

| Council Policy CP 029 Councillor's Portfolio Policy | | | |
|---|--|--------------------|-------------------------------|
| Officer | Manager Economic Development & Marketing | Owner | Director Creative Communities |
| Review Frequency | Annually | Next Review | 2012 |
| Council Resolution number and date | | | |

OBJECTIVE

Council is an elected body responsible for good governance of its municipal district. Council is required to facilitate and encourage appropriate development in the best interests of the community and to provide equitable and appropriate services and facilities.

To assist in achieving these objectives Council has introduced a Councillor Champion Structure to enable Councillors, as policy makers, to work more efficiently and effectively in achieving Council's strategic direction.

SCOPE

The Champion portfolios will be limited to 14 portfolios reflecting the number of elected Councillors.

The Mayor will have over-arching responsibility on all 14 portfolios. The target is to have one Councillor assigned as the Champion per portfolio along with a proxy. If circumstances dictate, then a Councillor should not have more than 3 assigned portfolios inclusive of proxy roles.

The Policy will enable individual Councillors to develop an in depth understanding of the circumstances influencing Council decisions in relation to their specific themes.

The policy is not intended to detract from any Councillor's responsibility to represent their constituents on day to day issues. Themes are focused at the strategic level of Council policy.

The policy is to facilitate broader engagement between the community and Council however it does not form the basis to create or operate de facto committees.

DEFINITIONS

CEO: Means the Chief Executive Officer of a local government;

Councillor means a person who holds the office of councillor on a council;

Mayor means a person elected by the electors to hold the office of Mayor.

Champion Councillors – Councillors with responsibility for a particular theme/s.

INTENT

S2.10(c) of the Act states that a Councillor's role is "to facilitate communication between the Community and the Council".

The intent of the Champions will be the communicator of information on an issue or project being advanced or considered by the Council, as opposed to the Mayor's role under s2.8(1)(d) as "speaking on behalf of the Local Government".

The Champions will be facilitating the development of policy in particular areas by communicating where the Council is up to, and acting as focal point for members of the Public to have input on an issue. All statements made as a Champion on behalf of Council, must be consistent with Council policy or decisions.

POLICY PRINCIPLES

- To provide a more intimate understanding of specific areas and enable the relevant Champion to be Council's spokesperson on issues related to their themes/s.
- To improve communication between Council, the organisation and the community.
- To enable better visibility and accountability to Council on the implementation of Council policy.
- To not make redundant any of Council's collective responsibility for decision making.
- Having an area of interest does not provide an avenue for Councillors to become involved in the directing of staff or become involved in City operations .

ROLES AND RESPONSIBILITIES

Responsibilities of Councillor Champions are to:

- Provide strategic advice;
- Be familiar with factors affecting the theme;
- Facilitating communication between the Community and the Council" as per s2.10 © of the Local Government Act 1995 (as amended);;
- Assist in developing strategic direction for the theme;
- Inform and engage the community of advancement in the them; and
- Attend meetings and briefings.

Responsibilities of Councillor Champions are NOT to:

- Become involved in operational matters;
- Give directions to staff;
- Commit Council funds or promise to fund or resource any project or expenditure;
- Make strategic or policy decisions on behalf of Council;
- Speak on behalf of the Council;
- Call or organise meetings or create committees; and
- Portray personal views when representing or speaking on behalf of Council.

WORKPLACE INFORMATION

S2.8 (1) (d) and S 2.10 (c) of the Local Government Act 1995 (as amended).

COMMUNITY STRATEGIC COMMUNITY PLAN

This Policy is implemented in conjunction with the Strategic Community Plan Goals:

| Goal | Themes |
|---|--|
| Strategic Community Plan - Goal 1 Opportunities For Lifestyle | <ul style="list-style-type: none">• Green Infrastructure & Coastal• Land Use & Built Environment• Infrastructure & Transport |
| Strategic Community Plan - Goal 2 Opportunities For Prosperity | <ul style="list-style-type: none">• Science Education & Innovation• Economic Development & Diversification |
| Strategic Community Plan - Goal 3 Opportunities For Creativity | <ul style="list-style-type: none">• Heritage, Culture & the Arts• Human Services Infrastructure• Sports & Recreation• Energy |
| Strategic Community Plan - Goal 4 Opportunities For Sustainability | <ul style="list-style-type: none">• Materials – Waste• Natural Resources Management (NRM), Water, Biodiversity & Climate Change |
| Strategic Community Plan - Goal 5 Leading The Opportunities | <ul style="list-style-type: none">• Regional Development, Identify & Empowerment• Community Visioning, Engagement• National & International Partnerships |

ROLES AND RESPONSIBILITIES

Director of Creative Communities is responsible for implementing this Policy.

