

The Organisation of the Vienna City Administration



1. Vienna - a part of the Republic of Austria

The City of Vienna is both the national capital of Austria and one of Austria's federal provinces (Bundesländer). With a total size of 414 square kilometres and a population of about 1.7 million, it is by far the largest municipality in the country, and serves as the seat of many international organisations.

The following overview on the structure of the Republic of Austria, its federal provinces and municipalities is to allow for a complete understanding of the City of Vienna's role and place within the federal state of Austria.

1.1 The legal structure of the Republic of Austria

Austria is a federal state consisting of nine federal provinces. Its constitution is typically republican-democratic and is based on a (moderately) federalist structure.

The **federal state** (in constitutional terms: the superordinate state; in Austria colloquially known as "Bund", i.e. "the federation") is in charge of key tasks such as federal legislation, external and defence policies as well as economic policy.

The Republic is divided into nine **federal provinces**, which are also vested with legislative and executive powers.

The **municipalities** are the smallest units in the state organisation and as such have no legislative powers. However, they are entitled to issue general regulations (ordinances) and in practice perform many of the federal state's administrative tasks. They are independent administrative bodies, i.e. their sphere of competence is defined in and "protected" by the federal constitution. They are not subject to directions from other authorities or institutions in this field, notwithstanding the fact that they are under federal supervision.

1.1.1. Local and regional authorities

The federal authorities, the nine federal provinces and the municipalities are referred to as local or regional authorities. Local and regional authorities are legal entities under public law comprising all members of the population who have a geographic relationship to the given authority's geographic area (e.g. by their place of residence or physical presence in that area).

Regional authorities rely on a number of bodies to fulfil their tasks. Most of these bodies are elected, others (such as the municipal council offices and city administrations) consist of elected bodies, (e.g. political representatives elected for a term of office) as well as nominated or contracted employees.

The bodies representing local and regional authorities are called general representation bodies, ("Allgemeine Vertretungskörper"). Specifically, these bodies are the National Assembly, provincial parliaments, municipal councils and, in Vienna only, the district councils ([click here for further information on district councils in German language](#)).

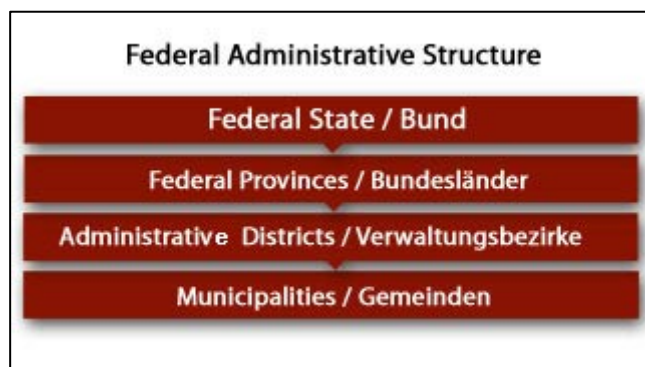
1.1.2. Separation of powers

The Austrian constitution is based on the principle of separation of powers. Administration, jurisdiction and legislation (governed by the National Assembly and Federal Assembly at the federal level; by provincial parliaments at the provincial level) are treated separately at all instances and levels.

- Jurisdiction is considered an exclusively federal matter. Unlike in other federal states, the Austrian federal provinces do not have their own power of jurisdiction.
- The [Independent Administrative Tribunals](#) established in the provinces are not subject to any directions when ruling on administrative offences or in other administrative matters. Nevertheless, they are not considered courts of justice.

- Despite the principle of separation of powers, legislative bodies can assume administrative tasks and have certain participation rights.
- It should also be noted that the "general representation bodies" operating at the municipal level, i.e. the municipal councils, are not considered legislative bodies.

1.2. Organisation of state administration



State administration is effected by the (superordinate) federal state, the (federal) provinces and the municipalities, as well as (in some cases) by other self-governing institutions such as the chambers.

Administrative districts are units established for administrative purposes only; they do not have elected bodies of their own. In chartered cities, district administration tasks are performed by the municipal institutions.

As a rule, state administration is based on two fundamental principles of organisation: monocratic and the collegial organisation.

1.2.1. Monocratic organisation

An individual person is in charge of carrying out tasks, taking the necessary decisions and therefore assuming full responsibility for the effects. This includes the right to give directions to junior members of staff. The monocratic form of organisation is applied in state administration, but also in other socio-economic bodies (e.g. enterprises, businesses etc.)

1.2.2. Collegial organisation

A group of persons is jointly responsible for carrying out tasks and making decisions. This principle is less common. Collegial organisations are generally found at the level of provincial governments, as well as in some court instances ("senates of judges").

1.3. Federal administration

The federal administration is headed by the head of state (the federal president) and by the federal ministers. The head of state is directly elected by the people every six years.

1.3.1 The federal government

The federal government is made up of the federal chancellor, the vice-chancellor and the other federal ministers.

The federal president is free to appoint a federal chancellor of his or her choice, who then submits to the head of state a proposal for the nomination (or dismissal) of the federal ministers and state secretaries. The federal government is subject to parliamentary supervision: if parliament casts a motion of no confidence in individual ministers or the government as a whole, the entire government or the respective minister must be removed from office.

