

Management report to Council

Agenda item 6.8

Updates to terms of reference for the Future Melbourne Committee and Councillor positions

Council

Presenter: Keith Williamson Manager Governance and Legal

30 October 2018

Purpose and background

1. The purpose of this report is for Council to
 - 1.1. consider updated terms of reference for the Future Melbourne Committee and appointments to the position of Chair and Deputy Chair of portfolio segments
 - 1.2. endorse the schedule of positions held by Councillors on advisory committees and external organisations.
2. These are integral elements of governance arrangements which support Councillors in fulfilling decision-making and city representation roles.

Key issues

3. A mid-term review of terms of reference and positions held by Councillors has been undertaken. It provided the opportunity to refresh the terms of reference, make changes to existing positions and fill vacant roles primarily in relation to positions of Deputy Chair.
4. Included as Attachment 2 is the revised terms of reference for the Future Melbourne Committee. Attachment 3 provides a schedule of proposed positions of Chair and Deputy Chair and is based on adoption of the recommendation contained in this report.
5. Councillors have also reviewed the current appointments to positions on Council advisory committees and external organisations and an updated schedule of positions is included as Attachment 4.

Recommendation from management

6. That Council:
 - 6.1. Adopt the revised terms of reference for the Future Melbourne Committee included as Attachment 2.
 - 6.2. Make the following appointments in relation to positions of Chair and Deputy Chair of segments of the Future Melbourne Committee:
 - 6.2.1. Deputy Lord Mayor Arron Wood as Deputy Chair of the Environment segment (replacing Councillor Nicholas Reece)
 - 6.2.2. Councillor Rohan Leppert as Deputy Chair of the Transport segment (replacing Councillor Cathy Oke).
 - 6.2.3. Councillor Cathy Oke as Deputy Chair of the Aboriginal City segment (filling a vacant position).
 - 6.2.4. Councillor Beverley Pinder Mortimer as Deputy Chair of the International Engagement segment (filling a vacant position).
 - 6.2.5. Councillor Phillip Le Liu as Deputy Chair of the Arts, Culture and Heritage segment (replacing Councillor Kevin Louey).
 - 6.2.6. Councillor Philip Le Liu as Deputy Chair of the Knowledge City segment (replacing Councillor Leppert) and noting that when matters in relation to components of 'Disruptive

technologies' and 'Start-ups' are considered, Councillor Le Liu will assume the role of Chair.

- 6.2.7. Councillor Susan Riley as the sole Deputy Chair of the Prosperous City segment (Councillor Le Liu vacating the joint position) and noting that when matters in relation to components of 'Brand Melbourne' and 'Events with a gender alignment' are considered, Councillor Riley will assume the role of Chair.
 - 6.2.8. Councillor Nicholas Reece as Deputy Chair of the Major Projects segment (filling a vacant position) and;
 - 6.2.9. Councillor Susan Riley as Deputy Chair of the Major Events segment (filling a vacant position).
- 6.3. Endorse the schedule of positions of Portfolio Chair and Deputy Chair of the Future Melbourne Committee which is based on adoption of changes identified in recommendation 6.2 of this report.
 - 6.4. Endorse the schedule included as Attachment 3 of Councillor appointments to positions on Council advisory committees and external organisations.

Attachments:

1. Supporting Attachment (Page 3 of 12)
2. Future Melbourne Committee Terms of Reference (Page 4 of 12)
3. Schedule of positions of Portfolio Chair and Deputy Chair of the Future Melbourne Committee (Page 10 of 12)
4. Schedule of positions on advisory committees and external organisations (Page 11 of 12)

Supporting Attachment

Legal

1. The *Local Government Act 1989* empowers councils to establish special committees of the Council and delegate certain powers, duties and functions to the special committee. The Council may appoint members to a special committee and may at any time, remove a member from a special committee

Finance

2. No significant financial implications arise from the recommendation contained in this report.

Conflict of interest

3. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Occupational Health and Safety

4. In developing this proposal, no Occupational Health and Safety issues or opportunities have been identified.

Relation to Council policy

5. The Future Melbourne Committee is one of Council's key decision-making bodies. The portfolio framework which underpins the Committee's structure provides for the conduct of business under themed segments some of which originated through the Future Melbourne Community Plan.

