

Management report to Council**Agenda item 6.6****Councillor portfolios****Council****Presenter:** Michael Tonta, Director Governance**29 March 2022****Purpose and background**

1. The purpose of this report is to enable Council to update arrangements supporting Councillor portfolio roles.
2. At the commencement of its term, Council introduced a portfolio structure which provided individual key areas of focus and leadership responsibility to support the group's collective decision-making and city representation functions.
3. The current arrangement was adopted by Council on 15 December 2020 and included appointment of Councillors to positions of portfolio lead and deputy lead.

Key issues

4. Following the first year of the Council term, Councillors undertook discussion and reflected on working arrangements over 2021, a period of significant activity which led to the delivery of the Council Plan 2021 – 2025, Community Vision, Inclusive Melbourne Strategy, advancement on a Neighbourhood Model and a range of strategies and programs aimed at reactivating the city during a period of social and economic stress.
5. Councillors have committed to the current framework with some minor updates to consolidate working arrangements as Council prioritises and progresses delivery of the 52 initiatives under the Council Plan. The updates include the following:
 - 5.1. Councillor Jamal Hakim to replace Councillor Elizabeth Doidge as Deputy Lead City Activation portfolio
 - 5.2. Revising some descriptions and inclusion of new components under the following portfolios.
 - 5.2.1. Health, Wellbeing and Belonging
 - 5.2.2. City Transport, Infrastructure and Operation
 - 5.2.3. Business and Global Opportunities
 - 5.2.4. Small Business
 - 5.2.5. Environment
 - 5.2.6. Finance, Governance and Risk
 - 5.2.7. Aboriginal Melbourne
 - 5.2.8. City Planning
6. The proposed changes are summarised in Attachment 2 and incorporated in a revised portfolio structure included as Attachment 3.

Recommendation from management

7. That Council endorses the revised Councillor portfolio structure and positions of portfolio lead and deputy lead as included in Attachment 3 of the report from management.

Attachments:

1. Supporting Attachment (Page 2 of 4)
2. Summary of proposed changes to Councillor portfolios (Page 3 of 4)
3. Schedule of positions of portfolio lead and deputy lead and areas of responsibility (Page 4 of 4)

Supporting Attachment

Legal

1. There are no direct legal implications arising from the recommendation contained in this report.

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 material or general conflict of interest in relation to the matter of the report.

Health and Safety

4. No health and safety matters were identified in the preparation of this report.

Stakeholder consultation

5. No stakeholder consultation was required in the preparation of this report.

Relation to Council policy

6. The current structure of Councillor portfolios was adopted at Council on 15 December 2020.

Environmental sustainability

7. No environmental sustainability issues or opportunities arise from this report.

COUNCILLOR PORTFOLIOS – SUMMARY OF PROPOSED CHANGES

Portfolio	Proposed change
City Activation	Position change: Deputy Lead vacated by Cr Doidge and to be filled by Cr Hakim
Health, Wellbeing and Belonging	<p>Add: Domestic animal management</p> <p>Add: Covid testing and vaccinations</p> <p>Amend 'Health and wellbeing' to 'Public health and wellbeing' (<i>to capture matters such as noise odours and food safety</i>)</p> <p>Amend 'Aged access and inclusion' to 'Aged Services'</p> <p>Remove sub categories and make all stand-alone dot points</p>
Small Business	Add: Business Concierge Service
Business and Global Opportunities	Add: International Strategy
Environment	Add Power Melbourne
City Transport, Infrastructure and Operations	<p>Delete 'Transport connections'. It is covered by 'Transport' already referenced under this portfolio.</p> <p>Delete 'Property Portfolio'. It is covered in the Finance, Governance and Risk portfolio under "Property Strategy" and 'Investment Fund'</p>
Finance, Governance and Risk	Add: 'Revenue'
Aboriginal Melbourne	<p>Add: Aboriginal Health and Wellbeing including Homelessness Aboriginal Economic Participation Aboriginal City Aboriginal Protocols and Engagement</p> <p>Amend: 'Reconciliation Action Plan' to 'Reconciliation'</p>
City Planning	Add: 'Design Excellence'