The federal ministers are not subject to any directions from the federal chancellor in their everyday conduct of business.

The federal government performs its tasks as a collegial body. It constitutes a quorum if at least half of its members are present. Although there is no specific legal provision stipulating unanimity, decisions are usually taken unanimously in practice.

1.3.2. State secretaries

State secretaries are nominated or dismissed by the federal president upon the proposal of the federal chancellor. They are not part of the federal government but act as aides to the federal ministers, assisting them in their "everyday conduct of business", and representing them "in parliament as needed." Although they may be assigned specific tasks by the competent minister, they are not a priori responsible for any specific duties.

1.3.3. Federal ministries

The federal ministries act as auxiliary bodies to the respective federal ministers. Their number, tasks and designations are laid down in the Federal Ministries Act. They are governed by the principle of monocratic organisation, which means that the federal ministers decide on and are responsible for the conduct of business in compliance with general regulations.

The federal chancellor is the head of the Federal Chancellery.

1.3.4. Direct federal administration

The term "direct federal administration" means that federal authorities have been established specifically for performing administrative tasks reserved to the federal level. In this field, ultimate decision-making power usually rests with the competent federal minister.

The tasks to be carried out directly by the federal authorities are defined in the Austrian Federal Constitution (BVG, article 102). It should be noted that the provinces and municipalities are practically not involved in matters of direct federal administration.

1.3.5. Indirect federal administration

The principle of indirect federal administration implies that the federal state must delegate all matters not expressly reserved to it to lower levels of administration, i.e. to the provincial governors or their subordinate authorities. If measures and decisions in this field that are taken directly at federal level, they require approval from the federal provinces.

From an organisational point of view this constitutes a classic case of decentralisation. Decentralisation in this context refers to the delegation of tasks, decision-making rights and responsibilities to lower levels in accordance with the relevant legal provisions. In principle, lower-level authorities are free to take their own decisions in compliance with statutory regulations. However, they may be obliged to report to superordinate authorities and to follow directions from these authorities.

As a rule, tasks of indirect federal administration at the lowest level are performed by provincial bodies, i.e. monocratic administrative authorities in charge of individual administrative districts.

In matters of indirect federal administration, the district administrative authorities are subordinate to the provincial governors. As representatives of state administration, the governors have competences at the intermediate level of federal administration. The Offices of Provincial Governments have been established to assist the governors in their duties. These offices are headed by legally trained civil servants with the title "Heads of the Office of the Provincial Government".

1.4. Administrative structure at provincial level

The highest instances for matters of provincial administration are the provincial governments. They are superordinate to the district administrative authorities established in the provinces. At the provincial level the principle of monocratic organisation common to other areas of state administration is relinquished in favour of

the collegial principle, which means that the provincial government generally acts and takes decisions as a collegial body. However, the federal constitution does provide for monocratic forms of organisation at the provincial level under certain circumstances.

Provincial governments are headed by provincial governors, whose position is interesting from an organisational point of view: on the one hand, they are representatives of indirect federal administration and as such are responsible for federal tasks; on the other hand, they are representatives of a province and as members of the provincial government must also assume provincial tasks.

1.5. Organisation of municipal administration

Municipalities are administrative units, local authorities and self-governing institutions. In their own sphere of competence, which is guaranteed by the Federal Constitution, they are not bound to any directions from the state. Their work is, however, subject to a regular supervision system for municipal authorities.

The federal state and provinces can also delegate certain tasks to the municipalities by federal or provincial laws. This is called the delegated sphere of competence. In performing these tasks, the municipalities are bound to the directions they receive from the state or province.

In principle, the size of a municipality or its population has no bearing on the scope and number of tasks it has to assume.

Municipalities are not only in charge of public administration; they are independent economic entities (according to Article 116 of the Federal Constitution) and as such may also contribute to the general economy by running their own industrial and commercial enterprises.



According to the Austrian Federal Constitution (article 117, paragraph 1), the above bodies must be established in every municipality. The so-called "mandatory bodies" carry out tasks at municipal level.

Further bodies performing municipal tasks may be provided for in the municipal code or city statutes, which technically are provincial laws.

1.5.1. Municipal council

Municipal councils are general representation bodies elected by the citizens of a municipality. Detailed regulations on council elections are set out in the municipal codes for each province.

The municipal council is the main decision-making body of a municipality; in addition, it supervises the other municipal bodies as they carry out tasks pertaining to the municipality's own sphere of competence.

Its main tasks include adopting the municipality's budget and preparing the municipality's final balance.

1.5.2. Municipal board (city council, city senate)

The municipal board is elected by the members of the municipal council, and is colloquially referred to as the "municipal government". Essentially it is a pre-advisory body for all decisions to be taken by the municipal council, though it is also vested with limited decision power. In cities, the municipal council is called the "city council", while in chartered cities, like Vienna, it is known as the "city senate".

1.5.3. The mayor

The mayor is elected by the municipal council or – if the provincial constitution provides for direct elections – by all citizens entitled to elect the municipal council. The mayor of the City of Vienna, however, cannot be elected by direct suffrage because she/he is also governor of the Federal Province of Vienna.

