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| NUMBER: | S0043/OCEO |
| ACT: | NOT APPLICABLE |
| POLICY TITLE: | COUNCILLORS' PORTFOLIO SYSTEM AND PROTOCOLS |

1.0 PURPOSE AND SCOPE

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 document provides details of the Portfolio system and the associated operating protocols.

2.0 APPLICATION OF POLICY

The system design and allocation of portfolios is recognised as a means of developing appropriate relationships within the organisation on key strategies or focus areas.

3.0 POLICY PROVISIONS

3.1 Portfolio Designations and Allocations

Portfolios will be allocated in a consultative manner, however the Mayor will have the final decision on any disputes.

Where an issue impacts on more than one portfolio area, the relevant portfolio Councillors and Director(s) will work collaboratively to determine the appropriate approach.

3.2 Powers & Authorities

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.

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.

The Portfolio system cannot conflict with any of the provisions of the Councillor's Code of Conduct especially in relation to the provisions of the Act preventing Councillors from giving directions to staff on how they shall undertake their duties.

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*).

The Portfolio system cannot override the protocols prescribed by the Chief Executive Officer in relation to communication between Councillors and Council staff.

**CHARTERS TOWERS REGIONAL COUNCIL
APPENDIX TO COUNCILLORS' PORTFOLIO SYSTEM AND PROTOCOLS**

| STRATEGIC FRAMEWORK FOCUS AREAS | COUNCILLOR / ASSISTING COUNCILLOR | LEAD DIRECTORATE | PORTFOLIO RESPONSIBILITY | SPECIFIC RESPONSIBILITIES** | REGIONAL AREA FOCUS |
|----------------------------------------|------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| ALL AREAS | Mayor Frank Beveridge | Office of the Chief Executive Officer | <ul style="list-style-type: none"> • Ex-Officio all Portfolios • Advocacy • Regional Representation • Intergovernmental Relations • Investment attraction | <ul style="list-style-type: none"> • Disaster Management • CTRC Indigenous Reference Group • CTRC Rural Industry Advisory Committee • CTRC Performing Arts & Cultural Committee • CTRC Advocacy Committee • CTRC Audit & Risk Committee Mount Isa Townsville Economic Zone (MITEZ) • North Queensland Regional Organisation of Councils (NQROC) • Northern Alliance of Councils (NAOC) • Hell's Gate | |
| TOURISM | Cr Julie Mathews | Office of the Chief Executive Officer Corporate & Community Services | <ul style="list-style-type: none"> • Tourism Economic Development • Visitor Information Centre • Tourist Attractions | <ul style="list-style-type: none"> • Charters Towers Chamber of Commerce and Mines • Zara Clark Museum Committee • CTRC Advocacy Committee | |
| ECONOMIC DEVELOPMENT & PLANNING | Cr Sonia Bennetto | Office of the Chief Executive Officer Corporate & Community Services | <ul style="list-style-type: none"> • Regional Economic Development • Town Planning | <ul style="list-style-type: none"> • Charters Towers Show Committee • NQ Sports Foundation • Educational Institutions • Dalrymple Trade Training Centre • CTRC Advocacy Committee | <ul style="list-style-type: none"> • Greenvale |
| INFRASTRUCTURE AND SUSTAINABILITY | Cr Kate Hastie | All Directorates Office of the Chief Executive Officer | <ul style="list-style-type: none"> • Cemeteries and Parks • Sport & Recreation • Pools | <ul style="list-style-type: none"> • Charters Towers Access Group | |

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| | | Corporate & Community Services Infrastructure Services | <ul style="list-style-type: none"> • Audit & Risk | <ul style="list-style-type: none"> • Regional Arts Development Fund Committee (RADF) • CTRC Audit & Risk Committee | |
| | Cr Bernie Robertson | Infrastructure Services | <ul style="list-style-type: none"> • Rural Management • Saleyards • Pest and Animal Management • Roads • Community Safety – Road Safety | <ul style="list-style-type: none"> • CTRC Road Safety Advisory Committee • LGAQ Roads and Transport Advisory Committee | <ul style="list-style-type: none"> • Hervey Range • Hidden Valley |
| WATER & WASTEWATER | Cr Alan Barr | Infrastructure Services Corporate and Community Service | <ul style="list-style-type: none"> • Water Resources • Waste Management • Refuse Tips | <ul style="list-style-type: none"> • Water Infrastructure Upgrade Project • Upper Burdekin Basin Water Consultation Group • LAWMAC – Local Authority Waste Management Advisory Committee | <ul style="list-style-type: none"> • Ravenswood • Mingela • Sellheim |
| COMMUNITY | Cr Graham Lohmann | Corporate & Community Services Office of the Chief Executive Officer | <ul style="list-style-type: none"> • Disaster Management • Community Grants • Arts and Culture • Community Events • Community Facilities including: • World Theatre • World Theatre Gallery • Libraries • Service Clubs • Health | <ul style="list-style-type: none"> • Queensland Health Community Advisory Network (CAN) • Regional Arts Development Fund Committee (RADF) • CTRC Indigenous Reference Group • CTRC Performing Arts & Cultural Committee | <ul style="list-style-type: none"> • Balfes Creek • Homestead • Pentland |

**Councillors may also partake in other community committees as per their interests and memberships.

3.3 Strategic Focus

The portfolio designations have been selected for their strategic importance to the Council and the community of the Charters Towers region.

