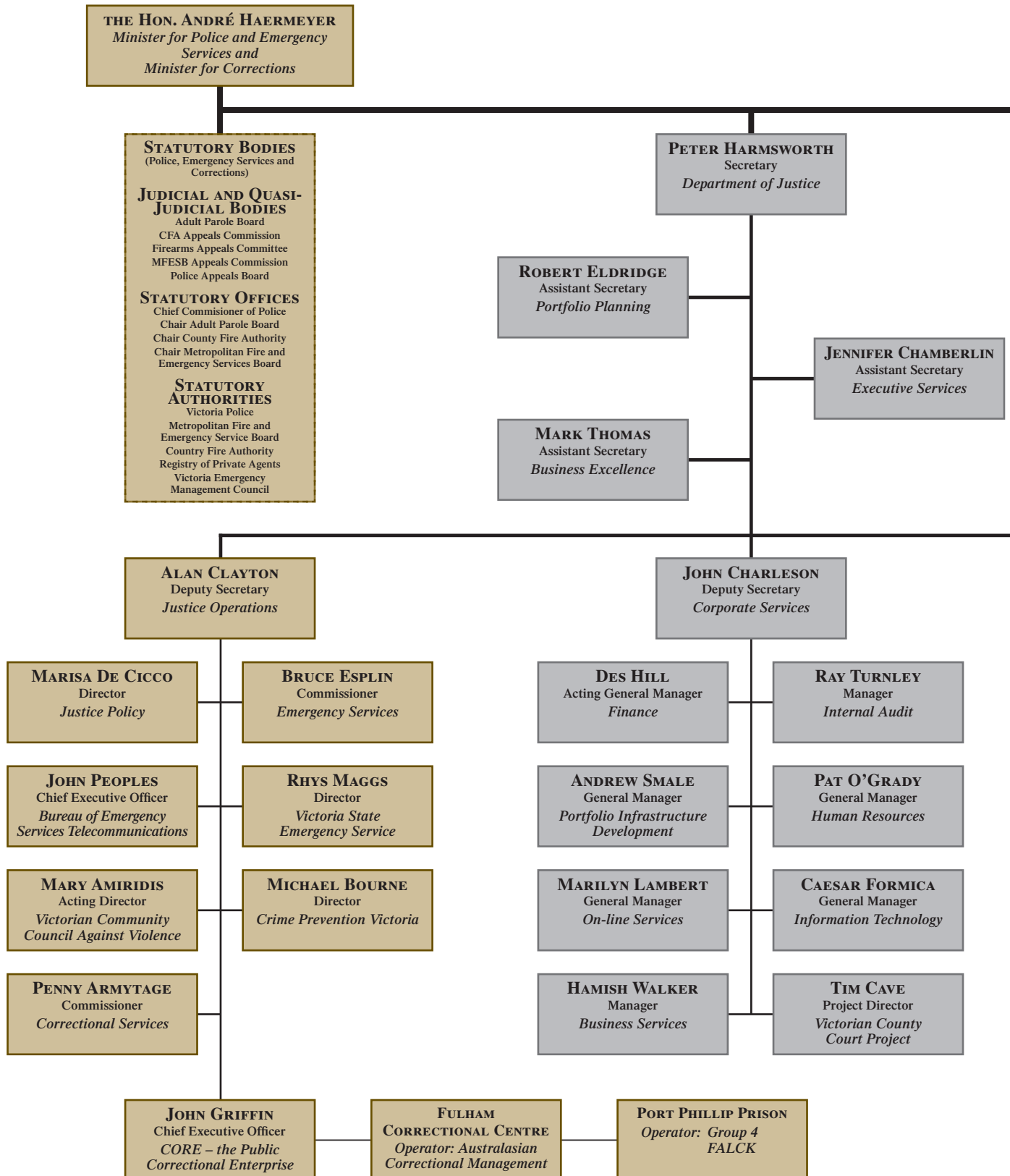


# APPENDIX A: ORGANISATION CHART

AS AT 30 JUNE 2001



**THE HON. MARSHA THOMSON**  
*Minister for Consumer Affairs*

**THE HON. ROB HULLS**  
*Attorney-General*

**STATUTORY BODIES**  
(Consumer Affairs)

**STATUTORY AUTHORITIES**

Business Licensing Authority  
Residential Tenancies  
Bond Authority  
Defence Reserves  
Re-employment Board  
Estate Agents Council  
Motor Car Traders Guarantee  
Fund Claims Committee  
Patriotic Funds Council  
Prostitution Control  
Advisory Committee

**COURTS, BOARDS AND TRIBUNALS**  
(Attorney General)

*Judicial and Quasi-Judicial Bodies*

Supreme Court  
– Court of Appeal  
– Trial Division  
County Court  
Children's Court  
Magistrates' Court  
Victorian Civil and Administrative Tribunal  
Appeal Costs Board  
Municipal Electoral Tribunal  
Judicial Remuneration Tribunal  
Legal Profession Tribunal

**STATUTORY BODIES**  
(Attorney General)

*Statutory Offices*

Solicitor General  
Crown Counsel  
Legal Ombudsman  
Public Advocate  
Electoral Commissioner  
Chief Conciliator  
Law Reform Commissioner  
Privacy Commissioner  
Director of Public Prosecution  
Solicitor for Public Prosecution  
Chair Victoria Legal Aid  
Managing Director Victoria Legal Aid

*Statutory Authorities*

Legal Practice Board  
Victorian Electoral Commission  
Victorian Law Reform Commission  
Equal Opportunity Commission  
Judicial College  
Office of Public Prosecutions  
Victoria Legal Aid  
Victorian Institute of Forensic  
Medicine  
Victorian Law Foundation

*Administrative Offices*

Victorian Government Solicitor

**BERNADETTE STEELE**

Deputy Secretary  
*Consumer Affairs and Equity*

**ELIZABETH ELDRIDGE**

Deputy Secretary  
*Legal*

**BERNADETTE STEELE**

Director  
*Consumer and Business Affairs*

**ANDREW LEVENS**

General Manager  
*Registry of Births, Deaths and Marriages*

**JULIAN GARDNER**

Public Advocate

**DI SISELY**

Chief Executive  
*Equal Opportunity Commission*

**DENIS HALL**

Director  
*Legal Policy and Court Services*

**JUDY DIXON**

Director  
*Victims Referral and Assistance Service*

**CHRIS HUMPHREYS**

Director  
*Enforcement Management*

**JOHN CATLIN**

Manager  
*Native Title Unit*

**JENNIFER SHAW**

Director  
*Strategic Operations and Analysis*

# APPENDIX B: LEGISLATIVE RESPONSIBILITIES

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## **B1: Acts administered by the Justice Portfolio as at 30 June 2001**

### **Attorney-General**

#### *Accident Compensation Act 1985*

Division 1 of Part III (the remaining provisions are administered by the Minister for WorkCover and the Treasurer)

#### *Acts Enumeration and Revision Act 1958*

#### *Administration and Probate Act 1958*

#### *Administrative Law Act 1978*

#### *Adoption Act 1984*

(The Act is jointly and separately administered with the Minister for Community Services)