The mayor is answerable to the municipal council for all matters within the municipality's own sphere of competence; in matters pertaining to the delegated sphere of competence he/she is subordinate to the relevant federal bodies and is subject to their directions.

1.5.4. Municipal council office (city council office, city administration)

The municipal council office is in charge of municipality's conduct of business. It is subordinate to the mayor and the municipal council.

In cities, the municipal council office is called the "city council office".

15 cities in Austria have their own statutes. In these "chartered cities", the tasks normally performed by the district commissions are taken over by the relevant municipal bodies, and the city administration takes the place of the municipal council office.

1.6. Financing governmental tasks

The Act Governing Constitutional Rules on Public Finance provides the fundamental instrument for the distribution of financial competencies between the federal state, the provinces and the municipalities.

1.6.1 Distribution of tax revenues

As a rule, taxes are classified according to which regional authority (federal state, provinces, municipalities) is entitled to dispose of tax revenues in its budget. The main groups are:

- Duties collected at the federal level for the federal budget only
- Federal taxes divided between the state and the provinces, and subsequently allocated to the municipalities based on a quota system (percentages)
- Exclusively provincial or municipal taxes, revenues of which are for provincial or municipal budgets only

In addition, both the federal state and the provinces have the right to introduce new taxes. Municipalities have the right to charge certain dues or taxes by decree. This is part of the "right to independent resolutions" granted to municipalities by federal or provincial law.

1.6.2. Financial equalisation

The system of financial equalisation provides for the distribution of taxation rights and tax revenues between the federal state, the federal provinces and the municipalities of Austria. As the Federal Act on Financial Equalisation has a limited term of validity (usually four to six years), it needs to be renegotiated between representatives of the federal, provincial and municipal levels at regular intervals. The negotiations lead to the conclusion of a "pact" on the terms of financial equalisation. This system is of particular importance for local authorities because it accounts for a significant share of their total revenues.

Apart from the allocation of taxation rights (i.e. determining which authority is entitled to levy a certain tax) and the distribution of joint tax revenues (primary financial equalisation), the system of financial equalisation in Austria also provides for supplementary grants from one local authority level to the other (secondary financial equalisation), e.g. to help finance specific tasks, relieve financial hardship or cover extraordinary expenses.

2. Vienna - a regional authority

The City of Vienna has a special position within Austria because it is

- the federal capital, i.e. the seat of the Republic of Austria's highest authorities,
- a federal province of the Republic of Austria, and
- a municipality with the legal status of a chartered city.

2.1. Vienna - the federal capital of Austria

As the seat of the republic's highest authorities (federal parliament, head of state, federal government and the highest courts), Vienna is the economic and political centre of Austria. It does not, however, enjoy any particular privileges in its role as a federal capital.

2.2. Vienna - a federal province of Austria

Since 1 January 1922, Vienna has been one of the nine autonomous federal provinces that form the Republic of Austria.

As a federal province, Vienna has a right to its own legislation and provincial executive body.

In addition, it is entitled to designate eleven of its own representatives for the second chamber of federal legislation, the so-called **Federal Assembly**, which is also known as "Chamber of Provinces".

Legislation in Vienna is in the hands of the **Vienna Provincial Parliament**. The highest executive body is the **Vienna Provincial Government**, which is headed by the Governor. The Provincial Parliament has 100 members; the Provincial Government is formed by the Governor and currently 12 members of government called **City Councillors**.

Administrative tasks are performed by the Office of the Provincial Government under the direction of the Head of the Office of the Provincial Government.

2.3. Vienna as a municipality

The Federal Constitutional Act stipulates that every municipality in Austria must have three mandatory bodies, which are to be supported by an administrative apparatus.

The mandatory bodies to be established by every municipality are:

- the City Council
- the City Government (in Vienna: the City Senate)
- the Mayor

A Municipal Council Office must be established to perform tasks of municipal administration. In Vienna, the City Administration assumes this role, while it also constitutes a body in its own right.

Based on the [Vienna City Statutes](#), a number of other, non-mandatory bodies and offices have been established (i.e. bodies not stipulated by the Federal Constitutional Act). These include the Executive City Councillors, the committees and commissions of the City Council, and the District Councils.

The Vienna City Statutes ("Wiener Stadtverfassung", abbreviated WStV) serve as Vienna's municipal statutes. Their first section takes the form of a provincial law, while the second section – which defines the tasks and functions of Vienna as a federal Province - has the status of a constitutional act at provincial level.

2.3.1. The City Council

The Vienna City Council is the highest authority in the city.

Membership

The 100 [members of the Vienna City Council](#) are at the same time members of the [Vienna Provincial Parliament](#). The members of the City Council are elected by the people for a legislative period of five years, as provided for in the [Regulations on Municipal Elections in Vienna](#). Elections are held on the basis of universal, equal, secret and direct proportional representation. According to the EU Directive on Municipal Elections, citizens of other EU states living in Vienna are eligible to vote at the district level, but cannot participate in elections to the City Council.

