58.

A similar outline is to be found in the reports of the Audit Commissioners - also available in the PRO library.

These sources are crucial for the period up to 1884 when the Civil Establishment lists begin to be grouped by ministerial portfolio as a result of the Public Service Act of 1883.

PARLIAMENTARY PAPERS/ANNUAL REPORTS

Reports and papers presented to Parliament are a rich source of administrative history especially for the 19th and early 20th centuries. In the 20th century, annual reports are often separately printed and in recent years each department has been required by law to submit an annual report. Parliamentary Debates can sometimes contain relevant information but are generally not worth the time it takes to search.

GOVERNMENT GAZETTE

The *Victorian Government Gazette* (1851-) documents many civil service appointments, administrative orders and Executive Council decisions. It succeeds to the *New South Wales Government Gazette for Victoria* for the period 1803-1851.

YEARBOOKS

The *Victorian Yearbook* (1873-) includes much of the statistical data previously in the Blue Books but not the Establishment Lists. Its description of administrative activities is scanty until the 20th century.

In the 1960's and 1970's, a series of historical essays on government departments was published but these are not always to be relied upon. See also the centenary historical edition (1973) which had extensive historical and administrative sections and the special edition (1984) to mark Victoria's 150th celebrations.

OTHER PUBLISHED WORKS

Joanna Monie's *Victorian history and politics : European settlement to 1939; a survey of the literature* (Bundoora, 1982) is an excellent guide to bibliographical and published literature.

The *Australian Encyclopaedia* (various editions) has some useful general articles. The *Cyclopaedia of Victoria* is dated and not always reliable but worth consulting on 19th century matters.

Histories of Responsible Government published in 1906 (fifty years) and 1956 (one hundred years) are a good summary source for the lists of ministries.

The *Australian Dictionary of Biography* is a valuable source of information and generally reliable.

VICTORIA cont'd.

(1803-)

Sources of Administrative History cont'd.

The *Sands and MacDougall Directories* contain brief entries on government. Telephone books are another source if they can be obtained for the relevant period.

Historical Records of New South Wales, *Historical Records of Australia* and our own *Historical Records of Victoria* contain reprints of original documents which can be used to source administrative history research.

COMMONWEALTH OF AUSTRALIA

(1901-)

The Commonwealth succeeded in 1901 to many of the functions previously carried out by the federating colonies. Since federation, some other functions (e.g. aboriginal affairs in 1975) have also passed to the Commonwealth. Pre-separation records of Victoria are to be found in the Commonwealth under CO 2, Colony of New South Wales. Post-separation records up to federation are in CO 6, Colony of Victoria. Post-federation records are in CO 20, State of Victoria.

Title/Description	Date(s)	Ref/Cit
: COLONY (TERRITORY) OF NEW SOUTH WALES	1788-1901	CO 2
: COLONY OF VICTORIA	1851-1901	CO 6
: STATE OF VICTORIA	1901-	CO 20

* For Commonwealth records inherited by Victoria see: VICTORIA (VRG 87).

Sources of Administrative History

The Australian Archives has produced a number of guides and finding aids covering the records of the Commonwealth.

Chief amongst these is the *Australian National Guide to Archival Material* (ANGAM), which covers records produced by all Commonwealth agencies and by some individuals and non-government bodies. Microfiche copies of ANGAM are available in the regional offices of the Archives. It is supported by more specialised aids, often at the item level.

ANGAM is in three parts.

- ANGAM I provides detailed listings and descriptive information about records and agencies or individuals which created them. It includes several indexes. ANGAM I is produced from the computerised RINSE database.
- ANGAM II complements ANGAM I, providing information about record items (e.g. files) which have been access examined in accordance with the Archives Act (C'wealth) 1983. ANGAM II information is held on the ANGAM II database and users can conduct online searches of that database or view the information in microfiche format.
- ANGAM III provides synoptic information about Commonwealth records held by the Australian War Memorial. ANGAM III is similar to ANGAM I.

A range of booklets, information sheets, and other explanatory material giving step by step instructions for the use of ANGAM are available from the Australian Archives.

The Archives has also published a book - *Relations in Records* - which describes records of interest to genealogists and others concerned with family history. It draws on the information presented in ANGAM.

The sources of Commonwealth administrative history are similar to those for Victoria. The principal difference is the use by the Commonwealth from an early date of Administrative Arrangements Orders (documents published periodically in the *Commonwealth Government Gazette* which identify the legislative and functional responsibilities of ministerial portfolios). Other sources include the *Federal Guide* succeeded by the *Government Directory* (published periodically and identifying the basic units of the administration) and the *Staff Lists* (identifying Commonwealth personnel up to the early 1970's). These sources have been microfiched for consultation in the Archives regional offices; most are supported by short explanatory booklets or information sheets.

PART 5 - STATUS REPORT (RESEARCH NOTE) ON THE RECORD GROUPS

This Part of the *Digest* contains a brief description of each Record Group summarising the current state of our knowledge - **as at 30 March, 1990** - concerning the survival, whereabouts, and accessibility of the records. The reports are by no means comprehensive and merely summarise current knowledge at the PRO. Users of this *Digest* who can correct or add to any of the statements appearing below are most welcome to contact the PRO with suggestions or corrections.

For more detailed information on records holdings, consult the *Summary Guide* and *List of Holdings*.

General Note on Custody Arrangements

All records more than 85 years old are now supposed to be transferred to the Public Record Office pursuant to a standard issued by the Keeper of Public Records under section 12 of the *Public Records Act*. The only exceptions to this rule are :

- records which are designated as temporary under a disposal authority issued by the PRO; and
- records lodged in an approved place of deposit established by the Minister for Property and Services under the *Public Records Act*.

Of course, the PRO holds many records which are less than 85 years old as well. In due course, it is intended to reduce the transfer period to 30 years by varying the transfer standard. Evaluations are given below for the 85 year transfer period {to 1905}, the period up to 30 years {1905-1960} and the post 30 year period {1960-1990}.

Places of deposit can be of two kinds :

- Class A. Those which meet the requirements for preservation of records deemed to be of permanent value;
- Class B. Those which do not meet those requirements but are authorised to keep non-permanent records otherwise scheduled for destruction.

Public records lodged with a place of deposit of either kind remain in the custody and control of the Keeper of Public Records and in public ownership.

Class A places of deposit may be "in-house" archives (e.g. State Bank of Victoria) where large, administratively stable organisations, outside the inner Budget sector of government, and to a degree separate from the operations of the central government are willing and able to set up archives programmes of their own to deal with their own records. Alternatively, Class A places of deposit may serve the needs of a group of public offices which could not singly operate an "in-house" archives programme to the required level; the Geelong Historical Records Centre is an example of this type.

It is a condition of appointment that Class A places of deposit provide reasonable facilities for public access similar to the services available at the PRO as well as providing suitable conditions for preservation of the records and professional care.

Class B places of deposit are appointed to take custody of records which, though not designated as archives of the State, are nevertheless worth retaining - often because of their local significance. Requirements for public access arrangements are less stringent in these cases.

General Note on Appraisal/Disposal

A brief list of disposal schedules which operate (or have operated) is given for each Group. What follows is a more general outline of some disposal practices which are likely to affect records in most current Groups.

Until the 1920s, there was practically no regulation of disposal. To begin with, administrative directives required agencies to consult before destroying records with the State Library, in which an Archives Division (subsequently separated as the Public Record Office in 1973) was established. Since 1973, there has been statutory provision for the regulation of disposal and public offices may no longer destroy records without the approval of the Keeper of Public Records.

Most modern records of government cannot, for simple reasons of economy, be retained. The disposal task is more difficult and urgent now than it was a century ago when the population was smaller and the scope of government activity was narrower and when records (because fewer) could be kept in relatively greater quantity. It is doubtful that as much as 10% of all records created now can be kept permanently

and this ratio may fall in the next century. Moreover, the increasing use of less permanent media requiring specialist equipment if it is to be used at all - computer tape and disk and optical disk, for example - means that much less will survive unless an early and very selective choice is made to keep what is of permanent value in more durable form.

Public offices can obtain a destruction authority to permit them to discard a specified record or consignment (see p.7). Such authorities apply only to the records described in the authority and have no continuing application to other records.

Disposal Schedules (D/S) are preferred in many cases. Schedules issued by the Keeper identify classes or categories of records to be destroyed after a specified period without further reference to the PRO or which are to be transferred to the PRO after a specified period for permanent retention.

General Disposal Schedules (GDS) operate in a similar way for classes of records which are common to more than one public office (e.g. personnel and finance records).

Disposal action is notified to the Public Records Advisory Council, which is appointed under the Public Records Act, and they offer advice to the Keeper on these and other matters.

It is not easy to generalise about disposal criteria. Each case raises its different issues. Generally, the policy records are kept together with a portion of the administrative records such as accounts and a portion of records relating to specific cases. Wherever possible, summary records of administrative and case records are kept in their entirety (e.g. a register of cases where some of the case files are destroyed).

Records substantiating legal or other rights or entitlements (whether of government or the citizen) are kept though some may be destroyed (often after many decades) when they no longer fulfil that function. Some records are kept (though not always permanently) because they document buildings or individual health and safety matters. Records are kept for legal purposes where it is deemed that proceedings, civil or criminal, may subsequently arise and for audit purposes or where it is judged they may be necessary to sustain an inquiry (e.g. by the Ombudsman). Finally, records are evaluated against known and predicted research needs to decide whether they should be kept to meet future historical and other research interests.

One category of records about which some general comments can be made is case files ("particular instance" papers). These are records dealing with the application of a policy or administrative scheme in individual cases but not with the development or administration of that scheme or its policy foundations. Such records have grown enormously in the 20th century as governments have become more involved in the affairs of citizens and in regulating or assisting non-government enterprises. These records represent a huge problem for archivists. Mostly, summary records only will be retained in full, giving some details about each case (instance) but not the full detail of the transaction records which will most likely be destroyed. Samples may be kept but it is unlikely that samples can be constructed which will be statistically valid for all future research purposes.

Samples may be cyclical - e.g. every tenth year. In future, it is hoped to construct techniques for what are called systematic samples; this will involve selecting agencies of specified types (e.g. municipalities; schools; branch/district offices; etc.) representative of geographic or socio-economic categories whose case records will be more extensively kept - either in total or cyclically.

Another category of records which is heavily culled is "housekeeping records" (e.g. finance; personnel; stores; etc.). Some of the General Schedules (GDS) referred to below apply to these records. As with case records, summary information is usually kept to provide some record of the activity.

The disposal value of records can change over time. A good example is the changing value of records to do with the regulation of public health and safety. When such regulations were first introduced, they recorded circumstances of great variation and no little research interest. As time passed and the regulations took effect, the case records became more and more routine and documented infractions which were increasingly minor variations from the norm which the process of regulation has established. Once this occurred, exceptional cases (which departed significantly from the norm once established) were very likely to be fully documented elsewhere in the regulating agency's records. With financial records, developments in modern accounting practice mean that most of them are now less useful for research than similar records of the last century (or the medieval period where accounts are highly prized). It follows that disposal values are not deemed to be unchanging over time.

Other records are more difficult to categorise. They include minutes, correspondence (subject) filing, and a host of other records of varying kinds and formats. It is difficult to give even general comment on practice in dealing with these records which are evaluated on a case by case basis. Victorian public offices are encouraged to develop disposal schedules for large, easily identifiable categories of records for approval by the Keeper of Public Records and issue as a standard under section 12 of the *Public Records Act*.

These standards are listed under Groups extant since 1982 below. Records not subject to a schedule are disposed of in the way described above using destruction/retention authorities approved by the Keeper of Public Records.

The whole disposal process is more complex than this somewhat crude analysis suggests and each of the above statements is subject to qualifications and variations in particular circumstances. The intention here is to give users of the *Digest* a broad introductory picture of disposal practices as they affect retention of the public records of the State for research purposes. Beyond the question of permanent retention, appraisal is concerned with specifying minimum periods of retention for temporary records - especially those documenting the citizen's rights and entitlements.

General Note on Access Arrangements

Records transferred to the PRO (or an approved place of deposit) are available for public inspection unless "closed" by the Minister for Property and Services. Records at the PRO which are open for public inspection are not available under Freedom of Information (FOI). Records created since 1978 or (regardless of the age of the records) pertaining to the applicant personally are available under FOI if

- having been transferred to the PRO, they are closed by the Minister for Property & Services; or
- they have not yet been transferred to the PRO.

About 80% of all records transferred are open. The access status of each series can be found by consulting the Inventory of Series in the *Summary Guide*.

Almost all closed records are withheld because they contain personal or private information (section 9 of the *Public Records Act*). Such records are normally withheld for the prospective lifetime of the data subjects. This is usually a period of 75 years from creation of records dealing with adults and 99 years for records dealing with children.

Other closed records (section 10 of the *Public Records Act*) account for less than 5% of all transfers and generally fall within categories of exemption similar to those used under FOI. Closures may also be made if records are too fragile for normal use or if master (non-use) copies, usually of microfilm or computer tapes, are lodged with the PRO for security purposes or as part of a vital records programme.

General Note on Evaluation of Research Strengths and Weaknesses

Against each Group is a coded symbol to indicate the existence of archives at the PRO or in an authorised place of deposit. It should be noted that not all records in custody are available for public inspection.

The coding of strength/weakness in PRO's holdings is not meant to indicate the relative research strength of the PRO's holdings compared with other sources. In the case of EDUCATION (VRG 35), for example, we are not concerned with the research value of the public records held in custody under that Group compared with other non-government/non-archival sources of information on that subject. The test is : what part of the public records belonging to each Group (archival fonds) which might reasonably be expected to have survived and by now have been transferred is, in fact, extant and in custody? The only material considered is the official records of public offices (i.e. the public records). This needs to borne in mind when considering a Group like MUNICIPALITIES (VRG 12); it is only the holdings of official records of the municipal administration, not of other research materials relating to the municipal area (e.g. private records; newspapers; published materials; etc.) which must be consulted elsewhere, which are being evaluated.

Evaluation Code : { Note : Evaluations still being finalised }

?	whereabouts unknown
#	holdings non-existent/very poor
*	holdings weak/patchy
**	some holdings but large portions still out of custody or lost
***	holdings substantial but portions still out of custody or lost
****	holdings substantial/ excellent
tbe	yet to be evaluated

VRG 1 : PORT PHILLIP PENAL ESTABLISHMENT 1803 - 1804

The first official establishment, under David Collins, remained a few months only before removing to Van Diemen's Land. See Part 4 above for a fuller description.

Evaluation {1803-1804 ?}. No records are held

VRG 2 : WESTERN PORT ESTABLISHMENT 1826 - 1828

This military establishment returned to Sydney after a little over a year. See Part 4 above for a fuller description.

Evaluation {1826-1828 *** - copies only}.

No original records are held. Some are to be found in the Archives Office of N.S.W. Some microform copies are available at PRO. See *List of Holdings* 16.6.0.

VRG 3 : ARMED FORCES 1836 - 1901

This Group includes military, naval and staff units. Some records relating to the administration of defence are in relevant ministerial Groups - e.g. Treasurer (VRG 23), Chief Secretary (VRG 26), Defence (VRG 38).

Prior to 1870, military defence was undertaken substantially by British units stationed in Australia for definite terms of duty. Though nominally commanded by the colonial governors, they were controlled from London. After 1850, the colonies were asked to subsidise military expenses and British troops were re-inforced by local volunteer forces. In 1870, the Imperial government withdrew all British troops and, thereafter, the colonies were required to provide for their own land defence. Naval and coastal defence, on the other hand, remained a direct responsibility of the Imperial government throughout the colonial period though local naval units did operate.

Defence became a Commonwealth responsibility after federation.

Evaluation {1836-1901 #}.

No unit records are held. Most local unit records are presumed to have passed to the Commonwealth.

VRG 4 : COURTS 1836 -

The work of the courts began with official settlement in 1836. The courts have developed broadly at three levels. These are :

Magistrate's and Other Courts which have included - Police Magistrate's Courts (commenced 1836); Petty Sessions/Magistrates Courts (commenced 1838); Insolvency/Bankruptcy Courts (passed to Commonwealth in 1928); Courts of Mines (abolished 1969); Coronial Courts (commenced 1865); Licensing Courts (commenced 1885, amalgamated 1917 and subsumed by Liquor Control Commission 1968); Childrens' Courts (commenced 1906).

Intermediate Courts and Courts of first appeal which have included - Quarter Sessions (commenced 1838); Courts of Requests (commenced 1840); General Sessions (commenced 1852); County Courts (consolidated since 1968).

Supreme Court - Supreme Court of N.S.W. Port Phillip District (commenced 1841); Supreme Court of Victoria (commenced 1852).

Since 1828, after the passage of the Australian Courts Act, decisions of English courts though persuasive have not been binding on Australian courts. The exception was the Judicial Committee of the Privy Council which remained the highest appellate tribunal on some matters until as late as 1986.

Some Groups which later assumed functions originally administered by the courts include VRG 10 Police (constabulary in 1853), VRG 26 Chief Secretary (gaols in 1871 and liquor licensing in 1968), and VRG 42 Labour & Industry (industrial appeals in 1981). The Commonwealth has also assumed State court functions (e.g. insolvency in 1928 and divorce in 1976).

See also Law (VRG 19).

Evaluation {1836-1905 **} {1905-1960 **} {1960-1990 *}.

There are extensive holdings but many court records have been lost. Much early material - especially from courts outside Melbourne and the Central Highlands - is yet to be transferred.

VRG 4 COURTS cont'd.

Some court functions (e.g. divorce, insolvency) have passed to the Commonwealth; the extent to which relevant records have followed the transfer of jurisdiction is unclear. Note also that State courts sometimes exercise federal jurisdiction but a separation is not necessarily made within the records of the State courts.

See *List of Holdings* 2.0.0 and 3.4.10 {equity}; 3.16.2 {police magistrate, Port Phillip}; 3.21.18 {marine inquiry}; 9.0.0 {mining}; 12.0.0 {police magistrates}.

Disposal Schedules in Force between 1981 - 1990

- None

VRG 5 : CEMETERIES 1836 -

This Group includes public cemeteries established under the various cemetery statutes. Prior to 1890, responsibility for cemeteries was split between Lands (VRG 18), Chief Secretary (VRG 26) and Public Works (VRG 28). Thereafter, they have been administered by Health (VRG 39). For records relating to the central administration of cemeteries see these Groups.

Evaluation {1836-1905 #} {1905-1960 #} {1960-1990 #}.

Practically no cemetery records have been transferred. See *List of Holdings* 3.11.7.

Disposal Schedules in Force Between 1981 - 1990

- None.

VRG 6 : NOT OTHERWISE CLASSIFIED 1836 -

A miscellaneous group of convenience not subject to description or evaluation. See also Not Otherwise Classified -Commonwealth (VRG 87) and *List of Holdings* 16.0.0.

VRG 7 : POLICE MAGISTRATE, PORT PHILLIP DISTRICT 1836 - 1839

The Police Magistrate had general superintendence of the Port Phillip District as well as police and judicial functions. This Group is also used for various officials reporting directly to Sydney. The Police Magistrate's functions were absorbed by the Superintendent (VRG 11), specific functions passing to Courts (VRG 6) and Police (VRG 10). For an indication of the subsequent dispersal of some of the core functions of this Group see Chief Secretary (VRG 26).

Government activity at this time was concerned largely with the survey, management and sale of crown land and with the administration of police and justice functions. Other matters requiring attention included public health, postal services, customs, public works, immigration and aborigines.

See also Prisons and Youth Training Centres (VRG 9); Police (VRG 10).

Evaluation {1836-1839 ***}.

Holdings of the Magistrate's own records are extensive; early maps related to the survey function have not yet been transferred. See *List of Holdings* 3.16.2 and 3.6.2 {lands}; 3.10.0 {immigration}; 3.18.2 {inquests; registration; survey}; 16.5.0 {aboriginal affairs}; 16.6.0 {customs etc.}

VRG 8 : HEALTH AND WELFARE AGENCIES 1837 -

There has never been a hard and fast distinction between public and private bodies delivering health and welfare services. Privately organised and funded bodies have always played a major role but usually there has been some measure of government subsidy and regulation both financial and in consequence of the need to further public health and welfare policies. This has tended to increase in the 20th century. Many of these institutions fall, therefore, into different categories of dependence on and subordination to government depending on their history and particular circumstances and on the prevailing regulatory system. For a description of the central administration of these functions see Health (VRG 39), Community Welfare Services (VRG 60) and Community Services (VRG 80).

Hospitals : A seven bed hospital and dispensary under the Assistant Colonial Surgeon was replaced by a small general hospital in 1841. The Medical Department provided services for police and gaols in addition to its responsibilities for quarantine and immigrants. Responsibility for hospitals and other health matters was at first exercised by Colonial Secretary (VRG 16) and Chief Secretary (VRG 26). From 1876,

VRG 8 HEALTH cont'.

the local boards of health (see VRG 39) were empowered to provide hospitals in their districts and, after 1889, the Central Board of Health could act if they failed to do so and recover costs from local councils. In 1890, responsibility for public hospitals went to Health. Responsibility for funding and regulation of private and subsidised hospitals remained with Chief Secretary (VRG 26) and later Treasurer (VRG 23) until 1944.

Psychiatric Institutions : Administration of lunatic asylums (government, subsidised, and private) - from which other institutions such as centres for the intellectually disabled and for the treatment of alcohol and drug dependence were subsequently distinguished - remained with Chief Secretary until 1944 when it went to Health. Intellectual disability services subsequently passed to Community Services (VRG 80) in 1985.

Other institutions include : community health centres & services; community mental health clinics; community care centres; bush nursing centres; training centres; specialised clinics, rehabilitation centres & units; nursing and convalescent homes; childrens' homes & orphanages; hospitals, hostels and homes for the aged; benevolent homes; institutions for maternal & infant welfare; institutions for physically and sensorily disabled people; special accommodation homes & houses.

Evaluation {1837-1905 *} {1905-1960 *} {1960-1990 #}.

While the PRO has extensive holdings of the records of institutions for the care of the intellectually disabled and psychiatrically ill and for alcoholics, particularly for the pre-1950 period, and some records of hospitals and charitable institutions, holdings are very far from complete.

See *List of Holdings* 8.0.0.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :

- Public Hospitals Patient Information NST/13 {1980-1982}
- Patient Information in Public Hospitals PROS 82/6 {1982-1987}
- Hospital and Community Health Care Personnel Records PROS 84/10 {1985-current}
- Community Health Records PROS 84/36 {1985-current}
- Public Hospitals Patient Information & Medical Records PROS 85/9 {1987-current}

- Agency Specific Schedule(s) - D/S :

- Alfred Hospital NST/6 {1977-current}
- Cancer Institute NST/7 {1980-current}
- Monash university Health Services PROS 84/2 {1984-current}
- Royal Melbourne Hospital, Nursing and Medical Departments NST/15 {1979?-current}

VRG 9 : PRISONS AND YOUTH TRAINING CENTRES 1837 -

This Group includes gaols, penal establishments, stockades, and hulks. These facilities have been administered through

1837-1839 : Police Magistrate (VRG 7) & Courts (VRG 4)

1839-1851 : Superintendent (VRG 9) & Courts (VRG 4)

1851-1855 : Colonial Secretary (VRG 16) & Courts (VRG 4)

1855-1871 : Chief Secretary (VRG 26) & Courts (VRG 4)

1871-1970 : Chief Secretary (VRG 26)

1970-1985 : Community Welfare Services (VRG 60)

1985-1987 : Law (VRG 19) & Community Services (VRG 80)

1987- : Corrections (VRG 93) & Community Services (VRG 80)

VRG 9 PRISONS AND YOUTH TRAINING CENTRES cont'd.

See also Police (VRG 10).

Evaluation {1837-1905 **} {1905-1960 **} {1960-1990 *}.

There are extensive holdings but many early prison records are either not extant or not yet transferred. See *List of Holdings* 13.0.0 and 3.4.7 {penal/corrections}; 3.4.8 {parole; adult parole}; 3.5.4 {industrial and reformatory schools}; 3.5.5 {reformatory schools}; 3.5.6 {youth parole}.

Disposal Schedules in Force Between 1981-1990

- General Disposal Schedule(s) - GDS : None
- Agency Specific Schedules - D/S :
 - Community Welfare Services NST/9 {1980-1982}
 - Department of Community Welfare Services PROS 82/8 {1980-current}

VRG 10 : POLICE 1836 -

Until 1853, police were organised into district bodies corresponding to the jurisdiction of the police magistrates (e.g. Melbourne, Geelong, etc.) and acting more or less independently of each other. Special forces (e.g. Water Police, Native Police, Goldfields Police, Mounted Police) were also established. After 1853, when certain constabulary functions were inherited from Courts (VRG 4), the Victorian Police Force (VA 724) was organised as a single body under a Chief Commissioner. Police were administered by the Superintendent (VRG 11) from 1839-1851; the Colonial Secretary (VRG 16) from 1851-1855; the Chief Secretary (VRG 26) from 1855-1979; and Police & Emergency Services (VRG 73) from 1979.

