

Title:	Portfolio Councillor Policy
Type:	Council
Adopted:	28 June 2017
File No:	17/40840
Attachments:	

1. Purpose

Murrindindi Shire Council has established the Portfolio Councillor system. The purpose of this Policy is to articulate the role and support to be provided to Portfolio Councillors.

2. Rationale

With the appointment of Portfolio Councillors, it is desirable that the objectives of establishing these roles and the support that will be provided to Councillors is articulated.

3. Scope

This policy applies to Portfolio Councillors and Council officers who have a responsibility in ensuring that the Portfolio Councillor is kept informed on key matters relating to their area of portfolio responsibility. Currently there are six portfolios covering the following areas:

- Land Use Planning
- Economic Development
- Corporate and Customer Services
- Community Services
- Natural Environment and Climate Change
- Infrastructure and Waste

Portfolio Councillors are appointed at the Special Meeting held each year. In order to enable Councillors to gain a broader experience of Portfolio roles, Councillors will generally not represent a portfolio for more than two years.

The role of the Portfolio Councillor recognises that the day to day management and direction of staff in implementing Council policy and strategy remains the responsibility of the relevant General Manager. Good governance identifies that the authority of councillors can only be exercised when they meet formally as Council at a properly constituted Council meeting. Outside the Council meeting, individual councillors have no authority.

4. Definitions

Nil

5. Policy

5.1 Objectives of the Portfolio Councillor System

The objectives of establishing a Portfolio Councillor system are:

- To enable Councillors to have a greater understanding and input to strategic and policy development on portfolio issues. This facilitates the active and regular engagement of Councillors in major planning, projects and services related to the portfolio
- To enable Councillors to advocate and “Champion” on strategic and policy issues to Council and the community
- To enable the briefing of other Councillors on specialist areas by the Portfolio Councillor

Portfolio Councillor

Special Meeting of Council

1 November 2017

Page 2

- To assist Councillors develop the fullest possible understanding of matters being put to the Council, through the Portfolio Councillor leading discussion of relevant items

5.2 Portfolio Councillor's Duties

The role of the Portfolio Councillor will include:

- Advocating on strategic and policy issues to Council and the community
- Briefing of other Councillors on strategic areas through specific workshops or presentation of reports
- Represent Council on local, regional or state bodies of relevance to the portfolio
- Act as the spokesperson of Council on matters relating to the Portfolio, including, quotes in Media Releases and speaking on Radio and Television as required
- Where there is a relevant Council Committee to be the nominated chair for that committee, unless legislative provisions provide otherwise

5.3 Support Provided to Portfolio Councillors

Support to Portfolio Councillors to enable them to fulfil this role will be provided through:

- A designated General Manager being appointed as the primary contact for the Portfolio Councillor
- Induction by the General Manager, and other relevant staff or organisations, in relation to the key issues affecting the portfolio
- The designated General Manager will initiate regular meetings with the Portfolio Councillor, and other officers where relevant, to keep them briefed on issues (not less than bi monthly) and at other times necessary for the Portfolio Councillor to fulfil their role
- Facilitating the participation of the Portfolio Councillor in relevant committees
- The provision of memberships, publications, training and/or conference attendance where appropriate to enable the Portfolio Councillor to be informed on issues relevant to their portfolio

5.4 Reporting of Portfolio Councillors

Council will enable the Portfolio Councillor to report on matters that are relevant to their portfolio by:

- Presentation of minutes and recommendations of Committees that are related to their portfolio at the Ordinary Meeting of Council
- Presenting a report on the strategic/policy activities of the portfolio Councillor at the Ordinary Meeting of Council
- Leading discussion at Councillor Briefing Sessions on matters relevant to their portfolio
- Leading discussion in the development and annual review of the Council Plan

6. Related Policies, Strategies and Legislation

- *Local Government Act, 1989*
- *Governance Local Law No. 2, 2014*
- Councillor Code of Conduct

7. Council Plan

This Policy supports the Council Plan 2017-2021 strategy under the Our Promise Strategic Objective to "represent and advocate for our community in a transparent and equitable way".

8. Management and Review

This Policy will be implemented by members of the Executive Management Team and monitored by the Chief Executive Officer.

Responsible Officer: Chief Executive Officer

28 June 2017

TRIM Reference: 17/40840

Portfolio Councillor
Special Meeting of Council
1 November 2017
Page 3

This Policy will be reviewed by Council in May 2021.

9. Consultation

Review of this Policy has been conducted by the Executive Management Team and Councillors.

10. Human Rights Charter

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

COUNCILLOR REPRESENTATIVE LIST 2017-2018 (Proposed November 2017)

Council Committees

Special Committees

Committee Name	2017	2017-2018
Audit Advisory Committee	Cr C Bisset Cr S McAulay Cr L Dunscombe	
Chief Executive Officer Performance Review Sub-Committee	All Councillors	
Municipal Emergency Management Planning Committee	Cr S McAulay	
Murrumbidgee Environment Advisory Committee	Cr R Bowles	

Section 86 Committees of Management

Committee Name	2017	2017-2018
Buxton Recreation Reserve Committee of Management	Cr S McAulay	
Eildon Alliance Boat Ramp Committee of Management	Cr J Ashe	
Eildon Community Resource Centre Committee of Management	Cr J Ashe	
Gallipoli Park Precinct Committee of Management	Cr S McAulay	
Glenburn Community Centre Committee of Management	Cr E Lording	
Kinglake Memorial Reserve Committee of Management	Cr L Dunscombe	In recess until March 2018
Mount Pleasant Reserve Committee of Management	Cr M Rae	In recess until September 2018
Strath Creek Reserves & Hall Committee of Management	Cr R Bowles	
Yea Pioneer Reserve Committee of Management	Cr R Bowles	
Yea Saleyards Committee of Management	Cr C Bisset Cr R Bowles (Alternate)	
Yea Showgrounds & Recreation Reserve Committee of Management	Cr R Bowles	
Yea Wetlands Committee of Management	Cr R Bowles	

COUNCILLOR REPRESENTATIVE LIST 2017-2018 (Proposed November 2017)

Trust

Committee Name	2017	2017-2018
Yea Cemetery Trust	All Councillors	

External Committees

Department of Environment, Land, Water and Planning (DELWP)

Committees of Management

Committee Name	2017	2017-2018
Alexandra Racecourse & Recreation Reserve Committee of Management	Cr M Rae	
Alexandra Showgrounds & Recreation Reserve Committee of Management	Cr M Rae	
Flowerdale Community Hall Reserve Committee Inc	Cr E Lording	
Murrumbidgee Scenic Reserve Committee of Management	Cr C Bisset	
Steavenson Falls Scenic Reserve Committee of Management	Cr S McAulay	
Toolangi Forest Discovery Centre Committee of Management	Cr L Dunscombe	

Other External Committees

Committee Name	2017	2017-2018
Central Ranges Local Learning & Employment Network (CRLLEN)	Cr J Ashe Cr M Rae (Alternate)	
Goulburn River Valley Tourism Board	Cr J Ashe	
Goulburn Valley Waste & Resource Recovery Local Government Forum	Cr E Lording Cr L Dunscombe (Alternate)	
Municipal Association of Victoria (MAV)	Cr C Bisset Cr M Rae (Alternate)	
Peri Urban Group of Rural Councils	Cr R Bowles Cr M Rae (Alternate)	
Timber Towns Victoria	Cr R Bowles	