Based on the results of the 2010 elections to the Vienna City Council and District Councils, the current distribution of the 100 seats in the Vienna City Council is as follows: Social Democrats (SPÖ) 49 seats; Freedom Party (FPÖ) 27 seats; Christian Democrats (ÖVP) 13 seats; Green Party 11 seats; one unaffiliated member.

[Seating plan in the Vienna City Council](#)

Function and tasks

The City Council's function is to safeguard the interests of all members of the municipality. Its tasks include general supervision of the municipality, electing the mayor, the deputy mayors and the city councillors. The City Council adopts the municipal budget plan (i.e. the annual budget), approves staffing plans, and adopts the final balance.

It is also responsible for approving the Rules of Procedure and the Allocation of Competencies in the City Administration (- both documents are subsequently decreed by the Mayor).

Provided that the amount of money involved in the transaction exceeds a specific threshold (pursuant to Article 88 of the Vienna City Statutes), the City Council is also responsible for specific types of transaction including

- real estate transactions
- granting loans and other legal transactions
- granting building permissions, authorising subscriptions and subsidies
- write-offs and the waiving of claims

The City Council may delegate some of its tasks to other municipal bodies (cf. Article 88, section 4 of the Vienna City Statutes).

City Council meetings

The Mayor convenes a meeting of the City Council whenever it this is "required for the conduct of daily business", or upon receiving a written request from a minimum of 25 members of the City Council or from a party caucus in the City Council.

The meetings of the City Council are chaired by a chairperson. The City Council must elect four chairpersons from among its members.

Right of interpellation

The members of the City Council have the right to address inquiries to the Mayor or the Executive City Councillors in matters regarding their own sphere of competence. They may also submit (written) motions, which must be debated within one month. Inquiries and motions may also be submitted as urgent motions if this is demanded by at least six City Councillors.

2.3.2. The City Senate

The [Vienna City Senate](#) consists of the Mayor and the City Councillors.

According to a unique regulation found only in the [Vienna City Statutes](#), not all members of the City Senate, i.e. the Vienna City Government, necessarily have a portfolio of their own. This means that, apart from Executive City Councillors, there may be City Councillors without portfolio, who have a seat and vote in the City Senate but do not head a specific administrative group.

The City Councillors are elected by the City Council in accordance with the principle of proportional representation. This means that, depending on the total number of City Senate members (which may range from 9 to 15), every political party has the right to be represented in the Vienna City Senate in proportion to the number of its seats in the City Council. The political parties nominate the candidates by majority vote. In the subsequent voting procedure, only votes cast for a lawfully nominated candidate are counted as valid.

After the 2010 elections to the Vienna City Council and District Councils, the City Council fixed the number of City Councillors for this election period at twelve. This has resulted in the following distribution of seats in the City Senate: 7 for the Social Democrats (SPÖ), 3 for the Freedom Party (FPÖ), 1 for the Christian Democrats (ÖVP) and 1 for the Green Party.

Function and tasks

In general, the City Senate takes counsel on all issues the City Council has to pass a decision on. In particular, the City Senate has been assigned the task of assessing and debating the municipality's budget estimate and final balance in cooperation with the financial committee.

Further tasks of the City Council (pursuant to article 97 of the Vienna City Statutes) include

- proposing the nomination of Executive City Councillors
- appointing the Chief Executive Director of the Vienna City Administration
- approving the filing of complaints with the administrative court or the court of constitution

Just like the Mayor, the City Senate has "emergency competence" (pursuant to Article 98 of the Vienna City Statutes), i.e. it can take decisions on behalf of the City Council or one of its committees in certain cases of special urgency.

Meetings

The Mayor presides over the City Senate and convenes its meetings.

Motions and requests to be dealt with by the City Senate are, as a rule, submitted by the competent Executive City Councillors.

City Senate meetings are held in camera but members of the City Council, district chairpersons and other (competent) individuals may be asked to attend.

The Chief Executive Director of the City Administration has the right to attend the meetings of the City Senate and submit motions.

2.3.3. The Mayor

The Mayor is elected by the City Council, with a term of office equivalent to the City Council's legislative period. The Mayor remains in office until a successor has been elected. The Mayor need not be a member of the City Council but must be eligible for it. In the event that the City Council expressly votes on a motion of no confidence against the Mayor, he/she must be removed from office.

Functions and tasks

- In her/his function as Provincial Governor, the Mayor also presides over the provincial government (- in line with Vienna's dual function as a federal province and a municipality).
- The Mayor is the head of the City Administration and thus senior to all
 - Executive City Councillors
 - district chairpersons and
 - employees of the City Administration.
- The Mayor also serves as President of the Vienna School Board.
- The Mayor convenes City Council sessions and City Senate meetings. She/He has a seat in all committees, subcommittees and commissions of the City Council, and chairs the meetings of the City Senate.
- As Provincial Governor she/he carries out all tasks assigned to her/him by the Federal Constitution - she/he is assisted in this task by the Office of the Provincial Government, i.e. the City Administration.
- The Mayor is also responsible for the municipality's so-called "delegated sphere of competence", e.g. for all tasks that are delegated to the municipality by federal or provincial law and must be performed in accordance with federal or provincial directions.
- With the consent of the City Council, the Mayor decrees the Rules of Procedure and the Allocation of Competencies of the City Administration

It should be noted that the Mayor, just like the City Senate, has "emergency competence" in certain cases. She/he also has comprehensive cancellation and arrogation rights (pursuant to articles 92 and 93 of the **Vienna City Statutes**).

