Portfolio Representative Policy

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Summary:	The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives
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Related documents:	Policy 129 Councillor Code of Conduct Policy 120 Community Engagement Policy Policy 122 Councillor Interaction Policy Policy 146 Code of Conduct Policy 163 Media including Social Media Policy
Responsible Section:	Office of the Chief Executive
Responsible Officer:	Chief Executive Officer
Legislation:	S12 Local Government Act 2009

1. POLICY STATEMENT

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives. Council is a complex and diverse statutory body that is responsible for the good rule and local government of the Boulia Shire.

2. PRINCIPLES

While Council has adopted a portfolio system, the system does not diminish a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009* (the Act), whereby the portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act. The portfolios are focused at the strategic level of Council. The policy is not intended to detract from any Councillor's responsibility to represent all constituents on day-to-day issues.

3. SCOPE

This policy applies to:

- the Mayor and Councillors of the Boulia Shire Council; and
- the Senior Leadership Group consisting of the Chief Executive Officers and Directors who will implement and consult with portfolio Councillors.

4. RESPONSIBILITY

Councillors must represent the current and future interests of the residents of the Shire. Assigning Councillors' to Portfolios ensures:

a) The workload associated with being an elected member is shared across all Councillors;
b) Informed discussion is generated by the whole of Council; and
c) Councillors act as sounding boards for strategic issues and suggestions from the Senior Leadership Group, members of the public, and other Councillors relating to their portfolio.

The portfolio system is a way of spreading responsibility and profile across all Councillors.

5. DEFINITIONS

Senior Leadership Group – consists of the Chief Executive Officer, two Directors., Economic & Community Development Manager and Manager - People & Culture.

6. POLICY

6.1 Councillor Portfolios

Council has adopted a portfolio system where each Councillor has been assigned as a representative for a specific portfolio. The portfolios are as follows:

6.1.1 Councillor representation of portfolios may be reviewed as Council deems appropriate.

6.1.2 Council will be better informed by the portfolio holder who will have a more intimate understanding of the portfolio's strategic activities and issues.

6.1.3 The Portfolio Councillor will be able to speak with knowledge on strategic matters and projects in his/her portfolio at Council meetings and publicly, if requested to by the Mayor.

6.1.4 The advantage from the Officer perspective is that the Portfolio Councillor will be better able to represent and understand the topical or pending issues of the portfolio area.

6.1.5 Council's Senior Leadership Group will consult with the Portfolio Councillor/s regarding issues, to help inform policy direction for presentation to Council.

6.2 Role of Portfolio Councillors

6.2.1 For clarity, the responsibilities of a Portfolio Councillor do not include:

a) Involvement in operational matters of the organisation.
b) Giving directions to staff. For example: Portfolio Councillors cannot, independent of Council, set policy or direct Officers in carrying out their duties, including report preparation. Portfolio Councillors may discuss the proposed content of reports with Directors, but the report preparation and content will always remain the Officers responsibility. It is most important that reports presented to Council are written by Officers reflecting their professional judgement.
c) Committing Council funds or promise to fund or resource any project or matter.
d) Making strategic or policy decisions on behalf of Council; or
e) Portraying personal views when representing or speaking on behalf of Council.

6.2.2 The role of a Portfolio Councillor is:

a) To liaise with the community and attend meetings, forums or deputations, as required.
b) To keep the Mayor abreast of issues and to liaise with other Councillors regarding matters that may affect their portfolio areas.
c) To comply with the Media Policy when engaging with the media.
d) To request further information from Council officers in accordance with Council's Councillor Interaction Policy.

6.2.3   Portfolio Councillors are not responsible for the operational performance or outcomes of the portfolio area.

6.2.4   The communication of information to Councillors in general will not change, with all Councillors being abreast of major issues requiring all Councillors' knowledge for possible future Council action. Portfolio holders may advise what extra information should be communicated to Council.

6.2.5   Formal community engagement activities are to be approved by the Mayor and a member of the Senior Leadership Group - planned and documented as per the Community Engagement Policy.

