



COUNCILLOR PORTFOLIO MEETINGS

TERMS OF REFERENCE

1. Purpose and Objectives

Council has implemented the concept of Portfolio's, whereby a Councillor has assumed to be the representative of a functional area of Council, in respect to taking specific interest in and advocating for associated programs.

Councillors are assigned specific responsibilities for a key strategic focus area of Council. 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 Council area in a specified field.

The portfolio system serves as a means of establishing focused and meaningful connections between Council and the community, providing the opportunity for joint strategic collaboration and greater representation of community priorities.

The Councillor Portfolio Meeting has been established to facilitate an avenue for Portfolio Councillors and all Councillors to obtain specific updates on portfolio matters, including but not limited to progress related to Operational Plan activities.

The Councillor Portfolio Meeting is a standalone informal meeting and provides a forum for information sharing between elected members and officers on matters specific to identified portfolio function areas of Council.

The intention of this Forum is for Councillors to receive information and/or updates on pre-requested matters.

Dependencies: This Councillor Portfolio Meeting is maintained by the ongoing support by Council of the concept of the portfolios and allocations as per the Councillor Advisory Portfolios and Organisation Representation Register.

2. Portfolio Function Areas and Membership

The following are the current adopted representatives as per Council's General Meeting held 29 July 2025 (resolution number 2972025-22).

Advisory Portfolio	Councillor
Mayor and Chief Executive Services <i>Executive Support, Media and Communications, Elected Members Support, Grants, Organisational Development, Disaster Management, Strategic Engagement, Strategic Projects, Advocacy</i>	Mayor Ramon Jayo
People, Culture and Safety <i>Human Resources, Workplace Relations, Workplace Health and Safety, Payroll, Workforce Planning, Culture Change, Performance Management, Enterprise Bargaining Agreement and Judicial Conduct Commissioner Management, Leadership Development, Employee Health and Wellbeing</i>	Mayor Ramon Jayo
Financial Services <i>Insurance, Financial Management and Planning, Revenue and Debtors, Treasury, Procurement/Contract Management, Stores/Warehousing, Property and Rating, Financial Sustainability</i>	Mayor Ramon Jayo



Advisory Portfolio	Councillor
Infrastructure Services <i>Asset Management, Transport Network, Traffic Management, Civil Construction, Urban Drainage, Rural Drainage, Plant and Fleet Operations, Depot and Workshop Operations, Aerodrome Operations, Road Maintenance Performance Contracts, Survey and Design, Facilities Maintenance, Public Amenities, Marine Infrastructure, Boat Ramps</i>	Councillor Andrew Carr
Utility Services <i>Water Reticulation Network, Drinking Water Quality, Sewerage Reticulation Network, Recycling and Waste, Warrens Hill Waste Management Facility, Halifax Waste Transfer Station, Expired Waste Sites Management, Environmental Waste Compliance, River Height and Rainfall Gauges</i>	Councillor Pat Lynch
Biosecurity and Open Spaces <i>Horticulture Services, Biosecurity Services, Public Open Spaces, Environmental Partnership Programs, Climate Adaptation, Natural Waterways Protection, Bushland Reserves, Natural Resource Management, Nursery, Pest Plant Management, Pest Animal Management, Vector Control, Foreshore Management, Flying Fox Management</i>	Councillor Kate Milton
Corporate, Development and Regulatory Services <i>Complaints Management, Records, Risk, Audit, Customer Experience, Business and Administration Support, Governance, Policy Management, Cemeteries, Local Laws, Regulatory Compliance, Environmental Public Health, Information Technology and Software, Security Infrastructure, Telecommunications, Building and Plumbing, Land and Property Dealings, Planning and Development, Regional Planning</i>	Councillor Mark Spina
Community and Cultural Services <i>Youth, Infants and Children, First Nations, Community Engagement, Community Grants, Heritage and History, Libraries, TYTO Regional Art Gallery, Regional Arts Development Fund, Community Organisations, Active Spaces, Sports and Recreation, Community Health and Wellbeing, Community Facilities, Aged and Disability, Venue and Facility Hire, Events, Festivals, Conferences, JL Kelly Theatre</i>	Councillor Donna Marbelli
Economic Development and Tourism <i>Economic Development, Tourism and Product Development, Visitor Information Centres, Business Development and Support, Tourism Marketing, RV Parks Operations</i>	Councillor Mary Brown

Council has at any time, the ability to amend the Portfolios and their representation.