In 1890, the police assumed responsibilities for registration of private homes used as infant welfare agencies from municipalities (VRG 12); the function passed to Chief Secretary in 1907. In time of war, the force has taken on special emergency functions including civil defence, air raid warnings, and enforcement of national security regulations. The police were responsible for administering motor registration and driver licensing functions until 1981 when they passed from Police & Emergency Services to Transport (VRG 34).

See also Prisons and Youth Training Centres (VRG 9).

Evaluation {1839-1905 **} {1905-1960 *} {1960-1990 #}.

Some early material is in custody. See *List of Holdings* 12.0.0.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - GDS for Examination and Assessment Records PROS 87/10 {1989-current}
- Agency Specific Schedules - D/S :
 - State Forensic Science Laboratory : Photographic Section (Vic Police) PROS 86/2 {1986-current}
 - Victoria Police : Partial D/S : Traffic Infringement Notices PROS 87/1 {1987-current}
 - Victoria Police : Partial Records D/S for Infringement Notice Records PROS 88/5 {1988-current}
 - Victoria Police : Partial D/S : Traffic Operations Camera Files PROS 88/7 {1988-current}
 - Victoria Police : Communications District D-24 Records D/S PROS 88/10 {1988-current}
 - Victoria Police : Police Briefs of Evidence & Related Records PROS 88/13 {1989-current}

VRG 11 : SUPERINTENDENT, PORT PHILLIP DISTRICT 1839 - 1851

The Superintendent succeeded largely to the Police Magistrate (VRG 7) in matters relating to the general superintendence of the affairs of the Port Phillip District prior to separation from New South Wales in 1851. Some offices, not formally responsible to the Superintendent (e.g. postmaster), answered directly to their superiors in Sydney but are included in this Group for the pre-separation period. The functions of the

VRG 11 SUPERINTENDENT cont'd.

Superintendent passed substantially to the Executive (VRG 17) and the Colonial Secretary (VRG 16) as well as other Ministerial Groups established in 1851.

For an indication of the "superintendence" functions associated with this Group and their subsequent dispersal see Chief Secretary (VRG 26). Other functions not there described include those of Lands (VRG 18), Law (VRG 19), Postmaster General (VRG 21), Trade & Customs (VRG 22), and Treasurer (VRG 23).

Government continued to be active in the survey, management and sale of crown lands and in the provision of policing and justice. Other functions included public health, postal services, education, customs, public works, immigration, and aborigines. The organisation of local government began. Mining became a matter requiring government attention.

See also Prisons and Youth Training Centres (VRG 9); Police (VRG 10).

Evaluation {1839-1851 *}.**

Most of the Superintendent's own records (if extant - see also A.G.L. Shaw ed. *The Gipps - La Trobe Correspondence*, MUP, 1989) are presumed to be in custody. The records of other officials are not complete. Records of the period such as land survey are known to exist and yet to be transferred. Holdings relating to aboriginal affairs are substantial (though some not transferred by then to the PRO) passed to the Commonwealth in 1975.

See *List of Holdings* 3.16.3 and 16.6.0; also 3.3.0 {arts}; 3.6.2 {lands}; 3.8.0 {education}; 3.10.0 {immigration}; 3.12.0 {housing}; 3.18.0 {inquests; registration; survey}; 3.22.0 {treasury; registration and statistics}; 16.5.0 {aboriginal affairs}.

VRG 12 : MUNICIPALITIES 1842 -

By the 1840's, the Imperial and colonial governments were endeavouring, with mixed success, to induce localities to assume responsibilities for specified areas of administration and government (e.g. markets, water and drainage, cemeteries, parish roads) through elected commissioners or trustees. In rural areas, road trusts and district road boards were empowered to levy tolls and rates and to make borrowings for road maintenance. Both these functions were later absorbed by municipalities.

District councils were required to be appointed to carry out local administration under the 1842 Act for the Government of New South Wales and Van Diemen's Land. The extension of local government under the Act was sporadic. Victoria's first municipality, the city of Melbourne, was incorporated in 1842. Incorporation of other municipalities in Victoria occurred through the gradual extension of a system of local government which also includes towns, boroughs, and shires.

In 1874, municipalities were brought under a single statute scheduling existing boundaries, confirming electoral arrangements, setting voter qualifications, establishing rating powers and other responsibilities. Although partly modelled on the English system of local government, municipalities in Australia have always been more circumscribed and some matters (e.g. education, police) have not been made subject to municipal administration.

There has been transference of functions between Municipalities and other Groups, such as

- ports, harbours, foreshores from 1876 + to Chief Secretary (VRG 26); Public Works (VRG 28)
- water supply from 1880 + to Water & Sewerage Authorities (VRG 33); Water Supply (VRG 36) etc.
- liquor licensing in 1885 to Chief Secretary (VRG 26)
- health and social welfare from 1890 + to Health (VRG 39)
- various public health matters in 1890 to Health (VRG 39)
- fire prevention in 1890 to Chief Secretary (VRG 26)
- licensing infant welfare agencies in 1890 to Police (VRG 10)
- agricultural & pastoral hygiene in 1905 to Agriculture (VRG 34)
- trams from 1920 + to Railways (VRG 32)
- electricity and gas supply from 1927 + to Minerals and Energy (VRG 47)

VRG 12 MUNICIPALITIES cont'd.

- metropolitan buses in 1934 to Transport (VRG 49)
- gas supply from 1951 + to Minerals and Energy (VRG 47)
- country buses in 1952 to Transport (VRG 49)
- roads and bridges at various dates to Public Works (VRG 28); Transport (VRG 49).

There have also been amalgamations and numerous shifts in municipal boundaries; current boundaries should not be taken as an accurate guide to historic responsibilities or the whereabouts of older records not yet transferred.

See also Local Government (VRG 57).

Evaluation {1842-1905 **} {1905-1960 **} {1960-1990 *}.

There are records in custody from many municipalities but they are far from complete; holdings are best in metropolitan Melbourne and the Central Highlands. Records are known to be extant and yet to be transferred from many municipalities. See *List of Holdings* 10.0.0; 3.19.0 {roads and bridges}; 3.21.0 {transport and buses}; 3.23.0 {water supply}.

Place of Deposit Arrangements for this Group

Geelong Historical Records Centre is a Class A place of deposit for municipal records in the Bellarine area (Shire of Bannockburn; Shire of Barrabool; Shire of Bellarine; Shire of Corio; City of Geelong; City of Geelong West; Shire of Leigh; City of Newtown; Borough of Queenscliffe; City of South Barwon; Shire of Winchelsea).

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - GDS for Local Government Records PROS 84/25 {1985-current}
- Agency Specific Schedules - D/S :
 - Bendigo, City of : Records D/S NST/-- {1978-1985}
 - Brighton, City of : Records D/S NST/-- {c.1975-1985}
 - Cranbourne, Shire of : Records D/S PROS 83/3 {1983-current}
 - Diamond Valley, Shire of : Partial Records D/S PROS 81/2 & 83/1 {1983-current}
 - Footscray, City of : Records D/S : Electricity Supply Department Records PROS 88/6 {1988-current}
 - Frankston, City of : Records D/S PROS 82/1 {1981-current}
 - Gisborne, Shire of : Records D/S NST/-- {1979-1985}
 - Healesville, Shire of : Records Retention Manual PROS 84/7 {1984-current}
 - Heidelberg, City of : Records D/S NST/-- {1981-1985}
 - Korumurra, Shire of : Records D/S NST/-- {c.1970-1985}
 - Nunawading, City of : Records D/S NST/-- {1978-1985}
 - Port Melbourne, City of : Records D/S PROS 83/5 {1983-current}
 - Sunshine, City of : Records D/S NST/-- {1980-1985}
 - Wangaratta, City of : Records D/S NST/-- {c.1975-1985}
 - Warrnambool, City of : Records D/S NST/18 {1982-current}
 - Werribee, Shire of : Records D/S NST/19 {1981-current}
 - Yea, Shire of : Records D/S NST/-- {1977-1985}

VRG 14 : ROYAL COMMISSIONS AND BOARDS OF INQUIRY 1850 -

Chief Secretary (VRG 26) managed boards and commissions until 1979 and Law (VRG 19) thereafter. Many of the commissions and boards included in this Group have been listed in Borchardt, D.H. *Checklist of Royal Commissions, Select Committees and Boards of Inquiry Part III* Victoria 1856-1960 (Sydney, Wentworth Books, 1970).

Evaluation {1850-1905 *} {1905-1960 *} {1960-1990 #}.

Holdings very incomplete. See *List of Holdings* 14.0.0

Disposal Schedules in Force Between 1981 - 1990

- None.

VRG 15 AUDITOR-GENERAL 1851 -

A Victorian Auditor-General was established upon separation from New South Wales in 1851. From 1857 to 1901, the function was performed by three Commissioners of Audit. The Audit Office has been located with Chief Secretary (VRG 26) to 1936 and Premier (VRG 50) thereafter.

Evaluation {1851-1905 **} {1905-1960 *} {1960-1990 #}.

Letter books (to 1967) and other miscellaneous records held. See *List of Holdings* 3.17.5.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records : Accounting, Stores, Transport, Services PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Office of the Auditor-General : Records D/S PROS 84/5 {1984-current}

VRG 16 : COLONIAL SECRETARY 1851 - 1855

The Colonial Secretary succeeded upon separation from New South Wales to many of the functions of the Superintendent of the Port Phillip District (VRG 11). These included lands, immigration, education, public health, mining, police, and aborigines as well as acting as chief official of the government. With self-government, most of his functions, which encompassed most aspects of the government's work, passed to the Chief Secretary (VRG 26).

Under the Crown Colony system, the Governor was head of government and the Colonial Secretary, to whom and through whom all other officials formally reported, was his chief official. The entire business of the colony was conducted either directly or indirectly through him. Some ministerial Groups for the post-1855 period have for convenience been extended back, however, to 1851 and are treated separately in this earlier period :

LANDS (VRG 18) survey & mapping

TRADE & CUSTOMS (VRG 22) trade & customs; ports & harbours

LAW (VRG 19)

TREASURER (VRG 23)

POSTMASTER GENERAL (VRG 21)

For an indication of the "superintendence" functions associated with this Group and their subsequent dispersal see Chief Secretary. These include the embryonic functions of Mines (VRG 30); Agriculture (VRG 34); Education (VRG 35); Health (VRG 39); Aboriginal Affairs (VRG 58); Arts (VRG 61); and Police & Emergency Services (VRG 73) - q.v.

VRG 16 COLONIAL SECRETARY cont'd.

At this period, the Colonial Secretary also had responsibility for management and sale of crown lands (to Lands in 1855), immigration (to Trade & Customs in 1855), and public works and buildings/roads and bridges (to VRG 28 Public Works in 1855). Other functions included : census and statistics; births, deaths, and marriages; theatre licences; control of lunatics; gold office.

See also Prisons and Youth Training Centres (VRG 9); Police (VRG 10).

Evaluation {1851-1855 ***} Holdings substantial for central administration records. Records relating to Land Title poor. Records relating to aboriginal affairs largely intact and in custody (though some may have passed to the Commonwealth after 1975).

See *List of Holdings* 3.16.4 and 3.3.0 {arts}; 3.4.0 {prisons and gaols}; 3.8.0 {education}; 3.10.0 {immigration}; 3.11.0 {health}; 3.19.0 {public works}; 16.5.0 {aboriginal affairs}

VRG 17 : EXECUTIVE 1851 -

The Executive Group dates from 1851 when Victoria separated from New South Wales. It includes the Governor, Lieutenant-Governor, Executive Council, and Cabinet. The Governor's powers were broadly those exercised formerly by the N.S.W. Governor over Port Phillip. At the local level, they comprised many of the responsibilities carried out prior to 1851 by the Superintendent (VRG 11).

Although the Governor was formally head of government until the establishment of the Self-Governing Colony in 1855 when he was succeeded in that role by the Chief Secretary (VRG 26), the separation of ministerial from executive functions is recognised here from 1851 and separate Groups have been established from the earlier date for the principal officials of the Crown Colony administration - e.g. Colonial Secretary (VRG 16), Treasurer (VRG 23), Law (VRG 19), etc.

Evaluation {1851-1905 ***} {1905-1960 ***} {1960-1990 **}.

Holdings of Governor's records are extensive up to the 1970's with some material into the 1980's. Executive Council minutes are held to 1970. Cabinet records are either not extant or (with the exception of one sub-committee's records) not transferred; they may be found as individual documents on files of other agencies. Extant Cabinet records are presumed to be in the custody of Premier (VRG 50). See *List of Holdings* 1.0.0; 6.0.0; and 7.0.0.

Disposal Schedules in Force Between 1981 - 1990

- None

VRG 18 : LANDS 1851 - 1983

Management, survey and sale of Crown lands were amongst the earliest activities undertaken by officials working in parts of New South Wales under the jurisdiction of the Police Magistrate (VRG 7) and Superintendent (VRG 11). Prior to separation, the surveyors received their instructions directly from Sydney but Commissioners of Crown Lands (responsible for the sale, occupation and management of Crown lands) reported to the Superintendent. A separate survey and mapping function is grouped here from 1851, but sale and management of Crown lands stayed with the Colonial Secretary (VRG 16) until 1855.

From the late 1850s to 1964, Lands was closely associated with Public Works (VRG 28) through the Board of Lands and Works. The separate identity of lands and of works is recognised here however. The history of the lands function has been one of gradual fragmentation. From the beginning, there was overlap with public works responsibilities and later with railways and transport functions not to mention agriculture and the municipalities. The portfolio was originally responsible for land settlement (hence immigration) and use. In the 20th century, specialist land use functions such as the control and management of forests, conservation, the environment, and planning were separated or developed outside of the lands portfolio.

The core functions of the portfolio were survey & mapping of the land and its allotment & sale in accordance with prevailing government policies on land settlement & use. All lands were initially deemed to be Crown lands until "alienated" when they became private land. Until well into the 20th century, large tracts of pastoral land were leased from the Crown and the administration of these "runs" was an important part of the Lands function.

Private Land : Since 1862, ownership of private land has been registered through the lands title (torrens) system. Unless resumed or re-purchased by the Crown, it is saleable/heritable property. Private land is

VRG 18 LANDS cont'd.

usually designated for specified purposes - urban or rural, residential or commercial, and so on - and its use regulated. The zoning and regulation of land use (and of what is built on the land) involves numerous government functions. Many of these rest with Municipalities (VRG 12). The respective rights and entitlements of government and property owners can also involve matters pertaining to public health (VRG 39), fire protection (VRG 26 and 73), building regulation and planning approvals (VRG 28, 65 and 78), agriculture (VRG 34 and 79), public transport (VRG 28, 31, 32 and 49), or mining (VRG 30 and 47). The government is also concerned in the supply of power (VRG 47 and 82) and water (VRG 36 and 84). Public interest in the use of private land has more recently extended to conservation (VRG 55 and 75) and to protection of the State's heritage and environment (VRG 28, 65 and 78). Some of these regulatory activities apply also to Crown land (see below).

Crown Land (Government Land) : Unalienated land was reserved for government purposes (now called government land) or remained uncommitted (now called public land). Crown land designated for specific purposes was often assigned to relevant government agencies which managed the land directly in accordance with their charter (e.g. schools, universities, hospitals, railways, roads, public housing) and in some cases were responsible for alienation (e.g. for sale and development of residential land under housing policies). The management, development and sale of much government land and of the government buildings thereon was the responsibility for many years of Public Works (VRG 28), later of Property and Services (VRG 69).

Crown Land (Public Land) : Crown land intended for public use or benefit is now described as public land. This category of land (including parks, reserves, resorts, and coastal areas) has traditionally been directly managed by the Lands and related portfolios. State forests (cf. VRG 41) were first separated in 1875 and after a chequered administrative history (during which forests in national parks went to VRG 55 Conservation) remained a separate portfolio until 1983 when again united with national parks and other Crown land responsibilities in Conservation, Forests and Lands (VRG 75). Responsibility for conservation, environment, and heritage responsibilities pertaining to the land (including soil conservation, fisheries and wildlife) were gradually brought together in Conservation (VRG 55) until merged once more with Lands and Forests in 1983. Note : for conservation/heritage functions pertaining to government buildings see also under Planning, etc.

Land Settlement (Closer Settlement & Soldier Settlement) : During the first decades of European settlement, large areas of Crown land were taken up by "squatters" on large pastoral leases and, to a lesser extent, for agricultural purposes. From the 1860s, land reform measures were enacted aimed at "unlocking" the land for "selectors" occupying smaller parcels. These were not always successful, but an increase in the rural population and an accompanying growth in agriculture did occur. By the end of the century, over 40% of the land had been sold or selected. From 1898 to 1982, the government pursued a closer settlement policy aimed at acquiring land, making it available for settlement in small allotments (e.g. farms) and providing for associated towns and amenities; this function, jointly administered with Water Supply (VRG 36) from 1913 to 1933, was closely associated with immigration policy. After both World Wars, special provision was made for assistance to soldier settlers. These schemes were eventually subsumed in the Rural Finance Commission (now Rural Finance Corporation) which went to Agriculture (VRG 34) in 1983 and thence to Treasurer (VRG 23).

Other functions associated with this Group include : aborigines (1856-1860); botanic gardens (1868-1869 and 1874-1983); coastal management (1978-1983); draughting land titles (to 1887); forests (to 1875 and 1890-1891 and 1893-1899 and 1900-1903); geological survey (to 1858 and 1862-1867); government botanist (1868-1869); immigration & labour (1912-1918); land tax (1884-1903); mining (to 1860s); mining surveyors (1862-1864); national herbarium (1925-1983); observatory (to 1870); Port Phillip Authority (1966-1973) and 1981-1983; roads & bridges (to 1861); survey of proposed lines of railway (to 1858); unused roads & water frontages (from 1928); vermin & noxious weeds (1880-1943); water right licences (to 1865).

See also notes on conservation, environment and heritage functions under Conservation (VRG 55).

Functions passing to Conservation, Forests and Lands (VRG 75) in 1983 included the management and control of uncommitted Crown Lands; land purchase and the sale of uncommitted Crown Lands; survey and mapping; reserves; vermin and noxious weeds; Royal Botanic Gardens; National Herbarium; and Mt Hotham Alpine Resort. Management of coastal areas and the Port Phillip Authority passed to Planning and Environment (VRG 78).

See also District Land Offices (VRG 27); Agriculture (VRG 34) which operated as part of Lands to 1882.

Evaluation {1851-1905 ***} {1905-1960 *} {1960-1983 #}.

VRG 18 LANDS cont'd.

There are substantial holdings for the period 1851-1905. Holdings for 1905-1960 are weak and those for 1960-1983 are very poor.

See *List of Holdings* 3.6.0 and 3.2.0 {agriculture}; 3.4.0 {Registrar General and Titles}; 3.6.0 {forests}; 3.10.0 {immigration}; 3.18.0 {survey; titles}.

Disposal Schedules in Force Between 1981 - 1983

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedule(s) - D/S : None

VRG 19 : LAW 1851 -

In 1836, the law in Port Phillip comprised so much of English common law and statute as had been "received" into N.S.W. before 25 July 1828 (Australian Courts Act), those parts of the common law and statute therein indicated to be applicable to N.S.W. and Van Diemen's Land, and laws made by the N.S.W. Legislative Council. The administration of law and justice was amongst the earliest of colonial functions. In 1841, a Government Solicitor was appointed to provide legal advice to the Superintendent (VRG 11) and conduct legal proceedings for the Crown. Between 1851 and 1951, responsibility for law was shared by two Ministers - the Attorney General and the Solicitor General (sometimes styled Minister of Justice). In 1951, the office of Solicitor General was "degraded" (ceased to have ministerial rank). In 1940, aspects of probate administration came from Courts (VRG 4).

Legal Policy & Advising: The Attorney General is responsible for legal policy & law reform and for advising government agencies on legal matters through the Crown (now Government) Solicitor. The Solicitor General, who now advises the government on legal matters and appears for the Crown in important court cases, was transferred to Premier (VRG 50) in 1985. Parliamentary counsel (VA 629) draft legislation and advise on statutory interpretation. The Attorney has been responsible for human rights and equal opportunity matters since 1984/5.

Court Proceedings, Courts Administration & Corrections: This portfolio is responsible for the administration, accommodation & staffing of the Courts (VRG 4) and the Administrative Appeals Tribunal (VA 2659) and for court reporting. Crown prosecutions in the higher courts were conducted by the Crown Solicitor (VA 667) until 1983 and thereafter by the Director of Public Prosecutions (VA 2550). The Government Solicitor continues to conduct summary prosecutions and civil litigation on behalf of the government and its agencies. Legal aid has been provided on recommendation of the courts (to 1928), by the Public Solicitor (1928-1981), the Legal Aid Committee (1963-1981), and by the Legal Aid Commission (since 1981) and the Appeal Costs Board (since 1964). Through the Sheriff's office, the portfolio had joint responsibility with the Colonial Secretary (VRG 16) and Chief Secretary (VRG 26) for prisons (gaols) until 1871 and from 1985 to 1987 it was again responsible for prisons (adult correctional and parole services). The Attorney General has been responsible for the Crimes Compensation Tribunal (VA 1082) since 1979.

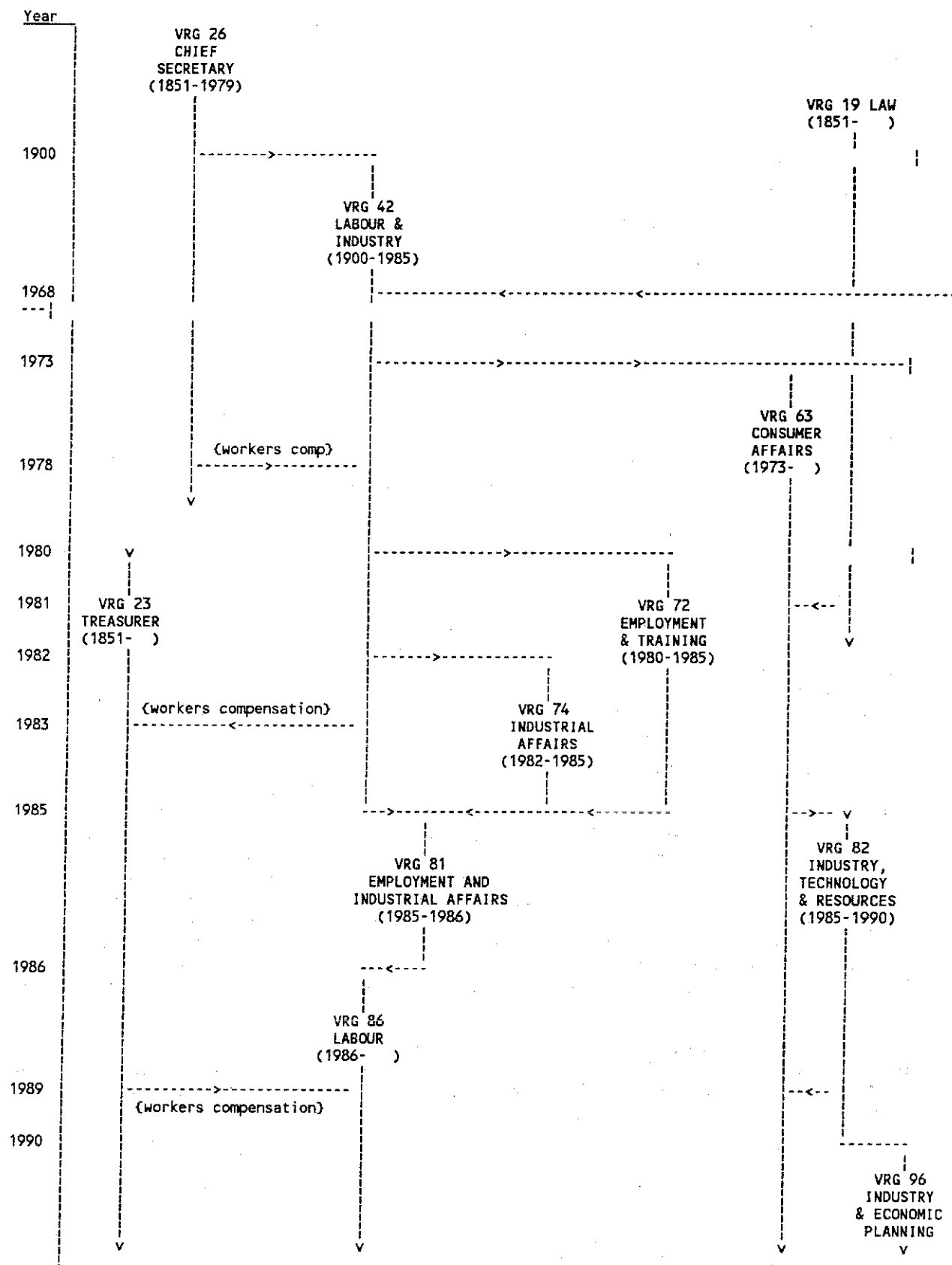
Trusteeship & Administration: Curatorship/trusteeship of the estates of deceased, mentally ill, and infirm persons was assumed from Treasurer and the Courts in the 1930s and is now administered through the Public Trustee (VA 719). The affairs and interests of disabled persons are protected through the Public Advocate (VA 2804) and the Guardianship & Administration Board.

