

HEAD OF POWER

- *Local Government Act 2009*, section 12

INTENT

The purpose of this policy is to outline the roles for Councillors in their allocated portfolio as a means of developing appropriate relationships within the organisation on key strategies or focus areas.

SCOPE

This policy applies to all Councillors.

DEFINITIONS

Act means the *Local Government Act 2009*.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

POLICY STATEMENT

1. Council will be better informed by the Portfolio Councillor who will have a more intimate understanding of the portfolio's strategic activities and issues than Councillors generally.
2. The Portfolio Councillor will be able to address the Council with their knowledge on strategic matters and projects in their portfolio at meetings and publicly if nominated by the Mayor.
3. Portfolios will be allocated at the conclusion of the quadrennial election by resolution of Council.
4. The portfolio system does not diminish Councillors' responsibilities as provided under the Act or other relevant legislation.
5. **Role of Portfolio Councillors**
 - 5.1 Regular meetings can be held with the relevant Executive Leadership Team member to be informed on the topical issues, proposed objectives and strategies for the activities within the portfolio.
 - 5.2 In accordance with the provisions of the Act, Councillors:
 - Cannot direct employees;
 - Must abide by Council decisions; and
 - Must abide by Council policies.

- 5.3 Have a thorough understanding of the objectives and strategies in the Corporate Plan that relate to activities within the portfolio.
 - 5.4 Liaise with the community and attend meetings, forums etc as required regarding their portfolio.
 - 5.5 Liaise with other Portfolio Councillors relating to matters affecting their portfolio area.
 - 5.6 Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.
6. Appendix 1 outlines the Councillors assigned to the relevant portfolios.

ASSOCIATED DOCUMENTS

- Acceptable Requests Guidelines Policy
- Code of Conduct for Councillors in Queensland
- Bundaberg Regional Council Corporate Plan
- *Local Government Regulation 2012*
- Media Relations Policy

DOCUMENT CONTROLS

Council will review this policy annually or in response to changes in law or best practice.

POLICY OWNER

Chief Legal Officer.

Appendix 1

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| Regional Development and Economic Policy | Cr HL Blackburn |
| Community Resilience and Connection | Cr TM McPhee |
| Roads and Infrastructure (Rural) | Cr WR Trevor OAM |
| Roads and Infrastructure (Urban) | Cr LC Statham-Blair |
| Natural Resources and Environment | Cr JP Bartels |
| Community, Liveability, Sports and Recreation | Cr CE McEneaney |
| Arts, Heritage, and Asset Management | Cr JD Learmonth |
| Tourism, Airport and Information Technology Services | Cr SA Cooper |
| Governance and Integrity | Cr MBE Mitchell |
| Finance | Cr D Keslake |
| Water, Waste and Renewable Economy | Cr GW Kirk |