Emergency competence

This term refers to the right to take a decision instead of the body that has primary decision competence in a given matter if the urgency of the situation so requires, i.e. if important reasons make it impossible to wait for this body to decide.

Arrogation right

This term refers to the right to arrogate documents and administrative cases , i.e. to assume responsibility for these cases and for performing the related tasks.

Cancellation right

The cancellation right means that a body or office holder is entitled, or even obliged, to cancel a decision taken by another (collegial) body. For example, the Mayor must cancel a decision taken by the City Council or the City Senate if

- the decision might cause serious damage to the municipality,
- implementing the decision would be unlawful, or
- the body taking the decision has exceeded the boundaries of its statutory sphere of competence.

2.3.4. Executive City Councillors

The [Executive City Councillors](#) are municipal bodies of the City of Vienna (pursuant to Art. 8 of the Vienna City Statutes). At the same time, they are members of the Vienna City Senate and part of the City Administration.

Within the City Administration, they serve as the head of their respective Administrative Group. Currently there are eight Executive City Councillors, each heading one Administrative Group. In this function, the Executive City Councillors are responsible to the Mayor and the City Council as they perform tasks pertaining to the City Administration's everyday conduct of business in its own sphere of competence

2.3.5. The City Administration

The City Administration is both the municipal council office of the City of Vienna and the central district authority of the administrative district of Vienna. In addition, it also serves as the Office of the Provincial Government of Vienna.

The City Administration consists of the Mayor, the Executive City Councillors (but not the City Councillors without portfolio), the Chief Executive Director and the required number of staff.

District authorities (district councils, district chairpersons, district council committees) do not form part of the City Administration.

The [Chief Executive Director of the City Administration](#) plays a particularly important role as the head of internal services. Like the Mayor, the Chief Executive Director is senior to all staff members of the City Administration, except for the Executive City Councillors and district chairpersons. The Chief Executive Director may represent the Mayor in her or his function as head of the City Administration.

2.3.5.1. Tasks

- Independently of its other tasks, the City Administration is exclusively responsible for administrative processes, documentation and file management in all matters of the municipality ("Geschäftsbesorgungsmonopol").
- The City Administration performs all official tasks that are not specifically assigned to other bodies (subsidiary power of general competence in local authority matters).
- For instance, the City Administration (pursuant to Art. 105/3 of the Vienna City Statutes) is in charge of the municipality's direct finance and property management, concluding and terminating employment contracts for the municipality, as well as drawing up (i.e. preparing) its (pre-)budget and final balance.
- Under the direction and responsibility of the Mayor, the City Administration is in charge of running the local police forces the municipality is entitled to maintain

2.3.5.2. Organisational Structure of the City Administration

As a rule, the entire City Administration is subdivided into Administrative Groups, which in turn consist of several individual departments (business units) and enterprises. There are three exceptions, however: the Chief Executive Office, the Auditing Department (Board of Audit) and the Municipal District Offices are part of the City Administration but do not form part of an Administrative Group.

Administrative Groups

The Administrative Groups must correspond to administrative units decreed by the City Council. A separate Council Committee is established for each unit, and thus for each Administrative Group. In terms of public law, the Administrative Groups are portfolios comprising related local government tasks and competencies. Every Administrative Group is subdivided into several individual departments (business units) and enterprises. Currently, the City Administration consist of the following Administrative Groups:

- [Administrative Group of Finance, Economic Policy and Vienna Public Utilities](#)
- [Administrative Group for Education, Youth, Information and Sports](#)
- [Administrative Group for Public Health and Social Affairs](#)
- [Administrative Group for Integration, Women's Issues, Consumer Protection and Personnel](#)
- [Administrative Group for Cultural Affairs and Science](#)
- [Administrative Group for Urban Development, Traffic and Transport, Climate Protection, Energy and Public Participation](#)
- [Administrative Group for the Environment](#)
- [Administrative Group for Housing, Housing Construction and Urban Renewal](#)

In accordance with the of Competencies for the Vienna City Administration, the eight Administrative Groups currently comprise 61 Municipal Departments plus three enterprises: the [Vienna Hospital Association \(KAV\)](#), [Housing in Vienna \(Wiener Wohnen\)](#) and [Vienna Wastewater Management \(Wien Kanal\)](#).

The Chief Executive Office, the [Auditing Department](#) and the 19 [Municipal District Offices](#) in Vienna are not part of an Administrative Group, and are therefore not headed by an Executive City Councillor.

