

# ArchivesACT Research Guide

## ACT ADMINISTRATION

### OVERVIEW OF COMMITTEES

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ACT ADMINISTRATION CO-ORDINATION COMMITTEE (ACTACC)

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## MEMBERSHIP

Bill Harris (chair)	Central Office	46 2000
John Bissett	ACTHA	45 4439
Malcolm Latham	NCDC	46 8220
Paul McGrath	ACTEA	48 3300
Eric Willmott	ACTSA	46 9232
Norm Fisher	Central Office	46 3193
Fulton Muir	Canberra Development Board	75 8567
John Turner	Central Office	46 2220
Paul Rayner (Secretary)	Central Office	46 2884
<i>Keith Lyon</i>	<i>Central Office</i>	<i>46 2049</i>

Membership is restricted to principals only

## FREQUENCY OF MEETINGS

Meetings held every Friday at 8.30 am 9th Floor Conference Room Electricity House, unless otherwise directed.

## COMMITTEE SERVICING

The Assistant Secretary Planning and Coordination branch attends and records the minutes.

Minutes of each meeting to be cleared by Associate Secretary, who will also nominate agenda items other than those referred to in previous minutes.

Circulate agenda, minutes and any relevant briefing papers to Members on Thursday preceeding each meeting.

As a courtesy ring each Member prior to each meeting on Thursday am to remind, and advise Associate Secretary's Office of any apologies.

## NOTE:

The Principal of CCAE may be invited to special events such as weekend retreats - check with Tessa Scrine Executive Assistant to the Associate Secretary on telephone number 46 2001.

The Present Principal is Dr W D L (David) Ride.

From 1 January 1988 the Principal CCAE will be Dr Roger D Scott.

Contact telephone number: 52 2000.

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**NAME OF COMMITTEE:** SENIOR MANAGEMENT COMMITTEE

**FUNCTIONS:** Considers critical issues and policy, facilitates the exchange of information at senior levels and monitors reports on finance, staffing, ministerial correspondence, ombudsman inquiries, audit inquiries and other crucial indicators.

**MEMBERSHIP:** Associate Secretary (Chairman); Deputy Secretary ACT Operations; Deputy Secretary Coordination; Interim Director ACT Institute of TAFE; ACT Fire Commissioner; all Division Heads. Executive Assistant to Associate Secretary also attends as observer. Other officers attend as required.

**FREQUENCY OF MEETINGS:** 9.30 am every second Monday (9th floor Conference Room Electricity House) - schedule below

**SECRETARIAT SERVICES:** provided by Planning and Coordination Branch

## **PAPERS FOR MEETINGS:**

- . Agenda prepared by P&C Branch in the light of matters raised at previous SMC and/or proposed by members.
- . All papers to be received by P&C on Tuesday pm preceeding meeting, for distribution Wednesday am
  - Divisions provide 25 copies of each paper
- . Papers for Associate Secretary, Deputy Secretaries and Interim Director, ACT Institute of TAFE are tabbed and placed in folders
- . P&C updates Action Control Register and Submissions to Inquiries and NCDC Policy and Implementation Plans
- . Minutes cleared by FAS R&C, both Dep Secs and Associate Secretary.
- . Minutes circulated to all Branch Heads and nominated Directors
- . Debrief AS (P&C) after each meeting

**OTHER:** Morning tea required; schedule of regular papers attached.

## **SCHEDULE OF REMAINING SMC MEETINGS FOR 1987**

No 22: Monday 9 November 1987

No 23: Monday 23 November 1987

No 24: Monday 7 December 1987

No 25: Monday 21 December 1987

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## SENIOR MANAGEMENT COMMITTEE

### PAPERS FOR MEETINGS

- . Papers for Each Meeting
  - Action Control Register (SMC Secretary) (WP REF BT/SMC Action)
  - Parliamentary Questions (Janet Irons 2137)
  - Cabinet Submissions (Janet Irons 2137)
  - Ministerial Correspondence Report (Fay Brown 3084)
  
- . Papers for every 2nd Meeting
  - Above plus
  - Ombudsman Enquiries (Wayne Bellew 67 2305)
  - Legislative Program (Chris Gallagher 2786)
  - Expenditure/Revenue Report (Valerie Schneider 3188)
  - Submissions to External Inquiries (P&C) (WP Ref - BT/SMC Inquiries
  - NCDC Policy & Implementation Plans (P&C)
  - Audit Responses and Financial Statements (John Wynants 84 8821)
  
- . Other
  - ACT Economic Report (quarterly - Bob Cheshire)
  - Staffing Reports (quarterly - Phil Harris 2104)

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## NATIONAL CAPITAL PLANNING COMMITTEE

### MEMBERSHIP

The National Capital Development Commission Act prescribes the composition of this Committee.

