

Murrindindi Shire Council Policy

Title:	Portfolio Councillor
Type:	Council
File No:	09/06/16, 12/01/01
Date Adopted	27 February 2013
Next Review Date:	27 February 2015

Revision History:

Date	Action	Who
February 2013	Adopted	Council
February 2015	Review	

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 in December 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. Policy

4.1 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.

4.2 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 specialist 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.

4.3 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 to Portfolio Councillor to be informed on issues relevant to their portfolio.

4.4 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 written report on their portfolio issues 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.

5. Supporting Documents

Local Government Act 1989
Governance Local Law No. 3

6. Related Policies

Councillor Code of Governance

7. Governance

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

8. Portfolio and/or Riding Councillor Input

Not applicable.

9. Responsible Officer

Chief Executive Officer

10. Human Rights Charter

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

COUNCIL COMMITTEES		
Committee Name	2013-2014	2014-2015
Audit Advisory Committee	Cr M Rae (alternate: Cr B Magner) Cr J Kennedy Cr J Walsh (alternate:)	
Advancing Country Towns Strategic Steering Group	Cr M Rae Cr B Magner	
Chief Executive Officer Performance Review Sub-Committee	Cr M Rae Cr J Kennedy Cr B Magner	
Economic Development Sub-Committee	Cr M Rae Cr Challen Cr A Derwent	
Friends of Yea Shire Hall Advisory Committee	Cr J Kennedy	
Kinglake Community Centre Advisory Committee	Cr A Derwent	
Municipal Emergency Management Planning Committee	Cr A Derwent	
Murrindindi Environment Advisory Committee	Cr C Ruhr Cr J Kennedy	
EXTERNAL COMMITTEES		
Committee Name	2013-2014	2014-2015
<i>Department of Environment & Primary Industries (DEPI) Committees of Management</i>		
Alexandra Racecourse & Recreation Reserve Committee of Management (DEPI)	Cr M Rae	
Alexandra Showgrounds & Recreation Reserve Committee of Management (DEPI)	Cr M Rae	
Flowerdale Community Hall Reserve Committee Inc (DEPI)	Cr C Ruhr	
Murrindindi Scenic Reserve Committee of Management (DEPI)	Cr J Walsh	
Steavenson Falls Scenic Reserve Committee of Management (DEPI)	Cr C Challen	
<i>Other</i>		
Central Ranges Local Learning and Employment Network (CRLLEN)	Cr J Walsh	
Great Victorian Rail Trail Advisory Committee	Cr J Kennedy	
Goulburn River Valley Tourism Board	Cr C Challen	
Goulburn Valley Waste & Resource Recovery Local Government Forum	Cr B Magner	
High Country Councils Coalition	Cr M Rae	
Municipal Association of Victoria (MAV)	Cr M Rae	
MAV Arts & Culture	Cr C Challen	
MAV Emergency Management Reference Group	Cr A Derwent	

Peri Urban Group of Rural Councils	Cr J Walsh	
Rural Councils Victoria	Cr M Rae	
Timber Towns Victoria (TTV) (now auspices Timber Roads Advisory Committee (TIRES))	Cr J Walsh	
Workspace Australia Board	Cr C Challen	

SECTION 86 COMMITTEES OF MANAGEMENT

Committee Name	2013-2014	2014-2015
Buxton Recreation Reserve Committee of Management	Cr Challen	
CJ Dennis & Castella Public Hall Reserve Committee of Management	Cr A Derwent	
Eildon Alliance Boat Ramp Committee of Management	Cr B Magner	
Eildon Community Resource Centre Committee of Management	Cr B Magner	
Friends of Yea Railway Committee of Management	Cr J Kennedy	
Gallipoli Park Precinct Committee of Management	Cr C Challen	
Glenburn Community Centre Committee of Management	Cr C Ruhr	
Kinglake Memorial Reserve Committee of Management	Cr A Derwent	
Mount Pleasant Reserve Committee of Management	Cr M Rae	
Strath Creek Reserves & Hall Committee of Management	Cr J Kennedy	
Thornton Recreation Reserve and Hall Committee of Management <i>(in recess)</i>	Cr B Magner	
Yea Pioneer Reserve Committee of Management	Cr J Kennedy	
Yea Saleyards Committee of Management	Cr J Walsh	
Yea Showgrounds & Recreation Reserve Committee of Management	Cr J Kennedy	
Yea Wetlands Committee of Management	Cr J Kennedy	

JOINT USE AGREEMENTS WITH DEECD

Committee Name	2013-2014	2014-2015
Alexandra Community Leisure Centre Committee of Management	Cr M Rae	
Eildon Community Centre Committee of Management	Cr B Magner	