#### *Age of Majority Act 1977*

#### *Alcoholics and Drug-dependent Persons Act 1968*

Sections 11, 14 and 15 (the remaining provisions are administered by the Minister for Health)

#### *Appeal Costs Act 1998*

#### *Attorney-General and Solicitor-General Act 1972*

#### *Bail Act 1977*

#### *Births, Deaths and Marriages Registration Act 1996*

#### *Charities Act 1978*

#### *Children and Young Persons Act 1989*

(The Act is jointly and separately administered with the Minister for Community Services)

#### *Children and Young Persons (Appointment of President) Act 2000*

(The Act is jointly administered with the Minister for Community Services)

#### *Choice of Law (Limitation Periods) Act 1993*

#### *Classification (Publications, Films and Computer Games) (Enforcement) Act 1995*

#### *Commercial Arbitration Act 1984*

#### *Commonwealth Places (Administration of Laws) Act 1970*

#### *Commonwealth Powers (Family Law-Children) Act 1986*

#### *Confiscation Act 1997*

#### *Constitution Act 1975*

Part III Section 88 so far as it relates to the appointment of Senior Counsel, Crown Counsel and Crown Counsel (Advisings) (the remaining provisions are administered by the Premier)

#### *Constitution Act Amendment Act 1958, The*

Excluding: Sections 149(1), (2), (6) and (7), 153, 154A and 155 (these provisions are administered by the Premier)

#### *Constitution (Supreme Court) Act 1989*

#### *Constitutional Powers (Coastal Waters) Act 1980*

#### *Constitutional Powers (Request) Act 1980*

#### *Coroners Act 1985*

#### *Corporations (Victoria) Act 1990*

#### *Council of Law Reporting in Victoria Act 1967*

#### *County Court Act 1958*

#### *Courts (Case Transfer) Act 1991*

#### *Court Security Act 1980*

#### *Crimes Act 1958*

#### *Crimes (Criminal Trials) Act 1999*

#### *Crimes (Family Violence) Act 1987*

#### *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997*

Except sections 48–55, 58, 60–63(1), 64–73 which are jointly administered with the Minister for Health and the Minister for Community Services

#### *Crimes at Sea Act 1999*

#### *Crown Proceedings Act 1958*

#### *Cul-de-sac Applications Act 1965*

Except in so far as it relates to the management of the Office of the Registrar-General and the Land Titles Office (this part of the Act is administered by the Minister for Environment and Conservation)

*Domestic Building Contracts Act 1995*

Part 5 (the remaining provisions are administered by the Minister for Consumer Affairs)

*Domicile Act 1978*

*Electoral Boundaries Commission Act 1982*

*Equal Opportunity Act 1995*

*Evidence Act 1958*

*Evidence (Commissions) Act 1982*

*Federal Courts (State Jurisdiction) Act 1999*

*Fences Act 1968*

Except section 19 (this provision is administered by the Minister for Environment and Conservation)

*Foreign Judgments Act 1962*

*Freedom of Information Act 1982*

*Guardianship and Administration Act 1986*

*Housing Act 1983*

Part VI

(the remaining provisions are administered by the Minister for Housing)

*Imperial Acts Application Act 1980*

*Imprisonment of Fraudulent Debtors Act 1958*

*Information Privacy Act 2000*

*Instruments Act 1958*

Except in so far as it relates to the management of the Office of the Registrar-General and the Land Titles Office (this part of the Act is administered by the Minister for Environment and Conservation)

*Interpretation of Legislation Act 1984*

*Judgment Debt Recovery Act 1984*

*Judicial Proceedings Reports Act 1958*

*Judicial Remuneration Tribunal Act 1995*

*Juries Act 1967*

*Juries Act 2000*

*Jurisdiction of Courts (Cross-Vesting) Act 1987*

*Land Acquisition and Compensation Act 1986*

*Land Act 1958*

Sections 22C to 22E (the remaining provisions are administered by the Minister for Environment and Conservation, the Minister for Corrections and the Minister for Finance)

In so far as it relates to the exercise of powers relating to leases and licences under subdivisions 1 and 2 of Division 9 of Part 1 in respect of:

– land described as Crown allotment 22A and 21C of section 30, Parish of Melbourne North being the site of the Victorian County Court; and

– land described as Crown allotment 22D of section 30, Parish of Melbourne North being the site of the Victorian County Court.

*Land Titles Validation Act 1994*

*Legal Aid Act 1978*

*Legal Practice Act 1996*

*Leo Cussen Institute Act 1972*

*Limitation of Actions Act 1958*

*Local Government Act 1989*

Sections 44–46, 48–49

Section 243 in so far as it relates to municipal electoral tribunals

Schedule 4 excluding clause 1(b)

(The Act is otherwise administered by the Minister for Local Government and the Minister for Transport)

*Magistrates' Court Act 1989*

*Maintenance Act 1965*

*Marriage Act 1958*

*Penalty Interest Rates Act 1983*

*Perpetuities and Accumulations Act 1968*

*Property Law Act 1958*

Except in so far as it relates to the management of the Office of the Registrar-General and the Land Titles Office (this part of the Act is administered by the Minister for Environment and Conservation)

*Public Prosecutions Act 1994*

# APPENDIX B: LEGISLATIVE RESPONSIBILITIES

CONTINUED

*Public Prosecutions Act 1994*

*Religious Successory and Charitable Trusts Act 1958*

*Residential Tenancies Act 1997*

Sections 446–448, 452, 472, 473, 479 and 485

(The Act is otherwise administered by the Minister for Consumer Affairs, the Minister for Housing and the Minister for Planning)

*Senate Elections Act 1958*

*Sentencing Act 1991*

Part 3 (Subdivision 4 of Division 2 and Division 6) of the Act are jointly administered by the Attorney-General and the Minister for Community Services)

(Division 3 of Part 3 of the Act is jointly administered by the Attorney-General and the Minister for Corrections)

*Settled Land Act 1958*

*Small Claims Act 1973*

*St Andrew's Foundation Act 1997*

*Status of Children Act 1974*

*Summary Offences Act 1966*

*Supreme Court Act 1986*

*Surveillance Devices Act 1999*

*Telecommunications (Interception)*

*(State Provisions) Act 1988*

*Theatres Act 1958*

*Unauthorised Documents Act 1958*

*Vagrancy Act 1966*

*Valuation of Land Act 1960*

Divisions 1 and 2 of Part III, Divisions 4 and 5 of Part III where they relate to the determination of appeals by the Victorian Civil and Administrative Tribunal and Part IV in so far as it relates to the administration of the above provisions (the remaining provisions are administered by the Minister for Environment and Conservation)

*Victims of Crime Assistance Act 1996*

*Victoria Law Foundation Act 1978*

*Victoria Park Land Act 1992*

*Victorian Civil and Administrative Tribunal Act 1998*

*Victorian Law Reform Commission Act 2000*

*Vital State Projects Act 1976*

Sections 5–16 (the remaining provisions are administered by the Premier)