Consumer Protection & Related Functions: From 1948 to 1954, the State regulated prices and rates for essential goods and services (a function relinquished by the Commonwealth); although a separate minister was appointed in 1950, administration of this function was through the Law Department. A Consumer Protection Council (VA 2734), established in 1965, was handed over to Labour (VRG 42) in 1968 and thence to Consumer Affairs (VRG 63) in 1973. Responsibility for small claims and fair rents (residential tenancies) passed to Consumer Affairs in 1981.

Registration & Related Functions: The Attorney General is responsible for registration of companies, the regulation of corporate affairs, and the exercise of delegated functions under the national companies &

LABOUR, EMPLOYMENT, CONSUMER PROTECTION & SHOP TRADING FUNCTIONS*

See also Diagram for Economic Development...Functions (p.61); MUNICIPALITIES (VRG 12).



* not to scale; much simplified

VRG 19 LAW cont'd.

securities agreement. Other registration and licensing functions exercised include : births, deaths and marriages (1869-1893); building & co-operative societies (from 1886); censorship (since 1979); census & statistics (1869-1874); estate agents (from 1978); friendly societies (from 1987); inquests (1869-1985 and from 1988); land titles (1864-1985); patents (1869-1904); raffles & bingo permits (1979-1983); trademarks & copyright (1869-1904).

The Attorney General was responsible for electricity supply - the State Electricity Commission (VA 1002) - from 1919 to 1927.

See also Courts (VRG 4); Prisons & Youth Training Centres (VRG 9); Police (VRG 10); District Land Offices (VRG 27).

Evaluation {1851-1905 *} {1905-1960 *} {1960-1990 #}.

Holdings are far from complete. There are some records for the pre 1905 period but large portions are either still out of custody or lost. For subsequent years, holdings are either weak/patchy or virtually non-existent.

See *List of Holdings* 3.4.0 and 3.7.0 {consumer protection; fair rents}; 3.12.0 {building & co-operative societies}; 3.13.0 {electricity supply}; 3.18.0 {inquests; registration; titles}; 3.20.0 {raffles & bingo permits}; 3.22.0 {friendly societies}.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :

- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records : Accounting, Stores, Transport, Services PROS 84/37 {1987-current}

- Agency Specific Schedules - D/S :

- Public Trust Office : Records D/S NST/14 {1973-current}
- Department of Community Welfare Services Records D/S PROS 82/8 {1980-current}
- Corporate Affairs Office : D/S for Company Registration & Deregistration Records PROS 86/3 {1986-current}
- Office of Corrections : Disposal Standard PROS 87/9 {1988-current}
- Victorian Government Solicitor's Office : Records D/S PROS 88/4 {1988-current}
- Director of Public Prosecutions : Criminal Trial Briefs Records D/S PROS 88/18 {1989-current}
- Attorney-General's Department : Capital Case Files PROS 81/1 {1981-current}

VRG 20 : PARLIAMENT 1851 -

From 1842 to separation from N.S.W. in 1851, residents of the Port Phillip District were entitled to representation in the N.S.W. Legislative Council. Thereafter, the Victorian Legislative Council has operated since 1851 and the Legislative Assembly since 1855. This Group also includes Parliamentary Committees and agencies providing technical assistance and administrative support services to Parliament.

Evaluation {1851-1905 ***} {1905-1960 ***} {1960-1990 **}.

Holdings include records of the Clerks and Papers Presented to Parliament as well as Committee records. Access to records in this Group is only by prior permission of presiding officers. See *List of Holdings* 11.0.0.

Disposal Schedules in Force Between 1981 - 1990

- None.

VRG 21 : POSTMASTER GENERAL 1851 - 1901

The first official postmaster was appointed to Victoria in 1837. Postal services were controlled by the postmaster at Sydney until separation in 1851, after which time the Victorian Post Office operated until the formation of the Commonwealth Post Office after federation. Electric telegraphy began in 1854. Telephones were introduced to Victoria by a private company in 1878 and taken over by the government in 1887. The Postmaster General was briefly responsible for mining in the 1860s. Electricity supply functions, for which the Postmaster General became responsible in the 1890s, passed to Public Works (VRG 28) after federation in 1901.

Evaluation {1851-1904 *}.

Few postal records are known to remain as part of the archives of Victoria. Many records are presumed to have passed to the Commonwealth. See *List of Holdings* 16.2.0 and 3.13.0 {electricity}; 3.13.2 {mining}.

VRG 22 : TRADE AND CUSTOMS 1851 - 1901

By the time of separation from New South Wales in 1851, a well established customs service had long been in existence. Port Phillip had been surveyed and chartered, ports & harbour facilities installed, bay pilots appointed, navigation aids erected, and a harbourmaster appointed. The Sub-Collector of Customs was replaced by a Victorian Collector who was a member of the Executive Council from 1851 to 1855 and whose post evolved into that of departmental head in the years following the appointment of a Commissioner of Trade & Customs in 1855.

Responsibilities passing to the Commonwealth in 1901 included : collection of customs duties; distilleries and excise; and registration of shipping.

Other functions included : explosives & powder magazines to Chief Secretary (VRG 26); fisheries to Public Works (VRG 28); ports and harbours to Public Works; immigration (alien) to Chief Secretary; immigration (arrivals & departures) to Public Works; marine safety and certification of marine pilots, ships' masters, mates & engineers to Chief Secretary; navigation & lighthouses to Public Works.

Evaluation {1851-1901 *}.

There are extensive holdings of 19th century immigration records (to 1923). Naturalisation records have passed to Commonwealth. See *List of Holdings* 16.25.0 and 3.6.0 {fisheries and wildlife}; 3.10.0 {immigration}; 3.16.0 {colonial secretary}; 3.21.0 {marine; ports}; 16.13.0 {marine; ports}

VRG 23 : TREASURER 1851 -

In 1851, the Colonial Treasurer assumed financial superintendence from the New South Wales government and local functions from the Superintendent (VRG 11). A Sub-Treasury had been set up in Port Phillip as early as 1839.

The core functions of the Group include administration of the State's finances, investment and loan raising, revenue, and budgeting. A number of major authorities with financial responsibilities are currently included : the State Bank, State Insurance Office, State Tender Board, Rural Finance Commission formerly the Rural Finance Corporation under Agriculture (VRG 34), Stamp Duties Office, and State Taxation Office.

Revenue and Taxation Functions : The major early source of government funds was customs duties imposed on a range of imported and exported goods and administered by Trade & Customs (VRG 22) and these remained by far the most significant until customs passed to the Commonwealth after federation. During the 19th century, other taxes and duties were introduced including estate (death) duty (1870), land tax (1877), various excise duties on tobacco and beer, income tax (1895). The Income Tax Office (now State Taxation Office) within Treasury progressively took over many other State taxing functions though since 1942 income tax itself has been levied exclusively by the Commonwealth which compensates the States by annual grants. Other sources of State revenue include probate duty (now being phased out), licence and registration fees, dividends from racing, and since 1971 payroll tax.

Head of Government and Public Service Functions : Between 1874 and the formation of a separate Premier's Department (VRG 50) in 1936, the Treasurer was often Chief Minister. The Treasurer was also responsible for the Public Service Commissioner(s)/Board from 1883-1894 and 1936-1937. Public service superannuation and pension schemes for public servants, railway employees, and teachers have been a traditional responsibility and recently others have been progressively brought within this portfolio including those from health (1982), sea pilots (1983), coal miners (1983), fire brigades (1985). Workers' compensation for government employees, formerly a responsibility of Labour & Industry (VRG 42), came

VRG 23 TREASURER cont'd.

to Treasurer in 1983 and was extended as Workcare to provide a single centrally co-ordinated scheme for the State - now administered by Labour (VRG 86).

Health & Welfare; Housing Functions : Financial assistance to hospitals, charities and other private welfare agencies dates from the earliest years of the colony. The Treasurer administered many of these funding schemes. In 1895, the Treasurer assumed responsibility for the inspectorate of charities from Chief Secretary (VRG 26) and in 1923 administration of the Hospitals and Charities Act. These functions went to Health (VRG 39) q.v. in 1944. The Housing Commission (est. 1937) was responsible to the Treasurer until transferred to the newly formed Housing portfolio (VRG 53) in 1945. The Treasurer was responsible for traffic accident compensation from 1985-1988.

Other functions are or have been : post offices (1856-1857); defence (1858-1883); public trustee (to 1931 and 1945-1949); grants to the arts (to 1972); government printing (to 1978); statistics and actuarial functions (1983-date); land monitoring (1985-date); various licensing functions.

See also Mining Districts (VRG 25).

Evaluation {1851-1905 ***} {1905-1960 **} {1960-1990 #}.

Holdings are substantial especially for the earlier period. Treasurer's correspondence and financial records are an important source of information for other areas of administration as well as for the Treasurer's own functions.

See *List of Holdings* 3.22.0 and 3.12.0 {housing}; 3.18.0 {printing}.

Place of Deposit Arrangements in Force

State Bank of Victoria : The State Bank Archives has been approved as a Class A place of deposit for records of the Bank and its predecessors.

Disposal Schedules in Force Between 1981-1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post -1950 Common Administrative Records : Accounting, Stores, Transport, Services PROS 84/37 {1987-current}
 - State Bank of Victoria : General Disposal Schedule for Branch Records PROS 85/5 {1985-current}
- Agency Specific Schedule(s) - D/S :
 - Treasury of Victoria : Records D/S NST/17 {1981-current}
 - State Bank of Victoria : Records Disposal Standard PROS 86/6 {1987-current}
 - Transport Accident Commission : D/S PROS 87/2 {1987-current}
 - State Tender Board : Records D/S PROS 88/3 {1988-current}
 - Accident Compensation Tribunal D/S PROS 89/4 {1989-current}

VRG 24 : EDUCATIONAL INSTITUTIONS 1836 -

This Group includes universities, colleges, and government schools. Here we describe the kinds of educational institutions operating in Victoria. For a description of the central administration of education see Education (VRG 35).

Elementary Education : Victoria inherited from N.S.W. a dual system of elementary schools. Church schools were assisted through the Denominational Schools Board (VA 703). Schools operated by the government (the national schools) were administered by the National Schools Board (VA 919). The two Boards were merged in 1862 as the Board of Education (VA 713). The dual system was subjected to many pressures resulting from the growth of the colony, sectarian differences, and a growing mood of

VRG 24 EDUCATIONAL INSTITUTIONS cont'd.

secularism resulting in the 1872 Education Act which withdrew government support from church schools (resumed by the Commonwealth in the 1960's) and established a highly centralised departmental (VA 714) administration of education which persisted until the 1970's.

Secondary Education : Secondary education remained largely private during the 19th century. Corporate and church founded schools received government grants, but it was not until 1905 that the first State continuation school was established in Melbourne. In 1906, public examinations (controlled after 1912 by the Victorian Schools Board) were begun distinct from the university matriculation examinations. By 1925, Victoria had 33 high schools (30 in country areas).

Technical Education : The first mechanic's institute was established in Melbourne in 1839. The Technological Commission (1868-1890) established a number of schools specialising in trade and industrial skills. Schools of mines were established for training in trades and technological work beginning with the Ballarat School of Mines in 1870. The Working Mens' College (later Royal Melbourne Institute of Technology) was opened in 1887. Vocational training was also provided for neglected children through the industrial schools. In 1911, the first Chief Inspector of Technical Education was appointed. This was followed by the establishment of junior technical schools to feed the senior technical schools and colleges and of senior technical schools (or colleges) under the direct control of the Education Department - as were all junior technical schools established after 1911. Since the Martin Report (1964) and an increase in Commonwealth funding for tertiary education, a greater distinction has been made between secondary and tertiary level technical education. Most of the senior technical colleges were brought under the Victorian Institute of Colleges to provide a parallel system of tertiary education with the universities.

Post-Secondary & Tertiary Education : The University of Melbourne was established in 1853. Until the foundation of Monash University in 1961 (followed by La Trobe and Deakin), the development of post-secondary education concentrated on technical, industrial, and trade colleges; agricultural education; and teacher training. Following the Martin Report, there was greater separation of the administration of those technical courses leading to a diploma and those offering apprenticeship, trades and certificate courses. Those offering the former became known as institutes of technology. In the 1960s and 1970s, colleges of advanced education were also established and they were brought together with the institutes of technology under the Victoria Institute of Colleges. Teacher training colleges were first established by the Education Department to provide primary teachers and later for secondary, technical, and specialist teachers. In 1973, there was an amalgamation into the State College of Victoria which was amalgamated in 1978 with the Victorian Institute of Colleges to form the Victorian Post Secondary Education Commission. Technical colleges providing apprenticeship, trades and certificate courses came under the Technical and Further Education (TAFE) Board in 1980 and are now the responsibility of the State Training Board.

Evaluation {1852-1905 *} {1905-1960 *} {1960-1990 #}.

No university records have yet been transferred. There are some records from a few of the tertiary colleges. There are records from many primary schools but the holdings are far from comprehensive. There are no records from government post-primary schools or TAFE colleges. See *List of Holdings* 5.0.0

Place of Deposit Arrangements in Operation

La Trobe University : Approval has been given to the development of a records management programme at the University leading to the establishment of an in-house archives for the University's records when they become due for transfer and public release.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - GDS : Colleges of Advanced Education NST/8 {1980-current}
 - GDS : Examinations Records PROS 87/10 {1989-current}
 - GDS : Schools Records PROS 88/2 {1988-current}
- Agency Specific Schedules - D/S :
 - La Trobe University: Variations to Apply GDS for Administrative Records
PROS 82/2 & 82/7 {1982-current}
 - La Trobe University : Archives Policy PROS 82/9 {1982-current}

VRG 24 EDUCATIONAL INSTITUTIONS cont'd.

- Chisholm Institute of Technology : Partial Records D/S PROS 83/4 {1983-current}
- Monash University : Partial Records D/S PROS 83/4 {1983-current}
- Monash University: Examination Records PROS 83/8 {1983-current}
- Royal Melbourne Institute of Technology : Partial Records D/S PROS 83/10 {1984-current}
- Monash University : Partial Records D/S PROS 84/2 {1984-current}
- Chisholm Institute of Technology : Partial Records D/S for Public Relations PROS 84/23 {1986-current}
- Melbourne College of Advanced Education : D/S for Staff Office Records PROS 87/8 {1987-current}
- Swinburne Institute of Technology: Grievance and Sexual Harrassment Records
PROS 88/16 {1989-current}

VRG 25 : MINING DISTRICTS 1852 - 1975

This Group includes Mining Boards, Mining Wardens (Wardens of Goldfields), Mining Registrars, and Mining Surveyors.

Mining activities virtually began with the goldfields of the 1850s. A system of licences, administered by the Commissioners of Crown Lands (VRG 16) operated until 1855 after which miner's rights were issued by local courts. Thereafter, mining areas were divided into districts and the administration of mining continued to operate largely at the local level for many years.

Mining Boards (1857-1914) : The boards were wholly elective to 1904. They made by-laws, levied rates & charges, and regulated matters such as water supply, land use, and waste. From 1904, as a developed mining industry displaced the independent, provision was made for the inclusion of an inspector of mines, representatives of mining companies, and union representatives.

Mining Wardens (1857-1969) : The wardens operated in a quasi-judicial role. They investigated & determined complaints concerning registrations of claim, settled disputes, and ordered surveys of disputed territory. Their decisions were appealable to the Courts of Mines. Since 1969, these functions have been performed by the magistrate's courts and county court respectively (cf. VRG 4). The wardens also dealt with cases of occupation of alienated land for mining purposes, compensation, and with applications for mining leases.

Mining Registrars (1857-1975) : The registrars often served also as mining surveyors. They inspected and registered claims & leases and effected transfers.

By 1975, virtually all the non-judicial functions had been subsumed by the Mines Department (cf. VRG 30) or officials working within the ambit of the department.

Evaluation {1852-1905 **} {1905-1960 **} {1960-1975 *}.

Significant quantities of records have been transferred from most of the districts, especially for the 19th century, but they are not complete. See *List of Holdings* 9.0.0

VRG 26 : CHIEF SECRETARY 1855 - 1979

Chief Secretary's was the portmanteau department of Victoria for most of its history. In direct succession to the "superintendence" functions of the Police Magistrate (VRG 7), Superintendent (VRG 11), and Colonial Secretary (VRG 16), it also inherited the head of government role from Executive (VRG 17) until the emergence of a separate Premier's Group (VRG 50). Many other portfolios, which should also be consulted, developed in whole or in part from functions formerly exercised by the Chief Secretary. These include :

- | | |
|---|--|
| 1860 : MINES (VRG 30) q.v. | 1970 : COMMUNITY WELFARE SERVICES (VRG 60) q.v. |
| 1872 : AGRICULTURE (VRG 34) q.v. | 1972 : ARTS (VRG 61) q.v. |
| 1873 : EDUCATION (VRG 35) q.v. | 1972 : YOUTH, SPORT & RECREATION (VRG 66) q.v. |
| 1890 : HEALTH (VRG 39) q.v. | 1973 : CONSERVATION (VRG 55) q.v. |
| 1900 : LABOUR & INDUSTRY (VRG 42) q.v. | 1978 : PROPERTY & SERVICES (VRG 69) q.v. |
| 1968 : ABORIGINAL AFFAIRS (VRG 58) q.v. | 1979 : POLICE & EMERGENCY SERVICES (VRG 73) q.v. |

VRG 26 CHIEF SECRETARY cont'd.

In addition, Chief Secretary was at one time or another responsible for :

Head of Government Functions (1855-1874) : The Chief Secretary was invariably commissioned as Chief Minister until 1874 when that role (thereafter styled Premier) was held by a variety of ministers until a separate portfolio was set up in 1936. Various functions (including Agent General, governor's office, and the public service) have been traditionally associated with head of government.

Census & Statistics Functions (1855-1869 and 1874-1979) : Collection of statistics and periodic census-taking was the responsibility of the Colonial Secretary and the Chief Secretary for all but a short period between 1869 and 1874 when it went to Law (VRG 19). The function, vested in the Government Statist and Actuary, was largely taken over by the Commonwealth after federation. It passed to Property & Services (VRG 69) in 1979 and thence to Treasurer (VRG 23) in 1983.

Defence? (1855-1858) : The Chief Secretary appears to have been involved in early defence functions which were largely an imperial responsibility - cf Armed Forces (VRG 3). After 1858, the function, then largely concerned with provisioning and subsidies, passed to Treasurer (VRG 23) until the foundation of a separate defence portfolio (VRG 38).

Elections (1855-1979) : Until the appointment of a Chief Electoral Inspector in 1891, elections and rolls were the responsibility respectively of returning officers and electoral registrars. The office of Chief Electoral Officer/Electoral Commissioner, who reports directly to Parliament since 1989, was first established in 1910 and responsibility for the function passed to Property & Services (VRG 69) in 1979. Disputed returns were dealt with by committees of Parliament until 1934 (Assembly) and 1961 (Council) since when the Supreme Court sits as the court of disputed returns.

Registration and Licensing Functions : These include births, deaths & marriages (1855-1869 and 1893-1979); censorship (to 1979); explosives/hazardous goods (1901-1965); fisheries & wildlife (1913-1973); inquests (1856-1869); land titles (1863-1864); liquor licensing (1870-1979); mercantile marine & marine board (1901-1927); patents, trademarks & copyright (to 1869).

Other miscellaneous regulatory & service functions : Chinese interpreters & scribes (1855-1861); crimes compensation (1972-1979); government shorthand writers (to 1979); immigration (1900-1904 and 1947-1950); land tax (to 1884); motor accidents (1973-1979); public records (1973-1978); road traffic (to 1979); state insurance (to 1979); valuations (to 1960); weights & measures (to 1965).

In 1979, its remaining functions passed to Police and Emergency Services (VRG 73). Its portmanteau role, on a much reduced scale, is now performed by Property & Services (VRG 69).

See also Health and Welfare Agencies (VRG 8); Prisons and Youth Training Centres (VRG 9); Police (VRG 10); Educational Institutions (VRG 24); Mining Districts (VRG 25)

Evaluation {1855-1905 *} {1905-1960 **} {1959-1979 *}.**

Because this was the parent Group for the PRO during its earliest years, substantial transfers were made of records from the central administration - the Chief Secretary's Office/Department. These records are an invaluable source because much of the business of other portfolios, especially in the period when the Chief Secretary was head of government, passed through his hands. Until the 1930's at least, they can be consulted on almost any subject.

Holdings relating to aboriginal affairs are extensive but not complete (some records are presumed to have passed to the Commonwealth after 1975). Records passing to other Groups which developed from Chief Secretary (i.e. Health; Mines; Labour; Community Services; Arts; Police and Emergency Services; etc.) are not included in the above evaluation.

See *List of Holdings* 3.16.5 and 3.2.0 {agriculture}; 3.3.0 {arts}; 3.4.0 {prisons and gaols; parole}; 3.5.0 {welfare services}; 3.6.0 {fisheries and wildlife; zoos; conservation}; 3.8.0 {education}; 3.9.0 {labour}; 3.10.0 {immigration}; 3.11.0 {health}; 3.13.0 {mining}; 3.16.0 {police}; 3.17.0 {head of government}; 3.18.0 {registration; public records; electoral}; 3.20.0 {sport etc.}; 3.22.0 {statistics; Registrar General; friendly societies}; 16.5.0 {aborigines}.

VRG 27 : DISTRICT LAND OFFICES 1836 -

The land offices carried out, locally, various functions in relation to the survey, management and sale of Crown lands including administration of runs and leases and title registration.

VRG 27 DISTRICT LAND OFFICES cont'd.

Commissioners and Bailiffs of Crown Lands, reporting successively to the Superintendent (VRG 11) and Colonial Secretary (VRG 16) and supported by the Border Police, were responsible for preventing unauthorised encroachment on unalienated land and the licensing of pastoral runs. They also acted as police magistrates and protectors of aborigines in some districts. From 1855, this function was associated with Lands (VRG 18). After 1857, District Surveyors and other officials appear to have taken over the tasks of the Commissioners. From 1867 to the 1920s, Crown Bailiffs undertook the work of inspecting selections and preventing illegal occupation.

District Surveyors reporting to the Surveyor-General, were first appointed in 1847 to oversee survey work required in connection with the management, sale and leasing of Crown lands. Surveyors had also to arrange for an examination of land to determine whether it was gold-bearing; to estimate grazing capacity; to lay out roads, sites of other public works, and for public purposes; and occasionally to conduct Crown land sales.

Land Officers, reporting to the Crown Lands Department (VA 538), conducted land sales and were members of the local land boards, established to determine applications for leases of Crown land, etc.

Evaluation {1855-1905 tbe} {1905-1960 tbe} {1960-1990 tbe}.

Many of the records of the land offices may have been subsequently returned to central offices in Melbourne and further investigation is needed to determine whether they can still be found in the records of those agencies. The jurisdictional boundaries and locations of the offices and of the various lands officials changed frequently through relocation and amalgamation which complicates the problem of evaluation.

See *List of Holdings* 4.0.0.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records : Accounting, Stores, Transport, Services PROS 84/37 {1987-current}
- Agency Specific Schedules - D/S : None

VRG 28 : PUBLIC WORKS 1855 - 1987

Public works functions began in 1837 with the appointment of a Clerk of Works and an Overseer of Roads responsible to the New South Wales Colonial Architect - see also Police Magistrate (VRG 4) and Superintendent (VRG 11). A Victorian Colonial Architect was appointed upon separation from N.S.W. in 1851 under the Colonial Secretary (VRG 26) and, in 1855, was joined with related activities (e.g. Colonial Engineer and Central Roads Board) under a Commissioner of Public Works.

