

Document Control	
Policy Title	Portfolio Policy
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Function	Elected Members
Responsible Position	Chief Executive Officer
Supersedes	N/A
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Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1	Not applicable	26 June 2024	OM/06.2024/55
2	Not applicable	Amended 10 July 2024	OM/07.2024/03
3	Not applicable	Amended 24 July 2024	OM/07.2024/59

## 1. Purpose

The purpose of this policy is to provide a governance framework and associated protocols related to the appointment of Councillors to portfolios that facilitate Councils engagement with residents, community, community organisations, industry, stakeholders and Government. This Policy sets clear guidelines for the role of Portfolio Chairs including:

- a. Representing Council on issues which fall within their portfolio.
- b. Involvement in proposing and guiding policies.
- c. Defining the relationship between the Portfolio Councillor and portfolio council executive.

## 2. Scope

This policy applies to portfolio activities by Councillors of Maranoa Regional Council

## 3. Statement

Council through this policy establishes a portfolio system for nominated Councillors to be assigned specific thematic responsibilities linked to the key strategic areas of Council and the core responsibilities required to discharge consistent with the local government principles contained in the Act.

Portfolios assigned to Councillors is determined by resolution of Council.

This policy does not diminish or supersede each Councillors roles and responsibilities as defined in the *Local Government Act 2012*.

## 4. Role of Portfolio Councillors

In addition to their responsibilities as a Councillor under the Act, Portfolio Councillors are required to:

- a. Familiarise themselves with the Corporate Plan and Operational Plan, in particular the objectives, strategies, issues and activities which are relevant to their portfolio;
- b. Liaise with other Portfolio Councillors regarding matters that may cross over respective portfolio areas;
- c. Keep the Mayor and Councillors fully informed on portfolio matters;
- d. Act as the official Council spokesperson or representative on portfolio relevant matters to ensure consistent communication and messaging on portfolio relevant matters;
- e. Liaise and engage ,and be a key point of contact with stakeholders, community groups and individuals on topics relevant to portfolio areas.
- f. Provide leadership on portfolio matters to council, particularly at briefing and workshop meetings of the whole of council,
- g. Represent the Council when required in relation to portfolio related matters.

## 5. Operating Protocols

- a. Regular meetings can be convened with the relevant Executive Leadership Team member (subject to CEO approval) to allow portfolio councillors to be informed on issues, projects, strategies and activities relevant to the portfolio.
- b. Councillors, in accordance with the provision of the Local Government Act 2012:
  - i. Cannot direct employees
  - ii. Must abide by all Council policies
  - iii. Must abide by Council decisions
- c. Portfolio Councillors, will:
  - i. Chair and lead portfolio related matters as part of Council briefings and workshops
  - ii. Provide viewpoints and act as a sounding board to CEO and executive leadership team on issues relating to portfolio.
  - iii. Lead and champion council led community engagement activities

## 6. Portfolio Appointments

	Portfolio Responsibilities
Mayor Taylor	Government Relations (Federal, State, Local)
	Major Stakeholder Engagement
	Disaster Management (Chair LDMG)
	Saleyards
	Executive Management
	Housing
Deputy Mayor O'Neil	Rural Roads
	Major Projects, Stakeholder engagement & Advocacy
	Facilities and Airports
Cr Hancock	Economic Development & Events
	Quarry
Cr Birkett	Utilities (Water, Sewage and Gas)
	Youth
Cr Vincent	Environment and Waste
	Tourism
	Town Roads, Streets and Footpaths
Cr Seawright	Rural Services and Biosecurity (Stock Routes, Wild Dogs, Pest Management)
	Plant & Fleet
Cr Davis	Local Business and Procurement
	Community Safety
	Town Beautification
Cr Flynn	Sport and Recreation
	Planning and Building
Cr Brumpton	Finance (Audit & Risk)
	Parks and Gardens
	Arts and Culture