



ORDINARY MEETING
27 NOVEMBER 2024
POLICIES
(NEW OR REVIEW)

Item No.		
REPORT TITLE	Councillors Portfolio Policy	
AUTHOR	Kristine Smith	
ATTACHMENTS	Councillors Portfolio Policy	



PURPOSE

To review and approve the Councillors Portfolio Policy

REPORT

- On the 30th October 2024, Council decided on establishing a Portfolio system for Councillors as follows:

Portfolio	Strategi Focus (Corporate Plan 20/25)	Portfolio Councillor
Town Beautification	<p>To enhance, protect and sustain the local government:-</p> <ul style="list-style-type: none"> Promote efficient water use practices. Establish local beautification and restoration projects for the Mimosa Creek Create recreational opportunities through maintenance and development of community greenspaces and parks Develop a Cemetery Masterplan Complete feasibility of a community greenhouse 	Cr. Stewart Smith
Sport & Recreation	<p>Diverse sport facilities and programs available;-</p> <ul style="list-style-type: none"> Develop a Sport and Recreation Master Plan Support the development of a Woorabinda Sports Association Sporting infrastructure is maintained and upgraded 	Cr. Anthony Munns
Horticulture & Environment	<p>Best practice water and waste management and recycling. Enhancement of local biodiversity and pest management:-</p>	Cr. Wagwan Savage

	<ul style="list-style-type: none"> • Engage with Government Agencies and targeted environment stakeholders to deliver environment programs and training. • Funding secured from new and existing biosecurity offsets are utilised for land management. • Develop a business case for a local can recycling program 	
Educational Pathways	<p>To actively engage youth in education and establish education pathways aligned to industry:-</p> <ul style="list-style-type: none"> • Improved education outcomes • Engage with the parents and community groups or the education reference group 'from bubs to jobs' • Advocate for teacher aides and school administration staff to be provided on-going professional development. • Digital literacy training is available and promoted • Life skills training is available and promoted • Develop a targeted Scholarship Program 	Cr. Howard Booth

RISK MANAGEMENT IMPLICATIONS

The policy sets out the practice and functions to implement the Councillors Portfolio arrangements.

POLICY IMPLICATIONS

Ensure integrity and transparency

LEGISLATIVE & OTHER REGULATORY REQUIREMENTS

Qld Local Government Act 2009

Qld Local Government Regulation 2012

BUDGET, FINANCIAL AND RESOURCE IMPLICATIONS

Yet to be determined

CONSULTATION

Council

RECOMMENDATION

That Council:

Approves the Councillors Portfolio Policy

Policy Document



Corporate Policy Number: CP003

Councillor Portfolio Policy

This Policy is mandated by the:

- Qld Local Government Act 2009
- Qld Local Government Regulation 2012
- Code of Conduct for Councillors in Queensland
- Qld Residential Tenancies and Rooming Accommodation Act 2008
- Qld Property Law Act 1974

Key Supporting Document/s

- Code of Conduct for Councillors in Queensland (Queensland Government)
- WASC Councillors Acceptable Requests Guideline Policy 2018
- WASC Councillor Code of Conduct Policy 2022
- WASC Corporate Plan

Definitions

Corporate Plan	Council's 5 year outline of the strategic direction of the local government as required by the Local Government Regulation 2012.
Council Meeting	A meeting of the local government as detailed in Chapter 8, Part 2, Division 1 of the Local Government Regulation 2012, other than meetings of its committees.
Leadership Team	CEO, Accountant, Infrastructure & Environmental Adviser and Managers as per WASC organizational structure.
Policy into Practice	Repeated operational functions associated with the organisations intent to meet legislative and strategic requirements
Portfolio	A specified strategic priority, service and function of Council
Portfolio Councillor	A Councillor who has been allocated responsibility of a portfolio by Council
Report	Documents and information that relate to the business to be dealt with at a meeting.