In 1857, Works was yoked together with Lands (VRG 18) through the Board of Lands and Works, but the arrangement which lasted till 1964 never resulted in a complete merger of functions and the separate identity of each portfolio is recognised here. Extensive transfers of functions into and out of this Group (especially with Lands) have occurred.

The core works function, design and construction of government buildings, was merged with Housing (VRG 53) in 1987 to form Housing and Construction (VRG 88). Responsibility for preservation of historic government buildings had passed to Planning & Environment (VRG 78) in 1983. Responsibility for management of government buildings and accommodation went to Property & Services (VRG 69) in 1985.

Transport & Tourism Functions : Responsibility for roads and bridges (to 1862 and 1877-1959), railways (to 1860), ports and harbours (1901-1983) and trams and buses (to 1952) - now consolidated within Transport (VRG 49) q.v. - all rested with Public Works at one time or another. Tourist bureaux first developed within the railways and transport portfolios (VRG 31 and VRG 49). Up to 1958, the development of and assistance to tourist resorts was vested in Public Works. The two tourist functions were brought together under State Development & Decentralisation (VRG 51) in 1958.

VRG 28 PUBLIC WORKS cont'd.

Local Government & Planning Functions : There developed in association with the distribution of grants to municipalities for roads and water an administrative apparatus for central co-ordination of municipal activities. This provided a framework within Public Works for the development of a local government branch which operated until the separation of Local Government (VRG 51) in 1958. Planning schemes were being urged in the 1920s but it was not until the 1940s and postwar reconstruction that statutory planning truly began in Victoria, mainly through the agency of municipalities (VRG 12) and under the overall guidance of the Town & Country Planning Board and the Melbourne & Metropolitan Board of Works. Planning and building regulation functions went to Local Government in 1958 and thence to the Planning (VRG 65) and Planning & Environment (VRG 78) portfolios.

Water Supply & Sewerage Functions : Through the Board of Lands and Works, Public Works shared with Lands responsibility for many aspects of water supply and sewerage including survey and purchase of land; construction of water works, dams and reservoirs; drainage and sewerage; levying charges; and provision of loans to local water authorities. From the 1850s on, rural water supply was associated with the mining function (cf. VRG 30) where it remained until 1880 and the establishment of Water Supply (VRG 36). Water and sewerage in metropolitan Melbourne was the responsibility of Public Works until 1891 when that function too passed to Water Supply.

Other functions included electricity supply (1901-1919); fisheries & wildlife (1901-1910); immigration (1901-1930); cemeteries (to 1873 and fencing to 1890); foreshore protection (to 1956 and 1974-1983).

See also Municipalities (VRG 12); Water and Sewerage Authorities (VRG 33).

Evaluation {1985-1905 **} {1905-1960 *} {1960-1990 *}.

Numerous transfers have been made of records dating up to the 1970s but there are many obvious gaps. See *List of Holdings* 3.19.0 and 3.6.0 {fisheries and wildlife}; 3.10.0 {immigration}; 3.13.0 {electricity}; 3.14.0 {local government; roads}; 3.21.0 {transport; railways; roads; marine; ports}; 3.23.0 {water and sewerage}.

Disposal Schedules in Force Between 1981 - 1987

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records : Accounting, Stores, Transport, Services PROS 84/37 {1987-current}
- Agency Specific Schedules - D/S : None

VRG 30 : MINES 1860 - 1977

Regulation of the newly discovered goldfields was a pressing concern of the colonial government soon after separation from N.S.W. The earliest arrangements for mining leases and issue of licences were through the Commissioners of Crown Lands serving as Goldfields Commissioners under the administration of the Colonial Secretary (VRG 16). In 1855, a system of miners' rights administered by local councils (VRG 25) was introduced with overall supervision of mining resting with the Chief Secretary (VRG 26). These functions, together with the geological survey (established under Lands and transferred to the Chief Secretary in 1858) were assumed by Mines 1861. Responsibility for miners' leases came from Lands (VRG 18) in 1865.

Between 1861 and 1863, the portfolio of Mines was left unfilled and some functions were carried out by the Postmaster General (VRG 21); others were returned to Lands until 1867. Much of the administration of mining was local - cf. VRG 25. During the 20th century, it was gradually centralised in the Mines Department.

At various times, other functions such as rural water supply (1865-1880) and forests (1891-1893) were associated with this portfolio. Rural water supply functions passed to Water Supply (VRG 36) in 1880. Responsibility for the State Coal Mine (1900-1911) went to Railways (VRG 32) in 1911. Its remaining functions passed to Minerals and Energy (VRG 47) in 1977. The functions of this Group are now principally exercised by Industry and Economic Planning (VRG 96) and Conservation & Environment (VRG 94).

VRG 30 MINES cont'd.

See also Mining Districts (VRG 25); Water and Sewerage Authorities (VRG 33).

Evaluation {1860-1905 *} {1905-1960 *} {1960-1977 *}.

There have been only patchy transfers from the central departmental administration (including long runs of mining title records). There have been few transfers from associated agencies and statutory authorities. See *List of Holdings* 3.13.2 and 3.6.0 {forests}; 3.21.12 {coal mine}; 3.23.0 {water}.

VRG 32 : RAILWAYS 1860 - 1934

Though the first railways, commencing in 1853, were private (the last of them being purchased by government in 1878), railways have been a government concern since the mid 1850s when surveying and purchasing of lines of track began. They were first administered by Lands (VRG 18), then by Public Works (VRG 28) up to 1860 when the first Commissioner (later Minister) of Railways was appointed. In 1892, railway construction was returned to Public Works. The functions of this Group passed to Transport (VRG 49) in 1934.

Railways assumed responsibility for roads and bridges from Lands and Public Works between 1861/2 and 1877 when it passed back to Public Works. The State Coal Mine came from Mines (VRG 30) in 1911.

Railways, and after it Transport, was responsible for tourist bureaux and alpine resorts until 1958 when they passed to State Development & Decentralisation (VRG 51).

Evaluation {1860-1905 **} {1905-1934 **}.

There have been extensive transfers but serious gaps apparent. See *List of Holdings* 3.21.0 and 3.14.0 {roads and bridges}; 3.19.0 {roads}.

VRG 33 : WATER AND SEWERAGE AUTHORITIES 1859 -

Beginning in the 1850s, local water works trusts and sewerage authorities were established to provide water, irrigation and sewerage in rural areas. The local authorities belonging to this Group have been variously known as irrigation districts, irrigation trusts, irrigation & water supply districts, river improvement trusts, sewerage authorities, water boards, water commissions, water supply districts, water trusts, waterworks trusts, waterworks & sewerage trusts.

In the cities and towns, water supply has been a function of the municipalities (VRG 12) and, in Melbourne and its environs, of the Melbourne & Metropolitan Board of Works (MMBW). Some water supply and irrigation services in rural areas have been provided by State government agencies within Public Works (VRG 28), Mines (VRG 30), Water Supply (VRG 36), and Water Resources (VRG 84).

In 1983 and 1984, many of the trusts and authorities were amalgamated into water boards of increased size or merged with municipalities.

See also Municipalities (VRG 12) some of which will have inherited functions and records from this Group; Public Works (VRG 28); Mines (VRG 30); Water Supply (VRG 36); Water Resources (VRG 84); Conservation & Environment (VRG 94).

Evaluation {1859-1905 *} {1905-1960 *} {1960-1990 *}.

Few records are yet in custody. Transfers include records from : Ballarat; Braybrooke; Creswick; Dandenong; Diamond Valley; Geelong; Heidelberg; Inglewood; Loddon; Maldon; Moorabin; Orbost; Rodney; Rushworth; Stawell; Stratford; Waranga; Wedderburn & Koorong.

See *List of Holdings* 15.0.0.

Disposal Schedules in Force Between 1981 - 1989

- General Disposal Schedule(s) - GDS : None.

- Agency Specific Schedules - D/S :

- Shire of Gisborne : Sewerage Authority Records D/S NST/-- {1980-current}

VRG 34 : AGRICULTURE 1872 - 1985

Beginning under the Superintendent (VRG 11) and Colonial Secretary (VRG 16) with stock inspectors to prevent spread of diseases in sheep, regulation and promotion of the pastoral and agricultural industries

VRG 34 AGRICULTURE cont'd.

have reflected their economic importance. Under the Chief Secretary (VRG 26), grants were made to agricultural societies, experimental farming and agricultural education provided, and information disseminated. When large scale land selection (cf. VRG 18 Lands) took off in the 1870s, many people with limited knowledge began farming and greater government assistance and regulation became necessary. A new portfolio and department were established in 1872 within Lands until formally separated in 1882.

Pastoral/Agricultural Diseases & Associated Health Functions : Prevention of stock and crop diseases through inspection, quarantine, import control, slaughtering and destruction, and research and eradication programmes occupied much of the department's attention from an early stage. In 1905, close regulation of dairy products (e.g. pasteurisation) was transferred from municipalities (VRG 12) and in 1906 veterinary inspection came from Health (VRG 39).

Research, Promotion & Assistance : The department employed scientists and other experts to research and advise agricultural industries. Agricultural colleges and experimental farms were maintained and grants made to the University of Melbourne (VRG 24) to foster research and training. The department was also involved in regulation and promotion of marketing primary produce. Agricultural education functions passed to Education (VRG 35) in 1983.

Other functions included state forests & nurseries (1875-1890 and 1903-1904); royal botanical gardens (1873-1874); government botanist & herbarium (1873 and 1903-1913); fisheries and wildlife (1910-1913); animal welfare (1981-1985); rural finance/land settlement (1983-1985); state chemistry laboratory (1983-1985); grain elevators (to 1983). The functions of this portfolio passed to Agriculture and Rural Affairs (VRG 79) in 1985.

In 1983, Agriculture assumed responsibility from Lands (VRG 18) for land settlement functions through the Rural Finance Corporation, now the Rural Finance Commission (VA 2985) under Treasurer (VRG 23).

See also Lands (VRG 18) to 1882; District Land Offices (VRG 27).

Evaluation {1872-1905 **} {1905-1960 **} {1960-1985 *}.

Some records have been transferred but holdings are patchy.

See *List of Holdings* 3.2.0 and 3.6.0 {state forests; fisheries and wildlife}; 3.11.0 {inspection}; 3.16.0 {national parks}.

Disposal Schedules in Force Between 1981 - 1985

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedules - D/S :
 - Department of Agriculture NST/5 {1981-1985}

VRG 35 : EDUCATION 1873 -

For a description of education delivery services see Educational Institutions (VRG 24). Here we briefly describe the central administration of the function.

Prior to 1848, schooling in Port Phillip was provided privately (often by church schools) under a system of government grants and subsidy. Thereafter, a dual system operated through the N.S.W. Board of Education (VA 920) which was responsible for government controlled (national) schools and a Denominational Schools Board (VA 703) dealing with grants to denominational (church) schools. The Denominational Schools Board and the Victorian National Schools Board (VA 919) were amalgamated in 1862 as the Board of Education (VA 713). The work of the Boards was successively part of the responsibilities of the Superintendent (VRG 11), the Colonial Secretary (VRG 16), and the Chief Secretary (VRG 26).

VRG 35 EDUCATION cont'd.

In 1872, a system of free, compulsory, and secular primary education was introduced under the new Education Department and in 1874 state aid to church schools ceased (to be resumed a century later by the Commonwealth). The Victorian education system, like those of other Australian States, was highly centralised in both administration and curriculum. Recent changes have introduced a more regionalised and decentralised administrative structure.

Other functions associated with this Group include : schools of mines from Mines (VRG 30) since 1880; school medical & dental services to Health (VRG 39) in 1944; day training centres from Health (VRG 39) since 1976; agricultural colleges from Agriculture (VRG 34) since 1983; industrial & apprenticeship training from Labour (VRG 42) since 1987. School attendance (truancy) officers went to Community Welfare Services (VRG 60) between 1971 and 1981.

See also Educational Institutions (VRG 24).

Evaluation {1873-1905 **} {1905-1960 **} {1960-1990 *}.

There are useful but incomplete holdings for the pre 1872 period. Prior to c.1960, there are extensive (but incomplete) holdings of the records of the former Primary Schools Division of the Department and some records only from the former Secondary Schools Division (high schools). There have been almost no records transferred of the former Technical Schools Division. There have been few transfers from associated agencies and authorities.

See *List of Holdings* 3.8.0.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :

- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records : Accounting, Stores, Transport, Services PROS 84/37 {1987-current}

- Agency Specific Schedules - D/S :

- Education Department NST/12 {1971-current}
- Victorian Universities Admissions Committee : Records D/S PROS 84/28 {1984-current}
- Education Appointments Board : Partial Records D/S PROS 84/43 {1985-?1987}
- Victorian Curriculum & Assessment Board : D/S for Electronic Data PROS 87/3 {1987-current}
- Education Appointments Board : D/S for Records of Principals' Appointments PROS 87/4 {1987-current}
- Victorian Curriculum & Assessment Board : Examination & Assessment Records D/S PROS 88/14 {1989-current}

VRG 36 : WATER SUPPLY 1880 - 1984

Water supply functions were originally associated with Public Works (VRG 28) - q.v. Until recently, responsibilities for water supply in rural Victoria and in the Melbourne and metropolitan area, though combined in one portfolio since 1891, remained administratively separated.

Rural Water Supply : Because of the urgent need to regulate water supply to the goldfields, rural water supply had been associated with mining responsibilities since the 1850s, under Mines (VRG 30) after 1860, in association (through the Board of Lands & Works) with Lands (VRG 18) and Public Works. Although a distinct ministerial responsibility can be identified from 1880, the connection with the Mines Department continued until 1909 and the development of the State Rivers & Water Supply Commission. The Commission oversighted local water and sewerage authorities (VRG 33) and had management of rivers and waterways, irrigation, drainage, flood protection, and for closer/soldier settlement in irrigation areas (1912-1933).

VRG 36 WATER SUPPLY cont'd.

Melbourne & Metropolitan Area Water Supply : Water and sewerage functions in Melbourne and its environs, previously with Public Works, were vested in the Melbourne & Metropolitan Board of Works (VA 1007) in 1891 and transferred to Water Supply. The Board has also had responsibility for carrying out various functions (such as town planning; designated highways & bridges) under other portfolios.

Water supply functions passed to Water Resources (VRG 84).

See also Water and Sewerage Authorities (VRG 33).

Evaluation {1880-1905 *} {1905-1960 *} {1960-1985 *}.

Only small quantities are in custody but they include some significant transfers from the State Rivers & Water Supply Commission.

See *List of Holdings* 3.23.0.

Disposal Schedules in Force Between 1981 - 1985

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedules - D/S :
 - Melbourne and Metropolitan Board of Works : Records D/S NST/20 {1978-current}

VRG 38 : DEFENCE 1883 - 1901

From the 1850s, the Australian colonies began to provide in part for their own defence through volunteer forces. Imperial military forces, nominally under the command of the colonial governors, were withdrawn in 1870. Naval and coastal defence remained an imperial responsibility but local naval units did operate (after 1887 as the Australian Naval Defence Force).

The Colonial Secretary (VRG 16) and Chief Secretary (VRG 26) were responsible for the local defence administration to 1857 and the Treasurer (VRG 23) thereafter. In 1883, a separate defence portfolio and Council of Defence were established and in 1901 the defence function passed to the Commonwealth.

See also Armed Forces (VRG 3); Treasurer (VRG 23); Chief Secretary (VRG 26).

Evaluation {1883-1901 #}.

Few if any records remain part of the archives of Victoria. Many records are presumed to have passed to the Commonwealth.

See *List of Holdings* 16.8.0 and 3.16.5 {chief secretary}; 3.22.1 {treasurer}

VRG 39 : HEALTH 1890 -

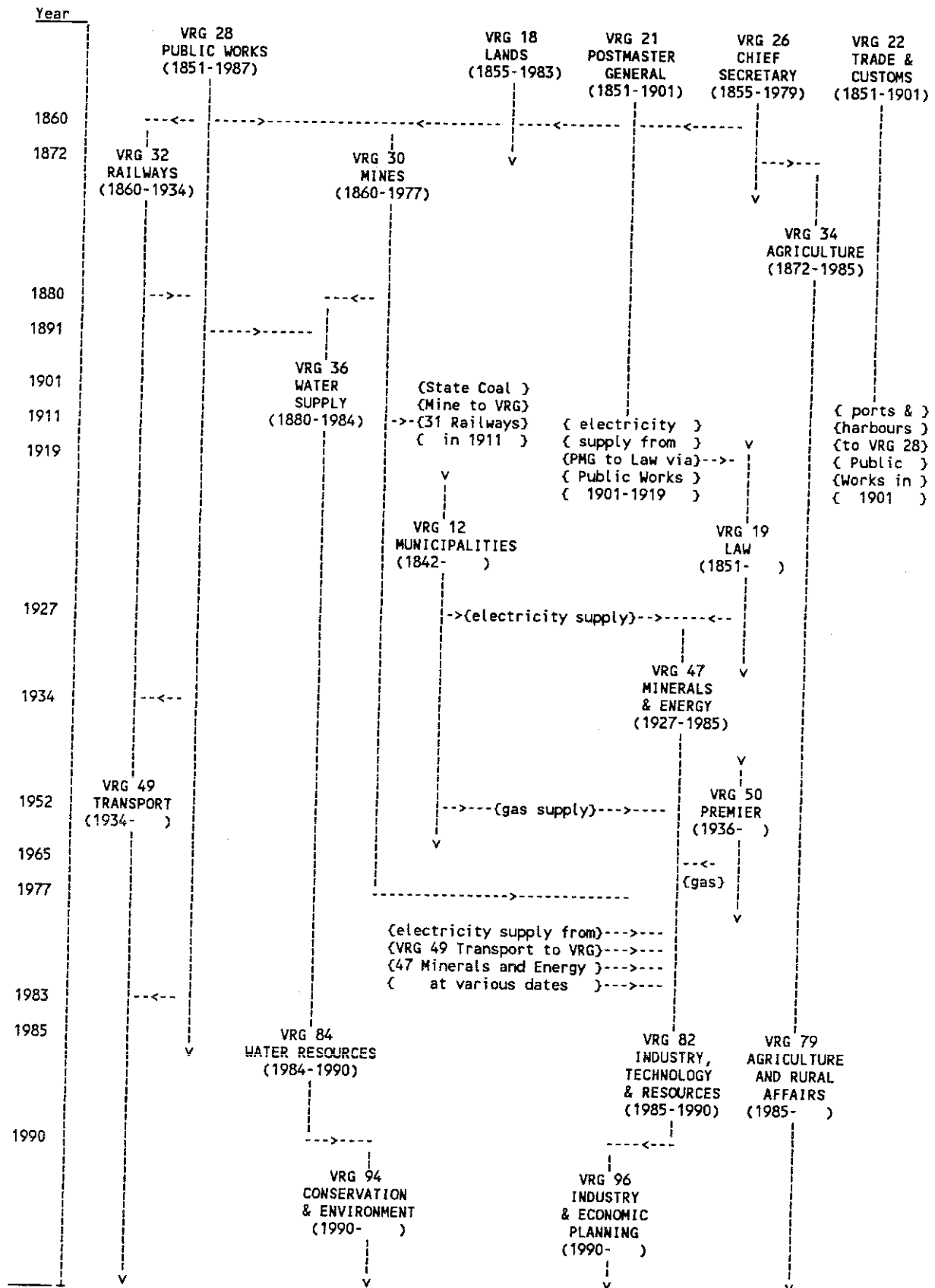
We deal here with the central administration of public health functions. Most of these came together in 1890 from Chief Secretary (VRG 26) and from Municipalities (VRG 12). For a description of the delivery of public health and associated services see Health & Welfare Agencies (VRG 8).

A small medical department, having its origins under the Police Magistrate (VRG 8) and Superintendent (VRG 11) was established after separation from N.S.W. Government medical staff served in colonial hospitals, gaols and lunatic asylums and were responsible for immigrants upon arrival and for quarantine. It should be noted that public health programmes have relied heavily upon private and voluntary groups for delivery of public policy goals and that central concern with the administration and funding of private delivery services has been a concurrent theme with direct service delivery by government bodies.

Public Health Functions to 1978 : A Central Board of Health was established in 1854/55 under the Chief Secretary (VRG 26). Local boards (effectively the municipalities in many places) assisted in establishing and enforcing health standards. These functions have included : public health institutions (hospitals, etc.);

AGRICULTURE, TRANSPORT, MINES, POWER AND WATER SUPPLY FUNCTIONS*

See also Diagram of Economic Development...Functions (p.61); MUNICIPALITIES (VRG 12); MINING DISTRICTS (VRG 25); WATER & SEWERAGE AUTHORITIES (VRG 33).



* not to scale; much simplified

VRG 39 HEALTH cont'd.

control of infectious and endemic diseases; public sanitation; building standards and fire prevention; adulteration of food and drink (including abattoirs and milk production); vaccination and later immunisation and infant welfare; registration of health care professionals. In 1890, a new Health portfolio was established to take over some of these responsibilities; the Central Board was replaced by the Board of Public Health, later the Commission of Public Health (VA 694), and by the Department of Public Health (VA 2904), later the Department of Health I (VA 695); the local boards were also abolished and their functions assumed wholly by municipalities (VRG 12). Government medical services (including infant medical treatment, childrens' welfare, reformatory schools, medical treatment of gaols and police, and regulation of poisons and narcotic substances) remained with Chief Secretary until 1944. School medical and dental services were transferred to Health from Education (VRG 35) in 1944.

Hospitals & Charities to 1978 : Hospitals and charitable institutions not maintained by the government have, since 1847, come increasingly under statutory regulation as to their establishment and government - more so those which are subsidised or supported by voluntary contributions. As the amount and proportion of government subsidy increased, provision was made for registration, inspection of their premises, and regulation of their affairs. An Inspector of Charities was established under Chief Secretary and transferred to Treasurer in 1895 and replaced by the Hospitals and Charities Board (VA 2707) in 1923 when government funding of hospitals and charities also went from Chief Secretary to Treasurer. In 1944, these functions came to Health. A new Hospitals and Charities Commission (VA 693) was established in 1948 to achieve greater co-ordination and rationalisation of hospital and institutional activities.

Mental Health to 1978 : Prior to 1848, when the Yarra Bend Asylum was established as a ward of the Tarban Creek Asylum in N.S.W., lunatics were either detained in gaols or transferred to Tarban Creek. Over the next century, while this function was administered by the Chief Secretary, developments in the treatment of mental health provided for greater differentiation (e.g. intellectually disabled, criminally insane, inebriates) and for a greater emphasis on treatment instead of simple detention. In 1944, these functions passed to Health.

Cemeteries : Administration of cemeteries legislation, formerly with Public Works (VRG 28), Lands (VRG 18), and Chief Secretary (VRG 26), came to Health in 1890.

Maternal & Child Health Care to 1978 : In 1944, the Maternal & Child Hygiene Branch of the Health Department was established with responsibility for pre-natal hygiene; pre-school children; child health services; school medical and dental services; and infant welfare. Responsibility for childrens' homes went to Community Welfare Services (VRG 60) in 1971 and for day training centres (non-residential care and education of intellectually disabled children) to Education (VRG 35) in 1976.

Health Administration Since 1978 : In 1978, the powers and responsibilities of the Department of Health I (VA 695), the Commission of Public Health (VA 694), the Hospitals and Charities Commission (VA 693) and the Mental Health Authority (VA 692) were assumed by the Health Commission (VA 652). In the years following, a number of related functions (e.g. registration of hairdressers, plumbers, gasfitters, cinematograph operators; hospital superannuation; occupational health services) were transferred to other portfolios. In 1985, the Health Commission was replaced by the Department of Health II (VA 2695) and some functions passed to Community Services (VRG 80) including pre-school services (pre-school - centres, child minding centres); intellectual and physical disability services; family health services (visiting child health nurses, early childhood development services, infant welfare services, family planning, maternal and child health services); and domiciliary care services (excluding domiciliary nursing).

See also Cemeteries (VRG 5); Health and Welfare Agencies (VRG 8).

Evaluation {1890-1905 **} {1905-1960 *} {1960-1990 #}.

Some records of the central administration of health for 1890-1905 have been transferred but large portions are still out of custody or lost. Holdings for the period 1905-1960 are very poor and for the post-1960 period virtually non-existent.

See *List of Holdings* 3.11.0 and 3.22.3 {hospitals superannuation}.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}

VRG 39 HEALTH cont'd.

- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedules - D/S :
 - Health Commission : Perinatal Morbidity Statistics Systems Unit Partial D/S PROS 84/12 {1984-current}
 - Health Commission : School Medical Service Partial Records D/S PROS 84/26 {1985-current}
 - Melbourne Communicable Diseases Clinic : Records D/S PROS 88/8 {1988-current}

VRG 41 : FORESTS 1899 - 1983

Responsibility for the State's forests had been with Lands (VRG 18) to 1875, then Agriculture (VRG 34) to 1890, Lands again to 1891, then Mines (VRG 30) to 1893, Lands for a third time to 1903, Agriculture again to 1905, and then Mines again to 1908. Although a separate Forests portfolio was established as early as 1899, a distinct Forests Department did not emerge until 1908.

The first licences to cut timber were without restraint of any kind. Beginning in 1869, the Lands Acts provided for proclamation of temporary reserves for preservation and growth. After 1888, Victoria had a Conservator of Forests but attempts to enact thorough forestry legislation were frustrated until the 1907 Forests Act which provided for creation of permanently reserved forests, future dedications, and the establishment of a Forests Department to assume control of timber on unoccupied Crown land and to collect forest royalties. With the establishment of the Forests Commission in 1918, a greater measure of control and regulation of forest areas and the timber industry was achieved.

The core functions of the portfolio related to the forestry industry and the management, development and conservation of State Forests and State Nurseries. Associated functions included the School of Forestry and forestry education; fencing, layout, and improvement of reserves and plantations; provision of recreational facilities; purchase and alienation of forest lands; protection of plant & wildlife in forest areas and destruction of vermin & noxious weeds.

From the 1930s, the State Forests Department was involved, with other agencies, in early soil conservation efforts. Forests was also deeply concerned with rural fire prevention and control. In 1957, responsibility for forests in national parks went to Premier (VRG 50) as part of moves towards better co-ordinated land conservation - cf. notes on conservation, environment and heritage functions under Conservation (VRG 55).

In 1983, Forests was merged with the Lands (VRG 18) and Conservation portfolios into Conservation, Forests & Lands (VRG 75).

Evaluation {1899-1905 *} {1905-1960 *} {1960-1983 *}.

Of the records of the central Forests administration after 1908, the PRO holds films of some of the minutes of the Forests Commission, some correspondence re annual reports and occupation, and a somewhat scrappy miscellanea.

See *List of Holdings* 3.6.0 and 3.2.0 {agriculture administration}; 3.13.2 {mines administration}.

Disposal Schedules in Force Between 1981 - 1983

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedules - D/S : None

VRG 42 : LABOUR AND INDUSTRY 1900 - 1985

Government regulation of conditions of employment (including wages, working hours, leave entitlements, and employment of children) developed under Chief Secretary (VRG 26) in the 19th century. The VRG

VRG 42 LABOUR AND INDUSTRY cont'd.

Factories Office (VA 475), established in 1885, regulated factory conditions and shop trading hours. The Wages Boards (VA 1010), established in 1896, fixed wages and other conditions of employment and settled disputes. In 1900, a new Labour portfolio (Labour & Industry after 1954) was established, but the Factories Office continued as part of the Chief Secretary's Department until the establishment of the Department of Labour I (VA 2874) in 1916. From 1903, appeals from the Wages Boards were heard by the Industrial Appeals Court (VA 1011), succeeded in 1981 by the Industrial Relations Commission (VA 1009).

Conditions of Employment Functions : These included regulation of wages, working hours, leave entitlements, and employment of children. Originally a matter of legislating for minimum standards, these have, during the 20th century, slipped increasingly into the realm of industrial negotiation and hence into conciliation and arbitration (see below).

Immigration Functions : From 1918 to 1923, Labour administered State responsibilities in relation to immigration. Following the British Empire Settlement Act of 1922, a new Immigration portfolio (VRG 44) took over these functions.

Unemployment Relief functions were a shared responsibility until 1942 when the Commonwealth took it over entirely.

Consumer Affairs : In 1968, Labour & Industry inherited from Law (VRG 19) responsibility for enforcing consumer protection standards, consumer protection education, and dealing with complaints. This function operated in association with the Consumer Protection Council, established in 1965) and succeeded in 1970 by the Consumer Protection Bureau (VA 2735). These functions passed to Consumer Affairs (VRG 63) in 1973.

Industrial & Apprenticeship Training Functions passed to Employment & Training (VRG 72) in 1981.

Conciliation & Arbitration Functions : Through the Wages Boards (later Conciliation and Arbitration Boards) and industrial tribunals, awards are determined, conditions of employment (including holidays) are set, and labour disputes adjudicated. These responsibilities passed to Industrial Affairs (VRG 74) in 1983. In 1977, Premier (VRG 50) took responsibility for co-ordinating industrial relations within the public sector.

Regulation of Industry (including Industrial Safety, Health, and Welfare) Functions : These included regulation of factories and shops; shop (retail) trading hours; safety standards for heavy plant and VRG equipment (scaffolding, lifts, cranes, boilers, etc.); control of dangerous methods, materials, and working environments. Most of these functions went to Employment & Training (VRG 72) in 1984.

Other Functions : These included liquor licensing (1979-1982); motor accidents compensation (1979-1985); and workers' compensation (1978-1983).

Apart from retail trading hours, which passed to Industry, Technology & Resources (VRG 81), most of the Labour & Industry functions remaining in 1985 were rejoined to those of Employment & Training and Industrial Affairs to form Employment and Industrial Affairs (VRG 81) now Labour (VRG 86).

Evaluation {1900-1905 **} {1905-1960 **} {1960-1985 #}.

Large quantities of operational records have been transferred but fewer departmental policy and correspondence records.

See *List of Holdings* 3.9.0 and 3.22.0 {workers' compensation; motor accidents}.

Disposal Schedules in Force Between 1981 - 1985

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedule(s) - D/S :
 - Industrial Relations Commission : Records D/S PROS 83/9 {1983-current}

VRG 44 : IMMIGRATION I 1923 - 1943

Pre-federation control and regulation of immigration, naturalisation and assisted migration/nomination, as well as associated reception, settlement and welfare services, had been the responsibility in succession of the Police Magistrate (VRG 7), the Superintendent (VRG 11), and Trade & Customs (VRG 22). At federation, alien immigration control and naturalisation passed briefly to Chief Secretary (VRG 26) before formal transfer to the Commonwealth c.1904. Public Works (VRG 28) monitored migrant arrivals and departures until 1923 when this function too passed to the Commonwealth.

The State retained a large role in administration of assisted British migration and of the nomination and sponsorship schemes until 1983; the State also administered associated migrant reception, settlement, and welfare services. The schemes, closely linked to land settlement and economic development programmes, were largely suspended during periods of economic depression and during World War II but flourished prior to 1873, in 1906-1918 under Lands (VRG 18), 1918-1923 under Labour (VRG 42), 1923-1930, and in the postwar reconstruction period and beyond.

Under the British Empire Settlement Act 1922, British residents were encouraged to migrate to Victoria for the purpose of land settlement and to augment the labour force. This portfolio was established to administer the scheme in close association with Lands (VRG 18). Under an agreement with the Commonwealth, the State administered the "nomination" scheme (sponsorship of British residents by Victorian residents), determined numbers and categories of migrants required, and provided reception and settlement services. Operationally, these functions were carried out by the Lands (VA 538) and Works (VA 669) departments. Assisted immigration virtually ceased in the depression of the 1930s.

See also Immigration II (VRG 90).

Evaluation {1923-1943 #}. Most records are held by the Commonwealth?

See *List of Holdings* 3.10.2 and 3.6.2 {lands and survey}; 3.19.1 {works}

VRG 46 : MARKETS 1924-1932

Subject to further research. **Evaluation** {1924-1932 tbe}

VRG 47 : MINERALS AND ENERGY 1927 - 1985

In 1927, responsibilities for electricity supply were drawn together under a new Minister for Electrical Undertakings from Law (VRG 19) which had previously been responsible for the State Electricity Commission (VA 1002), from the private sector (see VRG 6 : Not Otherwise Classified), and from municipalities (VRG 12). In 1965, following the discovery of natural gas in Bass Strait, the Gas & Fuel Corporation (VA 1040), formerly under Premier (VRG 50), was added to a new Ministry of Fuel & Power (VA 627). The Ministry operated within the Premier's Department (VA 2717) until 1977 when Fuel & Power was merged with Mines (VRG 30); the Mines Department (VA 612) was abolished and a separate Department of Minerals & Energy (VA 611) established.

Electricity Supply Functions : In 1880, the first electric lighting company was established in Melbourne and in 1894 the Melbourne City Council began operating a power house in Spencer Street. Many private companies were established up to 1896 when municipalities were made responsible for electricity supply and restrictions placed on the further establishment of private companies by the Electric Light and Power Act. The government, anxious to promote the commercial use of brown coal, established the Electricity Commissioners (VA 1007) in 1919, succeeded by the State Electricity Commission (VA 1002) in 1920, to develop brown coal mining and electricity generation for Melbourne and other areas from Morwell (Yallourn) and to co-ordinate and gradually amalgamate existing undertakings. Although some municipalities still distribute electricity, those which do now buy it in bulk from the Commission. Responsibility for tramways in Geelong, Ballarat, and Bendigo was assumed by the S.E.C. and passed to Transport (VRG 49) in 1952. Between 1939 and 1951, responsibility for power houses at Newport established by the railways was transferred to this portfolio.

Gas & Fuel Functions : The Gas & Fuel Corporation (VA 1040) was originally a responsibility of Premier (VRG 50). It was charged with amalgamating private and municipal gas works. With the discovery of oil and natural gas deposits, these functions were added to this portfolio in 1965.

Mining Functions : In 1977, the functions of Mines (VRG 30) - q.v. - were merged into this portfolio.

In 1983, responsibility for coal miners' relief and pensions went to Treasurer (VRG 23) and in 1984 responsibility for hazardous materials went to Employment & Training (VRG 72). In 1985, this portfolio was merged with Industry, Commerce & Technology to form Industry, Technology & Resources (VRG 82).

VRG 47 MINERALS AND ENERGY cont'd.**Evaluation {1927-1960 *} {1960-1985 *}.**

Holdings from this portfolio are minimal. There are very few records in custody from the Ministry of Fuel and Power, the State Electricity Commission or other associated agencies and authorities. Some mining records have been received from the central departments - see VRG 30.

See *List of Holdings* 3.13.0.

Disposal Schedules in Force Between 1981 - 1985

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedules - D/S :
 - State Electricity Commission : Partial Records D/S (Examination and Test Results) PROS 83/2 {1984-current}
 - Office of Minerals and Energy : D/S PROS 85/4 {1985}

VRG 49 : TRANSPORT 1934-

State transport functions may be divided into four broad areas :

Navigation/Ports and Harbours : Public Works (VRG 28) had traditionally undertaken harbour works, marine surveying, dredging and snagging; though these responsibilities were shared with some municipalities (VRG 12) at the local level. Upon federation, Works acquired overall responsibility for ports and harbours from Trade & Customs (VRG 22). Marine navigation and lighthouses went from Trade & Customs to the Commonwealth though the transfer was not immediate and some mercantile marine matters (e.g. pilotage and control of intra-state shipping) have never been assumed federally. After a period with Chief Secretary (VRG 26) between 1901-1927, mercantile marine functions came to Public Works. All these functions then passed to Transport in 1983.

Roads and Bridges; Road Traffic & Road Transport : These functions came out of Lands (VRG 18) and Public Works and were eventually consolidated within the latter. Responsibility for main roads and bridges rested with Railways (VRG 32) between 1861-1877/80. Responsibility for local roads and bridges has long been the responsibility of Municipalities (VRG 12) many of which developed from the early district road boards which began in the 1840s. Responsibility for roads and bridges passed to Local Government (VRG 57) between 1970 and 1973 and now rests with Transport together with related functions. In 1980, motor registration came from Police and Emergency Services (VRG 73) and driver licensing from Police (VRG 10).

Railways : Originally part of Public Works, a separate railways portfolio (VRG 32) operated between 1860 and 1934 and it is from this that the Transport portfolio emerged in 1934. Railway construction came from Public Works in 1964. The State Coal Mine has at various times been associated with the railways function or Mines (VRG 30). Tourist bureaux went to State Development & Decentralisation (VRG 51) in 1958.

Trams and Buses : Some tramways were begun by the railways. All others in Melbourne (some private and some run by municipal trusts) were amalgamated between 1916 and 1922 under the Melbourne & Metropolitan Tramways Board which operated as part of Public Works until 1952 when the function came to Transport. The M&MTB began operating buses in 1923. In 1952, responsibility for trams in Geelong, Ballarat, and Bendigo, previously with Minerals & Energy (VRG 47) came to Transport.

Evaluation {1934-1960 **} {1960-1990 *}.

There have been substantial transfers of general correspondence from the railways and Transport central administration. Significant transfers have been received from the State Coal Mine, Country Roads Board, Port of Melbourne, and the tramways administration.

See *List of Holdings* 3.21.0

Disposal Schedules in Force Between 1981 - 1990

VRG 49 TRANSPORT cont'd.

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedules - D/S :
 - Road Construction Authority : Partial Records D/S PROS 84/8 {1984-current}
 - Grain Elevators Board : Records D/S PROS 85/2 {1985-current}
 - Ministry of Transport : Records D/S PROS 88/9 {1988-current}
 - Transport Accident Commission: Disposal Standard PROS 87/2 {1989-current}

VRG 50 : PREMIER 1936 -

After the establishment of self-government in 1855, head of government functions passed from Executive (VRG 17) to Chief Secretary (VRG 26). While the head of government was always Chief Secretary, no separate administration was necessary. In the late 19th century, some premiers chose different portfolios and a separate office emerged to manage premier's matters during the 1870s. A separate Premier's Department (later Premier and Cabinet) was formed in 1936 and assumed responsibility for public service and audit matters as well as the head of government role.

Functions which have at one time or another moved from Premier's to other Groups include : decentralisation and regional development to State Development and Decentralisation (VRG 51) in 1943; soil conservation to Conservation (VRG 55) in 1949 & 1973; gas and fuel to Minerals and Energy (VRG 47) in 1965; national parks (assumed 1957) to State Development and Decentralisation (VRG 51) in 1971; tourism (1958-1971); film production to Arts (VRG 61) in 1972; government computing (to 1978); government courier service (to 1982); state laboratories (to 1983); industrial relations co-ordination (1977-1983); government transport (to 1984); aborigines (1975-1985); agent-general and trade commissioner (1951-1985).

See also Executive (VRG 17); Federal Affairs (VRG 67).

Evaluation {1874-1905 **} {1905-1960 **} {1960-1990 *}.

There are voluminous though clearly incomplete holdings of departmental records and of the Public Service Board and its predecessors.

See *List of Holdings* 3.17.1 and 3.3.0 {arts}; 3.6.0 {conservation}; 3.13.0 {development and decentralisation; gas & fuel}; 3.16.5 {chief secretary}; 3.22.0 {treasurer}; 3.24.0 {women's affairs}.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedules - D/S :
 - Public Service Board : Records Disposal Manual PROS 83/7 {1984-current}
 - Promotions Appeal Board : Records D/S PROS 84/11 {1984-current}

VRG 51 : STATE DEVELOPMENT AND DECENTRALISATION 1943 - 1978

During the second world war, both Commonwealth and State governments considered it necessary to relocate essential industries to less vulnerable areas. This responsibility lay first with Premier (VRG 50) and administrative support continued to be provided by the Premier's Department (VA 2717) after the establishment of a separate portfolio in 1943 until creation of the Department of State Development (VA 552) in 1971. Arising in part out of postwar reconstruction, this portfolio also became responsible for the establishment and development of decentralised industry and for economic development functions.

Tourism Functions : Tourism functions were gathered together from Transport (VRG 49) and Public Works (VRG 28) into this portfolio from 1958 to 1970 when they went to Tourism I (VRG 59) - q.v. Except for a short period (1970-1971), the Department of State Development continued to support this function until 1978.

Environmental Protection & National Parks : In 1970, environmental protection functions were drawn together into this portfolio from various Groups and administered through the newly created Environment Protection Authority. Then responsibility for national parks was added from Premier (VRG 50). In 1973, both these functions were passed to Conservation (VRG 55) - q.v. for notes on conservation, environment and heritage functions.

Immigration Functions : Though these were the responsibility of a separate portfolio - Immigration II (VRG 90) - the State Development Department gave administrative support, previously provided by the Immigration Office in Chief Secretary (VRG 26), through its Immigration Division from 1971 to 1978.

In 1978, economic development, decentralisation, regionalisation, and tourism functions were combined into State Development, Decentralisation & Tourism (VRG 70).

Evaluation {1943-1960 **} {1960-1978 *}.

Some development and decentralisation records transferred for the pre-1964 period.

See *List of Holdings* 3.13.4 and 3.6.0 {national parks}; 3.10.2 {immigration}; 3.15.0 {environmental protection}.

VRG 53 : HOUSING 1945 - 1987

The Victorian Housing Commission (VA 508), responsible to the Treasurer (VRG 23) along with co-operative societies, was established in 1938 under the Housing Act of 1937. The Commission was responsible for slum clearance, improving housing conditions & establishing minimum housing standards, and providing public housing for persons of limited means.

The Housing portfolio was established to carry out the Commonwealth/State Housing Agreement of 1945 under which the Commonwealth provided loan funds to enable the Commission to build rental houses. Responsibility for the Housing Commission and co-operative (building) societies was transferred from Treasurer to the new portfolio although a Ministry of Housing (VA 609) was not separated from Treasury (VA 2886) until 1973/4.

Under subsequent Commonwealth/State Agreements beginning in 1956, additional funds were allocated to help finance home ownership. During this period, there was renewed emphasis on slum clearance. High density housing and housing for the elderly were also provided.

In the postwar period, the Commonwealth, in addition to increasing the proportion of grant monies to the States tied to specific areas such as housing, became directly involved through initiatives such as the Home Savings Grant Scheme (1964). The State also expanded its activities in fostering home financing, in the development and release of land for housing, and in urban renewal.

The Housing Minister was also Minister for Materials (1947-1955) to co-ordinate and control scarce building resources and issue permits to build houses. From 1966 to 1968, the Minister administered aboriginal affairs and after 1975 regained responsibility for aboriginal housing services. Government employee housing (VA 1356) went to Property & Services (VRG 69) in 1985.

In 1987, the functions of this Group were joined to some from Public Works (VRG 28), principally those concerned with the design and construction of non-residential public buildings, to form Housing and Construction (VRG 88).

Evaluation {1945-1960 **} {1960-1987 **}.

Mostly operational records have been transferred. There are practically no policy or general correspondence records in custody.

VRG 53 HOUSING cont'd.

See *List of Holdings* 3.12.0.

Disposal Schedules in Force Between 1981 - 1987

- General Disposal Schedule - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987}
- Agency Specific Schedules - D/S : None

VRG 55 : CONSERVATION 1949-1983

General Note on Conservation, Environment & Heritage Functions : Despite its name, this portfolio was never responsible for all such functions which can be divided into three broad areas :

- the natural environment (lands, parks, reserves, soil, etc. and, in a different sense, natural resources -e.g. minerals, forests, and water - both for and from exploitation - cf. Lands (VRG 18); Chief Secretary (VRG 26); Forests (VRG 41); Premier (VRG 50); State Development & Decentralisation (VRG 51); Conservation (VRG 55); and Conservation, Forests & Lands (VRG 75);
- the man-made environment (e.g. buildings, archaeological relics, pollution) - cf. Public Works (VRG 28); Premier (VRG 50); State Development & Decentralisation (VRG 51); Conservation (VRG 55); Local Government (VRG 57); Planning (VRG 65); Planning & Environment (VRG 78);
- the cultural environment (libraries, museums, galleries, public records) - cf. Chief Secretary (VRG 26); Arts (VRG 61); Property & Services (VRG 69).

Cutting across all three areas is a distinction made between

- those things directly managed by government (Crown lands, government buildings, national parks and State forests, public reserves, public records); and
- those things not directly managed but regulated and/or assisted through grants & subsidies (e.g. private land and buildings, pollution, libraries, museums, galleries).

Such distinctions, though useful, have never been perfectly reflected in the administrative arrangements. For the first 100 years of European settlement, conservation functions (where they existed at all) were disaggregated amongst the portfolios directly concerned with lands, coastal waters, flora & fauna, and resources (e.g. forests, water supply). In many areas (e.g. Crown lands and forests) this led to multiple and frequently overlapping responsibilities. It is only in the last 50 years that some at least of the conservation responsibilities have been gathered systematically together.

This portfolio was originally established to deal with soil conservation. After 1973, other conservation functions were added, some of them new and others coming from other portfolios. These functions included fisheries and wildlife from Chief Secretary (VRG 26), environmental protection from Premier (VRG 50), and national parks from State Development and Decentralisation (VRG 51).

In 1983, its functions were divided between Conservation, Forests and Lands (VRG 75) and Planning and Environment (VRG 78). Those relating to occupied lands and the built environment (including the Environment Protection Authority, aboriginal and archaeological relics, historic buildings) went to Planning and Environment. Those relating to the natural environment (including fisheries and wildlife, national parks) went to Conservation, Forests & Lands.

Evaluation {1949-1960 *} {1960-1983 *}.

Some records of authorities and divisions have been transferred but no records of the central administration.

See *List of Holdings* 3.6.0 and 3.16.20 {zoo}.

Disposal Schedules in Force Between 1981 - 1983

VRG 55 CONSERVATION cont'd.

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1983}
 - Stores Records NST/3 {1979-1983}
 - Personnel Records NST/2 {1979-1983}
 - Transport Records NST/4 {1979-1983}
- Agency Specific Schedules - D/S :
 - Department of Conservation : National Parks Service NST/10 {1980-1983}
 - Department of Conservation : Fisheries & Wildlife Central Registry Records D/S NST/11 {1980-1983}

VRG 56 : PRICES 1950 - 1955

Regulation of prices, introduced by the Commonwealth under wartime conditions, was relinquished following a referendum in 1948. A Prices Decontrol Commissioner (later Prices Commissioner) was appointed and a Prices Control Branch established within Law (VRG 19). A separate portfolio was established in 1950 and lasted until a few months after price control ended on 31 December 1954.

Evaluation {1950-1954 #}.

Records of the Price Control Branch have not been transferred. There may be some records relating to price control amongst those of the Law Department (VA 864).

VRG 57 : LOCAL GOVERNMENT 1958 -

Central government concern with local administration began with attempts to ensure local responsibility and funding for matters such as markets and roads. Prior to 1857, responsibility for local government matters was shared between Colonial Secretary (VRG 16)/Chief Secretary (VRG 26), Treasurer (VRG 23), Lands (VRG 18), and Public Works (VRG 28). After 1857, responsibility for local government matters came to be gathered in Public Works through the Central Roads Board and, later, the Local Government Branch. Local government and country roads functions were separated as a new portfolio in 1959. Related functions have included :

- town and country planning to Planning (VRG 65) in 1973
- country roads (1970-1973) to Transport (VRG 34)
- building regulation to Planning & Environment (VRG 78) in 1985
- Valuer-General's Office to Property & Services (VRG 69) in 1985
- weights & measures (1965-1985) to Consumer Affairs (VRG 63).

See also Municipalities (VRG 12).

Evaluation {1959-1960 **} {1960-1990 **}. There are substantial transfers of departmental records.

See *List of Holdings* 3.14.0.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Victoria Grants Commission : Partial Records D/S PROS 82/10 {1982-current}

VRG 58 : ABORIGINAL AFFAIRS 1967 -1975

The legal view of aborigines as subjects of the Crown with the ordinary rights and responsibilities of other subjects could not fully take account of the peculiar and sometimes violent consequences of their gradual displacement by Europeans in the colonial period. The government sought to deal with aborigines through missions (both government and privately sponsored) later called reserves and stations, a system of protection/guardianship (administered by a succession of offices and boards), and various statutory provisions affecting both whites and blacks.

Although aborigines were British nationals (Australian citizens after 1948), they were effectively denied the vote until 1967 and could be subject to restrictions as to residence and to unusual regulation of their children, property, earnings, and employment. From the late 1950s, new policies aimed to create opportunities for aborigines to take responsibility for their own affairs.

Central administration of aborigines rested with the Police Magistrate (VRG 7), Superintendent (VRG 11), Colonial Secretary (VRG 16), Chief Secretary (VRG 26), and briefly with Lands (VRG 18) from 1856-1860 until formation of Aboriginal Affairs in 1968. The Ministry took over functions previously undertaken by the Aborigines Welfare Board within Chief Secretary and some responsibilities from Housing (VRG 53). Many functions passed to the Commonwealth in 1975, leaving specific matters with the portfolios of Education (VRG 35), Health (VRG 39) and Housing (VRG 53) at the State level. Later, an Aboriginal Affairs Unit was established within Premier (VRG 50) which assumed residual responsibilities for aboriginal affairs after 1975; these responsibilities passed to Planning & Environment (VRG 78) in 1985.

Evaluation {1968-1975 #}.

