

Management report to Council

Agenda item 6.5

Establishment of the City of the Future/Recovery Taskforce as an Advisory Committee of Council

Council

Presenter: Alison Leighton, General Manager Strategy, Planning and Climate Change
Rob Adams, General Manager City Design

28 July 2020

Purpose and background

1. The purpose of this report is to recommend Council formally establish the City of the Future/Recovery Taskforce (CFT) as an advisory committee and adopt the attached Terms of Reference (refer Attachment 2).
2. In April 2020, the CFT was established by the Chief Executive Officer (CEO) alongside a number of taskforces to support City of Melbourne's (CoM) response to the COVID-19 crisis. While many of the taskforces were established with an immediate crisis response remit and have since concluded their work program, the CFT was established to:
 - 2.1. Lead a whole-of-organisation response to impacts as a result of the COVID-19 outbreak on CoM, the City, and the community.
 - 2.2. Develop a prioritisation framework with which projects and initiatives can be presented, discussed and agreed for implementation.
 - 2.3. Agree on a program of projects and initiatives that can be delivered by CoM, over time, including opportunities with external partners.
3. A quarterly review of the CFT has been undertaken by the CEO and, accordingly, the Terms of Reference have been revised to include an expanded remit and an amended governance structure.

Key issues

4. The revised Terms of Reference propose an expanded remit to ensure integration of projects and initiatives as part of CoM's immediate response and long term future regeneration.
5. An additional core objective of the CFT will be to lead the CoM's response to the impacts of COVID-19 on the city's economy.
6. The original governance structure for each of the six taskforces, included specific roles for Councillors to provide guidance and advice to the CFT.
7. It is now proposed that the liaison roles are concluded and the taskforce reverts to formal reporting through existing governance mechanisms including Councillor Forum, Future Melbourne Committee and Council.
8. The proposed governance structure in the revised Terms of Reference now allows for specific external advisory groups to be established to assist the CFT to consider ideas and suggestions from key stakeholders:
 - 8.1. Establishment of an advisory group including proposed scope, membership and tenure must be approved by the CEO.
 - 8.2. It is proposed the first advisory group to be established by the CEO will be the City Economy Advisory Board to ensure CoM plays a leading role in responding to the impacts of COVID-19 on the central city economy.
9. The City Economy Advisory Board's purpose is to:
 - 9.1. ensure coordination of key economic influencers that impact on the City
 - 9.2. consider advice and ideas from business and community leaders
 - 9.3. assemble qualitative and quantitative data
 - 9.4. ensure state and Federal Governments understand what is required to respond to the impacts of COVID-19 on the central city economy
 - 9.5. provide options for Council consideration through the CFT
 - 9.6. promote response and recovery activities supported by Council.

10. The City Economy Advisory Board will be chaired by the CEO and invitations to participate will be extended to a range of industry organisations, private sector services, State and Commonwealth Government department officers, tertiary and research institutions and economic advisers.

Recommendation from management

11. That Council:
 - 11.1. Formally establishes the City of the Future/Recovery Taskforce as an advisory committee of Council.
 - 11.2. Adopts the Terms of Reference as amended (refer Attachment 2 of the report from management).
 - 11.3. Notes the establishment of the City Economy Advisory Board by the Chief Executive Officer.

Attachments:

1. Supporting attachment (Page 3 of 6)
2. City of the Future / Recovery Taskforce: Terms of Reference (Page 4 of 6)

Supporting Attachment

Legal

1. No direct legal issues arise from the recommendation from management.
2. The *Local Government Act 1989* defines an advisory committee as 'any committee established by the Council, other than a special committee, that provides advice to (a) the Council, (b) the Special Committee or (c) a member of Council staff who has been delegated a power, duty or function of the Council'.

Finance

3. Costs associated with running the CFT and its work, will be appropriated within the existing Annual Plan and Budget endorsed by Council, under appropriate delegation by Council officers. Projects and initiatives identified through the CFT will be proposed and considered as part of existing Council processes, including the Annual Plan and Budget.

Conflict of interest

4. 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.

Health and Safety

5. In revising the CFT Terms of Reference no immediate Occupational Health and Safety issues or opportunities have been identified. Further work of the task force will require more detailed assessments of Occupational Health and Safety.

Stakeholder consultation

6. A program of external community research and engagement was undertaken by the CFT throughout June and July 2020. The engagement sought to deepen CoM's understanding of the trends and issues that are facing people, places and businesses in the City, and ultimately input into the taskforce deliverables. The outcomes of the engagement will form part of a Management Report to Council for consideration at an upcoming Future Melbourne Committee meeting.

Relation to Council policy

7. The recommendation is consistent with the following Council Policies:
 - 7.1. Future Melbourne 2026 Plan
 - 7.2. 2017–2021 Council Plan.

Environmental sustainability

8. Environmental sustainability is integrated into the CFT approach and delivery model. Climate change, resilience, social equity, Aboriginal Melbourne, and prosperity are cross-cutting priorities to be considered throughout the development of key deliverables. Additionally, the Sustainable Development Goal framework will be used to prioritise actions in the roadmap.

CITY OF THE FUTURE - COVID-19 RESPONSE AND RECOVERY TASKFORCE

TERMS OF REFERENCE

1. BACKGROUND

In accordance with established best governance practices, Council is committed to ensuring its decision-making processes are timely, informed, considered and consistent with the best interests of the city's stakeholders, residents, businesses, workers and visitors.

The Council is responsible for the effective discharge of its duties under the *Local Government Act 2020* and other relevant legislation. In upholding these duties, the Council is supported, where necessary and appropriate, by the provision of specialist technical advice. With respect to the COVID-19 pandemic, this advice is best developed and delivered through a transparent Taskforce structure.

