

# COUNCILLOR PORTFOLIO GUIDELINES POLICY

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<b>Policy Reference No.</b>	POL/158
<b>File No.</b>	HCC12/403
<b>Strategic Objective</b>	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs
<b>Adopted by Council</b>	June 2000
<b>Re-Adopted</b>	4 July 2016
<b>Date for Review</b>	4 July 2021
<b>Responsible Officer</b>	Manager Governance
<b>Department</b>	Corporate Services

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## 1 POLICY STATEMENT

The main role of Portfolio Councillors is to be a spokesperson within the Council Chamber for those issues falling within their allocated portfolio. Portfolio Councillors should adhere to the Requesting Advice or Information - Protocols as contained in the Code of Conduct for Councillors, and not be involved in the day to day operation of the portfolio area.

## 2 PURPOSE

**2.1** The purpose of this policy is to clarify expectations and set clear directions for the role of Portfolio Councillors. This includes defining the relationship between a Portfolio Councillor and the staff within the portfolio area, their involvement in policy discussion, and their role in representing Council on issues that fall within their portfolio.

**2.2** The Portfolio Councillor's main role will be in the Council Chamber advising on topical issues and advocating for their portfolio area by requesting Council action or resources.

## 3 SCOPE

This policy applies to all Councillors of Hume City.

## 4 OBJECTIVE

**4.1** That Council will be better informed by the Portfolio Councillor who will have a more significant understanding of the portfolio activities and issues than Councillors generally.

**4.2** The Portfolio Councillor will be able to speak with knowledge of specific issues and activities of his/ her portfolio at Council meetings, and publicly if requested to by the Mayor.

**4.3** To utilise the ability to greater inform Councillors on specific areas of Council's functions to maximise the use of all Councillor's time, whilst ensuring Council has at its disposal all relevant information for making decisions.

**4.4** The Portfolio Councillor will contribute to officer's understanding of Council's preferences and direction for matters falling within the portfolio.

## 5 POLICY IMPLEMENTATION

**5.1** Portfolio Councillors will regularly meet with the relevant Director (and senior management as deemed appropriate) to be informed on the topical issues, proposed legislative changes and industry and technology updates.

**5.2** Portfolio Councillors will be well informed of controversial legislation or proposals and will endeavour to have a detailed understanding of issues.

**5.3** Portfolio Councillors will not independently of Council set policy, or give instructions on report preparation. Portfolio Councillors may discuss the proposed content of reports with Directors or senior officers but the report preparation and content will always

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remain the officer's responsibility, and it should be prepared free from improper influence or direction from the Portfolio Councillor.

- 5.4** Portfolio Councillors are not responsible for the performance outcomes of their portfolio area.
- 5.5** The communication of information to Councillors in general should not change, with all Councillors being kept well-informed of major controversial or topical issues requiring all Councillors' knowledge for possible future Council action. Portfolio holders may advise what extra information should be communicated to Council. This may be via memo, briefing note or information report to Council.
- 5.6** There is no provision for a Portfolio Councillor to sign any documents as a portfolio holder.
- 5.7** Any press releases or media enquiries will be handled by the Mayor and Portfolio Councillors will only speak to an issue if requested by the Mayor.

## 6 DEFINITIONS AND ABBREVIATIONS

6.1 Nil.

## 7 RELATED DOCUMENTS

7.1 Code of Conduct for Councillors

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