

6

LOCAL GOVERNMENT

ADMINISTRATION

Local Government Department

The Local Government Department was established by the *Local Government Department Act 1958* for the purpose of better administration of the laws relating to local government in Victoria. The following Acts of the Victorian Parliament come in whole or in part within the ambit of the responsibilities of the Minister for Local Government: Local Government Act, Acts relating to local government in the cities of Melbourne and Geelong, Cluster Titles Act, Cultural and Recreational Lands Act, Dog Act, Drainage Areas Act, Hawkers and Pedlars Act, Litter Act, Local Authorities Superannuation Act, Local Government Act, Local Government Department Act, Markets Act, Municipalities Assistance Act, Municipal Association Act, Newmarket Sheep Sales Act, Petrol Pumps Act, Pounds Act, Public Authorities Marks Act, Tramways Act, Valuation of Land Act, Victoria Grants Commission Act, and Weights and Measures Act.

The various Acts administered by the Department confer powers and impose duties on Victorian municipal councils and on other bodies. They also confer various powers on the Minister and the Governor in Council. The Department's general functions are, therefore, as follows:

- (1) Advise the Minister on by-laws, proposals for acquisition, sale or leasing of land, and various other matters submitted for Ministerial or Governor in Council approval by municipal councils, and obtain any necessary Order in Council in relation to them;
- (2) examine proposals for new or amending legislation, and prepare explanatory notes on these for the Minister's use in Cabinet and Parliament;
- (3) prepare draft regulations;
- (4) exercise a supervisory and advisory role over the administration and financial management of municipalities and the statutory responsibilities of councillors and municipal officers, through Inspectors of Municipal Administration;
- (5) deal with administrative submissions arising out of appeals to the Minister in respect of matters where he has the power to act in a quasi judicial capacity; and
- (6) answer queries from the public, municipalities, and other bodies.

Field contact with municipalities is maintained in two main ways. First, the five Inspectors of Municipal Administration on the staff of the Department inspect the accounts and administration of councils and advise their staffs. Where necessary, Inspectors report to the Minister and to councils, and they have wide statutory powers in relation to their allotted duties. Second, a small Engineering Section within the Head Office of the Department is primarily concerned with liaison with municipalities and involvement in subsidies, particularly municipal saleyards and drainage.

Financially, the Department administers several funds provided for subsidies to municipal councils, including the Municipalities Assistance Fund. The works usually subsidised include the establishment and improvement of recreation reserves, the construction of public halls, the supervision of school crossings, main drains, and various other capital works. Municipal councils have power to charge landowners, in certain circumstances, for street construction and drainage works which benefit their properties.

The Crown is not liable, but has agreed to contribute in certain instances. The Department's responsibility is to ensure that claims by municipalities are in order, and to arrange payment.

Valuer-General

The Valuer-General was first appointed in Victoria under the *Valuation of Land Act* 1960. The purpose of this legislation was to provide for the co-ordination of rating valuations for municipalities and other rating authorities and for improving the standard of valuations in Victoria. Municipalities are the only authorities making valuations for rating purposes in the State and each attends to the special rating valuation requirements of other authorities in its municipal district.

The Valuer-General confers with the valuers appointed to make rating valuations and with councils on the general levels of value to be used and is available to give advice during the valuation or subsequently. The Valuer-General is empowered and does provide valuations for all government acquisition, resumption, and negotiation purposes on request from government departments and agencies. The Valuer-General also provides valuations for probate duty, stamp duty, gift duty, and taxation purposes, and by agreement for settling disputes as to the value of property.

Valuers' Qualification Board

The *Valuation of Land Act* 1960 established the Valuers' Qualification Board which is empowered to register qualified persons as land valuers. The Act provides that on or after the first day of January 1979 only persons who are registered valuers are permitted to practise as land valuers.

The Act provides that the Board may from time to time hold or cause to be held examinations of persons who desire to qualify themselves as valuers. A diploma course is conducted by the Royal Melbourne Institute of Technology for persons who desire to qualify. On completion of the course, successful candidates must also complete four years of practical work within six years prior to their application in order to obtain a certificate of qualification. On payment of an annual fee a qualified person may practise as a registered valuer.

Municipal Valuation Fees Committee

The Municipal Valuation Fees Committee was constituted to fix, on request, a minimum valuation contract fee for municipalities wishing to carry out a general revaluation.

Land Valuation Boards of Review

Land Valuation Boards of Review are provided for by the *Valuation of Land (Appeals) Act* 1965. The purpose of the legislation is to provide for relatively informal and inexpensive means of determining disputes as to the valuation of real property for rating or taxing purposes and in respect of compulsory acquisition.

Appeals against a capital improved value of less than \$75,000, or a site value of less than \$30,000, or a net annual value of less than \$3,750, and claims that do not exceed \$75,000, are determined by a Board. In excess of these amounts the hearing may be before a Court or Board at the option of the appellant.

Normally a Board is constituted of a chairman (barrister and solicitor) and two independent valuers. The latter are selected from a panel having regard to the location of the land and the qualifications and experience of the members.

Irrespective of the amounts involved, the Court will determine the matter if it is satisfied on application by either party that the matter raises questions of unusual difficulty or of general importance.

Subject to the conditions laid out in the Act an appeal may also be heard by a Board constituted of a valuer sitting alone. In this instance no costs will be awarded.

Weights and Measures

The administration of the Victorian Weights and Measures Act is divided into central and local administration sections. The Weights and Measures Branch, under the Superintendent of Weights and Measures, is responsible for the central administration of the Act. The Branch is also responsible for keeping and maintaining the State's standards, and for the verification of Inspectors' Standards. Local administration, particularly that

relating to supervision and verification of trade scales, is carried out by Weights and Measures Inspectors employed by municipal councils, or by Inspectors in Weights and Measures Unions formed by groups of councils. These Inspectors are also responsible for the enforcement of legislation relating to sale of goods, for example, the correct weight of bread or meat.

Other major boards and committees

Various boards and committees constituted under legislation administered by the Minister for Local Government are described below. The Local Government Department provides administrative resources to service such boards and committees.

Building control

The Building Regulations Committee is responsible for the preparation of draft regulations for approval of the Governor in Council. The Committee members act as referees pursuant to Clauses 5 and 7 of the Thirty-third Schedule to the Local Government Act 1958 by determining appeals and granting modifications to the regulations.

The Committee also determines disputes which arise as to the need for additional fire protection measures in existing buildings. Following general acceptance by the Victorian Government of the Building and Development Approvals Committee (BADAC) Report Part 1 — Building Controls, the Building Regulations Committee's administrative and technical support staff (which are part of the Local Government Department) have been engaged in the preparation of the Consolidated Building Regulations.

The first phase of consolidated building regulations relating to houses has been completed and is to be circulated for public comment when the Building Control Bill is tabled in the Victorian Parliament. The Bill makes provision among other things to consolidate into one act all controls relating to building construction in Victoria and establish a Division of Building Control, Building Referees Boards, a Building Control Accreditation Authority, a Plumbers, Gasfitters and Drainers Registration Board, and a Building Qualifications Board.

Preliminary work is being undertaken with respect to drafting of the second phase of consolidated building regulations relating to general building control. The consolidated regulations will incorporate all the requirements of specialist government departments with a Building Approvals Co-ordinator in each municipality, issuing an "Authority to Construct". This authority will embody all the building requirements of all Victorian Government Departments and authorities.

Municipal Examining Boards

These organisations are the Municipal Clerks, Auditors, Engineers, Building Qualifications, and Electrical Engineers Boards. The Boards hold, or cause to be held, examinations of persons desiring to qualify themselves to hold particular offices under the Local Government Acts. The Boards issue certificates of qualification and competency and exercise a degree of control over certificate holders.

Local Government Advisory Board

This Board investigates and reports to the Minister on proposals for constituting or altering the constitution of municipalities.

Local Authorities Superannuation Board

This Board is appointed to provide for compulsory superannuation for permanent employees of municipal councils and certain other local authorities and is serviced by its own staff.

Ad hoc committees

Ad hoc committees are appointed from time to time to investigate a particular need of local government, for example, the representative Committee on Municipal Accounting Regulations, Equalisation of the Rating Base, Differential Rating, etc.

Further reference: Constituting and altering the constitution of municipalities, *Victorian Year Book 1977*, pp. 174-5

Commonwealth financial relationships with local government*General purpose assistance*

Prior to 1973, no Commonwealth assistance was provided specifically to local government in the States. Such financial assistance as did exist was made through State Governments, or under various Commonwealth programmes for the purpose of which local government, among other bodies, was deemed eligible for claimant status.

The Commonwealth Government elected in 1972 proposed a series of measures which included increased financial support for local government. The most important of these proposals was the provision by the Commonwealth Government of general purpose grants to individual councils in amounts to be determined by the Commonwealth. Procedures were established whereby regional organisations of local government could apply for financial assistance from the Commonwealth. Such applications were the subject of inquiry and report by the Commonwealth Grants Commission. The recommendations of the Commission were based upon general equalisation principles developed by the Commission in such a manner as to promote financial equality between local authorities and regional groupings of such authorities. The recommendations were accepted by the Commonwealth and grants totalling \$56.3m in 1974-75 and \$79.9m in 1975-76 were paid to local authorities in the States. Payments were made in the first instance to State Governments for transmission to individual local government authorities in the amounts specified. Victoria's share of these grants in 1974-75 was \$14.6m and \$20.2m in 1975-76.

