



Archives ACT Finding Aid

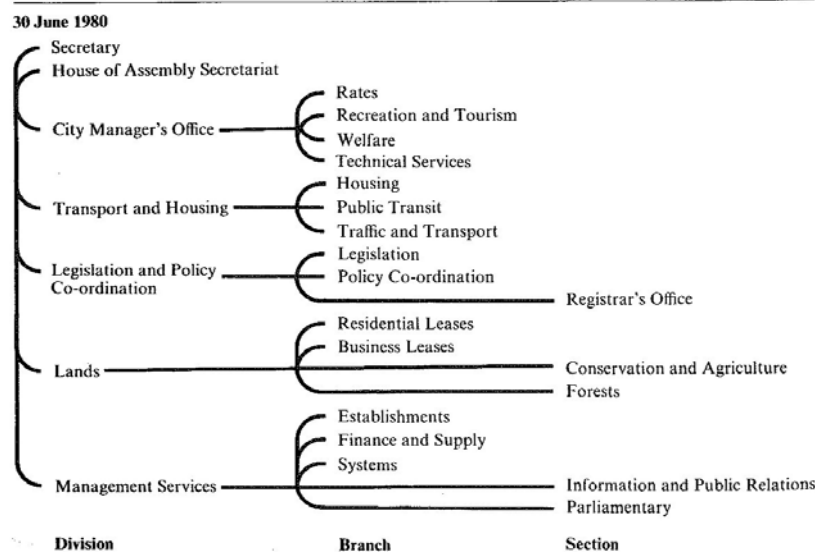
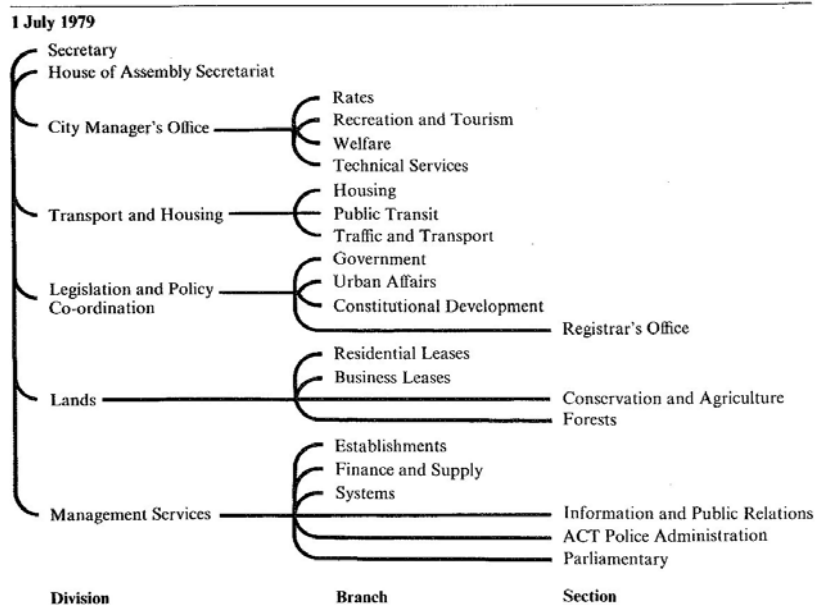
The Administration & Management of the ACT – 1981-82