*Warehousemen's Liens Act 1958*

*Western Metropolitan Market Act 1938*

*Whistleblowers Protection Act 2001*

*Wills Act 1997*

*Wrongs Act 1958*

## Minister for Consumer Affairs

*Associations Incorporation Act 1981*

*Auction Sales Act 1958*

*Business Investigations Act 1958*

*Business Licensing Authority Act 1998*

*Business Names Act 1962*

*Carriers and Innkeepers Act 1958*

*Chattel Securities Act 1987*

Except Part 3 (this part is administered by the Minister for Transport)

*Collusive Practices Act 1965*

*Companies (Administration) Act 1981*

*Consumer Credit (Victoria) Act 1995*

*Co-operatives Act 1996*

*Credit Act 1984*

*Credit (Administration) Act 1984*

*Credit Reporting Act 1978*

*Defence Reserves Re-Employment Act 1995*

*Discharged Servicemen's Preference Act 1943*

*Disposal of Uncollected Goods Act 1961*

*Domestic Building Contracts Act 1995*

Excluding Part 5 (these provisions are administered by the Attorney-General)

*Estate Agents Act 1980*

*Fair Trading Act 1999*

*Frustrated Contracts Act 1959*

*Fuel Prices Regulation Act 1981*

*Fundraising Appeals Act 1998*

*Funerals (Pre-paid Money) Act 1993*

*Goods Act 1958*

*Hire-Purchase Act 1959*

Repealed 1 April 1998, in respect of hire-purchase agreements; except for section 24 and 25, applicable to hire purchase agreements for farm machinery until 30 June 2003.

*House Contracts Guarantee Act 1987*

*Introduction Agents Act 1997*

*Landlord and Tenant Act 1958*

*Marketable Securities Act 1970*

*Motor Car Traders Act 1986*

*Partnership Act 1958*

*Patriotic Funds Act 1958*

*Petroleum Products (Terminal Gate Pricing) Act 2000*

*Petroleum Retail Selling Sites Act 1981*

*Prostitution Control Act 1994*

*Residential Tenancies Act 1997*

Sections 24, 25, 27, 32, 33, 45–48, 74–77, 82, 90, 91, 102, 103, 104(1), 104(4), 104(5), 105(2), 105(3), 124, 128, 130–134, 141–212, 214, 215, 230, 232–234, 241, 277, 291–333, 335–341, 343–366, 373–376, 385, 388, 390, 395–398, 400–439, 486–504, 506–511.

Section 66(1) jointly with the Minister for Housing (The Act is otherwise administered by the Attorney-General, the Minister for Housing and the Minister for Planning)

*Sale of Goods (Vienna Convention) Act 1987*

*Sale of Land Act 1962*

*Sea-Carriage Documents Act 1998*

*Second-Hand Dealers and Pawnbrokers Act 1989*

*Travel Agents Act 1986*

*Trustee Act 1958*

*Trustee Companies Act 1984*

(this act is jointly administered with the Treasurer)

**Minister for Corrections**

*Corrections Act 1986*

*International Transfer of Prisoners (Victoria) Act 1998*

*Land Act 1958*

In so far as it relates to the exercise of powers relating to leases and licences under Subdivision 1 of Division 9 of Part 1 in respect of:

Land identified in Certified Plan 114680-A dated 8 February 1995

Land shown as Allotment 8B, section 13 on Certified Plan 116685 and Allotment 4A, section 17 on Certified Plan 116944 lodged in the Central Plan Office in the Department of Natural Resources and Environment

Land shown as hatched on the plan numbered LEGL/95-80 lodged in the Central Plan Office of the Department of Natural Resources and Environment

(the remaining provisions are administered by the Minister for Environment and Conservation, the Attorney-General, the Minister for Finance and the Minister for Health)

*Parole Orders (Transfer) Act 1983*

*Prisoners (Interstate Transfer) Act 1983*

*Sentencing Act 1991*

Division 3 of Part 3 of the Act is jointly administered by the Attorney-General and the Minister for Corrections

# APPENDIX B: LEGISLATIVE RESPONSIBILITIES

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## CONTINUED

### Minister for Police and Emergency Services

*Control of Weapons Act 1990*  
*Country Fire Authority Act 1958*  
*Emergency Management Act 1986*  
*Firearms Act 1996*  
*Metropolitan Fire Brigades Act 1958*  
*National Crime Authority (State Provisions) Act 1984*  
*Police Assistance Compensation Act 1968*  
*Police Regulation Act 1958*  
Excluding Part III (these provision are administered by the Minister for WorkCover)  
*Private Agents Act 1966*  
*Seamen's Act 1958*  
*Unlawful Assemblies and Processions Act 1958*  
*Victoria State Emergency Service Act 1987*  
*Witness Protection Act 1991*

### **B2: Legislation enacted in 2000–01**

#### Attorney-General

*Benefit Associations (Repeal) Act 2001*  
*Constitution (Supreme Court) Act 2001*  
*Co-operative Schemes (Administrative Actions) Act 2001*  
*Corporations (Administrative Actions) Act 2001*  
*Corporations (Ancillary Powers) Act 2001*  
*Corporations (Commonwealth Powers) Act 2001*  
*Corporations (Consequential Amendments) Act 2001*  
*Courts and Tribunals Legislation (Further Amendment) Act 2000*

*Courts and Tribunals (Miscellaneous Amendments) Act 2000*

*Crimes (Amendment) Act 2000*

*Crimes (Questioning of Suspects) Act 2000*

*Equal Opportunity (Gender Identity and Sexual Orientation) Act 2000*

*Information Privacy Act 2000*

*Judicial and Other Pensions Legislation (Amendment) Act 2001*

*Judicial College of Victoria Act 2000*

*Juries Act 2000*

*Magistrates' Court (Committal Proceedings) Act 2000*

*Magistrates' Court (Infringements) Act 2000*

*Statute Law Amendment (Relationships) Act 2001*

*Victims of Crime Assistance (Amendment) Act 2000*

*Whistleblowers Protection Act 2001*

*Wrongs (Amendment) Act 2000*

### Minister for Consumer Affairs

*Prostitution Control (Proscribed Brothels) Act 2001*

*Associations Incorporation (Amendment) Act 2000*

### Minister for Police and Emergency Services

*Police Regulation (Miscellaneous Amendments) Act 2001*

*Country Fire Authority (Amendment) Act 2000*

### Minister for Corrections

*Corrections (Custody) Act 2001*

# APPENDIX C: STATEMENT OF COMPLIANCE

## WITH THE BUILDING ACT 1993

Guidelines from the Minister for Finance, pursuant to Section 220 of the *Building Act 1993*, promote better standards for buildings owned by the Crown and public authorities, and require entities to report on achievements.

The Department of Justice controls and manages 75 properties on behalf of the Crown that are utilised for legal, court, prison, and emergency services. Other corporate entities within the Justice Portfolio, such as the Country Fire Authority, the Metropolitan Fire and Emergency Services Board, and Victoria Police, will report separately on building compliance issues for the properties they control and manage.

The following comments are made in relation to the Minister's guidelines.

### New buildings conforming to standards

For the 2000–2001 financial year, all works carried out on buildings controlled by the Department of Justice were required to comply with the provisions of the *Building Act 1993*, relevant building regulations, and other statutory requirements. The Department has established appropriate ways of ensuring compliance, including the issue of building permits and occupancy certificates, and inspection of works. Agencies in the Justice Portfolio, including the Department of Justice are exempt from lodging plans with local councils.