Policy Statement

Council has established a portfolio system for nominated Councillors to be assigned specific responsibilities linked to the key strategic priorities of Council and the core responsibilities required to discharge consistent with the local government principles contained in the Act.

By resolution, the Council will appoint Portfolio Councillors to each of an identified Portfolio's. These appointments may be amended from time to time, by resolution of Council.

Policy Objective

The allocation of portfolios for the purpose of Council meetings is recognized as a means of developing appropriate and effective working relationships and "rules of engagement" between Council and the Management Team.

Assigning Councillors as Portfolio Councillors ensures:

- Alignment of Portfolios with the core pillars of council's corporate plan.
- Informed discussion is generated by the whole of Council with different Councillors facilitating the conduct of their respective sessions of the Council meeting; and
- Councillors act as elect community representative "sounding Boards" for strategic issues and suggestions for Managers, members of the business and community, and other Councillors relating to their portfolio.
- Increased knowledge and understanding on strategic matters and project relating to the Corporate Plan
- Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.
- Councillors are responsible for being reasonably informed of issues reported on within their assigned portfolio at Council meetings.

Policy Application

Woorabinda Aboriginal Shire Council Policy Framework sets out the interrelationships of adopted governance and operational actions to comply with Legislative requirements at a Local, State, Commonwealth and International level. It includes rules, guidelines, practice, procedures and administrative actions.

Related Practice Documents

Protocols – Attachment A
Powers & Authorities – Attachment B



Policy into Practice Document

Corporate Policy Number: CP003-A-24

Protocols – Attachment A

Application

Woorabinda Aboriginal Shire Council operating protocols for Councillors appoints as a Portfolio Council provides transparent and accountable process and enhances council's reputation and efficiency.



Functions

1. Council Resolution

Portfolio Councillors are responsible for creating a portfolio vision and strategy that aligns with WASC Corporate Plan:

- 1.1 Council determines Councillors Portfolios within twelve (12) months of being elected as a Councillor through a Resolution.
- 1.2 Portfolio Councillors must ensure they accurately represents the view of the whole of Council at Council meetings rather than their own personal view, except for opportunities provide in debate and voting.
- 1.3 Portfolio's work aligns with the strategic themes and financial goals to assist the organisations achieve the WASC goals.
- 1.4 Portfolio Councillors work closely with the management team and invited committee members to identify solutions to overcome socio-economic disadvantages for Woorabinda.
- 1.5 The Mayor is the spokesperson and represents the whole of Council.

2. Management Alignment

As prescribed in the Local Government Act 2009, the Councillors responsibilities, endeavours, interest and influence must be focused at the strategic level or issues of their portfolio, and not the day-to-day operational matters that fall under the domain of the administration.

The role of a Portfolio Councillor is to:

- a) To liaise with the community and attend meetings, forums or deputations, as required.
 - b) To keep the Mayor abreast of issues and liaise with other Councillors.
 - c) To request further information from Council Managers in accordance with Councils Acceptable Request Guidelines.
- 2.1 CEO provides relevant Managers notification of Council's decision on the allocated portfolios.
 - 2.2 A summary of strategic goals to be defined that are relevant to the Portfolio's as indicated in the Corporate Plan..
 - 2.3 The Management Team provides reasonable assistance to enable Portfolio Councillors to gain increase knowledge and experience in the specific portfolio area.
 - 2.4 The Management Team may discuss the proposed content of reports with Portfolio Councillors, but the report preparation and content will always remain the staff member responsibility.
 - 2.5 Staff member can be nominated to attend Portfolio Councillor Meetings by the Manager.
 - 2.6 Managers are to ensure that regular Portfolio Meetings are scheduled with the Portfolio Councillors a minimum of one (1) meeting per quarter.
 - 2.7 Managers are responsible for ensuring that notes from the meetings are taken and distributed to all Portfolio Councillors and relevant staff members within (7) business day of the meeting being held.
 - 2.8 Portfolio Councillors must direct any operational enquiries received from the community through the Mayor or Chief Executive Officer
 - 2.9 Only the Mayor can give a direction to the Chief Executive Officer in accordance with section 170 of the Act.

