

Councillor Portfolios



COUNCIL POLICY NUMBER	166
Date adopted	25 June 2019
Scheduled for review	June 2023

Purpose

To define the role and support to be provided to portfolio councillors.

Policy Statement

1. Introduction

The Campaspe Shire Council ('Council') at its meeting on 13 November 2018 resolved to adopt the following two statements on the purpose of portfolios and the role of Portfolio Councillors:

Purpose of Portfolios

The purpose of the portfolio model is to create collaboration with community and stakeholders and support the implementation of Council strategic directions aligned with the portfolio subject area and create opportunities for partnership and innovation.

Role of Portfolio Councillors

The councillor's role is to represent Council in that portfolio subject area, understanding the key issues and opportunities for Campaspe Shire. The councillor is to attend external stakeholder meetings, be actively involved in progressing this area and report back to Council on key focus areas and issues for further consideration by Council.

2. Policy implementation

- a. Portfolio councillors will be well-informed of controversial issues and will endeavour to have a detailed understanding of the issues.
- b. Portfolio councillors will not independently of Council set policy, or give instructions on report preparation.
- c. Portfolio councillors are not responsible for the performance outcomes of their portfolio areas.
- d. The communication of information to councillors in general will not change, with all councillors being kept well informed of major controversial or topical issues requiring all councillors' knowledge for possible future council action.
- e. Any media enquiries will be handled by the Mayor and portfolio councillors will only speak to an issue if requested by the Mayor.
- f. In the early stages of each Council term portfolios will be allocated based on the new Council Plan.
- g. The acceptance of a portfolio by a Councillor is optional.
- h. To ensure that councillors are given opportunities to gain experience in different portfolios Councillors can only hold a specific portfolio for a maximum term of two years
- i. Councillors will be given preference to attend training and conferences relating to their portfolio, subject to available budget funds.

3. Relationship between Portfolio Councillor and General Manager

- a. Portfolio councillors will regularly meet with the relevant General Manager (and senior management as deemed appropriate) to be informed on topical issues, proposed legislative changes and industry and technology updates. These meetings should be strategic in nature and held as often as required.

Portfolio councillors may discuss the proposed content of reports with the General Manager, but the report preparation and content will always remain the officer’s responsibility, and it should be prepared free from improper influence or direction from the Portfolio councillor.

- b. Any issues or problems relating to a portfolio should be discussed with the relevant General Manager in the first instance. Where the issue or problem cannot be resolved between the Portfolio councillor and the General Manager, the matter is to be escalated to the Chief Executive Officer and the Mayor.

Exclusions

Nil

Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Definitions

Portfolio Councillor	Portfolio Councillors are allocated particular Council Plan areas (such as roads or environmental matters). A Portfolio Councillor has a detailed knowledge of their service area and often lead discussion on their portfolio at Council, committee and public meetings.
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Related Legislation

Nil

Attachments

Nil

Review Period

Four years

Responsible Officer

Governance Manager

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Approval History

Adopted	25 June 2019	Minutes Book Reference No 1992 (Item 7.2)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')

Chief Executive Officer: 

Date: 24/2/2021