



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Councillors as Portfolio Spokespersons Policy

Document Control

Version History:	21 October 2008	File Ref	33796
Reviewed and adopted	28 May 2024	Resolution Ref	20240528-07
Next review due	2026		

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council

2. Purpose and Scope

Set clear guidelines to define the roles and responsibilities of the Mayor and Councillors as spokespersons for the portfolios of Council.

This policy applies to all Councillors of Wujal Wujal Aboriginal Shire Council.

Note: Both the Mayor and the Chief Executive Officer act as spokespeople for the whole of Council.

3. Background

The functional areas of Council are divided into distinct portfolios, each with strategic objectives and strategies designed to achieve long-term success for our community.

At the beginning of a new term of Council the Mayor will assign each Councillor as spokesperson for a portfolio. In some cases, larger portfolios may be divided between two Councillors.

4. Objectives

Assigning Councillors as Portfolio Spokespersons ensures:

- The workload associated with being an elected member is shared across all Councillors
- The Councillor's individual skill, knowledge and background is utilised by linking them to an area of interest
- Community members can identify which Councillor to approach according to the strategic issue at hand
- Informed discussion is generated by the whole of Council
- Councillors act as sounding boards for strategic issues and suggestions from senior officers, members of the public, and other Councillors relating to their portfolio; and
- Councillors are seen to be reporting back to the community.

5. Policy Statements

The following guidelines define the role and responsibility of Councillors acting as Portfolio Spokespersons for Wujal Wujal Aboriginal Shire Council.

1. While performing his/her role as Portfolio Spokesperson, a Councillor must act in accordance with Council's Councillor/Staff Communication Guidelines and must not direct or attempt to direct any employee about the way in which the employee's duties are to be performed.
2. In the role of Portfolio Spokesperson, a Councillor must ensure he/she accurately represents the view of the whole of Council rather than their own personal view.
3. To ensure that due consideration is given to each portfolio of Council, Councillors are required to study the whole meeting agenda paying particular interest to reports contained within their assigned portfolio.
4. Councillors are responsible for being fully informed of issues reported on within their assigned portfolio at Council meetings. Conducting further research may be necessary including engaging with the community

and requesting further information from Council Officers in accordance with Council's Councillor/Staff Communication Guidelines.

5. The Mayor and Chief Executive Officer are the spokespeople for the whole of Council and are therefore Council's primary media representative.
6. Councillors will be invited to and required to attend to represent Council at Community Meetings, as well as and functions held by community, industry and professional groups in relation to strategic issues relevant to their assigned portfolio.
7. Portfolio Spokespersons must report back to Council any feedback received from the community significant to strategic and/or future planning issues.
8. Portfolio Spokespersons must direct operational enquiries received from the community through the appropriate Council channels in accordance with Council's Councillor/Staff Communication Guidelines.

6. Associated Policies

- Code of Conduct – Councillors
- Community Engagement Policy

7. Review

Council will formally review this policy after 2 years of operation.



Kiley Hanslow

Chief Executive Officer

Wujal Wujal Aboriginal Shire Council