The tables below provide the relevant project details.

### Major works commenced throughout the 2000–01 financial year.

Building works	Total estimated investment \$'000	Building permit issued or works certified
Ararat Prison – 60 Bed Unit	840	Yes
Ararat Prison – Relocatable Cellular Accommodation	4,666	Yes
Ararat Prison – Redevelopment	2,500	Yes
Barwon Prison – Relocatable Cellular Accommodation	4,666	Yes
Court House Cell Upgrade	261	Yes
Courts Security Upgrade	2,100	Yes
Dame Phyllis Frost Centre – Relocatable Cellular Accommodation	4,666	Yes
Dhurringile Prison – Relocatable Cellular Accommodation	4,666	Yes
Fulham Prison – Relocatable Cellular Accommodation	4,666	Yes
Langi Kal Kal Prison – Redevelopment	2,500	Yes
Melbourne Supreme Court, Former High Court – Roof Access System	83	Yes
Melbourne Supreme Court – Stonework Repairs	90	Yes
Morwell Court Upgrade	120	Yes
Port Phillip Prison – Relocatable Cellular Accommodation	4,666	Yes
Prison Expansion Program, Barwon Prison – 75 Bed Expansion (of 357)	11,300	Yes
Prison Expansion Program, Dame Phyllis Frost Centre – 50 Bed Expansion	10,500	Yes
Prison Expansion Program, Fulham Prison – 68 Beds (of 357)	3,800	Yes
Prison Expansion Program, Loddon Prison – 70 Bed Expansion (of 357)	9,000	Yes
Prison Expansion Program, Port Phillip Prison – 34 Bed Expansion (of 357)	1,700	Yes
Prison Expansion Program, Dame Phyllis Frost Centre – 20 Bed Expansion	2,981	Yes
Tarrengower Prison – Sewerage System Replacement	286	Yes
Victoria State Emergency Services Headquarters Construction	3,570	Yes

# APPENDIX C: STATEMENT OF COMPLIANCE

## WITH THE BUILDING ACT 1993 – CONTINUED

### Major works that are in progress and commenced prior to the 2000–01 financial year.

Building works	Total estimated investment \$'000	Building permit issued or works certified
Heidelberg Police Station and Court House	13,200	Yes
Metropolitan Women's Correctional Centre (Dame Phyllis Frost Centre) – 20 Bed Units Construction	485	Yes
Wodonga Police Station and Court House	11,900	Yes

### Major works completed throughout the 2000–01 financial year.

Building works	Total estimated investment \$'000	Occupancy/final inspection certificate issued for works
Barwon, Bendigo, Loddon, Beechworth Prisons Security Upgrade	4,875	Yes
Beechworth Prison Security Upgrade	112	Yes
Bendigo Prison Security Upgrade	104	Yes
Court House Cell Upgrade	261	Yes
Dame Phyllis Frost Centre – Relocatable Cellular Accommodation	1,113	Yes
Heidelberg Community Corrections Fitout	200	Yes
Institute of Forensic Medicine Construction <sup>1</sup>	3,521	Yes
Melbourne Assessment Prison Security Upgrade	3,430	Yes
Melbourne Supreme Court – Former High Court/ Federal Court Building Refurbishment	1,145	Yes
Melbourne Supreme Court – Former High Court – Air Conditioning Installation	572	Yes
Melbourne Supreme Court – Former High Court – Walkway	225	Yes
Melbourne Supreme Court – Stonework Repairs	90	Yes
Melbourne Supreme Court – Remote Recording and Video Conferencing	135	Yes
Melbourne Supreme Court – Air Conditioning Installation to Administration Areas	61	Yes
Metropolitan Women's Correctional Centre (Dame Phyllis Frost Centre) – 20 Bed Units Construction	339	Yes
Tarangower Prison – Relocatable Cellular Accommodation	1,334	Yes

1. Includes \$1,500,000 funds from other sources.

### **Ten-year liability cap**

All completed Departmental building works which were subject to building permits or certification, have been issued with a certificate of occupancy or final inspection, to invoke the 10-year liability cap. The major Departmental building works are shown in the tables on pages 117 and 118. There have been no exemptions from invoking the 10-year liability cap. Where there is an exemption, it is identified as part of contract documentation for the works.

### **Buildings to be maintained in a safe and serviceable condition**

To ensure that buildings are maintained in a safe and serviceable condition, the Department of Justice has implemented a number of mechanisms, including:

- a rolling program of building inspections and audits;
- the identification of works and their priority;
- the development of a Departmental works program, forming part of the overall Departmental investment strategy;
- an essential services maintenance plan; and
- a program to monitor and review effectiveness.

These mechanisms are included in the Department's land and buildings risk management strategy. The strategy aims to identify and manage condition deficiencies and addresses standards compliance and risk mitigation within the Department's overall planning framework.

All agencies (with the exception of courts), provide these mechanisms through the contract requirements of Departmental service providers. All works carried out on court facilities are managed by the individual jurisdictions. The Chief Executive Officer for each Court must ensure that appropriate mechanisms are in place and implemented in line with the *Building Act 1993*.

### **Existing buildings conforming to standards**

Following an upgrade of the construction, finishes and engineering services of buildings in 1996–97, and the completion of all works in 1998–99, all Departmental buildings now comply with the standard. The mechanisms established by the Department aim to maintain compliance and the effectiveness of these mechanisms are continuously monitored.

### **Registered building practitioners**

The Department of Justice requires all building practitioners to be registered throughout the entire course of works.

Officers providing consultancy services under the Department's infrastructure service agreements, must be registered building practitioners as required by the *Building Act 1993*. All works carried out on court facilities are managed by the individual jurisdictions and the Chief Executive Officer for each Court must ensure that works are carried out in line with the *Building Act 1993*.

# APPENDIX D: PEOPLE MANAGEMENT

## D1: Workforce data

### 2000–01 Annual report statistics

Staffing numbers (FTE)	As at 30 June 2000	As at 30 June 2001
Corporate Management	52.4	61.9
Justice Operations*	1,378.2	1,607.9
Corporate Services	193.2	176.59
Consumer Affairs <sup>#§</sup>	346.8	393.21
Legal & Equity (includes Courts, Boards & Tribunals) <sup>†§</sup>	1,495.3	1,588
<b>Total</b>	<b>3,465.9</b>	<b>3,827.6</b>

Figures include:

\* Transfer of Metropolitan Women's Prison staff to CORE and additional staff for correctional funded programs.