Chief Executive Office

The Chief Executive Office is headed by the Chief Executive Director and currently comprises the Executive Office of the Mayor (MDP), the Executive Office for Strategic Energy Policy, the Executive Office for the Co-ordination of Climate Protection Measures (MD-KLI), the Office of the Vienna Public Utilities (MD-PWS) and the following five Executive Groups:

- Executive Group for Legal Affairs
- Executive Group for Personnel and Internal Auditing
- Executive Group for Organisation, Safety and Security
- Executive Group for Construction and Technology
- Executive Group for European and International Affairs

The following units are directly subordinate to the Chief Executive Director, and are formally part of the Chief Executive Office as well: "Coordination Unit of the Chief Executive Office" ("Büro MD"), "Coordination Group", "Group for Municipal District Offices and Emergency Measures", "Communication and International Relations" and "Budget Coordination (- Administrative Group 0)".

Auditing Department

The [Auditing Department](#) acts as the city's general accounting office. As a part of the City Administration, it is responsible for operational audits, i.e. for ensuring the economic utilisation of funds, as well as for safety audits. Safety auditing includes the implementation of all official tasks pertaining to the safety and wellbeing of human life, as well as the task of checking that all institutions and facilities managed by the municipality take sufficient, appropriate and properly installed safety measures. The Director of the Auditing Department is appointed by the City Council for a five-year term upon the proposal of the Mayor, and is not subject to any directions concerning the extent and nature of the auditing activities.

The Auditing Department is currently subdivided into two groups: Operational Auditing and Safety Auditing.

Municipal District Offices

Although the 19 [Municipal District Offices](#) are part of the City Administration as a single public administrative authority, they do not form part of an Administrative Group. The Municipal District Offices are headed by legally qualified civil servants, which are provided with the necessary number of staff depending on the requirements of the respective district. They perform the tasks assigned to them in the Allocation of Competencies of the Vienna City Administration.

2.3.5.3. Departments of the City Administration

The departments are headed by officials referred to as Heads of Department, who have full responsibility for their departments and are both authorised and obligated to give instructions to all members of their staff. Departments thus follow a monocratic structure.

All heads of departments have a basic right to self-organisation, i.e. they are entitled to determine the internal structure of their department in accordance with the tasks assigned to it. When it comes to the number and rank of service posts in their department, however, they are bound by the decisions and standards set by the Chief Executive Office. The rights and duties of heads of departments and their staff are laid down in the Rules of Procedure of the Vienna City Administration.

As a rule, departments have only limited competencies with regard to the utilisation of funds for the tasks assigned to them. Once a year the City Council decides on the extent to which the City Administration (and its departments) may dispose of these funds without prior consultation of the City Council or competent Council Committee. [German version of the City Council decision of 22 November 2011 determining autonomous spending thresholds for 2012.](#)

Important stipulations on the implementation of the budget (i.e. the budget estimate) are laid down in the 2010 Budget Regulations for the Vienna City Administration. It should be noted that every project the City Administration plans to spend money on MUST be provided for in the budget (budget decision by the City Council). Expenses not provided for in the budget require separate approval.

2.3.5.4. Employees with Special Assignments

Staff members of the City Administration may be appointed as "Employees with Special Assignments" to better accomplish large-scale municipal projects and specific co-ordination tasks within the City Administration.

Employees with Special Assignments are appointed by the Mayor. The Chief Executive Director of the Vienna City Administration issues a decree to officially announce their tasks. To carry out the tasks assigned to them they are vested with the right to issue directions to the heads of departments within whose field of competence their tasks fall.

- Executive Directors are responsible for administrative areas that go beyond the competence of individual departments, such as International Relations.
- Directors, in turn, are in charge of communal key issues such as decentralisation.
- Group Directors co-ordinate interdepartmental tasks such as public works.

- Project Directors are responsible for specific projects, such as the construction of a new bridge.

2.4. Bodies of the Province of Vienna

The Vienna City Council also exercises the functions of the [Vienna Provincial Parliament](#). Likewise the City Senate, in its function as the Provincial Government, is the highest executive body at the provincial level. The Mayor also serves as the Provincial Governor of Vienna, and the Vienna City Administration doubles as the Office of the Vienna Provincial Government.

2.4.1. The Provincial Parliament

The Provincial Parliament is the legislative body of the province of Vienna. The main regulation of the Vienna City Statutes governing the Provincial Parliament (article 113, paragraph 1 of the [Vienna City Statutes](#)) sets forth that "the Vienna City Council is at the same time the Provincial Parliament of the province of Vienna. The Committees and Commissions elected by the City Council are at the same time Committees and

Commissions of the Provincial Parliament." Given this dual role, the electoral period of the Provincial Parliament is identical to that of the City Council.

Unlike the sessions of the City Council, sessions of the Provincial Parliament are convened by the (First) President of the Vienna Provincial Parliament (in accordance with the rules of procedure of the Provincial Parliament, three presidents are currently elected). Written and oral requests as well as urgent motions can be submitted to the Provincial Parliament. Drafts for legal acts are generally filed in Provincial Government meetings by the competent member of the Provincial Government, and submitted to the Provincial Parliament upon consultation with its President. Notices of motion may equally be tabled by any member of the Provincial Parliament, provided that the proponent is supported by a minimum of four other members of the Provincial Parliament.