The Commonwealth Government elected to office in December 1975 adopted a policy whereby personal income tax collections were to be shared by the Commonwealth, the States, and local government. (See also Chapter 20 of this *Year Book*.) The Commonwealth *Local Government (Personal Income Tax Sharing) Act 1976* provides for the payment to the States, for allocation to local government authorities, of an amount determined by the total personal income tax collections for the financial year immediately prior to the year to which the payments apply. For 1976-77, the amount was \$140m which was equivalent to 1.52 per cent of the personal income tax collected during 1975-76; this proportion has been used to determine the total allocations for 1977-78 and 1978-79. In 1979-80, local government's share of income tax revenue was increased to 1.75 per cent with a total of \$221.7m being made available to the States for allocation to municipal councils. The share was further increased for the allocation for 1980-81 to 2 per cent, fulfilling an undertaking given in 1977 to raise local government's share of income tax revenue to this level during the life of the Parliament. This represented an amount available for all States for allocation for 1980-81 of \$300.8m.

The amount derived under the sharing percentage is divided among the States in specified proportions which are subject to recommendations by the Commonwealth Grants Commission. Following representations by Tasmania, the question of percentage distribution between States was referred to the Commonwealth Grants Commission. The Commission recommended a slightly altered percentage distribution which was subsequently accepted at the Premiers' Conference in July 1977, with Victoria's percentage being 25.4513 per cent. (For other States: New South Wales, 36.4977 per cent; Queensland, 16.8606 per cent; South Australia, 8.6010 per cent; Western Australia, 9.3897 per cent; and Tasmania, 3.1997 per cent.) However, the Commonwealth Grants Commission's *Special Report 1979 on Financial Assistance for Local Government* has recommended, *inter alia*, that any future inquiries and reports by the Commonwealth Grants Commission on the revision of the percentages in response to a reference by the Minister should be based upon an equalisation principle. The Commonwealth Grants Commission further recommended that of the options listed by it, the Commonwealth Government give consideration to the adoption of distribution in proportion to the respective unweighted populations of the States. The adoption by the Commonwealth Government of this recommendation would mean an increase in Victoria's 25.45 per cent current allocation to its population share of about 27.5 per cent. At January 1981, the Commonwealth Government had not announced what action it would take in respect of the recommendations.

Of the amount received by each State a minimum of 30 per cent of the assistance is to be allocated among councils on a population basis, which may also take into account size,

population density, and other matters agreed upon between the Commonwealth and the State concerned. This portion of the assistance is called "as-of-right entitlement" in the Victorian statute affecting its distribution, and is set at 40 per cent of the State's total allocation. The remaining assistance will be allocated among councils, having regard to their respective financial needs and disabilities, on the recommendations of the State Grants Commissions.

The payments by the Commonwealth under the personal income tax sharing policy are in the form of "untied" grants for general purpose assistance paid in the first instance to the States for passing on to local government authorities. Victoria's share for 1976-77, 1977-78, 1978-79, 1979-80, and 1980-81 was \$35.4m., \$42.1m., \$45.7m., \$56.4m., and \$76.6m., respectively, out of total payments of \$140m., \$165.3m., \$179.4m., \$221.7m., and \$300.8m.

Commonwealth payments made direct to local government authorities

While there are, as previously stated, no programmes by which the Commonwealth Government makes direct payments solely to local government, there nevertheless remain a number of schemes under which local authorities have been among the organisations considered eligible for Commonwealth assistance by way of direct payment. The table below shows these payments to Victoria in 1974-75 to 1978-79.

Commonwealth payments for local government authorities

In addition to the direct assistance outlined in the preceding section, there are programmes under which a portion of the funds made available to the States is passed on to local government authorities. These are in addition to the general purpose assistance referred to above. The degree of influence exerted by the Commonwealth over the particular amounts paid to local authorities varies considerably among different programmes. In some cases the amounts passed on to local government authorities are wholly at the discretion of the State Government.

Since there is, in some cases, a lag between payment of the funds concerned to the States and their allocation by the States, the amounts paid to the States for local government authorities under a particular programme during any one year do not necessarily equal the amounts paid to authorities in that same year. Further details of the Commonwealth Government relations with local government are shown in Commonwealth Budget Paper No. 7: 1978-79, 1979-80, and 1980-81. The following table shows these payments to Victoria from 1974-75 to 1978-79. These amounts are also included in the table in Chapter 20 of this *Year Book*.

VICTORIA—COMMONWEALTH GOVERNMENT PAYMENTS TO OR FOR
LOCAL GOVERNMENT AUTHORITIES
(\$'000)

| Programme | 1974-75 | 1975-76 | 1976-77 | 1977-78 | 1978-79 |
|--|---------|---------|---------|---------|---------|
| General purpose assistance (a) | 14,630 | 20,242 | 35,398 | 42,078 | 45,666 |
| Direct payments— | | | | | |
| Children's services (b)— | | | | | |
| Maintenance | 44 | 202 | 578 | 1,018 | 1,711 |
| Capital | 491 | 2,194 | 1,548 | 1,193 | 665 |
| Aged or disabled persons' homes— | | | | | |
| Maintenance | — | 37 | — | — | — |
| Capital | 672 | 1,105 | 621 | 368 | 248 |
| Aged persons' hostels | — | 311 | 1,402 | 1,771 | 1,523 |
| Delivered meals subsidy | 366 | 323 | 404 | 516 | 595 |
| Handicapped persons | — | — | — | 137 | — |
| Community Youth Support Scheme | — | — | 14 | 111 | 385 |
| Homeless persons assistance | — | 102 | 3 | 8 | 9 |
| Regional Employment Development Scheme (c) | 4,435 | 14,210 | 22 | — | — |
| Community arts activities | 23 | 46 | 41 | 69 | 45 |
| Aerodrome local ownership plan— | | | | | |
| Maintenance | 77 | 97 | 142 | 173 | 280 |
| Capital | 34 | 93 | 102 | 41 | 268 |
| Total | 20,772 | 38,962 | 40,275 | 47,483 | 51,395 |

VICTORIA—COMMONWEALTH GOVERNMENT PAYMENTS TO OR FOR
LOCAL GOVERNMENT AUTHORITIES—*continued*
(\$'000)

| Programme | 1974-75 | 1975-76 | 1976-77 | 1977-78 | 1978-79 |
|--|---------|---------|---------|---------|---------|
| Other payments through Victorian Government (a)— | | | | | |
| Children's services (b) | 1,547 | 5,468 | r6,886 | r5,408 | 4,200 |
| Community health facilities | n.a. | n.a. | 349 | 370 | 280 |
| Home care services | 441 | 2,125 | 2,018 | 2,520 | 3,450 |
| Senior citizens' centres— | | | | | |
| Maintenance | 51 | 175 | 293 | 328 | 350 |
| Capital | 146 | 1,132 | 1,571 | 1,616 | 608 |
| Employment grants | 1,330 | 3,170 | — | — | — |
| Growth centres (Albury-Wodonga) (d) | 284 | 460 | 780 | — | — |
| Area improvement | 4,608 | 4,896 | 28 | — | — |
| Urban flood mitigation | — | 100 | 100 | — | — |
| Capital assistance for leisure facilities | 695 | 1,597 | 1,119 | 507 | 92 |
| National Estate | 271 | 232 | 193 | 88 | 173 |
| Roads assistance | 21,800 | 22,300 | 29,500 | 38,000 | 39,800 |
| Tourist development | 236 | 173 | 59 | — | — |
| Regional organisations assistance (e) | 76 | 29 | — | — | — |
| Total | 31,485 | 41,857 | r42,896 | r48,837 | 48,953 |
| Grand total | 52,257 | 80,819 | r83,171 | r96,320 | 100,348 |

(a) General purpose assistance to local government is paid, in the first instance, to the States but is shown separately in this table because of its particular importance. In 1976-77, these payments were made under personal income tax sharing arrangements.

(b) Previously designated "Pre-school and child care".

(c) Some of these payments were made to municipal councils and other local authorities.

(d) Two-thirds by way of loans and one-third by way of grants.

(e) For regional organisations of local government.

Roads Assistance Programme

The Commonwealth provides grants to Victoria for expenditure on the construction and maintenance of roads, including roads which are the responsibility of councils. Although the relevant Commonwealth legislation does not determine any particular amount which the State must provide to councils, in each State amounts determined by the State are passed on to councils for expenditure on roads which are the responsibilities of these councils.

Victoria Grants Commission

The Victoria Grants Commission was formally constituted on 24 May 1977 and consists of a full-time chairman and two part-time members. The primary role of the Commission is to determine the allocations between municipalities in Victoria of grants from the Commonwealth to the State for local government authorities under the provisions of the Commonwealth's *Local Government (Personal Income Tax Sharing) Act 1976*. To perform this function it is empowered to carry out such inspection, conduct such hearings, take such evidence, and generally make such investigations as the Commission thinks necessary. In determining the allocation of the grants the Commission is required to consider:

- (1) The special needs and disabilities of the municipality;
- (2) the efforts made by the municipality to function effectively and provide reasonable services; and
- (3) any other matters which in the opinion of the Commission are of special significance in relation to the municipality.

The allocations determined on the foregoing principles are subject to the constraint that no municipality shall receive a grant that is less than its "as-of-right entitlement". Each municipality's "as-of-right entitlement" is calculated by taking 40 per cent of the State's total allocation for the year and allocating this on the basis of population 85 per cent and area 15 per cent.

Municipalities

At 30 June 1980, Victoria was divided, for local government purposes, into 211 municipal districts and the Yallourn Works Area, which was severed from the municipal

districts of which it then formed part by the *State Electricity Commission (Yallourn Area) Act 1947*. For certain purposes it is deemed to be a borough and municipal administration is the responsibility of the Commission, assisted by an Advisory Council. The 211 municipalities comprise 65 cities, 6 towns, 7 boroughs, and 133 shires.

The only unincorporated areas of Victoria are French Island (154 square kilometres) in Western Port, Lady Julia Percy Island (1.3 square kilometres) off Port Fairy, Bass Strait islands (3.8 square kilometres), Gippsland Lakes (part) (309 square kilometres), and Tower Hill Lake Reserve (5.0 square kilometres) adjacent to the Borough of Koroit.

Municipal councils

The powers vested in municipal corporations are exercised by councils elected by persons who are enrolled on the municipal voters rolls under a franchise system based on property. Municipal elections are held annually in August. Extraordinary elections may be held to fill vacancies occurring between annual elections. Voting is compulsory in 90 municipalities. However, voting is not compulsory for those on the rolls who are not usually resident within the municipal district, or, not being natural born, are not naturalised Australian citizens.

Councillors serve in an honorary capacity. They must elect one of their number to be a chairman, known as the Mayor in a city, town, or borough (Lord Mayor in the case of the City of Melbourne), or the President in a shire. Councillors hold office for three years, and each year one-third of the total number allotted to each municipality retire in rotation. Legislative provisions specially provide for cases where personal interests of councillors may be in conflict with their duties and responsibilities as councillors.

Each council must appoint a municipal clerk (who is known as the Town Clerk in a city, town, or borough, and the Shire Secretary in a shire), an engineer, a building surveyor, and such other officers as may be necessary. The other officers usually include a valuer, a rate collector, a medical officer of health, and a health inspector. The Local Government Act, Health Act, and Land Valuation Act require that certain officers must obtain special qualifications from examining boards, or have prescribed qualifications or certificates of competency.

The Local Government Act and other Acts of the Victorian Parliament confer powers and impose duties on municipal councils. Councils may make by-laws on a number of specified subjects and exercise functions relating to roads and bridges for which they have a construction and maintenance responsibility; drainage, water supply, and sewerage; building control; community welfare, including infant and pre-school centres, home help, elderly citizens, meals-on-wheels, garbage; parking areas; traffic engineering, etc.

Revenue

Each council makes an annual estimate of the cost of its intended programme of ordinary works and services. After determining the expenditure to be financed, and the revenue available from sources other than rates, the council levies a local tax on the owners or occupiers of rateable property in the municipal district. This tax, known as the General Rate, produces the principal part of the annual revenue of a council.

Sources of revenue other than rates include income from public works and services, government grants (including Victoria Grants Commission allocations), licence fees, and miscellaneous income. Revenue from public works and services comprises charges for garbage disposal, sanitary and other health services, contributions to road and pavement works, and sundry income from the hire of council properties.

Some municipalities also operate business undertakings, such as electric supply, abattoirs, pipe works, quarries, and waterworks; for the 1977-78 municipal year the combined turnover of these undertakings was approximately \$133m.

Rating of land and property

All land (including houses and buildings) in a municipal district is rateable, unless specifically exempted by the Local Government Act. Non-rateable land is defined fully in the Act, but, in general, it consists of land owned or used by the Victorian Government, certain public bodies, churches, and charitable organisations.

The council of every municipality is required, from time to time, to have a valuation made of all rateable property within the municipal district. Metropolitan municipalities

which have at least one whole subdivision subject to any rate made by the Melbourne and Metropolitan Board of Works must have valuations at not more than four-year intervals. In other municipalities valuations must be made at not more than six-year intervals. These provisions are aimed at ensuring a uniformity of municipal valuations used by large rating authorities covering more than one municipality.

Provision was first made in 1922 for the adoption by municipalities of rating on site value (then known as unimproved capital value) as an alternative to rating on net annual value. The present position is that municipalities may decide to adopt site value wholly or partly, or ratepayers may demand a poll to determine whether a change is to be made to site value rating or to composite rating.

Under the composite system a proportion of the required revenue is obtained by levying an appropriate rate on the net annual value of rateable property and the balance from an appropriate rate on the site value of the rateable property. The proportions are fixed when the system is adopted.

The net annual value of property is the rental it might be expected to earn annually if let, after deducting expenses such as rates, taxes, and insurances. In the case of farm land or dwellings the net annual value is limited to 5 per cent of the capital improved value of the property, but in other cases must not be less than 5 per cent of the capital improved value.

The site value, however, is the amount a property might be expected to realise if sold in an unimproved state. It differs from unimproved capital value in that the valuer is not required to notionally restore the land to its primitive condition. Instead, the improvements which are to be imagined as not existing are those which can be seen, i.e., buildings, fences, sown pastures, etc., and including works undertaken on the land such as the removal of timber or stone, draining or filling of the land, erosion works, etc., which have been made within the 15 years preceding the valuation.

Of the 211 municipalities in Victoria at 30 September 1979, 150 were rating on net annual value, 59 on site value, and two, the Cities of Caulfield and South Melbourne, partly on net annual value and partly on site value.

The principal rate levied by a municipality, the general rate, is made for the purpose of defraying the ordinary expenditure of the council, and is paid into the General Fund, which is part of the funds of the municipality known as the Municipal Fund.

Where a municipality is subdivided into wards or ridings, the council may levy differing rates on the various subdivisions in accordance with services provided. Such differential general rates, however, apply equally to all rateable property within the subdivisions concerned.

The general rate must be made at least once in each municipal year. Councils may levy the general rate at a lower amount in the dollar on farm land, urban farm land, or residential use land than on other properties, if justified by special circumstances. However, the council may fix a minimum amount to be paid on every rateable property within its municipal district.

Before making a general rate, a municipality must prepare an estimate of the amount required to defray the ordinary expenditure of the council for the period to be covered by the rate, and then strike a rate that will be sufficient to raise the money so required. In a subdivided municipality, an extra rate may be made by the council, in any subdivision or any part of it, on the request of not less than two-thirds of the councillors of the subdivision in which it is to be raised. In certain circumstances, an extra rate may also be made and levied in a municipality which is not subdivided. An extra rate may be made for a period of not less than three months but not exceeding one year, as the council thinks fit.

A ratepayer may elect to pay any general or extra rate made for a period of one year in four equal instalments on or before the last day of December, February, May, and August, respectively. If the rate notice is posted on or after 18 December, the first instalment is payable within fourteen days of the date of posting of the rate notice.

Apart from general and extra rates, a municipality, in certain circumstances, may levy a separate rate (or make a special improvement charge) on a section of the municipality, for the purpose of defraying the cost of special works or undertakings which benefit the ratepayers in that particular area.

Other types of rates which may be levied by municipalities include a sanitary rate (or sanitary charge) under the provisions of the Health Act for the purpose of providing for the disposal of refuse or nightsoil, and a rate under the provisions of the Country Roads Act for the purpose of raising certain money payable by the council to the Country Roads Board.

Government grants

State Government financial assistance is provided for a number of special purposes. These grants are in addition to the Commonwealth Government assistance referred to earlier in this Chapter. They include funds for the construction and maintenance of roads, pre-natal and infant welfare services, creches, day nurseries and pre-school centres, home care services, elderly citizens clubs, immunisation programmes, recreation and tourist facilities, swimming pools and libraries, public halls and local public works, traffic control and road safety measures, vermin and noxious weed destruction, natural disaster relief, soil conservation, pensioners' rate remissions, and drainage schemes. Further assistance to augment their funds is provided to certain rural municipalities which have substantial areas of non-rateable land occupied by State forests, etc.

Municipalities have also been assisted by the ability to carry out certain works under various government financed schemes for unemployment relief.

Municipalities Assistance Fund

The Municipalities Assistance Fund was established in 1951 and derives its income mainly from a proportion of motor driver licence fees and motor driving instructors licence fees collected in accordance with the *Motor Car Act* 1958, less the cost of collection. The proportion to be credited to the Fund has been fixed at one-quarter of the amounts collected.

Payments from the Fund are made, first, towards the cost of works of municipalities and other public bodies of such sums approved by the Minister for Local Government, and second, towards the annual cost of the Country Fire Authority, in order to relieve country municipalities of the contributions to that body which they were formerly required to make.

The amount which the Minister approves as expenditure in any one financial year shall not exceed \$1m.

Where the amount standing to the credit of the Fund is insufficient to meet commitments, a contribution may be made from the Consolidated Fund.

The municipal works usually assisted from this Fund comprise the establishment and improvement of recreation reserves and sporting facilities, children's playgrounds, and public conveniences.

For the year ended June 1979 subsidies for works paid to various municipalities from the Municipalities Assistance Fund amounted to \$999,982, while for the same period, the amount contributed to the Country Fire Authority was \$6,413,951.

Country Roads Board recoups and grants

Municipalities throughout Victoria undertake construction and maintenance work on main roads within their boundaries on behalf of the Country Roads Board under the provisions of the Country Roads Act. Expenditure on this work is incurred in the first instance by the municipalities, but, subject to adherence to prescribed conditions and satisfactory performance of the work, this expenditure is refunded to the municipalities by the Board. Each municipality undertaking main road maintenance work, however, is required to make an annual contribution to its cost and this is calculated by the Board as a proportion of the total maintenance expenditure on each road for the particular year. The proportion payable varies according to the capacity of the municipality to pay, and the extent to which it has benefited from the work done.

For the purpose of making and maintaining unclassified rural roads, municipalities also receive grants from the Country Roads Board from its own funds and from funds provided by the Commonwealth Government under the provisions of the Roads Assistance Programme. (See Chapter 23 of this *Year Book*.)

Expenditure

The ordinary revenue of a municipality is applied to providing works and services for its citizens. These works and services comprise construction and maintenance of roads, streets, and bridges, provision of sanitary, garbage, and other health services, provision and maintenance of parks, gardens, and other council properties, repayment of money borrowed for permanent works and undertakings, and other sundry works and services.

Assistance to pensioners

In an attempt to assist pensioners in meeting their financial obligations to municipalities, the Victorian Government introduced the *Municipalities Assistance Act* 1973, whereby it offered to reimburse municipalities for up to one-half of the rates remitted or deferred up to a maximum of \$40 in respect of the municipal rates levied on the principal or sole place of residence of certain eligible pensioners.

Many pensioners were unable to obtain these benefits because not all municipalities were prepared to contribute to the cost of remitting rates, or because many pensioners were unwilling to accept a situation whereby unpaid rates would remain as a charge upon their property.

Accordingly, a new scheme was introduced and, in 1974, the Victorian Government financed the remission of rates, garbage, and sanitary charges to the extent of one-quarter of the amount charged to eligible pensioners.

Subsequently, the scheme was extended in 1975 to provide assistance in respect of water and sewerage rates. In 1976, the Victorian Government increased this assistance to one-half of the amount charged.

The cost of implementing the scheme for the 1976-77 rating year was \$12.3m.; for 1977-78, \$16.7m.; for 1978-79, \$22.5m.; and for 1979-80, \$27.2m. For the 1980-81 rating year it has been estimated that \$31.6m will be expended in providing this assistance to pensioners. For rating years commencing after 1 July 1980 limits have been placed on the amount of assistance an eligible pensioner is entitled to receive. The new scale of assistance is one-half of the amount payable, up to a maximum of \$120 for municipal rates, \$60 for sewerage rates, \$60 for water rates, and \$60 for garbage and/or sanitary rates.

Borrowing powers

Extensive borrowing powers are conferred on municipalities by the Local Government Act to enable them to undertake large scale works, or purchase expensive equipment in circumstances where it is advisable, on economic grounds, for the costs to be spread over a number of years. In practice, municipalities seldom borrow to the limit of their powers, and their capacity to borrow is limited by the general allocation of loan funds and the state of the loan market.

Money may be borrowed for permanent works and undertakings (as defined in the Local Government Act), or to liquidate the principal money owing by the municipality on account of any previous loan. Under a municipality's ordinary borrowing powers the amount borrowed shall not exceed the net annual valuation of all rateable property in the municipal district, as shown by the municipality's last audited financial statement. Where money is borrowed for gas, electricity, water supply, quarrying, or abattoirs, an additional amount may be borrowed, not exceeding one-half of the net annual value of all rateable property in the municipal district as shown by the last audited financial statement.

Under extended borrowing powers, a municipality may borrow additionally, on the security of its income, an amount not exceeding five times the average amount of such income for the preceding three years. Income for this purpose excludes rates and licence fees.

Money borrowed under the ordinary or extended borrowing powers may be raised by mortgage agreement. Repayment of any such loan may be made by periodical instalments of principal and interest, or by the creation of a sinking fund for the purpose of liquidation of the loan at the end of its term.

Before proceeding to borrow money for permanent works and undertakings, a municipality is required to prepare plans and specifications and an estimate of the cost of the works and undertakings to be carried out, together with a statement showing the

proposed expenditure of the amount to be borrowed. This information is to be available for a specified period for inspection by any ratepayer. The Local Government Act provides that notice of intention to borrow shall be advertised, and also contains provisions under which a number of ratepayers may oppose the proposal to borrow and demand that it be submitted to a poll of ratepayers. Should a poll be held and a majority of ratepayers vote against the proposal, the loan is forbidden.

Subject to the approval of the Governor in Council, a municipality may also borrow, to a limited extent, from an adjoining municipality, by a mortgage or first charge over a proportion of its income, for the purpose of making or repairing roads leading into the district of the municipality which lends the money.

A municipality may also borrow by mortgage agreement on the security of a separate rate or special improvement charge, for the purpose of carrying out the works for which the rate was levied or the charge made.

In addition to the powers already mentioned, a municipality may borrow, by means of overdraft from its bankers, for the following purposes:

- (1) Temporarily financing general fund expenditure;
- (2) private street construction;
- (3) works carried out under the Country Roads and Roads Grants Acts; or
- (4) purchase and acquisition of land, or the payment of compensation in connection with certain specified schemes.

With the consent of the Minister and on such conditions as he may impose, a municipality may also obtain an overdraft for bridging finance pending receipt of a loan or for permanent works and undertakings.

Investment of municipal funds

Frequently municipalities have funds lying idle for short periods. These funds may consist of revenue credits on current account, temporarily unexpended loan funds, or funds reserved for specific purposes. Municipalities may place this money in a variety of "safe" investments. These investments are specified in the Local Government Act, and include the short-term money market if the transaction is with an authorised dealer.

Interest earned from these investments provides a useful source of additional revenue for councils.

Accounts

Every municipality is required to keep proper books of accounts in the form prescribed for use by all municipalities in Victoria, and these must be balanced to 30 September in each year. The accounts must be audited by an auditor qualified in terms of the Local Government Act and appointed by the Minister.

Victorian Committee on Municipal Accounting

On 29 November 1977, the Minister for Local Government approved the establishment of a Committee on Municipal Accounting for the purpose of undertaking a complete revision of the Municipal Accounting Regulations of 1968. The Committee comprised representatives of the Municipal Association of Victoria, Institute of Municipal Administration, Joint Committee of Municipal Auditors, and the Local Government Department, and held its first meeting in July 1978.

The Committee submitted a preliminary report to the Minister in December 1979. The report was prompted due to what the Committee regarded as an urgent need to have the classification of accounts for the municipal general fund brought more closely into conformity with the requirements of the Australian Bureau of Statistics and the Victoria Grants Commission in order to produce more meaningful and comparable municipal financial data. At present, municipalities are required to present financial information in one form for the use of both the Australian Bureau of Statistics and Victoria Grants Commission, and in another form in their Annual Statements of Accounts. Certain other matters dealt with by the Committee are also covered in the report.

Accordingly, the report dealt essentially with a new classification of accounts for the municipal general fund, which the Committee recommended should become operative for the financial year commencing 1 October 1980.

Following circulation of the report in February 1980 to all municipalities and other interested parties, there was a degree of opposition about the short time period remaining until the date of the proposed implementation of the new classification of accounts. In view of this opposition, the Minister decided that the new classification of accounts for the general fund would not become operative for the 1980-81 year. No date has been fixed for the implementation of the new classification.

The Committee is currently continuing its work on associated matters.

Board of Review of the Role, Structure, and Administration of Local Government

The Final Report of the Board of Review of the Role, Structure, and Administration of Local Government in Victoria was released on 22 January 1980. The Board of Review was commissioned in August 1978 under the chairmanship of a local government expert from Britain, Mr Malcolm Bains.

The Board envisages the purposes of local government in Victoria being served in the future by more responsible municipal councils. Local government authorities would have more freedom in managing and administering their own affairs and accepting greater responsibility to and for the local communities they serve.

The Board proposes a considerable expansion of the municipal role in such fields as water and sewerage, town and country planning, housing, and health and welfare. However, the ability of local government to perform the role expected of it effectively is seen as depending upon extensive reform not only of the physical and administrative structure under which local government operates in Victoria but of the form and nature of its relationships with other spheres of government and the public.

The Board's specific recommendations include the establishment of a specially constituted Municipal Organisation, Property and Staffing Commission to review the Victorian municipal structure and the creation of a directly elected metropolitan council for Melbourne. The adoption by councils of a corporate approach to management, the encouragement of greater delegation to Committees and officers, the removal of statutory offices, and the appointment of chief executive officers are among recommendations aimed at improving municipal administration. Reforms favoured in respect of local government's relationships with the public include the introduction of a triennial election system and the adoption of universal franchise for local elections. In inter-governmental relationships major proposals include the establishment of a formal Local Government Consultative Council, the review of all legislation affecting local government, the introduction of a general competence power for municipalities, and the introduction of a system of general grants to replace the system under which tied grants are received from Victorian Government departments.

The Government has begun extensive consultation and discussion on the Final Report. The Minister for Local Government has indicated that no policy decisions will be made until the consultation period has expired and the Final Report carefully analysed in the light of the views and comments submitted by those interested in the future of local government in Victoria.

Local Authorities Superannuation Board

The Local Authorities Superannuation Act provides for a compulsory superannuation scheme for permanent employees of municipal councils (other than the Melbourne City Council which has its own superannuation fund), water and sewerage authorities, weights and measures unions, cemetery trusts, the Portland Harbor Trust, and the First Mildura Irrigation Trust.

The scheme is administered by a Local Authorities Superannuation Board and provides benefits for employees on retirement, or for their dependants should the employees die before reaching retirement age.

The *Local Authorities Superannuation (Disability Benefits) Act 1970* introduced a scheme to provide benefits for permanent employees who are forced into premature retirement by becoming permanently incapacitated. The whole of the contribution to provide the benefit is paid by employees. This Act also provided that all permanent employees shall be brought within the provisions of the internal retirement and death benefits fund.

