



COUNCILLOR PORTFOLIO SYSTEM POLICY

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Policy Type: Strategic
Responsible Officer: Chief Executive Officer
Department: Executive Office

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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
10.	Ordinary Meeting Minutes (Ref. OM-014/23)	22 February 2023	Review March 2025
11.	Ordinary Meeting Minutes (Ref. OM-039/24)	24 April 2024	Review March 2028

1. BACKGROUND

The Portfolio 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, LDMG*
- *Rural Services, Community Facilities and Technology*
- *Waste, Regulatory Services and Planning*
- *Health, Ageing, Arts and Culture*
- *Lifestyle and Education*
- *Water, Sewerage and Local Laws*
- *Transport, Roads and Youth*

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

Economic Development, Tourism and Events, LDMG
The Hon. Cr Lawrence Springborg AM, Mayor

Rural Services, Community Facilities and Technology
Cr Susie Kelly

Waste, Regulatory Services and Planning
Cr Rob Mackenzie

Health, Ageing, Arts and Culture
Cr Phil O'Shea

Lifestyle and Education
Cr Kym Skinner

Water, Sewerage and Local Laws
Cr Julia Spicer OAM

Transport, Roads and Youth
Cr Jason Watts

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* (Qld) 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* (Qld) 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* (Qld).
- 2.2.5. The Portfolio system cannot override the protocols 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 spokesman/spokeswoman 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 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. 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. Councillors should also distribute agendas and minutes to Councillors and Directors for any external groups that they represent Council upon. Any notes from such meetings may also be distributed to enable Council officers with obligations in those areas to remain informed of community activities and to help identify potential issues and opportunities.
- 2.3.8. 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.
- 2.3.9. 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 on 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 2028

7. ATTACHMENTS

Appendix A – Councillor Portfolio and Committee List

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