There are two readings for legislative acts, which may, however, be held at the same time. Provincial acts must be submitted to the Federal Government once they have been passed by the Provincial Parliament. The federal government then has three options: to give its explicit consent within eight weeks of submittal, to let the deadline expire, or to raise an objection on the grounds that the act "jeopardises federal interests". In the latter case the Provincial Parliament is obligated to repeat the resolution in respect of the act before a larger quorum (- for which at least 50 percent of all Provincial Parliament members must be present).

2.4.2. The Provincial Government

The [City Senate](#) also fulfils the functions of the Vienna Provincial Government. The Provincial Government is the highest executive body of the province that is based on the principle of collective responsibility, and fulfils the tasks set out in the Federal Constitution. Although Vienna has not made use of its right to introduce the "monocratic" principle at the provincial level (i.e. to allocate portfolios to the individual members of the Provincial Government), a specific ordinance (Delegation Ordinance) does allow for frequently recurring matters of similar nature and issues of minor significance to be delegated to the Office of the Vienna Provincial Government, which subsequently deals with them on behalf of the Vienna Provincial Government itself.

The tasks of the Provincial Government are laid down in the relevant federal and provincial acts.

2.4.3. The Office of the Vienna Provincial Government

The Vienna City Administration also serves as the Office of the Vienna Provincial Government. By consequence, its Chief Executive Director is also the Head of the Office of the Provincial Government. The Office of the Vienna Provincial Government is an auxiliary body to the Provincial Governor and the Provincial Government.

2.4.4. Other bodies at the provincial level

Vienna Independent Administrative Tribunal

The [Independent Administrative Tribunals](#) ("Unabhängige Versaltungssenate", UVS) are administrative authorities at the provincial level. Their legal and organisational structure is linked to the Provincial Government as their members are chosen by the Provincial Government. Beyond this, the UVS are independent of the general administrative structure. According to the Federal Constitutional Act (Article 129b, paragraph 2), their members are not subject to any directions in exercising their designated functions.

The Independent Administrative Tribunals decide on complaints against direct acts of enforcement by administrative authorities and in matters regarding administrative offences except financial offences at federal level. They also serve as the second instance in all other matters designated to them by law.

Supreme Building Authority

[The Supreme Building Authority](#) takes decisions on appeals against rulings of the building authority of the first instance.

Duties Appeals Commission

[The Duties Appeals Commission](#) decides on appeals lodged against decisions regarding duties within the sphere of the City of Vienna.

Public Tendering Monitoring Senate

The [Public Tendering Monitoring Senate](#) is in charge of revising public tendering decisions by the City of Vienna and all other public authorities listed in Article 1 of the 2007 Vienna Act on Legal Protection in Public Tendering Procedures.

Vienna Ombuds Office for Environmental Protection

The legal basis of the [Ombuds Office for Environmental Protection](#) is provided by the Vienna Environmental Protection Act. The Ombuds Office is part of the Office of the Vienna Provincial Government and consists of the Environmental Ombudsperson and the required number of staff. Its tasks include participating as a party in administrative procedures concerned with environmental matters as well as assessing draft acts and ordinances of particular relevance to environmental protection. The Environmental Ombudsperson is not subject to any directions in exercising her or his functions.

Vienna Hospital Ombuds Office

Based on the Act on the Vienna Hospital Ombuds Office, this service was established at the Office of the Vienna Provincial Government to uphold and safeguard the rights and interests of patients in all matters of healthcare. It deals with complaints, looks into defects and grievances and makes recommendations. In order to exercise these functions, the Vienna Hospital Ombuds Office is independent and not bound to any directions.

Children's and Youth Ombuds Office

The Vienna Act on Youth Welfare stipulates the establishment of the Vienna Children's and Youth Ombuds Office as part of the Office of the Vienna Provincial Government. This service is to safeguard the interests of children and young persons. In fulfilling their tasks, the children's and youth ombudspersons are not subject to any directions.

3. Decentralisation in Vienna

<http://www.wien.gv.at/bezirke/dezentralisierung/index.html> (German)

4. Vienna and its relationship to neighbouring regions

Vienna has close ties to its neighbouring regions and the other federal provinces of Austria. This allows for various forms of interregional cooperation.

Regardless of the city's political and legal separation from its neighbouring regions, i.e. parts of the Province of Lower Austria, there are very strong economic and physical ties between the two provinces.

The provinces of Vienna and Lower Austria have therefore decided to cooperate in various fields. In some cases, the province of Burgenland has also joined the cooperation, as is illustrated by the following examples.

Cooperation on planning in eastern Austria

Planungsgemeinschaft Ost (Planning Cooperation East) is an organisation set up by the Provinces of Vienna, Lower Austria and Burgenland to develop joint measures for improving the infrastructure in eastern Austria. It mainly focuses on issues of traffic planning, infrastructure and spatial planning.

Cooperation on transport in eastern Austria

Public transport in eastern Austria is a major issue, particularly with a view to the high number of commuters in this area. By establishing **Verkehrsverbund Ostregion** (Transport Cooperation East, abbreviated **VOR**), the provinces of Lower Austria, Vienna and Burgenland have provided a framework for preparing and implementing attractive transport solutions.