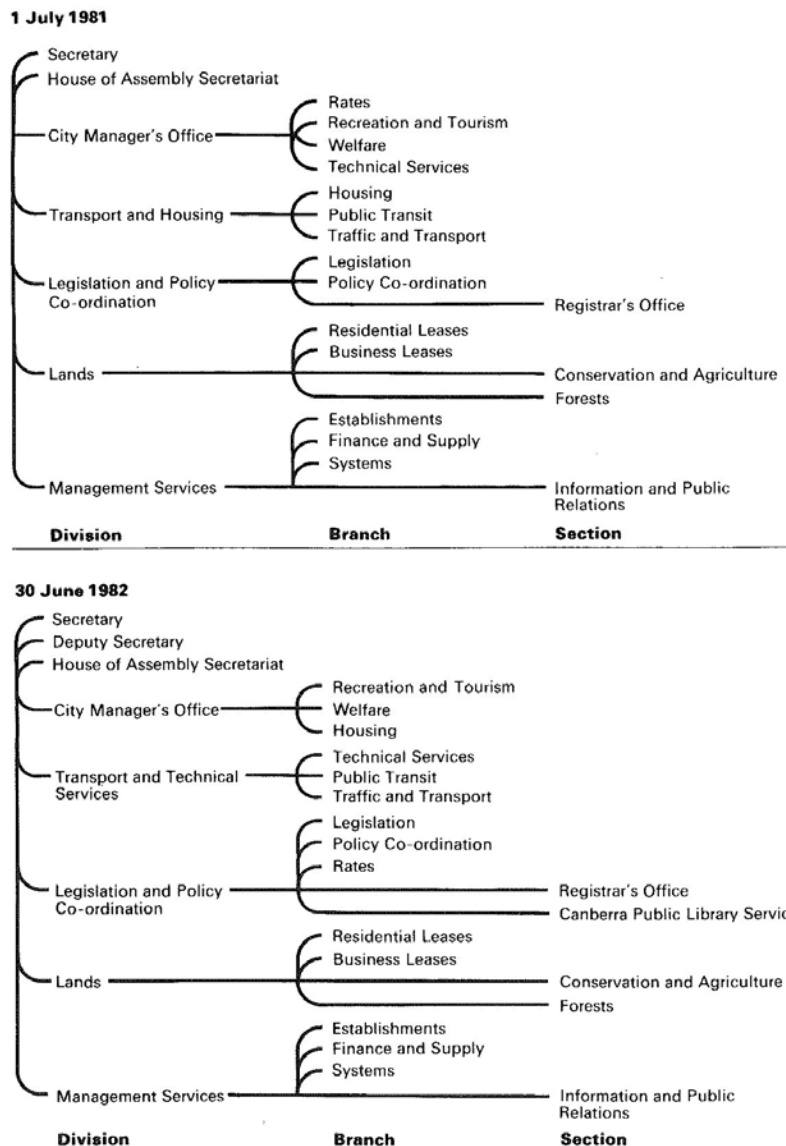
Introduction

This document explains the functions and responsibilities for the Department of the Capital Territory in 1981-1982. Because of the fluidity of departmental structures, this document relates to the organisational structure sometime between the 1st of July 1981 and the 30th of June 1982.

The following organisational structures from the Department of Capital Territory Annual Reports 1979-80 and 1981-82 illustrate these changes:

Organisational structure of the Department of the Capital Territory





The following document lists 'Rates' and 'Housing' under the City Manager's Office while 'Technical Services' is under Transport and Housing Division. Comparing this structure to the charts above dates the document to sometime between the 1st of July 1981 and the 30th of June 1982 during a transitional period.

- 1) Department of the Capital Territory Annual Report 1979-80, AGPS, Canberra, 1980
- 2) Department of the Capital Territory Annual Report 1981-82, AGPS, Canberra, 1982, ISSN: 03130924



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The Administration and Management of the
Australian Capital Territory

The Department of the Capital Territory is responsible to the Federal Government for the general administration of the Australian Capital Territory and the Jervis Bay Territory.

Canberra's special status as the national capital located in an area controlled by the Commonwealth but surrounded by the State of New South Wales, and the fact that it is a city of more than 230,000 people require that the Department provides the management and wide range of services usually performed elsewhere in Australia by State and municipal authorities. The Department deals with the day-to-day needs of the people it serves and works in close co-operation with other government departments having specific responsibilities in fields such as health, education and law enforcement. These departments are listed on the back page of this publication.

A locally elected body, the ACT House of Assembly, is responsible for advising the Minister for the Capital Territory on any matters affecting the Territory, including the making of new Ordinances or the repeal of existing legislation. The Assembly has eighteen members elected from the two ACT electorates of Canberra and Fraser.

A previous advisory body, the ACT Advisory Council, was replaced in 1974 by the ACT Legislative Assembly as a major step towards self-government for the ACT. However, at a referendum in 1978 the people of Canberra rejected proposals for self-government and the present advisory body, the ACT House of Assembly was established.

A number of boards and committees, set up either by legislation for specific purposes or established by ministerial decision, operate outside the Department and report directly to the Minister for the Capital Territory.

The Department is divided into the following five Divisions:

- City Manager's Office
- Legislation and Policy Co-ordination
- Transport and Technical Services
- Lands
- Management Services

CITY MANAGER'S OFFICE

The City Manager's Office has four Branches - Rates, Housing Branch, Recreation and Tourism, and Welfare.

Rates Branch administers general, water and sewerage rates legislation and the valuation of land for rating purposes. It collects and accounts for rates moneys payable to the Department. It provides administrative support to the ACT Gaming and Liquor Authority and is responsible for the implementation of policies relating to liquor, racing, betting and lotteries. The Commercial Practices Section, attached to this Branch, is concerned with consumer protection and the control of rents. It also provides a 'small business' advisory service.