Few extant records are in custody; the majority are presumed to have passed (along with many of the historical records of the early administration of aboriginal affairs which had not yet been transferred to the PRO) to the Commonwealth after 1975.

See *List of Holdings* 16.5.0 and 3.16.2 {police magistrate}; 3.16.3 {superintendent}; 3.16.4 {colonial secretary}; 3.16.5 {chief secretary}.

VRG 59 : TOURISM I 1970 - 1978

Responsibility for tourist bureaux (from Transport, VRG 49) and tourist resorts (from Public Works, VRG 28) were brought together in 1958 under the Tourist Development Authority (1958-1969), established within State Development & Decentralisation (VRG 51) - q.v. The Authority was moved to a separate Tourism portfolio in 1970 but a separate Ministry (VA 2919) operated only briefly between 1970-1971 before being subsumed back into the State Development Department (VA 552). Tourism functions were then assumed by State Development, Decentralisation and Tourism (VRG 70) in 1978.

See also VRG 55 Conservation {resorts in national parks from 1973}.

Evaluation {1970-1983 #}. Few records have been transferred.

See *List of Holdings* 3.13.4.

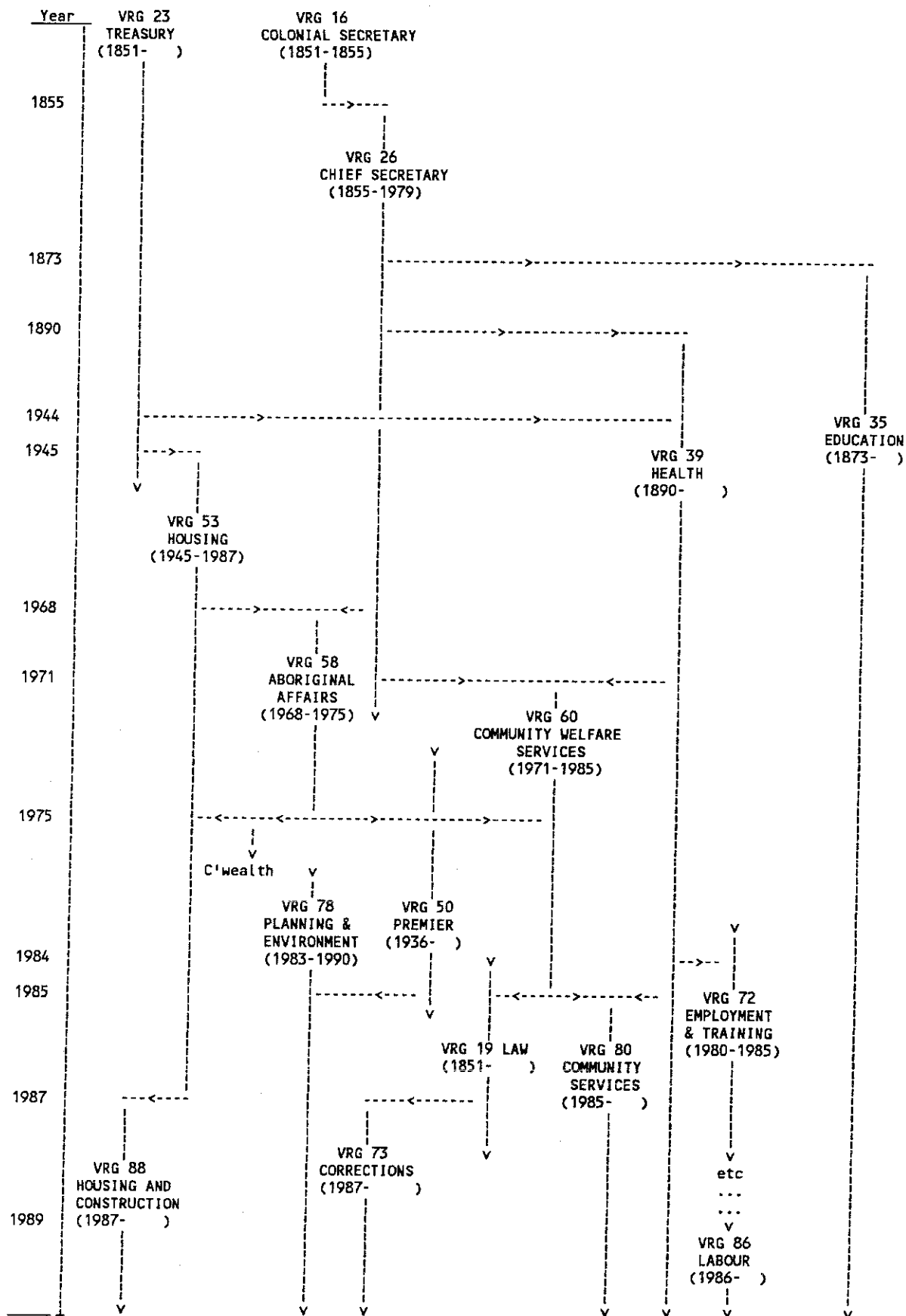
VRG 60 : COMMUNITY WELFARE SERVICES 1970 - 1985

Amongst the Chief Secretary's (VRG 26) responsibilities were the prison system and associated social control and welfare programmes which were to evolve into the correctional and community welfare services programmes of the 1960s, 1970s and 1980s. The Social Welfare Branch (VA 2784) of Chief Secretary (1960-1971) was made a separate department in 1971. Voluntary bodies, often supported by government subsidies, delivered many of the welfare programmes including benevolent asylums; orphanages; work with and institutions for the sensorily disabled; adoption and foster care. We here describe the central administration of community welfare services. For a description of delivery services see Health & Welfare Agencies (VRG 8).

Penal & Gaols : Early responsibility for penal establishments (places for male offenders under detention with hard labour) seems to have rested with the Deputy Sheriff - part of Law (VRG 19) after 1851. Gaols, debtors prisons and prison hulks were the responsibility in turn of the Superintendent (VRG 11), Colonial Secretary (VRG 16), and Chief Secretary (VRG 26) under whom all penal services were consolidated in the Penal & Gaols Branch (VA 1464) in 1871. An Office of Corrections (VA 1063) assumed responsibility for prisons and adult corrections (including adult parole) in 1983 and in 1985 this function passed to Law (VRG 19) and thence to Corrections (VRG 93) in 1987.

HEALTH, EDUCATION, HOUSING AND WELFARE FUNCTIONS*

See also HEALTH AND WELFARE AGENCIES (VRG 8); MUNICIPALITIES (VRG 12); EDUCATIONAL INSTITUTIONS (VRG 24)



* not to scale; much simplified

VRG 60 COMMUNITY SERVICES cont'd.

Children in Care & Juvenile Offenders (Youth Welfare) : Although young offenders (under 19) could be assigned to persons willing to maintain and educate them, both they and destitute orphans, it was found in 1857, were often confined in the colony's gaols in unsuitable conditions. By 1863, it appears many children in care were being housed in the Immigrants' Aid Society facility. In 1864, a system of industrial schools (for neglected children) and reformatory schools (for juvenile offenders) was introduced. A Children's Welfare Department (VA 1467) later assumed responsibility for both these functions under Chief Secretary. These responsibilities went to Community Welfare Services in 1970 and subsequently to Community Services.

Family & Child Welfare Functions : By the 1970s, a major review and development was being undertaken of the administration of social welfare. Existing services began to be gathered together within this new portfolio from the portfolios of Chief Secretary, Health (VRG 39), and Education (VRG 35) and new services developed. These included : promotion and development of family welfare; greater co-ordination of welfare providers; control and supervision of the care and protection of children and young persons (including wardship, foster care, adoption, protection of infants, child employment, and child migrant welfare); management and supervision of children's homes and reception centres; family assistance and family counselling; residential care agencies.

In 1985, responsibility for adult correctional services (including adult parole) went to Law (VRG 19) and the remaining functions were joined to several more from the Health portfolio (VRG 39) to form Community Services (VRG 80).

See also Health & Welfare Agencies (VRG 8); Prisons & Youth Training Centres (VRG 9).

Evaluation {1971-1985 *}.

Some operational records have been transferred but most records remain out of custody.

See *List of Holdings* 3.5.0 and 3.4.0 {prisons and gaols; parole}.

Disposal Schedules in Force Between 1981 - 1985

- General Disposal Schedule - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedules - D/S :
 - Community Welfare Services Records D/S NST/9 {1980-current}
 - Department of Community Welfare Services Records D/S PROS 82/8 {1982-current}

VRG 61 : ARTS 1972-

This Group was formed from functions coming out of Chief Secretary (VRG 26), Treasurer (VRG 23) and Premier (VRG 50). Responsibilities include arts funding, libraries, museums, galleries, performing arts, fine art, film, Exhibition Buildings. Responsibility for the Exhibition Buildings passed to Industry, Technology and Resources (VRG 82) in 1989.

Evaluation {1972-1990 #}.

No records have been transferred from the Ministry. There are, however, some significant holdings of earlier (pre 1972) records of libraries, museums and galleries.

See *List of Holdings* 3.3.0.

Disposal Schedules in Force Between 1981-1990

- General Disposal Schedule - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}

VRG 61 ARTS cont'd.

- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
- Ministry of Arts : Records D/S PROS 84/9 {1984-current}
- BASS : Partial Records D/S PROS 86/4 {1987-current}

VRG 63 : CONSUMER AFFAIRS 1973 -

A Consumers Protection Council (1965-1970) had been established under Law (VRG 19). It was transferred to Labour and Industry (VRG 42) in 1968 and was succeeded in 1970 by the Consumer Protection Bureau (VA 2735) to investigate complaints and advise on consumer protection issues. Following enactment of the Consumer Protection Act 1972, a new ministry was established in 1974. In that same year, a Small Claims Tribunal was set up to deal with disputes involving limited sums previously heard by the courts (VRG 4).

Since 1981, fair rents (residential tenancies), previously administered by Law, has been with this portfolio. Weights and measures came from Local Government (VRG 57) in 1985. Regulation of fuel prices went to Industry, Technology & Resources (VRG 82) in 1985 and prices surveillance to Property & Services (VRG 69) in 1989. Liquor licensing came from Industry, Technology & Resources in 1989.

Other functions include : licensing of credit providers; motor traders and finance brokers; education and community awareness programmes.

Evaluation {1973-1990 *}. No records of the Ministry have been transferred.

See *List of Holdings* 3.7.2 {small claims}; 3.7.3 {consumer affairs bureau}; 3.7.4 {fair rents}.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
- Ministry of Consumer Affairs : Partial Records D/S (Credit Licensing Authority)
PROS 84/33 {1984-current}
- Ministry of Consumer Affairs : Conciliation Branch Disposal Standard PROS 88/1 {1988-current}
- Liquor Licensing Commissio Records D/S PROS 88/15 {1989-current}

VRG 64 : OMBUDSMAN 1973-

The Ombudsman investigates complaints concerning administrative actions of government departments, statutory bodies, or (since 1977) by officers or employees of municipalities. Investigations against police were transferred to Police & Emergency Services (VRG 73) between 1986 and 1988.

Evaluation {1973-1990 #}. No records transferred.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}

VRG 64 OMBUDSMAN cont'd.

- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
- Office of the Ombudsman : Disposal Standard PROS 85/12 {1986-current}

VRG 65 : PLANNING 1973 - 1983

The Planning portfolio was established to enable progressive centralisation of land use and government planning functions, many formerly discharged by Municipalities (VRG 12), Public Works (VRG 28) and Local Government (VRG 57). Its functions included regulation of buildings (including historic buildings) and use of occupied land; regional development (shared with VRG 51 State Development and Decentralisation, VRG 70 State Development Decentralisation & Tourism, and VRG 71 Economic Development).

Town and country planning functions first developed in Public Works (VRG 28) q.v. They went to Local Government (VRG 57) in 1958 from which they were separated in 1973 to come to Planning. See also notes on conservation, environment and heritage functions under Conservation (VRG 55).

All these functions passed to Planning and Environment (VRG 78).

See also Municipalities (VRG 12).

Evaluation {1973-1983 **}.

Some records relating to planning schemes, the Town & Country Planning Board (VA 516), and the Planning Appeals Board have been transferred. There are also some earlier records of the Metropolitan Town Planning Commission 1923-1930.

See *List of Holdings* 3.15.0.

Disposal Schedules in Force Between 1981 - 1983

- General Disposal Schedule(s) - GDS :
- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Agency Specific Schedule(s) - D/S :
- Town and Country Planning Board : Records D/S NST/16 {1980-current}

VRG 66 : YOUTH, SPORT AND RECREATION 1972-1985

Responsibilities for sport, recreation, racing, gaming and betting, and youth affairs were separated from Chief Secretary (VRG 26) in 1972. Lotteries and raffles were transferred from Law (VRG 19) in 1983. Youth affairs went to Employment and Industrial Affairs (VRG 81) and most of the remaining functions passed to Sport and Recreation (VRG 83).

Evaluation {1972-1985 #}.

No departmental records have been transferred; some records of subordinate agencies are in custody.

See *List of Holdings* 3.20.0.

Disposal Schedules in Force Between 1981 - 1985

- General Disposal Schedule(s) - GDS :
- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}

VRG 66 YOUTH SPORT AND RECREATION cont'd.

- Transport Records NST/4 {1979-1987}

- Agency Specific Schedules - D/S : None

VRG 68 : IMMIGRATION AND ETHNIC AFFAIRS 1976-1983

State immigration functions - cf. Immigration II (VRG 90) - were by the 1970s being given a new emphasis on the welfare and needs of settled migrants and the promotion of multicultural programmes. By the mid 1970s, assisted immigration programmes were being gradually phased down and some functions were passed on to the Commonwealth in 1983, the remainder going to Ethnic Affairs (VRG 76). Administrative responsibility was carried out by the Immigration Division of the Department of State Development & Decentralisation (VA 552) to 1978 and of the Department of State Development, Decentralisation & Tourism (VA 2881) until 1981.

Evaluation {1976-1983 **}.

Some case records have come to the PRO for this period, but policy files and other operational records have not yet been transferred.

See *List of Holdings* 3.10.0 and 3.13.4.

Disposal Schedules in Force Between 1981 - 1983

- General Disposal Schedule(s) - GDS :

- Accounting Records NST/1 {1979-1987}

- Stores Records NST/3 {1979-1987}

- Personnel Records NST/2 {1979-current}

- Transport Records NST/4 {1979-1987}

- Agency Specific Schedules - D/S : None

VRG 69 : PROPERTY AND SERVICES 1978 -

The Department of Property & Services (VA 430) was established to monitor government property dealings as recommended by the Gowans Inquiry and assumed responsibility for a variety of public information and government services functions including :

From Chief Secretary (VRG 26) in 1978 : Government Statist & Actuary (VA 989); Public Record Office (VA 683); Registry of Births, Deaths & Marriages (VA 983); State Electoral Office (VA 1061).

From Treasurer (VRG 23) in 1978 : Government Printing Office (VA 1035) in 1978.

From Premier (VRG 50) : Government Computing Service (VA 1857) in 1978; Government Courier Service (VA 1858) in 1982; Government Motor Transport Fleet in 1984.

In 1983, the Statist & Actuary went to Treasurer. Since 1985, when land monitoring also went to Treasurer, this portfolio has assumed a wide range of responsibilities in property and asset management, land identification and management, and land information services. Additional functions include : government accommodation services from Public Works (VRG 28) in 1985; land titles and registrar-general (VA 862) from Law (VRG 19) in 1985; LANDATA from Planning & Environment (VRG 78) in 1985; survey & mapping from Conservation, Forests & Lands (VRG 75) in 1985; government employee housing (VA 1356) from Housing (VRG 53) in 1985; valuations (VA 2322) from Local Government (VRG 57) in 1985; sale of crown lands (government land) from Conservation, Forests & Lands (VRG 75) in 1985; government supply and outfit from Housing & Construction (VRG 88) in 1988; price control from Industry, Technology & Resources (VRG 82) in 1988. Registration of inquests (registrar-general) passed back to Law in 1988 and price control went to Consumer Affairs (VRG 63) in 1989.

Evaluation {1978-1990 *}. Few records transferred.

See *List of Holdings* 3.18.0 and 3.4.0 {Registrar General; Titles}; 3.6.0 {government land}; 3.12.0 {government employee housing}; 3.19.0 {government accommodation; supply and outfit}; 3.22.0 {statistics; Registrar General; friendly societies; land monitoring}; 3.23.0 {statistics; Registrar General; births, deaths and marriages}.

VRG 69 PROPERTY AND SERVICES cont'd.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S : None

**VRG 70 : STATE DEVELOPMENT, DECENTRALISATION AND TOURISM
1978-1981**

Responsibility for the functions of Tourism I (VRG 59) and State Development and Decentralisation (VRG 51) q.v. were joined in one portfolio in 1978. Economic development and regionalisation functions (shared with VRG 65 Planning) included establishment and development of country based industries, encouragement of interstate and overseas investment in Victoria, and developing export markets for Victorian goods and services. Regional development was furthered through bodies such as the Albury/Wodonga Corporation and the Geelong Regional Commission. Economic development and regionalisation passed to Economic Development (VRG 71) and tourism went to Tourism II (VRG 89).

An Immigration Division inherited from State Development & Decentralisation continued to operate within the Department of State Development, Decentralisation & Tourism (VA 881) in support of Immigration & Ethnic Affairs (VRG 68) until 1981.

Evaluation {1978-1981 #}. Few records have been transferred.

See *List of Holdings* 3.13.4 and 3.10.2 {Immigration}.

Disposal Schedules in Force in 1981

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedule(s) - D/S : None

VRG 71 : ECONOMIC DEVELOPMENT 1981 - 1983

Economic development, decentralisation and regionalisation functions (shared with VRG 65 Planning) were inherited from State Development, Decentralisation and Tourism (VRG 70). Responsibility for tourism, alpine resorts, and liquor licensing came from Tourism II (VRG 89) in 1982. Economic development functions included establishment and development of country based industries, encouragement of interstate and overseas investment in Victoria, export marketing of Victorian goods

and services, and encouragement of private investment through the Victorian Economic Development Corporation. Regional development was furthered through bodies such as the Albury/Wodonga Corporation and the Geelong Regional Commission.

The portfolio changed its name to Industry, Commerce and Technology (VRG 77) in 1983.

Evaluation {1981-1983 *}.

There are a few records in custody including some departmental and liquor licensing records.

See *List of Holdings* 3.13.0.

VRG 71 ECONOMIC DEVELOPMENT cont'd.**Disposal Schedules in Force Between 1981 - 1983**

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedules - D/S : None

VRG 72 : EMPLOYMENT AND TRAINING 1981 - 1985

In 1981, this new portfolio was established to develop policies and programmes designed to increase employment opportunities, forecast labour demands and trends, and evaluate the employment impact of new technologies. To these functions were joined responsibility for industrial and apprenticeship training from Labour & Industry (VRG 42). In 1984, other functions relating to regulation of industry (including industrial/occupational safety, health and welfare) were added from Labour & Industry together with related functions from Health (VRG 39) and Minerals & Energy (VRG 47).

All these functions along with those of Industrial Affairs (VRG 74) were rejoined to those of Labour & Industry in 1985 as Employment & Industrial Affairs (VRG 81).

Evaluation {1980-1985 *}. Few records have been transferred. See *List of Holdings* 3.9.0.

Disposal Schedules in Force Between 1981 - 1985

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedule(s) - D/S :
 - Ministry of Employment and Training : Partial Records D/S PROS 84/4 {1984-current}

VRG 73 : POLICE AND EMERGENCY SERVICES 1979 -

In 1979, Police and Emergency Services was formed from those functions of Chief Secretary (VRG 26) which had not hitherto been allocated to other portfolios including police and law enforcement; road safety and traffic management; and fire protection, disaster planning, and emergency services.

Fire Protection & Emergency Services : Prior to 1890, and the establishment of the Metropolitan Fire Brigade Board and Country Fire Brigade Board (now Country Fire Authority), municipalities (VRG 12) were largely responsible for fire prevention and protection in their areas. The State Emergency Service was formed under Chief Secretary in 1976 taking over functions developed earlier under civil defence schemes.

Responsibility for motor registration and driver licensing and for co-ordinating road safety and traffic management passed to Transport (VRG 34) in 1981; operational responsibility remains with Police (VRG 10). Investigations of complaints against police were transferred briefly from Ombudsman (VRG 64) between 1986 and 1988.

See also Police (VRG 10).

Evaluation {1979-1990 #}. No records transferred. See *List of Holdings* 3.16.0.

Disposal Schedules in Force Between 1981 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}

VRG 73 POLICE AND EMERGENCY SERVICES cont'd.

- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
- Metropolitan Fire Brigades Board : Emergency Call Tapes PROS 87/6 {1987-current}.

VRG 74 : INDUSTRIAL AFFAIRS 1982 - 1985

This portfolio inherited the conciliation and arbitration functions of Labour & Industry (VRG 42) - q.v. - and responsibility for industrial relations co-ordination which had previously gone from Labour & Industry to Premier (VRG 50) in 1977. In 1985, all these functions, along with those of Employment & Training (VRG 72) were rejoined to those of Labour & Industry as Employment & Industrial Affairs (VRG 81).

Evaluation {1982-1985 #}. No records have been transferred. See *List of Holdings* 3.9.0.

Disposal Schedules in Force Between 1982 - 1985

- General Disposal Schedule(s) - GDS :
- Accounting Records NST/1 {1979-1987}- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}- Transport Records NST/4 {1979-1987}
- Agency Specific Schedule(s) - D/S : None

VRG 75 : CONSERVATION, FORESTS AND LANDS 1983 -1990

This Group resulted from the merging of most of the functions of Lands (VRG 18) q.v., Forests (VRG 41) q.v., and Conservation (VRG 55) q.v. Survey and mapping functions and management & sale of Crown lands (government land) passed to Property and Services (VRG 69) in 1985. Some new conservation functions came from Planning & Environment (VRG 78) in 1990 to form Conservation & Environment (VRG 94). Responsibilities included the management of Crown lands maintained for public use/benefit (public land); inland and marine waters; soil conservation and erosion; vermin (pests) and noxious weeds; conservation of flora and fauna; the timber industry and forests; national parks and State forests; fisheries and wildlife; the Royal Botanical Gardens; the National Herbarium; zoos; parks and gardens; commercial fisheries; soil conservation; and historic buildings on public land.

See also notes on conservation, environment and heritage functions under Conservation (VRG 55).

Evaluation {1983-1990 #}. No records transferred.

See also *List of Holdings* 3.6.0.

Disposal Schedules in Force Between 1983 - 1990

- General Disposal Schedule(s) - GDS :
- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
- Ministry of Conservation : National Parks Service Records D/S NST/10 {1980-current}
- Ministry of Conservation : Fisheries and Wildlife Central Registry Records D/S NST/11 {1980-current}

VRG 76 : ETHNIC AFFAIRS 1983 -

In the 1970's, new services for migrant and ethnic groups were developed in addition to functions hitherto related to assisted immigration. The new emphasis was reflected in the title of the Minister for Immigration and Ethnic Affairs (VRG 68). As assisted immigration was phased down, some functions passed to the Commonwealth and this portfolio was renamed Ethnic Affairs.

Evaluation {1983-1990 #}. No records have been transferred. See *List of Holdings* 3.10.0.

Disposal Schedules in Force Between 1983 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S : None

VRG 77 : INDUSTRY, COMMERCE AND TECHNOLOGY 1983 - 1985

Economic Development (VRG 71) was renamed in 1983 and two years later the functions of this portfolio, including development and regionalisation (shared with VRG 78 Planning and Environment), liquor licensing, and tourism, passed to Industry, Technology and Resources (VRG 82). The change of name reflected a desire to emphasise manufacturing and the promotion of high tech industries. In 1985, responsibility for the Agent General and Trade Commissioner came from Premier (VRG 50).

Evaluation {1983-1985 #}.

A few records have been transferred including some departmental and liquor licensing records.

See *List of Holdings* 3.13.0.

Disposal Schedules in Force Between 1983 - 1985

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedule(s) - D/S : None

VRG 78 : PLANNING AND ENVIRONMENT 1983 -1990

In 1983, the functions of Conservation (VRG 55) q.v. split. Broadly speaking, those relating to the natural environment went to Conservation, Forests and Lands (VRG 75) and those relating to occupied land and the built environment (including the Environmental Protection Authority; aboriginal and architectural relics; historic buildings) and regionalisation (shared with VRG 77 Industry Commerce and Technology and VRG 82 Industry Technology and Resources) came to Planning (VRG 65) q.v. together with some coastal management functions from Lands (VRG 18) q.v. to form this new portfolio. A variety of functions have since been transferred from other Groups including aboriginal affairs from Premier (VRG 50) and building regulations from Local Government (VRG 57) in 1985.

