

LATE ITEMS AGENDA

Ordinary Meeting

Wednesday 26 June 2024

Roma Administration Centre

NOTICE OF MEETING

Date: 25 June 2024

Mayor: Councillor W M Taylor

Deputy Mayor: Councillor C J O'Neil

Councillors: Councillor J R P Birkett
Councillor M K Brumpton
Councillor A K Davis
Councillor P J Flynn
Councillor J M Hancock
Councillor B R Seawright
Councillor J R Vincent

Acting Chief Executive Officer: Cameron Hoffmann

Executive Management: Erik Lambert – Director Corporate Services
Stephen Scott – Director Bendemere
Seamus Batstone – Director Engineering
Lee Jackson – Director Bungil
Thea Griffin – (Acting) Director Regional Development,
Environment and Planning
Dean Ellwood – Director Roma
Mathew Gane – Director Warroo

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **26 June, 2024 at 11:00 AM or following the Special Budget Meeting.**



Cameron Hoffmann
Acting Chief Executive Officer

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L.	Late Items	
L.1	Councillor Portfolios	2
	Prepared by: Mayor Wendy Taylor	
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LC.	Late Confidential Items	
LC.1	Great Artesian Trade Mark Removal	
	Classification: Closed Access	
	Local Government Regulation 2012 Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.	
LC.2	Services Building Roma	
	Classification: Closed Access	
	Local Government Regulation 2012 Section 254J(3)(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.	

COUNCILLOR NOTICE OF MOTION

Meeting: Ordinary 26 June 2024

Date: 24 June 2024

Item Number: L.1

File Number: D24/57759

SUBJECT HEADING: Councillor Portfolios
Classification: Open Access
Councillor’s Title: Cr Wendy Taylor

Executive Summary:

This report presents, for Council’s consideration, the proposal to establish a Councillor Portfolio Policy for the 2024 – 2028 term.

Councillor’s Recommendation:

That Council:

1. approve the Councillor Portfolios Policy as presented; and
2. approve the following allocation of Council portfolios to:

Mayor Taylor	Government Relations (Federal, State, Local)
	Major Stakeholder Engagement
	Disaster Management
	Saleyards
	Housing
	Executive Management
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 & Biosecurity
	Plant & Fleet
Cr Davis	Planning and Building
	Local Business & Procurement
	Town Beautification
Cr Flynn	Sport and Recreation
	Community Safety
Cr Brumpton	Finance (Audit & Risk)
	Parks and Gardens
	Arts and Culture

Background:

This report presents, for Council's consideration, the proposal to establish a Councillor Portfolio Policy for the 2024 – 2028 term.

While there is no statutory requirement on local governments to establish a Councillor portfolio system, the structure of the portfolio system has traditionally been based on Councillors being assigned specific responsibilities linked to the strategic priorities of Council and the core responsibilities that Council is required to discharge.

The portfolio system provides Councillors with an opportunity to develop a heightened level of knowledge, leadership and representation across the region in a specified area of responsibility.

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.

The policy is not intended to, or does not, diminish or supersede each Councillors roles and responsibilities as defined in the Local Government Act 2012.

Councillor Consultation - Consultation has been undertaken with the Mayor and Councillors on the matters outlined in this report.

This portfolio model does not preclude Council from revisiting or revising the model at any time during the term, given there is no statutory obligation on Council to establish a portfolio structure or to set it in place for the duration of the term. Council can review and revise its portfolio model at any time, should circumstances or corporate goals or priorities change.

Supporting Documentation:

[1](#) Draft Policy | Councillor Portfolios

P24/19

Notice prepared by:

Cr. Wendy Taylor

COUNCIL POLICY



Document Control	
Policy Title	Portfolio Policy
Policy Number	P24/19
Function	Governance
Responsible Position	Chief Executive Officer
Supersedes	N/A
Review Date	June 2028

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1	[Date]	26 June 2024	

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.

COUNCIL POLICY



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

COUNCIL POLICY



6. Portfolio Appointments

	Portfolio Responsibilities
Mayor Taylor	Government Relations (Federal, State, Local)
	Major Stakeholder Engagement
	Disaster Management
	Saleyards
	Housing
	Executive Management
Deputy Mayor O'Neil	Rural Roads
	Major Projects, Stakeholder Engagement & Advocacy
	Facilities and Airports
Cr Hancock	Economic Development & Events
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