

Portfolio Councillor

Title:	Portfolio Councillor Policy
Type:	Council
Adopted:	27 March 2019
File No:	19/17328
Attachments:	

1. Purpose

Murrindindi Shire Council has established the Portfolio Councillor system. The purpose of Portfolio Councillor Policy (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.

Portfolio's and the representative Councillor will be appointed annually by Council resolution. 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 Director. 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
- to assist Councillors develop the fullest possible understanding of matters being put to the Council, through the Portfolio Councillor leading discussion of relevant items.

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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 Director being appointed as the primary contact for the Portfolio Councillor
- induction by the Director, and other relevant staff or organisations, in relation to the key issues affecting the portfolio
- the designated Director will initiate regular meetings with the Portfolio Councillor, and other Council officers where relevant, to keep them briefed on issues (not less than bimonthly) 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.

This Policy will be reviewed by Council in May 2021.

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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 2019/20

Adopted – to be advised

COUNCIL COMMITTEES - Special Committees		
Committee Name	2018/19	Proposed 2019/20
Audit and Risk Advisory Committee	Cr M Rae Cr S McAulay Cr L Dunscombe	Cr M Rae Cr L Dunscombe Cr C Bisset
Chief Executive Officer Performance Review Sub-Committee	All Councillors	All Councillors
Municipal Emergency Management Planning Committee	Cr S McAulay	Cr S McAulay

COUNCIL COMMITTEES - Section 86 Committees of Management		
Committee Name	2018/19	Proposed 2019/20
Buxton Recreation Reserve Committee of Management	Cr S McAulay	Cr S McAulay
Eildon Alliance Boat Ramp Committee of Management	Cr J Ashe	Cr J Ashe
Eildon Community Resource Centre Committee of Management	Cr J Ashe	Cr J Ashe
Gallipoli Park Precinct Committee of Management	Cr S McAulay	Cr S McAulay
Glenburn Community Centre Committee of Management	Cr E Lording	Cr E Lording
Kinglake Memorial Reserve Committee of Management	In recess	
Mount Pleasant Reserve Committee of Management	In recess	
Strath Creek Reserves & Hall Committee of Management	Cr R Bowles	Cr R Bowles
Yea Pioneer Reserve Committee of Management	Cr R Bowles	Cr R Bowles
Yea Saleyards Committee of Management	Cr C Bisset Cr R Bowles (alternate)	Cr R Bowles Cr E Lording (alternate)
Yea Showgrounds & Recreation Reserve Committee of Management	Cr R Bowles	Cr R Bowles
Yea Wetlands Committee of Management	Cr R Bowles	Cr R Bowles

COUNCIL COMMITTEES - Trust		
Committee Name	2018/19	Proposed 2019/20
Yea Cemetery Trust	All Councillors	All Councillors

EXTERNAL COMMITTEES - Department of Environment, Land, Water and Planning (DELWP)		
Committees of Management		
Committee Name	2018/19	Proposed 2019/20
Alexandra Racecourse & Recreation Reserve Committee of Management	Cr M Rae	Cr M Rae
Alexandra Showgrounds & Recreation Reserve Committee of Management	Cr M Rae	Cr M Rae
Flowerdale Community Hall Reserve Committee Inc.	Cr E Lording	Cr E Lording
Murrindindi Scenic Reserve Committee of Management	Cr C Bisset	Cr C Bisset
Steavenson Falls Scenic Reserve Committee of Management	Cr C Bisset	Cr C Bisset

EXTERNAL COMMITTEES - Other		
Committee Name	2018/19	Proposed 2019/20
Central Ranges Local Learning & Employment Network (CRLLEN)	Cr C Bisset Cr E Lording (alternate)	Cr C Bisset Cr E Lording (alternate)
Flowerdale Community House Inc.	Cr E Lording Manager Community Wellbeing	Cr E Lording Manager Community Wellbeing
Goulburn Broken Greenhouse Alliance	Cr R Bowles Coordinator Environmental Sustainability	Cr R Bowles Coordinator Environmental Sustainability
Goulburn Valley Waste & Resource Recovery Local Government Forum	Cr L Dunscombe Cr J Ashe (alternate)	Cr R Bowles Cr J Ashe (alternate)
Municipal Association of Victoria (MAV) Delegate	Cr S McAulay Cr L Dunscombe (alternate)	Mayor Cr Bowles (alternate)
Municipal Association of Victoria (MAV) – Planning Committee	Cr M Rae	Cr M Rae
Rubicon Outdoor Centre School Council	Cr C Bisset	Cr C Bisset
Rural Councils Victoria (RCV)	Cr C Bisset	Cr L Dunscombe