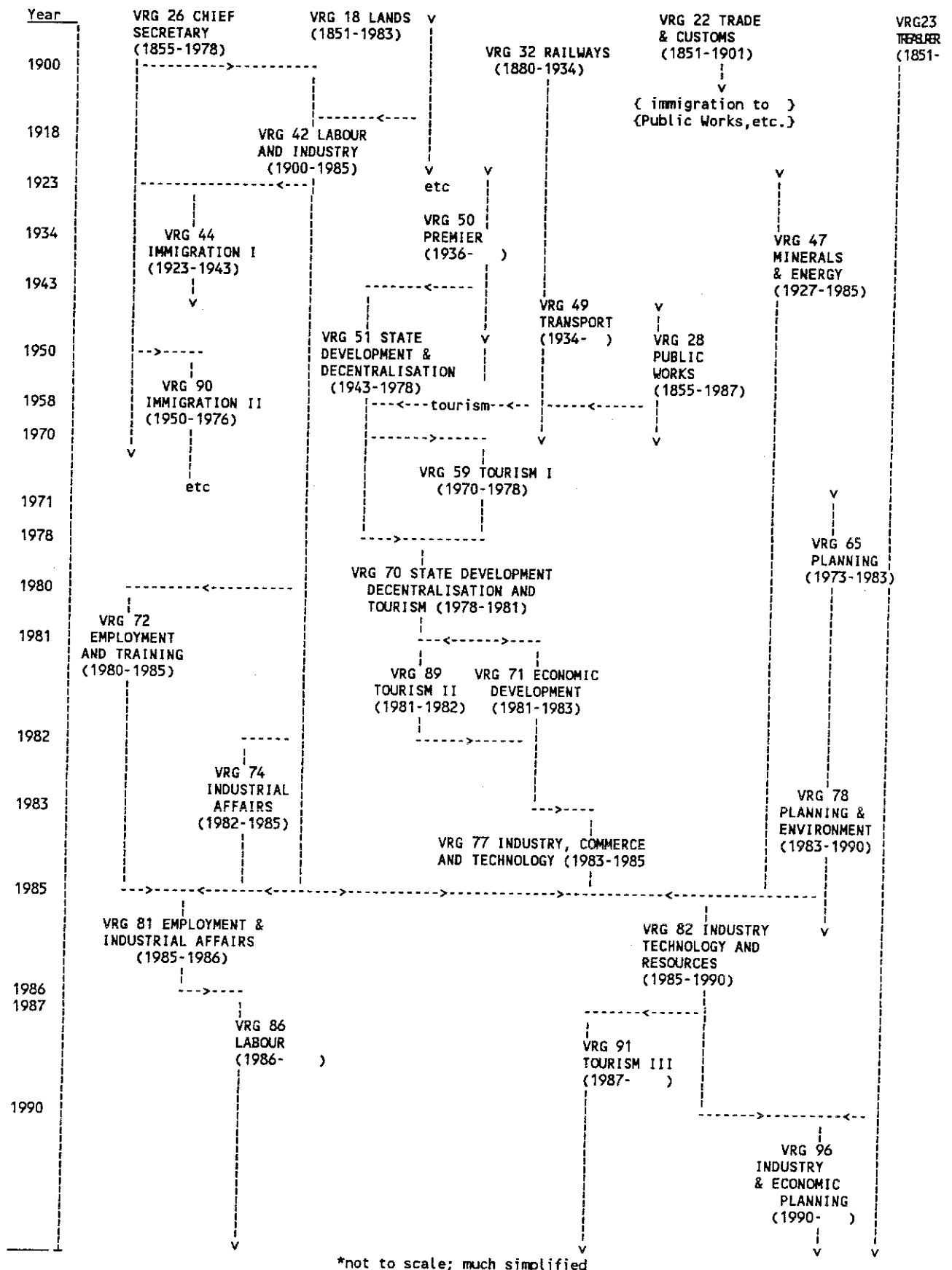
Responsibilities included protection of archaeological and aboriginal relics, historic buildings and shipwrecks; building standards; regionalisation; land conservation; town and country planning until 1990 when some conservation functions passed to Conservation & Environment (VRG 94) and the remaining functions were formed into Planning & Urban Growth (VRG 95).

See also notes on conservation, heritage and environment functions under Conservation (VRG 55).

Evaluation {1983-1990 #}. No records have been transferred.

ECONOMIC DEVELOPMENT AND TOURISM FUNCTIONS*

See also Diagram for Agriculture, Transport, Mines...etc. Functions (p.45); Labour...Functions (p.37);
MARKETS (VRG 46); PRICES (VRG 56)



VRG 78 PLANNING AND ENVIRONMENT cont'd.

See *List of Holdings* 3.15.0 and 3.1.0 {aboriginal affairs}; 3.6.0 {conservation, forests & lands}.

Disposal Schedules in Force Between 1983 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Town and Country Planning Board : Records D/S NST/16 {1980-current}

VRG 79 : AGRICULTURE AND RURAL AFFAIRS 1985 -

In 1985, the functions of Agriculture (VRG 34) q.v. were merged with responsibility for commercial fisheries from Conservation, Forests and Lands (VRG 75) to form this new portfolio. Current responsibilities extend to the livestock, marketing aspects of commercial fishing, pastoral, dairy and farm produce industries; the marketing of agricultural produce; regulation and use of fertilizers and agricultural chemicals; veterinary and animal welfare matters. Responsibility for commercial fisheries (apart from marketing) were returned to Conservation, Forests & Lands in 1986.

Evaluation {1985-1990 #}. No records have been transferred. See *List of Holdings* 3.2.0.

Disposal Schedules in Force Between 1985 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Department of Agriculture : Records D/S NST/5 {1980-current}

VRG 80 : COMMUNITY SERVICES 1985 -

In 1985, adult correctional services (prisons and parole) were separated from Community Welfare Services (VRG 60) and the remaining functions of that portfolio combined with a range of activities previously undertaken by Health (VRG 39) including family welfare and infant welfare programmes; home help and care for the aged; intellectual, sensory and physical disability services; and pre school/childcare programmes to form a new portfolio.

Family & Childrens' Services : These include pre-school and similar services and child care; family health and support programmes including maternal and child health; family planning; counselling and support services; residential and foster care; adoptions; child protection.

Community Support Programmes : These include home care; help for the sensorily and physically disable; accommodation for the homeless, womens' refuges, neighbourhood houses; community support and development grants.

Intellectual Disability Services : These include residential and vocational services.

Youth Support Programmes : These include youth training centres; community based youth correctional services, probation and parole; court advisory services; accommodation, employment and other support services.

VRG 80 COMMUNITY SERVICES cont'd.

See also Health & Welfare Agencies (VRG 8); Prisons and Youth Training Centres (VRG 9).

Evaluation {1985-1990 #}. No records have been transferred.

See *List of Holdings* 3.5.0 and 3.4.0 {corrections and parole}.

Disposal Schedules in Force Between 1985 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Community Welfare Services : Records D/S NST/9 {1980-current}
 - Department of Community Welfare Services Records D/S PROS 82/8 {1982-current}

VRG 81 : EMPLOYMENT AND INDUSTRIAL AFFAIRS 1985 - 1986

This short-lived portfolio was formed by a merger of Employment & Training (VRG 72) and Industrial Affairs (VRG 74) with Labour & Industry (VRG 42) - q.v. As a result, the old Labour & Industry portfolio was effectively re-formed. In addition, responsibility for youth affairs came from Youth, Sport & Recreation (VRG 66). All these functions passed to Labour (VRG 86) - q.v.

Evaluation {1985-1986 #}. No records transferred. See *List of Holdings* 3.9.0.

Disposal Schedules in Force Between 1985 - 1986

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
- Agency Specific Schedule(s) - D/S :
 - Industrial Relations Commission PROS 83/9 {1983-1986}
 - Department of Employment & Industrial Affairs Employment and Training PROS 84/4 {1985-1986}

VRG 82 : INDUSTRY, TECHNOLOGY AND RESOURCES 1985 -1990

In 1985, most of the functions of Minerals and Energy (VRG 47) were joined to Industry, Commerce and Technology (VRG 77) together with some functions from Labour and Industry (VRG 42); Consumer Affairs (VRG 63); and Transport (VRG 49). In 1990, part of the Treasurer's (VRG 23) economic planning role was merged to form Industry & Economic Planning (VRG 96).

Mining & Energy Functions : Responsibility for electricity, gas, oil and other energy resources was progressively consolidated within Minerals & Energy (q.v.) from the 1920s to the 1960s. Central co-ordination of mining had been gradually built up in Mines (VRG 30). In 1977, these two functions were merged. Much of this work is carried on through statutory bodies including the Gas & Fuel Corporation (VA 1040), the State Electricity Commission (VA 1002), and the Coal Corporation of Victoria.

Economic Development & Regionalisation Functions (shared with VRG 78 Planning & Environment) : Development and regionalisation functions, aimed at decentralisation and promoting development of new primary and secondary industries, grew out of wartime relocation of industry and postwar reconstruction under State Development & Decentralisation (VRG 51). Interstate and overseas investment in Victoria

VRG 82 INDUSTRY, TECHNOLOGY AND RESOURCES cont'd

have been encouraged and export marketing of Victorian goods and services promoted. In the 1980s, greater emphasis was given to encouraging private investment projects, export and import replacement industries, and high tech industries - partly through statutory bodies such as the Victorian Development Corporation (VA 1109) which was wound down in 1988 and its assets/liabilities transferred to the Rural Finance Corporation (VA 2985) under Treasurer (VRG 23) and the Small Business Corporation. Much regionalisation work is carried out through statutory bodies including the Albury/Wodonga Corporation, the Geelong Regional Commission (VA 426), and the LaTrobe Regional Commission.

Tourism Functions : Tourism has been intermittently associated with economic development and regionalisation (1958-1970; 1978-1981; and 1982-1987) since 1958 when they were first brought together from Transport (VRG 49) and Public Works (VRG 28). In 1987, they were transferred to Tourism III (VRG 91).

Liquor Licensing : This function was first carried out by the Courts (VRG 4) in conjunction with Chief Secretary (VRG 26) until 1968 when it was centralised under the Liquor Licensing Commission (VA 1110) within the latter - passing to Labour & Industry (VRG 42) from 1979 to 1982. In 1982, liquor licensing was passed to Tourism II (VRG 89) and has since been associated with the economic development functions. In 1988, the Liquor Licensing Commission (VA 2869) replaced the Liquor Licensing Commission to introduce administrative and policy changes recommended by the Nieuwenhausen Report.

Evaluation {1985-1990 *}.

Some records, including departmental and liquor licensing records have been transferred.

See *List of Holdings* 3.13.0.

Disposal Schedules in Force Between 1985 - 1990

General Disposal Schedule(s) - GDS :

- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}

Agency Specific Schedule(s) - D/S :

- State Electricity Commission : Partial Records D/S Examination and Test Results PROS 83/2 {1984-current}
- Office of Minerals and Energy : D/S PROS 85/4 {1985}
- State Electricity Commission : Insurance & Claims Records Records D/S PROS 88/12 {1988-current}
- Liquor Licensing Commission : Records D/S PROS 88/15 {1988-current}

VRG 83 : SPORT AND RECREATION 1985 -

The responsibilities of this portfolio (dealing with sporting and recreational activities including racing and gaming) were inherited from Youth, Sport and Recreation (VRG 66).

Evaluation {1985-1990 #}. No records transferred. See *List of Holdings* 3.20.0.

Disposal Schedules in Force Between 1985 - 1990

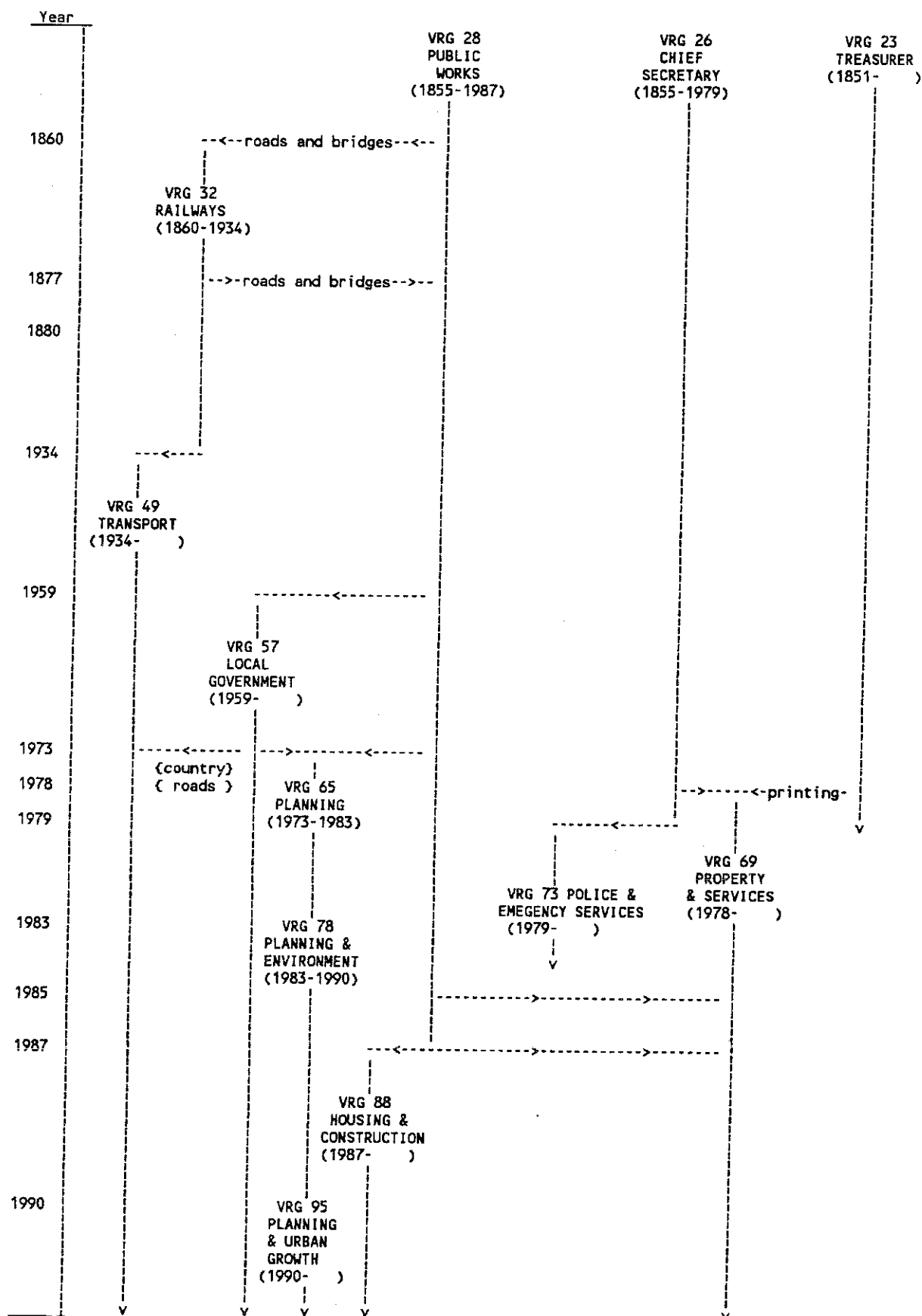
● General Disposal Schedule(s) - GDS :

- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}
- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}

● Agency Specific Schedule(s) - D/S : None

LOCAL GOVERNMENT, PUBLIC WORKS AND GOVERNMENT SERVICES FUNCTIONS*

See also Diagram of Agriculture, Transport...Functions (p.45); MUNICIPALITIES (VRG 12)



*not to scale; much simplified

VRG 84 : WATER RESOURCES 1984 -1990

This Group inherited the the functions of Water Supply (VRG 36) - q.v. Responsibilities including Melbourne and metropolitan water supply, rural water supply, rivers and waterways, irrigation, drainage, flood protection, sewerage, and industrial waste passed to Conservation & Environment (VRG 94) in 1990.

Under Water Supply, attempts had been made to better co-ordinate water resources management by bringing the separate functions of rural water supply - including central responsibility for local water & sewerage authorities (VRG 33) - and water & sewerage functions in metropolitan Melbourne and its environs closer together under a Ministry of Water Resources & Water Supply (VA 641) and establishing a Water Resources Council.

In 1984, at the same time as the local water and sewerage authorities were being restructured, the State Rivers & Water Supply Commission (VA 723) was abolished and replaced by the Rural Water Commission (VA 2338). The essential result of these changes was that the Commission, the Melbourne & Metropolitan Board of Works (VA 1007), and the local water boards (VRG 33) now supplied the State's water and sewerage needs within a policy and planning framework provided by the Department of Water Resources (VA 2354).

See also Water and Sewerage Authorities (VRG 33).

Evaluation {1985-1990 #}. No records transferred. See *List of Holdings* 3.23.0.

Disposal Schedules in Force Between 1985 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}-
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Melbourne and Metropolitan Board of Works : Records D/S NST/20 {1985-current}

VRG 86 : LABOUR 1986 -

In 1986, Employment & Industrial Affairs (VRG 81) was renamed Labour and joined to child employment functions from Community Services (VRG 80) and youth affairs.

Industrial Affairs Functions : These include determination and enforcement of conditions of employment (including public holidays); administration of industrial tribunals including the Industrial Relations Commission (VA 1009), the Hospitals Remuneration Tribunal, and the Conciliation and Arbitration Boards (VA 1010); industrial relations (including co-ordination of industrial relations in the public sector); monitoring the impact of wages policy, industrial democracy, new technology, and health & safety agreements; administration of State industrial awards.

Industrial Regulation (including Occupational Health & Safety) Functions : These include registration of factories and shops; hazardous materials; operation of plant and heavy duty machinery; prevention of work related illness and injury; and occupational health services.

Industrial & Apprenticeship Training : These functions, including responsibility for the Industrial Training Commission, passed to Education (VRG 35) in 1987.

In 1989, responsibility for workers' compensation (WORKCARE) came from Treasurer (VRG 23).

Evaluation {1986-1990 #}. No records transferred.

Disposal Schedules in Force Between 1986 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}

VRG 86 LABOUR cont'd.

- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Industrial Relations Commission : Partial Records D/S PROS 83/9 {1983-current}
 - Ministry of Employment and Training : Partial Records D/S PROS 84/4 {1984-current}

VRG 87 : NOT OTHERWISE CLASSIFIED : COMMONWEALTH 1901 -

A Group of convenience used to classify records of various agencies falling within the Commonwealth jurisdiction after 1901 and now held by the PRO.

See also VRG 6. See *List of Holdings* 16.0.0.

VRG 88 : HOUSING AND CONSTRUCTION 1987 -

In 1987, some of the functions of Public Works (VRG 28), principally those concerned with the design and construction of non-residential public buildings, were merged with Housing (VRG 53) - q.v.

The portfolio is currently responsible for the design and construction of government buildings; public housing; the release of residential land; and architect's registration.

Functions relating to furniture supply and maintenance, fitout and air-conditioning of government buildings passed to Property & Services (VRG 69) in 1988.

Evaluation {1987-1990 #}. No records transferred.

Disposal Schedules in Force Between 1987 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S : None

VRG 89 : TOURISM II 1981 - 1982

A separate tourism portfolio, previously merged with State Development, Decentralisation and Tourism (VRG 70), was again formed in 1981 for a brief period before merging with Economic Development (VRG 71) which had already absorbed many of the other functions of State Development, Decentralisation and Tourism. In addition to the promotion and administration of tourism, the portfolio was responsible for alpine resorts. Liquor licensing functions came from Labour and Industry (VRG 42) in 1982.

Tourism and alpine resorts are now the responsibility of Tourism III (VRG 91) and liquor licensing of Consumer Affairs (VRG 63).

See also VRG 55 Conservation {resorts in national parks}.

Evaluation {1981-1982 #}. Few records have been transferred. See *List of Holdings* (1985) 3.13.4.

Disposal Schedules in Force Between 1981 - 1982

- General Disposal Schedule - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}

VRG 89 TOURISM II cont'd.

- Transport Records NST/4 {1979-1987}

- Agency Specific Schedule(s) - D/S : None

VRG 90 : IMMIGRATION II 1950 - 1976

By 1923, full responsibility for alien immigration control, naturalisation, and monitoring migrant arrivals had passed to the Commonwealth (cf. VRG 44). Until 1983, the State continued to have a shared responsibility with the Commonwealth for the administration of assisted British migration and of the nomination and sponsorship schemes and associated migrant reception, settlement and welfare services. These programmes virtually came to a standstill during the depression of the 1930s.

At the 1946 Premier's Conference, the States accepted some responsibilities for sponsoring and assisting immigrants as part of the post war resumption of migration and refugee settlement. These functions were assigned to the Chief Secretary (VRG 26) until 1950 when a separate portfolio was established. The Commonwealth remained almost wholly responsible for non-British immigration, but the State shared much of the responsibility for assisting British migrants. In 1976, the functions passed to Immigration and Ethnic Affairs (VRG 68).

State immigration responsibilities included processing "nominations" - personal nominations (sponsorship of individuals by friends, relatives, employers), group nominations (employer sponsorship of categories of workers), and State nominations (for British residents without personal or group sponsorship) - and determining numbers and categories of migrants under Commonwealth or imperial migration schemes. In addition, the State had responsibilities in the provision of initial reception and settlement services, of aftercare (welfare) services to settled migrants, and for liaison with voluntary and community groups providing assistance to migrants.

At the State level, administrative responsibility was carried out by the Immigration Office in the Chief Secretary's Department (VA 475) until 1971 when an Immigration Division of the Department of State Development and Decentralisation (VA 552) took over.

Some of the functions of this Group are currently exercised by VRG 76 Ethnic Affairs.

Evaluation {1950-1960 **} {1960-1976 **}.

Some case records have come to the PRO, but policy files and other operational records have not been transferred. See *List of Holdings* 3.10.2 and 3.13.4 {development & decentralisation}; 3.16.5 {chief secretary}.

VRG 91 : TOURISM III 1987 -

Tourism functions first developed in Railways (VRG 32) and Public Works (VRG 28). In 1958, the Tourist Development Authority (VA 2918) was established and the functions gathered into State Development & Decentralisation (VRG 51). Separate tourism portfolios (VRG 59 and VRG 89) have been established previously from 1970-1978 and 1981-1982). From 1978 to 1981, tourism lay with State Development, Decentralisation & Tourism (VRG 70) and from 1982 to 1987 with Economic Development (VRG 71), Industry, Commerce & Technology (VRG 77) and Industry, Technology & Resources (VRG 82). Tourism was made a separate portfolio for the third time in 1987.

The Tourist Development Authority was abolished in 1970. Its functions went first to the Ministry of Tourism (VA 2919) then to the Division of Tourism in the Department of State Development (VA 552) later of the Department of State Development, Decentralisation & Tourism (VA 2881). In 1978, the Victorian Government Travel Authority (VA 2990) was established to manage tourist bureaux. Responsibility for the Authority and administration of tourism passed through successive departments until 1983 when the Authority was merged with the Ministry of Tourism II (VA 2879) to form the Victorian Tourism Commission (VA 2871).

See also VRG 75 Conservation, Forests & Lands {resorts in national parks}.

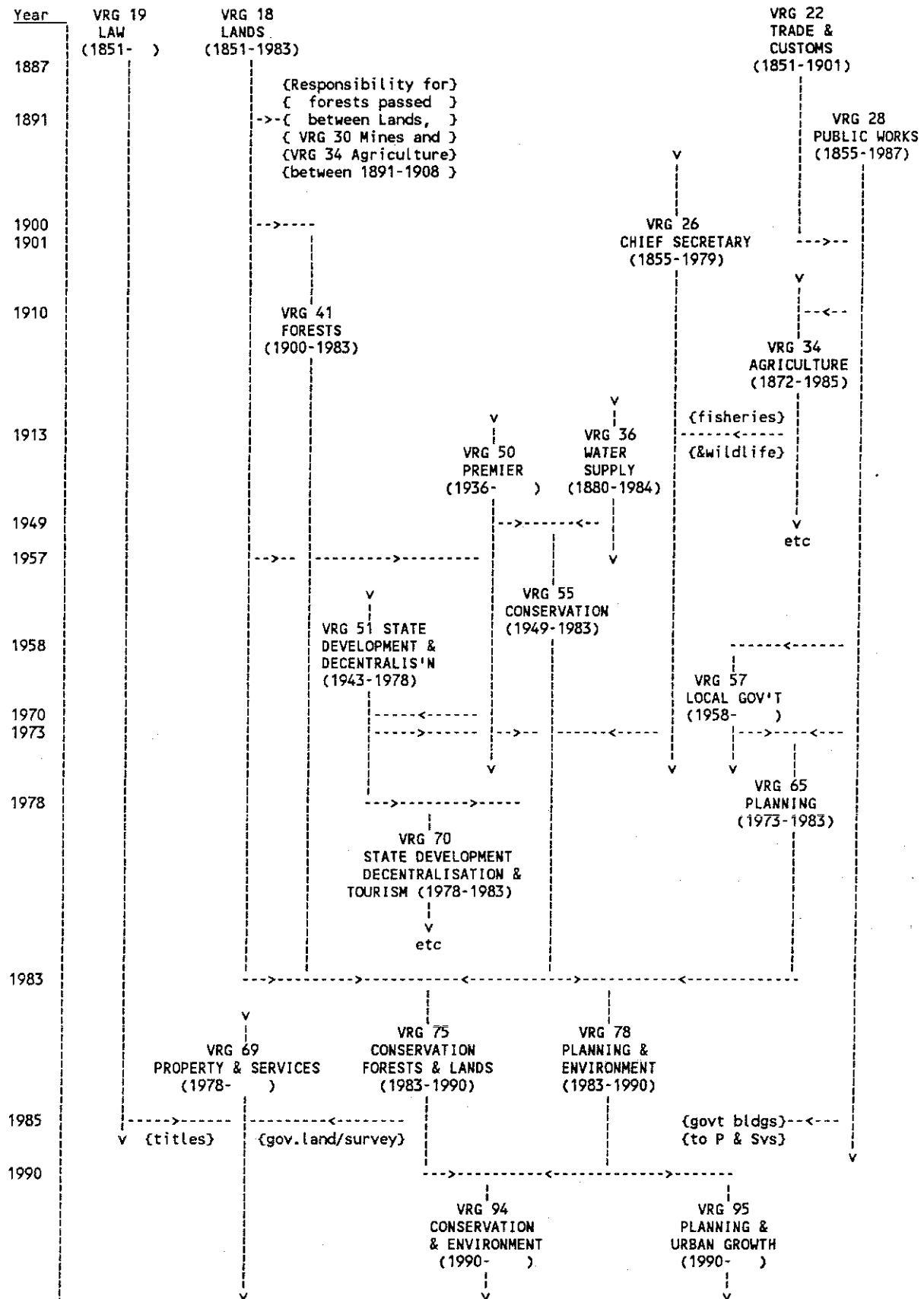
Evaluation {1987-1990 #}. No records have been transferred.

Disposal Schedules in Force Between 1987 - 1990

- General Disposal Schedule - GDS :
- Accounting Records NST/1 {1979-1987}
- Stores Records NST/3 {1979-1987}

LANDS, FORESTS, CONSERVATION, ENVIRONMENT & HERITAGE FUNCTIONS*

See also Diagrams of Economic Development...Functions (p.61); Agriculture...Functions (p.45); Local Government...Functions (p.69); MUNICIPALITIES (VRG 12); DISTRICT LAND OFFICES (VRG 27); ARTS (VRG 61).



*not to scale; much simplified

VRG 91 TOURISM 111 cont'd.

- Personnel Records NST/2 {1979-current}
- Transport Records NST/4 {1979-1987}
- Post 1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S : None

VRG 92 : MAJOR PROJECTS 1987 -

A Major Projects Unit was established in 1987 to co-ordinate the development of selected government owned sites. The Unit is empowered under the Urban Land Authority Act.

Evaluation {1987-1990 *}. Some financial records have been transferred.

Disposal Schedules in Force Between 1987 - 1990

- General Disposal Schedule - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post 1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S : None

VRG 93 : CORRECTIONS 1987 -

Since 1985, responsibility for adult correctional programmes and adult parole (including prisons and community corrections centres) have been separated from juvenile correctional programmes which have remained with Community Services (VRG 80).

From 1970 to 1985, responsibility for prisons and correctional services rested with Community Welfare Services (VRG 60) - q.v. Since then, juvenile correctional programmes have been administered by Community Services. Adult correctional services administered by the Office of Corrections (VA 1063) and adult parole passed to Law (VRG 19) from 1985-1987 and since 1987 to this portfolio. The Minister is also responsible for the Victorian Prisons Industries Commission.

See also Prisons and Youth Training Centres (VRG 9).

Evaluation {1987-1990 #}. No records have been transferred.

Disposal Schedules in Force Between 1987 - 1990

- General Disposal Schedule - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post 1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S : None

VRG 94 : CONSERVATION AND ENVIRONMENT 1990 -

(provisional)

This Group is formed from a merger of Conservation, Forests and Lands (VRG 75) and Water Resources (VRG 84) with some functions from Planning and Environment (VRG 78). Subject to further research.

Evaluation {1990- #}. No records transferred.

Disposal Schedules in Force Between 1990 -

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Ministry of Conservation : National Parks Service Records D/S NST/10 {1980-current}
 - Ministry of Conservation : Fisheries and Wildlife Central Registry Records D/S NST/11 {1980-current}
 - Melbourne and Metropolitan Board of Works : Records D/S NST/20 {1985-current}

VRG 95 : PLANNING AND URBAN GROWTH 1990 -

(provisional)

Most of the functions of Planning and Environment (VRG 78) were transferred to this portfolio. Subject to further research.

Evaluation {1990- #}. No records transferred.

Disposal Schedules in Force Between 1983 - 1990

- General Disposal Schedule(s) - GDS :
 - Accounting Records NST/1 {1979-1987}
 - Stores Records NST/3 {1979-1987}
 - Personnel Records NST/2 {1979-current}
 - Transport Records NST/4 {1979-1987}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - Town and Country Planning Board : Records D/S NST/16 {1980-current}

VRG 96 : INDUSTRY AND ECONOMIC PLANNING 1990 -

(provisional)

Economic development functions from Treasurer (VRG 23) were merged with Industry, Technology and Resources (VRG 82) to form this Group. Subject to further research.

Evaluation {1990- #}. No records transferred.

Disposal Schedules in Force Between 1985 - 1990

- General Disposal Schedule(s) - GDS :
 - Personnel Records NST/2 {1979-current}
 - Post-1950 Common Administrative Records PROS 84/37 {1987-current}
- Agency Specific Schedule(s) - D/S :
 - State Electricity Commission : Partial Records D/S Examination and Test Results PROS 83/2 {1984-current}
 - Office of Minerals and Energy : D/S PROS 85/4 {1985}
 - State Electricity Commission : Insurance & Claims Records D/S PROS 88/12 {1988-current}
 - Liquor Licensing Commission : Records D/S PROS 88/15 {1988-current}

PART 6 - ALPHABETICAL INVENTORY (INDEX) OF RECORD GROUPS

Only the registered titles of the Groups (upper case) and selected functions (lower case) are indexed in the Digest itself. A series of supplements to the Digest will be progressively issued. These supplements will be based on administrative history sources described in Part 4.

Supplements currently available are :

Supplement C : Index of functions from Selected Annual Appropriation Acts 1851-1914.

Supplements in preparation are :

Supplement A : Index of functions from NSW "Blue Books" 1836-1851
 Supplement B : Index of functions from Victorian "Blue Books" 1851-1886
 Supplement D : Index of functions from Victorian Staff Lists 1874-1920
 Supplement E : Index of functions from Selected Annual Appropriation Acts 1914-1980.
 Supplement F : Index of functions from Victorian Staff Lists 1920-1951
 Supplement G : Index of functions from Victorian Staff Lists 1951-1981
 Supplement H : Index of functions from Government Directories 1980-date
 Supplement J : Index of Acts from Government Directories 1980-date

ABORIGINAL AFFAIRS VRG 58

aborigines

see also education; health, public; housing,
 public; welfare services

to 1839 : Police Magistrate VRG 7
 1839-1851 : Superintendent VRG 11
 1851-1855 : Colonial Secretary VRG 16
 1855-1856 : Chief Secretary VRG 26
 1856-1860 : Lands VRG 18
 1860-1966 : Chief Secretary VRG 26
 1966-1967 : Chief Secretary VRG 26
 1967-1975 : Aboriginal Affairs VRG 58
 1975-1985 : Premier VRG 50
 1985-1990 : Planning & Environment VRG
 78
 1990- : ?Planning & Urban Growth VRG
 95

actuary see census and statistics

administration see trusteeship

adoption see welfare services

aged care see health, public

agent general

to 1951 : Chief Secretary VRG 26
 1951-1985 : Premier VRG 50
 1985 : Industry, Commerce &
 Technology VRG 77
 1985- : Industry, Technology &
 Resources VRG 82

agricultural education

to 1872 : Chief Secretary VRG 26
 1872-1983 : Agriculture VRG 34
 1983- : Education VRG 35

agriculture

see also District Land Offices VRG 27;
 fisheries and wildlife; grain elevators;
 Municipalities VRG 12; veterinary services
 to 1872 : Lands VRG 18; Chief Secretary
 VRG 26
 1872-1985 : Agriculture VRG 34
 1985- : Agriculture and Rural Affairs
 VRG 79

AGRICULTURE VRG 34

AGRICULTURE AND RURAL AFFAIRS VRG 79

alcohol dependence see health, mental

alpine parks and resorts see parks and
 reserves

animal protection

see also agriculture; fisheries and wildlife;
 veterinary services

to 1979 : Chief Secretary VRG 26
 1979-1981 : Conservation VRG 55
 1981-1985 : Agriculture VRG 34
 1985- : Agriculture and Rural Affairs
 VRG 79

animals

see agriculture; fisheries and wildlife;
 veterinary services

appeals see courts; industrial appeals

apprenticeship see industrial training

arbitration see labour

archaeological survey

to 1975 : Chief Secretary VRG 26
 1975-1983 : Conservation VRG 55
 1983-1990 : Planning & Environment VRG
 78
 1990- : ?Planning & Urban Growth
 VRG 95

archives see public records

armed forces

see also buildings, public (design and
 construction); defence; police

1826-1828 : Western Port Establishment
 VRG 2

1836-1901 : Armed Forces VRG 3

ARMED FORCES VRG 3

arrivals see immigration

arts

see also films; sport and recreation

to 1855 : Colonial Secretary VRG 16
 1855-1972 : Chief Secretary VRG 26;
 Premier VRG 50
 1972-1976 : Chief Secretary VRG 26; Arts
 VRG 61
 1976- : Arts VRG 61

ARTS VRG 61

assisted immigrants see immigration

asylums see health, mental

attorney general see Law VRG 19

AUDITOR-GENERAL VRG 15

bankruptcy see courts

banks see finance

benevolent homes see health, public

betting see lotteries, gaming and betting

- births, deaths and marriages
 - to 1855 : Colonial Secretary VRG 16
 - 1855-1869 : Chief Secretary VRG 26
 - 1869-1893 : Law VRG 19
 - 1893-1979 : Chief Secretary VRG 26
 - 1979- : Property & Services VRG 69
- BOARDS OF INQUIRY, ROYAL COMMISSIONS AND VRG 14
- books see censorship
- boroughs see local government
- botanical gardens
 - see also parks and gardens
 - to 1868 : Chief Secretary VRG 26
 - 1868-1869 : Lands VRG 18
 - 1869-1873 : Chief Secretary VRG 26
 - 1873-1874 : Agriculture VRG 34
 - 1874-1983 : Lands VRG 18
 - 1983-1990 : Conservation, Forests & Lands VRG 75
 - 1990- : Conservation & Environment VRG 94
- botanist (government) and herbarium
 - see also parks and gardens
 - to 1868 : Chief Secretary VRG 26
 - 1868-1870 : Lands VRG 18
 - 1870-1873 : Chief Secretary VRG 26
 - 1873-1874 : Agriculture VRG 34
 - 1874-1903 : Lands VRG 18
 - 1903-1913 : Agriculture VRG 34
 - 1913-1925 : Chief Secretary VRG 26
 - 1925-1983 : Lands VRG 18
 - 1983-1990 : Conservation, Forests & Lands VRG 75
 - 1990- : Conservation and Environment VRG 94
- bridges see public works
- budget, department of management and
 - see Treasurer VRG 23
- bush nursing see health, public
- building regulation
 - see also Municipalities VRG 12
 - to 1958 : Public Works VRG 18
 - 1958-1985 : Local Government VRG 57
 - 1985-1990 : Planning & Environment VRG 78
 - 1990- : Planning & Urban Growth VRG 85
- building services see property and assets
- building societies, regulation of
 - see also housing, public
 - to 1986 : Housing VRG 53
 - 1986- : Law VRG 19
- buildings, historic (preservation of)
 - to 1983 : Planning VRG 65; Public Works VRG 28
 - 1983-1990 : Planning & Environment VRG 78
 - 1990- : ?Planning & Urban Growth VRG 95
- buildings, public (design and construction)
 - see also property and assets ; public works
 - to 1855 : Police Magistrate VRG 4
 - 1839-1851 : Superintendent VRG 11
 - 1851-1855 : Colonial Secretary VRG 16
 - 1855-1987 : Public Works VRG 28
 - 1987- : Housing and Construction VRG 88
- buildings, public (management)
 - see property and assets
- bus services see public transport
- cabinet see Executive VRG 17
- cemeteries
 - see also Municipalities VRG 12
 - to 1873 : Public Works VRG 28
 - 1873-1888 : Lands VRG 18; Public Works [and thereafter for fencing to 1890]
 - 1888-1890 : Chief Secretary VRG 26
 - 1890- : Health VRG 39
- CEMETERIES VRG 5
- censorship
 - to 1851 : Superintendent VRG 11
 - 1851-1855 : Colonial Secretary VRG 16
 - 1855-1979 : Chief Secretary VRG 26
 - 1979- : Law VRG 19
- census and statistics (Government Statist since 1874)
 - to 1855 : Colonial Secretary VRG 16
 - 1855-1869 : Chief Secretary VRG 26
 - 1869-1874 : Law VRG 19
 - 1874-1979 : Chief Secretary VRG 26
 - 1979-1983 : Property & Services VRG 69
 - 1983- : Treasurer VRG 23
- charities see health, public; welfare services
- chemistry see laboratories, state
- CHIEF SECRETARY VRG 26
- childrens' courts see courts
- childrens' employment
 - see employment of children
- childrens' homes see welfare services
- childrens' welfare see welfare services
- chinese interpreters and scribes
 - to 1855 : Colonial Secretary VRG 16
 - 1855-1861 : Chief Secretary VRG 26
 - 1861-???? : Law VRG 19
- cities see local government; planning
- civil defence
 - see also Police VRG 10
 - to 1979 : Chief Secretary VRG 26
 - 1979- : Police and Emergency Services VRG 73
- classification and review of publications
 - see censorship
- closer settlement see settlement
- co-operative societies, regulation of
 - see building societies; housing, public
- coal mining see mining
- coastal defence see armed forces
- coastal management
 - see also ports and harbours
 - to 1973 : Lands VRG 18; Water Supply VRG 36
 - 1973-1974 : Conservation VRG 55; Water Supply VRG 36
 - 1974-1981 : Conservation VRG 55; Public Works VRG 18
 - 1981-1983 : Lands VRG 18; Public Works VRG 28
 - 1983-1987 : Planning & Environment VRG 78; Public Works VRG 18
 - 1987-1990 : Planning & Environment VRG 78; Transport VRG 49
 - 1990- : ?Conservation and Environment VRG 94; Transport VRG 49
- colleges see education
- COLONIAL SECRETARY VRG 16
- colonial treasurer see Treasurer VRG 23
- commerce, regulation of
 - see industry and commerce, regulation of
- COMMERCE AND TECHNOLOGY, INDUSTRY, VRG 77
- COMMISSIONS AND BOARDS OF INQUIRY, ROYAL VRG 14

- COMMONWEALTH, NOT OTHERWISE CLASSIFIED - VRG 87
 COMMUNITY SERVICES VRG 80
 community health centres see health, public
 COMMUNITY WELFARE SERVICES VRG 60
 companies, registration of
 see corporate affairs
 compensation
 see crimes compensation; motor accidents compensation ; worker's compensation
 computing, government
 to 1978 : Premier VRG 50
 1978- : Property & Services VRG 69
 conciliation see labour
 conservation
 see also buildings, historic (preservation of); coastal management; lands; parks and reserves
 to 1973 : Chief Secretary VRG 26; Premier VRG 50; State Development & Decentralisation VRG 51; Conservation VRG 55
 1973-1983 : Conservation VRG 55
 1983-1990 : Conservation, Forests & Lands VRG 75; Planning & Environment VRG 78
 1990- : Conservation & Environment VRG 94
 CONSERVATION VRG 55
 CONSERVATION, FORESTS AND LANDS VRG 75
 CONSERVATION AND ENVIRONMENT VRG 94
 constabulary see police
 CONSTRUCTION, HOUSING AND VRG 88
 CONSUMER AFFAIRS VRG 63
 consumer protection
 see also fair rents; industry and commerce, regulation of; price control; small claims
 to 1968 : Law VRG 19; Chief Secretary VRG 26
 1968-1973 : Labour and Industry VRG 42
 1973- : Consumer Affairs VRG 63
 convalescence see health, public
 copyright, trademarks and patents
 to 1869 : Chief Secretary VRG 26
 1869-1904 : Law VRG 19
 coroners see courts
 corporate affairs
 to 1990 : Law VRG 19
 correctional services see prisons and gaols
 county courts see courts
 courier service, government
 to 1982 : Premier VRG 50
 1982- : Property & Services VRG 69
 courts
 see also industrial appeals; liquor licensing ; mining
 1836-1851 : Police Magistrate VRG 7
 1839-1851 : Superintendent VRG 11
 1851- : Law VRG 19
 COURTS VRG 4
 crimes compensation
 1972-1979 : Chief Secretary VRG 26
 1979- : Law VRG 19
 crops see agriculture
 crown lands see lands
 customs
 see also immigration; liquor licensing
 1836-1839 : Police Magistrate VRG 7
 1839-1851 : Superintendent VRG 11
 1851-1901 : Trade and Customs VRG 22
 CUSTOMS, TRADE AND VRG 22
 dairy products see agriculture
 day care centres
 to 1976 : Education VRG 35
 1976- : Health VRG 39
 deaths see births, deaths and marriages
 decentralisation see economic development
 DECENTRALISATION, STATE DEVELOPMENT AND VRG 51
 DECENTRALISATION AND TOURISM, STATE DEVELOPMENT, VRG 70
 defence
 see also armed forces
 to 1839 : Police Magistrate VRG 7
 1839-1851 : Superintendent VRG 11
 1851-1855 : Executive VRG 17; Colonial Secretary VRG 16
 1855-1883 : Executive VRG 17; Treasurer VRG 23; Chief Secretary VRG 26
 1883-1901 : Executive VRG 17; Defence VRG 38
 DEFENCE VRG 38
 dependence (alcohol/drug) see health, mental
 development see economic development
 DEVELOPMENT, DECENTRALISATION AND TOURISM, STATE VRG 70
 DEVELOPMENT, ECONOMIC VRG 71
 DEVELOPMENT AND DECENTRALISATION, STATE VRG 51
 disabled, care of see health, public
 discrimination see equal opportunity
 disputed returns
 see elections (disputed returns)
 distilleries see customs
 DISTRICT LAND OFFICES VRG 27
 divorce see courts
 drainage see water supply
 driver licensing
 see also Police VRG 10
 to 1979 : Chief Secretary VRG 26
 1979-1980 : Police and Emergency Services VRG 73
 1980- : Transport VRG 49
 drug dependence see health, mental
 duties see customs
 economic development
 see also industry and commerce, regulation of; labour; mining; price control; tourism; Treasurer VRG 23
 to 1901 : Trade and Customs VRG 22
 1901-1943 : Markets VRG 46; Premier VRG 50
 1943-1978 : State Development & Decentralisation VRG 51
 1978-1981 : State Development, Decentralisation and Tourism VRG 70
 1981-1983 : Economic Development VRG 71
 1983-1985 : Industry, Commerce & Technology VRG 77
 1985-1990 : Industry, Technology & Resources VRG 82
 1990- : Industry & Economic Planning VRG 96
 ECONOMIC DEVELOPMENT VRG 71
 ECONOMIC PLANNING, INDUSTRY AND VRG 96
 education

- see also agricultural education ; buildings,
public (design & construction) ; day care
centres; Educational Institutions VRG 24;
industrial training; labour; welfare services;
youth affairs
 - to 1855 : Colonial Secretary VRG 16
 - 1855-1873 : Chief Secretary VRG 26
 - 1873- : Education VRG 35
- EDUCATION VRG 35
- EDUCATIONAL INSTITUTIONS VRG 24
- elections
 - see also local government
 - to 1855 : Colonial Secretary VRG 16
 - 1855-1979 : Chief Secretary VRG 26
 - 1979-1989 : Property & Services VRG 69
 - 1989- : Parliament VRG 20; Property &
Services VRG 69
- elections (disputed returns)
 - to 1934 : Parliament VRG 20
 - 1934-1971 : Parliament VRG 20; Courts
VRG 4
 - 1971- : Courts VRG 4
- electric telegraphy see postal services
- electricity see fuel and power
- elevators, grain see grain elevators
- EMERGENCY SERVICES, POLICE AND VRG
73
- employment see labour
- EMPLOYMENT AND INDUSTRIAL AFFAIRS
VRG 81
- EMPLOYMENT AND TRAINING VRG 72
- employment of children
 - to 1987 : Community Services VRG 80
 - 1987- : Labour VRG 86
- ENERGY, MINERALS AND VRG 47
- ENVIRONMENT, CONSERVATION AND VRG
94
- ENVIRONMENT, PLANNING AND VRG 78
- environmental protection
 - see buildings, historic (preservation of);
conservation; planning
- equal opportunity
 - see also womens' affairs
 - to 1985 : Premier VRG 50; Ethnic Affairs
VRG 76
 - 1985- : Law VRG 19
- estate agents, registration of
 - to 1978 : Chief Secretary VRG 26
 - 1978- : Law VRG 19
- ethnic affairs see immigration
- ETHNIC AFFAIRS VRG 76
- ETHNIC AFFAIRS, IMMIGRATION AND VRG
68
- excise see customs; taxes
- EXECUTIVE VRG 17
- exhibition buildings see arts
- explosives see hazardous goods; mining
- factories see labour
- fair rents
 - to 1981 : Law VRG 19
 - 1981- : Consumer Affairs VRG 63
- farming see agriculture
- federal affairs see Premier VRG 50
- films
 - see also censorship
 - to 1972 : Premier VRG 50
 - 1972- : Arts VRG 61
- finance
 - see also taxes
 - to 1839 : Police Magistrate VRG 7
 - 1839-1851 : Superintendent VRG 11
 - 1851-1901 : Treasurer VRG 23; Postmaster
General VRG 21
 - 1901- : Treasurer VRG 23
- fire services
 - to 1890 : Municipalities VRG 12
 - 1890-1979 : Chief Secretary VRG 26
 - 1979- : Police and Emergency
Services VRG 73
- fisheries (commercial)
 - see also agriculture
 - to 1983 : Conservation VRG 55
 - 1983-1985 : Conservation, Forests & Lands
VRG 75
 - 1985-1986 : Agriculture and Rural Affairs
VRG 79
 - 1986-1990 : Conservation, Forests & Lands
VRG 79
 - 1990- : Conservation and Environment
VRG 94
- fisheries and wildlife
 - see also agriculture; animal protection
 - to 1901 : Trade and Customs VRG 22
 - 1901-1910 : Public Works VRG 28
 - 1910-1913 : Agriculture VRG 34
 - 1913-1973 : Chief Secretary VRG 26
 - 1973-1983 : Conservation VRG 55
 - 1983-1990 : Conservation, Forests and
Lands VRG 75
 - 1990- : Conservation and Environment
VRG 94
- flood protection see water supply
- forests
 - see also lands; parks and reserves
 - to 1875 : Lands VRG 18
 - 1875-1890 : Agriculture VRG 34
 - 1890-1891 : Lands VRG 18
 - 1891-1893 : Mines VRG 30
 - 1893-1899 : Lands VRG 18
 - 1899-1903 : Lands VRG 18; Forests VRG
41
 - 1903-1905 : Agriculture VRG 34; Forests
VRG 41
 - 1905-1908 : Mines VRG 30; Forests VRG
41
 - 1908-1983 : Forests VRG 41
 - 1983-1990 : Conservation, Forests and
Lands VRG 75
 - 1990- : Conservation and Environment
VRG 94
- FORESTS VRG 41
- FORESTS AND LANDS, CONSERVATION,
VRG 75
- foster care see welfare services
- friendly societies, registration of
 - to 1987 : Treasurer VRG 23
 - 1987- : Law VRG 19
- fruit see agriculture
- fuel and power
 - see also local government; mining;
Municipalities VRG 12
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