

Councillor Portfolio Representative Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives.

2. SCOPE

This policy applies to the Mayor and Councillors of the South Burnett Regional Council ('Council').

Council has adopted a portfolio system where each Councillor is a representative for specific portfolios that reflect the organisation structure and the strategies within Council's Corporate Plan.

The portfolios are focused on the strategic level of Council. The policy is does not:

- intend to detract from any Councillor's responsibility to represent their constituents on day-to-day issues. The portfolio system is intended to assist ratepayers and residents to approach a Councillor according to the strategic issue at hand; and
- diminish a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009* (the 'Act'), whereby the portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act.

For clarity, the responsibilities of a Portfolio Councillor do not include:

- involvement in operational matters of the Council;
- giving directions to Council employees;
- committing Council funds or promise to fund or resource any project or matter;
- making strategic or policy decisions on behalf of Council;
- portraying personal views when representing or speaking on behalf of Council; or
- does not diminish Councillors' statutory responsibilities under the Act.

3. GENERAL INFORMATION

Councillor responsibilities associated with their portfolio are:

- to be familiar with the Corporate Plan, in particular the goals and strategies for the activities that the Councillor's portfolio is responsible for delivering;
- to be familiar with the annual Operational Plan and the annual Budget for income and expenditure for the projects within the Councillor's portfolio;

- to have a sound understanding, within the Councillor's portfolio area, of the capital projects being undertaken including the progress of actual annual capital expenditure against annual capital budget (year to date);
- to comply with Council's Media Relations Policy when engaging with the media;
- to act as relevant portfolio spokesperson in the Ordinary Council Meetings, for those agenda items falling within their allocated portfolio. In this context it is not expected that the portfolio Councillor will be the technical expert but the portfolio Councillor is expected to understand and be able to explain the strategic context of issues and their impact on the achievement of the Council's adopted plans and the community. Councillors may provide a full brief to Council on matters in relation to their portfolio. Alternatively, they may provide an introduction, or an overview of the matter then hand over to the relevant Manager, General Manager or the Chief Executive Officer ('CEO');
- to request further information from Council officers in accordance with Council's Acceptable Request Guidelines. Formal Community engagement activities are to be approved by the Mayor, planned and documented as per Council's Community Engagement Policy and Procedure;
- to liaise and communicate with the relevant Manager, General Manager or the CEO, on a monthly basis to keep abreast of and to give Council's perspective with regard to strategic issues including future planning, strategic options, current progress in completing the Operational Plan and progress with major strategic projects;
- to represent the Council on relevant and approved external committees and community forums;
- to keep the Mayor abreast of issues within the Councillor's portfolio; and
- to keep the Mayor and fellow Councillors informed regarding matters that may affect Council and/or a Councillor's divisional area.

4. DEFINITIONS

Councillor means Councillor, of a local government, includes the Mayor.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004

South Burnett Regional Council Corporate Plan 2021-2026

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Media Relations Policy – Strategic001

7. NEXT REVIEW

As prescribed by legislation or September 2024

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	18 July 2012	2681185
2	Review of policy	7 April 2016	2681185
3	Review of policy	19 April 2017	2681185
4	Review of policy	13 June 2018	2681185
5	Change of Portfolio Names	1 October 2018	2681185
6	Local Government Quadrennial Election	29 April 2020	2681185
7	Administrative change: <ul style="list-style-type: none">- Replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/62- Reviewing policy as per Council Resolution 2021/250 – Portfolio briefing wording removed and Corporate Plan reference updated	24 March 2021	2681185
8	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2681185
9	Review of policy	28 September 2022	2681185


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