



# COUNCILLOR PORTFOLIO SYSTEM POLICY

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**Policy Number:** GRC 0070  
**Policy Type:** Strategic  
**Responsible Officer:** Chief Executive Officer  
**Department:** Executive Office

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0070	26 June 2013	Adopted
2			Review June 2017
3	Ordinary Meeting Minutes (Ref. OM-04/16)	27 April 2016	Review June 2018
4	Ordinary Meeting Minutes (Ref. OM- 072/17)	26 April 2017	Review June 2019
5.	Ordinary Meeting Minutes (Ref. OM- 247/17)	20 December 2017	Review June 2019
6.	Ordinary Meeting Minutes (Ref. OM-121/19)	26 June 2019	Review April 2020
7.	Ordinary Meeting Minutes (Ref. OM-068/20)	27 May 2020	Review May 2021
8.	Ordinary Meeting Minutes (Ref. OM-030/21)	24 March 2021	Review March 2022
9.	Ordinary Meeting Minutes (Ref. OM-045/22)	27 April 2022	Review March 2025

## 1. BACKGROUND

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. This policy provides details of the Portfolio system and the associated operating protocols.

## 2. POLICY STATEMENT

### 2.1. PORTFOLIO AREA

2.1.1 The areas which are to be designated to specific portfolio holders are as follows:

- *Economic Development, Tourism and Events*
- *Rural Services and Community Facilities*
- *Health, Ageing, Arts and Culture*

- *Waste, Regulatory Services and Town Planning*
- *Water, Sewerage, Local Laws and Local Disaster Management*
- *Transport, Roads and Youth*
- *Lifestyle, Education and Technology*

2.1.2 The designated portfolio holders for the particular areas are identified as follows:

- *Economic Development, Tourism and Events – **The Hon Cr Lawrence Springborg AM, Mayor***
- *Rural Services and Community Facilities – **Cr Susie Kelly***
- *Health, Ageing, Arts and Culture – **Cr Phil O'Shea***
- *Waste, Regulatory Services and Town Planning – **Cr Rob Mackenzie, Deputy Mayor***
- *Water, Sewerage, Local Laws and Local Disaster Management – **Cr Rick Kearney***
- *Transport, Roads and Youth – **Cr Jason Watts***
- *Lifestyle, Education and Technology – **Cr Lachlan Brennan***

2.1.3. The functions of the portfolio holders are outlined in **Appendix A**. Where an issue impacts on more than one portfolio area, the relevant portfolio Councillors and Directors will work collaboratively to determine the appropriate approach.

## **2.2. POWERS AND AUTHORITIES**

- 2.2.1. 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.
- 2.2.2. The Portfolio system in no way overrides or impinges on the requirements of the *Local Government Act 2009* that requires corporate decisions on policies and resources to be reached at properly constituted Council meetings.
- 2.2.3. The Portfolio system cannot conflict with any of the provisions of the *Local Government Act 2009* especially in relation to the provisions of the Act preventing Councillors from giving directions to staff on how they shall undertake their duties, and in relation to representing the Council region as a whole.
- 2.2.4. 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 *Local Government Act 2009*).
- 2.2.5. The Portfolio system cannot override the protocols prescribed by the Chief Executive Officer in relation to communication between Councillors and Council staff.

## **2.3. PORTFOLIO PROCEDURE**

- 2.3.1. Councillors will allocate every Wednesday as Council duty day where portfolio holders have the opportunity to discuss matters associated with their portfolio in addition to other workshop matters. To be a well-informed Council and as soon as practical portfolio holders must inform other Councillors and Directors via email of their portfolio activities shortly after when such activities occur.
- 2.3.2. Should a portfolio holder be absent it is expected that the Councillor will arrange a proxy spokesperson for that day.
- 2.3.3. Portfolio meetings and attendances are required to be listed on the Councillor calendar as soon as notified. It is the responsibility of the portfolio Councillor to ensure that the correct details are listed. Councillors wishing to have input to a particular matter should do so through the designated meeting attendee.
- 2.3.4. Councillors attending meetings or events not listed on the Councillor calendar must advise all Councillors of their intended travel arrangements as soon as they are aware of the required travel to avoid duplication of travel and unnecessary use of council resources.
- 2.3.5. The portfolio holder would be the designated spokesperson for all matters directly relating to portfolio activities.
- 2.3.6. Any press release by a portfolio holder would still be required to be approved by the CEO or Mayor.
- 2.3.7. One agenda will be prepared. The Agenda will be in the order of portfolios outlined herein. Should the discussion point be an extensive issue a written report should be provided with technical assistance for that report provided by the relevant Director.
- 2.3.8. Whilst written reports are not required for all items it is essential that portfolio holders update all Councillors on issues that have arisen in the previous period. Any business arising from previous notified matters should be updated at the portfolio meeting.
- 2.3.9. Any requests for Members of Parliament or dignitaries to attend Council events or functions must be made by the Mayor. Councillors are not permitted to contact such persons individually requesting attendance.
- 2.3.10. Should a Councillor wish to carry out an inspection on a matter within their portfolio directorate, the relevant Director should be advised of the details and proposed time of the inspection.

### **3. PURPOSE**

To develop appropriate relationships within the organisation on key strategies or focus areas. 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.