The establishment of the City of the Future – COVID-19 Response and Recovery Taskforce (Taskforce) is consistent with these good governance principles. Its purpose is to serve as a mechanism for information and data to be collected, synthesised and developed into recommendations for consideration by Council.

2. THE TASKFORCE PURPOSE

The City of the Future Taskforce (CFT) has been established for the following purpose:

- Enable a whole-of-organisation response to the impact of COVID-19 on City of Melbourne (CoM), the city, and the community.
- Provide advice on the City of Melbourne's response to the economic impacts of COVID-19 on the city's economy.
- Recommend a program of projects and initiatives that can be delivered by CoM, over time, including opportunities with external partners.
- Apply the Sustainable Development Goals to prioritise, inform, frame, and report on these activities.
- Prepare a strategy that defines the roles of Local Government, Victorian Government and the Commonwealth Government for the city's future.
- Identify opportunities for the CoM and other partners to enhance our approach to the knowledge economy.
- Identify opportunities for CoM and the city to embrace changes to transform the way we operate and collaborate.
- Provide a transparent mechanism by which suggestions, ideas and opportunities related to the City of Melbourne COVID-19 response can be distributed and considered in a coordinated and inclusive manner.

3. ROLE OF TASKFORCES IN GOOD GOVERNANCE

The Taskforce has been established so that the collective organisational expertise available to respond to the challenges of COVID-19 is drawn upon in a coordinated, transparent and integrated way. The activities of the Taskforce include the contribution of internal subject matter experts, leveraging advice from both formal and informal external networks and procuring specific deliverables of work within the existing delegation framework set by the Council.

The Taskforce allows the City of Melbourne to ensure sufficient attention and consideration is being paid to those matters that will ultimately assist the Council in making timely, well informed and sound decisions in response to COVID-19 impact, response and recovery.

The Taskforce is a purely advisory body, and discussion is limited to issues relating to the Taskforce Terms of Reference. The recommendations made by the Taskforce only have effect if they are endorsed by the Executive Leadership Team (ELT) and subsequently ratified by the Future Melbourne Committee or Council.

CITY OF THE FUTURE - COVID-19 RESPONSE AND RECOVERY TASKFORCE

The role of the Taskforce is separate to Councillor Portfolios which continue to meet on a regular basis.

3. GOVERNANCE

As an Advisory Committee to Council, the Taskforce will report on activities to the Future Melbourne Committee or Council on at least a quarterly basis, with an increased frequency, if required.

Individual Councillors can refer ideas, opportunities and suggestions to the Taskforce for consideration. These may be derived directly from an individual Councillor or from their networks (formal and informal). These referrals can be made via email directly to the Chief Executive Officer and will be treated as inputs for consideration into the development of the Management Recommendations for future formal consideration by the Future Melbourne Committee or Council.

Under this Governance structure, specific advisory groups may be established to assist the Taskforce in considering ideas and suggestions from key stakeholders. Chief Executive Officer approval must be sought to establish an advisory group and the proposed purpose, scope, membership and tenure of the group must be documented.

4. MEMBERSHIP

The City of the Future Taskforce will be jointly led by the General Manager Strategy, Planning and Climate Change and the General Manager City Design.

Membership of the group will be drawn from officers across CoM including, but not limited to the Aboriginal Melbourne, Economic Development, Technology, Digital and Innovation and Climate Change and Resilience branches.

5. EXTERNAL ENGAGEMENT AND COMMUNICATION

The Taskforce may draw upon external expertise and stakeholder views through:

- Specific outreach activities such as through the Participate Melbourne platform and the Melbourne Conversation event format.
- Establishing advisory groups comprising industry leaders, key stakeholders, subject matter experts and community members.

The output of these activities will be included to inform the work of the Taskforce and progress reports will be provided to the ELT and Future Melbourne Committee or Council on a regular basis.

The Public Affairs and Media Branch will work with the Taskforce as needed to support its communications activities.

6. MEETINGS

Taskforce Lead and Coordinator

All meetings will be chaired by the Taskforce Leads. Meetings will be convened by a Taskforce Lead and supported by the Coordinator.

Agenda items

All agenda items will be forwarded to the Coordinator by 5pm five working days prior to the next scheduled meeting. The agenda will be distributed by 5pm three working days prior to the next scheduled meeting.

Recommendations and minutes

Recommendations will be made by consensus (i.e. members are satisfied with the recommendation even though it may not be their first choice). If consensus is not possible, the Lead is responsible for making the final recommendation.

CITY OF THE FUTURE - COVID-19 RESPONSE AND RECOVERY TASKFORCE

The minutes of each taskforce meeting will be prepared by the Coordinator. Full copies of the minutes, including any attachments, will be provided to all members no later than 5pm three working days following each meeting.

Frequency of meetings

The Taskforce will meet as determined by the Taskforce Leads.

Proxies to meetings

Taskforce members will nominate a proxy to attend a meeting if the member is unable to attend. The member will inform the coordinator of the substitution by 5pm three working days prior to the scheduled meeting. The nominated proxy will provide relevant comments/feedback about the attended meeting to the taskforce member they are representing.

Quorum requirements

A meeting quorum will be the majority of members.

7. TASKFORCE REVIEW

The effectiveness of the Taskforce shall be reviewed by ELT every three months with Councillor feedback to be sought as part of the review process. Reviews will also include consideration of changes to membership.

Any changes to these Terms of Reference will require a resolution of Council.

8. CONTACT

The key contact for this group is:

Name	Position	Contact
Natalie Siragusa	Coordinator	Natalie.Siragusa@melbourne.vic.gov.au

9. STRATEGIC CONTEXT OF THE TASKFORCE