Danube Wetlands National Park

In cooperation with the Republic of Austria and the Province of Lower Austria, Vienna has founded the **Danube Wetlands National Park** to protect a unique natural habitat.

5. Federal authorities operating in Vienna

The Republic of Austria has established a number of authorities in the provinces to perform federal tasks in this specific area. The main federal authorities in Vienna are described below.

5.1. Federal School Authorities

The Federal Government has established federal authorities called Provincial School Boards, which are in charge of its tasks regarding school administration in the federal provinces. In Vienna, these tasks are handled by the Vienna School Board. The School Boards report to the competent federal minister.

The Governor of the respective province acts as President of the Provincial School Board (and the Vienna School Board in Vienna, respectively.) She or he is generally assisted by two appointed officials, the Executive President and Deputy President of the School Board.

The voting members of the collegial body are nominated by the provincial government based on a proportional system. The collegial bodies are not subject to any directions.

In other provinces (but not in Vienna), additional district school boards have been established at the level of administrative districts.

5.2. Universities

The establishment and management of universities and university-like colleges are federal matters and as such do not fall within the competence of provinces or municipalities.

5.3. Federal financial administration

Financial administration of the federal state is carried out by federal authorities established for that purpose.

Tax offices in Vienna - the lowest level of financial authority - are generally responsible for several Municipal Districts at a time. Provincial tax authorities are the second level of authority for tax proceedings. The highest level of authority remains with the Federal Ministry of Finance.

The City of Vienna has no influence on any of these authorities.

5.4. Courts of law

One of the fundamental principles of the Austrian Federal Constitution provides that "all jurisdiction is a federal matter", i.e. jurisdiction is exclusively in the hands of the federal state.

Vienna is the seat of the highest courts (federal court of constitution, federal administrative court, supreme court of justice). Jurisdiction at provincial level (and beyond, in some cases) rests with the supreme provincial court, the provincial court, as well as district courts and special tribunals (commercial courts, industrial relations courts, social insurance tribunals). The Federal Province of Vienna has the right to participate in the nomination of juries and lay assessors.

5.5. Public Employment Service Austria

As of 1 July 1994, the [Public Employment Service Austria \(AMS\)](#) was set up as a service enterprise under public law independent of direct federal administration.

AMS is made up of one federal office, nine provincial and several regional offices.

5.6. Social insurance institutions

Social insurance institutions, e.g. [health insurance](#), [general accident insurance](#) and [pension insurance](#), are set up as self-governing bodies. Legal matters involving the provincial governor are referred to the Office of the Vienna Provincial Government.

5.7. Chambers

Chambers carry out specific (federal) tasks in Austria. Chambers established include the Chamber of Labour, the Economic Chamber, the Chamber of Agriculture, the Medical Society and the Law Society. They are also responsible for disciplinary matters with respect to their members.

5.8. Police services

[Vienna Regional Police Department](#) (German)

Emergency number: 133

"Police tasks" in terms of the Austrian administration refers to all official measures which, by warning or by force, are to prevent or avert threats to and disruptions of public order.

This includes all official functions where the federal state, a province or a municipality acts as an agency of public power vis-à-vis its citizens to prevent or remove threats to or disruptions of law and order among the population, and may therefore take enforcement action if necessary. Apart from the security police, police services in Austria include the market police, the sanitary police, the building inspection department, as well as the police section in charge of events and related tasks.

5.8.1. Organisation of the Austrian federal police

The Federal Minister of the Interior is the highest law enforcement authority. The Security Directorates - established as federal authorities in the provinces - are subordinate to the Federal Minister. District administrative authorities (i.e. authorities established in the provinces for indirect federal administration) and Federal Police Directorates are subordinate to the Security Directorates. Federal Police Directorates are established by government decree; in other words, the federal government decides where Federal Police Directorates are located and, consequently, where district administrative authorities need not assume the security tasks otherwise assigned to Federal Police Directorates.

5.8.2. Law enforcement officers

According to the Federal Constitutional Act, law enforcement officers are "armed or uniformed formations or other formations of military character organised to carry out police tasks".

On 1 July 2005, three formerly separate institutions – the Federal Security Police, General Federal Police ("Gendarmerie") and Criminal Investigation Department – were merged into a single Federal Police Department.

5.8.2. Special structure in Vienna

Vienna's special position is equally reflected in its security matters.

The President of the Vienna Police Directorate also fulfils the tasks of Security Director for the Province of Vienna. As a result, the district administrative authority for Vienna, i.e. the Vienna City Administration, does not carry out any general security police tasks.

Being the seat of a federal police authority also implies that, in accordance with article 78d, paragraph 2 of the Austrian Federal Constitution, Vienna is not entitled to its own (municipal) corps of police officers.

The Vienna City Hall Guards are not law enforcement officers of the municipal police, but rather are a subdivision of Vienna's full-time fire brigade (Municipal Department 68) and as such do not carry out any law enforcement functions. Their tasks are to provide preventive fire protection in office buildings of the City of Vienna, to assist in fire extinguishing before the fire brigade arrives, as well as to guard the City Hall and to provide technical assistance.

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