

## COUNCILLOR PORTFOLIO POLICY (COMMUNITY POLICY)

### 1. Scope

The Councillor Portfolio Policy (this 'Policy') applies to all Councillors and employees who have a responsibility in ensuring that the Portfolio Councillor is kept informed on key matters relating to their area of portfolio responsibility.

### 2. Purpose

The purpose of this Policy is to establish clear expectations and provide guidance on the role of Portfolio Councillors, including:

- defining the relationship between the Portfolio Councillor and the staff within the relevant portfolio area;
- outlining their involvement in guiding and suggesting policy; and
- clarifying their role in representing Council on matters related to their portfolio.

### 3. References (legislation/related documents)

#### Legislative reference

*Human Rights Act 2009*

*Information Privacy Act 2009*

*Local Government Act 2009*

#### Related documents

Code of Conduct for Councillors in Queensland

Councillor Acceptable Requests Guidelines Policy

Councillor Complaints Investigation Policy

Media Policy

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Portfolio	The primary area of responsibility for a Councillor/s, providing a strategic focus to achieve organisational and community objectives.
Portfolio Councillor	The Councillor/s who have been assigned by resolution to the portfolio.
Senior Executive Officer	An employee of the local government who reports directly to the Chief Executive Officer; and whose position ordinarily would be considered to be a senior position in the local government's corporate structure.

## 5. Policy Statement

The primary role of a Portfolio Councillor is to act as a spokesperson within the Council Chamber advising on topical matters relevant to their allocated portfolio and not to be involved in the day-to-day operations of the portfolio.

The portfolio to be assigned to a respective Councillor is determined by resolution of Council. Changes to Councillor Portfolios can occur at any time by means of a Council resolution.

### 5.1 Expected Outcomes

- Council will be better informed by the portfolio holder who will have a more intimate understanding of the portfolio's activities and matters than Councillors generally.
- The Portfolio Councillor will be able to speak with knowledge about their portfolio.
- To maximise the use of Councillors' time whilst ensuring Council has at its disposal all relevant information for making decisions.
- The Portfolio Councillor will be better able to represent and understand the topical or pending matters of the portfolio area.
- By the Portfolio Councillors providing strategic objectives and ambitions of Council regarding matters, it will assist the Officers in understanding Council's preferences and intended direction.
- The community can identify which Councillor to approach according to portfolio issues.

### 5.2 Portfolio Briefings

- Portfolio Councillors and the relevant Senior Executive Officer will arrange for regular briefings to be provided to the Councillor. These briefings should be strategic in nature and dictated by the demands of the portfolio but should be at a minimum of every two months.
- Proposals and initiatives should be discussed between the Portfolio Councillor and the relevant Senior Executive Officer to assist the development of reports for the information of Councillors at a Briefing Session or consideration of a decision by Council at a formal Council meeting. The preparation and content of the report will remain the responsibility of the relevant Senior Executive Officer.
- Any issues or problems relating to a portfolio should be discussed with the relevant Senior Executive Officer in the first instance. Where the issue or problem cannot be resolved, the matter is to be escalated to the Chief Executive Officer and the Mayor.

### 5.3 Portfolio Councillor Responsibilities

In addition to their responsibilities as a Councillor under the *Local Government Act 2009*, Portfolio Councillors will:

- 1) Take a particular interest in their portfolio subject and familiarise themselves with media articles and publications about the subject matter;
- 2) Liaise with the community and attend meetings/forums and represent Council as required in relation to their assigned portfolio;
- 3) Participate as Council's representative on external bodies as resolved by Council on issues relevant to the portfolio;
- 4) Communicate with Council's administration through the relevant Senior Executive Officer; and
- 5) Be a key point of contact and engage with industry and community groups and associations on their portfolio matters.

Council may, from time to time, request elected members to complete both a self-assessment and a peer review, evaluating their performance in relation to their portfolio responsibilities and community expectations.

## 6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) The related information is amended/replaced; or
- 2) Other circumstances as determined from time to time by the Council.

## 7. Repeals/Amendments

This Policy repeals the Livingstone Shire Council Policy titled 'Councillor Portfolio Policy (v7.0)'.

Version	Date	Action
1.0	19/05/2020	Policy adopted
2.0	20/04/2021	Amended Policy Adopted - Attachment 1 updated
3.0	15/02/2022	Amended Policy Adopted – Attachment 1 updated
4.0	19/04/2022	Amended Policy Adopted – Attachment 1 updated
4.1	20/09/2022	Administratively updated – Attachment 1 updated as per Council resolution 11.16
5.0	15/11/2022	Amended Policy Adopted – Attachment 1 updated
6.0	15/08/2023	Amended Policy Adopted – Attachment 1 updated
7.0	16/04/2024	Amended Policy Adopted – Appendix 1 removed
8.0	20/05/2025	Amended Policy Adopted – policy updated to reflect the discontinuation of Standing Committee and reintroduction of Briefing Sessions.

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