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

1. PURPOSE AND SCOPE

- 1.1 Council has agreed to the establishment of a Portfolio system as part of its strategic decision-making framework. This system provides for nominated Councillors to be assigned specific responsibilities for a key strategic focus area of the Council. This will ensure Council meetings remain focused on achieving the core strategic objectives and strategies the Council has identified and formally endorsed.
- 1.2 This document provides details of the Portfolio system and the associated operating protocols.

2. APPLICATION OF POLICY

- 2.1 The policy applies to the Mayor and Councillors of Charters Towers Regional Council, the Chief Executive Officer, members of the Executive Leadership Team, Management Leadership Team, and Office of the Chief Executive Officer staff.

3. 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 more than one portfolio area, the relevant portfolio Councillors, Chief Executive Officer 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 Code of Conduct for Councillors in Queensland, 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 does not override Council's Acceptable Requests Guidelines for Councillors (S0036) in relation to communication between Councillors and staff as required by the Act.

The Portfolio system whilst inferring informal influence must not eventuate in a portfolio Councillor assuming any of the roles normally prescribed to the Mayor (in accordance with the provision of the *Local Government Act 2009 and associated Regulations*).

A Portfolio Councillor does not receive any additional media or spokesperson roles otherwise ordinarily assigned to a Councillor.

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

ALL AREAS	ENVIRONMENTAL SERVICES	ROADS & OPEN SPACES	FACILITIES & MAJOR PROJECTS	PLANNING & DEVELOPMENT	COMMUNITY SERVICES	ORGANISATIONAL SERVICES
		OPERATIONS FACILITIES PLANNING & DEVELOPMENT	ORGANISATIONAL SERVICES COMMUNITY SERVICES	COMMUNITY SERVICES	ORGANISATIONAL SERVICES	COMMUNITY SERVICES
Mayor Frank Beveridge	Cr Alan Barr	Cr Bernie Robertson	Cr Kate Hastie	Cr Julie Mathews	Cr Graham Lohmann	Cr Sonia Bennetto
PORTFOLIO <ul style="list-style-type: none"> Ex-Officio all Portfolios Advocacy Regional representation Intergovernmental relations Investment attraction 	PORTFOLIO <ul style="list-style-type: none"> Water resources Waste Management Refuse Tips Cemeteries Land Management Biosecurity Plan 	PORTFOLIO <ul style="list-style-type: none"> Road Safety RMPC Sealed and unsealed road maintenance Parks Verge Maintenance Saleyards Equestrian Centre Ranger services Animal control 	PORTFOLIO <ul style="list-style-type: none"> Pools Water Park Pump Track & Skate Park Council owned housing Facilities maintenance and management Audit & Risk Sport and recreation 	PORTFOLIO <ul style="list-style-type: none"> Regional economic development Town planning Building control & plumbing Housing Strategy Tourism VIC 	PORTFOLIO <ul style="list-style-type: none"> Arts & Culture Library World Theatre Community centres Health Disaster Management 	PORTFOLIO <ul style="list-style-type: none"> Governance ICT Finance Human Resources Corporate Planning & Performance Procurement Media & Comms Education
RESPONSIBILITIES <ul style="list-style-type: none"> Disaster Management CTRC Advocacy Committee CTRC Audit & Risk Committee MITEZ NQROC Regional Queensland Council of Mayors 	RESPONSIBILITIES <ul style="list-style-type: none"> Upper Burdekin Basin Water Consultation Group Local Authority Waste Management Advisory Committee Resource Recovery WG 	RESPONSIBILITIES <ul style="list-style-type: none"> CTRC Dalrymple Saleyards MP Advisory Committee Regional Roads Transport Group 	RESPONSIBILITIES <ul style="list-style-type: none"> NQ Sports Foundation Charters Towers Access Group Major facilities steering groups Audit & Risk Committee 	RESPONSIBILITIES <ul style="list-style-type: none"> CTRC Advocacy Committee CTRC Tourism Advisory Committee RADF 	RESPONSIBILITIES <ul style="list-style-type: none"> CTRC Advocacy Committee CTRC Tourism Advisory Committee RADF Friends of the Theatre CTRC 150 Celebrations WG Queensland Health CAN 	RESPONSIBILITIES <ul style="list-style-type: none"> Audit & Risk Committee (proxy) CTRC Youth Council RAP WG NQ Sports Foundation CTRC Advocacy Committee

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<ul style="list-style-type: none"> • BRW Project Steering Committee • CTRC Youth Council • CTRC Dalrymple Saleyards MP Advisory Committee • Burdekin Dam Reference Group • CTRC 150 Celebrations WG • Burdekin Falls Dam Community Reference Group 	<ul style="list-style-type: none"> • Ravenswood Community Futures Forum 					
All townships	<ul style="list-style-type: none"> • Ravenswood 	<ul style="list-style-type: none"> • Greenvale 	<ul style="list-style-type: none"> • Hervey Range 	<ul style="list-style-type: none"> • Pentland / Homestead 		

**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, interests 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 cooperation between elected members and staff, the portfolio holders are encouraged to establish clear, open and regular communication with their aligned Directors and key staff in accordance with the Acceptable Request Guidelines for Councillors.
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 spokesperson 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 e.g. 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. Variations

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

5. Associated Documents

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- CTRC Corporate Plan 2021-2025
- Acceptable Request Guidelines for Councillors S0036