### **4. POLICY OBJECTIVE**

To develop and implement a governance framework that provides transparent and accountable processes and enhances council's reputation and efficiency.

To support 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.

**5. RELATED POLICIES OR PROCEDURES**

Nil

**6. REVIEW DATE**

March 2025

**7. ATTACHMENTS**

- Appendix A – Councillor Portfolio and Committee List

	<b>Cr Springborg</b>	<b>Cr Mackenzie</b>	<b>Cr Brennan</b>	<b>Cr Kearney</b>	<b>Cr Kelly</b>	<b>Cr O'Shea</b>	<b>Cr Watts</b>
	<b>Mayor Portfolio:</b> Economic Development, Tourism and Events	<b>Deputy Mayor Portfolio:</b> Waste, Regulatory Services and Town Planning	<b>Councillor Portfolio:</b> Lifestyle, Education and Technology	<b>Councillor Portfolio:</b> Water, Sewerage, Local Laws and Local Disaster Management	<b>Councillor Portfolio:</b> Rural Services and Community Facilities	<b>Councillor Portfolio:</b> Health, Ageing, Arts and Culture	<b>Councillor Portfolio:</b> Transport, Roads and Youth
<b>Functional Services</b>	<ul style="list-style-type: none"> <li>▪ Economic Development</li> <li>▪ Regional Tourism</li> <li>▪ Events Coordination</li> <li>▪ Visitor Information Centres</li> <li>▪ Customer Service</li> <li>▪ Governance</li>   <li>▪ <i>Finance</i></li> <li>▪ <i>Asset Management</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Waste Management</li> <li>▪ Building Services</li> <li>▪ Environmental Health</li> <li>▪ Animal Management</li> <li>▪ Levee Banks</li> <li>▪ Town Planning Development &amp; Approval</li> <li>▪ Operational Works</li>   <li>▪ <i>Finance</i></li> <li>▪ <i>Asset Management</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Parks &amp; Gardens</li> <li>▪ Community Safety</li> <li>▪ Sports Fields &amp; Facilities</li> <li>▪ Geospatial Information Services</li> <li>▪ Information Technology</li>   <li>▪ <i>Finance</i></li> <li>▪ <i>Asset Management</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Water</li> <li>▪ Sewerage</li> <li>▪ Plumbing and Drainage</li> <li>▪ Disaster Management</li>   <li>▪ <i>Finance</i></li> <li>▪ <i>Asset Management</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Natural Resources</li> <li>▪ Libraries</li> <li>▪ Cinema</li> <li>▪ Cemeteries</li> <li>▪ Halls</li> <li>▪ Council Buildings</li> <li>▪ Public Buildings</li> <li>▪ Museums</li>   <li>▪ <i>Finance</i></li> <li>▪ <i>Asset Management</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Community Development</li> <li>▪ Health Services</li> <li>▪ Aged Care Services</li> <li>▪ Art Galleries</li> <li>▪ Theatre and Performances</li>   <li>▪ <i>Finance</i></li> <li>▪ <i>Asset Management</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Road and Drainage Maintenance</li> <li>▪ Road and Drainage Construction</li> <li>▪ Main Roads Contracts &amp; RMPC</li> <li>▪ Roads Planning</li> <li>▪ Gates and Grids</li> <li>▪ Town Maintenance</li> <li>▪ Youth Projects</li>   <li>▪ <i>Finance</i></li> <li>▪ <i>Asset Management</i></li> </ul>
<b>Boards &amp; Committees</b>	<ul style="list-style-type: none"> <li>○ Inland Rail</li> <li>○ SQCT</li> <li>○ Yelarbon CCC</li> <li>○ Border Region of Councils (BROC)</li> <li>○ Darling Downs &amp; SW Qld Council of Mayors (DDSWQCM)</li> <li>○ Goondiwindi VIC Consultative Committee</li> <li>○ LDMG</li> </ul>	<ul style="list-style-type: none"> <li>○ Regional Waste Group</li> <li>○ Talwood CCC</li> <li>○ Border Region of Councils (BROC)</li> </ul>	<ul style="list-style-type: none"> <li>○ Riddles Oval</li> <li>○ Gilbert Oval</li> <li>○ PCYC</li> <li>○ Border Rivers Education</li> <li>○ Natural Heritage &amp; Water Park Advisory Group</li> <li>○ Goondiwindi VIC Consultative Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ LDMG</li> <li>○ DDMG</li> <li>○ Regional Water Group</li> </ul>	<ul style="list-style-type: none"> <li>○ Deputy Chair LDMG</li> <li>○ CAN Inglewood</li> <li>○ Regional Skills Investment Strategy Committee</li> <li>○ Botanic Gardens</li> <li>○ Acciona Windfarm</li> </ul>	<ul style="list-style-type: none"> <li>○ Goondiwindi Hospital Auxiliary</li> <li>○ RADF</li> <li>○ Lanescape Committee</li> <li>○ Meditrans Committee</li> <li>○ Texas Qld Inc.</li> <li>○ Natural Heritage &amp; Water Park Advisory Group</li> </ul>	<ul style="list-style-type: none"> <li>○ CAN Texas</li> <li>○ Goondiwindi Chamber of Commerce</li> <li>○ Scouts &amp; Guides Building Committee</li> <li>○ Regional Road Group</li> <li>○ Newell Highway Road Group</li> </ul>