

Councillors Portfolio Policy

Policy - CP028

| Prepared | Reviewed | Approved | Date | Council Minute No. |
|---|----------|-------------------------------|----------|--------------------|
| CEO | Council | Council | May 2025 | 2022/0056 |
| Trim File: 18/02/01 | | To be reviewed: May 2029 | | |
| 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 Council Plan 2021-2025 and are focused at the strategic level of Council Policy, as opposed to providing 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. Councillors may choose to elect as many additional Councillors to a portfolio as is deemed appropriate. Where this occurs, there will remain one Primary Portfolio Councillor, Councillors will be listed as additional with the Secondary Portfolio holder.

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 | Council Plan Theme(s) | Outcomes |
|--|--|--|
| Community Development & Gender Equity | Community <i>We will be a healthy, respectful and connected community</i> | <ul style="list-style-type: none">• A community where people feel safe• Social and cultural diversity is respected, supported and celebrated• Respect Aboriginal culture, connection to country and Traditional Owners of the land |
| | Place <i>We will be a place to live, belong and visit with infrastructure that enhances our lifestyle</i> | <ul style="list-style-type: none">• A well-developed long-term land use vision• Access to affordable housing, including social housing, that is appropriate for the housing needs of very low, low and moderate income households |

| Area | Council Plan Theme(s) | Outcomes |
|---|--|---|
| Community Health & Wellbeing | Community <i>We will be a healthy, respectful and connected community</i> | <ul style="list-style-type: none"> • Access to quality local health services to support physical, mental and emotional wellbeing • Health and wellbeing is promoted for everyone that lives, learns, works and plays in our community • Youth are supported to reach their full potential |
| Arts, Culture & Heritage | Community <i>We will be a healthy, respectful and connected community</i> | <ul style="list-style-type: none"> • Arts, culture and heritage that connect community and improve health and wellbeing |
| Sports and Recreation | Community <i>We will be a healthy, respectful and connected community</i> | <ul style="list-style-type: none"> • Health and wellbeing is promoted for everyone that lives, learns, works and plays in our community |
| | Place <i>We will be a place to live, belong and visit with infrastructure and development that enhances our lifestyle</i> | <ul style="list-style-type: none"> • Diverse open spaces and public facilities that are well-connected, accessible, resilient and promote active healthy lifestyle • Enable projects that enhance and activate our community |
| Environment and Sustainability | Environment <i>We will sustain our natural environment and resources for current and future generations</i> | <ul style="list-style-type: none"> • Protected and enhanced natural environment • Reduced waste to landfill and enhanced resource recovery • A community that actively addresses the causes and impacts of climate change • Increased community knowledge, skills and action to live sustainability • Access to a secure and high-quality water supply |
| | Place <i>We will be a place to live, belong and visit with infrastructure and development that enhances our lifestyle</i> | <ul style="list-style-type: none"> • Improved transport services for our region |
| Infrastructure & Assets | Place <i>We will be a place to live, belong and visit with infrastructure and development that enhances our lifestyle</i> | <ul style="list-style-type: none"> • Diverse open spaces and public facilities that are well-connected, accessible, resilient and promote active healthy lifestyles • Sustainable infrastructure that meets the current and future community needs • Improved transport services for our region • A transport network that is fit-for-purpose |

| Area | Council Plan Theme(s) | Outcomes |
|---|---|--|
| Economic Development | Place <i>We will be a place to live, belong and visit with infrastructure and development that enhances our lifestyle</i> | <ul style="list-style-type: none"> • Enable projects that enhance and activate our community • Vibrant, prosperous and activated CB and town centre |
| | Economy <i>We will have a thriving economy that harnesses our strengths and capitalises on opportunities</i> | <ul style="list-style-type: none"> • Resilient local businesses that are supported to thrive, contributing to the viability and character of our towns • An agile economy underpinned by innovation and industry diversity that attracts investment • Access to a range of education, training and employment pathways • A skilled workforce that meets current and future industry needs • Access to digital infrastructure to support education, health and economy • Mildura Regional Airport is a major air traffic gateway for the region |
| Events and Tourism | Economy <i>We will have a thriving economy that harnesses our strengths and capitalises on opportunities</i> | <ul style="list-style-type: none"> • A valued and vibrant tourism industry and recognised visitor destination |
| Agriculture and Agri-Business | Environment <i>We will sustain our natural environment and resources for current and future generations</i> | <ul style="list-style-type: none"> • Protected and enhanced natural environment |
| | Economy <i>We will have a thriving economy that harnesses our strengths and capitalises on opportunities</i> | <ul style="list-style-type: none"> • An agile economy underpinned by innovation and industry diversity that attracts investment |
| Governance, Finance, Corporate Performance, Risk and Audit | Leadership <i>We will have responsible, collaborative leadership that puts community wellbeing at the heart of decision making</i> | <ul style="list-style-type: none"> • The community has a voice through inclusive engagement and participation • Trust, respect and understanding between community and Council • A workplace and culture that is healthy, safe, inclusive and diverse • A high performing organisation • Effective governance to deliver results in line with community expectations • Serve the community by providing great customer experience, value for money and quality services • Advocate on behalf of the community to address needs and priorities • Collaborative leadership and partnerships that |

| Area | Council Plan Theme(s) | Outcomes |
|---------------------------------|---|---|
| | | build capacity and increase opportunities |
| Financial Sustainability | Leadership <i>We will have responsible, collaborative leadership that puts community wellbeing at the heart of decision making</i> | <ul style="list-style-type: none"> • A financially sustainable organisation • Serve the community by providing great customer experience, value for money and quality services • Advocate on behalf of the community to address needs and priorities |

6.3 Risk Assessment Reference

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