3. Scope of Work and Function

Generally, the Councillor Portfolio Meeting will focus on the portfolio functions (as per Clause 2 above), and the agenda will result from:

- Questions/requests for information from the representee Councillor;
 - Other councillors can raise questions/requests for information through the representative Councillor (to manage requests);
- Exception reporting on the Operational Plan Activities;
- Specific application information relevant to a Portfolio function (e.g. DA's, a grants cycle); or
- Information the Chief Executive Officer (CEO) or Director identify as matters to raise for information.

The format for the meeting will be that each Portfolio function will allow for employees of key areas to update Councillors on any key work and achievements. Councillors will also be given an opportunity to request updates and information in advance relating to Portfolio functions.

4. Authority

The Councillor Portfolio Meeting has no line of authority, is not a decision making body, nor has it any delegated authority.

However, the Councillor Portfolio Meeting has full right of access to all levels of management through the Chief Executive Officer.

The Members of the Councillor Portfolio Meeting must ensure questioning and requests for information are made by following Council's acceptable request guidelines ("Elected Member Contact with Employee Advice Guidelines").

4.1 Officer Responsibilities

- Acknowledge the elected member's right for information;
- Ensure they are aware of, and manage, their own conflicts of interest; and
- Maintain integrity and transparency.

5. Membership

The Councillor Portfolio Meetings will be closed to the public and will be chaired by the Chief Executive Officer.

- *Chair – Chief Executive Officer;
- Members – All Elected Members (Mayor and Councillors);
- Attendees/Contributors – All Directors; and
- Secretariat – Executive Support Officers – Executive Assistants Office of the Mayor and CEO.

Meetings would be attended by relevant Managers and Technical Officers, as appropriate.

*In the event that the Chief Executive Officer is unavailable, the role of chair will be rotated through the Directors.

6. Term of Office

The Councillor Portfolio Meetings will have an ongoing forum format, aimed to meet its objectives.

The Terms of Reference can be reviewed at any time, however they will be scheduled for formal review at least every two years to ensure currency and meeting purpose, unless otherwise disestablished by Council through a review of the Portfolio concept.

7. Meetings and Attendance

Meetings are closed to the public.

Meetings will be informal and attendance fluid, noting the standing agenda set times, however attendance by Councillors is mandatory, unless a leave of absence has been approved and/or an alternate approved by the Mayor/CEO.



7.1 Quorum

As a forum and not a statutory requirement, a quorum is not a prerequisite to hold a meeting. However, it is preferred that elected members will attend the forums and seek a leave of absence or approved apology if they cannot attend.

It is also preferred that the CEO and Directors attend the forums and seek an approved apology if they cannot attend.

7.2 Frequency of Workshops

The Councillor Portfolio Meeting will be held monthly, as per the Council Monthly Meeting Schedule.

In consultation with the Mayor, the CEO may determine that a Councillor Portfolio Meeting will not be held due, but not limited to, lack of items for the agenda, conflicting appointments/priorities, time of year, or other feasible reasons.

8. Governance Arrangements

Each Councillor Portfolio Meeting will have an agenda and notes of the meeting will be distributed to members following the meeting.

8.1 Conduct of Meetings

The Councillor Portfolio Meeting operates in accordance with s270 (Procedure at meetings) of the Local Government Regulation 2012 and Council's Standing Orders.

Attendees will maintain their responsibilities to declare and record their conflicts of interest as per the *Local Government Act 2009* and Local Government Regulation 2012.

8.2 Agenda Items and Distribution

The CEO, in consultation with the Elected Members and management, will be responsible for developing and distributing the Agenda. Elected Members are invited to request items or information requests for the Agenda for discussion or for information in advance, these will be included at the discretion of the Chief Executive Officer, noting that other methods of responding may be appropriate.

To allow officers adequate time to prepare for Portfolio Meetings, Councillors are required to submit items for discussion or information requests for the Agenda a week prior to the meeting. Ten minutes will be allowed for each staff in key areas to provide verbal updates. Ten minutes will also be allowed for each Portfolio Councillor to highlight meeting attendance and any information relevant to the Portfolio. The rest of the Agenda will be made up of topics brought for discussion by Directors, or any topics requested from Councillors.