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.

Specific objectives and key indicators for each portfolio over the term of the council are to be identified and reported under this protocol and where appropriate considered by Council for inclusion in any scheduled Corporate Plan review.

3.4 Obligations

- (i) In support of commitments to 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.

Equally, the Directors and Managers are required to recognise the role formally allocated to the portfolio holders by the Council and to offer high levels of engagement and support in a very practical and open manner.

- (ii) To maximise the effectiveness of the portfolio systems each Councillor has an obligation to undertake such steps as necessary to gain a heightened knowledge and understanding on the principal issues of the portfolio.

Equally, the Directors are to provide practical opportunities and assistance to enable portfolio holders to gain increased knowledge and experience in the specific portfolio area.

3.5 Portfolio Councillor's Role

In relation to the ambit of the respective portfolios, designated Councillors have responsibilities to:

- i. be a key point of contact and to engage with industry and community groups and associations;
- ii. represent and advocate Council's policy and corporate positions where called upon at forums, conferences and to other levels of government;
- iii. participate and where appropriate, lead any Council working groups or meetings formed in relation to the relevant portfolio issues;
- iv. provide guidance and direction to the Council and the organisation through participation, discussion and debate at Council and Committee meetings;
- v. provide an elected viewpoint and to act as a sounding board for Directors and key staff on issues relating to the portfolio;
- vi. generally champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

3.6 Communication

The Mayor is the principal Council spokesman on regional issues. If the Mayor is not available to comment on an issue and/or project that is of a regional nature, the Deputy Mayor will be the spokesperson for the media;

If the Mayor and Deputy Mayor are not available to comment on a regional issue and/or project the CEO (or delegate) will be the spokespersons for the media.

3.7 Notes

Intergovernmental Relations and Advocacy are a core responsibility for the Mayor.

The Mayor is typically the spokesperson on regional issues, which include but are not necessarily limited to:

- Matters of emergency eg. floods, fires, cyclones
- Major reputation management
- State and/or Federal Government matters and relationships
- Opening of major facilities
- Initiatives and projects of major regional significance
- Region wide planning matters
- Major regional events
- Major regional promotions
- National and international charity appeals
- General social commentary or industry-related matters.

4. POLICY REVIEW

The policy is to be reviewed whenever legislation changes, OR every two years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Variations

CTRC reserves the right to vary, replace or terminate this Policy from time to time.

Associated Documents

- *LGA 2009 S173 Councillor's conflict of interest at a meeting*
- *LGA 2009 Division 6 Conduct and performance of Councillors*
- *LGR 2012 Division 3 Annual Report, S186 Councillors*
- *LGR 2012 Division 2 Reimbursement of expenses and provision of facilities*
- *provision of facilities*
- CTRC Corporate Plan 2018-2023
- S0017 Statutory Policy - Councillors' Expenses Reimbursement Policy

**CHARTERS TOWERS REGIONAL COUNCIL
COUNCILLORS' PORTFOLIO SYSTEM AND PROTOCOLS**

Official Use Only:

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Aaron Johansson Original issue: 2016

Title: Chief Executive Officer

Policy Maintained by: Amy Russell Current version: 3

Title: Executive Assistant to the Chief
Executive Officer

Review date: 2024 Local Government
Election or earlier if required

CEO Signature:

____/____/____

DIRECTIVE TO P&C:

| | |
|-------------------------------------------------------------------------|------------------------|
| Key Stakeholders identified and engaged within this development process | (Names/Sections here): |
| | |

Distribution & Dissemination of approved:

Policy / Administrative Directive / Procedural Guidelines / Other:

| Process | Stakeholders identified | Date completed |
|--------------------------|-------------------------|----------------|
| Email | | |
| Notices | | |
| Noticeboards | | |
| P&C Newsletter | | |
| Corporate Newsletter | | |
| Payslips | | |
| Section/Toolbox meetings | | |
| Other: | | |
| Other: | | |

Signed (for and on behalf of P&C):

Date:

Recorded/evidence in Document Management System (ECM): 1203480