

## Councillors Portfolio Policy

### Policy - CP028

Prepared	Reviewed	Approved	Date	Council Minute No.
CEO	Council	Council	February 2021	2021/0033
Trim File: 18/02/01		To be reviewed: February 2025		
Document Owner: Chief Executive Officer		Review Frequency: Four yearly		

#### 1. The purpose of this policy is

To provide Councillors with an opportunity to develop an increased level of knowledge, leadership and representation across our municipality within the specified portfolio area.

#### 2. Policy Statement

Council decisions are often complex, Councillors are required to consider not only the benefits of the decision to the broader community, but issues of equity, transparency, fairness, financial and legal implications, and the legacy they leave for future generations, while representing the immediate needs of the local community.

By implementing a portfolio structure, Councillors become knowledge champions for issues falling within their allocated portfolio. Portfolios have been aligned to the Community & Council Plan and are focused at the strategic level of Council Policy and do not provide an avenue for Councillors to become involved at operational levels of the organisation.

Councillors will be nominated as a primary and secondary portfolio Councillor on an annual basis by Council Resolution.

While the portfolio system provides no formal delegated authority to the Portfolio Councillor. It does provide an opportunity to develop and maintain an increased level of understanding relevant to that portfolio.

As prescribed in the *Local Government Act 2020*, the role of a Councillor is to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan. While the portfolio system may provide Councillors with an opportunity to have a greater understanding of the operational aspects of a particular area, this does not allow for Councillors to become involved in the day-to-day operational matters and decision making processes.

### 3. Principles

- Provide an increased level of knowledge on the relevant portfolio area;
- Allows Councillors to be spokesperson for the relevant portfolio area;
- Improve communication between Council, the organisation and the community;
- Enable better visibility and accountability to Council on the implementation of Council policy;
- Being a Portfolio Councillor does not provide an avenue for Councillors to become involved in the directing of staff
- Ensure quality information is provided to all Councillors by the Portfolio representative; and
- Share the workloads associated with being an elected Councillor;

### 4. Who is responsible for implementing this policy?

The Chief Executive Officer is responsible for implementing this policy.

### 5. Definitions

Portfolio Councillors            Councillors with responsibility for a particular portfolio or portfolios

### 6. Legislation and other references

#### 6.1 Legislation

N/A

#### 6.2 Documents

This Policy is implemented in conjunction with the Portfolios as listed:

Area	Functions
<b>Community Development &amp; Gender Equality</b>	<ul style="list-style-type: none"><li>• Community Access and Inclusion</li><li>• Community Plans</li><li>• Social Inclusion</li><li>• Reconciliation</li><li>• Cultural diversity</li></ul>
<b>Community Health &amp; Wellbeing</b>	<ul style="list-style-type: none"><li>• Healthy Communities</li><li>• Community Services</li><li>• Public Health</li></ul>
<b>Arts, Culture &amp; Heritage</b>	<ul style="list-style-type: none"><li>• Arts Centre</li><li>• Arts Programs</li><li>• Libraries</li><li>• Heritage</li></ul>

Area	Functions
<b>Recreation and Events</b>	<ul style="list-style-type: none"> <li>• Recreation Development</li> <li>• Sporting Facilities Development</li> <li>• Events Development</li> <li>• Facility Development</li> </ul>
<b>Environment and Sustainability</b>	<ul style="list-style-type: none"> <li>• Energy Conservation</li> <li>• Eco Living Centre</li> <li>• Solar</li> <li>• Water</li> <li>• Agriculture</li> <li>• Litter</li> <li>• Waste Management</li> <li>• Vegetation Management</li> </ul>
<b>Infrastructure &amp; Assets</b>	<ul style="list-style-type: none"> <li>• Asset Management</li> <li>• Roads</li> <li>• Drainage</li> <li>• Buildings</li> <li>• Capital Works</li> <li>• Stormwater Quality</li> <li>• Road Safety</li> <li>• Parks</li> </ul>
<b>Economic Development</b>	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Tourism</li> <li>• Mildura Airport Pty Ltd</li> <li>• Mildura Regional Development</li> <li>• Mildura City Heart</li> </ul>
<b>Governance, Performance, Risk and Audit</b>	<ul style="list-style-type: none"> <li>• Corporate Planning</li> <li>• Customer Service</li> <li>• Organisational Management</li> <li>• Emergency Management</li> <li>• Financial Sustainability</li> <li>• Internal Audit</li> <li>• Audit and Risk Committee</li> <li>• Sister Cities</li> </ul>

### 6.3 Risk Assessment Reference

Risk Category	✓	Risk Category	✓
Asset Management Committees		Financial Sustainability	
Compliance – Legal & Regulatory	✓	Human Resource Management	
Contract Management		Leadership & Organisational Culture	✓
Contract Tendering & Procurement		Occupational Health & Safety	
Corporate Governance	✓	Organisational Risk Management	
Environmental Sustainability		Project Management	
		Public Image and Reputation	✓