

COMMUNITY PORTFOLIOS 2022-25

Terms of Reference

Purpose

Whanganui District Council's elected representatives have made a decision to introduce a portfolio system to give the community a single point of contact on issues that have strong public interest.

The intention is to bring elected representatives closer to the community and create a consistent approach to community engagement and interface.

Portfolios will cover a wide range of interest areas including:

- Housing and Homelessness
- Youth
- Older Persons
- Accessibility and Disability
- Community Cohesion
- Climate Change and Sustainability
- Waste
- Parks, Sport, and Recreation
- Heritage
- Town Centre Regeneration
- Arts and Creative
- Business Growth and Relationships
- International Relations
- Future Industries
- The Whanganui Brand and Story
- Infrastructure and Transport
- Rural Affairs.

Role of Portfolio Lead

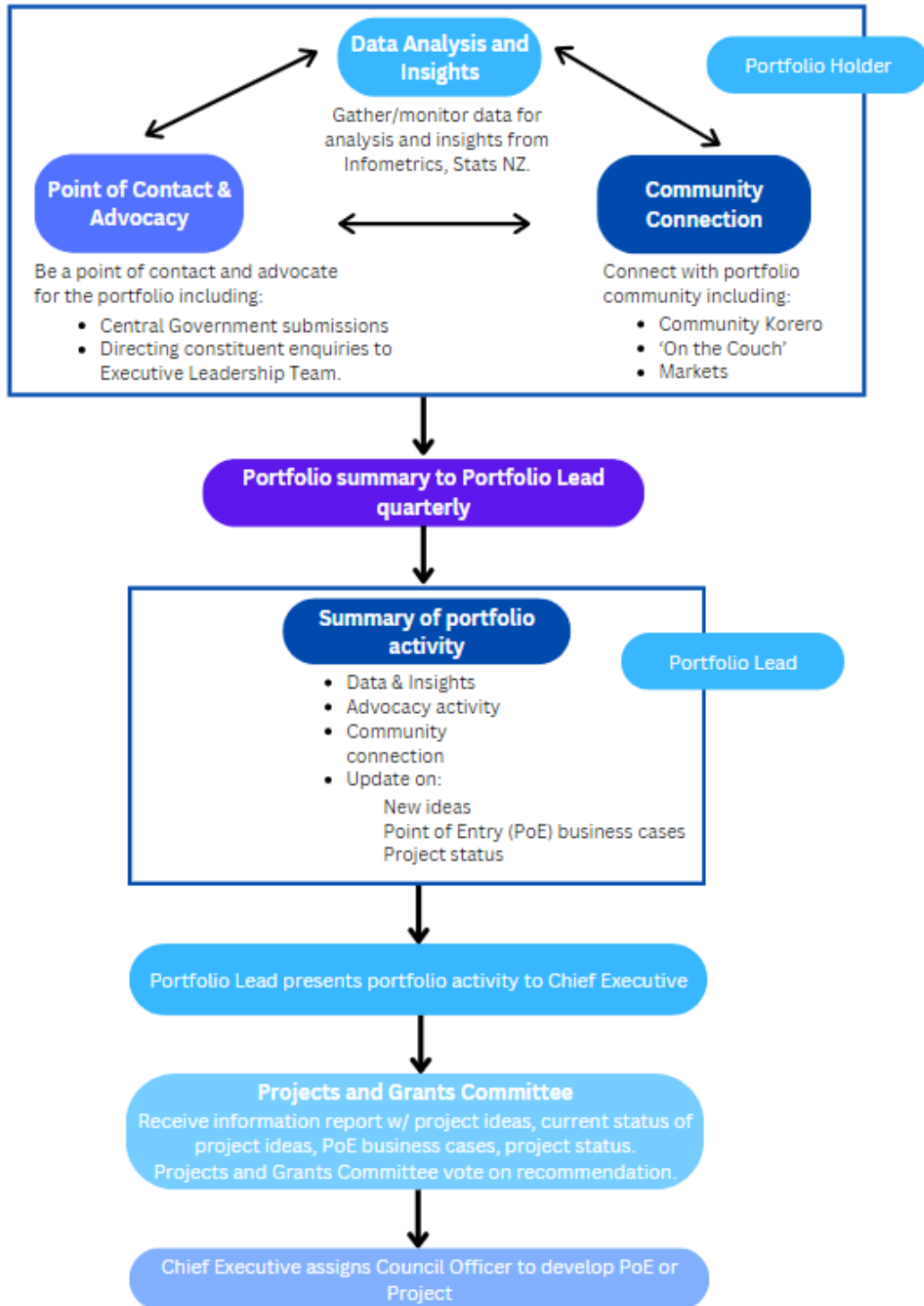
The portfolio lead will have oversight of the portfolio system and will:

- Identify cross-portfolio linkages and leverage opportunities.
- Provide feedback and guidance on how the system is working.
- The portfolio lead will provide an aggregated quarterly summary for all portfolios to the chief executive.
- Fine tune the system to establish a consistent approach.

Role of Portfolio Holder

- Point of Contact and Advocacy:

- Portfolio holders' photos, names and contacts will be available on the council website and the portfolio system will be advertised with regular Facebook posts and newspaper notices.
- If a portfolio holder cannot immediately resolve an enquiry from a member of the community, it will be relayed to the relevant senior manager and committee chair.
- Councillors who receive enquiries from the community relating to a portfolio area they are not involved with should liaise with the portfolio holder to discuss how best to proceed. Councillors can recommend the enquiry goes to the portfolio holder or stay involved to build their relationship with that member of the public but ensure the issue is dealt with via the portfolio holder.
- Advocate for the portfolio on an ongoing basis e.g. media releases, events.
- Data Insights and Analysis:
 - Where applicable, gather and monitor data and analytics relating to the portfolio at national level and/or Whanganui District level e.g. Infometrics, Stats NZ, etc.
 - Data and analytics can be used to set key performance indicators.
- Community Connection:
 - Seek out and establish those in the community who are champions and / or involved in the portfolio.
 - Connect with the portfolio community of interest on opportunities and issues on a regular basis e.g. Community Korero.
- Reporting:
 - Portfolio holder to provide the portfolio lead with a summary of portfolio updates on a quarterly basis which include:
 - Portfolio ideas generated by the portfolio community of interest provided.
 - Comment on trends and other points of interest.
 - The portfolio lead will provide aggregated quarterly summaries for all portfolios to the chief executive.
 - The chief executive will provide a report and recommendations on project ideas, point of entry business cases and project updates ready for each Projects and Grants Committee.



Additional points to note:

- The portfolio role will not set or unduly influence operational decisions.
- Each councillor will make this role their own depending on their circumstances and interests.
- These roles are political, not operational.
- Any budget or staff support would need the approval of the chief executive.
- There is no additional remuneration with these voluntary roles.