# Direct employment of staff previously engaged through employment agencies

† Establishment of the Law Reform Commission and Privacy Legislation

§ Improvements to methods for counting casual and sessional staff, which significantly increase reported staff numbers without increasing costs

Aggregate workforce data (FTE) Employee status	As at 30 June 2000			As at 30 June 2001		
	Male	Female	Total	Male	Female	Total
Ongoing	1,493.6	1,123.0	2,616.6	1,735.7	1,345.5	3,081.2
Fixed Term	193.8	263.5	457.3	151.5	249.0	400.5
Casual	96.4	53.5	149.9	53.4	37.7	91.1
Statutory Appointments	187.0	55.1	242.1	180.6	74.2	254.8
<b>Total</b>	<b>1,970.8</b>	<b>1,495.1</b>	<b>3,465.9</b>	<b>2,121.2</b>	<b>1,706.4</b>	<b>3,827.6</b>

**D2: Major classifications by gender as at 30 June 2000 (FTE)**

Classification	Full-time			Part-time			Casual/sessional			Totals by gender		Grand total
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	
<b>VPS Levels</b>												
Public Service 1	149	165	314	1.0	13.0	14	2.6	8.9	11.5	152.6	186.9	339.5
Public Service 2	363	660	1023	7.0	72.7	79.7	14.9	15.6	30.5	384.9	748.3	1,133.2
Public Service 3	281	234	515	3.1	24.7	27.8	0.9	1.9	2.8	285.0	260.6	545.6
Public Service 4	208	182	390	1.2	18.4	19.6	0.8	0.2	1	210.0	200.6	410.6
Public Service 5	130	43	173	0.6	5.7	6.3	0.0	0.0	0	130.6	48.7	179.3
<b>Total</b>	<b>1,131</b>	<b>1,284</b>	<b>2,415</b>	<b>12.9</b>	<b>134.5</b>	<b>147.4</b>	<b>19.2</b>	<b>26.6</b>	<b>45.8</b>	<b>1,163.1</b>	<b>1,445.1</b>	<b>2,608.2</b>
<b>Custodial officers</b>												
COG5a	7	0	7	0.0	0.0	0.0	0.0	0.0	0.0	7.0	0.0	7.0
COG4	20	1	21	0.0	0.0	0.0	0.0	0.0	0.0	20.0	1.0	21.0
COG3	76	7	83	0.0	0.0	0.0	0.0	0.0	0.0	76.0	7.0	83.0
COG2b	204	26	230	0.0	0.5	0.5	2.4	0.0	2.4	206.4	26.5	232.9
COG2a	384	120	504	2.0	2.5	4.5	30.6	9.8	40.4	416.6	132.3	548.9
COG1	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>691.0</b>	<b>154.0</b>	<b>845.0</b>	<b>2.0</b>	<b>3.0</b>	<b>5.0</b>	<b>33.0</b>	<b>9.8</b>	<b>42.8</b>	<b>726.0</b>	<b>166.8</b>	<b>892.8</b>
<b>Staff not part of five-level structure</b>												
Other classes <sup>†</sup>	217	75.6	292.6	9.6	19.0	28.6	2.4	2.5	4.9	229.0	97.1	326.1
<b>Grand total</b>	<b>2,039.0</b>	<b>1,513.6</b>	<b>3,552.6</b>	<b>24.5</b>	<b>156.5</b>	<b>181.0</b>	<b>54.6</b>	<b>38.9</b>	<b>93.5</b>	<b>2,118.1</b>	<b>1,709.0</b>	<b>3,827.1<sup>§</sup></b>

<sup>†</sup> Other classifications includes Executive Officers, Statutory Appointees and other Ongoing and Fixed Term staff who are not part of the five level structure.

<sup>§</sup> Difference of 0.5 between totals shown earlier is attributable to rounding of more detailed data provided for the classification breakdown.

# APPENDIX D: PEOPLE MANAGEMENT

CONTINUED

## D3: Number of executives and executive vacancies at 30 June 2001

### DEPARTMENT OF JUSTICE

	Continuing executive roles	Specified term roles	Total
Executives employed	42	2	44
Vacancies being filled	6	0	6
<b>Total</b>	<b>48</b>	<b>2</b>	<b>50</b>

### AGENCIES

#### *Office of Public Prosecutions*

	Continuing executive roles	Specified term roles	Total
Executives employed	2	0	2
Vacancies being filled	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>

#### *Office of the Chief Commissioner of Police*

	Continuing executive roles	Specified term roles	Total
Executives employed	11	0	11
Vacancies being filled	1	0	1
<b>Total</b>	<b>12</b>	<b>0</b>	<b>12</b>

### DECLARED AUTHORITIES

#### *Victoria Legal Aid*

	Continuing executive roles	Specified term roles	Total
Executives employed	7	0	7
Vacancies being filled	0	0	0
<b>Total</b>	<b>7</b>	<b>0</b>	<b>7</b>

#### *Victorian Institute of Forensic Medicine*

	Continuing executive roles	Specified term roles	Total
Executives employed	1	0	1
Vacancies being filled	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

#### *Victoria State Emergency Service*

	Continuing executive roles	Specified term roles	Total
Executives employed	1	0	1
Vacancies being filled	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

#### D4: Profile of Department of Justice executive officers as at 30 June 2001

Class	Continuing executive roles						Specified term roles						Total staff		
	Male			Female			Male			Female			2000	2001	Var
	2000	2001	Var	2000	2001	Var	2000	2001	Var	2000	2001	Var	2000	2001	Var
EO-1	*2	2	0	0	0	0	0	0	0	0	0	0	2	2	0
EO-2	9	8	-1	4	3	-1	1	2	1	0	0	0	14	13	-1
EO-3	21	20	-1	10	9	-1	0	0	0	0	0	0	31	29	-2
<b>Total</b>	<b>32</b>	<b>30</b>	<b>-2</b>	<b>14</b>	<b>12</b>	<b>-2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>44</b>	<b>-3</b>

\* Includes the Victorian Government Solicitor as a Victorian Public Service executive. The role was previously classified as a statutory appointee.

Total excludes six vacant executive roles at 30 June 2001.

#### Reconciliation with executive numbers at 30 June 2001

(with executive officers' remuneration note 15 in the Financial Statements)

	2000	2001
Total number of executives listed in the executive officers' remuneration note to the financial statements	59	54
<i>Add</i> Accountable Officers	1	1
<i>Less</i> Separations	-13	-11
<b>Total executive numbers at 30 June 2001</b>	<b>47</b>	<b>44</b>

#### AGENCIES & DECLARED AUTHORITIES

Class	Continuing executive roles						Specified term roles						Total staff		
	Male			Female			Male			Female			2000	2001	Var
	2000	2001	Var	2000	2001	Var	2000	2001	Var	2000	2001	Var	2000	2001	Var
EO-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EO-2	4	4	0	0	0	0	0	0	0	0	0	0	4	4	0
EO-3	15	15	0	4	3	-1	0	0	0	0	0	0	19	18	-1
<b>Total</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>22</b>	<b>-1</b>

#### Definition of executive officers:

*Department:* a person employed as an executive under Part 3, Division 5 of the *Public Sector Management and Employment Act 1998*. For the year ending 30 June 2001 the minimum annual base remuneration is \$84,542; and

*Agencies & Declared Authorities:* a person employed as an executive at an annual remuneration rate (base salary) not less than an executive employed by a department.

Note: the definition of executive does not include Governor-in-Council appointments as statutory office holders.

Agencies are as follows:

- Office of Public Prosecutions
- Office of the Chief Commissioner of Police

Declared Authorities are as follows:

- Victoria Legal Aid
- Victorian Institute of Forensic Medicine
- Victoria State Emergency Service

# APPENDIX D: PEOPLE MANAGEMENT

## CONTINUED

### **Specified term roles relate to project management**

To improve the information about executive numbers, changes have been made as to how such numbers are reported by the Department. These are detailed below.