Section 25(i) "There shall be a National Capital Planning Committee to advise the Commission as to the planning, development and construction of the City of Canberra.

(2) the Committee shall consist of -

(a) the Commissioner;

(b) two architects, who may be selected from a list of architects submitted to the Minister by the Royal Australian Institute of Architects;

(c) two engineers, who may be selected from a list of engineers, Australia;

(d) two town planners, who may be selected from a list of town planners submitted to the Minister by The Town Planning Institute of Australia; and

(e) two other persons with special knowledge and experienced in artistic or cultural matters.

(3) The Commissioner shall be the chairman of the Committee.

(4) the members of the Committee other than the chairman shall be appointed by the Governor-general and shall hold office, subject to good behaviour, for a period of three years, but a retiring member is eligible for re-appointment."

### Present Members:

Chairperson	Mr M M B Latham
Members	Mr J H Andrews Mr B H McNeill Mr J W Lindsay Ms J D' Rozario Mr M R Hardman Professor J Marceau Ms A Pentelow Mr N R Tieck

The Associate Secretary, ACT Administration also attends ex officio.

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## TERMS OF REFERENCE

From Section 25(i) of the National Capital Development Commission Act, the purpose of the National Capital Planning Committee is

"to advise the Commission as to the planning, development and construction of the City of Canberra."

## COMMITTEE SERVICING

The briefing package is prepared by NCDC.

### NCDC Contact Officers are:

- (i) Libby Plumley Secretary to the Commissioner on telephone No 46 8220
- (ii) Alan Phillips Secretary and Manager. His Secretary is Janice Page on 46 8242

Two sets of the briefing packages are delivered by NCDC to the Associate Secretary's Office about one week before the next meeting.

Co-ordination of Central Office in-house briefings is provided by Planning and Co-ordination Branch.

### Planning and Coordination branch contact officers are:

Nigel Patterson Director Projects Section on 46 2764.

Kerry Croydon Project officer on 46 2547.

As soon as possible after delivering of the briefing packages by NCDC to the Associate Secretary's Office, Planning and Coordination Branch obtains one set, peruses the papers which address the Agenda items and forwards to each Division Head copies of the Agenda, Minutes of previous meeting and relevant briefing papers together with a covering Minute which requests by a certain deadline in-house briefings on those matters relevant to each particular Division.

Central Office briefings are then incorporated into the briefing package (photocopied on white paper to distinguish them easily from the coloured paper which NCDC uses; and placed in the briefing folder facing inwards).

The total briefing package is then forwarded with a covering Minute to the Associate Secretary two days before the Meeting commences.

## FREQUENCY OF MEETINGS

These meetings are held approximately every two months. NCDC distributes a schedule of meeting dates early in each year.

Dates for remaining meetings in 1987 are:

22 - 23 October 1987

3 - 4 December 1987

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## **CENTRAL OFFICE/NCDC LIAISON COMMITTEE**

### **MEMBERSHIP**

#### **ACT ADMINISTRATION CENTRAL OFFICE:**

Mr John Turner Deputy Secretary (Operations)  
Mr Keith Lyon Deputy Secretary (Coordination)  
Mr Paul Rayner Assistant Secretary (Planning & Coordination)

#### **NCDC**

Ms Jill Lang Associate Commissioner  
Mr Barry Browning Associate Commissioner  
Mr Alan Phillips Secretary and Manager

### **FREQUENCY OF MEETINGS**

This Committee meets every 4 to 6 weeks usually on Thursdays at 2.30 pm.

The next meeting is scheduled for 17 November 1987, when the host organisation will be Central office (see later under Committee Servicing).

### **TERMS OF REFERENCE**

To facilitate coordination and integration of planning, development and management throughout the ACT by high level liaison between senior officers of Central Office and the Commission:

- to overview and provide direction on coordinated policy; and
- to resolve any disagreements between the two organisations on such matters.

### **COMMITTEE SERVICING**

Responsibility for servicing this committee is shared alternately by the two organisations. Thus where a meeting is hosted by NCDC, the following meeting will be hosted by Central Office.