Environmental sustainability

6. There are no significant environmental sustainability issues associated with the recommendations contained in this report.

TERMS OF REFERENCE

FUTURE MELBOURNE COMMITTEE

The Future Melbourne Committee terms of reference are grouped into thirteen portfolios being: Planning portfolio, Finance and Governance portfolio, Arts, Culture and Heritage portfolio, Major Projects portfolio, Major Events portfolio, Transport portfolio, Environment portfolio, Prosperous City portfolio, Small Business, Retail and Hospitality portfolio, Knowledge City portfolio, International Engagement portfolio, People City portfolio and Aboriginal City portfolio.

Membership

The Lord Mayor, Deputy Lord Mayor and Councillors are members of the Future Melbourne Committee.

Quorum

The quorum for the Future Melbourne Committee is a majority of its members.

Responsibilities

Matters before the Committee will be considered within the relevant portfolio in accordance with the following allocation of responsibilities.

Items related to Planning portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Statutory planning and building control
- Strategic planning
 - Structure planning
- Urban design
- Planning scheme amendments
- Noise abatement
- Future Melbourne
- Heritage Planning*
- Innovation Districts
- Community engagement relating to the above.

** When considering matters in relation to 'Heritage Planning', the Deputy Chair assumes the role of Chair.*

Items related to Finance and Governance portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Rates and valuations
- Corporate and financial planning and reporting:
 - Annual budget and Council works program
 - Council Plan

- Triple bottom line processes and reporting
- Asset management
- Financial and control systems/reporting
- Online services
- Data platforms including open data
- Investment fund and property portfolio
- Continuous improvement
- Subsidiary companies and associated entities:
 - SMF Investment Management Pty Ltd
 - Queen Victoria Market Pty Ltd
 - Citywide Service Solutions Pty Ltd
- Procurement - Tender and contract policies
- Audit
- Disclosure and transparency
- Legal services
- Local Laws
- Parking
- Melbourne Renewable Energy Project
- * Governance matters
- * Councillor Code of Conduct and operating protocols
- * Councillor Expenses and Resources Guidelines
- * Electoral matters
- Community engagement relating to the above.

** The delegation does not extend to decision making in respect to Governance matters, Councillor Code of Conduct and Operating Protocols, the Councillor Expenses and Resources Guidelines and Electoral Matters, where the Committee will make recommendations to Council.*

Items related to Arts, Culture and Heritage portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Arts and arts grants
- Cultural celebrations
- Music:
 - Melbourne Music Week
- Artistic and creative events and organisations
- Creative spaces
- Public art/streetscapes
- Heritage
- Aboriginal Heritage
- Indigenous arts:
 - Melbourne Indigenous Arts Festival

- Community engagement relating to the above.

Items related to Major Projects

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Council's major capital works
- Community engagement relating to the above.

Items related to Major Events portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Major events including City of Melbourne Premier Events
- Events industry
- Community engagement relating to the above.

Items related to Transport portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Transport:
 - Traffic management system
 - Transport connections (regional and global)
- Cycling
- Urban Freight including Last Kilometre Freight
- Connecting Docklands
- Road Safety

- Walking
- Water transport
- Community engagement relating to the above.

Items related to Environment portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Council Carbon Neutral
- Total Watermark
- Zero Net Emissions:
 - Public Lighting
 - Waste and resource recovery
 - Whole of council sustainability programs
 - Energy resources

- Climate adaptation and resilience:
 - Whole of council sustainability programs
 - Urban Forest and precinct plans
 - Resilient Melbourne
 - Climate resilience
- Urban Ecology and Biodiversity
- Open space and parks plans
- Partnerships and alliances e.g. ICLEI, 100 Resilient Cities program, C40
- Community engagement relating to the above

Items related to Prosperous City portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Business attraction:
 - Global city alliances (including relationships, trade missions and marketing)
 - Business Partners Cities Network
 - Investment attraction
 - Brand Melbourne*
 - Liveability ranking
 - Destination Marketing
 - Melbourne Office, Tianjin
- Business support:
 - Business Development Fund
 - Precincts program
 - Business Consultation program/business roundtables
- Economic activation:
 - Conference and convention attraction
 - Event Partnership Program
 - Events excluding Major events
 - Events with a gender alignment*
 - Precincts (marketing)
 - Street trading
 - Night time economy
- Sponsorship
- Community engagement relating to the above.