Portfolio Meeting agendas are to be made available to each Elected Member at least two business days before the scheduled meeting.



Standing items on the agenda include, but are not limited to:

1. ***Mayor and Chief Executive Services***
 - a. *Declarations of Interest*
 - b. *Portfolio Councillor Verbal Update (10 minutes)*
 - c. *Media and Communications Verbal Update (10 minutes)*
 - d. *Disaster Management Verbal Update (10 minutes)*
 - e. *Grants Briefing*
 - f. *<items raised Officers>*
 - g. *<items raised in advance from Councillors>*
2. ***People, Culture and Safety***
 - a. *Human Resources Verbal Update (10 minutes)*
 - b. *Safety Verbal Update (10 minutes)*
 - c. *<items raised Officers>*
 - d. *<items raised in advance from Councillors>*
3. ***Financial Services***
 - a. *Financial Services Verbal Update (10 minutes)*
 - b. *Procurement Verbal Update (10 minutes)*
 - c. *<items raised Officers>*
 - d. *<items raised in advance from Councillors>*
4. ***Infrastructure Services***
 - a. *Assets Management Verbal Update (10 minutes)*
 - b. *Infrastructure Operations Verbal Update (10 minutes)*
 - c. *Facilities Verbal Update (10 minutes)*
 - d. *Fleet Verbal Update (10 minutes)*
 - e. *Portfolio Councillor Verbal Update (10 minutes)*
 - f. *<items raised Officers>*
 - g. *<items raised in advance from Councillors>*
5. ***Utility Services***
 - a. *Waste Verbal Update (10 minutes)*
 - b. *Utility Services Verbal Update (10 minutes)*
 - c. *Portfolio Councillor Verbal Update (10 minutes)*
 - d. *<items raised Officers>*
 - e. *<items raised in advance from Councillors>*

6. *Biosecurity and Open Spaces*

- a. *Biosecurity Verbal Update (10 minutes)*
- b. *Public Spaces Verbal Update (10 minutes)*
- c. *Portfolio Councillor Verbal Update (10 minutes)*
- d. *<items raised Officers>*
- e. *<items raised in advance from Councillors>*

7. *Corporate, Development and Regulatory Services*

- a. *Information Services Verbal Update (10 minutes)*
- b. *Business Services and Governance Verbal Update (10 minutes)*
- c. *Regulatory Services Verbal Update (10 minutes)*
- d. *Portfolio Councillor Verbal Update (10 minutes)*
- e. *<items raised Officers>*
- f. *<items raised in advance from Councillors>*

8. *Community and Cultural Services*

- a. *Community and Cultural Verbal Update (10 minutes)*
- b. *Portfolio Councillor Verbal Update (10 minutes)*
- c. *<items raised Officers>*
- d. *<items raised in advance from Councillors>*

9. *Economic Development and Tourism*

- a. *Economic Development and Tourism Verbal Update (10 minutes)*
- b. *Portfolio Councillor Verbal Update (10 minutes)*
- c. *<items raised Officers>*
- d. *<items raised in advance from Councillors>*

10. *CEO/Councillor Only Time*

8.3 *Recording of Minutes*

In accordance with Section 272(6) of the Local Government Regulation 2012, the secretariate with the Chief Executive Officer's oversight, will take notes and prepare a meeting record of the meeting.

8.4 *Administration/Secretariat*

The Chief Executive Officer will facilitate all governance and meeting requirements for the Councillor Portfolio Meetings, including the scheduling of calendar invites.

8.5 Actions

Any actions and/or questions arising from the Councillor Portfolio Sessions that cannot be answered during the meeting will be processed, monitored, and responded to the Councillors through the Councillor Helpdesk.

DOCUMENT HISTORY AND STATUS						
Action	Name			Position	Signed	Date
Approved by Council	Mary-Anne Uren			Chief Executive Officer		05/08/2025
Policy Version	2	Initial Version Adopted	30/11/2023	Current Version Adopted		29/07/2025
Maintained By	Office of the Mayor and CEO			Next Review Date		31/07/2027
File Location	https://hinchinbrook.sharepoint.com/sites/OfficeoftheMayorandCEO-Governance/Shared Documents/Governance/01_Corporate Governance (Old J Drive)/COUNCILLORS/Terms of Reference Councillor Portfolio Meetings 2025.docx					