3. Communication

- 3.1 The Mayor acts as the media spokesperson for the whole of Council.
 - (a) The Mayor leads all released, unless otherwise determined by the Mayor
 - (b) In the absence of the Mayor, the Deputy Mayor will be quoted in releases.
 - (c) Where the matter is likely to be a local community interest only (not across the region), the Mayor may determine that relevant Councillor(s) will be included in media statement.
 - (d) Portfolio Councillors are not quoted in press releases and have not media role.
- 3.1 Councillors can promote the work undertaken by Council through the Facebook page only if approved by the Mayor or Chief Executive Officer.
- 3.2 The Office of Independent Assessor's Social Media Guidelines for individual Councillors details what is allowed and not allowed should they decide to communicate to the community without the full Council approval. There is no operational support of social

media campaigns other than for record keeping purposes in line with the Public Records Act 2002.

4 Reporting

- 4.1 Portfolio Councillors and the relevant Manager will arrange for regular briefing to be provided to the Councillor. These briefing should be strategic in nature and should be a minimum of once a quarter.
- 4.2 Any issues or problems relating to a portfolio should be discussed with the relevant Manager 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.
- 4.3 The Portfolio Councillors is responsible to updating Council on a regularly and can request the Manager for a progress update.

Further Reference:

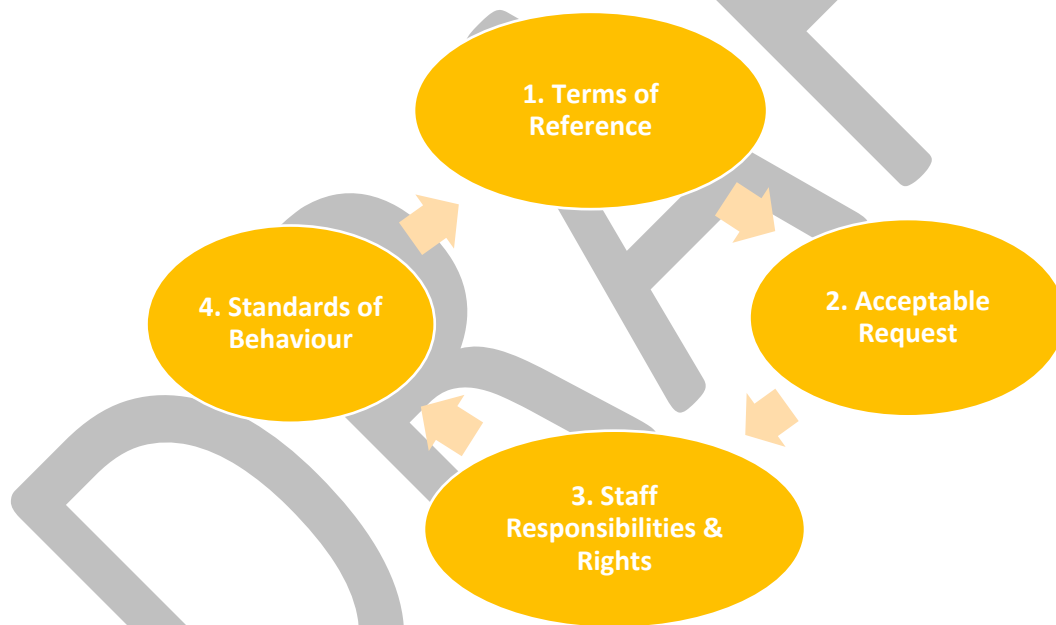
Policy into Practice Document

Corporate Policy Number: CP003-B-24

Powers & Authority – Attachment B

Application

Portfolio Councillors have a legitimate role in providing advice to the Management Team regarding the communities' view and opinion on issues being brought to Council. As prescribe in the Local Government Act 2009, a Councillors responsibilities, endeavours, interest and influence must be focused at the strategic level.