** When considering matters in relation to 'Brand Melbourne' and 'Events with a gender alignment', the Deputy Chair assumes the role of Chair*

Items related to Small Business, Retail and Hospitality portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Small business:

- Small business grants
- Retail
- Hospitality industry
- Social Enterprise
- Community engagement relating to the above.

Items related to Knowledge City portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Relationships with:
 - Universities
 - Research institutes
 - Technical and further education institutions
 - Registered training organisations
 - Local schools
- Smart City Approach
- City learning:
 - Libraries and community centres
- Hubs
- Knowledge:
 - Melbourne Conversations
 - Accelerator programs
- Start-ups*
- Information technology
- Disruptive technologies*
- Museums
- Education
- Community engagement relating to the above.

** When considering matters in relation to 'Disruptive technologies' and 'Start-ups' are considered, the Deputy Chair assumes the role of Chair*

Items related to People City portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Family services:
 - Children's services
 - Youth
- Community Care:
 - Aged Care
 - Disability services
 - Ethnic services
- Emergency management/services

- Social and affordable housing
- Homelessness
- City safety
- Health and wellbeing:
 - Community sports
 - Recreation services
 - Multiculturalism
 - Public space (including streetscapes but excluding parklands and trees)
- Diversity and inclusion
- Social policy
- Community grants
- Community engagement relating to the above.

Items related to International Engagement portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- International Students
- Tourism/visitation
- Sister city relationships
- Wayfinding
- Community engagement relating to the above

Items related to Aboriginal City portfolio

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

- Aboriginal Melbourne
- Community engagement relating to the above.

**Schedule of positions of Portfolio Chair and Deputy Chair
of the Future Melbourne Committee**

By Councillor	By Portfolio
<p>Lord Mayor Sally Capp Chair: Major Projects Chair: Major Events</p> <p>Deputy Lord Mayor Arron Wood Chair: Finance and Governance Deputy Chair: Environment</p> <p>Cr Susan Riley Chair: Small Business, Retail and Hospitality Deputy Chair: Prosperous City* *Deputy Chair assumes the role of Chair when considering matters relating to 'Brand Melbourne' and 'Events with a gender alignment'.</p> <p>Cr Philip Le Liu Chair: International Engagement Deputy Chair: Knowledge City* *Deputy Chair assumes the role of Chair when considering matters relating to 'Disruptive technologies' and 'Start-ups'.</p> <p>Cr Rohan Leppert Chair: Arts, Culture and Heritage Deputy Chair: Transport Deputy Chair: Planning* *Deputy Chair assumes the role of Chair when considering matters relating to 'Heritage Planning' are considered</p> <p>Cr Kevin Louey Chair: Prosperous City</p> <p>Cr Cathy Oke Chair: Environment Deputy Chair: Finance and Governance Deputy Chair: Aboriginal City</p> <p>Cr Nicholas Reece Chair: Planning Deputy Chair: Major Projects</p> <p>Cr Beverley Pinder Mortimer Chair: People City Deputy Chair: Small Business, Retail and Hospitality Deputy Chair: International Engagement</p> <p>Cr Jackie Watts Chair: Knowledge City Deputy Chair: People City</p> <p>Cr Nicolas Frances Gilley Chair: Aboriginal City Chair: Transport</p>	<p>Major Projects Chair: Lord Mayor</p> <p>Major Events Chair: Lord Mayor</p> <p>Aboriginal City Chair: Cr Nicolas Frances Gilley Deputy Chair: Cr Cathy Oke</p> <p>Transport Chair: Cr Nicolas Frances Gilley Deputy Chair: Cr Rohan Leppert</p> <p>Finance and Governance Chair: Deputy Lord Mayor Arron Wood Deputy Chair: Cr Cathy Oke</p> <p>Small Business, Retail and Hospitality Chair: Cr Susan Riley Deputy Chair: Cr Beverley Pinder Mortimer</p> <p>International Engagement Chair: Cr Philip Le Liu Deputy Chair: Cr Beverley Pinder Mortimer</p> <p>Arts, Culture and Heritage Chair: Cr Rohan Leppert Deputy Chair: Cr Philip Le Liu</p> <p>Planning Chair: Cr Nicholas Reece Deputy Chair: Cr Rohan Leppert* *Deputy Chair assumes the role of Chair when considering matters relating to 'Heritage Planning'.</p> <p>Knowledge City Chair: Cr Jackie Watts Deputy Chair: Cr Philip Le Liu* *Deputy Chair assumes the role of Chair when considering matters relating to 'Disruptive technologies' and 'Start-ups'.</p> <p>Environment Chair: Cr Cathy Oke Deputy Chair: Deputy Lord Mayor Arron Wood</p> <p>People City Chair: Cr Beverley Pinder Mortimer Deputy Chair: Cr Jackie Watts</p> <p>Prosperous City Chair: Cr Kevin Louey Deputy Chair: Cr Susan Riley* *Deputy Chair assumes the role of Chair when considering matters relating to 'Brand Melbourne' and 'Events with a gender alignment'.</p>

SCHEDULE OF COUNCILLOR POSITIONS ON ADVISORY COMMITTEES AND EXTERNAL ORGANISATIONS

(including section 86 Committees other than the Future Melbourne Committee)

Council advisory committees

Title	Council Representative	Alternate
Audit and Risk Committee	Chair Finance and Governance Councillor Philip Le Liu	
Disability Advisory Committee	Chair People City	Deputy Chair People City
Family and Children's Advisory Committee	Chair People City	Deputy Chair People City
Homelessness Advisory Committee	Chair People City	Deputy Chair People City
Parks and Gardens Advisory Committee	Chair Environment	Deputy Chair Environment
Queen Victoria Market Committee of Trustees	Lord Mayor (Chairperson) Councillor Rohan Leppert Councillor Jackie Watts	

External organisations

Title	Council Representative	Other information
Australia-Britain Society (Victoria) Inc.	Lord Mayor	Victorian Honorary Vice President
Australian Intercultural Society	Councillor Susan Riley	Appointment through separate process
Business Partner City (BPC) Network	Chair Prosperous City	
C40 Cities Climate Leadership Group	Lord Mayor	
Committee for Melbourne	Deputy Lord Mayor	
Council of Capital City Lord Mayors	Lord Mayor	
Destination Melbourne	Chair International Engagement	
Enterprise Melbourne Pty Ltd	Chair Prosperous City Deputy Chair Prosperous City	
International Council for Local Environment Initiatives (ICLEI)	Councillor Cathy Oke	Through a separate election process, Councillor Oke also holds a range of ICLEI positions including First Vice President and membership of the Executive Board and Management Committee.

Lord Mayor's Charitable Foundation	Lord Mayor	Honorary Patron, Statutory appointment
Melbourne Art Trust	Lord Mayor Deputy Lord Mayor Chair Finance and Governance	Statutory appointment
Metropolitan Local Governments' Waste Forum	Chair Environment	
Metropolitan Transport Forum	Chair Transport	
Municipal Association of Victoria (MAV)	Councillor Rohan Leppert	Through a separate election process, Councillor Leppert also holds the position of Board Member of the MAV.
Procurement Australia	Councillor Susan Riley	Through separate appointment process, Councillor Riley holds a position as Board member.
RMIT's School of Fashion and Textiles Industry Advisory Group	Councillor Susan Riley	Appointment through separate process
Royal Humane Society of Victoria	Lord Mayor	Patron
Royal Victorian Association of Honorary Justices	Lord Mayor	Patron
Royal Women's Hospital Foundation	Lord Mayor	Patron
Shrine of Remembrance Trustees	Lord Mayor	Trustee, Statutory appointment
Victorian Local Governance Association (VLGA)	Chair Finance and Governance Councillor Rohan Leppert (Alternate)	
Victorian Local Government Women's Charter	Councillor Jackie Watts	
Yarra Park Advisory Committee	Chair Environment	Appointment through separate process

Section 86 Committees (other than Future Melbourne Committee)

Title	Council Representative
Inner Melbourne Action Plan Implementation (IMAP) Committee	Chair Planning
Chief Executive Officer Employment Matters Committee	Lord Mayor Chair Finance and Governance Councillor Beverley Pinder Mortimer Councillor Nicholas Reece