COUNCILLOR PORTFOLIOS
SCHEDULE OF POSITIONS OF PORTFOLIO LEAD AND DEPUTY LEAD AND AREAS OF RESPONSIBILITY

<p>FINANCE, GOVERNANCE AND RISK</p> <p>Portfolio Lead: Cr Le Liu Deputy Lead: DLM Reece</p> <ul style="list-style-type: none"> • Corporate and financial planning and reporting • Annual budget • Revenue • Triple bottom line processes and reporting • Rates and valuations • Financial and control systems/reporting • Online services • Data platforms including open data • Continuous improvement • Subsidiary companies • Queen Victoria Market Pty Ltd • Citywide Service Solutions Pty Ltd • Procurement - Tender and contract policies • Audit and Risk • Property Strategy • Investment Fund • Disclosure and transparency • Legal services • Local Laws • Sustainable development goals and city benchmarking 	<p>ENVIRONMENT</p> <p>Portfolio Lead: Cr Leppert Deputy Lead: Cr Doidge</p> <ul style="list-style-type: none"> • Council Carbon Neutral • Integrated Water Management • Zero Net Emissions • Whole of council sustainability programs • Melbourne Renewable Energy Project • Energy resources • Climate adaptation and resilience • Waste and Resource Recovery • Urban Forest and precinct plans • Urban Ecology and Biodiversity • Open Space and parks plans • Urban farming • Power Melbourne 	<p>CITY PLANNING</p> <p>Portfolio Lead: DLM Reece Deputy Lead: Cr Leppert</p> <ul style="list-style-type: none"> • Strategic planning • Structure planning • Statutory planning and building control • Urban design • Planning scheme amendments (other than for heritage and sustainable building design) • Noise abatement • Design Excellence 	<p>CITY TRANSPORT, INFRASTRUCTURE AND OPERATIONS</p> <p>Portfolio Lead: LM Capp Deputy Lead: Cr Campbell</p> <ul style="list-style-type: none"> • Parking • Public Lighting • Delivery of capital works • Asset management program • Greenline • Transport • Traffic management • Cycling strategy • Urban Freight including Last Kilometre Freight • Connecting Docklands • Road Safety • Walking • Water transport and mobility • Rubbish collection 	<p>CITY ACTIVATION</p> <p>Portfolio Lead: Cr Campbell Deputy Lead: Cr Hakim</p> <ul style="list-style-type: none"> • Brand Melbourne • Destination Marketing • Liveability ranking • Retail • Hospitality industry • Tourism/visitation • Social Enterprise • Investment attraction • Economic activation • Conference and convention attraction • Event Partnership Program • Premier Events • Night time economy • Sponsorship 	<p>BUSINESS AND GLOBAL OPPORTUNITIES</p> <p>Portfolio Lead: Cr Louey Deputy Lead: Cr Chang</p> <ul style="list-style-type: none"> • Business support • Business Development Fund • Trader groups • Sister city relationships • Melbourne Office, Tianjin • Global city alliances (including relationships, trade missions and marketing) • Business Partners Cities Network • International Strategy 	<p>HEALTH, WELLBEING AND BELONGING</p> <p>Portfolio Lead: Cr Ball Deputy Lead: Cr Hakim</p> <ul style="list-style-type: none"> • Family services • Children's services • Youth • Community Services • Aged services • Disability Action Plan • Emergency management/services • City safety • Public health and wellbeing • Community sports • Recreation • Multiculturalism • Waterways • Strata title living • Diversity and inclusion • Social policy • Community grants • Social and affordable housing • Homelessness • Make Room • MSIR • Smoke free zones • Domestic animal management • Covid testing and vaccinations 	<p>EDUCATION AND INNOVATION</p> <p>Portfolio Lead: Cr Griffiths Deputy Lead: Cr Le Liu</p> <ul style="list-style-type: none"> • Relationships with: <ul style="list-style-type: none"> ○ Universities ○ Research institutes ○ Technical and further education institutions ○ Registered training organisations ○ Local schools • International Students • International Education • City learning • Melbourne Conversations • Accelerator programs • Innovation Districts • Startups
	<p>SUSTAINABLE BUILDING</p> <p>Portfolio Lead: Cr Doidge Deputy Lead: Cr Leppert</p> <ul style="list-style-type: none"> • Sustainable building design • Sustainable building design planning scheme amendments • Energy retrofits and efficiency • Green roofs 	<p>HERITAGE</p> <p>Portfolio Lead: Cr Leppert Deputy Lead: DLM Reece</p> <ul style="list-style-type: none"> • Heritage • Heritage planning scheme amendments 		<p>CREATIVE MELBOURNE</p> <p>Portfolio Lead: Cr Hakim Deputy Lead Cr Doidge</p> <ul style="list-style-type: none"> • Arts and arts grants • Artistic and creative events and organisations • Creative spaces • Libraries • Public art/streetscapes • Aboriginal arts including YIRRAMBOI • City Gallery 	<p>SMALL BUSINESS</p> <p>Portfolio Lead: Cr Chang Deputy Lead: Cr Louey</p> <ul style="list-style-type: none"> • Business Consultation program/business roundtables • Small business and grants • Business Concierge Service 	<p>ABORIGINAL MELBOURNE</p> <p>Portfolio Lead: LM Capp Deputy Lead: Cr Ball</p> <ul style="list-style-type: none"> • Reconciliation • Aboriginal Heritage • Aboriginal Health and Wellbeing including Homelessness • Aboriginal Economic Participation • Aboriginal City • Aboriginal Protocols and Engagement 	