Housing Branch manages and lets government-owned houses and flats to eligible applicants subject to an income-barrier test; arranges for the sale of government-owned houses to tenants; and administers a government housing loan scheme to assist eligible applicants gain home ownership, this is also subject to a means test. The Branch reviews existing and formulates new government housing assistance policies for the ACT through monitoring and researching changes in community needs and developments elsewhere.

Recreation and Tourism Branch is responsible for the development and administration of tourism and community recreation needs in the ACT. It manages public parks, gardens, sportsgrounds, the National Botanic Gardens, recreation areas community centres and facilities such as swimming pools, Lake Burley Griffin and Lake Ginninderra, tennis courts, the Erindale Centre, Lanyon Homestead, the Nolan Gallery and Birrigai (a recreation and outdoor education centre). The Branch is also responsible for assistance to the arts, sport, general community groups and heritage organisations. Through the ACT Government Tourist Bureau it promotes tourism to the ACT and provides a wide range of tourist services.

Welfare Branch provides a range of social welfare services in the ACT and Jervis Bay including an adoption service; child and family casework and counselling; arrangements for residential care of children; juvenile and adult probation, parole services and court reports; school attendance work; licensing of day care facilities, advice on early childhood services and conduct of Departmental occasional care centres; and provision of benefits to persons in need. A special unit within this Branch provides International Year secretariat services.

LEGISLATION AND POLICY CO-ORDINATION DIVISION

Legislation Branch is responsible for the preparation and review of legislation relating to activities performed by the Department, undertakes law reform studies for the ACT, and co-ordinates departmental involvement in administrative law.

Policy Co-ordination Branch examines the administrative, economic and social implications of development and growth in the ACT and Jervis Bay and initiates and co-ordinates associated departmental planning and policy formulation. It is responsible for the co-ordination of departmental analysis of ACT planning proposals, the formulation of financial policy for the ACT (including the nature and level of rates and taxes) and liaises with other departments and authorities. It administers relevant legislation, watches over the marketing of various goods and services and regulates the activities of co-operatives and agents. Other responsibilities include research into and investigation of policy involving future forms of government and administration which may be adopted in the ACT and co-ordination of departmental policies on issues before the ACT House of Assembly.

The Registrar's Office is responsible for the registration of all land title documents, births, deaths, marriages, and adoptions.

The Division also provides administrative support to the Canberra Development Board, the Canberra Showground Trust and the ACT Milk Authority.

TRANSPORT AND HOUSING DIVISION

Public Transit Branch is responsible for the operation and maintenance of ACTION, the Canberra bus service. It also provides vehicles for hire to other departments and operates a truck fleet.

Traffic and Transport Branch plans transport development and management and formulates policy on traffic matters. It is responsible for the adequacy of access to the ACT by all modes of transport. Through the Motor Vehicle Registry it registers motor vehicles, licenses drivers, controls parking, and licenses taxis and hire cars.

Technical Services Branch responsibilities include sanitation and waste disposal services, licensing of builders, approval of plans and specifications for proposed buildings, and inspection during construction to ensure compliance with the Building Ordinance. It will also administer environment protection legislation following its introduction, and those pollution control measures not related to vehicle emissions. It provides community services and social controls concerning cemeteries, hawkers, private sector worker's compensation, fuel, dog control, access to public places, and industrial safety. The ACT Emergency Service Section within this Branch organises and trains voluntary teams to combat natural disasters.

LANDS DIVISION

This Division is responsible for formulating land policies and administering and managing land in the ACT and the Jervis Bay Territory. Land in the Territories may be held under lease but sale of the freehold is not permitted.

The marketing and management of land leased to individuals and organisations for residential, business, community and rural purposes is carried out by the Business Leases and Residential Leases Branches. These Branches also co-ordinate and implement policy decisions in respect of reserves, parks, dams, water catchments and extractive industries.

The Conservation and Agriculture Section manages nature reserves and other rural reserves, develops and applies policies and programs designed to ensure the conservation of native flora and fauna, controls soil erosion, provides agricultural services and conducts fish management and fresh water biology and pollution studies in lakes and streams.

Forests Section manages exotic coniferous plantations as a business undertaking and also manages indigenous hardwood forests in the ACT and Jervis Bay. The Section also manages the Cotter Catchment and recreation reserves and areas associated with forests.

