

COUNCIL POLICY

Councillors Committee and Group System Protocols



Page 1 of 6

POLICY TITLE:	Councillors Working Committees and Groups System Protocols
POLICY NUMBER:	107
REVISION NUMBER:	4
TRIM REFERENCE:	SF14/411- R18/6527
RESOLUTION NUMBER:	3469
POLICY TYPE:	Strategic
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	20 April 2022
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	20 April 2024
RESPONSIBLE DEPARTMENT:	Governance
LINK TO CORPORATE PLAN:	Governance – Best Practice Governance

1. PURPOSE AND SCOPE

Council has agreed to the establishment of working committees and groups as part of its corporate decision making structure. This system provides for nominated Councillors to be assigned specific responsibilities for a key strategic focus area of the Council. The system design and allocation of groups and committees is recognised as a means of developing appropriate relationships within the organisation on key strategies or focus areas.

This document provides details of the working committees and groups and the associated operating protocols.

The system design and allocation of working committees and groups is recognised as a means of developing appropriate relationships within the organisation on key strategies or focus areas. This document provides details of those working committees and groups and the associated operating protocols.

2. POLICY

Working Committees and Groups Designations and Allocations

2.1 The Mayor and Councillors have been designated specific groups, pursuant to Appendix A: Councillor groups and committees System.

2.2 Where an issue impacts on more than one committee or group area, the relevant Councillors and Chief Executive Officer will work collaboratively to determine the appropriate approach.

Powers & Authorities

2.3 The system provides no formal delegated authority to the Councillor. It provides, however, the Councillor an opportunity to develop and maintain a heightened level of knowledge and leadership across the region in a specified field.

2.4 The system in no way overrides or impinges on the requirements of the Local Government Act 2009 (the Act) that requires corporate decisions on policies and resources to be reached at properly constituted Council meetings.

2.5 The system cannot conflict with any of the provisions of the Councillor's 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.

COUNCIL POLICY

Councillors Committee and Group System Protocols



- 2.6 The system whilst inferring informal influence must not eventuate in a Councillor assuming any of the roles normally prescribed to the Mayor, as per the Act.
- 2.7 The system cannot override the protocols prescribed by the Chief Executive Officer in relation to communication between Councillors and Council staff.

Strategic Focus

- 2.8 The designations have been selected for their strategic importance to the Council and the community of the Flinders Shire Council.
- 2.9 As prescribed in the Act, the Councillors' endeavours, interest and influence should be focused more at the strategic level of issues of their respective group or committee, rather than the day to day operational matters that fall under the domain of the administration.
- 2.10 Specific objectives and key indicators for each group or committee over the term are to be identified and reported under this protocol and where appropriate considered by Council for inclusion in any scheduled Corporate Plan review

Obligations

- 2.11 In support of commitments to inclusive teamwork and co-operation between elected and staff members, the position holders are encouraged to establish clear, open and regular communication with their aligned Directors and key staff.
- 2.12 Equally, the Directors and Managers are required to recognise the role formally allocated to the councillor and offer high levels of engagement and support in a very practical and open manner.
- 2.13 To maximise the effectiveness of the system each Councillor has an obligation to undertake such steps as necessary to gain a heightened knowledge and understanding on the principal issues of the groups or committee.
- 2.14 Equally, the Directors are to provide practical opportunities and assistance to enable councillors to gain increased knowledge and experience in the specific area.

Committee & Group - Councillor's Role

- 2.15 In relation to the respective groups or committees, designated Councillors have responsibilities to:
- a) be a key point of contact and to engage with industry and community groups and associations;
 - b) represent and advocate Council's policy and corporate positions where called upon at forums, conferences and to other levels of government;
 - c) participate and where appropriate, lead any Council working groups or meetings formed in relation to the relevant issues;
 - d) provide guidance and direction to the Council and the organisation through participation, discussion and debate at Council and Committee meetings;
 - e) provide an elected viewpoint and to act as a sounding board for Directors and key staff on issues relating to the groups or committee;
 - f) generally champion the advancement of Council's key priorities and decisions relevant to the area.

Communication

- 2.16 The Mayor is the principal Council spokesman on regional issues. If the Mayor is not available to comment on an issue and/or project that is of a regional nature, the Deputy Mayor will be the spokesperson for the media;
- 2.17. If the Mayor and Deputy Mayor are not available to comment on a regional issue and/or project the CEO (or delegate) will be the spokespersons for the media;

COUNCIL POLICY

Councillors Committee and Group System Protocols



Note: Non - Group or Committee Communications

Notes

8.18. Intergovernmental Relations and Advocacy are a core responsibility for the Mayor

2.19. The Mayor is typically the spokesperson on regional issues, which include but are not necessarily limited to

- a) Major reputation management
- b) Matters of emergency e.g. floods, fires, cyclones
- c) State and/or Federal Government matters and relationships
- d) Opening of major facilities
- e) Initiatives and projects of major regional significance
- f) Region wide planning matters
- g) Major regional events
- h) Major regional promotions
- i) National and international charity appeals
- j) General social commentary or industry-related matters.

3. RELATED LEGISLATION

- *Local Government Act 2009*
- *Local Government Regulation 2012*

4. ATTACHMENTS

- Councillor Acknowledgement
- Councillor Committee & Group System

5. REVIEW TRIGGER

Policy is to be reviewed every 2 years.

6. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

7. APPROVAL

Amendment adopted at the April 2022 Council Meeting - Resolution Number 3469.