Executive positions have been split into two segments, Continuing Executive Roles and Specified Term Roles:

- Continuing Executive Roles executives are those executives who are responsible for functions or outputs that are expected to be ongoing at the reported date; and
- Specified Term Roles executives are those executives that are employed on fixed term policy or project specific tasks. These are generally time bounded and relate to a specific Government priority.

The enhanced disclosure of executive numbers and the reconciliation between the Report of Operations and the Financial Statements is based on the need to improve transparency and completeness of information about executive numbers.

As part of the process of making more transparent executive numbers across the VPS, this reporting period is the first time the Department has included executive numbers for declared entities within the Portfolio. These entities have been determined by the Portfolio Minister based on a recommendation from the Accountable Officer of the Department.

### **D5: Merit and equity programs**

#### **SELECTING ON MERIT: July 2000–June 2001**

##### *Total number of decisions to exempt vacancies from advertisement:*

274 vacancies were exempted from advertisement. This represents 43% of all appointments made against vacancies during the period.

##### *Number of exemptions relating to ‘disadvantaged group’ criterion:*

There was one exemption in this category.

##### *Processes that inform employees who may be affected by decisions as they are made:*

Once an exemption has been certified by the Secretary, notification of the exemption appears in the Department of Justice Employment Bulletin with the following text: *The Secretary to the Department of Justice has certified that there has been no breach of the merit and equity principles and has exempted the vacancy from advertisement.*

### *Processes that ensure consistency of decision making:*

To ensure decisions are consistent, the General Manager, Human Resources considers and makes recommendations, on all requests for exemption from notification of vacancy, before forwarding requests for consideration and approval by the Secretary to the Department of Justice.

Under the Directions on Public Sector Employment, employees may lodge a grievance about selection processes, including exemptions from notification of vacancy. Grievances can only be lodged if there were deficiencies in the process which prevented selection on merit. An employee intending to lodge a grievance must notify the Grievance Registrar of their intention within two working days of receiving this advice and lodge their application within five working days.

### **Major factors that have contributed to the incidence of decisions to exempt vacancies from advertisement:**

The number of exemptions during the year reflect the conversion of many casual and fixed term employees to ongoing status (in accordance with the provisions of the VPS Non-Executive Staff – Victoria Agreement 2000). Other factors that have contributed to decisions to exempt vacancies from advertisement, have been organisational restructures with merit based processes applied to select staff.

### **REVIEWING PERSONAL GRIEVANCES**

#### *Total number of grievances lodged during the 2000–01 reporting year: 29*

<b>Number of grievances by category:</b>	
Ineligible	0
Conciliated/mediated	5
Withdrawn	11
Heard – upheld	1
Heard – denied	2
Ongoing*	10
<b>Total</b>	<b>29</b>

Gender of those lodging grievances	
Male	61
Female	19
<b>Total*</b>	<b>80</b>

\*Includes 52 identical grievances which have been counted as one in the number of grievances by category.

### MANAGING AND VALUING DIVERSITY

This year, the Department continued with its award winning approach to diversity management which has seen diversity management principles adopted in everyday operations and projects of the human resource function.

Significant merit and equity projects have also been undertaken to address specific needs, particularly in the area of indigenous employment. These projects are outlined below.

#### *Awareness and contact officer training*

The Department continues to run training programs which aim to raise awareness of general equity issues and lead to a reduction in, and better handling of, unlawful harassment and discrimination issues. This includes Equity Awareness, Indigenous Awareness, Vietnamese Awareness and Sexual Harassment Awareness programs.

Specific equity awareness and contact officer programs for both management and staff, have also been conducted in some Business Units as part of their local people management programs.

#### *Cross Cultural Awareness Training (CCAT) review and needs study*

The Department has been conducting Indigenous Awareness programs for over 10 years. The past year saw a major review of the current training program and an extensive analysis of the Department's future needs in relation to CCAT. The analysis included interviews with Justice staff at all levels of the organisation, including Justice staff at all levels of the organisation, including Koori employees, as well as Victorian indigenous communities and associations. This has resulted in the development of a new CCAT program which better meets the requirements of Justice, its staff and customers.

#### *Policy review*

During this year, Human Resource Management undertook an extensive review of all departmental HR policies. The result is updated policies which better reflect the changing needs of the Department and its staff. This review included equity related policies.

#### *Exit surveys*

A continual analysis of the reasons why staff leave the Department, has helped HRM address specific diversity management issues as they arise. The data gained from the process is used to develop and improve people management policies and strategies.

#### *Youth employment scheme*

This year, the Department has coordinated the intake of 130 Youth Trainees across the Justice Portfolio. The Youth Employment Scheme (YES), provides on-the-job training to 16–24 year olds. Participants are selected on merit. A major focus of this year's intake is extensive consultation with Victorian Aboriginal communities to target and recruit indigenous Youth Trainees.

### UPHOLDING PUBLIC SECTOR CONDUCT

Measures taken to uphold the principles of public sector conduct:

- all policies relating to principles of public sector conduct are available to all staff on-line, through the Departments Intranet;
- all new employees are given a copy of the code of conduct at induction and a copy of the principles of public sector employment and conduct with the letter of offer; and
- during the Department's Induction Program, new employees discuss public sector conduct issues and watch an ethics video titled 'Conduct Becoming'.

#### **D6: Employee relations statement 2000–01**

During 2000–01, there were no major industrial relations incidents across the Department of Justice.

The most significant industrial issue centred on an enterprise bargaining agreement which was negotiated between the Government and the Community and Public Sector Union for non-executive staff. This agreement was successfully implemented within the Department.

There was no time lost due to industrial disputes in 2000–01.

# APPENDIX E: BUSINESS MANAGEMENT

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## **E1: Financial and other information**

### **Summary of significant changes in financial position**

There has been no significant change in the financial position of the Department for 2000–01.

### **Major changes or factors affecting the achievement of objectives**

There have been no major changes or factors affecting the achievement of operational objectives for the year, or which have impacted on the 2000–01 business plan, outputs and key performance data.

### **Events subsequent to balance date**

No events have occurred subsequent to 30 June 2001 that would require adjustments to, or disclosure in, the Financial Statements.