### **VENUE**

When NCDC hosts a meeting: 7th Floor Board Room of the NCDC Building.

When Central Office hosts a meeting: 9th Floor Conference Room in Electricity House.

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For meetings hosted by Central Office, arrange tea and coffee - by phoning Office Services on 46 2281.

The following **Committee servicing procedures** have been agreed to by both organisations:

1. Approved agenda items to be exchanged at least one week before the meeting
  - a short paragraph or notes outlining the background to the item should be included if the issue is complex or new.
2. Confirmation to be exchanged that agenda items are acceptable to all members.
3. Late agenda items should be raised as "Other Business" at the meeting's end, with prior notice provided.
4. Draft Minutes of the meeting to be forwarded by the host to attendees
  - date of the next meeting to be included in draft minutes.
  - 'actions arising register' (single separate sheet) to be attached to minutes, indicating the item/issue, responsible member, time frame for action, and any comments on necessary follow-up work.
5. Draft Minutes to be amended/cleared and returned to host for finalisation and circulation.
  - any remaining uncertainties to be clarified at the next meeting.

**Therefore, when Central Office hosts and services a meeting, the following procedures are required:**

1. Circulate a minute calling for new agenda items from the Deputy Secretaries and Division Heads at least 10 days before the meeting.
2. Clear agenda items with the Deputy Secretaries.
3. Approved agenda items to be exchanged with NCDC at least one week before the meeting
  - a short paragraph or notes outlining the background to the item should be included if the issue is complex or new.
4. Clear the NCDC's suggested items with the Deputy Secretaries. Confirm with the Commission that the final agenda is acceptable.



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5. Late agenda items should be raised as 'Other Business' at the meeting's end, with as much notice as possible provided to members.
6. Circulate the final agenda to Division Heads. Request briefing notes on items under their control, and an update on the action register from the previous meeting. Briefing notes should be submitted by COB Monday prior to the Thursday meeting.
7. There are special binding folders for briefing notes. (You may need to obtain these from the Personal Secretaries). Briefing notes should be ready by Tuesday afternoon or Wednesday morning.
8. Draft Minutes of the meeting to be forwarded by host to members:
  - date of the next meeting to be included in draft Minutes
  - 'actions arising register' (single separate sheet) to be attached to minutes, indicating the item/issue, responsible member, time frame for action, and any comments on necessary follow-up work.
9. Draft minutes and action register to be amended/cleared by non-hosting party. Final copy to be circulated by host to all members of Committee.
10. Circulate final minutes to Division Heads (plus drop copies to Branch/Section Heads as appropriate), highlighting any necessary action.

## Contact Officers:

At Central Office: Paul Rayner on phone no 46 2884  
Nigel Patterson on 46 2764

At NCDC: Alan Phillips, Secretary and Manager  
Steno-Secretary is Janice Page on 46 8242

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## CANBERRA DEVELOPMENT BOARD (CDB)

### Membership

Mr J R (Fulton)	MUIR (CHAIRMAN)
Mr R D (Dale)	GODKIN
Mr D R (Roger)	GORMAN
Alderman D M (David)	MADEW
Mr R J (Ron)	MURRAY
Mr P W (Peter)	O'CONNOR
Mr G R W (George)	SNOW
Mr J (John)	HINDMARSH
Ms F (Frances)	KAU
Professor I (Ian)	ROSS
Mr M M B (Malcolm)	LATHAM
Ambassador	MARCUS CORTES (OBSERVER)
Mr W (Bill)	HARRIS

### FREQUENCY OF MEETINGS

Proposed dates for remainder of 1987 meetings:

Monday 9 November	Sixth meeting
Tuesday 15 December	Seventh meeting

### VENUE:

Meetings are usually held at 9.30 am, Level 5 ACT Administration Centre.

### TERMS OF REFERENCE

The purpose of the Board is to advise the Minister for Arts, Sport, the Environment, Tourism and Territories on ways to achieve the Commonwealth Government's aims and objectives for the balanced economic and social development of the Australian Capital Territory ("the ACT").

- . In particular, the Board should advise the Minister about policies and programs to:
  - promote Canberra as Australia's national capital and as a fully economically integrated city offering opportunities within the private and public sectors for commercial, industrial and tourist development;
  - encourage the diversification and expansion of the Canberra economy including the creation of employment opportunities in new areas and in the established areas of the building and construction, retailing, high technology and tourism industries;

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- encourage and support the growth and development of existing Canberra businesses;
- promote the Canberra region as a tourist destination and convention centre with particular emphasis on the extended stay segment of the tourist industry;
- coordinate tourism, commercial and industrial development activities in the ACT; and
- recognise the importance of the region for Canberra's development, coordinate efforts with the region and adopt a regional focus in promotional activities.