MANAGEMENT SERVICES DIVISION

Establishments Branch provides a range of manpower planning, review, consultancy, accommodation, personnel, office and information services and is responsible for the day-to-day administration and co-ordination of activities relating to the Jervis Bay Territory.

Finance and Supply Branch is responsible for all financial, accounting and budgetary functions of the Department including salaries and wages and internal audit, the provision of stores, and the arrangement of contracts.

Systems Branch develops and maintains both computer and non-computer based systems throughout the Department and investigates and provides ADP processing facilities and services.

The Division also includes the Information and Public Relations Section which provides an information service to both the Department and the people of Canberra.

The following statutory authorities, boards and committees provide advice or services of public interest.

Authorities constituted by statute or Ordinance

- . ACT Architects Board
- . ACT Electricity Authority
- . ACT Fire Brigade
- . ACT Gaming and Liquor Authority
- . ACT House of Assembly
- . ACT Milk Authority
- . ACT Surveyors Board
- . Agents Board of the ACT
- . Building Review Committee
- . Building Standards Committee
- . Bush Fire Council
- . Canberra Commercial Development Authority
- . Canberra National Memorials Committee
- . Canberra Retail Markets Trust
- . Canberra Showground Trust
- . Canberra Theatre Trust
- . Consumer Affairs Council
- . Design and Siting Review Committee
- . Fair Rents Board
- . Land Commissioner
- . National Capital Development Commission
- . National Capital Planning Committee
- . Nominal Defendant
- . Nominal Insurer
- . Parliament House Construction Authority
- . Trustees of the Canberra Public Cemeteries
- . Valuation Review Board

Non-statutory authorities, boards and committees

- . ACT Advisory Committee for the International Year of Disabled Persons
- . ACT Advisory Committee on the Arts
- . ACT Childrens Advisory Committee
- . ACT Heritage Committee
- . ACT Sports and Fitness Committee
- . ACT Third Party Insurance Premiums Advisory Committee
- . Canberra Development Board
- . Capital/Equipment Grant Advisory Committee
- . Emergency Housing Committee
- . Erindale Centre Management Committee
- . Lanyon Restoration and Acquisitions Committee
- . Road Safety Council of the ACT Inc
- . Traffic Co-ordination Committee

The functions of most of the statutory and non-statutory authorities, boards and committees are self explanatory and many of them have public membership. The Department provides routine secretariat servicing, research services and departmental policy advice to most of these bodies which are integral to the management of the ACT.

Government departments whose responsibilities include the listed matters which relate solely to the ACT are:

Department of Education

Responsible for children in the ACT and for the following authorities: ACT Schools Authority, ACT Education Planning Committee, Australian National University Council, Canberra College of Advanced Education Council, ACT Apprenticeship Board, Bruce TAFE College Council, Canberra TAFE College Council, Canberra School of Art Council, Canberra School of Music Council, Canberra Technical College Council and Canberra Technical College Forward Planning Committee.

Department of Transport

Responsible for railway and airport infrastructures in the ACT.

Treasury Department

Responsible for taxation and stamp duties, and supervision of insurance in the ACT.

Department of Social Security

Responsible for aspects of social security and welfare programs in the ACT.

Department of Finance

Oversees departmental estimates, revenue and expenditure; and payment of salaries and accounts.

Attorney-General's Department

Responsible for the administration of law and justice; provision of legal advice to departments and instrumentalities; legal drafting; censorship; legal aid; deceased estates and criminology.

Department of Health

Responsible for the ACT public health services; hospitals; and registration of dental practitioners, medical practitioners, optometrists, veterinary surgeons, nurses and pharmacists. Also responsible for the following: Capital Territory Health Commission, Dental Board, Medical Board, Nurses Board, Optometrists Board, Pharmacy Board, Veterinary Surgeons and Hydatids Control Board.

Department of Administrative Services

Responsible for the management of ACT government offices and the enforcement of ACT laws through the Australian Federal Police.

Department of Business and Consumer Affairs

Responsible for the incorporation of companies and associations and registration of foreign companies, business names, money lenders and bills of sale.

Department of Home Affairs and Environment

Responsible for the Australian War Memorial, the National Gallery and the National Library (including the Canberra Public Library Service).

Department of Housing and Construction

Responsible for the planning, construction, operation and maintenance of certain municipal and Territorial facilities and services (including specific engineering services) for and on behalf of the National Capital Development Commission and the Departments of the Capital Territory, Health, and Education.