### **Summary of financial performance**

	<b>Actual 2000–01 \$'000</b>	<b>Actual 1999–00 \$'000</b>	<b>Actual 1998–99 \$'000</b>	<b>Actual 1997–98 \$'000</b>	<b>Actual 1996–97 \$'000</b>
Total revenues	1,759,307	699,928	608,160	563,951	446,697
Total expenses	1,712,232	662,961	566,745	531,102	476,432
Net result for the reporting period	47,075	36,967	41,415	32,849	(29,735)
<b>Total changes in equity</b>	<b>47,078</b>	<b>71,681</b>	<b>42,648</b>	<b>93,882</b>	<b>(10,097)</b>

## E2: Implementation of National Competition Policy (NCP) scheduled legislative reviews

Legislation	Progress achieved
<b>Attorney-General's portfolio</b>	
<i>Council of Law Reporting in Victoria Act 1967</i>	The review recommended that no legislative amendments are necessary. The Attorney-General advised the Treasurer of the outcome.
<b>Consumer Affairs portfolio</b>	
<i>Auction Sales Act 1958</i>	Introduced legislation to repeal the Act in Autumn 2001. Record-keeping requirements for livestock auctioneers will continue under the Livestock Disease Control Act, administered by the Department of Natural Resources and Environment.
<i>Consumer Credit (Victoria) Act 1995</i>	Report of national review of Consumer Credit Code received from consultants and referred to Commonwealth Committee on Regulatory Reform for confirmation of compliance with Competition Policy review requirements.
<i>Travel Agents Act 1986</i>	National review. Joint Ministerial Council response being developed. WA is lead jurisdiction.
<i>Trustee Act 1958</i>	Review being undertaken.
<b>Police and Emergency Services portfolio</b>	
Private Agents Act 1966	Act is being reviewed together with an examination of the currently unregulated segments of the private security industry.
<b>Corrections portfolio</b>	Nil

### Review of professional indemnity insurance

Review of Professional Indemnity Insurance – the NCP Second Tranche Assessment, raised concerns about the level of consultation undertaken by the Legal Practice Board, in reaching its final recommendation in a 1998 review, to retain the Legal Practitioners Liability Committee ('LPLC'), as the monopoly insurer of solicitors in private practice in Victoria. In response to those concerns, the Victorian Government agreed that further consultation should be carried out with stakeholders and interested members of the community.

The consultation process was conducted by the Department of Justice during November–December 2000. The consultation process provided for written submissions in response to both the Legal Practice

Board's three-volume report and a preliminary response paper prepared by the Government to the Board's report. Twenty-two submissions were received from

a cross-section of city, suburban and rural organisations and individuals. All submissions supported the continuation of the mutual monopoly scheme.

Following this further consultation, a final Supplementary Report was prepared by officers from the Department of Justice, in consultation with officers from the Department of Treasury and Finance, and submitted to the NCP Third Tranche Assessment. The Supplementary Report recommends that the current mutual monopoly scheme run by the LPLC be retained. The Attorney-General submitted the Report to the Treasurer to be forwarded to the NCC.

### E3: Application of Competitive Neutrality (CN)

Significant government business activity	Status of CN applied
Attorney-General's portfolio	Nil
Consumer Affairs portfolio	Nil
Police and Emergency Services Portfolio	Nil
Corrections portfolio	Nil

# APPENDIX E: BUSINESS MANAGEMENT

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CONTINUED

## **E4: Chief executive officer, senior office holders and Audit Committee as at 30 June 2000**

### **Chief executive officer**

Peter Harmsworth, Secretary

### **Senior office holders**

The senior office holders within the Department are the Secretary, four deputy secretaries and the Assistant Secretary Portfolio Planning who comprise the Departmental Executive Committee. The deputy secretaries for the major part of 2000–01 were:

Elizabeth Eldridge Deputy Secretary, Legal

Alan Clayton Deputy Secretary, Justice  
Operations

John Charleson Deputy Secretary, Corporate  
Services

Bernadette Steele Deputy Secretary, Consumer  
Affairs and Equity

For more information about the Department Executive Committee please see page 3.

### **Audit Committee**

Gordon Bryant Audit Consultant

Neil Faulkner Partner KPMG

Elizabeth Eldridge Deputy Secretary, Legal

Alan Clayton Deputy Secretary, Justice  
Operations

John Charleson Deputy Secretary, Corporate  
Services

Bernadette Steele Deputy Secretary, Consumer  
Affairs and Equity

## **E5: Disclosure of major contract compliance**

The Department of Justice has disclosed all contracts greater than \$10 million in value which it entered into in 2000/01.

In the Department's view, the contractual material excluded from disclosure falls within one or more of the criteria contained in the *Freedom of Information Act 1982*.

The disclosed contracts can be viewed on [www.tenders.vic.gov.au/contracts](http://www.tenders.vic.gov.au/contracts).

## E6: Summary of consultancies

### Consultancies with an approved value greater than \$100,000

Division	Contract title	Consultant	Original contract date	Total approved amount (See Note 1)	Actual completion date	Expenditure 2000-01	Future commitments	Selection process
BEST	Provision of Consulting Services for the Statewide Integrated Public Safety Communications Strategy (SIPSaCS)	Ferrier Hodgeson Corporate Advisory	26/11/99	\$1,304,750	N/A	\$721,831	\$293	Public Tender
VCCP	Victorian County Court Project – Legal Adviser	Minter Ellison Lawyers	31/10/97	\$686,184	N/A	\$219,468	\$28,922	Selective Tender
OCSC	Review of CCS	Arthur Andersen	19/07/00	\$544,500	31/10/00	\$544,500	\$0	Public Tender
BEST	Technical Contract	The Ambidji Group	09/06/98	\$526,204	N/A	\$249,595	\$25,121	Selective Tender
Business Excellence	CJEP Project Mobilisation & SRS	PriceWaterhouse Coopers	01/06/00	\$500,000	02/11/00	\$272,020	\$0	Public Tender
BEST	Provision of Consulting Services for the Customer Project Manager for the Mobile Data Network Project	Linc Solutions	16/03/00	\$426,400	N/A	\$250,741	\$0	Public Tender
BEST	Financial and Commercial Consultancy – MDN RFP	PriceWaterhouse Coopers	30/11/99	\$441,782	N/A	\$373,315	\$13,968	Selective Tender
VCCP	Victorian County Court Project – Financial Adviser	Dresdner Benson Kleinwort	31/10/97	\$345,560	N/A	\$36,575	\$87,252	Selective Tender
Corporate Services – IT	To Design a DOJ Information Technology Strategic Plan for next five years	KPMG Consulting Australia	04/06/01	\$319,000	N/A	\$0	\$319,000	Public Tender
BEST	Legal Advice on Mobile Data Network Project	Blake Dawson Waldron	04/02/98	\$285,000	N/A	\$72,420	\$94,348	Panel Contract
BEST	Consulting Assistance re the MAS Royal Commission	Standezy Solutions Pty Ltd	07/09/00	\$241,271	28/02/01	\$241,271	\$0	Selective tender
BEST	Systems Integration	Internet Data Management (formerly Noojee Software)	24/08/98	\$229,609	N/A	\$0	\$199,946	Public Tender
BEST	Provision of Probity Services – MDN	Ernst & Young	01/02/99	\$220,050	N/A	\$99,449	\$58,861	Selective Tender
VCCP	Victorian County Court Project – Design & Construction Consultant	John Wertheimer & Co	10/07/00	\$216,000	N/A	\$132,436	\$83,564	Selective Tender
BEST	CAD End of Contract Industrial Relations Advice	Change Management Systems Pty Ltd	26/02/01	\$192,000	N/A	\$119,576	\$72,424	Selective Tender
Corporate Services – HRM	Construction of a Robust Leadership Assessment Centre	Saville & Holdsworth Aust P/L	01/01/00	\$377,310	07/03/01	\$303,415	\$0	Public Tender

# APPENDIX F: FREEDOM OF INFORMATION

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## **Freedom of Information Act 1982**

### ***What is the main aim of the FOI Act?***

*Victoria's Freedom of Information Act 1982* (FOI Act), gives members of the public the right to apply for access to information held by Ministers, State government departments, local councils, public hospitals, most semi-government agencies and statutory authorities.