Functions

1. Terms of Reference

- 1.1. The Portfolio system provides not formal delegated authority to the Portfolio Councillor. It only provides the Councillor with an opportunity to develop and maintain a heightened level of knowledge and strategic leadership across the region in a specified field within Councils Corporate Plan.
- 1.2 The Portfolio system is not way overrides or impinges on the requirements of the Act that requires operational decisions on policies and resources to be made at properly constituted Council meetings.

- 1.3 The Portfolio system cannot conflict with any of the provisions of the Councillors Code of Conduct especially in relation to the provisions of the Act preventing Councillors from giving directions to staff on how they shall undertake their duties
- 1.4 The Portfolio system also does not override the Councillor Acceptable Requests Guideline in relation to communication between Councillors and staff
- 1.5 The Portfolio system must not eventuate in a Portfolio Councillor assuming any of the roles normally prescribed to the Mayor (as per the Act).
- 1.6 A Portfolio Councillor does not receive any additional media or spokesperson roles otherwise ordinarily assigned to a Councillor.

2 Acceptable Request

- 2.1 Communications by councillors with employees must:
 - Be conducted in accordance with the local government principles prescribe in Section 4(2) of the Qld Local Government Act 2009; and
 - Be conducted in accordance with the Department of Infrastructure, Local Government and Planning document "Councillor responsibilities under the Local Government Act 2009"
 - Comply with legislation, Council policies, guideline and procedures; and
 - Be conducted in good faith.
- 2.2 Other than minor/routine matters, wherever reasonably possible, councillors shall direct requests for assistance of information to the CEO or Manager, whichever is the most appropriate for the request concerned.
- 2.3 Where technical input or relevant background knowledge is necessary, Councillors may request the attendance of an employee at a meeting that involves a community member or other key stakeholders the request shall be made:
 - With a reasonable lead time and adequate supporting information so that the employee can attend the relevant meeting with a solid understanding of the issue at hand.
 - In a way which is mindful of operational workloads and priorities
 - Through the CEO
- 2.4 Councillors will work collaboratively with employees to ensure that assistance and information requests do not significantly impact on operational workloads and priorities.
- 2.5 A Councillors' request for advice must not take the form of an attempt to direct or pressure a Manager or employee to prepare a response in a certain manner.

3 Staff Responsibilities and Rights

- 3.1 Communications by staff with councillors must:
 - Be conducted in accordance with the local government principles prescribed in Section 4(2) of the Act; and
 - Be conducted in accordance with the Employee Code of Conduct; and
 - Comply with the law, Council policies, guidelines and procedures; and
 - Be conducted in good faith.
- 3.2 If an staff member receives a request for information or advice from a councillor but does not have adequate knowledge or experience to reasonably respond and/or does not have functional responsibility for the matter the staff member will refer the request to the CEO or Manager and refrain from responding other than to advise that the request has been referred.

- 3.3 Where the Mayor classifies a matter as urgent, every endeavour will be made to provide assistance or information to the Mayor in the shortest timeframe possible.
- 3.4 Where a councillor requires an urgent response on a matter, the Portfolio Council will make the necessary request for assistance through the Mayor. If the Mayor agrees that the matter is urgent, the Mayor can make a request for urgent assistance or information on behalf of the councillor and the request dealt with as it was an urgent request from the Mayor.

4 Standards of Behaviour

- 4.1 The Code of Conduct sets out the standards of behaviour apply to all Councillors with Council. The behavioural standards relate to, and are consistent with, the Local Government principles and their associated values. The standards of behaviour are summarized as the three (3) R's being:
- Responsibilities
 - Respect
 - Reputation
- 4.2 Attend and participate meaningfully in committee meetings to assist in fulfilling roles as a councillor or staff.
- 4.3 Treat fellow councillors, council staff and community members with courtesy, honesty and fairness.
- 4.4 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid an action which may diminish its standing, authority or dignity.
- 4.5 Failure to comply with standards of behaviour may give rise to a complaint and subsequent disciplinary action under legislation.

Further Reference:

