GENERAL MEETING

CHARTER

STRUCTURE

Reporting

The General Meeting is the formal decision making forum of Council.

Meeting Frequency

Council meets fortnightly, with the exception of a handful of scheduled breaks during the year. Each year Council publishes its forward schedule of meetings in a local newspaper and on Council's website.

Members

The General Meeting consists of the Mayor and all Councillors.

Chairperson

The Mayor is the Chairperson of the meeting.

Quorum

The quorum for the General Meeting is fixed at six Councillors (a majority of members).

Minutes

Council records minutes of the meetings which are approved by the CEO prior to publication on Council's website within 10 days of the date of the meeting.

Conduct of Meetings

The *Local Government Act 2009* and *the Local Government Regulation 2012* provide the core statutory requirements for the conduct of Council meetings.

The Redland City Council Meetings Standing Orders supplement the statutory requirements by providing standard processes to be observed at all meetings.

The Portfolio System

Purpose:

The purpose of the portfolio system is to provide the following benefits:

- Retain the efficient working of Council's general meetings, removing the need for the duplication involved in a system of standing committees;
- Encourage councillors to think and work strategically for the benefit of the city as a whole (see section 12 *Local Government Act, 2009* – the role of a councillor), thereby reducing the time allocated to operational matters which are dealt with by employees;
- Enhance working together, debate and decision-making by councillors;
- Enable councillors to get more involved in areas of Council's work that interest them and where they can maximise their contribution;
- Create opportunities for councillors to gain a deeper understanding of the organisation and how it works for the community;
- Create additional avenues of contact for the community with their elected representatives; and
- Support strong leadership from councillors on behalf of their community and the organisation.

Operation:

The General Meeting comprises sessions relative to certain functions (portfolios) of Council. These portfolios are described in Appendix A. Councillors are appointed as portfolio leaders.

During the meeting the Mayor will invite each portfolio leader in turn, where there are matters relating to their portfolio on the agenda, to provide a report of those matters and lead the debate.

Relevant senior officers may be required to attend the meeting to answer specific questions or provide further detailed information, if it is required.

The portfolio leader may also be Council's official spokesperson on matters within their portfolios together with the Mayor, in accordance with Council's policy direction and decisions; and Council's Communication Policy (POL-3072) and Media Relations Guideline (GL- 3072-001).

Nothing in the operation of the portfolio system prevents any councillor seeking advice or information from an employee within the scope of the Acceptable Requests Guideline (GL-3125-002).

Roles and Responsibilities:

The portfolio leaders are responsible for:

- Requesting briefings on significant matters within their portfolios, including matters to be the subject of future reports to Council;
- Attend meetings with portfolio managers as arranged;

- Seek information on behalf of themselves and, when requested, by their colleagues;
- Provide ideas and information from themselves and other councillors into the discussions with managers;
- Summarise the key points from these meetings and distribute to all other councillors;
- Lead discussion about matters within the portfolio at councillor workshops and Council general meetings, as requested by the Mayor/chair;
- Present reports under the portfolio at Council general meetings; and
- Speak on behalf of Council (with the Mayor) on matters falling within the portfolio, noting that when speaking as a portfolio spokesperson, the content must reflect Council's decisions and policy.

The portfolio managers comprise: the three general managers; the group managers (within departments and within the Office of the CEO); and service managers reporting directly to a general manager. The portfolio managers are responsible for:

- Arranging briefings on significant matters with the portfolio spokespersons. The frequency and timing of these meetings is to be agreed between the portfolio leader and the senior portfolio manager (ELG member);
- Ensure that portfolio leaders are briefed on matters of significance within the portfolio, including the content of reports being prepared for Council general meetings and councillor workshops;
- Attend the arranged meetings as required (based on the issues to be discussed, as directed by the senior portfolio manager);
- Support the portfolio leader by attendance at councillor workshops and Council general meetings as appropriate, producing supporting materials for those workshops and meetings as required;
- Check, if asked by the portfolio leader, his/her summary of the meeting outcomes for distribution to the other councillors; and
- Discuss matters likely to receive media attention and those subject to a Council media release with the relevant Communication, Engagement & Tourism staff member to ensure contact between the person preparing the release/response and the portfolio leader. Where possible, the portfolio leader (and the Mayor) should be contacted before drafting of the release/response.

NB – In the event that more than one councillor is appointed to a single portfolio, one is to take the lead for the responsibilities listed above. In such instances, the councillors are to be briefed and attend meetings together. Where that does not occur, the councillor attending the briefing or meeting shall be responsible for briefing a councillor who was unable to participate.

Definitions:

Portfolio (see Appendix A)
Portfolio leader – a councillor allocated a portfolio by Council
Portfolio manager – a general manager, a group manager and a service manager who reports directly to a general manager
Senior portfolio manager – a member of the Executive Leadership Group, other than the CEO

APPENDIX A – Portfolios

Portfolio	
1. Office of the CEO	**Office of the CEO:** • Financial services: rates; financial reporting; monthly management accounting; related financial compliance • General Counsel (legal services including complaints management) • Human resources: workplace development; workplace relations; WH&S **Organisational Services:** • Internal Audit
2. Organisational Services	**Organisational Services:** • Communication (internal and external), community engagement and tourism • Corporate governance – community, corporate and operational planning; risk and liability; Indigenous relations; local laws; corporate reporting and compliance; portfolio management office (major projects); corporate registers; information privacy and RTI • Fleet services • Information management: IT services; records management • Priority Development Areas; Cleveland CBD revitalisation projects; surplus land disposal • Support services for the Mayor and Councillors • Corporate process and performance improvement
3. City Planning and Assessment	**City Planning and Assessment:** • Strategic planning • Economic development • Plumbing and building services • Development assessment • Planning scheme review
4. Community & Cultural Services, Environment and Regulation	**Community & Cultural Services, Environment and Regulation:** • Customer services • Strengthening communities including Home Assist • Creative arts: RPAC and Art Gallery • Library services • Property services • Environmental education • Environmental health and pest management • Animal management • Local laws compliance • Development compliance
5. Infrastructure & Operations	**Infrastructure:** • Water, wastewater and waste • Roads and drainage infrastructure and maintenance • Transport and traffic planning • Marine infrastructure and maintenance • Parks and conservation infrastructure and operations • Sport and recreation • Buildings (public and community)
6. Emergency Management	**Organisational Services:** • Disaster prevention, planning, response and recovery • Community resilience • Local Disaster Management Group (Deputy Chair)