

COUNCIL POLICY

Councillors Portfolio System Protocols



POLICY TITLE:	Councillors Portfolio System Protocols
POLICY NUMBER:	107
REVISION NUMBER:	1
TRIM REFERENCE:	SF14/411 - R16/988
RESOLUTION NUMBER:	776
POLICY TYPE:	Strategic
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	19 May 2016
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	19 May 2018
RESPONSIBLE DEPARTMENT:	Governance
LINK TO CORPORATE PLAN:	Governance – Best Practice Governance

1. PURPOSE AND SCOPE

Council has agreed to the establishment of a Portfolio system 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 portfolios is recognised as a means of developing appropriate relationships within the organisation on key strategies or focus areas.

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2. POLICY

Portfolio Designations and Allocations

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

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

Powers & Authorities

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

2.4 The Portfolio 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 Portfolio 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.

2.6 The Portfolio system whilst inferring informal influence must not eventuate in a portfolio Councillor assuming any of the roles normally prescribed to the Mayor, as per the Act.

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2.7 The Portfolio 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 portfolio 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 portfolio, 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 portfolio over the term of the council 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 portfolio 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 portfolio holders by the Council and to offer high levels of engagement and support in a very practical and open manner.

2.13 To maximise the effectiveness of the portfolio systems each Councillor has an obligation to undertake such steps as necessary to gain a heightened knowledge and understanding on the principal issues of the portfolio.

2.14 Equally, the Directors are to provide practical opportunities and assistance to enable portfolio holders to gain increased knowledge and experience in the specific portfolio area.

Portfolio Councillor's Role

2.15 In relation to the ambit of the respective portfolios, 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 portfolio 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 portfolio;
- f) generally champion the advancement of Council's key priorities and decisions relevant to the portfolio 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;

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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;

Note: Non- Portfolio 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 Portfolio 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

Adopted at the May 2016 Council Meeting - Resolution Number 776.

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COUNCILLOR ACKNOWLEDGEMENT
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I acknowledge:

- Receiving the Flinders Shire Council's – Councillor Portfolio 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 PORTFOLIOS**

<p>Mayor Jane McNamara</p> <p>Email: mayor@flinders.qld.gov.au</p> <p>Mobile: 0429 417 115</p>	<p><u>Portfolios:</u></p> <ul style="list-style-type: none">• Governance• Finance• Local and Regional Economic Development and Planning / Communication Systems• Tourism and Regional Promotion• Rural Streets and Roads• South West Sector Flinders Highway – Hughenden Muttaborra Road• Stamford• Workshop – Plant and Equipment (Chair)
<p>Deputy Mayor Sean O’Neill</p> <p>Email: deputymayor@flinders.qld.gov.au</p> <p>Mobile: 0400 174 546</p>	<p><u>Portfolios:</u></p> <ul style="list-style-type: none">• Governance• Finance• Audit• Tourism and Regional Promotion• Town Street• Residential / Council Owned Facilities• Sport Recreation and Parks• Saleyards• Community Care and Aged Care• Community Relations• Arts and Culture
<p>Councillor Graham Sealy</p> <p>Email: Cr.sealy@flinders.qld.gov.au</p> <p>Mobile: 0427 417 312</p>	<p><u>Portfolios:</u></p> <ul style="list-style-type: none">• Governance• Finance• Audit• Local and Regional Economic Development and Planning / Communication Systems• Rural Streets and Roads• North and South Sector Prairie – Hughenden Muttaborra Road across to Prairie Muttaborra Road• Prairie• Workshop – Plant and Equipment• Residential / Council Owned Facilities• Rural Lands – Wild Dogs, Pests Permits to Occupy and Leases• Utilities – Water, Sewerage and Refuse
<p>Councillor Kelly Carter</p> <p>Email: Cr.carter@flinders.qld.gov.au</p> <p>Mobile: 0429 411 689</p>	<p><u>Portfolios:</u></p> <ul style="list-style-type: none">• Governance• Finance• Local and Regional Economic Development and Planning / Communication Systems• Town Streets• Sport Recreation and Parks• Community Care and Aged Care• Community Relations Youth Relations / Education• Arts and Culture

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<p>Councillor Kate Downie</p> <p>Email: Cr.downie@flinders.qld.gov.au</p> <p>Mobile: 0408 742 833</p>	<p><u>Portfolios:</u></p> <ul style="list-style-type: none">• Governance• Finance• Tourism and Regional Promotion• Town Streets• Residential / Council Owned Facilities• Community Relations• Youth Relations / Education• Arts and Culture
<p>Councillor Arthur (Bill) Bode</p> <p>Email: Cr.bode@flinders.qld.gov.au</p> <p>Mobile: 0428 719 579</p>	<p><u>Portfolios:</u></p> <ul style="list-style-type: none">• Governance• Finance• Rural Street and Roads• North and South of Torrens Creek – Torrens Creek to Aramac Road across to Prairie to Muttaborra• Torrens Creek• Workshop – Plant and Equipment• Rural Lands – Wild Dogs, Pests, Permits to Occupy and Leases• Saleyards• Utilities – Water, Sewerage and Refuse• Cemeteries / Undertaker
<p>Councillor Kim (Clancy) Middleton</p> <p>Email: Cr.middleton@flinders.qld.gov.au</p> <p>Mobile: 0427 411 281</p>	<p><u>Portfolios:</u></p> <ul style="list-style-type: none">• Governance• Finance• Rural Streets and Roads• North and North West Sector from Hughenden – Hann Highway – Basalt Byways• Workshop Plant and Equipment• Sport Recreation and Parks• Rural Lands – Wild Dogs, Pests, Permit to Occupy and Leases• Saleyards (Chair)• Youth Relations / Education• Utilities – Water, Sewerage and Refuse