

November 2022

Governing Hobart

Elected Member Induction Program

9th of November 2022



City of HOBART

www.hobartcity.com.au



Council's Functions and Powers

- The Council is the decision-making body that sets the strategic direction and policy of the municipal area
- The *Local Government Act 1993*, states that in addition to any functions of a council in this or any other Act, the Council has the following functions:
 - To provide for the health, safety and welfare of the community;
 - To represent and promote the interests of the community;
 - To provide for the peace, order and good government of the municipal area



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Roles and Responsibilities

- The *Local Government Act 1993* sets out the role and function of the Lord Mayor, Deputy Lord Mayor and Elected Members
- The future of Local Government Review currently being undertaken may result in changes to the scope of functions and roles under the Act
- Clearly defined roles and responsibilities are a key aspect of good governance
- Elected Members must not direct or attempt to direct employees of Council in relation to the discharge of the employee's duties



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Functions of the Chief Executive Officer

- The functions of the CEO include:
 - Implementing the policies, plans and programs for the Council
 - Implementing the decisions of the Council
 - Being responsible for the day-to-day operations and affairs of the Council
 - Assisting the Council in the preparation of the Strategic Plan, Annual Plan, Annual Report and assessment of the Council's performance against the plans
 - Liaising with the Mayor on the affairs of the Council and the performance of its functions
 - Managing the resources and assets of the Council
- The clear separation of Elected Member and CEO roles and responsibilities, as identified in the Act, reinforces good governance principles



Council Decision Making

- It's critical that Council decision making is informed by the Capital City Strategic Plan, Council officer advice, a sound evidence base, community consultation and engagement and underpinning legislative frameworks
- The Lord Mayor and Elected Members provide leadership to the community and reflect the community's collective aspirations
- Central to this is the way that Elected Members are engaged in 'decision forming' and how the organisation facilitates this leading into decision making by Council in the Chamber

Review of Governance Models

- A comprehensive review of local government governance models to understand best practice across Australia was undertaken
- The review has helped to inform a new City of Hobart Governance Model
- Designed to meet minimum requirements that are expected to be incorporated into the new Local Government Act following the Future of Local Government Review
- The new Governance Model will be effective upon commencement of the new Council

Proposed Governance Model

- Monthly Council Meeting
- Fully Delegated Planning Committee (Sec 23) meeting on a fortnightly basis
- Fortnightly Workshops
- Quarterly Portfolio Committees
- Monthly Portfolio Director Meetings
- Annual Planning Retreat
- Mid Year Review
- Mid Term Review
- Bi-Monthly Elected Member & CEO Breakfast / Dinner
- Elected Member & ELT Bi-Monthly Catch Up



Proposed Model- Portfolios & Committees

- City Economy
 - E.g. Business engagement, CBD marketing; city safety
- Creative City
 - E.g.. Arts sector engagement, public art, events & festivals
- Future Hobart
 - E.g. Structure planning, CBD precinct planning; digital twin
- Sustainability in Infrastructure
 - E.g. Zero waste strategy, circular economy; regional waste; efficiency and sustainable asset management
- Housing & Homelessness
 - E.g. Greater Hobart Homelessness Alliance, housing projects; housing strategy and policies
- City Heritage
 - E.g. Heritage protection; heritage promotion, heritage precincts and cultural heritage
- City Mobility
 - E.g. Local area mobility plans, active transport programs & infrastructure
- City Water
 - E.g. Tas Water representative; Derwent Estuary engagement and policies
- Welcoming & Inclusive City
 - E.g. Community engagement and programs across life stages; multicultural, youth, LGBTI
- Healthy Hobart
 - E.g. Sport and recreation engagement, open space planning, biodiversity etc.
- Planning Authority Chair
 - E.g. Chair of the planning committee, local area provision schedules, and planning scheme

Portfolio System

- 10 Portfolio Committees
- 1 Planning Authority
- Terms of Reference
- Agenda and Briefing Templates
- Annual Work Program Endorsed by Council
- Monthly Communications Plan

Governance Calendar

- Monthly Council Meeting
- Delegated Planning Committee meeting on a fortnightly basis
- Fortnightly Workshops
- Annual Planning Retreat
- Mid Year Review
- Mid Term Review

Additional Committees

- Reconciliation Committee
- Access & Inclusion
- Urban Design Advisory Panel
- Risk and Audit Panel
- Wellington Park Management Trust
- Municipal Emergency Management Committee

New Templates

- New Templates for Briefing Papers, Council Reports and Council Agenda
- Overarching Governance Calendar



City of Hobart Briefing Paper



INSERT TITLE HERE

Insert meeting date here

DIVISION: Highlight responsible Division here

PORTFOLIO: Highlight appropriate Elected Member Portfolio here - avoid listing multiple. Please note, if there is no applicable Portfolio or it is a 'whole' of Council issue, this can be noted.

1. Purpose

Brief summary of the issue and why the matter is at a Council Briefing. The key requirement for this section is to clarify for Elected Members the action that is required by them. For example, the report author should clarify if it is a Paper for noting or for feedback etc.

2. Council Decision Making Cycle

Overview of where this matter is at in the Council decision making cycle - for example, it should be explained whether it is to 'workshop' new ideas, explore issues and opportunities or if the matter has been before a Portfolio or Council before, whether it will be going to an Ordinary Meeting of Council and if it will be coming back for a further Briefing etc.

3. Background

A brief summary of the relevant background to the issue - this should not be an exhaustive history but a summary of the facts Elected Members should be aware of.

4. Key Issues & Opportunities

This section should act as a summary of the primary matters that Elected Members should be aware of. This section may be broken up into headings or dot points depending on matter being presented. The Key Issues should be the most substantial section of the Paper.

5. Financial Implications

Overview of the costs associated with the matter and how it will be funded and budget implications including staff costs.

Next Steps

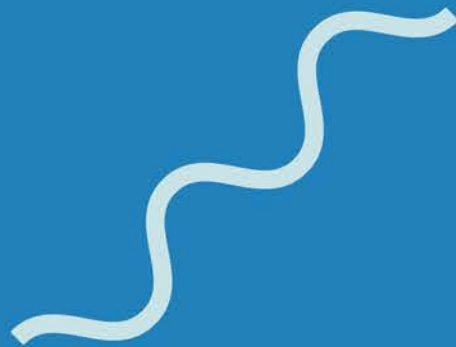
- Elected Member feedback to be provided by the end of the Induction Program with consensus and /or majority agreement sought on the proposed model
- Report to be presented to the Council meeting on 21 November for formal consideration and endorsement of the Council's new Governance Model

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