

## PURPOSE

This Policy recognises that the Councillors and staff have the same purpose: to serve the community. The Policy further recognises that the Mayor has assigned Councillors a specific portfolio. The Policy outlines the responsibilities and limitations of a Councillor in their Portfolio role and the staff in assisting the Portfolio Councillor.

## SCOPE

The objectives of this Policy are to:

- Enhance Councillors engagement with the broader community and Council management;
- Facilitate professional and appropriate relationships with external parties;
- Strengthen Council's decision making by ensuring Councillors have in-depth knowledge of areas of Portfolio focus;
- Identify Portfolios and the strategic focus of each respective Portfolio;
- Provide guidance on communication with the public on portfolio related matters;
- Facilitate an information flow to the Mayor and other Councillors regarding strategic matters of relevance to the Portfolio.

## POLICY STATEMENT

### 1. Roles and Responsibilities of Councillors under the Act

Section 12 of the Act outlines the responsibilities of Councillors as:

- (1) *A Councillor must represent the current and future interests of the residents of the local government area.*
- (2) *All Councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.*
- (3) *All Councillors have the following responsibilities:*
  - a) *Ensuring the local government –*
    - (i) *discharges its responsibilities under this Act; and*
    - (ii) *achieves its Corporate Plan; and*
    - (iii) *complies with all laws that apply to local governments;*
  - b) *Providing high quality leadership to the local government and the community;*
  - c) *Participating in Council meetings, policy development, and decision making, for the benefit of the local government area;*
  - d) *Being accountable to the community for the local government's performance.*
- (4) *When performing a responsibility, a Councillor must serve the overall public interest of the whole local government area.*

### 2. Appointment of Portfolio Councillor

The Mayor will appoint Portfolio Councillors following consultation with each Councillor.

### 3. Portfolio Councillor Responsibilities

- Take particular interest in the subject for which they hold the Portfolio;
- Speak to any reports tabled at Council meetings and provide verbal updates to workshops as required to ensure all Councillors have equal access to information;
- Represent the Council as required in relation to Portfolio matters;
- Engage with relevant Council management in regards to Portfolio matters;
- Be a point of contact and engagement with stakeholders relevant to the areas of strategic focus within their assigned Portfolio;
- Champion Council's key priorities and decisions relevant to their Portfolio responsibilities;
- Maintain a focus on strategic issues relevant to the Portfolio and not the day to day operational matters.

#### 4. Limitations to Portfolio Councillor Responsibilities

A Portfolio Councillor must comply with the provisions of the Act which means the Portfolio Councillor:

- cannot direct Council staff;
- must abide by Council decisions;
- must abide by Council Policies.

#### 5. Portfolio Councillors and the Media

Councillors are free to make statements and contact the media as individuals as they wish however with respect to their role as Portfolio Councillor Statements and interactions with the media must respect the following:

- (i) The Mayor is Council's principal spokesperson;
- (ii) Portfolio Councillor Statements to the media will:
  - Directly relate to the Councillor's Portfolio;
  - Be consistent with Council Policy and Council decisions;
  - Be directed through Executive Support and only after the Mayor and CEO have been advised;
  - Be copied to all Councillors.

#### 6. Portfolios and areas of strategic focus

Refer Attachment 1 for the Schedule of Portfolios and their strategic focus.

#### 7. Corporate support to Portfolio Councillors

Council will provide all reasonable support to Portfolio Councillors on strategic areas of focus in with their Portfolio as follows:

- General Managers with responsibility for strategic areas of focus of each Portfolio will be the initial point of contact for Portfolio Councillors;
- General Managers may delegate to a staff member the responsibility for being the key point of contact on a particular matter;
- General Managers will ensure that Portfolio Councillors are made aware of any matters of public interest, community engagement, significant external initiatives or stakeholder activities relating to the areas of strategic focus of the relevant Portfolio;
- General Managers will ensure Portfolio Councillors are made aware of any operational matters that may have strategic impact on the Council's performance in the portfolio area including matters relating to key staff and Council budget;
- General Managers will provide Portfolio Councillors with an update on areas of strategic focus for their assigned Portfolios at least on a quarterly basis.

## RELEVANT LAW

*Local Government Act 2009*

*Local Government Regulation 2012*

Note the role of Portfolio Councillor has no statutory basis as such. Portfolio Councillors are bound by the provisions of the Local Government Act 2009 relating to roles and responsibilities.