COUNCIL POLICY

Councillors Committee and Group System Protocols



COUNCILLOR ACKNOWLEDGEMENT
Councillor Committee & Group System Protocols

I acknowledge:

- Receiving the Flinders Shire Council's – Councillor Committee & Group System Protocols
- That I shall comply with the Policy; and
- That there may be disciplinary consequences if I fail to comply.

Name: _____

Signed: _____

Date: _____

**APPENDIX 2
COUNCILLORS COMMITTEES AND GROUPS**

<p>Mayor Jane McNamara mayor@flinders.qld.gov.au Mobile: 0429 417 115</p>	<p>Working Groups:</p> <ul style="list-style-type: none">• Audit Committee (Ex-officio)• Plant Committee• Water and Major Projects Working Group (Chair) <p>Advisory Groups:</p> <ul style="list-style-type: none">• Mount Isa Townsville Economic Zone (MITEZ)• North West & Gulf Regional Roads Group (NWQRRTG)• North West Queensland & Regional Organisation of Councils (NWQROC)• North West Outback Queensland Tourism Authority Group (NWOQTA) (Vice Chair)• Overlanders Way & Australia Dinosaur Trail (ADT)• Hughenden District Community Advisory Network (CAN) (Vice Chair)• Hughenden Chamber of Commerce <p>Boards & Committees:</p> <ul style="list-style-type: none">• IQ-RAP - Vice Chair• National Australia Day Council - Board Member• LGAQ – District No. 11 (North West) Representative on the Association's Policy Executive for 2020-2024• LGAQ Roads and Transport Advisory Group (Chair)• LNP Local Government Policy Committee Member• LNP Northern Development Policy Committee Member• North West Animal Industries Recovery Working Group (NWAIR)• Wild Dog Project Advisory Group (PAG)
<p>Kim Ian (Clancy) Middleton Deputy Mayor Cr.middleton@flinders.qld.gov.au Mobile: 0427 411 281</p>	<p>Working Groups:</p> <ul style="list-style-type: none">• Audit Committee• Plant Committee• Infrastructure and Services Working Group (Chair) <p>Advisory Groups:</p> <ul style="list-style-type: none">• Mount Isa Townsville Economic Zone (MITEZ)• North West & Gulf Regional Roads Group (NWQRRTG)• North West Queensland Regional Organisation of Councils (NWQROC)
<p>Kelly Anne Carter Councillor Cr.carter@flinders.qld.gov.au Mobile: 0429 411 689</p>	<p>Working Groups:</p> <ul style="list-style-type: none">• Community Services and Wellbeing Working Group (Chair) <p>Advisory Groups:</p> <ul style="list-style-type: none">• North West Outback Queensland Tourism Authority Group (NWOQTA)• Overlanders Way & Australia Dinosaur Trail (ADT)• North Queensland Games Foundation• Regional Arts & Development Fund (RADF)• Hughenden Chamber of Commerce• Hughenden District Community Advisory Network (CAN) <p>Boards & Committees:</p> <ul style="list-style-type: none">• Yumba Community Cooperative Society Ltd

COUNCIL POLICY

Councillors Committee and Group System Protocols



<p>Arthur William (Bill) Bode Councillor</p> <p>Cr.bode@flinders.qld.gov.au</p> <p>Mobile: 0428 719 579</p>	<p>Working Groups:</p> <ul style="list-style-type: none">• Plant Committee• Rural Services and Environmental Health Working Group (Vice Chair) <p>Boards & Committees:</p> <ul style="list-style-type: none">• Wild Dog Project Advisory Group (PAG)• Agforce• Lake Eyre Basin• Great Artesian Basin (GAB)• Desert Channels Queensland• Southern Gulf NRM
<p>Clarence Nelson (Clarrie) Haydon Councillor</p> <p>Cr.haydon@flinders.qld.gov.au</p> <p>Mobile: 0427 417 127</p>	<p>Working Groups:</p> <ul style="list-style-type: none">• Audit Committee• Plant Committee (Chair)• Water and Major Projects Working Group (Vice Chair)• Infrastructure and Service Working Group (Vice Chair) <p>Boards & Committees:</p> <ul style="list-style-type: none">• Lake Eyre Basin• Great Artesian Basin (GAB)• Desert Channels Queensland• Southern Gulf NRM
<p>Nicole Grace (Niki) Flute Councillor</p> <p>Cr.flute@flinders.qld.gov.au</p> <p>Mobile: 0428 458 564</p>	<p>Working Groups:</p> <ul style="list-style-type: none">• Community Services and Wellbeing Working Group (Vice Chair) <p>Advisory Groups:</p> <ul style="list-style-type: none">• North West Outback Queensland Tourism Authority Group (NWOQTA)• Overlanders Way & Australia Dinosaur Trail (ADT)• North Queensland Games Foundation• Regional Arts & Development Fund (RADF)• Hughenden Chamber of Commerce• Hughenden District Community Advisory Network (CAN)• Townsville Hospital and Health Service Community Advisory Council
<p>Trevor George Mitchell Councillor</p> <p>Cr.mitchell@flinders.qld.gov.au</p> <p>Mobile: 0458 683 402</p>	<p>Working Groups:</p> <ul style="list-style-type: none">• Rural Services and Environmental Health Working Group (Chair) <p>Boards & Committees:</p> <ul style="list-style-type: none">• Lake Eyre Basin• Great Artesian Basin (GAB)• Desert Channels Queensland• Southern Gulf NRM