Under legislation which came into operation on 1 January 1976, a pension scheme was established to supplement the existing benefits payable under the Local Authorities Superannuation Act. The amount of the pension is one-one hundred and twentieth of the contributor's average final salary for each completed year of continuous service up to a maximum of 30 years.

Further references: Elections, *Victorian Year Book* 1977, p. 177; Officers, 1977, pp. 177-8; Powers and duties of municipalities, 1977, pp. 178-80; Municipal Association of Victoria, 1979, pp. 152-3

Melbourne City Council

Organisation and functions

Melbourne has the distinction of being the oldest municipality in Victoria. Incorporated as a town by Act of the New South Wales Governor and Legislative Council in 1842, it was raised to the status of city by Letters Patent of Queen Victoria dated 25 June 1847.

The City of Melbourne still operates to some extent under sections of the 1842 Act and its amendments. All other municipalities (with the exception of Geelong, which was given local government in 1849 by an extension of the 1842 Act) receive their enabling powers from the Local Government Act of Victoria. Parts only of this general Act apply to Melbourne. As regards other Acts of the Victorian Parliament, there is no such nice distinction, and in common with other municipalities, Melbourne derives powers from, or administers, such Acts as Health, Pounds, Dog, Country Roads, Road Traffic, Weights and Measures, Town and Country Planning, Summary Offences, Petrol Pumps, Motor Car, Electric Light and Power, and Markets.

With a net annual value (for the year 1980-81) of \$207.9m, rate income of \$31.4m, other general revenue of \$28.2m, and a work force of approximately 3,000 employees, it is the foremost municipality in Victoria. Though its daily influx of population is high, its estimated resident population of 66,800 persons at 30 June 1978 ranked only fifteenth among metropolitan municipalities.

As a result of an inquiry and a recommendation by the Local Government Advisory Board in 1978, the municipal district was, by Order in Council of 27 February 1979, re-subdivided into eight wards with effect on and from 19 May 1979. The Order provided for all councillors to cease office on the day appointed for the annual election in 1979. However, that provision was altered by the *City of Melbourne (Resubdivision) Act* 1979, under which the councillors whose terms of office expired or expire on the days appointed for the annual elections of councillors in 1979, 1980, and 1981 went, or go, out of office on those days. Also on those days, one councillor was, or is to be, elected for each of the eight wards into which the City was re-subdivided by the Order in Council of 27 February 1979. Thus over the three years 1979, 1980, and 1981, the number of councillors would be progressively reduced from 33 to 24.

From 1981 onwards, the government of the City would be vested in a council of 24 councillors elected by owners and occupiers of rateable property and holding office for three years. One councillor from each ward will retire annually by rotation in accordance with the provisions of the *Local Government Act* 1958.

Melbourne is distinctively a garden city. Of its total area of 3,142 hectares no less than 851 hectares are parklands and reserves. On those parklands and reserves under its control, the City annually spends more than \$3m.

The Council both generates and reticulates electricity. In this respect, it is completely integrated into the State electricity grid. It services a very high electrical load density area, with annual sales and revenue for the 1978-79 year of 1,061,045,983 kilowatt hours and \$48.7m, respectively. In its power station at Lonsdale Street it is able to generate, at a maximum, 90,000 kilowatts.

The detailed work of the Council at councillor level is achieved by the division of its powers and responsibilities among a number of committees. The permanent or standing committees number eight, while special committees are constituted from time to time for specific purposes. No councillor may be chairman of more than one permanent committee or serve on more than three committees. The committees are the workshops of the Council, but the Local Government Act does not allow even partial delegation of authority, and all the work of the committees must be reported back to the Council and all decisions approved.

Of the eight permanent committees, two, Finance and General Purposes, are primarily co-ordinating, while the others are functional in their purpose. The authorities delegated to committees are made mutually exclusive and cover the full field of the Council's activities.

Administrative organisation

The work force is organised on a departmental basis, though the pattern of organisation is council-wide rather than departmentalised. Broadly, the departments are organised either by major process or by purpose, but, in some cases, a hybrid of these two forms has been brought about. There are ten departments, namely, the Town Clerk's; City Engineer's; Parks, Gardens, and Recreations; City Treasurer's (including Valuer's section); City Architect's; City Planning; Building Surveyor's; Electric Supply; Abattoirs and Markets (cattle, fruit, vegetables, and fish); and Health and Social Services. The Town Clerk's Department handles liaison work for the necessary co-ordination and integration both of the deliberative body as organised by committees and the administrative staff as organised by departments, and of the departments themselves. For the effective functioning of the committees and for purposes of staff review and control, departments are associated with committees, but this does not mean the committee has exclusive access to the activities of that particular department.

Parks, Gardens, and Recreation Department

The Parks, Gardens, and Recreations Department is serviced by three nurseries. Each nursery has a specific function and produces a range of plants for various needs throughout the parks, gardens, and streets of the municipality.

The Fitzroy Gardens Nursery consists of seventeen glasshouses which contain a comprehensive range of storehouse plants. These plants, in addition to coolhouse plants, are used for the conservatory display, for floral stage decorations, and for other civic functions. The conservatory has five shows throughout the year consisting of tuberose, begonias, tropical plants, cyclamen and cineraria, dianthus and calceolaria, and hydrangea. The other major function of the nursery is to propagate by seed and cuttings over 600 varieties of plants which ultimately are planted in parks and streets. The young plants, when hardened off, are distributed to either of the other two nurseries.

The Royal Park West Nursery covers 3 hectares and produces over 60,000 pots of flowers annually which are used to decorate the streets, squares, and malls within the Central Business District. These flowers are also used in stage decorations. In addition to these, the nursery grows 5,000 shrubs, 2,500 trees, and 2,000 ground cover plants. All are grown to an advanced size to ensure their viability when planted. The conditions at the nursery are such that evergreen, native, and exotic plants are the most suitable to be grown.

The Wandin Nursery is the third and largest of the nurseries and consists of 24.75 hectares. The other nurseries distribute their small plants to Wandin for growing on in the open field, or containerisation into large wire baskets. The nursery is situated in the rich chocolate hills soil which, with the cooler mountain air provides an ideal environment for the growth of exotic deciduous and native evergreen trees. The absence of pollution allows healthy strong plants which, when grown in the open soil under constant water and regular fertiliser programme, produces trees and shrubs able to withstand the rigorous city environment. A total of 9,000 trees are grown, 2,500 of these for planting as street trees.

Part of the street tree planting programme involves the replacement of old, diseased, weak, or vandalised trees which are removed by the department's specialised tree section. The decision as to the specie type and timing of replacements is made up to six years in advance of planting, and in some cases up to ten years. The early decisions allow for semi-mature plants to be grown, some up to 7 metres tall. The post planting period is critical and under city conditions it is imperative that the trees receive close attention. The Council operates three water tankers which care for the tree watering. However, this ceases after three years and the trees are normally strong enough to mature and grow.

The Wandin Nursery also produces 19,000 shrubs and groundcover plants. These are used to provide greenery and colour for Melbourne streets and parks. The quality of production is high and for this reason the trees are sought after by governments, both

local and State, who prefer them for use in new projects. Many local governments place orders up to five years in advance.

A recent innovation was the containerisation of large trees which are grown in the ground and transferred to large wire baskets. After an establishment period of two years the plants can be transported to Melbourne by special trailers and used in projects. This procedure allows the use of deciduous trees at any time of the year and cancels out the former problem of only being able to transplant deciduous trees during the winter period. Examples of this are trees planted in the City Square and the Bourke Street Mall.

Further references: Traffic control, *Victorian Year Book* 1968, pp. 234-5; Re-development in the Central Business Area, 1969, pp. 245-7; Re-development of Queen Victoria Market site, 1972, pp. 233-5; Financing of major works, 1974, pp. 234-5; City of Melbourne strategy plan 1975, pp. 116-18; Community recreation, 1976, pp. 174-5; Environment of the Central Business District 1976, pp. 175-6; Planning in the City of Melbourne, 1976, pp. 176-7; Civic Square, 1978, pp. 181-2; Melbourne City Council health and welfare services, 1979, pp. 155-6; City Square, 1980, pp. 168-9

STATISTICS OF LOCAL GOVERNMENT

Municipal finance statistics are compiled from statements of accounts and returns furnished by the local councils.

In the tables for the year 1977-78 which follow, municipalities have been divided into municipalities in the Melbourne Statistical Division and municipalities outside the Melbourne Statistical Division.

The municipal areas which comprise the Melbourne Statistical Division are set out on pages 167-8 of this *Year Book*. Three of these areas are parts only of the Shires of Cranbourne, Healesville, and Pakenham, but because it is not practicable to dissect the finances of municipalities for statistical purposes, the whole of each of these shires has been treated in the tables which follow as being within the Melbourne Statistical Division.

Properties rated, loans outstanding, etc.

In the following table the number of properties rated, the value of rateable property, income and expenditure of all funds, and the amount of loans outstanding, are shown for each of the years ended 30 September 1974 to 1978:

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: PROPERTIES RATED, LOANS OUTSTANDING, ETC.

| Year ended 30 September— | Number of rateable properties | Value of rateable property | | Income all funds | Expenditure all funds | Loans outstanding |
|--------------------------|-------------------------------|----------------------------|----------------------------------|------------------|-----------------------|-------------------|
| | | Net annual value | Estimated capital improved value | | | |
| | 000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| 1974 | 1,544 | 1,170,882 | 21,327,453 | 448,331 | 455,449 | 310,078 |
| 1975 | 1,569 | 1,235,226 | 22,447,074 | 611,946 | 605,321 | 342,173 |
| 1976 | 1,597 | 1,310,514 | 23,467,741 | 727,625 | 719,043 | 388,407 |
| 1977 | 1,618 | 2,463,073 | 45,061,184 | 824,203 | 810,389 | 441,772 |
| 1978 | 1,650 | 2,571,899 | 48,146,773 | 922,208 | 907,945 | 503,429 |

Municipal income and expenditure

The following table shows for each of the years ended 30 September 1974 to 1978 the general income and expenditure of municipalities in Victoria on account of ordinary services, together with similar details for the business undertakings under municipal control:

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: ORDINARY SERVICES AND BUSINESS UNDERTAKINGS: INCOME AND EXPENDITURE (\$'000)

| Year ended 30 September— | Ordinary services | | Business undertakings | |
|--------------------------|-------------------|-------------|-----------------------|-------------|
| | Income | Expenditure | Income | Expenditure |
| 1974 | 262,819 | 272,367 | 78,247 | 79,889 |
| 1975 | 387,870 | 381,861 | 89,926 | 89,919 |
| 1976 | 460,499 | 455,358 | 103,202 | 103,069 |
| 1977 | 520,906 | 513,120 | 123,888 | 123,903 |
| 1978 | 589,524 | 586,421 | 132,569 | 131,581 |

General Fund

The ordinary income of a municipality, consisting of rates, government grants, etc., is payable into the General Fund, and this account is applied toward the payment of all expenses incurred in respect of administration, debt services, ordinary municipal services, etc.

Details of the principal items of income for the year ended 30 September 1978 are shown in the following table:

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: ORDINARY SERVICES: INCOME, YEAR ENDED 30 SEPTEMBER 1978 (\$'000)

| Particulars | Melbourne Statistical Division (a) | | Remainder of State | | Total |
|------------------------------------|------------------------------------|---------------|--------------------|----------------|----------------|
| | Cities | Shires | Cities, etc. | Shires | |
| Rates and penalties | 198,791 | 39,056 | 31,954 | 58,412 | 328,214 |
| General administration | 13,555 | 4,407 | 6,467 | 9,750 | 34,179 |
| Law, order, and public safety — | | | | | |
| Fire protection | 256 | 211 | 58 | 281 | 805 |
| Animal control | 679 | 194 | 167 | 279 | 1,320 |
| Other | 490 | 78 | 92 | 79 | 738 |
| Education — | | | | | |
| Pre-schools | 3,144 | 918 | 1,039 | 3,013 | 8,114 |
| Other | 79 | 10 | 1 | — | 90 |
| Health — | | | | | |
| Infants and mothers | 2,500 | 833 | 586 | 737 | 4,656 |
| Preventive services | 1,049 | 143 | 255 | 264 | 1,711 |
| Other | 149 | 12 | 3 | 109 | 273 |
| Welfare — | | | | | |
| Families and children | 6,708 | 842 | 1,522 | 1,433 | 10,505 |
| Aged and disabled | 4,870 | 611 | 843 | 980 | 7,303 |
| Other | 516 | 162 | 75 | 123 | 876 |
| Housing | 2,930 | 70 | 79 | 558 | 3,637 |
| Community amenities — | | | | | |
| Protection of environment — | | | | | |
| Sanitation — | | | | | |
| Household garbage | 38 | — | — | 7 | 45 |
| Other garbage | 3,342 | 366 | 136 | 46 | 3,890 |
| Sewerage | 1,281 | 736 | 168 | 599 | 2,784 |
| Urban stormwater drainage | 110 | 78 | 263 | 542 | 994 |
| Other protection of environment | 96 | 15 | 61 | 211 | 383 |
| Community and regional development | 683 | 201 | 97 | 251 | 1,231 |
| Other community amenities | 204 | 271 | 410 | 264 | 1,149 |
| Recreation and culture — | | | | | |
| Public halls and civic centres | 1,474 | 204 | 642 | 1,312 | 3,632 |
| Swimming pools and beaches | 1,588 | 246 | 506 | 633 | 2,974 |
| Other recreation and sport | 4,573 | 1,063 | 3,131 | 3,646 | 12,413 |
| Libraries | 7,139 | 1,090 | 1,358 | 1,522 | 11,109 |
| Other culture | 305 | 39 | 1,093 | 386 | 1,823 |
| Economic services— | | | | | |
| Transport— | | | | | |
| Roads and bridges— | | | | | |
| Construction and maintenance | 7,456 | 1,583 | 2,049 | 4,271 | 15,359 |
| Parking | 8,945 | 351 | 2,495 | 141 | 11,932 |
| Aerodromes | — | — | 103 | 259 | 362 |
| Other transport | 40 | — | 15 | 26 | 81 |
| Rural services | 10 | 10 | 2 | 48 | 70 |
| Tourism and area promotion | 3 | 231 | 1,268 | 1,709 | 3,211 |
| Building control | 3,926 | 1,367 | 769 | 1,246 | 7,308 |
| Saleyards and markets | 4,428 | 6 | 1,760 | 1,103 | 7,297 |
| Other economic services | 2,466 | 69 | 1,652 | 1,435 | 5,623 |
| Natural disaster relief | 4 | 12 | 18 | 98 | 132 |
| Unclassified | 22,389 | 4,711 | 7,252 | 15,569 | 49,921 |
| Untied grants — | | | | | |
| Grants Commission | 16,734 | 3,610 | 7,126 | 14,633 | 42,104 |
| Unemployment, n.e.i. | 141 | 38 | 505 | 592 | 1,275 |
| Total income | 323,092 | 63,843 | 76,021 | 126,567 | 589,524 |

(a) See list on pages 167-8.

The figures above include \$52,467,000 income from specific purpose government grants, \$5,311,000 from sale of property (plant, land, buildings), and \$25,591,000, being transfers from other council funds (including business undertakings).

Expressed as percentages of total income, the figures show that 55.7 per cent of income was derived from rates, etc; 5.8 per cent in respect of general administration; 0.5 per cent concerning law, order, and public safety; 1.4 per cent relating to education; 1.1 per cent health; 3.2 per cent welfare; 0.6 per cent housing; 1.8 per cent community amenities; 5.4 per cent recreation and culture; 8.7 per cent economic services; 8.5 per cent unclassified; and 7.3 per cent from untied government grants. Included in such figures are 11.1 per cent as income from specific purpose government grants; 1.1 per cent from sale of property; and 3.7 per cent as transfers from other council funds. The total amount collected from rates and penalties was equivalent to \$86.17 per head of population.

Details of the principal items of expenditure from the General Fund during the year ended 30 September 1978 are shown in the following table:

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: ORDINARY SERVICES:
EXPENDITURE, YEAR ENDED 30 SEPTEMBER 1978
(\$'000)

| Particulars | Melbourne Statistical Division (a) | | Remainder of State | | Total |
|------------------------------------|------------------------------------|--------|--------------------|--------|---------|
| | Cities | Shires | Cities, etc. | Shires | |
| General administration | 59,248 | 14,578 | 13,672 | 29,157 | 116,655 |
| Law, order, and public safety — | | | | | |
| Fire protection | 503 | 396 | 153 | 500 | 1,553 |
| Animal control | 917 | 237 | 244 | 401 | 1,799 |
| Other | 493 | 24 | 35 | 94 | 646 |
| Education — | | | | | |
| Pre-schools | 4,708 | 924 | 1,118 | 3,179 | 9,929 |
| Other | 86 | 3 | 4 | 6 | 99 |
| Health — | | | | | |
| Infants and mothers | 5,460 | 1,471 | 1,078 | 1,582 | 9,591 |
| Preventive services | 4,281 | 875 | 749 | 1,143 | 7,048 |
| Other | 395 | 68 | 35 | 139 | 637 |
| Welfare — | | | | | |
| Families and children | 8,610 | 1,078 | 1,753 | 1,816 | 13,257 |
| Aged and disabled | 7,133 | 863 | 1,069 | 1,152 | 10,217 |
| Other | 2,523 | 419 | 262 | 256 | 3,461 |
| Housing | 4,395 | 52 | 166 | 570 | 5,183 |
| Community amenities — | | | | | |
| Protection of environment — | | | | | |
| Sanitation — | | | | | |
| Household garbage | 15,904 | 1,660 | 1,981 | 1,645 | 21,189 |
| Other garbage | 16,605 | 2,365 | 2,307 | 2,432 | 23,709 |
| Sewerage | 1,165 | 592 | 173 | 606 | 2,536 |
| Urban stormwater drainage | 1,404 | 302 | 1,067 | 1,061 | 3,834 |
| Other protection of environment | 287 | 167 | 169 | 498 | 1,122 |
| Community and regional development | 2,188 | 1,132 | 198 | 538 | 4,056 |
| Other community amenities | 3,512 | 795 | 750 | 805 | 5,861 |
| Recreation and culture — | | | | | |
| Public halls and civic centres | 5,296 | 752 | 1,632 | 2,130 | 9,810 |
| Swimming pools and beaches | 4,356 | 608 | 1,143 | 1,544 | 7,650 |
| Other recreation and sport | 31,833 | 4,908 | 7,599 | 7,917 | 52,257 |
| Libraries | 15,147 | 2,109 | 2,104 | 2,514 | 21,874 |
| Other culture | 705 | 181 | 1,433 | 575 | 2,895 |
| Economic services — | | | | | |
| Transport — | | | | | |
| Roads and bridges — | | | | | |
| Construction and maintenance | 46,279 | 12,078 | 13,107 | 39,593 | 111,058 |
| Street lighting | 6,212 | 736 | 949 | 909 | 8,807 |
| Parking | 7,540 | 442 | 2,419 | 229 | 10,630 |
| Aerodromes | — | — | 115 | 361 | 476 |
| Other transport | — | — | 4 | 31 | 35 |
| Rural services | 53 | 19 | 22 | 60 | 154 |
| Tourism and area promotion | 10 | 219 | 1,266 | 1,678 | 3,172 |
| Building control | 4,233 | 1,072 | 610 | 787 | 6,702 |

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: ORDINARY SERVICES:
EXPENDITURE, YEAR ENDED 30 SEPTEMBER 1978—*continued*
(\$'000)

| Particulars | Melbourne Statistical Division (a) | | Remainder of State | | Total |
|--------------------------|------------------------------------|---------------|--------------------|----------------|----------------|
| | Cities | Shires | Cities, etc. | Shires | |
| Saleyards and markets | 2,734 | 3 | 1,638 | 1,081 | 5,456 |
| Other economic services | 700 | 89 | 869 | 1,091 | 2,748 |
| Natural disaster relief | — | — | 12 | 72 | 84 |
| Unclassified | 55,608 | 11,811 | 14,050 | 18,761 | 100,230 |
| Total expenditure | 320,523 | 63,030 | 75,956 | 126,913 | 586,421 |

(a) See list on pages 167-8.

The figures above include \$35,701,000 expenditure on purchase of property (plant, land, buildings), \$50,613,000 capital works, \$55,015,000 debt services, \$6,890,000 grants and contributions, and \$28,076,000 transfers to other council funds.

Expressed as percentages of total expenditure, the figures show that 19.9 per cent was expended on general administration; 0.7 per cent on law, order, and public safety; 1.7 per cent on education; 2.9 per cent on health; 4.6 per cent on welfare; 0.9 per cent on housing; 10.6 per cent on community amenities; 16.1 per cent on recreation and culture; 25.5 per cent on economic services; and 17.1 per cent unclassified. Included in such figures are 6.1 per cent as purchase of property; 8.6 per cent as expenditure on capital works; 9.4 per cent on debt services; 1.2 per cent on grants and contributions; and 4.8 per cent transfers to other council funds.

Further reference: *Municipal administrative costs, Victorian Year Book 1977, p. 192*

Municipal business undertakings

In Victoria during 1977-78, eleven municipal councils conducted electricity supply undertakings. These constituted the principal trading activities of municipalities. Other trading activities included water supply, abattoirs, quarries, and reinforced concrete pipe and culvert works, but, relatively, these were not extensive.

The table which follows shows the income and expenditure of the various types of municipal business undertakings for each of the years ended 30 September 1974 to 1978:

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: BUSINESS
UNDERTAKINGS: INCOME AND EXPENDITURE
(\$'000)

| Particulars | Year ended 30 September— | | | | |
|------------------------------|--------------------------|---------------|----------------|----------------|----------------|
| | 1974 | 1975 | 1976 | 1977 | 1978 |
| INCOME | | | | | |
| Electricity (a) | 75,009 | 85,726 | 97,870 | 117,395 | 127,646 |
| Water supply (b) | 1,045 | 1,276 | 1,683 | 2,248 | 107 |
| Abattoirs | 1,212 | 1,600 | 2,189 | 2,688 | 2,859 |
| Quarries | 814 | 1,037 | 1,133 | 1,171 | 1,570 |
| Other (c) | 167 | 287 | 327 | 385 | 387 |
| Total revenue | 78,247 | 89,926 | 103,202 | 123,888 | 132,569 |
| EXPENDITURE | | | | | |
| Electricity (a) | 76,332 | 85,611 | 98,022 | 117,930 | 126,808 |
| Water supply (b) | 1,109 | 1,285 | 1,618 | 2,069 | 93 |
| Abattoirs | 1,486 | 1,680 | 1,989 | 2,374 | 2,861 |
| Quarries | 792 | 1,068 | 1,135 | 1,181 | 1,452 |
| Other (c) | 169 | 275 | 306 | 348 | 367 |
| Total expenditure (b) | 79,889 | 89,919 | 103,069 | 123,903 | 131,581 |

(a) Now confined to Melbourne metropolitan area.

(b) From 1978 does not include authorities supplying water under the Water Act.

(c) Consists of reinforced concrete pipe and culvert works (Shire of Avoca only).

Municipal loan finance

Municipal loan account receipts and payments

The following tables show loan account receipts and payments of municipalities exclusive of redemption loans, loans raised for works on private streets, and separate rate loans.

The first table shows total loan account receipts and payments for each of the years ended 30 September 1974 to 1978, the second table details the loan raisings for ordinary services and business undertakings during the year ended 30 September 1978, and the third table details the principal items of payments from loan funds for the year ended 30 September 1978.

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: LOAN ACCOUNT RECEIPTS AND PAYMENTS
(Excluding redemption, private street, and separate rate loans)
(\$'000)

| Year ended 30 September— | Receipts | | | | Payments | | | |
|-----------------------------|----------------------|-------------------------------|-------|--------|----------------------|-------------------------------|--------------------------|--------|
| | Loans for— | | Other | Total | Ordinary services | Business under- takings | Other (non- works) | Total |
| | Ordinary services | Business under- takings | | | | | | |
| 1974 | 35,227 | 1,935 | 2,755 | 39,917 | 30,241 | 3,757 | 222 | 34,219 |
| 1975 | 45,098 | 2,385 | 4,569 | 52,052 | 45,385 | 4,498 | 437 | 50,320 |
| 1976 | 56,762 | 4,732 | 7,714 | 69,208 | 60,951 | 5,315 | 349 | 66,616 |
| 1977 | 67,195 | 4,546 | 4,248 | 75,988 | 62,045 | 5,986 | 218 | 68,249 |
| 1978 | 76,003 | 4,589 | 4,600 | 85,192 | 71,162 | 5,958 | 687 | 77,807 |

At 30 September 1978, there were unexpended balances in loan accounts amounting to \$59.1m.

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: LOAN ACCOUNT RECEIPTS, YEAR ENDED 30 SEPTEMBER 1978
(Excluding redemption, private street, and separate rate loans)
(\$'000)

| Particulars | Melbourne Statistical Division (a) | | Remainder of State | | Total |
|---|---------------------------------------|---------------|-----------------------|---------------|---------------|
| | Cities | Shires | Cities, etc. | Shires | |
| Loan raisings for— | | | | | |
| Ordinary services | 35,961 | 13,882 | 12,368 | 13,792 | 76,003 |
| Business undertakings | 4,454 | — | 135 | — | 4,589 |
| Other receipts (government grants, recoups, etc.) | 2,984 | 390 | 971 | 255 | 4,600 |
| Total receipts | 43,398 | 14,272 | 13,474 | 14,047 | 85,192 |

(a) See list on pages 167-8.

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: LOAN ACCOUNT PAYMENTS, YEAR ENDED 30 SEPTEMBER 1978
(\$'000)

| Particulars | Melbourne Statistical Division (a) | | Remainder of State | | Total |
|-------------------------------|---------------------------------------|--------|-----------------------|--------|--------|
| | Cities | Shires | Cities, etc. | Shires | |
| General administration | 6,986 | 1,375 | 741 | 1,164 | 10,266 |
| Law, order, and public safety | — | 70 | 33 | 3 | 106 |
| Education — | | | | | |
| Pre-schools, etc. | 218 | 175 | 66 | 100 | 559 |
| Health — | | | | | |
| Infants and mothers | 127 | 176 | 120 | 48 | 470 |
| Other | 7 | — | 5 | 1 | 13 |
| Welfare — | | | | | |
| Aged and disabled | 380 | 30 | 1 | 77 | 489 |
| Other | 74 | 65 | 12 | — | 150 |

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: LOAN ACCOUNT
PAYMENTS, YEAR ENDED 30 SEPTEMBER 1978—*continued*
(\$'000)

| Particulars | Melbourne Statistical Division (a) | | Remainder of State | | Total |
|-------------------------------------|------------------------------------|---------------|--------------------|---------------|---------------|
| | Cities | Shires | Cities, etc. | Shires | |
| Housing | 70 | 41 | 15 | 78 | 205 |
| Community amenities — | | | | | |
| Sanitation — | | | | | |
| Garbage (tip), etc. | 570 | 260 | 167 | 11 | 1,008 |
| Other sanitation | 259 | — | 65 | 60 | 384 |
| Sewerage (septic tank, etc.) | 45 | 59 | — | 96 | 200 |
| Urban stormwater drainage | 1,455 | 388 | 976 | 258 | 3,078 |
| Other protection of the environment | 13 | 1,618 | 31 | 70 | 1,731 |
| Community and regional development | — | 35 | 7 | 48 | 91 |
| Other community amenities | 364 | 41 | 11 | 60 | 476 |
| Recreation and culture — | | | | | |
| Public halls and civic centres | 1,266 | 748 | 1,425 | 1,347 | 4,786 |
| Other recreation and sport | 8,565 | 2,944 | 2,293 | 1,653 | 15,454 |
| Libraries | 1,029 | 15 | 7 | 26 | 1,077 |
| Other culture | 28 | 4 | 194 | 48 | 274 |
| Economic services — | | | | | |
| Transport — | | | | | |
| Roads and bridges — | | | | | |
| Construction and maintenance | 11,431 | 2,912 | 3,911 | 6,129 | 24,383 |
| Parking | 464 | 212 | 635 | 201 | 1,512 |
| Other transport | — | — | — | 5 | 5 |
| Tourism and area promotion | — | 6 | 220 | 223 | 448 |
| Saleyards and markets | 1,269 | — | 665 | 365 | 2,299 |
| Other economic services | 115 | 57 | 516 | 677 | 1,365 |
| Unclassified | 318 | 305 | 121 | 275 | 1,019 |
| Business undertakings | 5,576 | — | 69 | 313 | 5,958 |
| Total expenditure | 40,628 | 11,535 | 12,305 | 13,338 | 77,807 |

(a) See list on pages 167-8.

Municipal loan liability

The loan liability of the municipalities in Victoria at the end of each of the five years ended 30 September 1974 to 1978 is shown in the following table. Liability of municipalities for private street construction and separate rate loans is included, but liability to the Country Roads Board is excluded.

VICTORIA—LOCAL GOVERNMENT AUTHORITIES: LOAN LIABILITY

| At 30 September— | Gross loan liability due to— | | Total | Accumulated sinking funds | Net loan liability | |
|------------------|------------------------------|---------|---------|---------------------------|--------------------|------------------------|
| | Government | Public | | | Amount | Per head of population |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$ |
| 1974 | 3,976 | 306,102 | 310,078 | 21,845 | 288,233 | 78.15 |
| 1975 | 4,314 | 337,859 | 342,173 | 24,342 | 317,831 | 85.33 |
| 1976 | 5,237 | 383,170 | 388,407 | 26,512 | 361,894 | 96.39 |
| 1977 | 6,418 | 435,354 | 441,772 | 29,426 | 412,346 | 108.82 |
| 1978 | 3,692 | 490,962 | 494,654 | 32,403 | 462,251 | 120.82 |

Construction of private streets

The council of any municipality may construct roads or streets on private property, and may also construct, on land of the Crown or of any public body, means of back access to, or drainage from, property adjacent to such land. The cost of this work is recoverable from the owners of adjoining or neighbouring properties where, in the opinion of the council, the work performed accrues to the benefit of those properties.

Details of receipts and payments of the Private Street Account, including the net increase or decrease in bank overdraft, during each of the years ended 30 September 1974 to 1978 are shown in the following table:

**VICTORIA—LOCAL GOVERNMENT AUTHORITIES: PRIVATE STREET
ACCOUNT: RECEIPTS, PAYMENTS, ETC.
(\$'000)**

| Particulars | Year ended 30 September— | | | | |
|--------------------------------|--------------------------|---------------|---------------|---------------|---------------|
| | 1974 | 1975 | 1976 | 1977 | 1978 |
| Receipts— | | | | | |
| Loans | 1,185 | 2,160 | 4,285 | 2,940 | 3,476 |
| Bank overdraft (increase) | — | 2,234 | 2,128 | — | — |
| Owners' contributions | 15,467 | 15,246 | 18,682 | 21,080 | 19,189 |
| Other | 802 | 852 | 981 | 1,390 | 1,271 |
| Total | 17,454 | 20,492 | 26,075 | 25,409 | 23,937 |
| Payments— | | | | | |
| Works | 11,669 | 14,530 | 19,224 | 18,347 | 15,458 |
| Bank overdraft (decrease) | 1,133 | — | — | 713 | 869 |
| Debt charges | 5,444 | 5,207 | 5,295 | 5,863 | 5,853 |
| Other | 900 | 1,664 | 1,122 | 1,437 | 699 |
| Total | 19,147 | 21,400 | 25,641 | 26,360 | 22,879 |
| Loan liability at 30 September | 23,788 | 23,245 | 25,014 | 25,167 | 25,255 |

Country Roads Board Account

Works carried out by municipalities on main roads and unclassified roads jointly with the Country Roads Board are financed by means of a separate municipal bank account. Expenditure is made initially from overdraft, claims subsequently being made on the Board for recovery of funds expended. With the exception of any disallowances by the Board, the full amount expended on main roads is recoverable from the Board and credited to the Country Roads Board Account, with the council later making an annual payment from General Fund to the Country Roads Board for the council's share of the cost. The Country Roads Board assists municipal councils financially to carry out construction and maintenance works on approximately 32,000 kilometres of unclassified roads each year. Funds expended by councils on these roads, after deduction of councils' proportion of the cost (which is charged to the General Fund), are also recoverable from the Country Roads Board. Direct payments by the Country Roads Board itself on works, or for supply of materials, etc., for works, are included on both sides of the Country Roads Board Account so that the full amount of the expenditure on relevant roads may be shown in the Account for the year concerned. Any expenditure by a council on State highways, freeways, tourist roads, and forest roads, is charged to the Country Roads Board Account and is fully recoverable from the Country Roads Board.

Details of receipts and payments of the Country Roads Board Account, including the net increase or decrease in bank overdraft, during each of the years ended 30 September 1974 to 1978 are shown in the following table:

**VICTORIA—LOCAL GOVERNMENT AUTHORITIES:
COUNTRY ROADS BOARD ACCOUNT
(\$'000)**

| Particulars | Year ended 30 September— | | | | |
|---|--------------------------|---------------|---------------|---------------|---------------|
| | 1974 | 1975 | 1976 | 1977 | 1978 |
| Receipts— | | | | | |
| Refunds from Country Roads Board | 29,712 | 37,862 | 41,555 | 50,445 | 57,284 |
| Direct payment by Country Roads Board | 7,765 | 10,740 | 12,136 | 14,301 | 14,839 |
| Council's proportion of works on unclassified roads | 5,546 | 6,962 | 7,560 | 10,613 | 10,717 |
| Bank overdraft (increase) | 2,311 | 742 | — | 1,577 | — |
| Other | 352 | 664 | 623 | 274 | 1,324 |
| Total | 45,686 | 56,969 | 61,873 | 77,210 | 84,164 |
| Payments— | | | | | |
| Main roads | 18,951 | 23,630 | 25,417 | 30,445 | 33,611 |
| Unclassified roads | 25,234 | 32,092 | 33,433 | 45,064 | 47,803 |

VICTORIA—LOCAL GOVERNMENT AUTHORITIES:
COUNTRY ROADS BOARD ACCOUNT—*continued*
(\$'000)

| Particulars | Year ended 30 September— | | | | |
|------------------------------------|--------------------------|---------------|---------------|---------------|---------------|
| | 1974 | 1975 | 1976 | 1977 | 1978 |
| <i>Payments—continued</i> | | | | | |
| Other roads (State highways, etc.) | 1,204 | 1,011 | 977 | 1,417 | 1,631 |
| Bank overdraft (decrease) | — | — | 1,549 | — | 739 |
| Other | 297 | 237 | 496 | 283 | 382 |
| Total | 45,686 | 56,969 | 61,873 | 77,210 | 84,166 |
| Bank overdraft 30 September | 5,839 | 6,471 | 4,973 | 6,580 | 5,801 |

Length of roads and streets

The following table shows the estimated length of all roads and streets open for general traffic in Victoria in 1979. The information was supplied by the Country Roads Board, municipal councils, and other authorities.

VICTORIA—LENGTH OF ALL ROADS AND STREETS OPEN FOR
GENERAL TRAFFIC AT 30 JUNE 1979
(kilometres)

| Type of road or street | State highways, freeways (a) | Main roads | Tourist roads, forest roads | Other roads and streets | Total |
|--|------------------------------|---------------|-----------------------------|-------------------------|----------------|
| Bituminous seal, concrete, etc. | 7,062 | 13,564 | 1,086 | 39,821 | 61,533 |
| Water-bound macadam, gravel, sand, and hard loam pavements | 248 | 903 | 743 | 46,693 | 48,587 |
| Formed, but not otherwise paved | — | 100 | — | 23,312 | 23,412 |
| Not formed but open for general traffic | — | — | — | 24,112 | 24,112 |
| Total | 7,310 | 14,567 | 1,829 | 133,938 | 157,644 |

(a) Includes 288 kilometres of freeways consisting of extra-metropolitan freeways (by-pass roads) and metropolitan freeways.

BIBLIOGRAPHY

ABS publications

- AMIS Manual (Australian Municipal Information System) (1103.0)
 General statistics of local government areas (1304.2)
 Local authorities and public corporations: Debt (5507.0)
 Local government finance (5501.2)
 Local government finance — preliminary (5502.2)
 Public authority finance: Public authority estimates (5501.0)
 Public authority finance: State and local authorities (5504.0)
 Public authority finance: Taxation (5506.0)

Other publications

- Annual Reports of Municipal Councils.
Commonwealth Grants Commission: Financial assistance for Local Government — Annual Reports 1974, 1975, and 1978.
Commonwealth Grants Commission: Financial assistance for Local Government — Special Report 1979.
 GIFFORD, K.G. *The Australian local government dictionary.* Melbourne, Law Book Company, 1967.
 MUNICIPAL ASSOCIATION OF VICTORIA. *Municipal information guide.* Melbourne, 1979. Looseleaf with updates.
 Payments to or for the States, the Northern Territory and Local Government Authorities 1980–81, Commonwealth Budget Paper No. 7.
Town Planning and Local Government Guide. Melbourne, Law Book Company. Monthly with annual cumulation.
 VICTORIA. *Board of Review of the Role, Structure and Administration of Local Government in Victoria.* Final report. Melbourne, 1979.
 Victoria Grants Commission Annual Reports 1977, 1978, 1979, and 1980.
Victorian Municipal Directory. Melbourne, Arnall and Jackson, 1980.