. The board may also advise the Minister about;

- the formulation of the Territory's budget on issues affecting ACT development; and
- the management and implementation of programs and policies recommended by the Board.

## **COMMITTEE SERVICING**

The briefing package is prepared by staff of the Canberra Development Board Secretariat.

### **The contact Officers are :**

Stephen Hunter telephone number 758101  
Wendy Shephard telephone number 758567

The briefing package is delivered to Planning and Coordination Branch, Resources and Coordination Division around the previous Thursday before the meeting the following Tuesday.

Planning and Coordination Branch then forwards a copy of the Agenda and Minutes of the previous meeting to the Associate Secretary, peruses papers in the briefing package which address the Agenda items, and forwards relevant papers to each Division Head concerned with each particular Agenda Item together with a request for an in-house briefing on that issue.

Central office briefings are then incorporated into the briefing package (photocopied on coloured paper and placed in the briefing folder facing inwards).

The total briefing package is then forwarded to the Associate Secretary by lunchtime of the Monday preceding the Tuesday meeting.

Planning and Coordination Branch has responsibility for coordinating the in-house briefings, and preparing a covering Minute for the Associate Secretary.

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Two copies of that Minute, Agenda and Minutes of previous meeting ; together with the in-house briefings are prepared and forwarded to the Deputy Secretaries for their information.

**The Contact Officer** in Planning and Coordination Branch is Nigel Patterson on telephone number 46 2764.

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## ACT ADMINISTRATION INDUSTRY CONSULTATIVE COMMITTEE (AAICC)

(Conjoining of former ACT Administration Industry Liaison Committee and NCDC Consultative Committee on Development)

### MEMBERSHIP

Industry Liaison committee		NCDC Consultative Committee	
Representative	organisation	Representative	Organisation
Bill Harris (Chairman)	Associate Secretary ACTA	Bill Harris	Associate Secretary ACTA
Keith Lyon	Dep Sec Coordination ACTA		
John Turner	Dep Sec Coordination ACTA		
Ray Gallagher	FAS Development	Malcolm Latham (Chairman)	NCDC Commissioner
Barry Browning	NCDC	Geoff Campbell	NCDC
Peter Loveday	NCDC	Jill Lang	NCDC
		John Meyer (Secretary)	NCDC
Bob Winnel	MBA	Bob Winnel	MBA
Mike Milne	MBA	Mike Milne	MBA
		Bill Rowell	CC of C
John Notaras	CC of C	John Notaras	CC of C
		Geoff Butterworth	BOMA
George Snow	BOMA	George Snow	BOMA
Mike Crowe	HIA	Mike Crowe	HIA
Peter Robinson	HIA	Peter Robinson	HIA
		Brian Worth	CARD
		John Hindmarsh	CARD
Ossie Kleinig	CARD		
Rainer Frisch	REI (ACT)	Rainer Frisch	REI (ACT)
		Graham Werrell	REI (ACT)
Frank Clark	Australian Institute of Valuers		
David Bastian	Canberra Permanent BS Confederation of ACT Industry		
Bill Rowe	ACTEA		
Paul McGrath	Canberra Development Board		
Fultow Muir			

+ hand by representative

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## AAICC PROPOSED TERMS OF REFERENCE

The purpose of the Committee is to:

- . provide a forum for discussion on the future direction of the ACT and its impact on industry, including focussing on specific planning and development issues of concern to the Private Sector
- . seek input from the Private Sector on the development of planning policies
- . seek Private Sector support/comments on new initiatives and major projects.

## FREQUENCY OF MEETINGS

The ACT Administratrion Industry Liasion Committee (ACTAICC) met quarterly

- last meeting was on Wed 19 August 1987
- next meeting set for Wed 18 November 1987

NCDC consultative Committee on development met every 2 months.

- last meeting was on Thurs 20 August 1987
- no date set for future meeting

## COMMITTEE SERVICING

ACTAICC: Planning and Coordination Branch had carriage, recorded Minutes, distributed documents etc.

NCDC Consultative Committee: NCDC had carriage  
- Secretary John Meyer (NCDC)  
Tel No. 468561

ACTA Planning and Coordination  
Branch obtained in-house briefings