7.   LEGAL PARAMETERS

S12 *Local Government Act 2009* – Responsibilities of Councillors.

8.   Schedule of Councillor Portfolios

Portfolio	Portfolio Purpose	Portfolio inclusion areas	Portfolio Councillor support Officers and Committees
Communities, Housing & Public Open Spaces	• To support the provision of Council housing to attract and support staff to Boulia. • To pursue active and healthy lifestyles where cultures, traditions and the arts are celebrated. • The provision of safe and welcoming spaces to connect, engage and learn.	➢ Community Development & Wellbeing ➢ Community Safety (SES) ➢ Libraries ➢ Indigenous inclusion ➢ Sport & Recreation ➢ Healthy Active Lifestyles ➢ Multicultural inclusion ➢ Community grants ➢ Council Housing Management	Representatives: • 2 Councillors • CEO • ECDM • MPC Committees: • Community Advisory Committee • Housing Committee • Local State Emergency Service (SES)
Economic Development & Planning	Strong economic growth and effective town planning where small to medium enterprises and agriculture-related business thrive, with a focus on improved connectivity, skilling, diversification and innovation.	➢ Agriculture and Horticulture – growth and diversification ➢ Regional Partnerships ➢ Town Planning ➢ Investment attraction ➢ Innovation & diversification ➢ Digital Connectivity ➢ Building & Development	Representatives: • Mayor • 1 Councillor • CEO • DWO Committees: • Outback Highway Development Committee (OHDC) • Regional Area Promotion and Development (RAPAD)

Tourism & Events	Tourism Events play in the long-term economic development and sustainability of communities in the Shire. Tourism Events can stimulate the local economy and employment through increased visitation, length of stay and expenditure while simultaneously encouraging business partnerships, creating a positive destination image of a region and building a sense of pride within the community.	➢ Tourism Development ➢ Events & Tourism Grants Program ➢ Marketing and Promotion ➢ Local community events ➢ Event Planning ➢ Event Traffic Management Plans ➢ Arts & Culture promotion	**Representatives** • Councillors • CEO • ECDM **Committees:** • Outback Qld Tourism Association (OQTA) • Regional Arts Development Fund Reference Panel (RADF) • Tourism Operators Meetings • Boulia Historical Society
Rural Services & Environmental Management	To enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social and economic needs with environmental goals	➢ Native Title ➢ Biosecurity (including pest management) ➢ Town Common and Stock Route Reserves ➢ Animal Management and Compliance ➢ Weed Management (including gravel pits and landfills) ➢ Environmental Health ➢ Work Camp ➢ Renewable Energy Solutions ➢ Rural Fire Service	**Representatives** • Mayor • 1 Councillor • DWO & CEO **Committees:** • CWRPMG - Central West Regional Pest Management Group

| Infrastructure & Asset Management | Effective infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future. The shires assets are supportive of the long-term plans of Council. | Roads, Transport Aerodromes Water (Supply, Security, Planning) Storm water drainage Waste Water & Sewerage services Community Infrastructure Council Facilities (including showgrounds) Workplace Health and Safety Fleet and Plant Work Camp Town beautification Disaster Management | **Representatives:** Mayor (LDMG Chair) Dep Mayor 1 Councillor DWO & CEO DCS **Committees:** Plant Committee RAPADWSA - RAPAD Water and Sewerage Alliance ORRTG - Strategic group Local Disaster Management Group |
| Finance & Governance | To develop effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement. | Financial Management & Sustainability Rates/Budgets Audit Information Technology Corporate Planning Performance Management Risk Management Governance Policy Delegations Land matters, leases, legal matters | **Representatives:** Mayor Dep Mayor CEO DCS **Committees:** Audit & Risk Committee Enterprise Bargaining Committee |

Abbreviations:

CEO -   Chief Executive Officer

DWO -   Director of Works and Operations

DCS -   Director of Corporate and Financial Services

ECDM - Economic and Community Development Manager

MPC -   Manager People and Culture