### ***What documentation does the FOI Act cover?***

The FOI Act allows people to apply for access to all documents held by an agency, irrespective of how the documentation is stored. This includes, but is not limited to, paper and electronic documents.

The two main categories of information normally requested under the FOI Act include personal documents and documents relating to the activities of government.

The Department of Justice maintains an extensive filing system. Files are separated into the categories of personal or case files, operational and policy files (including files on legislation or particular aspects of legislation administered by the respective Ministers), files on general operational and administrative responsibilities, and correspondence files. Assistance in determining the categories of documents relevant to a request can be provided by the FOI Manager.

It should be noted that certain documents are destroyed or transferred to the Public Records Office in accordance with the *Public Records Act 1973*.

### ***Are documents requested under FOI automatically released?***

In assessing whether it is suitable to release documents, the FOI Manager will consider whether any material requested is exempt from release under the FOI Act.

The FOI Act outlines general categories of information which are exempt. This includes information relating to the personal affairs of third parties, information provided in confidence, information which if released may endanger the lives or physical safety of individuals, cabinet documents, commercial-in-confidence information, internal working documents whose release would be contrary to the public interest, and so on.

### ***Who are the decision makers under the FOI Act?***

Decisions are made under the FOI Act by the Secretary of the Department, or in line with arrangements made by the Secretary as required under sections 26 and 51 of the FOI Act.

Decision-making powers and other powers affecting members of the public, are found in the legislation administered by the Justice Portfolio Ministers. Acts administered by the Justice Portfolio Ministers are listed in the appendices. Reference can be made to the above Acts via Parliament's website at [www.parliament.vic.gov.au](http://www.parliament.vic.gov.au). Acts are found in the legislation section on the site.

### ***How does an individual lodge a FOI request?***

A request must be made in writing and should be addressed to:

FOI Manager  
Department of Justice  
55 St Andrews Place  
Melbourne 3002  
Telephone: (03) 9651 0520

All FOI requests are subject to a \$20 application fee. This fee may be waived in cases where payment would cause an applicant financial hardship. Where an applicant seeks a waiver of this fee, the request should indicate the grounds on which a waiver is being sought (for example, low income, or holder of Commonwealth Health Care Card). Access charges may also apply once documents have been processed and a decision on access made; for example, 20c per A4 page photocopying charge and a \$20 per hour search and retrieval charge. It should be noted that, under certain circumstances, these charges might also be waived.

A FOI request must also be specific enough to allow an agency to identify documents considered relevant to a request. Where the terms of a request are vague, assistance will be provided to applicants to help determine the type of documentation being sought.

### ***Where can the general public find out more about FOI?***

To provide more assistance to FOI applicants, the Department of Justice has provided general information about making FOI requests on the Department of Justice website. The FOI annual reports, from 1998–99

# APPENDIX F: FREEDOM OF INFORMATION

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## CONTINUED

onwards, are also available on the Department's website, located at [www.justice.vic.gov.au](http://www.justice.vic.gov.au). Please look under the 'About the Department' section, then select Freedom of Information.

Information on FOI and information prepared in accordance with section 7 and Part II of the FOI Act are also available from the FOI Manager (telephone 9651 0520).

### *Where can the general public access information about specific areas of responsibility of the Department?*

The Department of Justice website located at [www.justice.vic.gov.au](http://www.justice.vic.gov.au), provides information about all areas of the Department, including Legal Policy and Court Services, Corrections, Births Deaths and Marriages, Consumer and Business Affairs Victoria, Police and Emergency Services, Enforcement Management and Freedom of Information.

The Resource Centre in the Office of the Correctional Services Commissioner, on Level 6 at 452 Flinders Street Melbourne, also maintains a comprehensive collection of publications and other materials about adult corrections and related areas.

Information relating to consumer rights and the services offered by Consumer and Business Affairs is available at the public counter on Level 2 at 452 Flinders Street Melbourne.

Members of the general public can also write directly to the Department seeking information on any aspect of its operations. The correspondence can be addressed to either the Secretary of the Department or the director of the relevant business unit. Guidance on the relevant business unit can be taken from the Department's organisation chart contained in the appendices of this report.

# APPENDIX G: ADDITIONAL INFORMATION

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The following information, where it relates to the Department of Justice and is relevant to the financial year 2000–01, is available to the Minister, Members of Parliament and the public on request (telephone (03) 9651 0308):

- a statement that declarations of pecuniary interests have been duly completed by all relevant officers;
- details of shares held by a senior officer as nominee, or held beneficial in a statutory authority or subsidiary;
- details of publications produced by the entity about the entity and the places where the publication can be obtained;
- details of changes in prices, fees, charges, rates and levies charged by the entity;
- details of any major external reviews carried out on the entity;
- details of major research and development activities undertaken by the entity;
- details of overseas visits undertaken, including a summary of the objectives and outcomes of each visit;
- details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and the services it provides;
- details of assessment and measures undertaken to improve the occupational health and safety of employees;
- a general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes; and
- a list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved.

## APPENDIX H: ACRONYMS LIST

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<b>BDM</b>	Registry of Births Deaths and Marriages	<b>MAS</b>	Melbourne Ambulance Service
<b>BEST</b>	Bureau of Emergency Services Telecommunications	<b>OCSC</b>	Office of the Correctional Services Commissioner
<b>CBAV</b>	Consumer and Business Affairs	<b>OESC</b>	Office of the Emergency Services Commissioner
<b>CCS</b>	Community Correctional Services	<b>OLS</b>	Online Services
<b>CFA</b>	Country Fire Authority	<b>OPA</b>	Office of the Public Advocate
<b>CORE</b>	The Public Correctional Enterprise	<b>OPP</b>	Office of Public Prosecutions
<b>CPV</b>	Crime Prevention Victoria	<b>PID</b>	Portfolio Infrastructure Development
<b>DEET</b>	Department of Education, Employment and Training	<b>SOAS</b>	Strategic Operations and Analysis
<b>DHS</b>	Department of Human Services	<b>VCAT</b>	Victorian Civil and Administrative Tribunal
<b>DNRE</b>	Department of Natural Resources and Environment	<b>VCCAV</b>	Victorian Community Council Against Violence
<b>DOI</b>	Department of Infrastructure	<b>VCCP</b>	Victorian County Court Project
<b>DOJ</b>	Department of Justice	<b>VGRS</b>	Victorian Government Reporting Service
<b>DPC</b>	Department of Premier and Cabinet	<b>VGSO</b>	Victorian Government Solicitors Office
<b>DPP</b>	Director of Public Prosecutions	<b>VICPOL</b>	Victoria Police
<b>DTF</b>	Department of Treasury and Finance	<b>VICSES</b>	Victoria State Emergency Service
<b>EMU</b>	Enforcement Management Unit	<b>VIFM</b>	Victorian Institute of Forensic Medicine
<b>EOC</b>	Equal Opportunity Commission	<b>VLA</b>	Victorian Legal Aid
<b>MFESB</b>	Metropolitan Fire and Emergency Services Board	<b>VRAS</b>	Victims Referral and Assistance Service