## RELATED POLICIES AND PROCEDURES

Policy 114 Councillor Code of Conduct

Policy 209 Information, Communication and Technology

Policy 117 Public Disclosure Process

Policy 220 Handling of Confidential Information (Closed Meetings)

Policy 316 Councillor Interaction with Council Staff

[Doc ID 105257](#)

[Doc ID 32970](#)

[Doc ID 179153](#)

[Doc ID 50390](#)

[Doc ID 233726](#)

## RELATED FORMS

Nil

## DEFINITIONS

Term	Definition
<i>the Act</i>	Means the <i>Local Government Act 2009</i>

## APPROVAL

Council approved this policy on 5 September 2018.

## REVIEW

This Policy will be reviewed every two years by the Chief Executive Officer, and is due for review in September 2020.

## REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	20 April 2016	New policy
2	General	5 September 2018	Revised

## ATTACHMENT 1: SCHEDULE OF COUNCILLOR PORTFOLIOS

Portfolio	Strategic Areas of Focus	Portfolio Councillor	Proxy Councillor
Accessibility	Region footpath program, inclusiveness in all NBRC owned assets	Cr Bowen	Cr Zahl
Aerodromes	Compliance, opportunities (economic and funding)	Cr Zahl	Cr Webster
Arts and Culture	Libraries; art galleries; RADF ( <i>excludes events</i> )	Cr Lobegeier	Cr Whelan
B Double Access	Heavy Vehicle Networks ( <i>includes QUT/LGAQ Project</i> )	Cr Webster	Cr Lobegeier
Cemeteries	Region wide improvements	Cr Whelan	Cr Zahl
Community engagement	Communication; wellbeing and liveability programs, active engagement	Cr Whelan	Cr Zahl
Community Halls	Assessment of usage and rationalisation	Cr Webster	Cr Whelan
Good Governance	Compliance, decision making, processes and systems, IT	Cr Zahl	Mayor
Disaster management	Prevention, Preparedness, Response, Recovery	Mayor	Cr Whelan
Economic Development	Attraction of new business/industry, retention of current business/industry, reducing red tape, Planning Act	Cr Radel	Mayor
Environment	Biosecurity draft, gravel pit, flying fox, feral animals including wild dogs and pigs ( <i>excludes waste</i> )	Cr Bowen	Cr Radel
Events	Reviewing CSO, policy renewal, event management process and support (including online)	Mayor	Cr Zahl
Finance	Budget; KPI's, grants; participatory budgeting model	Mayor	Cr Whelan
Governance	Decision making; governance processes and systems; IT	Cr Zahl	Mayor
Physical and Mental Health	QLD Health advocacy. Federal Aged Care advocacy. Mental Health Advocacy. ( <i>excludes NDIS Special Project-Cr Zahl</i> )	Cr Webster	Cr Zahl
Indigenous	Cultural awareness; cultural celebration; indigenous heritage connections, preserving history, RAP, ILUA	Mayor	Cr Bowen
Infrastructure	Roads; bridges ( <i>includes Perry Hindmarsh special project</i> ); drainage; plant; ( <i>includes flood work</i> )	Cr Lobegeier	Cr Webster
Innovation	Innovation Strategy, Pilot Projects	Mayor	Cr Radel
Local Spend	Policy renewal; opportunities for local spend.	Cr Bowen	Cr Zahl

Future Planning	Commercial and Industrial Land	Cr Radel	Mayor
Public Transport	Bus services; future routes	Cr Webster	Cr Whelan
Safety	Public safety	Cr Zahl	Cr Bowen
Sport and Recreation	Sporting grounds/reserves; Public swimming pools; playgrounds.	Cr Radel	Cr Whelan
Staff amenities	Office accommodation;	Cr Whelan	Mayor
Tourism	Tourism strategy outcomes, tourism RTO review	Cr Lobegeier	Mayor
Town Planning	Place making; open spaces.	Cr Zahl	Cr Radel
Waste	Levy; waste collection; reduction; refuse facilities.	Cr Radel	Mayor
Waste Water	Sewerage infrastructure; legislative compliance; treatment plants.	Mayor	Cr Radel
Water	Treatment plants; delivery; quality compliance.	Mayor	Cr Radel
Youth	Youth Matter, educational opportunities	Mayor	Cr Whelan
<b>Special Project Listing</b>			
Percy Hindmarsh Bridge		Cr Lobegeier	
Community Grants		Cr Zahl	
Mingo Crossing		Cr Bowen	
Narayan		Cr Whelan/Mayor	
NDIS		Cr Zahl	
QUT/LGAQ Cube		Mayor	
RM Williams		Cr Webster	
Substation 99		Mayor	
Event Waste		Cr Radel/Cr Zahl	